Contents

Facilities Module

Facilities and their rooms need to be setup first before user can assign where a course is being held at. It also needs to be setup prior to scheduling rentals or child care activities.

From the main menu, select **Facilities > Facilities**
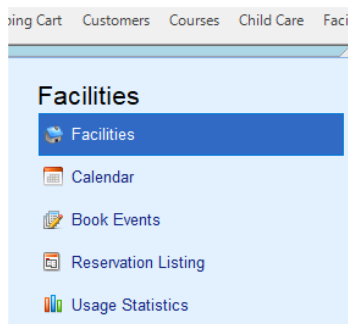
The **Facilities** screen will display; select the **Add** button which enables the screen so that a new facility can be added to the database or select the **Search** button to locate a record.

Type the **Facility Name** and select the **Category** using the drop down menu. Check **Inactive** to hide record without deleting from the database. Check **POS Ship Loc** if this facility is a Point of Sales Shipping Location. Check box **Show Online** to allow facility to be viewed on the website.
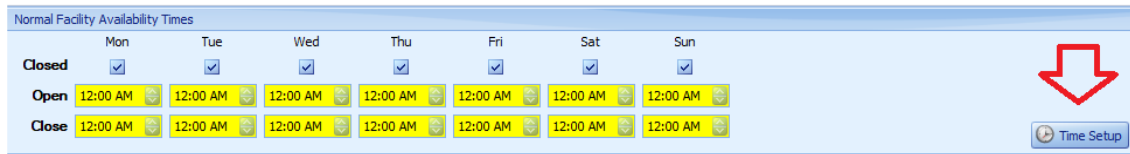
Address Tab

Type the **Address, Zip Code, Primary Phone, Secondary Phone, Other Phone** (if applicable), **Fax, Website, Email** and **Notes** in the fields respectively.

ReCPro™ is designed with a built-in zip code table. Click button to open **Zip Codes Lookup** to scroll through the list. Cities are in alphabetical order. A new zipcode can be enter in the system default (*see the User Manual_Admin Module for details*).
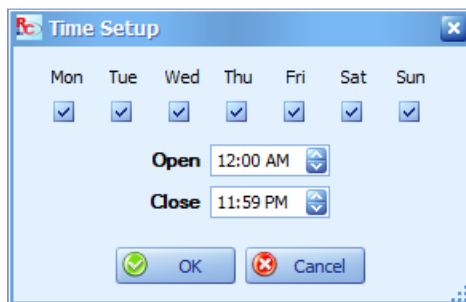
Normal Facility Availability Times

The systems default settings have the facility **Closed** each day of the week. Uncheck the box and the **Open** and **Close** time fields will be enabled.

Or click the **Time Setup** button for setting up multiple days that have the same open/close times.

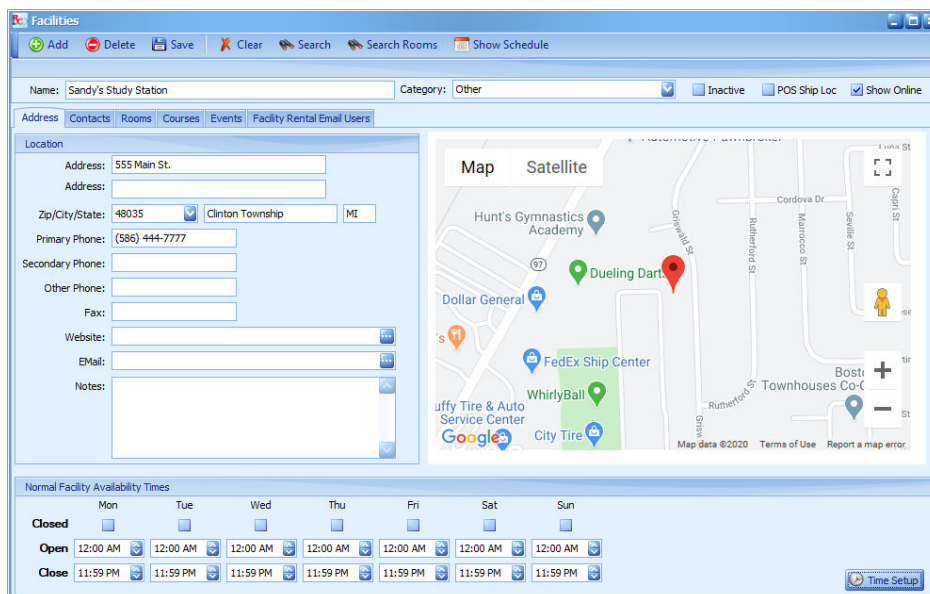**Time Setup** screen displays; check the days of the week and the open/close time. Click **OK** button.

Navigation Tips for Setting the Time Fields

  Navigate to the time field using the **tab key**. This will completely highlight the field. Type the hour, press the **space bar or colon** on the keyboard once; this will move the cursor to the minutes. Type the minutes, press the **space bar or colon** once and either leave the default set to AM or type "P" for PM. **Tab** to the next field.

After entering the data in the applicable fields, click **save** button; this will generate the map and pin point the location.
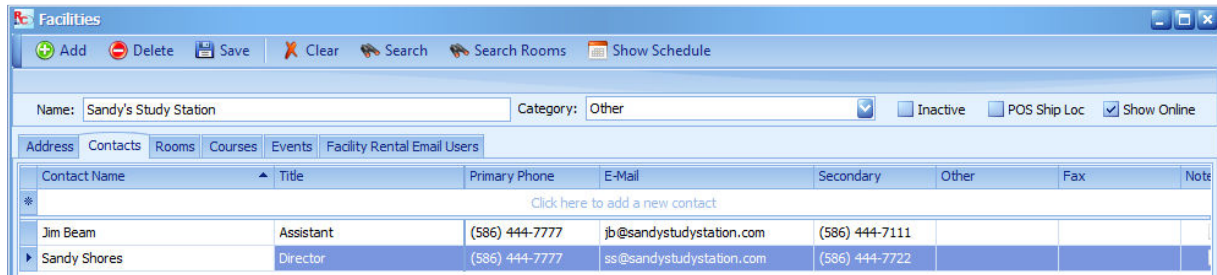
Contacts Tab

Type the **Contact Name, Title, Primary phone, E-Mail** address, and **Secondary** phone, **Other**, **Fax, Notes** and check the box if this is the **Primary** contact.

Rooms Tab

1. Enter the **Name** and select **Room Category** from the pick list. These 2 fields are required in order to save the record.

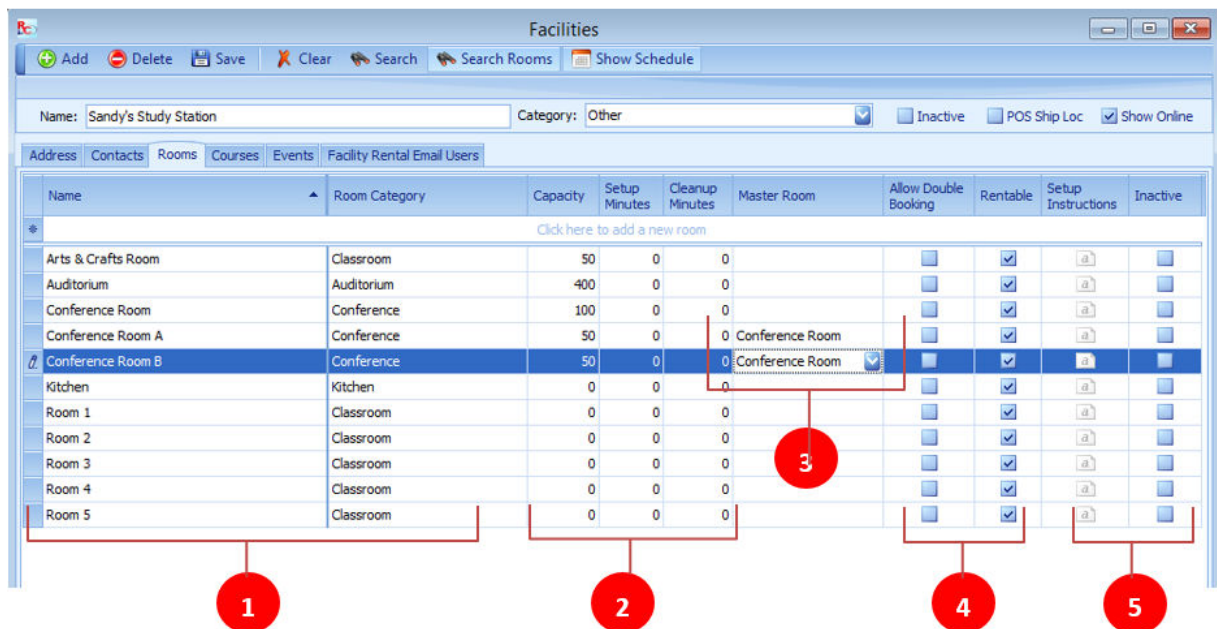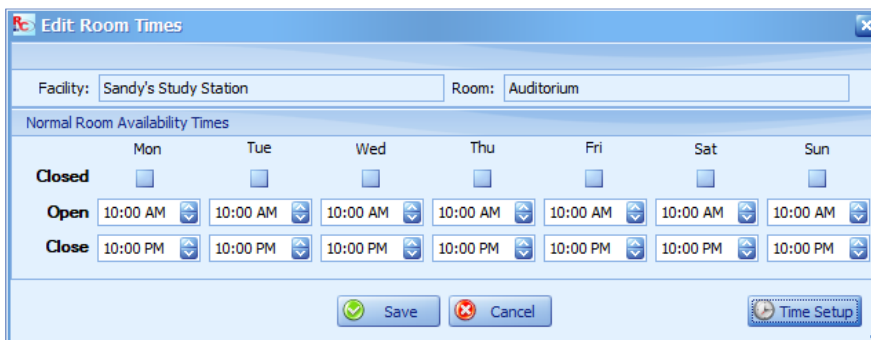2. Enter numeric values in **Capacity** (for online rentals / requests head count cannot exceed this number)**, Setup Minutes** and **Cleanup Minutes** (no rates are calculated)**.**

3. **Master Room** is defined as a room that can be divided into smaller rooms for use.

   - In this example, there is a room called **Conference Room** but it can be divided into two rooms, **Conference Room A** and **Conference Room B**.

   - **Conference Room** is selected as the **Master Room** from the pick list in both **Conference Room A** and **Conference Room B**, indicating a parent-child relationship in the software tables.

- It is critical that a **Master Room** is attached to the two smaller rooms to prevent *ReCPro*™ from double booking in the calendar. This means if **Conference Room A** is booked for a specific date/time, the user will not be able to book the **Conference Room (Master Room)** for that exact same date/time because a part of it is already booked. Alternately if the **Conference Room (Master Room)** is booked, then the user will not be able to book **Conference Room A** or **Conference Room B** during the exact same date/time.

4. If applicable, check the box to **Allow Double Booking** (example: a pool may be used for multiple classes) and **Rentable** if the room is used for rentals. This checkbox also activates the **Room Rental Option** button to enter more details used for rentals.

5. The **Setup Instructions** is a note field used for instructions to maintenance departments. It will print in schedule reports and display on calendar (example: put out extra trash containers). Checkbox **Inactive** to hide room record when creating a rental and searching available rooms without deleting from database.

