



CITY OF SACRAMENTO

33

DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS
Director

G. ERLING LINGGI
Assistant Director

CROCKER ART MUSEUM DIVISION
GOLF DIVISION
METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

August 4, 1986

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Extension of Bid Date of the Request for Proposal for a Computer System and Operating Hardware

On July 29, 1986 the City Council adopted Resolution Number 86-582 authorizing issuance of a Request for Proposal for a computer system and operating software for the Department of Parks and Community Services with the Request for Proposal to be submitted September 2, 1986.

It is hereby requested that the due date for the request for proposal be extended to September 9, 1986.

Due to the fact that the release date had to be delayed for technical changes to the Request for Proposal, it would be in the City's best interest to grant the extension and allow all potential bidders an opportunity to bid.

The new due date for bids will be September 9, 1986.

Respectfully submitted,

ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:

WALTER J. SLIPS
City Manager

APPROVED
BY THE CITY COUNCIL

AUG 5 1986

OFFICE OF THE
CITY CLERK

RPT:ja

August 5, 1986
All Districts

33



CITY OF SACRAMENTO

DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS
Director

G. ERLING LINGGI
Assistant Director

CROCKER ART MUSEUM DIVISION
GOLF DIVISION
METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

August 4, 1986

ADDENDUM NO. 1 TO THE REQUEST FOR PROPOSAL FOR A
COMPUTER SYSTEM AND OPERATING SOFTWARE

1. The bid opening date is extended from September 2, 1986 at 10:30 a.m. to September 9, 1986 at 10:30 a.m.

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO
AUG 5 8 08 AM '86



CITY OF SACRAMENTO

DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS
Director

G. ERLING LINGGI
Assistant Director

CROCKER ART MUSEUM DIVISION
GOLF DIVISION
METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

August 7, 1986

Interested Consultant:

The Sacramento City Department of Parks and Community Services is requesting proposals to prepare a Feasibility study to assess the potential of developing a public recreation facility financed by a private on-site development, such as an office/hotel, at the City's Haggin Oaks Golf Course. The Study will be divided into three phases; each phase subject to the City's authorization to proceed. The Feasibility Study would consist of a detailed site evaluation and economic analysis to determine the best financing options to the City. The Feasibility Study should take approximately three months. Staff estimates the study's cost to be approximately \$20,000 to \$30,000.

The City Department of Parks and Community Services is soliciting consultant services to prepare a Feasibility Study for a possible project located on 12+ vacant acres north of Business 80 and west of Fulton Avenue in Haggin Oaks Park Golf Course (Attachment A). The City needs to know the feasibility of a private developer financing a pro shop/snack bar, tennis court complex, parking lot, access road, storage shed, utility extension, and a banquet room (optional). A preliminary description of public/private facilities including square footage and respective cost estimates is attached for your information.

The City's portion of the development would involve approximately four to five acres. The remaining seven to eight acres would be offered to a private investor(s) to develop a compatible hotel, office, or hotel/office complex which may include, as an option, a public banquet facility. However, a private banquet facility may meet the City's public banquet needs.

The selected consultant will be expected to prepare a Feasibility Study according to established professional standards, attend and make presentations of the study, answer questions, and perform such other functions as directed by the City with relation to the study. The consultant will be required to attend two City Council public hearings.

August 7, 1986
Interested Consultant
Page Two

A proposed Feasibility Study scope and outline is included as Attachment B, and a list of pertinent resource documents is described in Attachment C. Staff considers potentially significant environmental and development constraints to include, but not be limited to: compatibility of land uses with McClellan Air Force Base overflight zone(s); traffic and circulation; noise impacts from McClellan Air Force Base and Business 80; height restrictions; and resultant financial feasibility of the proposed project. An analysis of financing options should be included to assess potential financial impacts on the City.

City staff proposes to have a briefing session at 9:00 a.m. on August 15, 1986 at 1231 I Street, in Room 300 Conference Room (City Planning Division). Please RSVP at (916)449-5329 by August 14, 1986.

The procedure for submitting a proposal is outlined below:

1. Sealed proposals (original and seven copies) must be submitted to the office of the City Clerk, 915 I Street, Room 203, by 10:30 a.m., Tuesday, August 26, 1986. Proposals will be opened at 10:30 a.m., Tuesday, August 26, 1986.
2. The proposal should contain the following information:
 - A. Detailed outline of scope of services and methodology to be used for the Feasibility Study.
 - B. Preliminary cost estimate with breakdown of expenses similar to Attachment D. In preparing the cost estimate, the consultant should anticipate attendance at three public meetings.
 - C. Time schedule indicating length of time to complete the feasibility study.
 - D. Summary of firm's experience with similar projects.
 - E. Background and qualifications of personnel to be assigned to prepare the Feasibility Study.
 - F. Reference (name, address, and telephone number) persons who may be contacted to verify qualifications and previous performance.
3. Submit two examples of similar feasibility studies on private/public development projects prepared by your firm. These will be returned upon request.

August 7, 1986
Interested Consultant
Page Three

Staff is not opposed to a joint proposal from two or more consulting firms. The proposals will be evaluated on the basis of comprehensiveness and detail of analysis, workability of methodology, and the estimated cost.

The firms submitting the best proposal may be invited for a personal interview prior to the selection of a consultant. The interviews are tentatively scheduled for September 9, 1986.

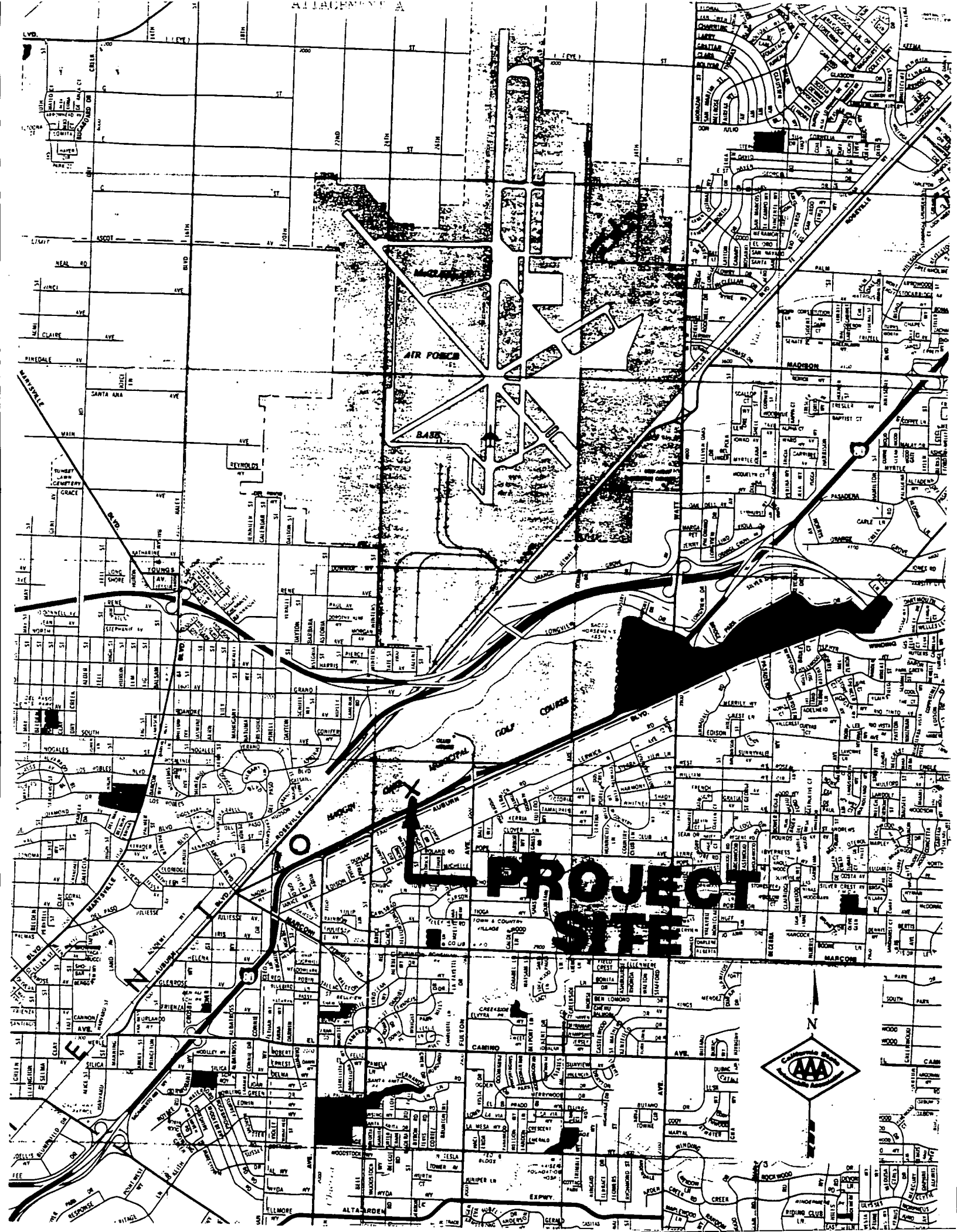
Please call me at (916)449-5329 if you have any questions concerning this matter.

