



Community Use of Schools Manager

Version 2.5

Principal User Guide

Creating & Supporting Permits

Notices

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Contents

- 1.0 Accessing the Application 4
 - 1.1 Website Address and Login Information
 - 1.2 Community Use Tab
- 2.0 Submitting a Permit 5
 - 2.1 Create a New Permit
 - 2.2 Permit Details
 - 2.3 Add Bookings
 - 2.4 Booking Details
 - 2.5 Estimated Costs
 - 2.6 Comments
 - 2.7 Review and Submit
 - 2.8 Calendar
- 3.0 Supporting or Not Supporting Community Group Permits 10
 - 3.1 MyStatus Screen
 - 3.2 Permit Status Overview
 - 3.3 Review Permit Details
 - 3.4 Discuss Permit
 - 3.5 Internal Discussion
 - 3.6 Supporting or Not Supporting a Permit

1.0 Accessing the Application

Your Community Use of Schools Manager for eBASE Works can be accessed through any standard web-browser such as Internet Explorer by navigating to the website <http://yourboard.ebasefm.com>. Alternatively, your Board may choose to have the website accessible through a link posted on the Board's Website or through a shared application desktop such as FirstCLASS. Please check with your system administrators to determine if such shortcuts exist for your application.

User Names and associated Passwords will be distributed to all users through the System Administrator at the Board. If you do not already have a username and password, please check with your System Administrator.

1.1 To login to the system, please visit <http://yourboard.ebasefm.com> and enter your user name and password.



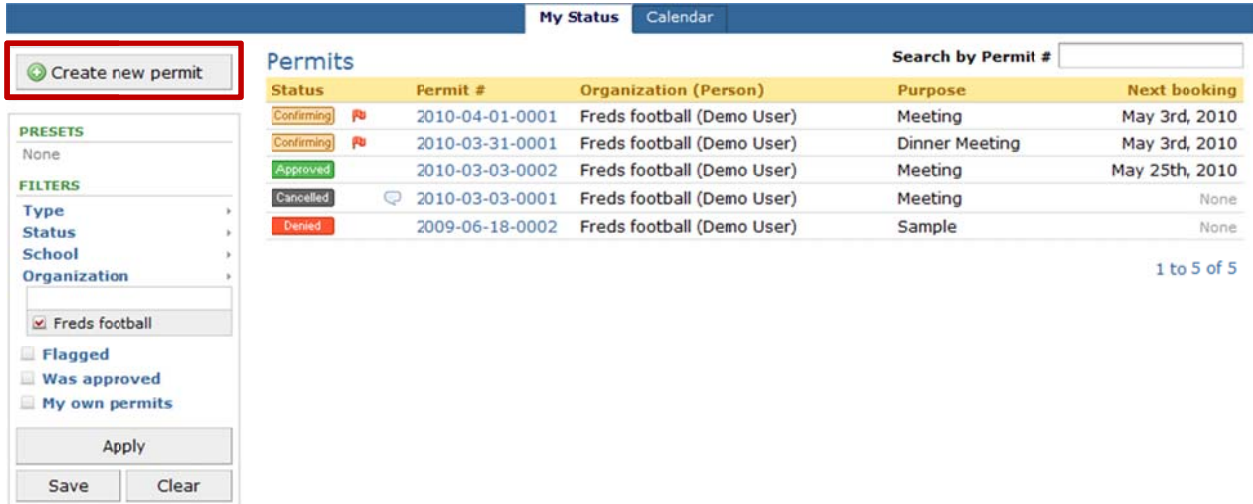
1.2 Click on "Community Use" on the top toolbar.



2.0 Submitting a Permit

The purpose of this section is to provide you with the steps necessary to submit an eBase Permit, both for school events as well as community group events.