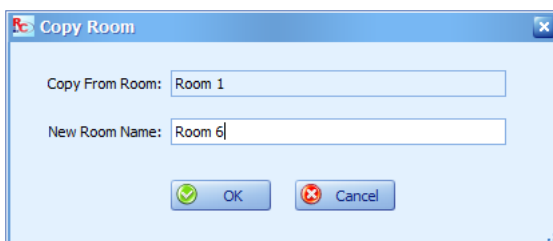## Edit Room Times, Room Rental Options and Copy Room

Edit Room Times – From the navigation toolbar, found at the bottom left side of the screen, click **Edit Room Times** button; the screen displays. **Edit Room Times** is mapping from the **Address** tab where the **Normal Facility Availability Times** has been set up as a default. Use this button to change a specific room's **Open** and **Close** time. Use **'Time Setup'** button to change multiple days at one time. *(Refer to 'Navigation Tips for Setting Time Fields')*
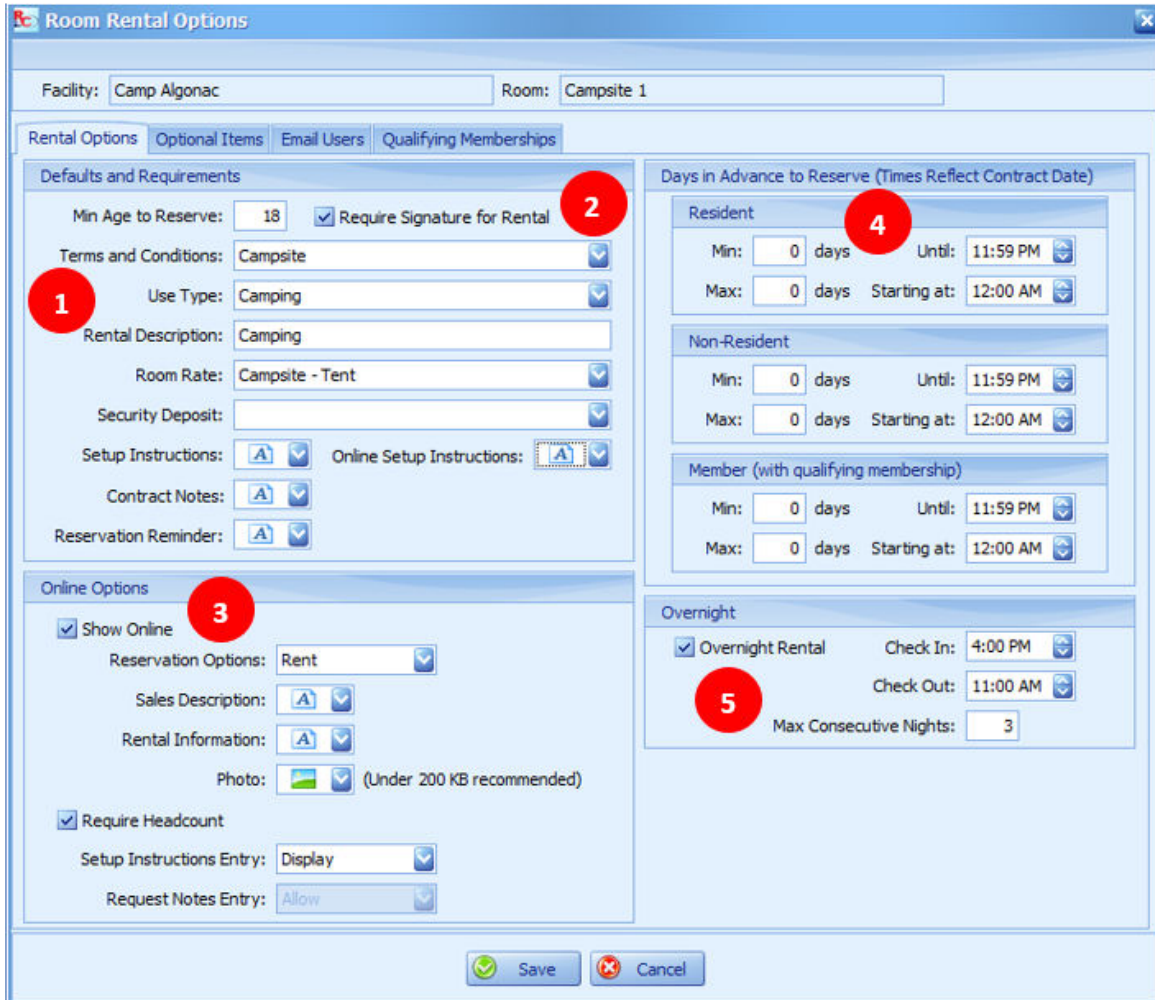

Copy Room – highlight the room you wish to copy, click **Copy Room** button. Enter the **New Room Name** in text field.

Click **Ok** button. *ReCPro*™ will copy the exact data including details in **Room Rental Options** and **Room Times**.

Room Rental Options – click this button to setup details for **Rental Options, Optional Items, Email Users,** and **Qualifying Memberships** *(if applicable)*.
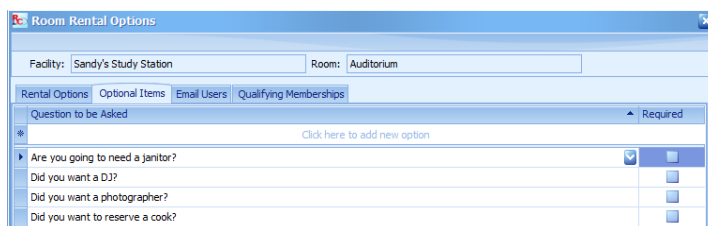

Rental Options tab

1. This section is for room defaults and setups.
   - Enter the **Minimum Age to Reserve** (optional)
   - From the pick lists select **Terms & Conditions, Room Rate, Security Deposit** (if applicable). **Use Type** and **Rental Description** can be setup now as a default or selected when creating rental**.**
   - **Setup Instructions** will display on the calendar and print on the Facility Schedule Report (example: put out extra trash containers in lobby).
   - **Online Setup Instructions** will display for the customer during online facility rental or request, and it will also print on the Facility Schedule Report.
   - **Contract Notes** that apply to the specific room and will print on the contract (example: no food allowed in auditorium; pick up the key 24 hours in advance).
   - **Reservation Reminder** is an in-house staff reminder only and does not print on reports.

2. Check box for **Require Signature for Rental** (optional). This feature works with online rentals and requests. It will require an electronic signature from the customer before they can continue with rental payment or submitting rental request. The desktop version will display the signature and date signed after the rental has been created, and captures the signed by information in shopping cart.

3. **Online Options**
   - Check box for **Show Online** and then select one of 3 choices for **Online Reservation Options**:
     - **None** (will display room only but no rental or request online permitted),
     - **Request** (requires staff approval before rental can be added to the calendar and payment made), or
     - **Rent** online (requires NO staff approval, customer adds to the calendar and makes payment in full in checkout screen).
   - **Sales Description** is a text field to describe the details about the room and any amenities, benefits, etc. *(Example: The ReCPro Pavilion was built in 1995 and is a great venue to host family reunions, birthday parties or general gatherings for up to 50 people. There are 8 picnic tables and a barbeque grill available at this location.)*
   - **Rental Information** is a text field to enter details about renting the room and any additional information, instructions or warnings and will display online. *(Examples: "Additional fees may apply if your guests' park on the lawn. You may also lose your security deposit" or "Parking is adjacent to the building").*
   - **Photo** is a way to upload a jpeg photo of the room at the facility. Click arrow to open box, right mouse click, menu displays, select 'load', it will become a browser to user network.
   - **Require Headcount** – check box if this is a required field for your rentals.
   - **Setup Instruction Entry** – user can customize this field; select:
     - **Hide –** the setup instructions will not display online
     - **Display** – the setup instruction field will show online but the customer will not be allowed to type in the field.
     - **Allow** – the setup instructions will show online and the field is open for your customer to type in the field but not required.
     - **Required** – the setup instruction field will require the customer to respond in the field.
   - **Request Notes Entry** – this feature only works with rental requests online.

4. **Days in Advance to Reserve (Times Reflect Contract Date)** – Use this feature to create date/time restriction.
   - **Min x days until x time** means 'how much advance notice does the office staff need?'
     - Example: 2 days advance notice until 5:00pm when the office closes. So if today is July 8 before 5:00pm, the earliest date the customer could get the rental is for July 10. After 5:00pm, earliest date would be July 11.
   - **Max x days starting at x time** means 'customer is restricted advance registration'
     - Example: 7 days advance notice starting at 12:00pm. So if today is July 8 before 12:00pm, customer could rent on or before July 14. Starting at 12:00pm, rentals would be accepted for July 15.
   - Enter by **resident, non-resident** and **membership** (if applicable).

5. **Overnight** – Check box for **Overnight Rentals**, enter **begin / end time** and enter **maximum consecutive nights.**
   - If the room only allows overnight rentals, then check the box labeled **Overnight Rental**. When selected, user will need to specify the **Check In** time for the initial rental date and a **Check Out** time for the last rental date. The check in time must be after the checkout time. User must enter the **Max Consecutive Nights**, which indicates how many consecutive nights a family can rent the room. This is helpful because it will prevent the same person from renting the facility for a long period of time and not allowing other people to rent the facility. It applies to any members of the same family and searches through multiple rentals.
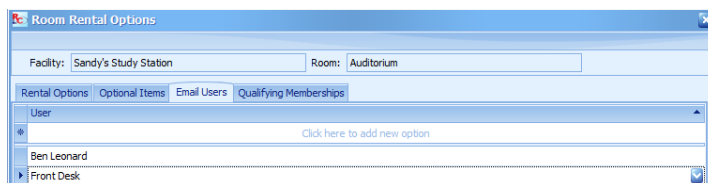
Optional Items tab

Select from the pick list, optional items available as part of the room rental. If the rental option <u>must</u> be applied to the room rental, click checkbox **Required.**
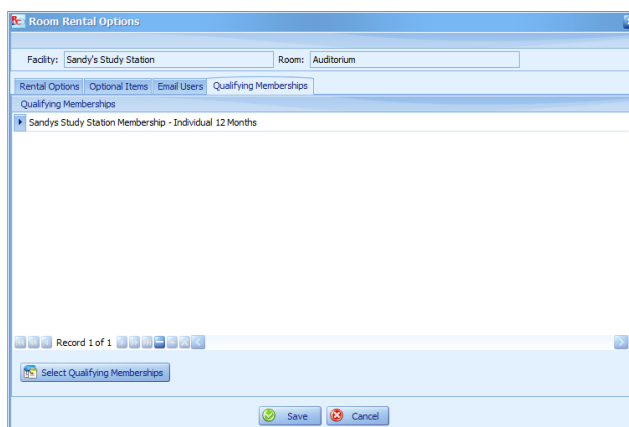
Note: if Required is checked, it cannot be overwritten in desktop version either. Click **Save** button.

Email Users tab

Select email user names (optional) from the pick list to send an email notification to user when a facility request comes in from the online version.

Qualifying Memberships tab

Click **Select Qualifying Memberships** button to create a verification that the room can only be rented if the customer has a specific membership. Example: Tennis Membership to rent tennis court.