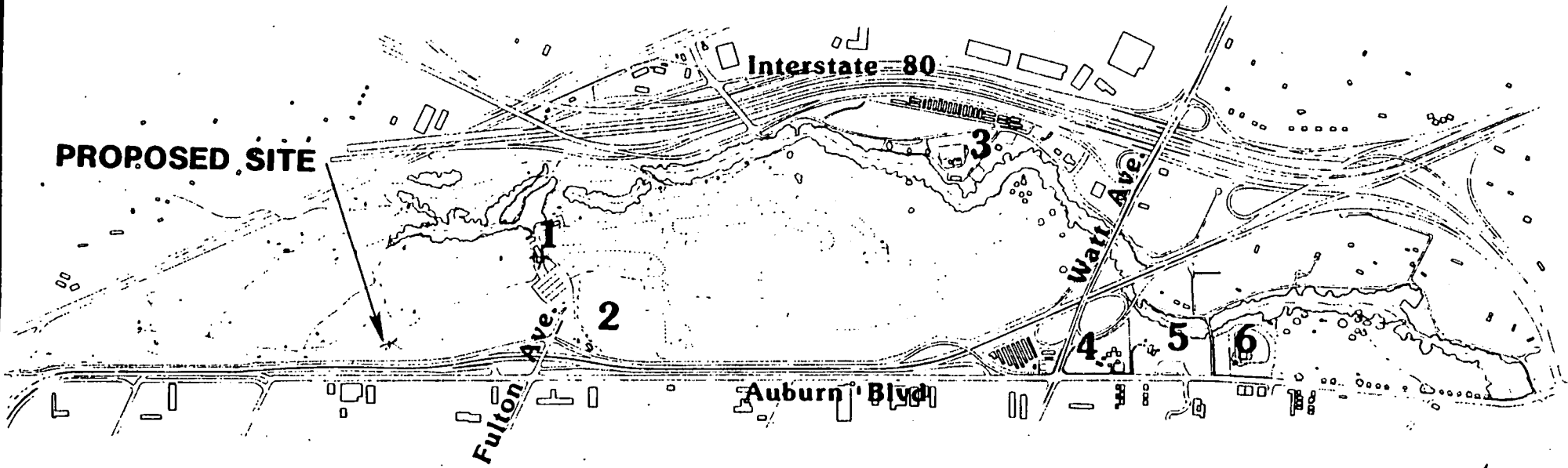
Thank you,

A handwritten signature in black ink, appearing to read "Dale Achondo". The signature is written in a cursive style with a large initial "D".

Dale Achondo
Golf Superintendent

DA:SD:ir
Attachments





Legend

- | | | | |
|---|------------------------------|---|--------------------------------|
| 1 | Haggin Oaks Golf Course | 4 | Children's Receiving Home |
| 2 | Sacramento Trapshooting Club | 5 | Science Center & Junior Museum |
| 3 | Sacramento Horsemen's Ass'n | 6 | Renfree Field |



REVISIONS	NO.	DESCRIPTION	DATE	BY

DRAWN BY _____
 DESIGNED BY _____
 LANDSCAPE ARCHITECT _____
 DATE _____
 FIELD BOOK _____ SCALE _____

CITY OF SACRAMENTO
 DEPARTMENT OF COMMUNITY SERVICES



Del Paso Park

ATTACHMENT B

OUTLINE AND SCOPE FOR THE HAGGIN OAKS
GOLF COURSE FEASIBILITY STUDY

PREFACE

Summary of the purpose of the Feasibility Study.

PROJECT DESCRIPTION

Description of the proposed public recreation facilities the private office/hotel including adopted goals and objectives of the 1984 Parks Master Plan. The City needs to know the feasibility of a private developer financing the following facilities and improvements for City ownership:

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST ESTIMATE</u>
1	Pro Shop/Snack Bar (5,000 Square Feet)	\$ 350,000
2	Lighted Tennis Court Complex (Nine Courts with one Center Court Including 500-1,000 Seats)	300,000
3	Landscaped Parking Lot (200 Spaces)	500,000
4	Access Road (2,700 Feet)	100,000
5	Storage Shed (5,000 Square Feet)	150,000
6	Utility Extensions	90,000
7	Banquet Room-Optional (10-12,000 Square Feet)	900,000

		\$2,390,000
	2 Percent Art in Public Places	47,800
	15 Percent Contingency	358,500

		\$2,796,300

The Feasibility Study would consist of the following:

PHASE 1 - SITE DEVELOPMENT POTENTIAL/ENVIRONMENTAL ASSESSMENT

- o Address land uses that would be compatible within the applicable McClellan Air Force Base overflight zone(s).

- o Assess the potential impacts associated with the proposed access road connecting Fulton Avenue to the project site in terms of roadway capacity, secondary emergency access, traffic generation, and site circulation.
- o Assess noise impacts from McClellan Air Force Base and Business 80.
- o Evaluate infrastructure availability and requirements for roads, waterlines, sewerlines, electric and gas including their capacity and ability to accommodate such development at the site.
- o An investigation of the physical attributes of the site, functional attributes of the site, and overall site evaluation and summation regarding the benefits and drawbacks of the site's environmental characteristics.
- o Determine the restrictions on development due to height limitations, noise impacts and liability considerations. Height restrictions should be based on the appropriate glide slope ratio as a function of the distance from the end of McClellan runway.
- o A comprehensive and accurate environmental assessment of the most feasible project description.

PHASE 2 - DEVELOPMENT PARAMETERS/ECONOMIC FEASIBILITY

- o Conduct land appraisal of the project site based on estimates of development and infrastructure potential.
- o Evaluate three alternatives:
 1. Office Complex
 2. Hotel Complex
 3. Office/Hotel Complex.

Determine the appropriate scale of development including square footage, height, and uses.

- o Assess financing options including land dedication/writedown, long-term ground lease, retention of the land, percentages of long-term profit, and leasing strategies. Identify potential arrangements for ownership and financing including possible risks to the City.

- o Determine the advantages and disadvantages of each option including the projects financial feasibility in terms of annual cost/revenue, property taxes, and lease rate(s) over a minimum of 20 years.
- o Analysis of the market potential for other uses including general commercial, mixed office, light industrial, hotel/motel, and retail services.
- o Evaluate the financial feasibility of each alternative or potential development scenario against the financial criteria of typical developers and lenders.
- o Project net-present-value for all alternatives and financing/ownership options.

PHASE 3 - IMPLEMENTATION STRATEGY/SITE PLAN

- o Provide a detailed implementation program featuring required public actions with regards to land use plans, zoning, parcel maps, building permits, and other agency approvals.
- o Prepare a site development plan for the project site reflecting suggested parcelization, infrastructure, and phasing. Schematic site plans for each alternative should be provided based on current land survey.
- o The site plans should show parking for both City and private developments, including the relationship of the structures to surrounding land uses such as Haggin Oaks Golf Course and McClellan Air Force Base overflight zone(s).

SD:lr

ATTACHMENT C

RESOURCE DOCUMENTS

CITY (AVAILABLE AT CITY PLANNING - SECOND FLOOR, SUITE 200)

1. Vacant Land Study - Par 1 and 11, Sacramento City Planning Department, 1981. This report determined the amount of vacant land in the City and estimated future residential holding capacity. (\$2.50)
2. Growth Policy - Conclusions and Recommendations, Steve Jenkins and Jim Harnish, March 18, 1982. This report describes the consequences of future growth and recommends how it should be accomplished. (\$3.00)
3. More Numbers, More Background, More Information - Accelerated General Plan Update, Steve Jenkins and Jim Harnish, February 18, 1982. This report supported the Growth Policy report and describes population projections, land use strategies, vacant land, transit and transportation, air quality, the high tech industry, and land use scenarios. (\$3.00)
4. The 1974 Sacramento City General Plan. (\$9.00)
5. City Comprehensive Zoning Ordinance. (\$9.00)
6. Draft EIR and Final EIR for the North Natomas Community Plan. (\$27.00 + \$11.40 respectively - City Environmental Planning, Suite 300).
7. 1984 City Parks Master Plan. (Fourth Floor)

COUNTY

8. The Sacramento Region in 1990 - Economic Growth and Demand for Industrial Land, Sacramento County Planning Department, February 1982. This report examines the range of employment growth which could occur in the County and the underlying trends which will determine new employment.
9. Planning for Jobs and Housing Balance, Sacramento County Planning Department, August 1982. This study analyzes the balance between future jobs and housing in Sacramento County.

SACOG

10. Sacramento Area Transportation Study and 1982-1987 Regional Travel Demand, SACOG, 1981. These studies project traffic volumes and demand for different modes of transportation for 1982-1987 by traffic zones.

11. 1982 and 1987 Air Quality Plan, SACOG. This plan quantifies trip generation and air quality impacts of future population and employment growth.

LAFCO

12. City of Sacramento Sphere of Influence and Appendixes, Sacramento Local Agency Formation Commission, October 21, 1981.

