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Events and Room Reserve



A Guide to Functions and Responsibilities Evanced Solutions



Room RESERVE

The intention of this information sheet is to provide a high level overview of Events and Room Reserve as standalone applications and as partners. When working together, each retains its original

functions (except those related to holidays and closings) while benefiting from cross-functional strengths.

Events

Room Reserve

Events provides tools

for:

Managing Library - sponsored events and activities.

Reporting Event schedules, PR needs, and event statistics

Library staff have the ability (based on security level) to:

Configure the system Add, modify, and delete events

Register patrons access reporting tools

Room Reserve provides tools for:

Managing rooms Advanced costing Equipment inventory tracking Customizing Reservation Forms Reporting room and equipment schedules, and utilization statistics

Library staff have the ability (based on security level) to:

Configure the system Assist patrons with reservations Accept or deny reservations Post fee and deposit payments access reporting tools

What Happens When They Work Together?

When Events and Room Reservation are partnered:

- Room Reservation appear on the Events Calendar at the discretion of the library. Both Room Reservation and Events recognize reservations conflicts regardless of a reservation's appearance on the Events Calendar.
- Events that use rooms configured in Room Reserve always appear on the Room Reserve calendar.
- Locations created in Events are not available to Room Reserve, unless they are configured as rooms in Room Reserve.
- Rooms configured in Room Reserve are always available to Events
- When Events and Room Reserve are partnered, Events assumes custody of holiday and closing functions

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