

Contract Building Tool

Backend, automated process to build pre-filled contracts with StarRez data

At a High Level, What Does the Tool do?

Automation

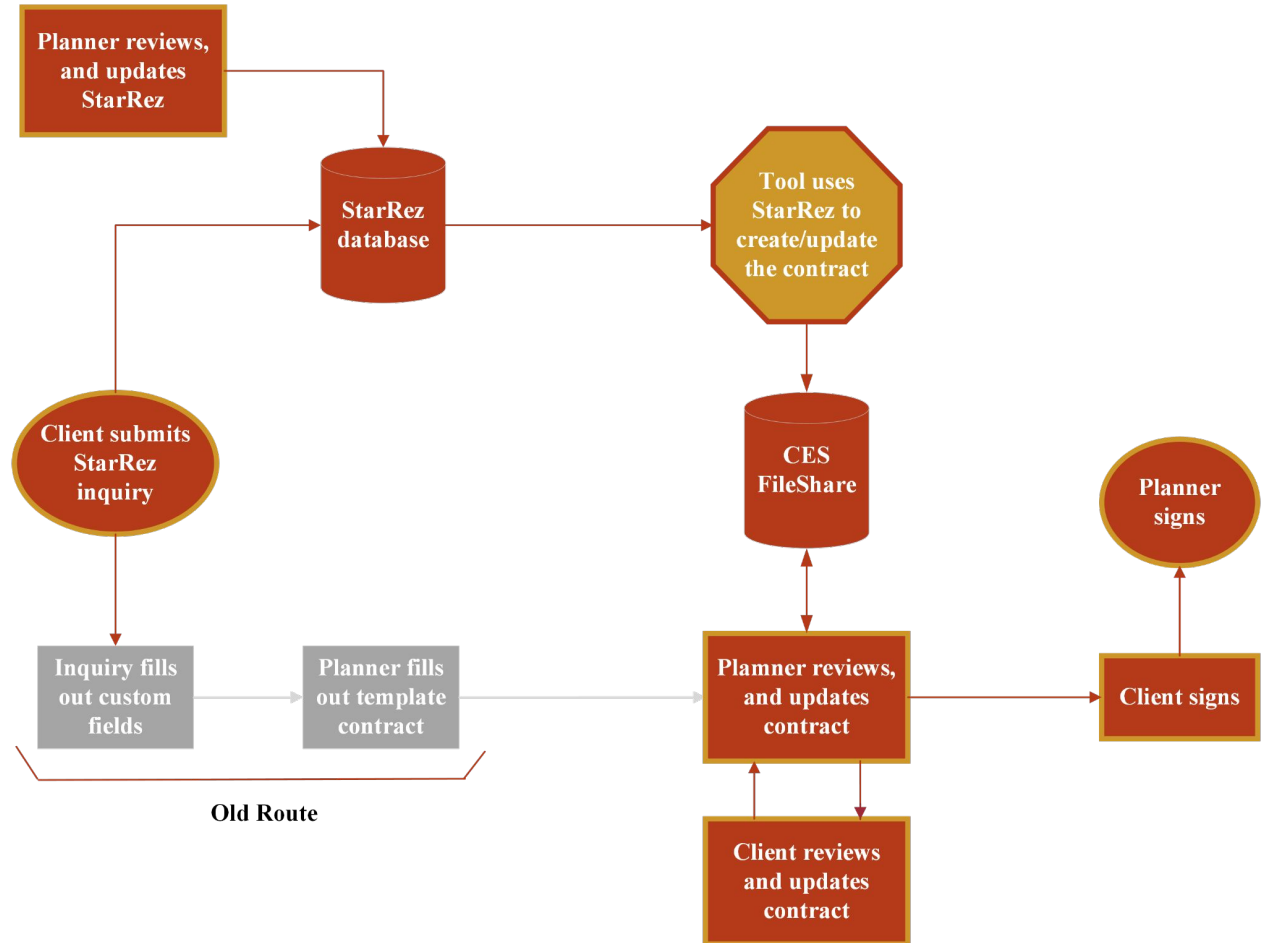
- Help Planners build out contracts from StarRez