SD:lr

PERSONNEL (HOURS)

SKS

TOTAL HOURS

Project Management	4	20												24
Project Details		8												8
Project Description		4												4
Interagency Coordination	8	24												32
Affected Environment														
5.1 Water Quality									46					46
5.2 Hydrology								39						39
5.3 Erosion								38						38
5.4 Soils, Geology										16				16
5.5 Flora & Fauna		24												24
5.6 Land Use	4	8			33									45
5.7 Traffic										22				22
5.8 Aesthetics			24											24
5.9 Public Services								20						20
5.10 Utilities				24										24
5.11 Fiscal								10						10
5.12 Population							3							3
5.13 Employment							3							3
5.14 Energy							6							6
5.15 Noise											14			14
5.16 Air Quality													17	17
Preliminary DEIR	4	27												31
DEIR	4	15												19
Preliminary FEIR	4	10	3	3	5	3	5	13	11	9	4	2	4	76
FEIR	4	5												9
Public Hearings	9	12												21
TOTAL HOURS	41	157	27	27	38	15	35	90	57	31	20	16	21	575
Hourly Rate	\$70	\$50	\$50	\$50	\$40	\$40	\$40	\$30	\$35	\$45	\$60	\$50	\$40	
FEE	\$2870	7850	1350	1350	1520	600	1400	2700	1995	1395	1200	800	840	

Total Fee

EXAMPLE OF COST BREAKDOWN ATTACHMENT D

Facilities Reservation Overview	1
LOGON AND LOGOFF	5
MAIN MENU	8
LOCATE System Information	
Looking Into System Files	10
Find a VACANCY	11
Completing the SEARCH FOR VACANCY Screen	12
Search Examples	13
ALTER STORED INFORMATION	
General	16
Defining a Facility Type	18
Naming	19
Choosing a Facility Type Code	19
Available SCHEDULING METHODS	19
Specify Inquiry Headings	20
Other headings	21
Defining TIME SLOTS For a Facility Type	22
Define a Facility	24
Naming the Facility	25
Establishing the FACILITY CODE	25
Inquiry Values	25
Heading Entries	26
Add, Change or Delete Information on File	28
Table of Allowable Maintenance	29
Posting Payments	32
Moving Applicants Off Waiting Lists	33
REPORTS	
Reporting Features	35
Facility Type List	36
Facility Inventory	37
Overdue Payment/Clearance	38
Instructor/Leader List	41
Waiting List	42
Applicant/Activity Roster (type C scheduling)	43
Facility Usage Report (to-date)	44
Special Vacancy Report (SPORTS only)	45

RESERVATION AND CANCELLATION

Reserve a Facility 47
 Completing the Clearance Record 50
 Completing the Applicant Record 51
 Multiple Reservations 53
 Multiple Date Reservations (Type A only) . . . 55

Cancelling a Reservation 58
 Multiple Cancellations 61

SUPERVISORY DUTIES

Assigning Employee Numbers and Passwords 65
Changing Employee Numbers 66
Passwords 68
Password Maintenance 69
Day-end Process 70
File Backup 71
Reloading Files from Backup 73
End-of-Year Processing 74

SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

System Conventions 79
Controlling the CURSOR 81
Calendar Functions 82
Clearance Screen Functions 84
Applicant Screen Functions 86

SYSTEM ERROR MESSAGES 90

Facilities Reservation Overview

gpRESERVE is a powerful data processing system designed and built to assist in handling large facilities and the reservation of those facilities. Functions include:

- GENERALIZED FACILITY DEFINITION
- HANDLES THREE DISTINCT METHODS OF SCHEDULING
- SOPHISTICATED VACANCY-SEARCH CAPABILITY
 - by facility
 - by date or range of dates
 - by time of day
 - by up to three user-defined qualifications
 - combinations of the above
- PROVIDES A VARIETY OF REPORTS (on screen or paper)
- PASSWORD SECURITY
- USER UPDATE CAPABILITY FOR ALL MAJOR FILES

In providing these functions, the system requires certain conventions in naming and devising codes for facilities, permits, and people. A summary of the coding conventions is as follows:

FACILITY TYPES	X	A facility type is a category name for facilities. For example, "PARKS" is a TYPE of facility, while HAGGINWOOD PARK is a particular facility within that TYPE. Code A thru Z.
FACILITIES	Xnnnn	Facilities are numbered with a letter in the first position. This is the same as the TYPE code to which this facility belongs. A four-digit number follows, which is user-assigned. Different facilities may never use the same facility code.
PERMITS	Xn-nnnn	Permit numbers are assigned to each separate reservation. The first position again denotes the facility TYPE. The second position contains the year in which the reservation was made. The remaining four numeric positions are assigned in sequential order to ensure uniqueness. This code (all 7 positions) is assigned BY THE COMPUTER during a reservation.

Facilities Reservation Overview

APPLICANTS	Xnnnnnnnn	Generally, the Applicant ID will be the person's California Driver's License Number. The intent of this is to provide a unique number by which the applicant may be looked up during future reservations.
	XXXnnnnnn	If for some reason, like age, the applicant doesn't have a driver's license, then simply use a number composed of the person's initials, followed by birthdate in mmddy format: RBS112677
	LASTNAME, FIRST	Names are always entered in last name first, comma, first name sequence, and a means of searching for this name is provided. The IDs mentioned above are preferred, as there may be several applicants with the same name.
INSTRUCTOR/LEADERS	XXXX	For Type C scheduling, that is for classes and tours and the like, the system maintains files of leaders or class instructors. Those who use this system and are responsible for the instructor/leader files will assign a four-digit ID of their choosing as they create the instructor/leader records.

SCHEDULING

gpRESERVE is a reservation system currently capable of handling three different types of reservation schedules. These are:

- Type A The most commonly used method. Facilities reserved by this method are available on a daily basis, usually with a time "slot" scheduling breakdown within each day. In Sacramento, Parks, Practice Fields and Rooms are examples of this scheduling type.

Facilities Reservation Overview

- Type B Facilities here are reserved fewer than 80 times per year, and are not necessarily reserved by date. Rather, individual "events" are reserved for these facilities. In Sacramento, Sacramento Camp Cabins are examples.
- Type C Like Type B, these facilities, or "activities" are more like events than daily occurrences. More important, this type of facility can be scheduled by several applicants. Classes, tours, (i.e., group activities) are examples of this type of facility scheduling. Facility capacity must be specified when defining these activities, as well as some designation of an instructor or leader associated with the activity. The system will keep (and display) current enrollments and, when full, will keep a separate waiting list for each facility, if instructed to do so.

GENERAL

The functions of gpRESERVE are called up by the operator by selecting options from menus rather than by issuing memorized commands to the system. This will shorten the time it takes for a person to learn to use the system and make training new people quicker and easier. Supervisory functions are included for overall control, accountability and backup of the system. Passwords are required for gaining access to the system. Only supervisors may access passwords and they may change them when necessary.

The logical organization of this manual follows the main and subordinate menu options found in gpRESERVE. For those who are unfamiliar with the system's functions and purpose and wish to get an overall understanding of the system, however, the section entitled "ALTER STORED INFORMATION" should be read and understood before continuing with the LOCATE, REPORTING and SUPERVISORY DUTIES sections.

LOGON AND LOGOFF

LOGON AND LOGOFF

The process by which the system operator is identified and the security password provided is known as "logging on" to the system. Logging onto qpRESERVE is accomplished in two steps:

- 1). The system, when not in use, will display the system Logo screen. As in other screens within the system, the symbol ==> will denote an area of the screen into which information is to be entered through the keyboard. The word LOGON is entered, whereupon the system presents the LOGON / SET DATE SCREEN (see display below).
- 2). At this point, two key pieces of information must be known to the operator:
 - a). Operator Identification Number - a four-digit number assigned by the supervisor to persons who will be operating the system.
 - b). Password - A 1-6 position word, known only to the operator (and the supervisor). The system will check to see that the Operator ID Number is valid, and then to see that the password supplied matches the one assigned to that operator. (Passwords not displayed).

(Operator IDs and Passwords are discussed in SUPERVISORY DUTIES, p. 64)
If either piece of information supplied prevents a successful match, the system will not accept the input, but will blank it out on the screen and allow the operator to try again. NOTE: the password must be entered EXACTLY as defined in the security file, including the upper/lower case, if alphabetic characters are used.

Setting the Date

After an operator has supplied a correct ID and password, the cursor will be placed on the system date with instructions to VERIFY this date and correct it if necessary. IMPORTANT - The proper operation of the system depends upon the correctness of this date! If the date is already correct, the operator simply presses the ENTER key to continue. If the date is in any way incorrect, the operator must enter the correct date over the incorrect one and then press ENTER to continue.

The system doesn't know what day it really is, but will compute the day of the week for any valid date entered. The following message, which will appear at the bottom of the LOGON SCREEN, may alert the operator in case an incorrect date has been entered:

```
I calculate today is WEDNESDAY.  
is this correct ? (Y/N) ==> :_:
```

This kind of check will show up errors in the date caused by transposition errors, entering the wrong year, etc.

USER'S MANUAL...gpRESERVE
Facilities Reservation System

LOGON AND LOGOFF

gpRESERVE _____ / LOGON / SET DATE \ _____ scnA1

Operator Identification Number :4239:

Enter Password : :

Verify system date =====) 12/31/85

Press RETURN if correct, or
enter corrected date.

Logging Off

Throughout the gpRESERVE system, entering EX in the input space of the screen will cause the system to go back one screen. Repeating this will take the operator back to the first system menu or Main Menu. Once there, the final option in that menu is LOGOFF. Selecting it will cause the system to return to the System Logo screen; further use of the system will require the operator to repeat the LOGON procedure.

NOTE: Entering "EX" in the System Screen (gpRESERVE screen) will take the operator out of gpRESERVE. This should ALWAYS be done before turning off the power to the equipment, to allow the system to close active files.

A warning message may appear at the bottom of the LOGON screen during the first few days of the year if the End-of-Year Process (Supervisory) has not yet been run. On January 1, the following message will appear:

THE YEAR-END PROCESS HAS YET TO BE RUN.
RESERVATIONS AND CANCELLATIONS WILL NOT BE ALLOWED
UNTIL THE YEAR-END PROCESS IS RUN.

For a full description of this, see SUPERVISORY DUTIES, Year-End.

