

How to setup the Facility Zone

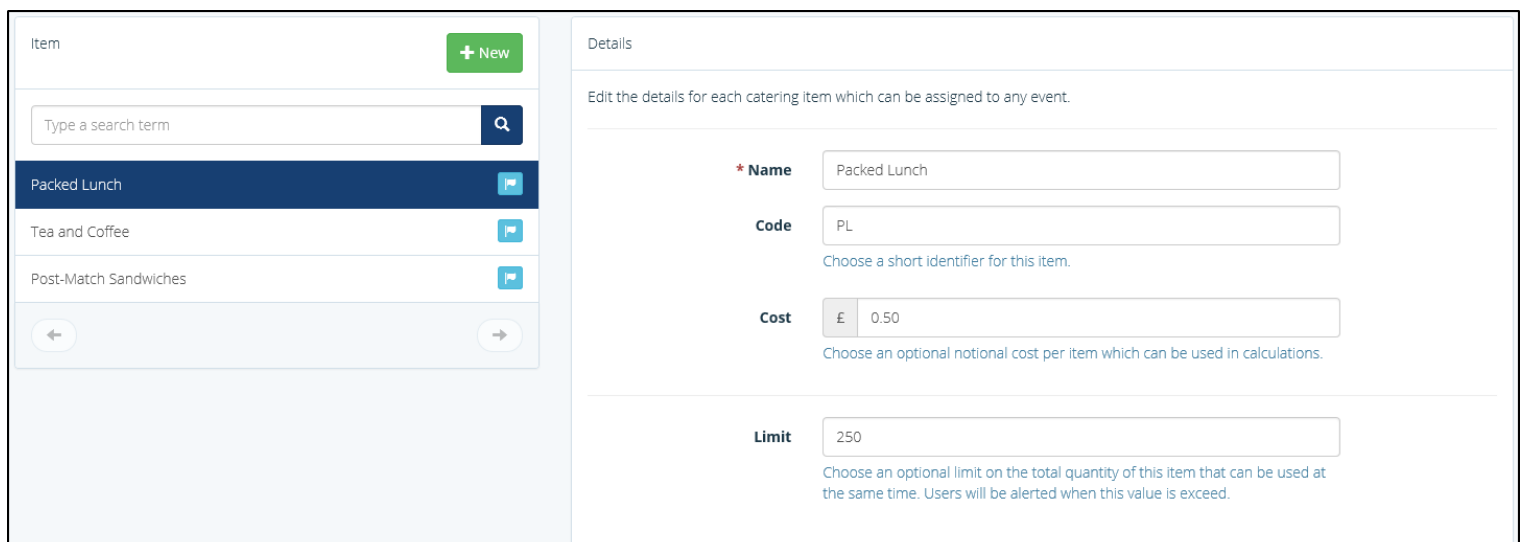
Items added in the Facility Zone can be used for any school event, helping to organise what additional equipment is needed and when.

- The 'Catering' tab allows refreshment and snack requirements to be added.
- The 'Transport' tab allows vehicles to be added.
- The 'Resources' tab enables additional equipment requirements to be added.
- The 'Estate' tab allows event venues to be added.

How to create a Facility option

In order to assign a facility option to an event, it must first be added to the correct menu option with the Facility Zone. Instructions on how to do so are below:

1. Ensure you are logged into the Staff Message Centre
2. Click 'Catering' in the Facility Zone on the Dashboard. This will open the Catering facility option. Click 'Transport', 'Resources', or 'Estate' to add facilities under these options.
3. To add Facility items:
 - a) **Catering** – Click 'Inventory'. Click '+New', enter the title (e.g. 'Match Teas'), a shorthand code, the cost, and a quantity limit. Click 'Save'.
 - b) **Transport** – Click 'Fleet'. Click '+New', enter the title (e.g. Minibus 1), a shorthand code and the cost. Click 'Save'.
 - c) **Resources** – Click 'Inventory'. Click '+New', enter the title (e.g. Tackle Bags), a shorthand code, the cost, and a quantity limit. Click 'Save'.
 - d) **Estate** – Click 'Venues'. Click '+New', enter the title (e.g. Astro turf Pitch 1), a shorthand code and the cost. Click 'Save'.



The screenshot shows the 'Catering' Inventory page. On the left, there is a search bar with the text 'Type a search term' and a magnifying glass icon. Below the search bar is a list of items: 'Packed Lunch', 'Tea and Coffee', and 'Post-Match Sandwiches'. Each item has a blue plus icon to its right. At the top right of the list is a green '+ New' button. On the right side, there is a 'Details' section for the 'Packed Lunch' item. It contains the following fields: 'Name' (Packed Lunch), 'Code' (PL), 'Cost' (£ 0.50), and 'Limit' (250). Each field has a small blue icon to its right. Below the 'Code' field is a blue link that says 'Choose a short identifier for this item.' Below the 'Cost' field is a blue link that says 'Choose an optional notional cost per item which can be used in calculations.' Below the 'Limit' field is a blue link that says 'Choose an optional limit on the total quantity of this item that can be used at the same time. Users will be alerted when this value is exceeded.'

Once created, Catering, Transport, Resources and Estate options can be added to any school Event, Sports match, Parents' Evening, and Co-Curricular Club session.

Any requested facilities can be viewed in the Facility Zone. Simply click the appropriate Facility option (Catering, Transport, Resources or Estate), and click 'Requests'.

Date	Required	Detail	Item	Quantity	Comment
28/02/17	17:00	Lower School Parents' Evening	Tea and Coffee	150	-
04/03/17	11:45	Football H Connersby (First XI, Year8A) Connersby (First XI, Year8A)	Post-Match Sandwiches	40	-

The Facility Zone 'Catering Requests' page

Additionally, a list of required Facilities can be exported into a spreadsheet and downloaded. When in the appropriate Facility option, click 'Export', select the required fields, a start and end date, and a file format, and click 'Export'.