Data Consistency

- Manage the data in StarRez and in the contracts to ensure consistency across databases

Workflow

- Client can submit and event inquiry to StarRez
- Tool can create a contract from the initial inquiry
- Planners can update StarRez event to update contact
- Tool will be able to look into StarRez to update contracts



Databases in Use

StarRez

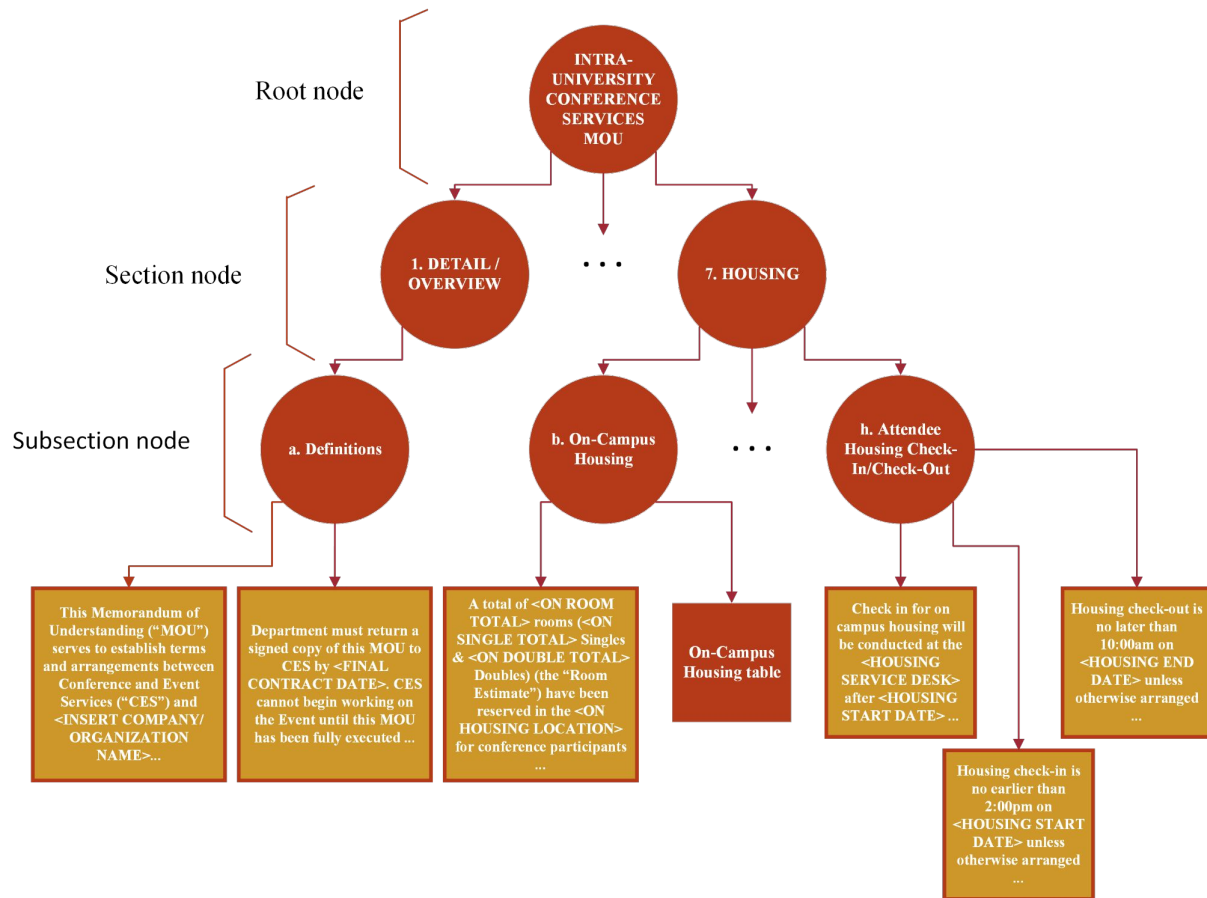
- StarRez RESTful API to connect to its database
- Create user-token, and use XML/StarQL to connect via HTTPS requests