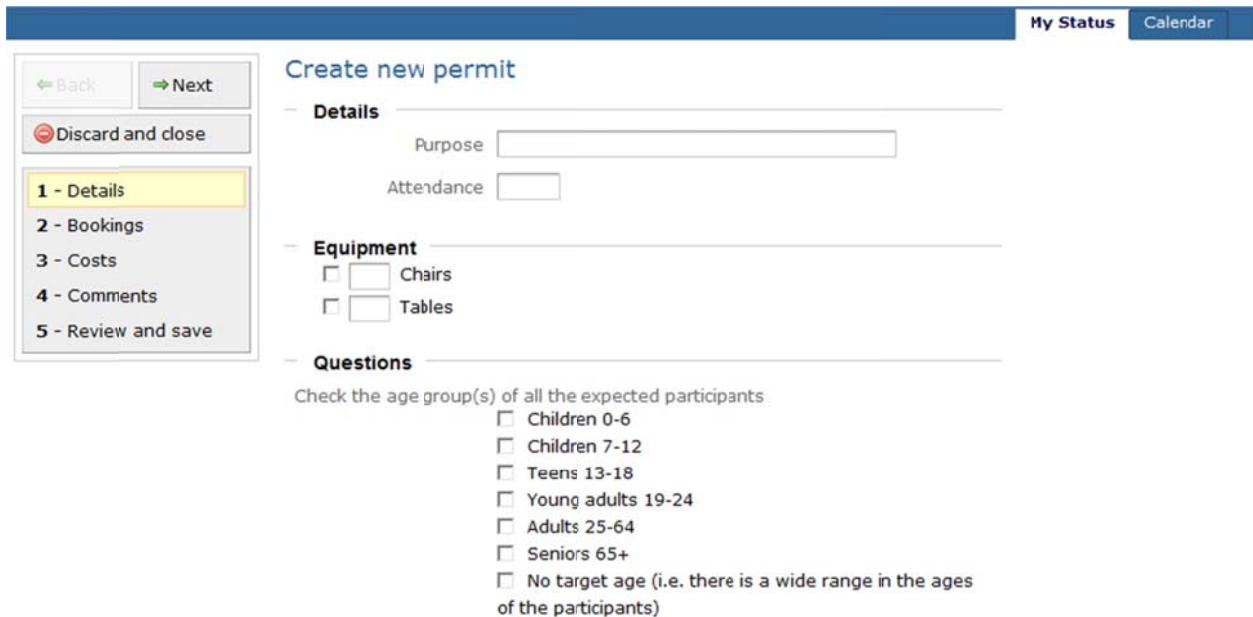
2.1 To submit a permit, click the “Create New Permit” button.



The screenshot shows the 'Permits' page in the eBase system. At the top, there are tabs for 'My Status' and 'Calendar'. A search bar is labeled 'Search by Permit #'. Below this is a table of permits with columns for Status, Permit #, Organization (Person), Purpose, and Next booking. The table contains five rows of data. To the left of the table is a sidebar with 'PRESETS' (None) and 'FILTERS' (Type, Status, School, Organization). Under 'Organization', 'Fred's football' is selected. There are also checkboxes for 'Flagged', 'Was approved', and 'My own permits', and buttons for 'Apply', 'Save', and 'Clear'. A 'Create new permit' button is highlighted with a red box at the top left of the sidebar area.

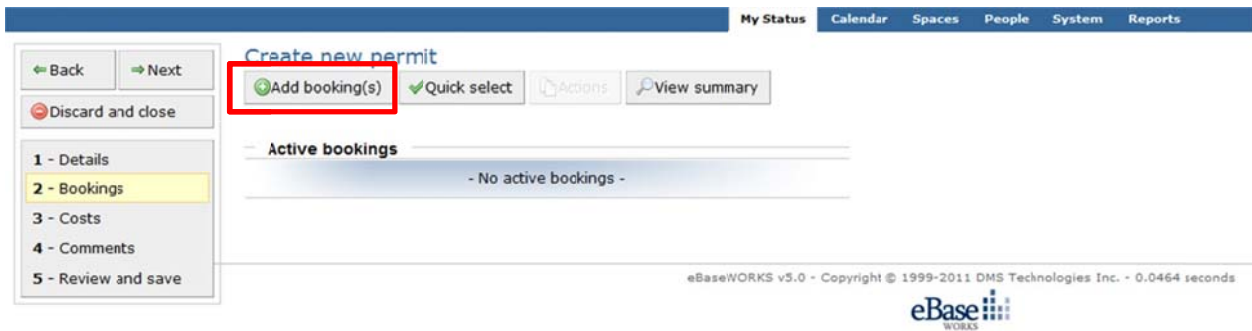
Status	Permit #	Organization (Person)	Purpose	Next booking
Confirming	2010-04-01-0001	Freds football (Demo User)	Meeting	May 3rd, 2010
Confirming	2010-03-31-0001	Freds football (Demo User)	Dinner Meeting	May 3rd, 2010
Approved	2010-03-03-0002	Freds football (Demo User)	Meeting	May 25th, 2010
Cancelled	2010-03-03-0001	Freds football (Demo User)	Meeting	None
Denied	2009-06-18-0002	Freds football (Demo User)	Sample	None