Multiple Edit Room Times & Room Rental Options

By holding down the control key on your keyboard, you can select several rooms and **Edit Room Times** or **Room Rental Options** at one time.
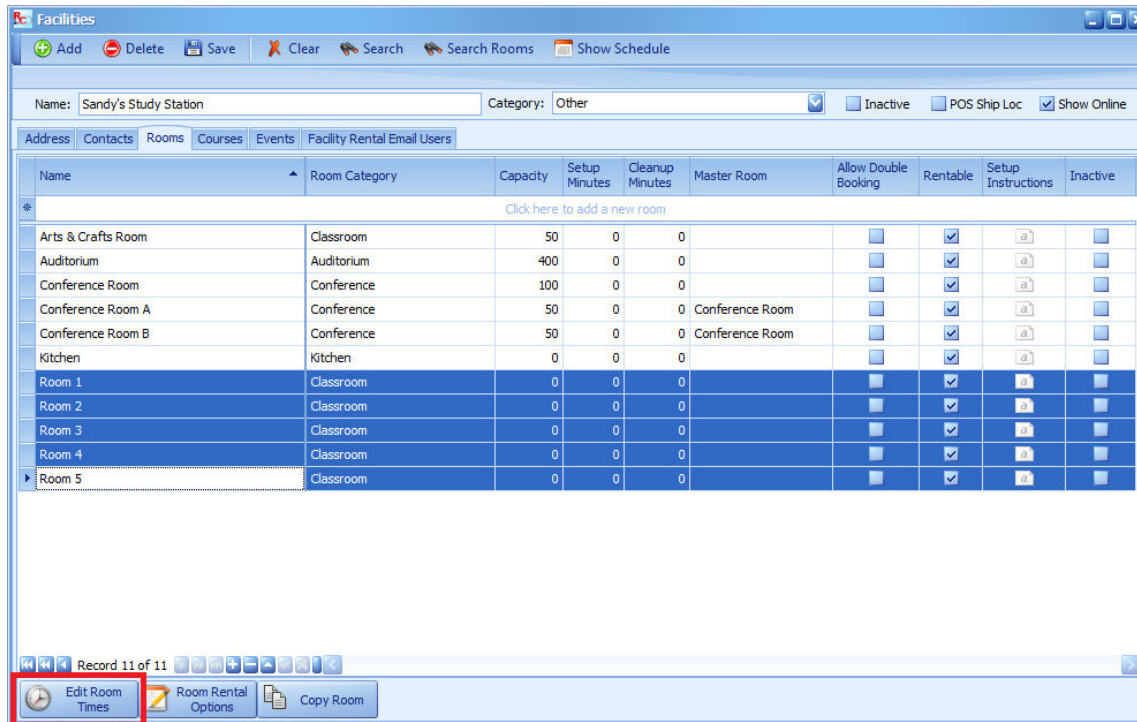
In this example, 5 rooms have been selected; click **Edit Room Times** button, pop up window displays current times. Notice the Room says **'Multiple Rooms Selected'** and in the lower left corner states **'WARNING: will change all values for the 5 rooms selected'.**
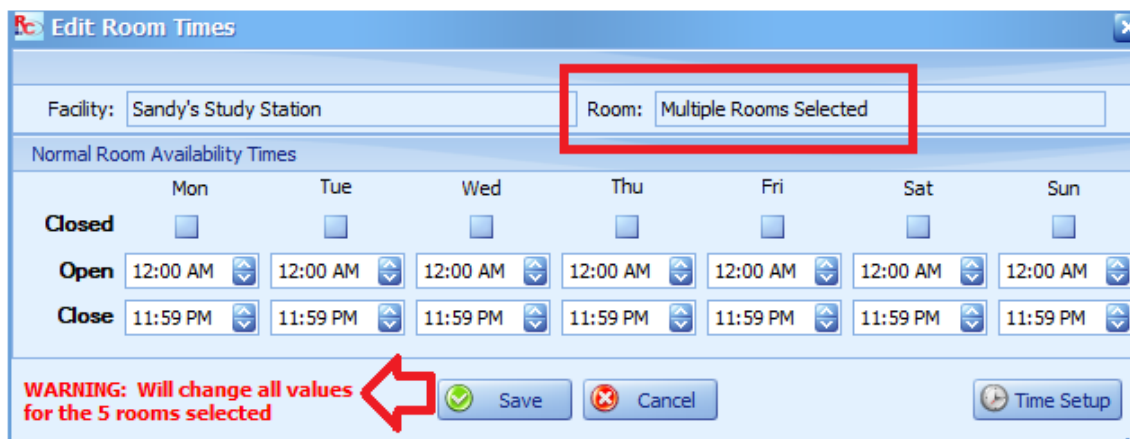
In this example, 5 rooms have been selected; click **Room Rental Options** button, pop up window displays current options. Notice the Room says **'Multiple Rooms Selected'** and in the lower right corner states **'WARNING: will change all values for the 5 rooms selected'.**

Select multi-rooms and click **Room Rental Options** button to change for all selected rooms.

Courses Tab

As the facility rooms begin to get scheduled through the **Course** module, **ReCPro**™ automatically maps data to this screen to quickly view data related to the facility selected.

Events Tab

As **Events** are booked through **Book Events** feature where there is no customer record, no cost or contract needed, **ReCPro**™ automatically displays data to this screen to quickly view data related to the facility selected.

Facility Rental Email Users Tab

If using online rental requests, user may set up the email notification for individual users at the facility level. Click **arrow** for pick list and **select user**, then **Save** button.

Calendar

From the main menu, select **Facilities > Calendar,** the **Calendar** screen will display to Today's date.
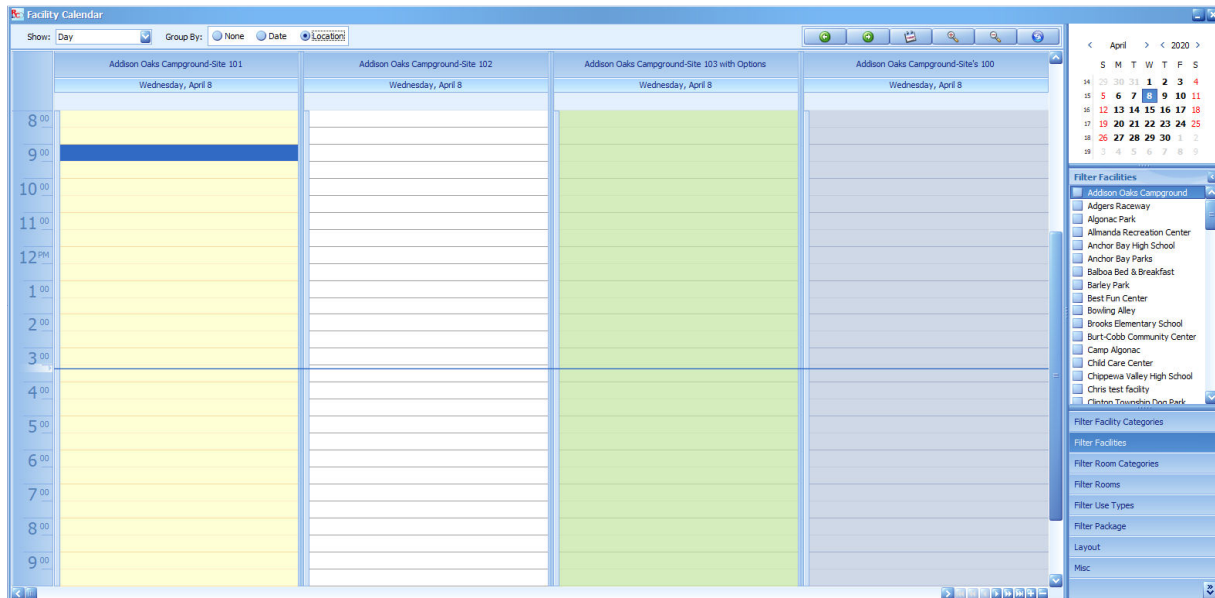
Calendar Navigation Toolbar

To change the view of the calendar, click the **Show** field to select from **Day, Week, Month, Work Week** or **Time Line. Group By** select the radio button **None, Date** or **Location** which changes the view of the calendar.
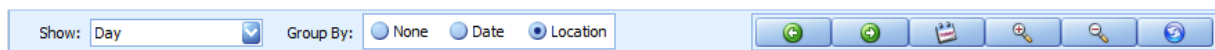
Back Arrow button moves calendar back one day

Forward Arrow button advances calendar by one day

Today button takes user to Today's date

Zoom In button scales up to display more content

Zoom Out button scales down to display a broader view

Refresh button will populate any updates since the last time calendar was opened
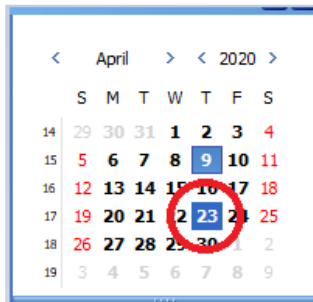
Click on a **specific calendar date** to jump to that date on the facility calendar.

Use the **various filter tools** to narrow down calendar view
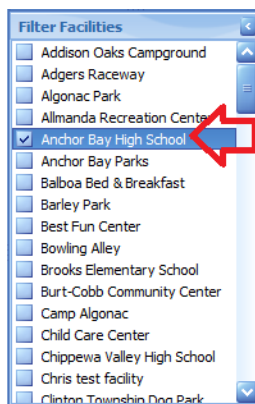
User can highlight the time and then right mouse click; select **Create Facility Rental** or **Create Quick Rental.** *ReCPro*™ will bring up the facility reservation program.
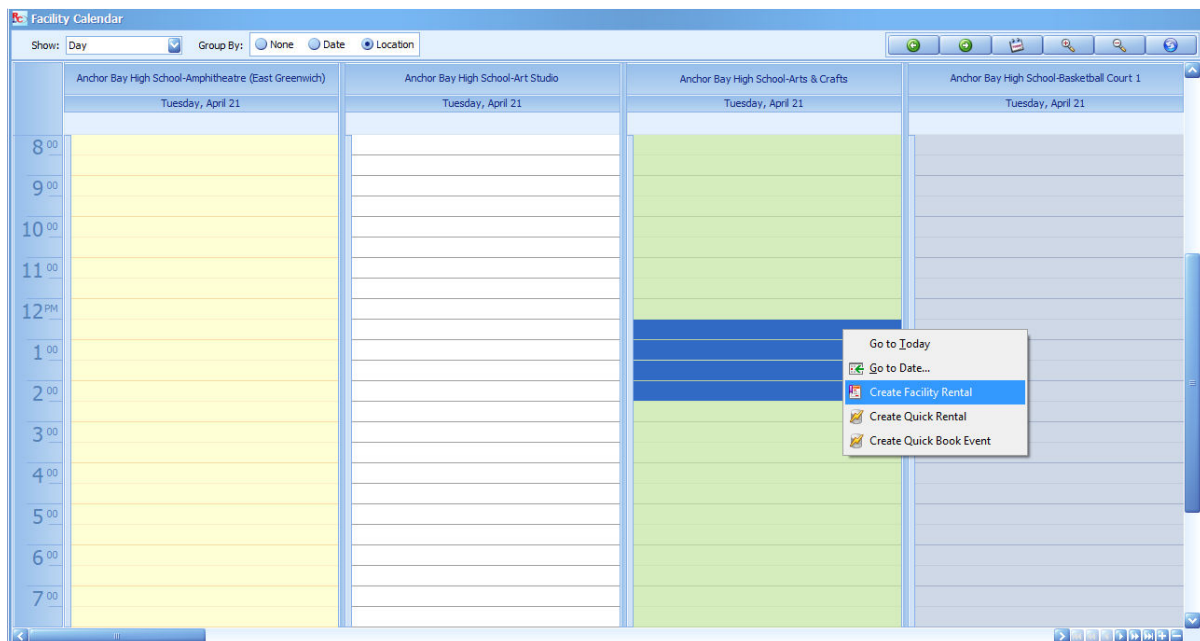
Create Rental

From the main menu, go to **Facilities > Rentals > Create Rental**

Facility Rentals screen displays.

Step 1 – Select Customer

Click **Find Customer** button; Customer lookup screen displays. Search for customer, click **OK** button, customer contact information populates the fields. **Edit Customer** button will link user to the customer database to update any contact information.

Step 2 – Fill Out Rental Information

Once the record is saved, *ReCPro*™ will automatically generate a Permit number. This field will remain blank until then. Check **No Charge** to override any pre-set fees. Select **Use Type** from the drop down menu and type the **Description**; select **Status** from the following choices: **Firm** or **Tentative**.

Step 3 – Select Location / Packages and Dates

Type is set to the default **Room Rental**. Click **Search Rooms** button to open lookup screen; room selection will populate **Location** field with **Room Rate** (sets to the default but can be changed). **Capacity, Setup** and **Cleanup Minutes** with **Reminder Notes** populate the fields (see **Room Rates** for setup details). **Security Deposit** and **Amount** (sets to the default but can be changed). **Due Date** is today's date but can be changed. Select **Billing Options** for the security deposit **(One Time** or **Each Date)**.
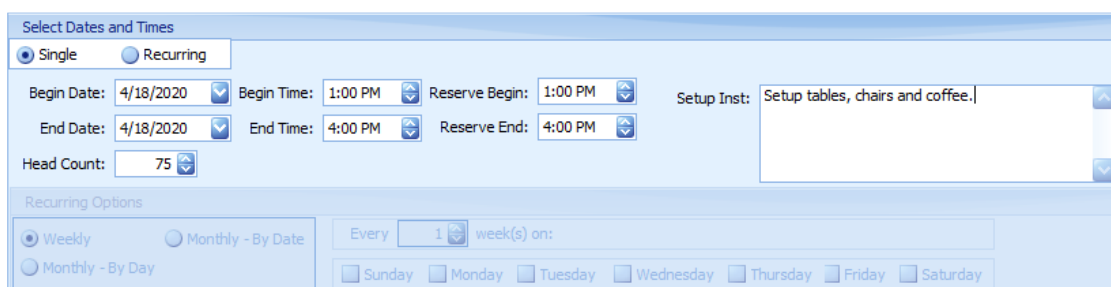
Alternately user can switch **Type** to **Package Rental** and the button will change to **Search Packages**. (See **Rental Packages** for setup details).