The MAIN MENU

The Main Menu, shown below, indicates the main functions of the system and allows the operator to select the number of the desired function and to execute that function.

gpRESERVE _____ / MAIN MENU \ _____ scnA2

- | | | |
|---|--------------------------|---|
| 1 | LOCATE | Display information in any gpRESERVE file; make reservations |
| 2 | REPORTING | Produce reports and lists on the screen or on the printer |
| 3 | ALTER STORED INFORMATION | Add, change or delete records. Use in correcting information, posting payments, cancelling reservations |
| 4 | SUPERVISORY | Security actions, end-of-period procedures, file backup |
| 5 | LOGOFF | Terminate individual LOGON; exit to system screen |

Selection ==> 1

LOCATE SYSTEM INFORMATION

USER'S MANUAL...gpRESERVE
Facilities Reservation System

LOCATE System Information

The LOCATE function has two major purposes. The first is to look up information on the system's files. The second is to search for vacancies in preparation for making a reservation.

Looking Into System Files

The system maintains several types of information. The major files on which LOCATE will work are:

Facility Calendars	(Locate Vacancy and Reserve)
Facility Definitions	(characteristics of the facility)
Clearance File	(which contains all Permit records)
Facility TYPE	(information common to this type of fac.)
Applicant File	(all persons who have used facilities)
Instructor File	(persons who teach or lead activities)

The LOCATE screen below requires that the operator enter both the file to be accessed and the identifier of the particular record desired:

gpRESERVE _____ / LOCATE \ _____ scnA3

	TO FIND	ENTER THE	IDENTIFIER FORMAT
1	Vacancy and Reserve	Fac. Type Code	X
2	Facility Information	Facility Code	Xnnnn
3	Clearance Information	Permit Number	Xn-nnnn
4	Facility Type Record	Fac. Type Code	X
5	Applicant Information (1)	Driver's License	Xnnnnnnn
6	Applicant Information (2)	Init + birthdate	XXXmmddy
7	Applicant Name	Lastname, First (all or part)	XXXXXXXX, X (max 25 char)
8	Instructor/Leader	ID Number	XXXX
9	Exit to Main Menu		

Selection ==> :1:
Identifier ==> :P:

LOCATE System Information

Completing the SEARCH FOR VACANCY Screen

Purpose: To cause the system to find a facility which meets the specifications of the inquirer, determine whether a vacancy exists at that facility, and if so, display the facility calendar.

CRITERIA

1). Facility TYPE - Only one Facility at a time may be searched; to specify the facility type at which we'll be looking, the Facility TYPE Code (A-Z) must be supplied.

2). Facility Number - The 4-digit number which makes up the remainder of the Facility Code may be given if known. This will restrict the search to that particular facility. Leaving the Facility Number blank means that all facilities of the previously entered "Type" are eligible to be searched.

3). If the facility is of a type which is scheduled by date and time slot (TYPE A scheduling), then the calendar search section is displayed with the screen. This will allow two methods of entering dates (you may use neither, but not both):

a) Date Range - the date is supplied by entering a 4-digit number (month and day) as the starting and ending dates of the range. These inclusive dates will be searched. If only a starting date is entered, only that date is searched. If no date is entered, today through year-end may be searched.

b) Alternatively, the date range can be specified by asking for a search of the next "n" days. This search begins with today's date.

4). Time Slots - These are referred to by slot number. Time slot number 1 is always the first time slot of the day. Depending on the facility, of course, the first time slot could be any time interval during the day. The NAMES of the time slots are specified when the Facility TYPE record is defined. A time slot name might be "8:00-8:30" or "8 to 12" or "Morning", etc.

The search for vacancies can be narrowed to specific time slot ranges by specifying the beginning and ending time slot numbers (2 digits each). As with dates, if only the starting time slot number is specified, only that time slot is searched.

LOCATE System Information

Completing the SEARCH FOR VACANCY Screen (cont'd)

5). Further Qualifications - If, when defining the Facility TYPE, Inquiry Items were defined, these may now be used to further define the desired facility. For example, if the Facility TYPE were PRACTICE FIELDS, then the Inquiry Items might have been defined as:

FIELD LIGHTED? (Y/N)	:	:
FIELD TYPE (XXX)	:	:

If a value for one of these items is now entered into the SEARCH screen, for example, if Y is entered for FIELD LIGHTED? (Y/N), then the search would be modified and ONLY LIGHTED facilities would be checked for vacancies, regardless of field type. If Y is entered for FIELD LIGHTED? (Y/N) and FIELD TYPE is coded "BBO" for Baseball Only, then only fields which are both lighted AND for baseball only would be checked for vacancies. In other words, only vacancies which satisfy ALL of the search criteria will be "found" in the search. This includes those entries made describing DATES and/or TIME SLOTS.

NOTE: This section describes searches for calendar vacancies only. Other searches are also possible within the system. Searching for applicants on the applicant file or for permit information on the Clearance file are both possible through the LOCATE function. These searches are conducted by selected option on the LOCATE menu, and entering the appropriate identifier.

SEARCH EXAMPLES: Using Practice Fields as the Facility Type, the following examples show how to request a search for a vacancy given various applicant requirements. Note that if the search is not limited, all dates are searched for a facility before proceeding to the next facility.

Find: The earliest date a softball field is available.

Solution: Specify Facility Code e.g., "F". Assuming "field type" was set up at Facility Type definition time as an "inquiry item" the code for softball is entered beside the item under further qualifications which refers to field type. Enter an appropriate date range. Press ENTER to start search. This will search beginning with the first "softball" field (facility) defined and display the calendar for the field and earliest date (including today) in which a vacant time slot exists. If the field (or date) found is undesirable, the search can be continued from the calendar screen.

LOCATE System Information

Completing the SEARCH FOR VACANCY Screen (cont'd)

Find: The first "nighttime" vacancy for softball at Dixieanne Park.

Solution: Enter the Facility Code for Dixieanne Park, which is an "F" followed by the assigned four-digit code for that park. No date is specified, but the time slot numbers for evening play at practice fields should be entered under TIME: SLOT NUMBER, e.g., : 5: TO : 7: Press ENTER to begin search. The calendar for the first date in which such a vacancy occurs will be displayed for Dixieanne Park. Continuing the search will display all such vacancies on subsequent days at that park.

Find: A vacancy at Dixieanne on one of the weekdays in the last week of the month.

Solution: Again enter the Facility Code for Dixieanne. This time specify the range of dates desired. Time slots were not specified, so leave them blank (the system will assume the applicant is interested in any vacant time slot).

Find: A vacancy at any field which has lights and is for baseball only.

Solution: This type of search can only be done if the proper data is coded for each facility AND these data items are among the "inquiry items" specified for this facility type. If so, the search screen entry would be as follows: Enter the Facility Type to be searched: "F". The search will begin with today's date unless another date is specified. Specific time slots may also be entered. At the bottom of the screen, the "Inquiry headings" will be displayed below the "Further Qualifications---" banner. The entries should be similar to those shown in the examples on the previous page under "5). Further Qualifications". Enter "Y" for "LIGHTS AVAILABLE?" and perhaps a "BBO" for "BASEBALL ONLY" if that were the code selected to designate fields on which only baseball can be played. Hit ENTER to skip the remaining qualification fields and begin the search. Any vacancies found using these search arguments may be rejected by continuing the search, which will cause the system to bring up other days first, then other fields, if any, which meet the qualifications supplied.

ALTER STORED INFORMATION

ALTER STORED INFORMATION

As the name implies, this system function is responsible for the initial definition of all types of system information records. Establishing a new type of facility or defining a facility within that facility type is done with ALTER STORED INFORMATION. Additions to existing files, or establishing files for the first time is referred to as an "add".

ALTER STORED INFORMATION is also able to change the contents of files. For example, posting a payment in the Clearance File will require the ALTER STORED INFORMATION function. This would be true of changing an address or telephone number on the Applicant File, or Changing the Remarks entry in a Facility Record, etc. These are "changes".

Records, with certain exceptions explained later, may also be deleted from the system.

 gpRESERVE _____/ ALTER STORED INFORMATION _____ scnA5

TYPE OF CHANGE	ENTER THIS IDENTIFIER	IDENTIFIER FORMAT
1 Cancel a Reservation	none	
2 Facility Information	Facility Code	Xnnnn
3 Clearance Information	Permit Number	Xn-nnnn
4 Facility Type Record	Fac. Type Code	X
5 Applicant Information (1)	Driver's License	Xnnnnnnn
6 Applicant Information (2)	Init + birthdate	XXXmmddy
7 Applicant Name (3)	Lastname, First (all or part)	XXXXXXXX, X (max 25 char)
8 Instructor/Leader	ID Number	XXXX
9 Waiting List	Facility Code	Xnnnn
10 Return to Main Menu		

Selection ==> :7 :
 Identifier ==> :MARTINDALE, DARRYL H :

ALTER STORED INFORMATION

An important function of the ALTER STORED INFORMATION menu is the Cancellation of Reservations. This alternative is described in detail under "Cancelling a Reservation" on page 58).

After selecting the number under TYPE OF CHANGE and entering it in the area marked Selection ==> : ;, the system then displays a message something like:

A(dd) New Facility, C(hange) Information, D(elete) Facility ==> : :

depending on the selection of file to be altered. Note: not all types of changes are valid for all files and therefore sometimes fewer of these options will be displayed (see Allowable Maintenance, on page 29).

