

Resource Calendar Plus

Managing resources for events can be quite a struggle at times. v.5 Resource Calendar can help you gain control. Assign people, places or things to specific dates and times to organize your activities. Review and approve events for specific departments. View event calendars by day, week, month or any given date range. Avoid scheduling conflicts with equipment, rooms, and even staff!

Features and Benefits

- Add, edit or delete events and associated resources
- Profiles may be used to view/schedule events by department, location, etc.
- Allows you to print reports detailing the use and commitment of your organization's resources
- View event calendars by day, work week, 7-day calendar week, month or specific date range
- Print monthly event calendars in portrait or landscape styles
- Allows you to associate documents (eg. registration forms, room layouts, etc.) with events in a variety of formats such as Microsoft Excel®, Word® or PDF files
- Set up resources with quantity available, brief descriptions and custom memo fields
- Resources commonly used together may be grouped to make event set up quick and easy
- Schedule recurring events by day of the week or month and exclude holidays or other exceptions as needed
- Determine who has rights to approve events via user profiles
- Event approval status may be reviewed by supervisor before publishing to calendar
- Produce up-to-date lists and calendars for all events, resources or grouped resources
- Streamline planning for recurring events by grouping resources. Example: The Wedding Group might include the bride's room, candelabra, kitchen, fellowship hall, pastor, organist, etc.
- Organize and schedule your organization's various resources, such as rooms, equipment, vehicles, staff, etc.
- Manage and allow conflicts when necessary
- Eliminate confusion and save time by using this central clearinghouse for events and resources
- Maximize use of resources and avoid unnecessary expenses by clearly identifying commitments versus needs
- Enhance in-house communication by sending notifications and appointments to the person responsible for a resource automatically via e-mail.

Optional module(s):

- e-Solutions
- e-Calendar
(online calendar)
- GlobaFILE

January 2015							December 2014							February 2015																				
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Monthly calendar view

Event Information

Descr: Mothers Praying

Starting: Thu, Jan 01, 2015 Starting: 07:00 AM 30 minutes

Ending: Thu, Jan 01, 2015 Ending: 07:30 AM

Setup: 0 Hours 0 Minutes Thursday, January 01, 2015 07:00 AM

Breakdown: 0 Hours 0 Minutes Thursday, January 01, 2015 12:30 PM

Recurring Event: Monthly thru 12/3/2015

Primary Resource: CC-1-Class Room 1 Find Available

Additional Resource(s): None Selected

1. Information | 2. Associated Files | 3. Quantities

Approved?

Profiles: None Selected

Memo:

Setup: New record.

Updated: New record.

Enter your event, dates, and associated resources with appropriate accommodations for setup and breakdown requirements.