Select Date(s) and Times

Choose between **Single Reservation** and **Recurring Reservation**. Add **Begin/End Dates, Begin/End Times** and **Reserve Begin/End Times;** type any **Setup Instructions** and **Head Count**.

Alternately user can select **Recurring Reservation** radio button.

Recurring Options - Weekly
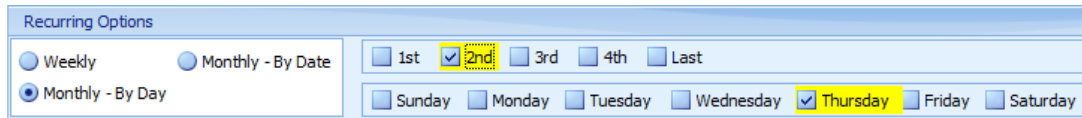
Weekly is the default and can be selected either by setting up a date range using **Begin Date** and **End Date** fields or by selecting a number in the **Weeks On** field. Check the day(s) of the week; in this example it is checked for Thursday.

Recurring Options – Monthly - By Day - In the following screen shot the recurring option is set for the second Thursday of the month.

Recurring Options Monthly – By Date - In the following screen shot the recurring date is **Every 1st day of month** regardless of a specific day of the week such as Thursday.

Continuing **Step 3** – once all fields are determined, click **Check Availability** button.

Validation screen will display if the location is available for dates selected; click **OK** button.
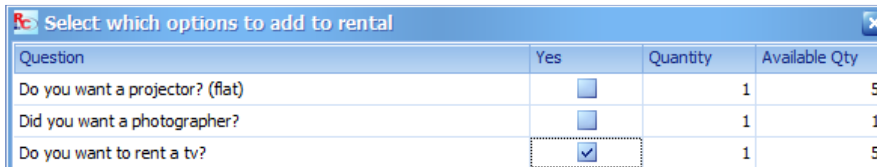
Click button; the **Verify Reservation Information** screen will display. Click **yes** to continue.

Select which options to add to the rental and add the quantity; click **OK** button.

Question	Yes	Quantity	Available Qty
Do you want a projector? (flat)	☐	1	5
Did you want a photographer?	☐	1	1
Do you want to rent a tv?	☑	1	5

Note: options will only display if they were setup in the rental option grid and attached to the room.

Step 4 – Rental Review

Click tab **Step 4** to **Review Rental** fees, security deposit, amount billed, paid and balance due; click the plus sign to drill down and review the rental room rates and options and rental dates and times.

Click button after reviewing rental

        Validation screen will display; click **yes** to continue.

Once you **Create Rental,** additional buttons become available and you can **Print Contract, Email Customer, Address Labels, Create Invoice, Pay Security Deposit** or create a **New Rental**.

Edit Rentals

Once a facility rental is created, user may edit the rentals location, rate, date/time, (add or delete dates), change options, deposit, or details. User may also add **Signed By** and **Date** in step 2.

Edit Location *(Change Room)*

Click the **Change Room** button in order to change location.

Room Lookup screen displays. Select the new facility room location by highlighting the line item. Click **OK** button.

Notice the new room replaced the previous room.

Change Rate

Highlight the date line item and click **Change Rate / Time Slot** button in order to select a new rate

Select Room Rate screen displays.

Select from the drop down menu a new rate, click **OK** button when finished.

Notice the new rate description

Change Date & Time

Highlight the date line item and click **Change Date & Time** button

Change Date & Time screen displays

Current Date & Time
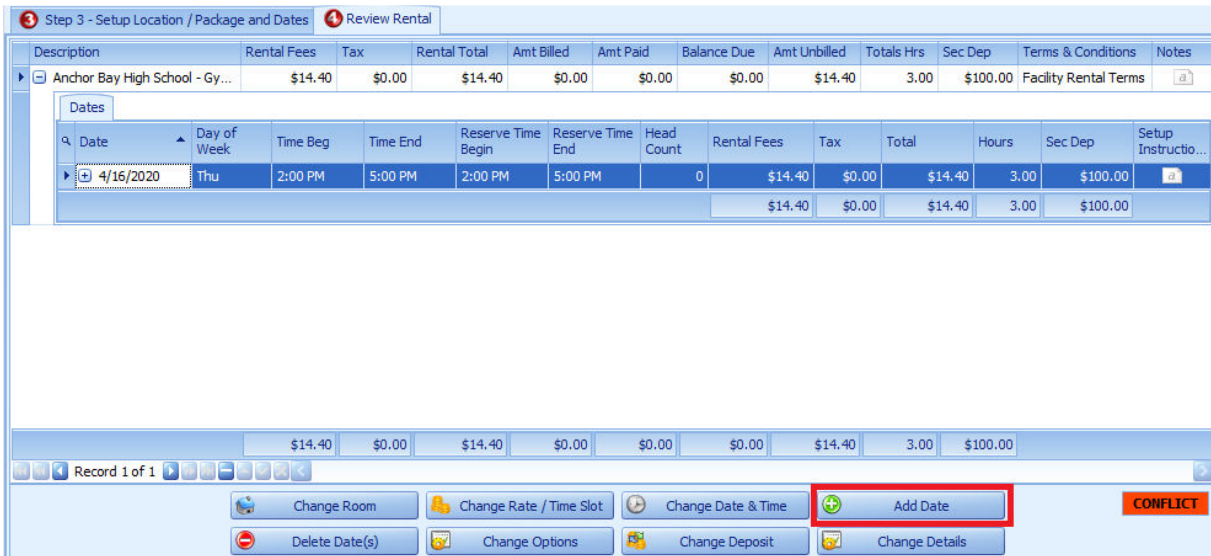
New Date & Time, click **OK** button

Notice the new time

Add Date

Click **Add Date** button to enter an additional date to the permit.

ReCPro™ will automatically switch the screen to **Step 3 – Setup Location** and fill in the location, room rate, security deposit *(if applicable)*, begin / end times. User only needs to select the **Begin / End Dates**. Click **Add to Rental** button.

Click tab **Step 4 – Review Rental** to see the new date/time added to the same permit number.

Click button to save the new date/time.

Delete Date

Select date you want to remove and click **Delete Date** button to remove a date from the permit.

Validation message will display. Click **Yes** to continue.

Click button to save.

Change Options

Click to add or delete rental options from the permit; quantities can also be altered.

Current Rental Options are items and quantities already selected for the permit.

New Rental Options are items and quantities that can be altered. Click OK to change permit.

Click button to save.

The changes appear in the **Rates** tab.

Change Deposit

Click the **Security Deposit** tab to review rate.

Click **Change Deposit** button to change the **Security Deposit** rate and/or **Due Date**.

Current Security Deposit is what was originally selected for the permit.

New Security Deposit fields can be changed. Click **OK** to change permit.

Click [Update Rental] button to save. **Security Deposit** is changed in the grid below.

Change Details

Click [Change Details] to change Head Count and/or Setup Instructions.

Current Rental Details is what has been selected for the permit.
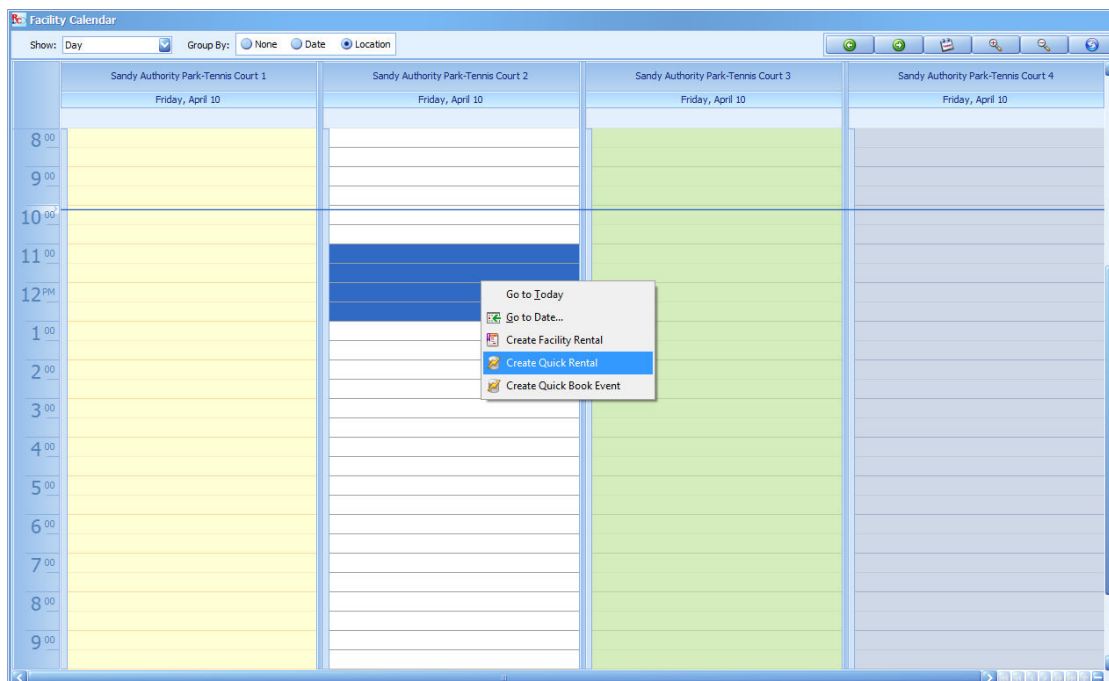
New Rental Details fields can be altered. Click **OK** to change permit.

Click [Update Rental] button to save.

Create Quick Rental

This feature will reduce the number of steps required to create a rental where in some cases just one room is wanted for one day and time. From the calendar, highlight time by using the mouse to click and drag start / end times. Right mouse click time frame, and select **Create Quick Rental** option.

Find Customer screen will pop up to search for customer, click **OK** button.

Create Quick Rental screen displays, prefilling **Customer Information, Location, Date** and **Time**. User only needs to fill in **Head Count**, select **Use Type** from the pick list, enter a **Description** and any **Setup Instructions** or **Contract Notes**. Click **Create Rental** button.
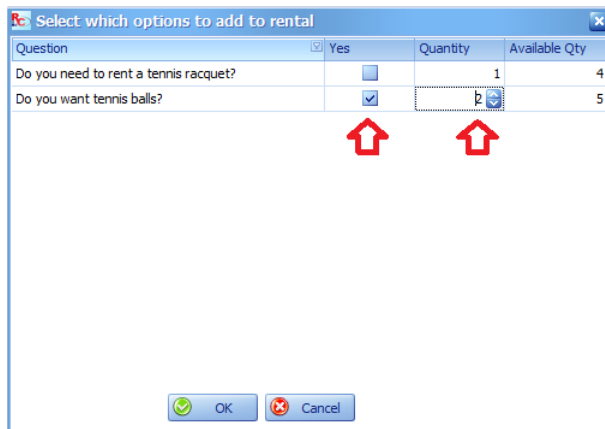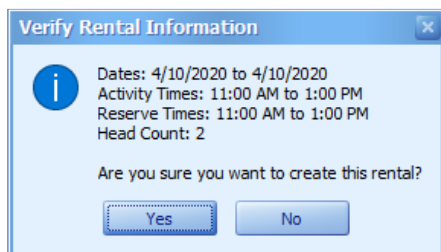
Select **Rental Options** and **Quantity** (if applicable), click **OK** button.

Verify Rental Information will display, select **Yes** button to continue.

Facility Rental Contract – click **Preview, Print, Email** or **None**

After **Facility Rental Contract** has been created, *ReCPro*™ will automatically open the **Checkout** screen in **Shopping Cart** which means *ReCPro*™ automatically created the **Invoice** too. Select payment, and process the receipt transaction.

Once the transaction is completed, and the sales receipt and rental invoice is printed *(optional)*, **Shopping Cart** will close and the rental will be on the calendar.