Next the identifier of the corresponding file must be entered. These codes are explained in the OVERVIEW section of this manual. After the entry of the identifier, the system knows exactly which record in which file the operator wishes to alter.

Most identifiers are explicit and unique. That is, there may be only one record in the file with the specified ID. In the Applicant File, one exception exists. Specifying the Applicant Name may not be unique and the system has been programmed to print the Applicant's Name, the Street Address and Phone Number in order for the operator to make a positive match before displaying the entire Applicant record and allowing alterations to be made:

JOHN Q. APPLICANT
244 ANYWHERE STREET
916 - 388-9398

IS THIS THE CORRECT APPLICANT (Y/N) ==> : :

The remainder of this chapter explains the functions of the ALTER STORED INFORMATION menu beginning with how the new records are defined, then how they may be changed, and finally, shows a table which summarizes each type of add, change or deletion, and tells under what circumstances these transactions are allowed.

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE

A Facility Type refers to a category of reservable facilities. For example, "PARKS" is a Facility Type, whereas individual parks would appear as Facilities within this category. In this section, the methods are presented for establishing a new Facility Type Record. This must occur prior to defining any Facility records within this "type".

In order to define a Facility Type, the operator must log onto the system, select the "ALTER STORED INFORMATION" option in the Main Menu, and then select option #4 in the ALTER STORED INFORMATION Menu. The system will then ask for the identifier, which is the Facility Type code (see item 2 below). The system will then ask whether the alteration to stored information is to be an Add, Change or Delete; to Add a new record to the file, respond with an "A" and press ENTER. A screen like the following example will be displayed to allow definition of the Facility Type Record.

gpRESERVE _____ / FACILITY TYPE \ _____ scnB1
NAME OF FACILITY TYPE: :PARKS : CODE (A-Z): :P:
METHOD OF SCHEDULING (? FOR HELP): :A:

If facility searches are to be done by other than
FACILITY CODE, enter the desired prompt line below.

OTHER HEADING ENTRIES (Used in facility defn) INQUIRY ITEMS ==> AMPLIFIED SOUND :
PICNIC TABLES :
DIAMOND AVAILABLE :
1 PARKING SPACES AVAIL: 2 CAPACITY OF THE PARK:
3 HOW MANY POOLS? : 4 HANDICAP RESTROOMS? :
5 OTHER RESTROOMS? : 6 :
7 : 8 :
9 : 10 :

REMARKS: This facility is composed of regional and community parks in the Sacramento metropolitan area.

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE (cont'd)

1. NAMING

Give a name to the Facility TYPE by entering the desired name in the space provided on the screen.

2. FACILITY TYPE CODE

Provide a TYPE designator letter (A-Z). This will be the first character of the Facility Code for each facility within this Facility TYPE. The system will not allow a letter to be defined more than once.

For Sacramento a valid set could be:

P	PARKS	
F	PRACTICE FIELDS	
R	ROOMS	
C	CAMP SACRAMENTO CABINS	
H	BOAT HARBOR	
L	LEISURE ENRICHMENT	Large activities like
A	ARTS & CRAFTS	Leisure Enrichment classes
D	DANCE	can be subdivided as
E	DRAMA	desired.
T	TOURS	
S	AQUATICS	

3. AVAILABLE SCHEDULING METHODS

The method of scheduling to be done for this type of facility must be specified. The method of scheduling is designated by a single letter code, A-C. This code tells the system whether the facility is available for daily scheduling or not, whether it is to be reserved by individuals or by groups of people, and if the facility is available only a limited number of times per year.

Three different methods are now supported.

- A. Daily reuseable facilities; variable number of time slots within each day.
- B. Singly-reserved facilities, each scheduled less than 80 times per year.
- C. Multiply-reserved facilities, scheduled by facility title rather than by date.

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE (cont'd)

The scheduling methods to be used for Sacramento Facilities are as follows:

TYPE A Scheduling	ROOMS, PARKS, FIELDS & GOLF
TYPE B Scheduling	CAMP SACRAMENTO CABINS & BOAT HARBOR
TYPE C Scheduling	LEISURE ENRICHMENT & AQUATICS CLASSES

4. SPECIFY INQUIRY HEADINGS (Optional)

Up to three data fields (in addition to the Facility Code, dates and time slot numbers) may be specified as information to be used as search criteria when "LOCATEing" vacancies for reservation.

Enter the Prompt Line

Let's say that we are defining PARKS as a Facility Type. Further suppose that we know that very often people who reserve parks ask for parks which will allow amplified sound. This means that we will want to specify, in defining each park, whether amplified sound is allowed there or not, and then be able to use that information in automatic searching for vacancies. In other words, we want an "inquiry item" set up for amplified sound.

To do this, we want the question (or prompt) "AMPL SOUND OK?" to appear on every screen on which a park is to be defined. And we further want the operator, when defining a park, to always answer that question with a "Y" for yes and a "N" for no. When these things are done, the system can accommodate searches which look only for parks which allow (or disallow) amplified sound. The "prompt" line is entered in the Facility Type definition for PARKS, and it is entered under Inquiry Headings.

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE (cont'd)

Note that where possible, the prompt field should include a description of the desired form of response. This will promote uniformity of future entries, which is critical for the inquiry-type responses. For example, if the proper response to the question "AMPL SOUND OK?" is "Y", then other responses, like "YES" or "OK" etc., are to be avoided.

EXAMPLE:

(Prompt Line)

```
INQUIRY ITEMS ==> :FIELD TYPE      (XXX):  
                  :AMPL SOUND OK? (Y/N):  
                  :                  :
```

Prompt lines may be shorter than the allowed length. They will appear on future screens exactly as they are defined.

5. SPECIFY OTHER HEADINGS (optional)

Specifying these additional headings is done so that, during the definition of individual facilities of this type, the prompt supplied will be given for all critical data to be entered. Responses to these prompts may be either numeric or alphanumeric entries and will be a maximum of eight characters in length.

6. DESCRIPTION (Optional)

A general description of this type of facility may be given for future reference when viewing the Facility TYPE definition screen.

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE (cont'd)

7. Defining Time Slots for A Facility Type

If the Facility Type being defined is other than Scheduling Type C, one additional step must be taken to complete the definition. Each day of reservations is to be broken up into separately available time slots, and each of these time slots is to be given a description. The following screen is displayed:

gpRESERVE _____ / FACILITY TYPE--TIME SLOTS _____ scnB2

EACH TIME SLOT (AVAILABLE VACANCY) IS TO BE GIVEN A TITLE FOR FUTURE REFERENCE.

PLEASE ENTER THE NUMBER OF TIME SLOTS (VACANCIES) WHICH MAY BE RESERVED FOR THIS FACILITY TYPE IN A STANDARD TIME PERIOD. (? for help)

===) :7 :

In the gpRESERVE System, time slots are always referred to by a sequential number called a "slot number". However, to make the time slots relate to a particular facility, they can be given "names" or descriptions. The next screen accepts descriptions for all the time slots in any day. These will pertain to all facilities of this type.

Note too, that time slots may be other than times within a day. Facilities which are reserved other than daily will likely have slots which are NOT times during the day, but are named to match

ALTER STORED INFORMATION

DEFINING A FACILITY TYPE (cont'd)

the needs of the particular facility type. For example, suppose a facility like a Rose Garden is offered once a month for the summer months only. The number of "time slots" to be entered in the screen above would be three (3). Since there are fewer than 80 reservations per year, this would be Type B Scheduling. A very likely set of names for these three slots would be "JUNE", "JULY", and "AUGUST". These names may be ANYTHING that will fit in 12 spaces. Ex: "Week of 8/12" might be right for another facility.

The example screen below shows a typical entry for a daily scheduled facility type:

```
gpRESERVE _____ / FACILITY TYPE--TIME SLOTS \ _____ scnB3
```

SLOT	DESCRIPTION	SLOT	DESCRIPTION	SLOT	DESCRIPTION
01	:10:00-12:00 :				
02	:12:00- 2:00 :				
03	: 2:00- 4:00 :				
04	: 4:00- 6:00 :				
05	: 6:00- 7:30 :				
06	: 7:30- 9:00 :				
07	: 9:00-10:30 :				

Slot names can be up to 12 characters long and may be any descriptive name desired, i.e., they may be times as given in the example above, or they may be other words like "Morning" or "Afternoon" or "2pm". **CAUTION !!!** Once defined, these time slot names will be used for every facility defined within this facility type, and no modifications can be made to this part of the Facility Type record as long as active facilities are defined within it.

ALTER STORED INFORMATION

DEFINING A FACILITY

Prior to defining any facility, the Facility TYPE must have been defined. This will establish all the general features which are common to all facilities of this TYPE. The system will refer to the Facility Type record in constructing the screen which accepts the definition of a facility. Consequently, the first response required when defining a new facility is: "To which Facility TYPE will this facility belong?"

The operator will respond with a single letter (A-Z) which designates the Facility TYPE. If that letter is NOT already defined as a Facility Type code, an error message will occur.