FileShare

- Currently a working interface between our backend and Planners
- Read, create, or update contracts, files, or folders
- Uses Server Message Block protocol (SMB) to connect via Python

Representing a Contract in code

- Contracts can be used to populate a tree structure
- Nodes can be easily added to edit contract
- Document can be re-built from tree



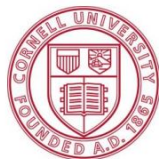
Connect StarRez fields to Contract inputs

StarRez API

- We can pull fields and custom fields from an Event
- Run through contract tree, finding our inserts
 - ex. <EVENT START DATE>
- Check if a connection exists in a JSON file
- If found, fill in the insert with the StarRez data

Demo

Template



Cornell University

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206 Robert Purcell Community Center
Ithaca, NY 14853
Phone: 607.253.8368
Fax: 607.255.4722
Email: conferences@cornell.edu
Website: conferenceservices.cornell.edu

INTRA-UNIVERSITY CONFERENCE SERVICES MOU

<NAME OF CONFERENCE>

<DATES>

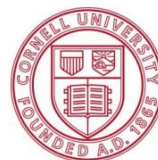
1. DETAIL / OVERVIEW

a. Definitions

This Memorandum of Understanding ("MOU") serves to establish terms and arrangements between Conference and Event Services ("CES") and <INSERT COMPANY/ORGANIZATION NAME> ("Department") for the <EVENT NAME> (the "Event") to be held at Cornell University <EVENT START DATE> - <EVENT END DATE>, with approximately <NUMBER OF ATTENDEES> (the "Attendee Estimate Number") being housed the evenings of <GROUP START DATE> - <GROUP END DATE>.

Department must return a signed copy of this MOU to CES by <FINAL CONTRACT DATE>. CES cannot begin working on the Event until this MOU has been fully executed.

Starting Contract



Cornell University

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INTRA-UNIVERSITY CONFERENCE SERVICES MOU

Dalfonzo-Donnelly Wedding

<DATES>

1. DETAIL / OVERVIEW

a. Definitions

This Memorandum of Understanding ("MOU") serves to establish terms and arrangements between Conference and Event Services ("CES") and Kelly Donnelly ("Department") for the Dalfonzo-Donnelly Wedding (the "Event") to be held at Cornell University 2023-09-01 08:00:00 through 2023-10-31 17:00:00, with approximately 65 (the "Attendee Estimate Number") being housed the evenings of - .

Department must return a signed copy of this MOU to CES by <FINAL CONTRACT DATE>. CES cannot begin working on the Event until this MOU has been fully executed.

Code Base Maintenance

Maintenance Level: **Low** to **Medium**

- Updates to this solution, and to the usage of StatRez, is continuous
- As time goes on:
 - Introduce NLP to help solve translation problem
 - Custom fields in StarRez are created or fall out-of-use
- Staged updates and testing will be present (Docker helps with this)
- Documentation and code comments are present

Pros

- Simple problem, simple solution
- Saves the time of Planners
- Data consistency between StarRez and contracts
- Uniform contract format and language

Cons

- Building a solution from scratch
- Hosted and maintained by CES department (more work for more customizability)

Progress

- We currently have a prototype that is containerized with Dockers
- With a single click, we can build a starting contract from an event

Roadblocks

- Connecting contract inserts to StarRez event fields
- Still need to develop a high-level way to translate:
 - **False** to **“Will not”** for ‘Registration Website’
 - **False** to **“Parking will not be arranged by CES”** for ‘Parking’

Technology Needs

In the simplest fashion, a virtual machine to run a Docker container

More specifically, AWS Lambda

- A serverless compute service that runs our code in response to an event

Alternative Solutions

Enterprise-level Software

- Harder to connect to StarRez

StarRez Report Designer

- Could solve problem
- Has same problem with information translation but less tools to solve

Microsoft Power Automate / Google tools

- Helps build a solution, but is not a full one