2.2 Enter Initial Permit Details. As a principal, you can bypass the questions in this section as they are only used by the Ministry of Education to collect data on public groups using the facility.

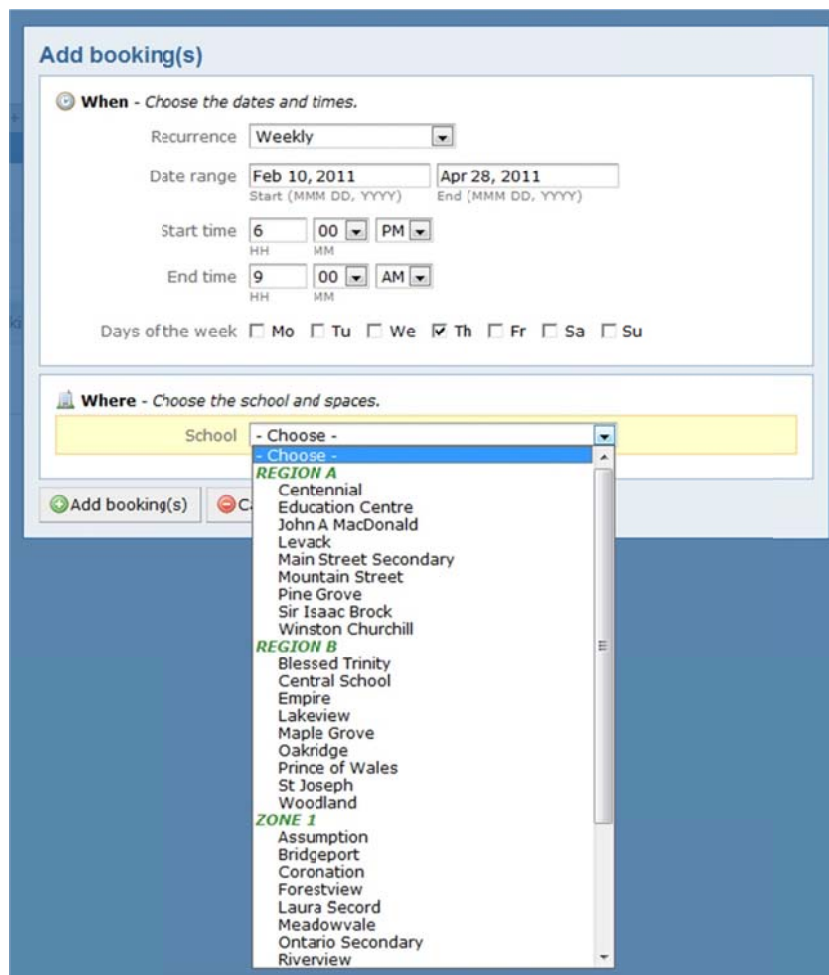


The screenshot shows the 'Create new permit' form. At the top, there are tabs for 'My Status' and 'Calendar'. The form is divided into sections: 'Details', 'Equipment', and 'Questions'. The 'Details' section has input fields for 'Purpose' and 'Attendance'. The 'Equipment' section has checkboxes for 'Chairs' and 'Tables'. The 'Questions' section has a heading 'Check the age group(s) of all the expected participants' and a list of checkboxes for age groups: Children 0-6, Children 7-12, Teens 13-18, Young adults 19-24, Adults 25-64, Seniors 65+, and No target age (i.e. there is a wide range in the ages of the participants). On the left side of the form, there is a sidebar with navigation buttons: 'Back', 'Next', 'Discard and close', and a list of steps: '1 - Details', '2 - Bookings', '3 - Costs', '4 - Comments', and '5 - Review and save'. The '1 - Details' step is highlighted.

2.3 Step 2 is the point at which Bookings are added to the user's Permit. Click the "Add Booking(s)" button to begin creating a Booking(s).



2.4 Clicking the "Add booking(s)" button opens the "Add booking(s)" box. This function allows you to determine the "when" and "where" for the Permit. Bookings are set up as single, daily, weekly, bi-weekly or monthly occurrences. You must also select the location of the Booking. The spaces available for rental (gym, classroom, outdoor field) are displayed when the facility is selected.



2.5 The estimated Cost Section will not apply to you for in-school activities.

← Back → Next

Discard and close

1 - Details
2 - Bookings
3 - Costs
4 - Comments
5 - Review and save

Create new permit

Permit costs

Booking costs

Rental fee	\$0.00	\$0.00	\$0.00
	Regular	Subsidy	After subsidy

Total

Sub-total	\$0.00	\$0.00	\$0.00
	Regular	Subsidy	After subsidy
Total	\$0.00	\$0.00	\$0.00
	Regular	Subsidy	After subsidy

2.6 The Comments section allows you to insert comments for several parties and input the event supervisor's contact information.

My Status Calendar

Create new permit

Event supervisors

Add supervisor

John Smith 555.555.5555

Name Number

Comments

Special instructions: No food or drink in the gym.

For Custodian: Please ensure you are there 15 minutes before start of Booking to open the doors for users.

