

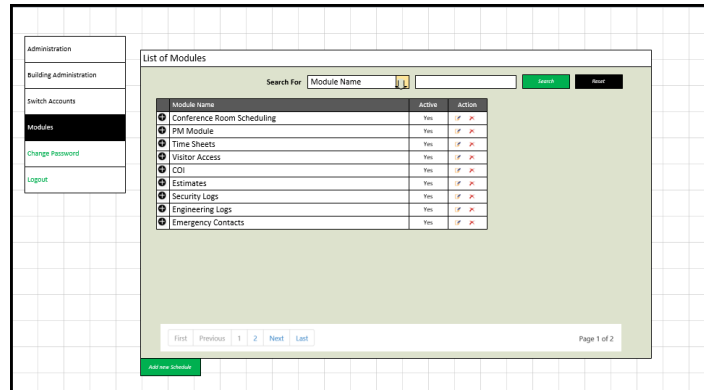
20.0 New Module – Conference Room Module

20.1 Create new module – Conference Room Scheduler (VT Admin Only)

20.1.1 Add new Menu called Modules

20.1.2 List all modules on the system, need the ability to change from Active to Non Active

20.1.3 Remove the ability to remove Module



20.1.4 Email Templates (VT Admins Only)

20.1.4.1 Create a new E-Mail Template for Conference room

20.1.4.1.1 Need the ability to:

20.1.4.1.1.1 Create / Modify tiles

20.1.4.1.1.2 Create Modify Subject

20.1.4.1.1.3 Content

Should contain all Template Variables similar to the HTML e-mail Document PLUS:
Conference Room Name

Date and time

Titles

Who Requested room

20.1.4.1.2 Tenant Admins will also have the ability to create their own e-mail template from VT Template.

20.1.5 Add Modules to Buildings (VT Admins Only)

20.1.5.1 Create a module add on to existing buildings

20.1.5.1.1 List all modules available and then can be assigned to a specific building. This should be done form the Administration -> Buildings -> Edit Building Account

Edit Building Account

(Auto Fill) Account Number : 9534

Cost Center : 1449623407

Building Name : BAT Issues

Address : PO Box 61

Address2 :

City : Salem

State : New Hampshire

Postal Code : 03079

Phone Number : 603.890.6935 EXT 0

Fax Number :

Time Zone : America/New_York

Active? : Yes

[Confirm](#) [Cancel](#)

Create a List of all Active Modules in the Edit Building VT Admin. will then have the ability to Add / Remove Active

20.2 Create Conference room Scheduler (**Account Users**)

20.2.1 Add new Menu Item Conference Room for building that have Conference Room module enabled.

20.2.1.1 Add Sub Menu:

Conference Availability

Configuration / Setup

E-Mail Notification

20.2.2 Configuration / Setup (**Account Users**)

Conference Room Console

Search For Room Name [Search](#) [Reset](#)

Conference Room Name	Location	Active	Multi Mode	Action
Conference Room A	First Floor Conference Center	Yes	No	Edit Delete
Conference Room B	First Floor Conference Center	Yes	No	Edit Delete
Conference Room A + B	First Floor Conference Center	Yes	Yes	Edit Delete

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[Create New Conference room](#) [Create Multi Mode Conference room](#)

Conference Room Availability Scheduler

Search For Scheduler Name [Search](#) [Reset](#)

Scheduler Name	Day's of the Week	Active	Time Active	Action
Default	Monday thru Friday	Yes	8:00 AM - 5:00 PM	Edit Delete
Public Conference Room	Every Day (Sun-Sat)	Yes	10:00 AM - 10:00 PM	Edit Delete
Private Conference Rooms	Every Day (Sun - Sat)	Yes	All Day	Edit Delete

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[Add New Schedule](#)

20.2.2.1 List all conference room

20.2.2.1.1 Only account user with Property Manager privileges will have the ability to add/modify rooms

20.2.2.2 Add new Conference room (Account Users)

New Conference Room Setup

Conference RM Name: Conference Room A
 Location: First Floor Conference Center
 Availability Schedule: Availability Schedule Default
 Rate Schedule:

Plan	Cost	Minimum	Max	Enabled
Hourly	25.00	2	8	<input checked="" type="checkbox"/>
% Day (4 hours)	100.00	1	2	<input checked="" type="checkbox"/>
Full Day	200.00	1	4	<input checked="" type="checkbox"/>

Room Layout Design

Design Name	E-mail	Action
Conference Room U Shape	U_config.pdf	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Conference Room Stadium	Stadium_config.pdf	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Conference Room Oval	Oval_config.pdf	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Tenant Access:
☒ Tenant Admins ☒ Tenant Users
 Auto Billing: ☒ Generate Bill to tenant via work order system
 Active: Yes

Buttons: Save, Cancel

Callout Boxes:

- Conference Room Name and Location are required
- At Least One place is required (Enabled) By default Hourly will be enabled, the rest will not. A Cost is not required.
- Availability Schedule : List all schedules defined. A Default will be created when Module is 1st created
- Have the ability for the tenant to select they way they would like the room setup. Option
- Select who has access to request the conference room. Default Tenant Admin's
- If Auto Billing select, then need to created a bill form the work order program

20.2.2.2.1 Conference Room Name (Required)

20.2.2.2.2 Location (Required)

20.2.2.2.3 Availability Schedule (Required)

A default schedule will be created with the module. Property Manager will have the ability to edit and create new schedules.