Book Events

From the main menu, go to **Facilities > Book Events**

Step 1 – Enter Event Information - Type **Event Title** in the description field and select **Use Type** from the drop down menu.
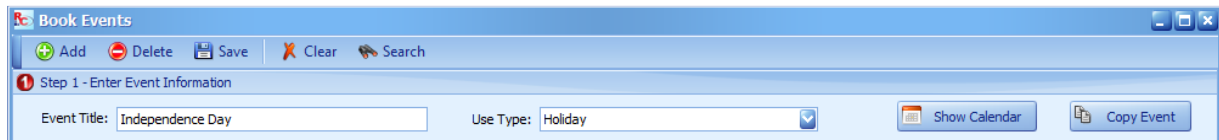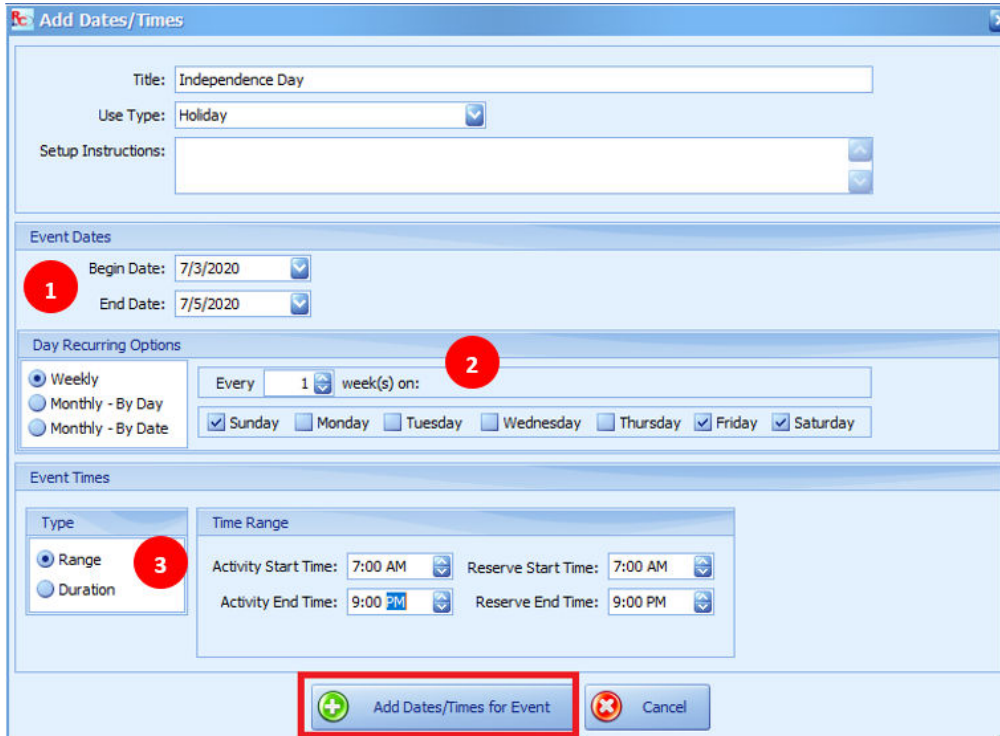
Step 2 – Setup Schedule - Click **Add Locations** button and the pop up screen will display. Use the check box to filter by **Facility Categories, Room Category** or **Facilities**.
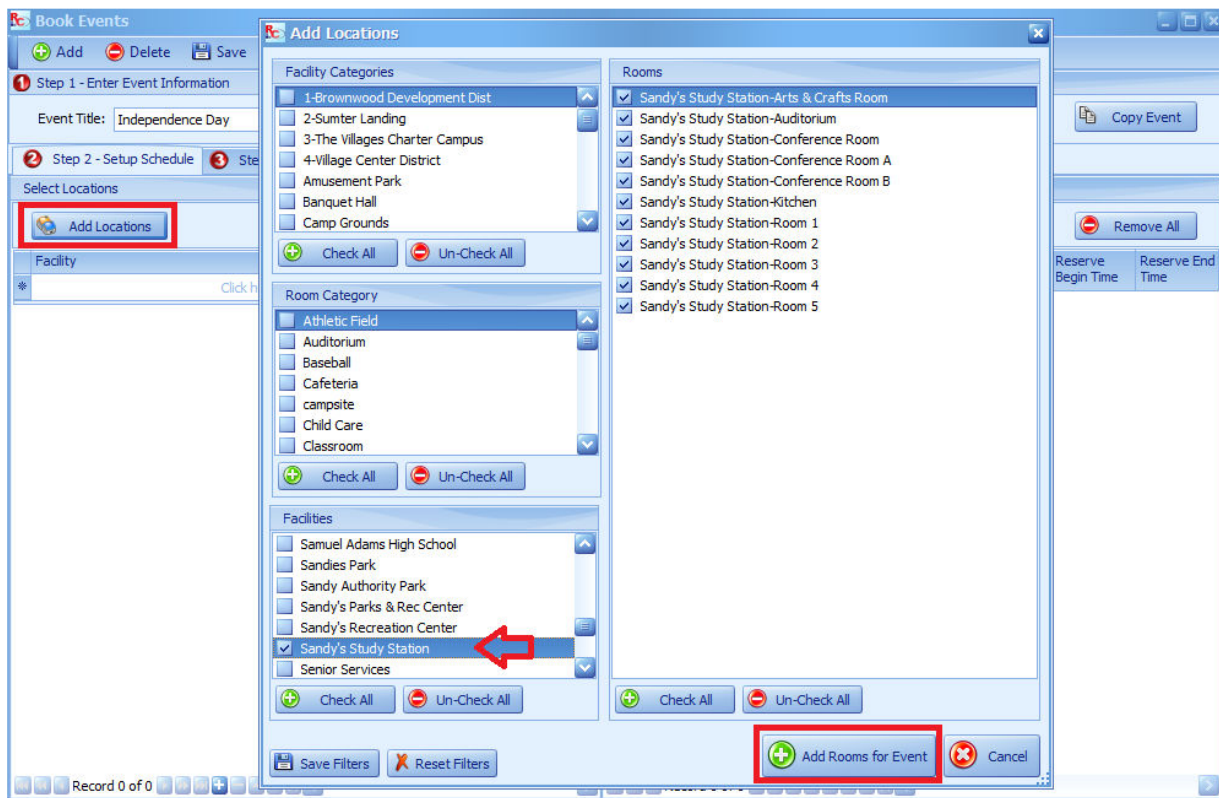
Click **Add Dates / Times** button
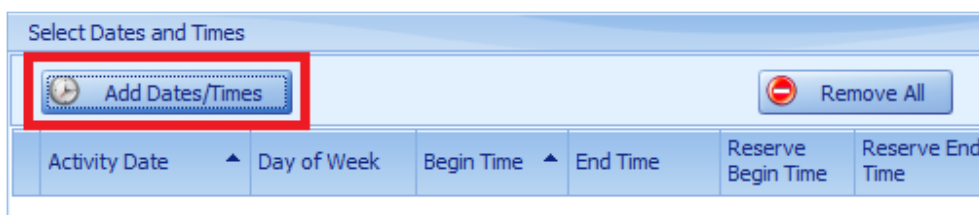
Popup displays. Enter **Begin Date, End Dates**, check **Days** and enter **Time Range**. Click **Add Dates/Times for Event** button.

1. **Event Dates –** enter the Begin Date and End Date.

2. **Day Recurring Options –** choose from:

    a. Weekly - default is Every 1 week(s) on: and check the days of the week that apply
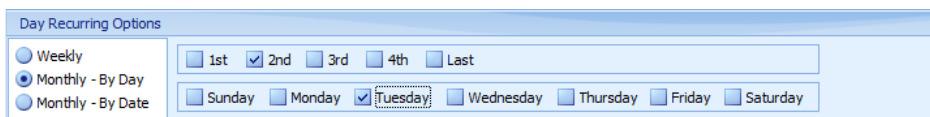
    b. Monthly by Day (use for a larger date range to indicate which week and day of the month)
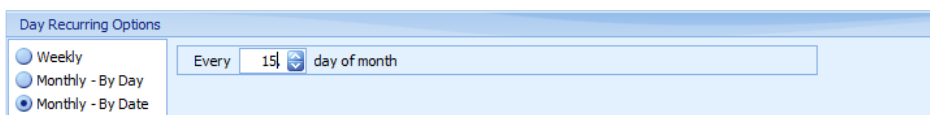
    c. Monthly by Date (use for a large date range to indicate specific day of the month)
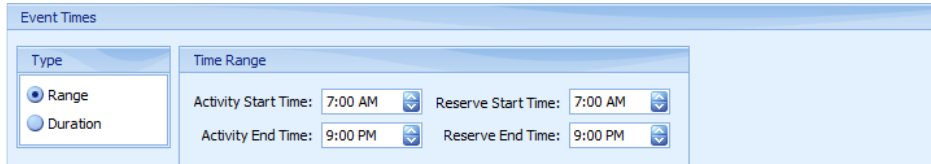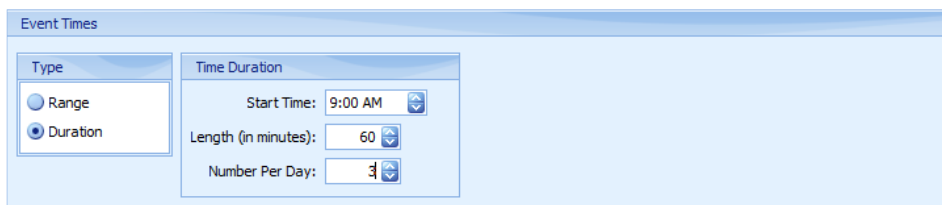
3.   **Event Time –** choose **Type**:
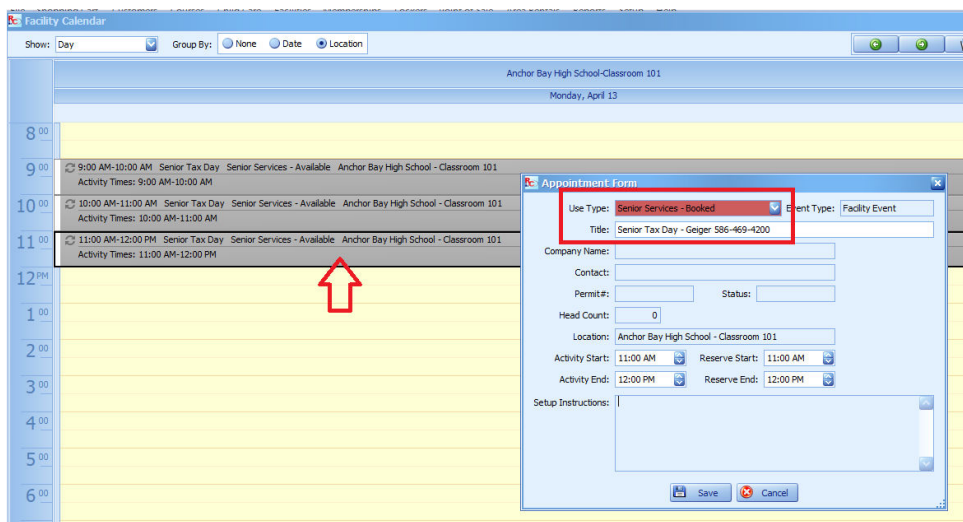
a.   **Range** – enter Activity Start Time and End Time and Reserve Start and End Time if applicable.
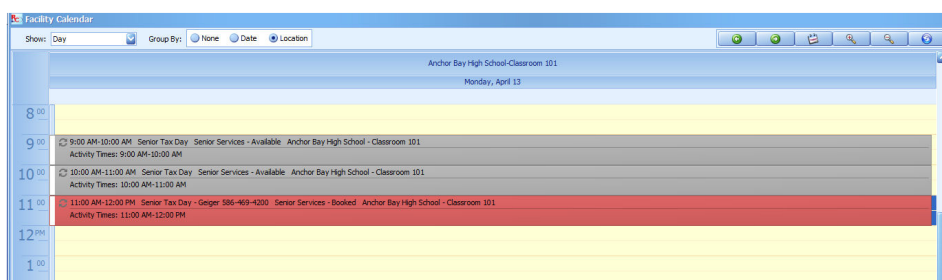
b.   **Duration (Appointment Setter)** – enter Start Time, Length (in minutes), and Number Per Day. Go to www.ReCProSoftware.com/video to watch *Feature Enhancements version 1.19.0*
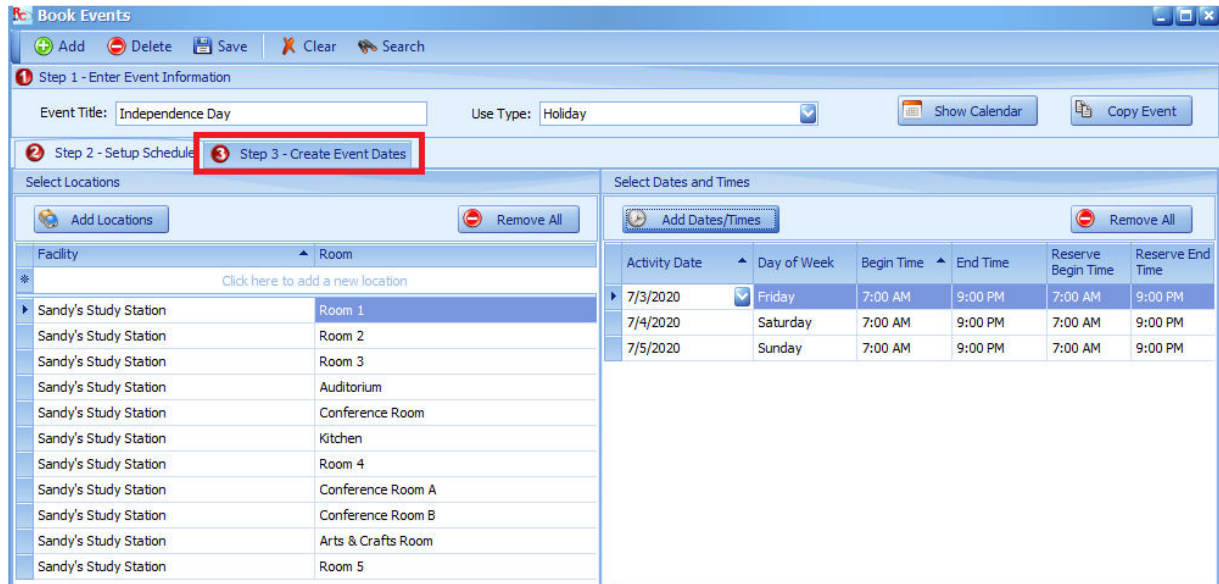
From the calendar, right mouse click the requested appointment time, change the **Use Type** (which will change the color), enter the customer's name and phone number in the **Title** field.