For Permit Holder: Please do not wear shoes that will leave marks on the gym's hardwood floors.

2.7 Review and submit your permit.

My Status Calendar

← Back → Next

Discard and close

Save and close

1 - Details
2 - Bookings
3 - Costs
4 - Comments
5 - Review and save

Create new permit

Permit holder Internal

Organization eBase Testing

Person Matt Holley

Details ^

Insurance ^

Equipment ^

Bookings ^

Costs ^

2.8 You can use the Calendar to view permits booked at your school

My Status Calendar

October 2010 Filter by school A.M. Cunningham

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
	3	4			8	9 Thanksgiving Weekend
10 Thanksgiving Weekend	11 Thanksgiving Weekend			7:00pm to 8:00pm A.M.	15	16

Booking

Who
A.M. Cunningham
P100

When
Thu, October 14th, 2010
7:00pm to 8:00pm

Where
107 - classroom

View #2010-04-26-0001

Helpful Hints

Pending permits do not appear on your calendar until they are reviewed and approved by the Community Use of Schools Coordinator.

Once a permit has been approved, you will be able to print a hard copy by clicking on a permit and clicking the print button to the left.

Bookings made on excluded dates will automatically show up as a conflict but the CUOC can always override any conflict to approve a permit.

Custodians will be able to view permits for their schools and comment on them.

3.0 Supporting or Not Supporting a Permit

3.1 This is your “My Status” page. You can use the filters on the left to narrow your search.

The screenshot shows the 'My Status' page with a 'Calendar' tab. On the left is a sidebar with 'PRESETS' (None) and 'FILTERS' (Type, Status, School, Organization). The 'Organization' filter is expanded to show 'Fred's football' (checked), 'Flagged', and 'Was approved'. Below the filters are 'Apply', 'Save', and 'Clear' buttons. The main area displays a table of permits:

Status	Permit #	Organization (Person)	Purpose	Next booking
Pending	2010-04-26-0001	Fred's football (Demo User)	Sample	May 3rd, 2010
Confirming	2010-04-01-0001	Fred's football (Demo User)	Meeting	May 3rd, 2010
Confirming	2010-03-31-0001	Fred's football (Demo User)	Dinner Meeting	May 3rd, 2010
Approved	2010-03-03-0002	Fred's football (Demo User)	Meeting	May 25th, 2010
Cancelled	2010-03-03-0001	Fred's football (Demo User)	Meeting	None
Denied	2009-06-18-0002	Fred's football (Demo User)	Sample	None

At the bottom right of the table, it says '1 to 6 of 6'.