ERROR: 'Facility TYPE has not been defined'

If the Type code has been properly given, the system will respond by displaying the Facility Definition screen of which the following is an example (the bold entries indicating information keyed in by the operator):

gpRESERVE _____/ FACILITY DEFINITION _____ scnC1

TO WHICH FACILITY TYPE WILL THIS FACILITY BELONG? (A-Z)==> :F:

FACILITY NAME :HAGGINWOOD PARK #2 :
FACILITY CODE :FO123:

LIGHTS AVAIL? (Y/N) :N :
FIELD TYPE (XXXX) :SBO :
SHOWERS AVAIL? (Y/N) :N :

RESTROOMS AVAILABLE :2-M 2-W : HANDICAP ACCS? (Y/N) :Y :
NBR PARKING SPACES :104 :

REMARKS :3271 MARYSVILLE BLVD. LIGHTED BB DIAMOND ALSO AVAIL SAME :
:PARK SHOWERS NOT AVAILABLE NO AMPLIFIED SOUND :

ALTER STORED INFORMATION

DEFINING A FACILITY (cont'd)

1. NAMING THE FACILITY:

The operator will enter a name for this facility in the space provided.

Example: :DEL PASO HEIGHTS SCH. PARK #1 :

2. ESTABLISH THE FACILITY CODE

This code always consists of the letter which designates the Facility TYPE plus a four digit number. Screen will supply the letter, operator the number.

Example: F0123

ERROR: 'Code already defined'

Facility Inventory (Main Menu "REPORTING" option)
can be consulted to see codes already defined.

3. INQUIRY VALUES:

Certain responses given during the definition of a new facility help to distinguish it from other similar facilities. Later, when searching for facilities with particular features, these items will be scanned. They are called inquiry items, and serve to narrow the search to the sort of facility which is suitable for a client's needs. Questions (prompts) which ensure that the operator will enter these items properly are stored in the Facility Type record and are brought out each time a facility of that type is being defined. Inquiry items are optional; if present, as many as three will appear directly below the Facility Code on the Facility Definition screen.

ALTER STORED INFORMATION

DEFINING A FACILITY (cont'd)

4. HEADING ENTRIES:

Prompt lines, if any, specified in the Facility TYPE record, will be displayed to prompt the operator to enter this data. The data is for information only and will be displayed each time the facility record is displayed. Entries should answer the prompt question within the eight characters allowed.

5. FREEFORM ENTRY:

Up to 240 characters of additional information may be entered as part of the facility definition. It will appear when the facility record is displayed. It can be used to further define the facility, activity, class, etc., or used to explain special features, conditions or restrictions regarding the use of the facility.

NOTE: Facility Definition screens for Scheduling Type C are slightly different from others, in that additional items of information must be defined. For classes, tours and etc., the facility may be reserved by many persons before it becomes "full". Thus, the class capacity must be specified. These activities are associated with a leader, or instructor, who must be identified. And finally, these activities may need a waiting list kept in case of over-enrollment. An example screen is as follows:

ALTER STORED INFORMATION

DEFINING A FACILITY (cont'd)

gpRESERVE _____ / FACILITY DEFINITION \ _____ scnC1

TO WHICH FACILITY TYPE WILL THIS FACILITY BELONG? (A-Z)==> :L:

FACILITY NAME :HOME FINANCIAL MANAGEMENT :
FACILITY CODE :L0327:

INSTRUCTOR/LEADER CODE :FX41:

CLASS LOCATION :G4 :

AGE GROUP CODE :2 :

MAXIMUM ENROLLMENT :28 :

WAITING LIST DESIRED? :Y:

ENROLLED 0 WAITING 0

DATE CLASS COMMENCES : 4-12-85: MATERIALS REQUIRED? :N :

DATE CLASS ENDS : 6-26-85: MATERIALS FEE? :N :

LAST DATE TO REGISTR : 3-28-85: TRAVEL INVOLVED? :N :

TIME CLASS HELD : :

REMARKS :TO BE HELD AT THE CAMELIA CENTER, SUTTER ROOM. :

:TIMES: 7pm MWF 7:30pm TTh Prerequisites: Should have :

:had "Cash Register Operation I" before taking this class. :

: :

ALTER STORED INFORMATION

ADD, CHANGE or DELETE Information on File

- Purpose:
- 1) To define new facility types and facility records, as described in the last section, as well as applicants, instructor/leaders, etc., OR
 - 2) To get into these files and to alter or delete the data stored there. To keep all system information up-to-date and accurate, that is, to maintain system files.

Through the Main Menu option ALTER STORED INFORMATION, the operator may gain access to all major system files and do one or more of the following:

- a) ADD new records to the file. For example, if the file being updated were the Applicant File, the action would be to add a new applicant record to the file.
- b) CHANGE the contents of record already on the file. For example, the Clearance File may need to be updated to reflect a payment made for a prior reservation.
- c) DELETE a record already on file. Whenever a record will no longer be needed on a file, this will remove all traces of the record. This must be used with due caution. An example of when to use this might be when an Applicant is known to have two or more records on the file because he or she has given different identification numbers at different times. Or perhaps a client has moved away or died and there is no longer a reason to have the record on file.

Clearly, certain types of maintenance might not be beneficial to the system. Deleting a Clearance File record for an active reservation would not be a good idea. Deleting a Facility Type record which describes the general characteristics of certain facilities should not be allowed if there are, in fact, some facilities of that type presently defined and on file. The system does check when maintenance is done to make sure that some basic rules are not violated. The following table indicates what types of maintenance can and cannot be done to which files. The number entries refer to explanations which follow the table.

ALTER STORED INFORMATION

ALLOWABLE MAINTENANCE ON SYSTEM FILES

TABLE OF ALLOWABLE MAINTENANCE

FILE TO BE UPDATED	ADD A RECORD	CHANGE A RECORD	DELETE A RECORD
Facility Type	OK	1	2
Facility	OK	3	4
Clearance	**NO**	5	**NO**
Applicant	OK	OK-6	OK-7
Instructor/Ldr	OK-8	OK-9	OK-10
Waiting List	NO-11	12	13

- Notes:
- 1 If Facility records are presently defined within this Facility Type, only the following items may be updated:
 FACILITY TYPE NAME, REMARKS
 If no facility records are defined, any field may change.
 - 2 If Facility records are presently defined, then then deletion will not be allowed. Otherwise, deletion of the Facility Type record is allowed.
 - 3 If the Clearance File has within it any permits relating to this Facility, then only the following items may be altered:
 FACILITY NAME
 CAPACITY Used for Type C scheduling only, this cannot be set to less than the number currently enrolled.

ALTER STORED INFORMATION

ALLOWABLE MAINTENANCE ON SYSTEM FILES (cont'd)

WAITING LIST Indicates whether a waiting list is to be created after the enrollment reaches capacity. Setting a "yes" indicator to "no" will cause any existing WAITING LIST to be deleted.

INSTRUCTOR/LEADER ID Changing an ID to some other value is allowed, but a check will be made to see if an Instructor/Leader record exists for the new ID. If not, a screen will be presented for that definition.

REMARKS

- 4 For Type A Scheduled facilities, if there are open permits (Clearance Records) then deletion of the facility will not be allowed. For Type B and C Scheduling, deletion is allowed, but warning messages will be issued because roster, waiting list and facility record will be deleted. History file records will be created from active permit records on file for this facility before the permit records are deleted.
- 5 The following items may be changed:

APPLICANT ID Altering the ID to a new one will be possible, but a check is made to see if an Applicant Record is on file for the new ID. If not, a screen will be presented for adding a new Applicant to the file.

EVENT TYPE
NUMBER OF ADULTS
NUMBER OF CHILDREN
DEPOSIT AMOUNT
LAST PAYMENT AMOUNT
FINANCIAL CLEARANCE INDICATOR
ALL REQUIREMENTS MET INDICATOR
REMARKS

ALTER STORED INFORMATION

ALLOWABLE MAINTENANCE ON SYSTEM FILES (cont'd)

- 6 If the Applicant ID is changed or deleted, the system will automatically search the Clearance File to see if permits are open for the previous ID. If there were permits on file with that old Applicant ID number, all such permit numbers will be displayed on the screen. NOTE: NO OTHER ACTION IS TAKEN BY THE SYSTEM. The operator may record these permit numbers for later maintenance, or ignore them and return to the updating in progress.
- 7 Deletion will cause the same system checking as indicated in 6 above.
- 8 When adding facility records for Type C facilities (classes, etc.), the system expects an INSTRUCTOR ID to be entered, and following that, the Instructor information, if it's not already on file. Dummy instructor records may be entered if the instructor is not known yet. Similarly, prospective instructor records can be added to the instructor file before it is known to which class they will be assigned. In this case, when entering the information, leave the Facility Code blank. Note: INSTRUCTOR/LEADER ID's must not be left blank.
- 9 This file is present only for facilities with Type C Scheduling. If the INSTRUCTOR/LEADER ID is changed, the system will search the Facility Records within this Facility Type to determine whether any activities are using that ID. If there are Facility (Activity) Records on file which have an INSTRUCTOR/LEADER ID equal to the one being changed, a list of all such Facility (Activity) codes will be displayed.

NO OTHER ACTION IS TAKEN BY THE SYSTEM. The operator may record these activity codes for later maintenance, or ignore them and return to the updating in progress.
- 10 Deletion will cause the same system checking as indicated in 8 above.
- 11 Waiting Lists are built by MAKING RESERVATIONS in facilities which have (and require) waiting lists and are fully reserved at the time the reservation is attempted.
- 12 Records of applicants on waiting lists may be altered by specifying Waiting List in the Alter Stored Information Menu and entering a C to invoke the change option. Any item on the waiting list may be changed.