Click **Save** button and the calendar will update the appointment.
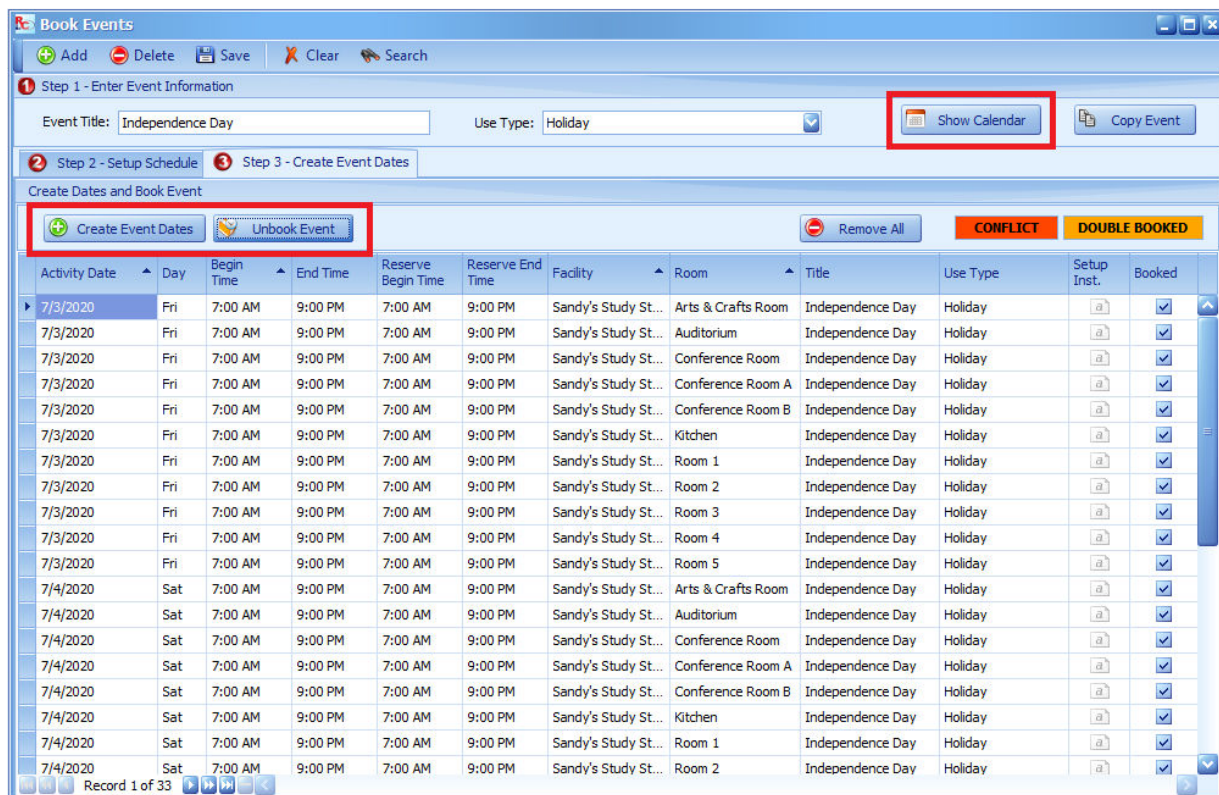
For **Book Events**, once both sides of **Step 2** are completed, click the tab **Step 3 – Create Event Dates**

Step 3 – Create Event Dates – click **Create Event Dates** button. This will populate the grid below based on criteria entered in step 1 & 2. Then click **Book Event** button to book it to the calendar. Click **Show Calendar** button to review.

Rental Request

When a customer sends in a facility rental request through the web module, users will get an email notification and the request can be found in Rental Request to approve or reject request. The customer rental request does not book to the calendar until the user 'approves' the request.

From the main menu, select **Facilities > Rentals > Rental Request**

Facility Rental Request screen displays.

User can **Create Request** without using the web module however, the request will **NOT** be put on the calendar or create a permit number.

Click [Create Request] button to generate a rental request. This button will open the **Create Facility Rental Request** screen.

Click [Edit Request] button to make changes to an existing rental request.

Email Notification with Approved Request or Rejected Request

When a customer sends in a facility rental request through the web module,

Click [Approve Request] button to remove from **Rental Request** grid and move to **Create Rental** grid.
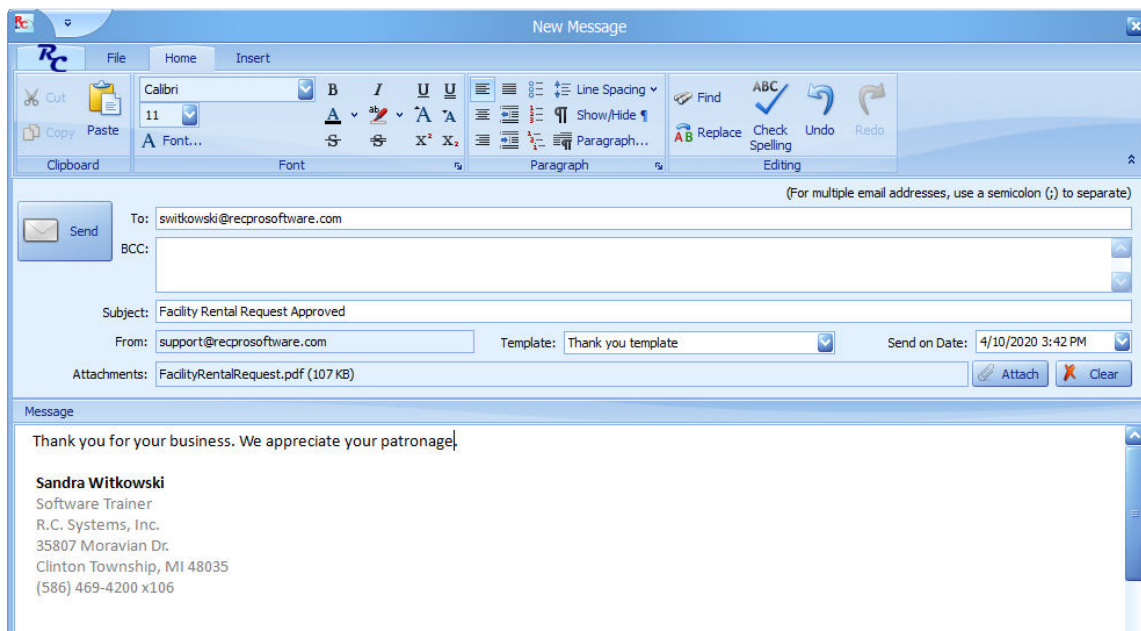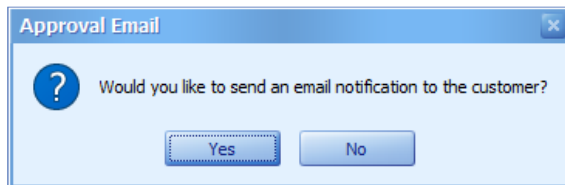
If a request has been approved or rejected and the user sends out an email notification, ReCPro will automatically attach a PDF of the rental request.

Notice the information **Rental Request has been APPROVED** but that it is not a contract or permit.

Click [Reject Request button icon] button to decline request *(the request will be hidden in the grid)*

Reject

? Are you sure you want to reject this request?

Yes   No

Reject Reason

Unavailable as requested

Reason can be viewed by the customer on the website

OK   Cancel

Rental Request has been REJECTED
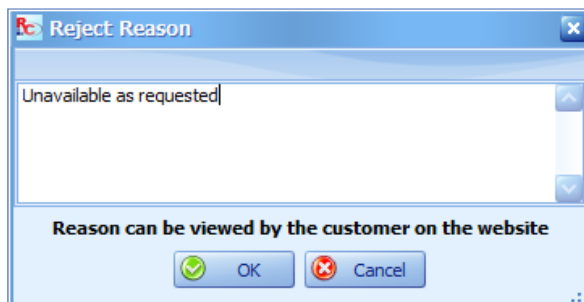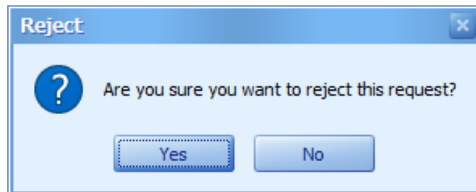
REQUEST ONLY

R.C. Systems, Inc.
35807 Moravian Dr.
Clinton Township, MI 48035
Ph: (586) 469-4200
Fax: (586) 469-4867

Facility Rental Request

Page 1 of 1

Request Date:	04/10/2020
Use Type:	Facility Rental
Description:	Private Event
Registrar:	Web Module
Phone:	(586) 586-5865 / (586) 711-0000
Email:	switkowski@recprosoftware.com

Customer
ReCPro Software
Sandra Witkowski
437 Moravian Dr.
Suite 1
Clinton Township, MI 48035

Rental Information

Location: Arts & Crafts @ Anchor Bay High School   Total Hours: 3.00
459 County Line Rd.
New Baltimore, MI 48051

Date	Day	Time	Description	Qty	Unit	Rate	Total	Tax
4/24/2020	Fri	4:00 PM - 7:00 PM	Arts and Crafts Flat (Head Count: 25)	1.00	Each	$50.00	$50.00	$0.00

Total Hours	3.00
Total Fees	$50.00
Total Sec Dep	$100.00
Total Tax	$0.00
Rental Total	$150.00

Notice the information **Rental Request has been REJECTED**.

Create Rental – *(see Calendar section)*

Manage Facility Rentals

From the main menu, go to **Facilities > Rentals > Manage Facility Rentals**

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check boxes: **Only Open Rentals, Only Rentals that Need Signature, Only Rentals with Balance Due** and **Only Rentals with Amount Unbilled.**

Click [Select All] button when highlight all items in the grid. Click [Print Grid] button to display grid for printing. Click [Save Filters] button to save the filter setup for future use.

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental *(see next section for details)*; click **Create Invoice** to generate invoice for selected record; click **Apply Payment** and *ReCPro™* will automatically open **Shopping Cart** to process payment.
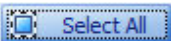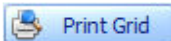
Create Facility Rental Invoices
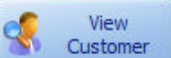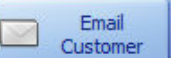
From the main menu, go to **Facilities > Rentals > Create Rental Invoices**

Use the various filters, in order to isolate the data; click **Refresh** button. Highlight the **Permit** record and then use the **Invoice Information** section to determine **Invoice Date, Due Date** and **Invoice Notes.**

Click **Select All** button when highlight all items in the grid. Click **Print Grid** button to display grid for printing.