20.2.2.2.4 Rate Schedule (Required)

By default "Hourly" will be enabled all other will be not be enabled (Checked)

20.2.2.2.5 Cost (Optional)

the cast can be \$0.00 if they so choose

20.2.2.2.6 Minimum (Default to 1) (Required)

Must be at least 1, increment is digest (no decimal allowed)

20.2.2.2.7 Maximum (Optional)

Id set, the Tenant would not be able to request more than the max allowed for that day,

20.2.2.2.8 Tenant Access

By default Tenant Admins will be selected
 If Tenant User are select, then Tenant Admin must also be select.

20.2.2.2.9 Auto Billing

If Selected, then a work order must be created, opened, and closed with the bill must be entered for the correct charge.

If not select, then a work order is created and closed with no charges

20.2.2.2.10 Room Layout design (Optional)

Provide the ability to upload conference room diagrams. Give the Tenant the ability to choose

how they want the room configured

20.2.2.3 Create Multi Mode (Combine Rooms) (Account Users)

The screenshot shows a web form titled "Multi Mode - Combine Conference Rooms". It includes sections for "Name", "Available Rooms", "Rate Schedule", "Room Layout Design", "Tenant Access", "Auto Billing", and "Active". Yellow callout boxes provide additional context:

- Name Required:** Points to the "Name" field.
- Availability Schedule:** List all schedules defined. A Default will be created when Module is 1st created. Points to the "Availability Schedule" dropdown.
- Combine Rooms:** Select for a list of all available room. No Limit on the amount a room allowed. A minimum of two room is required. Points to the "Available Rooms" section.
- At Least One place is required (Enabled):** By default Hourly will be enabled, the rest will not. A Cost is not required. Points to the "Hourly" rate schedule option.
- Have the ability for the tenant to select they way they would like the room setup.** Points to the "Room Layout Design" section.
- Option:** Points to the "Tenant Access" section.

20.2.2.4 Name (Required)

20.2.2.5 Available Rooms (Required)

User must select at least two room, Not limit on how many can be selected.

20.2.2.6 Rate Schedule (Required)

By default "Hourly" will be enabled all other will be not be enabled (Checked)

20.2.2.7 Cost (Optional)

the cast can be \$0.00 if they so choose

20.2.2.8 Minimum (Default to 1) (Required)

Must be at least 1, increment is digest (no decimal allowed)

20.2.2.9 Maximum (Optional)

Id set, the Tenant would not be able to request more than the max allowed for that day,

20.2.2.10 Tenant Access

By default Tenant Admins will be selected

If Tenant User are select, then Tenant Admin must also be select.

20.2.2.11 Auto Billing

If Selected, then a work order must be created, opened, and closed with the bill must be entered for the correct charge.

If not select, then a work order is created and closed with no charges

20.2.2.12 Room Layout design (Optional)

Provide the ability to upload conference room

20.2.3 Conference Room Availability Scheduler (Account Users)

The screenshot shows the 'Conference Room Console' and 'Conference Room Availability Scheduler' interfaces. The left sidebar contains navigation links: Work Orders, Building Administration, Reports, Company Consoles, Utilities, Conference Rooms, Conference Availability, Configuration/Setup, E-mail Notification, Change Password, and Logout.

Conference Room Console:

Conference Room Name	Location	Active	Multi Mode	Action
Conference Room A	First Floor Conference Center	Yes	No	✖ ✚
Conference Room B	First Floor Conference Center	Yes	No	✖ ✚
Conference Room A + B	First Floor Conference Center	Yes	Yes	✖ ✚

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Conference Room Availability Scheduler:

Scheduler Name	Day's of the Week	Active	Time Active	Action
Default	Monday thru Friday	Yes	8:00 AM - 5:00 PM	✖ ✚
Public Conference Room	Every Day (Sun-Sat)	Yes	10:00 AM - 10:00 PM	✖ ✚
Private Conference Rooms	Every Day (Sun - Sat)	Yes	All Day	✖ ✚

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Annotations:

- Conference room List: Show all Conference room (points to the table header)
- Conference Room Availability Scheduler: Create a default User will have the ability edit and (points to the Scheduler table)

20.2.3.1 Created a default Schedule with the following:

Name: Default
 Days of the Week: Monday – Friday
 Active: Yes
 Time Active: 8:00 AM – 5:00 PM

User will be able to modify the default but not about to remove (Delete) it.