ALTER STORED INFORMATION

ALLOWABLE MAINTENANCE ON SYSTEM FILES (cont'd)

13 Waiting list records are removed in two different ways. If the D (delete) option is specified in the ALTER STORED INFORMATION screen, the records will be removed from the list and never reappear. If the "transfer" option is selected, the record will be TRANSFERRED INTO A VACANCY IN THE APPROPRIATE

CALENDAR and be removed from the waiting list. Note that since TRANSFER is really a reservation action, the Clearance and Applicant screens will be displayed automatically as in a reservation. The system returns to the Waiting List in case another transfer is to be made. The system will not allow overfilling of the facility. An error message will be displayed if the attempt is made to transfer into a "full" facility.

Posting Payments

Those facilities which collect payments for reservations may use the gpRESERVE System to record an initial DEPOSIT, the LAST PAYMENT made, other than the deposit itself, and the system will automatically calculate the total of payments to-date. The figures are kept in the Clearance File record and look like this:

-----Financial Data-----

	Amt. Recvd	Date
DEPOSIT	: 10.00:	:09/15/85:
LAST PAYMENT	: 5.00:	:10/05/85:
TO-DATE	: 15.00:	

This information may be changed or updated by selecting the Clearance File in the ALTER STORED INFORMATION screen, and indicating C for change. The Permit Number is then entered and a special data entry screen is displayed. Normally, the payment will be entered in the LAST PAYMENT item, after which the TO-DATE amount is calculated, and after tabbing out of the last item in the screen, the updated Permit record is placed back in the file. NOTE: Adjustments for overpayment or refunds can be made by entering negative amounts in the LAST PAYMENT item. The amount is deducted from TO-DATE amount.

ALTER STORED INFORMATION

ALLOWABLE MAINTENANCE ON SYSTEM FILES (cont'd)

Additional Notes on Moving Applicants Off Waiting Lists

Deletions

From the ALTER STORED INFORMATION Menu screen, the selection of WAITING LIST is made, the Facility Code is entered and if the applicant is to be removed from the list (not interested) the "D" for

delete option is chosen and the names of those applicants on the waiting list for this facility are displayed. The names are in alphabetical order so that the list may be paged down (by hitting ENTER) until the name to be deleted can be seen. At this point the operator may enter the name of the applicant to be deleted, hit ENTER and the action will take place. The applicant file was updated with the name of this applicant as he/she was placed on the waiting list. This applicant file record will NOT be deleted by this action.

Transfers

Instead of selecting the "D" option in the ALTER STORED INFORMATION screen, the "T" option is selected, following which the list of applicants on the waiting list for this facility is displayed. This time, the list is presented in the order of registration for the activity, earliest first, so that the operator would normally select from the top of the list for transferring applicants into enrollment. Once the name is determined, the associated APPLICANT ID is entered to start the transfer.

At this point, a registration occurs including completing the Clearance Record, and verifying information on the Applicant file. Return is to the Waiting List to either Exit, or transfer additional applicants.

REPORTS

REPORTING FEATURES

gpRESERVE offers several preformatted reports or listings. These, unless otherwise indicated may all be displayed either on the screen or sent to the printer at your workstation for a printed report.

Selecting a Report

All the reporting options are contained in the REPORTING menu. To display this menu, the REPORTING option (Option 2) is selected in the MAIN MENU. This will cause the following screen to be displayed:

gpRESERVE _____ / REPORTING \ _____ scnA4

SELECTION	REPORT	CODE TO ENTER
1	Facility Type List	none
2	Facility Inventory	Facility Type
3	Overdue Payment/Clearance	Facility Type
4	Instructor List	Facility Type
5	Facility Usage Report (to date)	Facility
6	Waiting List	Facility
7	Applicant/Activity Roster	Facility
8	Special Vacancy Report	Facility Type
9	Return to Main Menu	none

SELECTION ==> :2: CODE :L: PRINTED? (Y/N) :Y:

Simply enter the number of the report you wish to produce, along with the code and the report will be generated. The question PRINTED? (Y/N) is set to N (No printing) as a default, but overtyping a "Y" will get the printed version produced. If printing is desired, set up the paper in the printer and put it in ready mode prior to entering the print command from this screen.

The following pages describe each report.

REPORTS

The FACILITY TYPE LIST

This report will list all the FACILITY TYPES (and their codes) which are currently defined at this workstation. The report is selected by entering the number of the Facility Type List on the REPORTING Main Menu screen and hitting the ENTER key.

The report is formatted as follows:

gpRESERVE _____/ FACILITY TYPE REPORT _____ scnL1

CODE	FACILITY TYPE	CODE	FACILITY TYPE
A	LEISURE ARTS AND CRAFTS		
S	AQUATICS		
C	CAMP SACRAMENTO CABINS		
D	LEISURE--DANCE		
E	LEISURE--DRAMA		
L	LEISURE ENRICHMENT		
P	PARKS		
F	PRACTICE FIELDS		
R	ROOMS		
T	TOURS		

==> :EX: EX(it)

There is room for 26 different Facility Types on the screen.

Entering "EX" in the entry space provided at the bottom of the screen will return the operator to the REPORT Menu.

REPORTS

The FACILITY INVENTORY

For a list of all Facilities which have been defined within any Facility Type, the Facility Inventory should be selected. The names of each of the facilities along with their facility code are shown in the following format:

qpRESERVE _____ / FACILITY INVENTORY \ _____ scnL2

PRACTICE FIELDS

F0001 ANTHONY, SUSAN B. PARK	F0019 GEORGE SIMS PARK #1
F0002 ARGONAUT HIGH SCHOOL	F0020 GEORGE SIMS PARK #2
F0003 BABCOCK SCHOOL	F0021 GLENBROOK PARK
F0004 BARTON OAKS SCHOOL PARK	F0022 GLEN HALL PARK
F0005 BERTHA HENSHEL PARK	F0023 GLENWOOD SCHOOL PARK
F0006 CABRILLO PARK	F0024 GRANT FIELD
F0007 CHORLEY PARK	F0025 HAGGINWOOD PARK #1
F0008 COLONIAL PARK	F0026 HAGGINWOOD PARK #2
F0009 DEL PASO HEIGHTS SCH PARK #1	F0027 JAMES MANGAN PARK
F0010 DEL PASO HEIGHTS SCH PARK #2	F0028 JOHNSTON PARK
F0011 DIXIEANNE PARK	F0029 MAX BAER PARK
F0012 DOC OLIVER FIELD	F0030 MCCLATCHY PARK #1
F0013 DOS RIOS SCHOOL	F0031 MEADOWVIEW PARK
F0014 EARL WARREN PARK	F0032 MILLER, JOAQUIN PARK
F0015 EAST FORTAL PARK	F0033 MUIR PARK
F0016 GARCIA BEND #1	F0034 NIELSEN PARK
F0017 GARDEN VALLEY SCHOOL	F0035 ROOSEVELT PARK
F0018 GARDENLAND PARK	F0036 STANFORD FIELD

==> :__ : blank for next screen EX(it)

Each screen will display 40 facilities. To see the next page, if there are more than forty, simply hit ENTER. To exit, type EX and hit ENTER. The facilities will be listed in alphabetical order by name of facility. This may or may not be the order in which they were originally entered into the system. If facilities were defined in other than alphabetical order, the facility numbers would appear in scrambled order on this report.

REPORTS

The OVERDUE PAYMENTS & CLEARANCE REPORT

For those facilities which either collect money for reservations or have other restrictions which must be met prior to the event date, this report is designed to list all persons who have not yet complied with the requirements. The report may be specified for a single facility or may be produced for all facilities within a given facility type.

After selecting the REPORTING option from the Main Menu, an intermediate screen is displayed which collects the special information needed for the report:

gpRESERVE _____ / REPORTING \ _____ scnA4B

OVERDUE PAYMENTS/CLEARANCE REPORTS

FACILITY TYPE: PRACTICE FIELDS

FACILITY CODE :F0009: (leave blank for all facilities)

Please enter the number of days prior to the event that these clearances must be obtained...

ALL PAYMENTS MADE ==> :15: DAYS

ALL CONDITIONS MET ==> :15: DAYS

REPORTS

The OVERDUE PAYMENTS & CLEARANCE REPORT (cont'd)

As the Facility Type has already been supplied in the REPORTING menu screen, the screen on the previous page requests a facility code be supplied if the report is to be limited to a single facility. Tapping out of this field by hitting the ENTER key ie, leaving this item blank, will cause a report to be produced which shows the overdue clearances in ALL THE FACILITIES WITHIN THIS FACILITY TYPE.

The remaining two items on the screen are entries which allow the system to determine whether or not a given clearance is overdue. Clearances are of two types: a financial clearance which is given when all deposits and payments have been made. The other clearance is used to indicate that all other requirements have been met. Other clearances might include proof that related permits have been obtained, or that insurance or special equipment had been obtained, etc., prior to granting permission to use the facility being reserved. These clearances are assumed to be granted unless otherwise set by the operator when establishing the Clearance Record (see the CLEARANCE screen process on page 49).

Entering 15 days, as shown in the above example, means that the system is to consider any permit which has not been cleared financially or otherwise 15 days prior to the EVENT DATE to be overdue, and list that permit information on the report for followup action. The number of days are specified individually, so that for example, the report might be set up to list all persons who were within 10 days of their scheduled date and had not paid all their fees OR were within 5 days of their scheduled date and still have requirements which are not yet satisfied.

This report then, lists only persons who have either financial or other requirements still unmet, but only if the time left before their scheduled date (event date) is less than or equal to the number of days specified by the operator as a cutoff. The days given are for the purposes of this report only, and have no effect on the system data. The report may be run several times consecutively with different cutoffs if desired.

The following page shows the report format. This report may be produced on either the screen or directed to the printer by specifying PRINTED? = Y in the REPORTING Menu screen.