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental; click **Create Invoice(s)** to generate invoice for selected record.
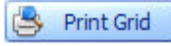
Manage Rental Invoices

From the main menu, go to **Facilities > Rentals > Manage Rental Invoices**

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check box: **Only Show Open Invoices.**

Click [Select All] button when highlight all items in the grid. Click [Print Grid] button to display grid for printing.

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Invoice** to make changes to existing invoice; click **Apply Payment** and *ReCPro*™ will automatically open **Shopping Cart** to process payment. Click **Invoice** or **Statement** button to print forms.

Facility Rental Security Deposits

From the main menu, go to **Facilities > Rentals > Security Deposits**

Use the various filters in order to isolate the data; click **Refresh** button. Isolate data further by utilizing the check box: **Only Unpaid Deposits, Only Overdue Deposits,** and **Only Deposits Ready for Return.**

Click button when highlight all items in the grid. Click button to display grid for printing.

Click **View Customer** button to open customer record; click **Email Customer** to open an email with address already populated; click **Edit Rental** to make changes to existing rental; click **Apply Payment** and **ReCPro™** will automatically open **Shopping Cart** to process payment. Click **Return Deposit** to process the return and click **Close Deposit** when the deposit refund is not fully returned (perhaps it was only a partial refund). To close it would be a manual process.

Facilities Usage Statistics

From the main menu, go to **Facilities > Usage Statistics**
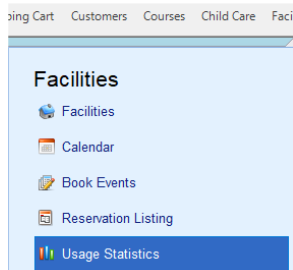
Usage Statistics grid displays. Enter the **From Activity Date** and **Thru Activity Date** and use filters if user desires to narrow the search even further. Click **Refresh** button.

In this example, the date range was for the month of April specifically for the Greene Community Center to include all rentals. Where applicable, the statistics are given for **Use Type, Head Count, Total Hours** and **Rental Amount** per rental.

Notice the summary line at the bottom of the grid indicating the total head count, hours and rental amounts for all rentals displaying. Click **Print Grid** button to print out statistics for reporting purposes. **Summary** tab will break out the statistics even further.

Facility Setup Options
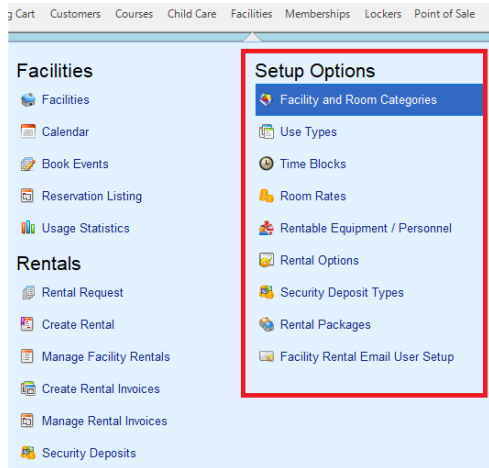
Facility Categories and Room Categories

From the main menu, go to **Facilities > Setup Options > Facility and Room Categories**

Facility and Room Categories screen displays.
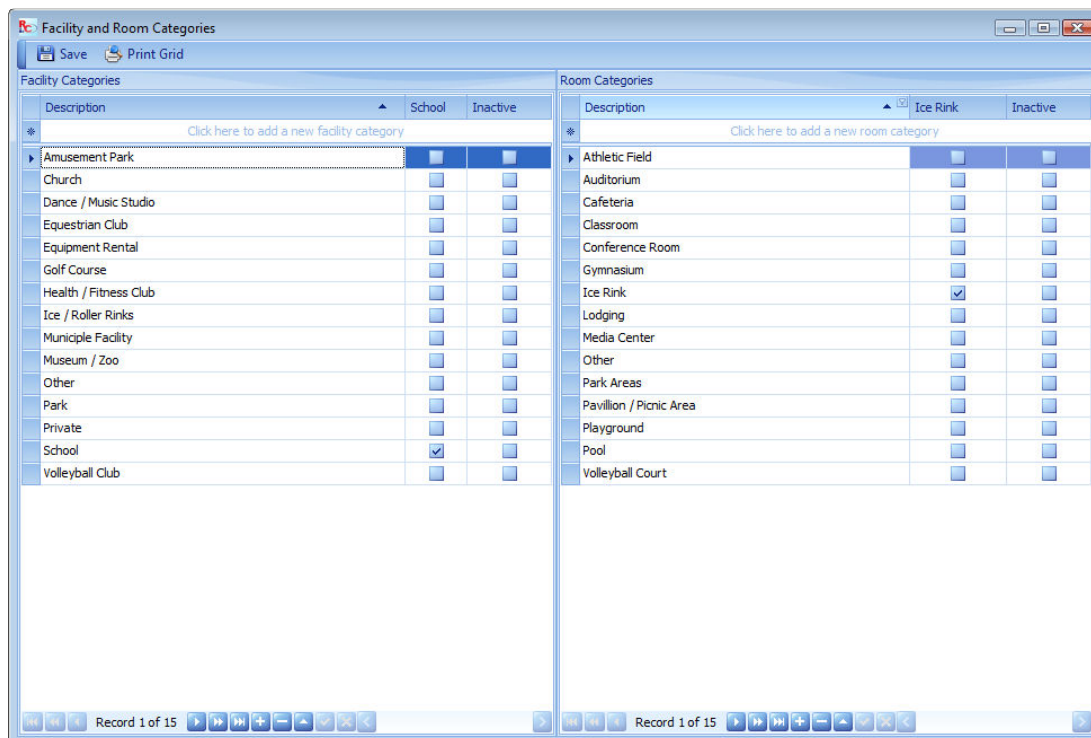
Facility Categories - Type **Description** and check the box if related to a **School**. **I**nactive should be checked instead of deleting item. **Room Categories -** Type **Description** and click **save** button. *Ice Rink column must first be setup in Admin.*

Use Types

From the main menu, go to **Facilities > Setup Options > Use Types**
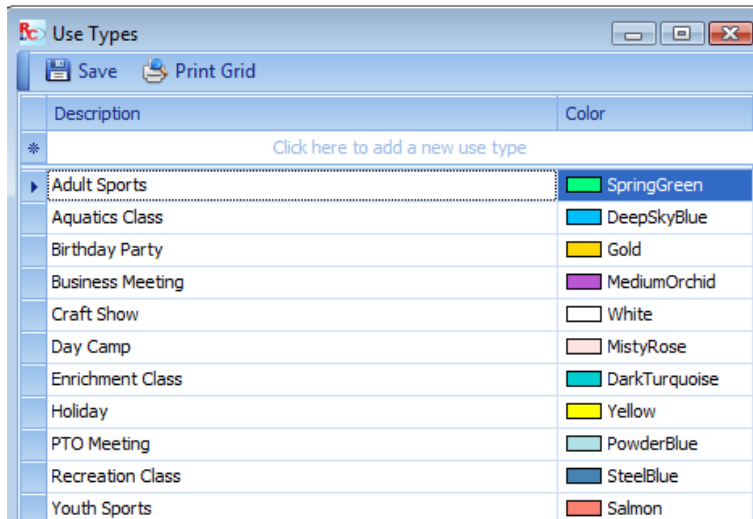
Type **Description** and select **Color** from the drop down menu.
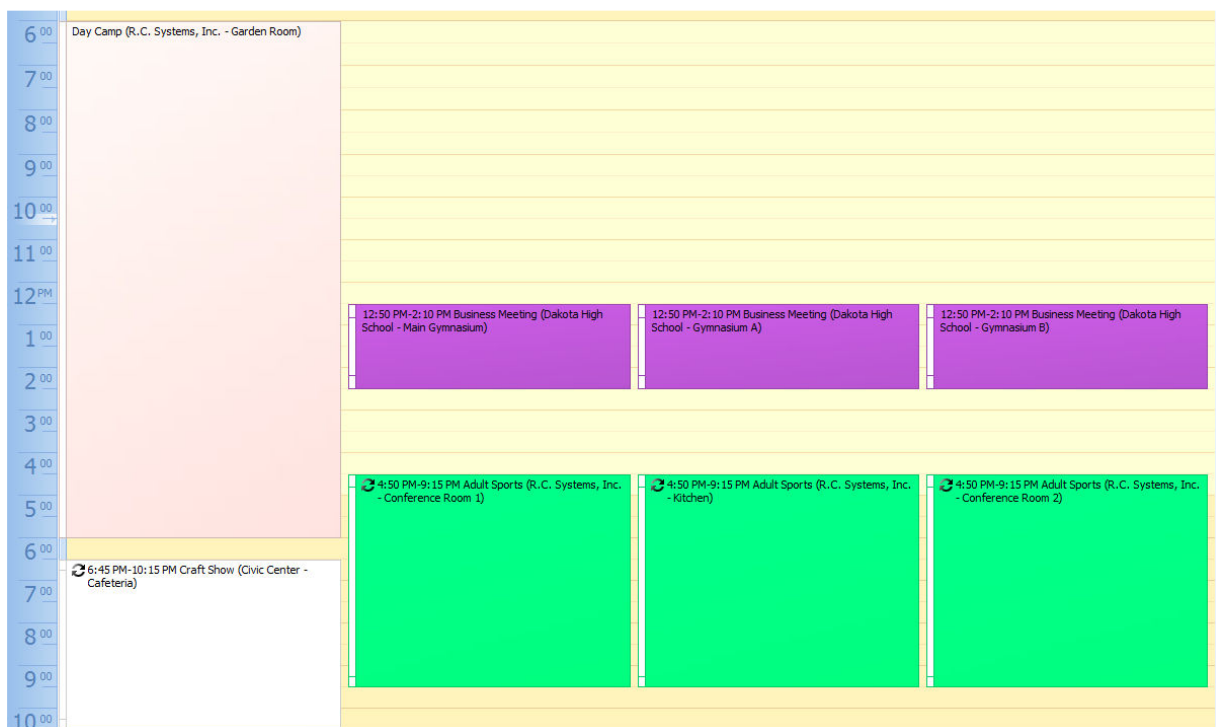
This will color code the **Use Types** on the **Calendar**.

Time Blocks

From the main menu, go to **Facilities > Setup Options > Time Blocks**

The purpose for **Time Blocks** is to allow the user to define the type of time frame that will determine the rate of a facility rental. **Time Blocks** create a drop down menu for the **Room Rates** *(see next section)*.

Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Rate Type
Hourly Anytime	☑	☑	☑	☑	☑	☑	☑	12:00 AM	12:00 AM	Hourly
Hourly Weekday	☑	☑	☑	☑	☐	☐	☐	6:00 AM	6:00 PM	Hourly
Hourly Weekday Evening	☑	☑	☑	☑	☐	☐	☐	6:00 PM	11:00 PM	Hourly
Hourly Weekend	☐	☐	☐	☐	☑	☑	☑	6:00 AM	6:00 PM	Hourly
Hourly Weekend Evening	☐	☐	☐	☐	☑	☑	☑	6:00 PM	11:00 PM	Hourly
Weekday Daily	☑	☑	☑	☑	☐	☐	☐	6:00 AM	11:00 PM	Flat
Weekday Evening Flat	☐	☑	☐	☐	☐	☐	☐	6:00 PM	11:00 PM	Flat
Weekday Flat	☐	☑	☐	☐	☐	☐	☐	6:00 AM	6:00 PM	Flat
Weekend Daily	☐	☐	☐	☐	☑	☑	☑	6:00 AM	11:00 PM	Flat

Record 1 of 9

Type the **Description**, check each day of the week the **Time Block** applies to. Enter **Start Time** and **End Time** and select **Rate Type** between **Hourly** or **Flat**.