3.2 Status Overview

3.3 Here you can review all of the details in the permit.

The screenshot shows the 'Permit #2010-04-01-0001' details page. The status is 'Confirming'. A red box highlights the navigation tabs: 'DETAILS', 'BOOKINGS', 'COSTS', 'COMMENTS', 'DISCUSSION', 'INTERNAL', and 'SUPPORT'. Below the tabs, a yellow box contains the text 'Waiting for confirmation from Principal'. There are checkboxes for 'Internal', 'Organization Fred's football', and 'Person in charge Demo User'.

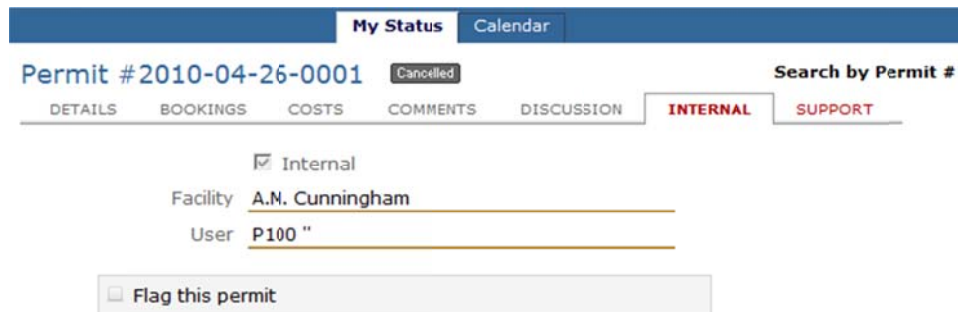
3.4 Use the Discussion tab on the permit to communicate with the Community Use user.

The screenshot shows the 'Discussion' tab for permit #2010-04-01-0001. It displays a list of messages:

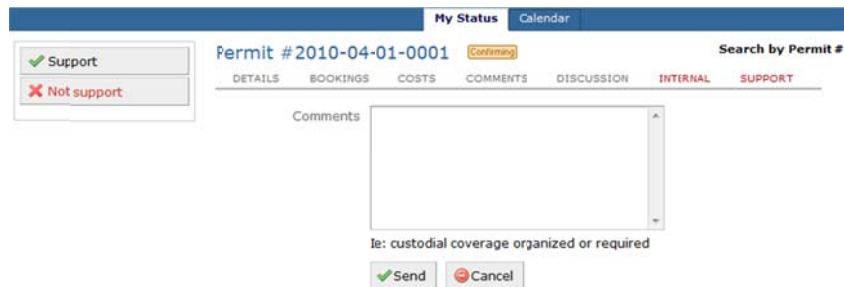
- Discussion**
- Nick Vocal: Thursday, Jul. 08th, 2010 at 11:05am
Could you please cancel this booking?
Fri, Sep. 10th, 2010
5:00pm to 9:00pm
- eBase Administrator: Thursday, Jul. 08th, 2010 at 11:05am
sure thing nick

At the bottom, there is a text input field labeled 'Your message' and an 'Add comment' button.

- 3.5 The Internal Tab allows you to leave comments which can be seen by the CUOC or the Custodial Staff. Click on “Flag This Permit” to notify the CUOC that the permit requires their attention.



- 3.6 Now decide if you are going to “Support” or “Not Support” the permit. Enter any pertinent comments or reasons you have decided not to support this permit.



- 3.7 The Permit is now “supported” or “not supported” by the facility principal. The CUOC now makes any final changes to the Permit and moves it to an approved status.