20.2.3.2 Add new Schedule

The 'New Conference Room Scheduler' form contains the following fields:

- Scheduler Name:** Large Conference RM 1st Floor
- Days of the week:** Every Day (Sun-Sat)
- Active:** Yes
- Time Active:**
 - Start Time: 8:00 AM
 - End Time: 5:00 PM
 - ☐ All Day

Buttons: Save, Cancel

Annotations:

- Name (Required) (points to Scheduler Name)
- Days of the week: Default to Monday - Friday (points to Days of the week)
- User can select from drop down list (points to the End Time dropdown)
- Time Active: Required: Default 8:00 Am to 5:00 PM (points to the Time Active section)

20.2.3.3 Schedule Name (Required)

20.2.3.4 Days of the Week (Required)

Default to Monday – Friday

List the following options:

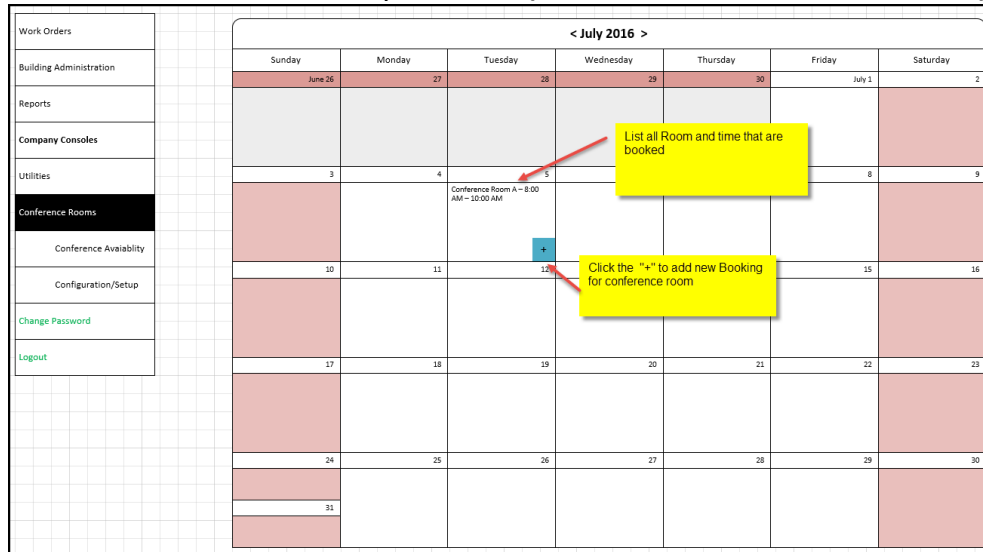
Options for Days of the Week:

- Every Day (Sun-Sat)
- Monday thru Friday
- Saturday and Sunday
- Mon, Wed, Fri
- Tues and Thurs
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

20.2.3.5 Time Active (Required)

Default start time: 8:00 AM
 Default End Time: 5:00 PM

20.3 Conference Availability Calendar (Account and Tenant Admin Users)



20.3.1 Show a calendar with multi views (Monthly Shown)

Add Views :

- Monthly
- Weekly
- Daily

20.3.2 Create new Booking (Account and Tenant Admin Users)

20.3.2.1 From the **Account User side**

Select Tenant for Drop down list, list all tenant for the building

20.3.2.2 Requested By (Required)

This will populate from the Tenant selected above

20.3.2.3 Meeting Title (Required)

20.3.2.4 Phone Number (Required)

Populate from the Requested by field

20.3.2.5 Email (Required)

Populate for the requested by field

20.3.2.6 Select room (Required)

Dropdown list of all rooms

If only one conference then default to the conference room, the user should not have to select it.

20.3.2.7 Configuration (Required)

If only one configured is available the automatically select it.
If no configuration are available then do not show configuration

20.3.2.8 Select Schedule (Required)

Default to Hourly with start time from the Availability
Schedule setup on the "Configuration / Setup"

Only show ½ Day and All Day if configured on the Availability
Schedule.

20.3.3.1 From the **Tenant Admin side**

The current tenant will be populated automatically

20.3.3.2 Requested By (Required)

This will populate from the Tenant selected above and will
include Tenant Users not just the Tenant Admins.

20.3.3.3 Meeting Title (Required)

20.3.3.4 Phone Number (Required)

Populate from the Requested by field

20.3.3.5 Email (Required)

Populate for the requested by field

20.3.3.6 Select room (Required)

Dropdown list of all rooms

If only one conference then default to the conference room,
the user should not have to select it.

20.3.3.7 Configuration (Required)

If only one configured is available the automatically select it.
If no configuration are available then do not show
configuration

20.3.3.8 Select Schedule (Required)

Default to Hourly with start time from the Availability
Schedule setup on the "Configuration / Setup"

Only show ½ Day and All Day if configured on the Availability
Schedule by Account Users.