



Rooms 7.0 Ability To Select Contact Information within View Print Room Report

Overview:

The ability to select contact information within view print room report within Rooms was a function that was desired to assist with giving the staff user more information within one screen.

How To Create:

1. **Login** at the All Branches (or main branch in single branch system) using any level of password or user name and password.

2. From the Room Reservation Maintenance page **Select** “View/Print Room Schedules”.

3. **Set** your desired conditions

Example:

4. **Go To** “Display By” **Select** “Full List”

Note: The Contact Information will only display when Full List is selected

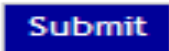
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5. Go To “Display Columns” and Select the “Contact Fields” you would like to display in your report

Note: The fields that already have been marked were the default fields in previous versions. You are able to remove those from your selection.

Display Columns		
<input type="checkbox"/> Check All/Uncheck All		
<input checked="" type="checkbox"/> 1. Location	<input checked="" type="checkbox"/> 2. Date	<input checked="" type="checkbox"/> 3. Start Time
<input checked="" type="checkbox"/> 4. Meeting Start Time	<input checked="" type="checkbox"/> 5. Meeting End Time	<input checked="" type="checkbox"/> 6. End Time
<input checked="" type="checkbox"/> 7. Description	<input checked="" type="checkbox"/> 8. Organization	<input checked="" type="checkbox"/> 9. Status
<input checked="" type="checkbox"/> 10. Calculated Attendance	<input checked="" type="checkbox"/> 11. Attendees Entered	<input checked="" type="checkbox"/> 12. Setup
<input checked="" type="checkbox"/> 13. Notes	<input type="checkbox"/> 14. Internal Notes	<input checked="" type="checkbox"/> 15. Equipment
<input checked="" type="checkbox"/> 16. Quantity	<input checked="" type="checkbox"/> 17. Type	<input type="checkbox"/> 18. Category
<input type="checkbox"/> 19. Internal Classification	<input type="checkbox"/> 20. Event Type	<input type="checkbox"/> 21. Payment Method
<input type="checkbox"/> 22. Deposit	<input type="checkbox"/> 23. Fee	<input type="checkbox"/> 24. Food
<input type="checkbox"/> 25. Contact Name	<input type="checkbox"/> 26. Contact Phone Number	<input type="checkbox"/> 27. Contact Address
<input type="checkbox"/> 28. Contact City	<input type="checkbox"/> 29. Contact State	<input type="checkbox"/> 30. Contact Zip Code
<input type="checkbox"/> 31. Contact Email	<input type="checkbox"/> 32. Date Entered	

6. Once you have completed your selections Select “Submit” to view your report



Example:

LOCATION	DATE	START TIME	CONTACT NAME	CONTACT PHONE NUMBER	CONTACT ADDRESS	CONTACT CITY	CONTACT STATE	CONTACT ZIP CODE	CONTACT EMAIL
Story Time Carpet	7/27/2010	2:00 PM	Mr 123	1111111111					
Story Time Carpet	7/28/2010	11:00 AM	Mr. Wonder Bread	1111111111					
Story Time Carpet	7/29/2010	12:00 PM	Jim Cook	1111111111					
Story Time Carpet	7/30/2010	12:00 PM	Julie Andrews	1111111111					