Print Grid

Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Rate Type
Hourly Anytime	☑	☑	☑	☑	☑	☑	☑	12:00 AM	11:59 PM	Hourly
Hourly Weekday	☑	☑	☑	☑	☐	☐	☐	6:00 AM	6:00 PM	Hourly
Hourly Weekday Evening	☑	☑	☑	☑	☐	☐	☐	6:00 PM	11:00 PM	Hourly
Hourly Weekend	☐	☐	☐	☐	☑	☑	☑	6:00 AM	6:00 PM	Hourly
Hourly Weekend Evening	☐	☐	☐	☐	☑	☑	☑	6:00 PM	11:00 PM	Hourly
Weekday Daily	☑	☑	☑	☑	☐	☐	☐	6:00 AM	11:00 PM	Flat
Weekday Evening Flat	☐	☑	☐	☐	☐	☐	☐	6:00 PM	11:00 PM	Flat
Weekday Flat	☐	☑	☐	☐	☐	☐	☐	6:00 AM	6:00 PM	Flat
Weekend Daily	☐	☐	☐	☐	☑	☑	☑	6:00 AM	11:00 PM	Flat

Click the **Print Grid** button to preview the grid and print.

Room Rates

From the main menu, go to **Facilities > Setup Options > Room Rates**

Room Rates screen displays. Type **Description**, select **Rate Type** *(choose between **Hourly** or **Flat**)* and enter the **Non-Tax Revenue Account #** *(required)*. If applicable check **Taxable;** then add **Tax Rate** and **Taxable Revenue Account #.**

Click the ⊕ button to drill down to **Room Rates** tab.

If **Flat Rate** was selected as the **Rate Type,** *ReCPro™* will automatically display the **Time Blocks** set up for **Flat Rates** as well as a column titled **Staggered**. This box is checked when the flat rates are not arranged consecutively. User may customize as many flat rates as needed.

By checking the box **Staggered** and clicking the ⊕ button to drill down, the **Staggered Rates** tab will display. Add the **Minimum Hours, Maximum Hours, Resident Fee** and **Non-Resident Fee.** In this example, notice 0 to 3 hours is $25 for Resident, and 3 to 10 hours is $50 for Resident.

When **staggered** box is <u>not</u> checked, type the **Resident Fee, Non-Resident Fee, Maximum Hours, Resident Overage Fee, Non-Resident Overage Fee,** and **Overage Rate Type.**

Important Note: *Rentals up to the maximum hours are billed at the resident or non-resident rate. If the rental goes beyond the maximum hours, the excess time is billed at the resident and non-resident overage rate.*

Time Block Description	Staggered	Res Fee	Non-Res Fee	Maximum Hours	Res Overage	Non-Res Overage	Overage Rate Type
		Click here to add a new room rate					
Weekday Evening Flat	☐	$25.00	$30.00	4.00	$20.00	$20.00	Flat

Additional Fees | Discounts

Customer Classification	Res Fee	Non-Res Fee	Res Overage Fee	Non-Res Overage Fee
	Click here to add a new additional fee			
Commercial	$30.00	$35.00	$20.00	$20.00

Click the ⊕ button to drill down to add **Additional Fees** for **Customer Classification** *(such as Commercial or Business Rates)* and **Discounts** *(such as Financial Assistance or Non-Profit).*

Rentable Equipment/Personnel

This feature will track inventory when setup with a room rental option, and attached to a specific facility room during setup.

From the main menu, go to **Facilities > Setup Options > Rentable Equipment/Personnel**

Type	Description	Qty On Hand
	Click here to add a new equipment/personnel	
Equipment	Basketball	10
Equipment	Projector	4
Equipment	ReCPro Park Picnic Tables	20
Equipment	ReCPro Park Tents	2
Equipment	Scoreboard	5
Equipment	TV	5
Personnel	Janitor	5
Personnel	Scorekeeper	5

Select **Type** choice between **Equipment** and **Personnel**; type **Description** and **Quantity on Hand**; click **save** button.

Rental Options

From the main menu, go to **Facilities > Setup Options > Rental Options**

Type **Description** and **Question to Be Asked**; select **Rate Type** between **Hourly** and **Flat**; add **Non-Tax Revenue Account #** if applicable or check **Taxable** box, add **Tax Rate** and **Taxable Revenue Account #;** select **Equipment/Personnel Use** from the drop down menu; add **Minimum Use Quantity** and **Maximum Use Quantity.**

Click the ➕ button to drill down to **Option Rates** and type the **Resident Fee, Non-Resident Fee, Maximum Hours, Resident Overage Fee, Non-Resident Overage Fee,** and **Overage Rate Type.**

Security Deposits

ReCPro™ comes equipped with the ability to collect and manage Security Deposits. The system makes the assumption that the collected Security Deposits will be part of the normal 'Bank Deposit'. If you have a policy to NOT deposit the collected Security Deposits into your bank account (meaning you simply hold on to the check and then return that same check to the customer), it is recommended that you do not use the built in Security Deposit feature that *ReCPro*™ offers.

From the main menu, go to **Facilities > Setup Options > Security Deposits Types**

Type **Security Deposit** and **Amount.** If applicable add **Non-Tax Revenue Account #,** check **Taxable** box, **Tax Rate** and **Taxable Revenue Account #.** Click **Save** button.

Rental Packages

Rental Package is a way to combine frequently used multiple room rentals. This creates ease for the user to select the **Rental Package** rather than register each individual room. The user can also determine a price break for **Rental Packages** if so desired.

From the main menu, go to **Facilities > Setup Options > Rental Packages**

Type Description, select **Room Rate** and **Security Deposit** from drop down menu and if applicable type **Reservation Reminder, Contract Notes** and **Setup Instructions.**

Add **Facility** and **Room** to the **Locations** tab.

Select **Options** from the drop down menu and check box only if the item is **required.**

Facility Rental Email User Setup

ReCPro™ email notification system allows the user to direct the notification to the facility level or down to the rooms within the facility. This grid will automate the steps so user does not have to open every facility and room in order to setup.

From the main menu, go to **Facilities > Setup Options > Facility Rental Email User Setup**

Facility Request Email Setup grid displays.

Step 1 – Select Locations (Facilities and Rooms), to add one location, click the blank line (click here to add a new location) or click **Select Locations** button to setup multiple locations simultaneously.
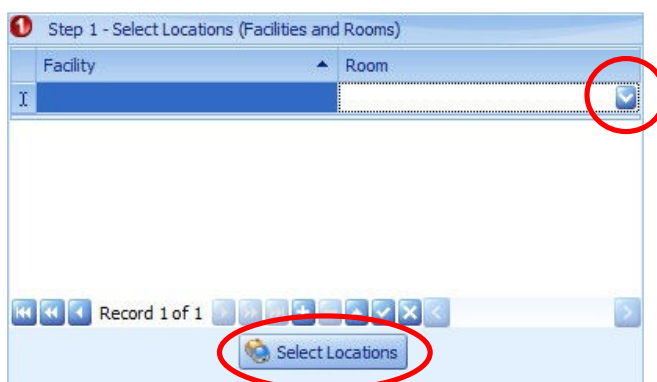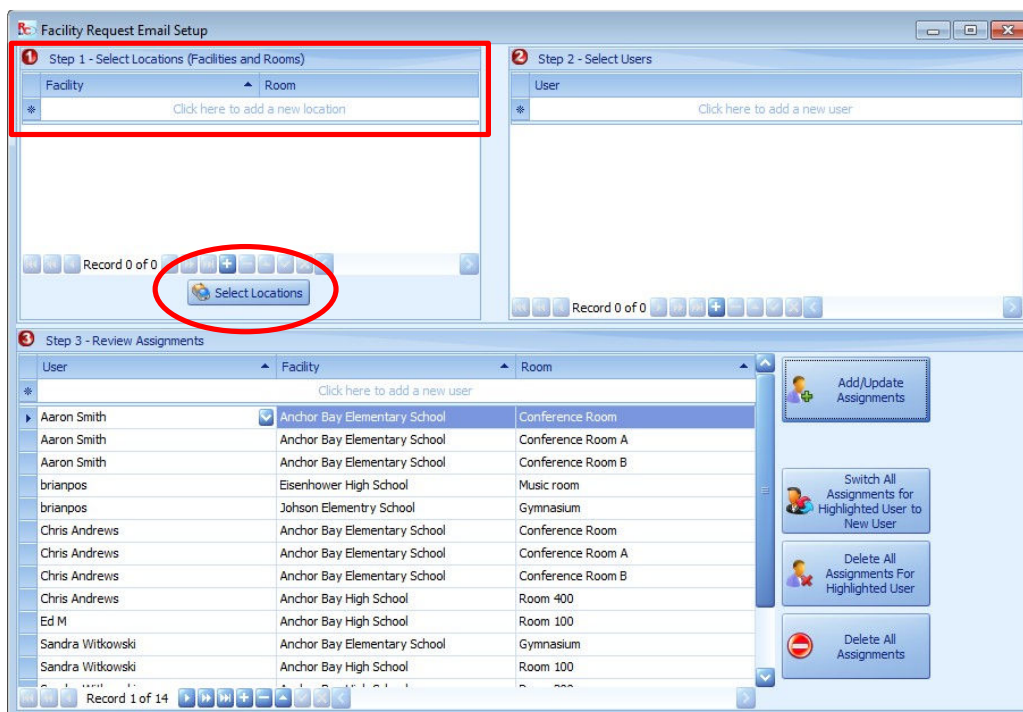
Select a room by clicking on the drop down arrow or click **Select Locations** button to select multiple facilities and rooms.
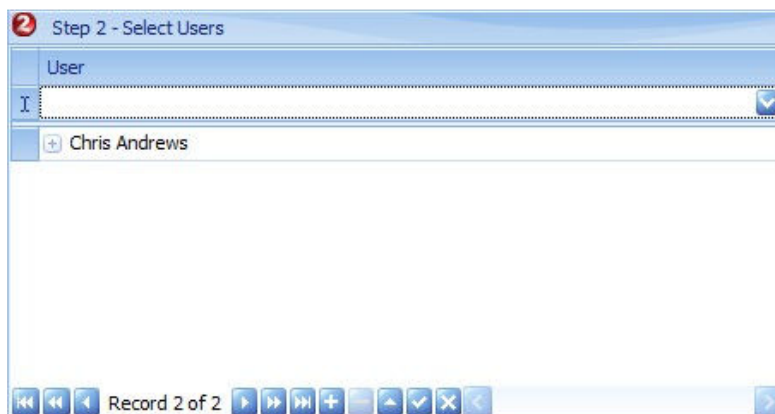
Multiple Locations – check facilities and/or rooms user email will be attached to
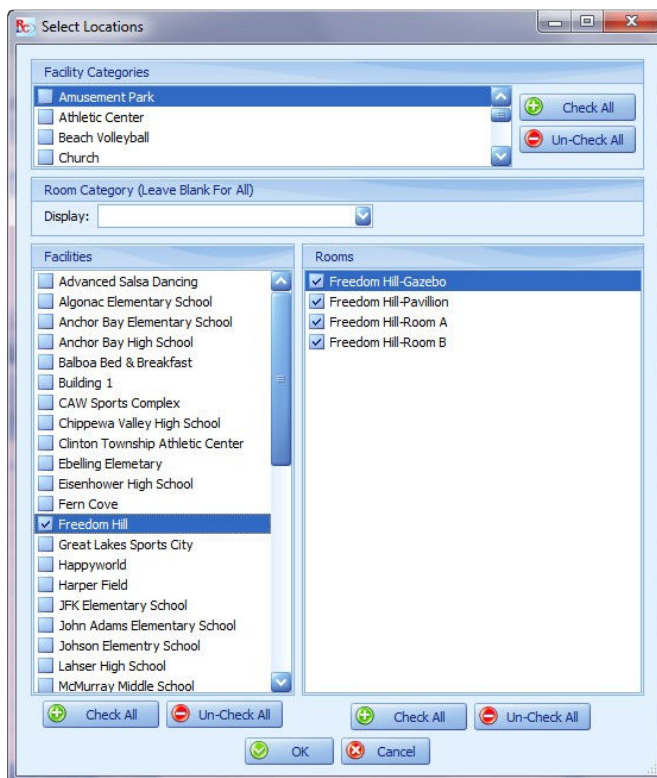
Click **OK** button

Step 2 – Select Users from the drop down list

The pick list is mapping from **setup > admin tools > user group setup > user ID tab**

Step 3 – Review Assignments

This is a grid with all your current users who are attached to specific facility/room email setup. Use the button on the right to **Add/Update Assignments, Switch** or **Delete Assignments**.

This grid is a tool to conveniently review all email user setup, but it can also be done individually by starting from the main menu, go to **facilities > facilities > room tab**