User's Guide Addendum for the Deluxe Edition of the ZLC Catholic Calendar (Room Scheduler and Event Planner)

This addition to the ZLC Catholic Calendar User's Guide covers each of the new features found in the Deluxe Edition.

A. **Locations and Sites**
B. **Room List Setup**
C. **Multi-Purpose Rooms**
D. **More Calendar Presentation Options**
E. **Changes to Booking Screens**

A. Locations and Sites

You now can track activities by Location (usually different street addresses) and by Site (different buildings). When you set up your ROOMS lookup list you will find that it requires every room to have a Location and a Site. So if you only want to use one location, you need to set up that location as the only one on the system's LOCATIONS lookup list. Similarly, you need only set up on the SITES lookup list each building to be tracked.

Note that you cannot delete any location or site that still has any rooms (or equipment or vehicles) utilizing it. You must first delete any rooms or resources that are using the sites/locations to be deleted.

Now when you book an event, you specify the room and it will automatically know the location and site of the event. Then when you go to SELECT events, you can specify locations and sites as well as all the other options.

B. Room List Setup

The ROOMS LIST lookup list now requires not only a unique Room code, but also each room must have a valid location and a valid site. Also, it must have a "Venue" specified, as to type of usage(s) you expect his room to have. Then the booking screen will know which rooms to list, based on the type of event you are booking – then, for example, when booking a wedding you will not have to look through the entire list of every room to find "Main Church".

C. Multi-Purpose Rooms

There are a few different ways to set up any multi-purpose rooms, but here is the way we recommend. First, define every way in which you will want to book a single event. This will include all of the smallest separate "individual" room that you can set up, plus every room that is a combination of those smaller rooms (made by combining those individual rooms in various ways). Second, you will "link" those rooms to tell the system how you need the conflict-

checking done. Go to each room you have defined that is a combination of smaller rooms, and click on its LINKED ROOMS button. On that screen you add all of the smaller individual rooms involved. This tells the system that when you book the larger "combination" room, the other smaller rooms are being booked as well.

As an example, let's say that you have a large hall that can be divided into four separate rooms. We will call the rooms H1, H2, H3, and H4. In addition to booking any of those four, you can also book H12 which is a combination of H1 and H2; you can book H34 as a combination of H3 and H4, and you can book the entire hall, which is a combination of H1, H2, H3, and H4. To set up this scenario, in your Rooms List you would set up HALL, H1, H2, H3, H4, H12, and H34. Then you would go into H12 and under its LINKED ROOMS list H1 and H2. Then go into H34 and under its LINKED ROOMS list H3 and H4. Finally, go into HALL and under its LINKED ROOMS list H1, H2, H3, and H4.

Note that none of the "combination" rooms ever get listed as linked-rooms; only the small individual rooms go under linked-rooms.

Now when you book an event, you specify the room and it will automatically take care of all the conflict-checking needed for all of those combinations of usages.

D. More Calendar Presentation Options

The Deluxe Edition gives you a lot more choices on what to show on your calendar printouts. Under SELECT DETAILS TO INCLUDE, the new options are:

Short Title: This puts the Event-Start Time, Room, and a truncated Title onto a single line. With this option you can fit up to 33 events per day in the calendar box.

Title: This puts the Event-Start Time and Room onto the first line, and the Title on the second line. With this option you can fit up to 16 events per day on the calendar.

End Time: This puts the Event-Start Time, Event-End Time, and Room onto the first line, and the Title on the second line. With this option you can fit up to 16 events per day on the calendar.

Room Times: This puts the Room-Start Time, Room-End Time, and Room onto the first line, and the Title on the second line. With this option you can fit up to 16 events per day on the calendar. The Room-Times are the Setup start and Cleanup end times.

Short Equipment: This puts the Event-Start Time, Room, and a truncated Equipment Code onto the first line, and the Title on the second line. With this option you can fit up to 16 events per day on the calendar.

A new added section is the SORT EVENTS BY. Here you can elect to have each day's events presented either by Start Time, or by Room then Start Time.

At the right is a set of new options for adding additional information fields to the above selections. Each option you specify adds at least one additional line to each event that has data in that field. For example, if you specify ADD NOTES2 then each event that has anything in its second NOTES field will have that entire note printed on the calendar. Clearly you must be careful in using these options, since you will no longer know how many lines each event will take up. If you plan on printing a Note field on your calendars, then you should be careful to limit the length of those Notes when entered.

The final option, SHOW SPECIAL DAYS, will look up each date on the Calendar in your Special Days list, and if it finds one it prints the Title you've set up for that date.

E. Changes to Booking Screen

The Booking screens have been enhanced in several ways. Not only have we added Equipment and Vehicle boxes, a second Notes box, and a Cleanup interval. We have also added some new ways for you to enter the date and times. You can change the date by simply using your + or - keys. You can enter the duration of the event and let that compute the End Time for you. We let you change the Setup and Cleanup intervals with +/- buttons, and now show the Room-Start and Room-End times.

You can set defaults for the Room, Equipment, and Vehicle boxes. You set the desired defaults in SETUP–SPECIAL LABELS. Note that when you set the defaults there, the system sets defaults for Location and Site as well. If you ever change any of the rooms and resources used as defaults, or their Locations or Sites, then you must go back to SPECIAL LABELS and reset your defaults.

Note also that every Event must have a valid Room, Equipment and Vehicle. You should make sure you have a NE for no-equipment and NV for no-vehicle events, and probably will want to make them the defaults. If you are planning to set up a large number of similar events, you may wish to temporarily change the defaults to assist, then change them back after that project.

Finally, you can use the Copy Event function (check the box before clicking NEXT) to duplicate all of the main event information as you create a new event.