REPORTS

The OVERDUE PAYMENTS & CLEARANCE REPORT (cont'd)

gpRESERVE _____ / OVERDUE PAYMENTS & \ _____ scnL7
 CLEARANCE REPORT

F0036 STANFORD FIELD

CLEARANCES
 --REQUIRED--
 \$\$\$ Other

T0543054	ROSS, THOMAS	F3-2651	445-0156	X	
P0542644	JOHNSON, RONALD	F3-5132	488-6241		X
S1065465	THOMASVILLE, ROCHELLE	F3-1555	(415)651-9855	X	
P1235554	YOUNGER, ROBERT	F3-5124	(618)665-9251	X	X
Q1250042	HATFIELD, BRIAN	F3-6541	455-8422		X
RAS060943	RASMUSSEN, JASON	F3-1322	655-8241	X	
P0554852	MALLORY, CARLENE R	F3-0121	564-6544	X	
Q1155224	NGUYEN, THIU TRONG	F3-1654	584-6541		X
R5611555	GLENBROOK, GRANT	F3-1215		X	X
G1125462	STANFORD, GEORGE AMORY	F3-6511	515-5444	X	
I2155644	MORRIS, ANGELLA	F3-4177	487-6588	X	
X9998543	BOSCAMP, CHRISTOPHER	F3-6654	(412)866-3367	X	
MMM112655	GONZALES, MATTHEW	F3-5744	546-9845		X
M4455155	SPRINGER, TAD	F3-0456	422-3555	X	
W5841242	GREATHOUST, STEPHEN M	F3-0211	455-5411	X	

===) :__ : Blank for next page EX(it)

The report shows the Applicant ID, the Applicant's name and Permit Number, the Applicant's Home Phone and the indicator as to which type of clearance (or both) has not been met.

REPORTS

The INSTRUCTOR/LEADER LIST

To list the instructors which have been entered into the system, use the INSTRUCTOR/LEADER LIST. This may be done by Facility Type, by entering the Facility Type Code, or hit ENTER (leaving the Facility Type blank) to list all instructor records on the system.

NOTE: This report type applies only to those facilities which are defined with Type C scheduling: classes, tours, etc.

gpRESERVE _____ / INSTRUCTOR LIST \ _____ scnL4

(L) LEISURE ENRICHMENT

CODE	INSTRUCTOR/LDR NAME	HOME/BUSINESS	ADDRESS
LX42	ADAAN, ARCHIBALD	(916) 726-8889 (916) 443-8742	3856 45TH STREET PETALUMA, CALIFORNIA 98764
BF44	BRANNIGAN, PETER I.	(916) 726-8889 (916) 443-8742	233 NORTH WESTERN NORTH SACRAMENTO, CA 98524
HG36	CORDINGLEY, BRENT	(916) 975-9513 (916) 443-8742	9875 NORTH HOLYWOOD LOS ANGELES, CA 95154
HS11	DEMARKO, STEVEN R	(916) 726-8889 (916) 443-8742	1773 AVALON AVE. BRENTWOOD, CALIF. 98111
YY39	EVENGER, BRADLEY Q.	(916) 726-8889 (916) 443-8742	23 N WESTLAKE, APT B NEWCASTLE, CA 99444

===) : : Blank for next page EX(it)

REPORTS

WAITING LIST

Waiting Lists may be established, if desired, for any facilities which have scheduling types of B or C. The waiting list for any facility may be listed by selecting "Waiting List" in the REPORTING Menu screen and entering the Facility Code. If there is no waiting list for the facility named, a message will so indicate and allow reentry of the facility code.

The format of the report is as follows:

gpRESERVE _____ / WAITING LIST \ _____ scnL5

(L0746) SUMMER SCHOOL OF THEATER

APPLICANT NAME	HOME/BUSINESS	ADDRESS	
SMITH, ROBERT	(916) 332-8265	155 E STREET SACRAMENTO, CA	98764
FELSENSTEIN, GEORGE	(916) 444-6871 (916) 939-9873	8866 WELLINGTON CT ROSEVILLE, CA	98311
JACKSON, EMILY	(916) 522-6664 (916) 517-6584	2012 W ABERNATHY DR SACRAMENTO, CA	98144
ASHLEY, JOHN	(213) 944-9834	1011 CANDLELIGHT WY SACRAMENTO, CA	98014
HANSON, PATRICIA	(916) 944-2304 (916) 666-6610	8868 BROADWAY BRODERICK, CA	98661

==> : : Blank for next page EX(it)

This may be a multiple page report and the ENTER key may be depressed to bring up successive pages until the end is reached. The order in which the names appear are the same as the order in which they were placed on the list; the oldest name appears at the top of the list.

Waiting List Handling

Names may be deleted from the waiting list, or selectively moved from the waiting list into reservations in current vacancies in the facility calendar by using the ALTER STORED INFORMATION function.

REPORTS

The ACTIVITY ROSTER

For the Type C Scheduled (multiply reserved facilities), a roster of all those who have reserved a given facility may displayed and/or oriented. This will very often be used as a class or tour roster.

The report gives the name and home phone number of each person on the roster and numbers them in succession. The list is produced in alphabetical order.

gpRESERVE _____ / ACTIVITY ROSTER \ _____ scnL3

(L0368) ADV. RECREATIONAL ENJOYMENT

LEISURE ENRICHMENT

1	765-6757	ALBENIZ, ROBERTO M	18	579-8098	YOUNG, MARIANNE R
2	544-8098	ARMANDHAMMER, PHILIP	19	754-9873	YOUNG, PATRICK
3	284-7675	BAKER, STEPHANIE R	20	356-0734	ZORASSMUS, THURGOOD
4	546-6515	CARLETON, SANDRA			
5	152-6511	CASSIS, BARTHOLEMW			
6	711-6653	DEMARTINO, ILLAGO			
7	816-9635	ENKSTAADT, MARILYN			
8	914-6255	FINE, JEREMY			
9	911-9657	HARRIS, AARON			
10	455-6541	HARRIS, MATILDA			
11	965-6633	MORTENSEN, GERALD ARTHUR			
12	778-9551	PENDLETON, MORRIS			
415)	898-2211	ROBERTS, ED			
14	558-9336	SMITH, PATTI			
15	442-2244	SORENO, RITA A			
16	115-2255	STAPLETON, GEORGIA Q			
17	877-1149	STEARNS, JACOB			

==) : : blank for next screen EX(it)

A maximum of thirty-four persons may appear on a single screen. If there are more to view, a message " * * MORE * * " appears in the lower right of the screen. Simply hit ENTER to bring up the next page, EX to exit to the REPORTING Menu.

NOTE: When the area code is not (916) the correct area code overlays the sequential number.

REPORTING

The FACILITY USAGE REPORT

This report is used to summarize the usage of each of the facilities within the facility type since the first of the year. The number of permits issued are tallied by facility and by EVENT type within facility. In addition, for those facility types which ask for the numbers of Adults and Children when completing the Clearance Record (see page 50) these items are also tallied by EVENT and facility.

NOTE: This report is available only on the printer. This report may be both lengthy and time-consuming. Being a year-to-date report, it is best requested infrequently. The system's history file is used to produce the report, and will include all permits issued since the beginning of the year up to the last permits added to the history file. Permits become history three working days after the scheduled event date.

gpRESERVE

(XXFACTYP NAMEXXXXX) FACILITY USAGE REPORT DATE: 12/31/83

FACILITY NAME (FCODE)	PERMITS	ADULTS	CHILDREN
EVENT 1	XX,XXX	XX,XXX	XX,XXX
EVENT 2	XX,XXX	XX,XXX	XX,XXX
EVENT 3	XX,XXX	XX,XXX	XX,XXX
·			
EVENT n	XX,XXX	XX,XXX	XX,XXX
FAC. TOTAL	XXX,XXX	XXX,XXX	XXX,XXX

FACILITY NAME 2 (FCODE)	PERMITS	ADULTS	CHILDREN
EVENT 1	XX,XXX	XX,XXX	XX,XXX
EVENT 2	XX,XXX	XX,XXX	XX,XXX
·			
EVENT n	XX,XXX	XX,XXX	XX,XXX
FAC. TOTAL	XXX,XXX	XXX,XXX	XXX,XXX

FACILITY NAME 3 (FCODE)	PERMITS	ADULTS	CHILDREN
·			
·			
·			
ALL XXXXFACTYP NAMEXXXXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX

REPORTS

Special VACANCY REPORT for FIELDS

This set of reports (2) was designed for the staff of Sports who reserve playing fields. The reports will be used for 1) overhead projection of the lighted playing fields and 2) worksheets, each of which are needed during the weekly playing field signups.

To specify this report, the operator must select the REPORTING menu and enter an "8" selection (SPECIAL VACANCY REPORT) and FACILITY CODE = "F". These reports are always sent to the local printer; the printer must, at minimum, accept 11" wide paper. These two reports are designed to print sideways on 8.5" x 11" paper. When the printer has been loaded with the proper paper and set to "ready", enter a "Y" for PRINTED? in the menu screen and hit ENTER.

The first report will be for LIGHTED fields only, and will show vacancies for a 7 day period beginning with the first MONDAY which is on or after today's date.

The second report (which is in the same format), will show ALL currently defined fields in alphabetical order, and, for the same time period as in the first report, will show all vacancies which exist in the calendars for those days by the slot numbers which are printed:

qbRESERVE	REPORT OF VACANCIES REMAINING (PLAYING FIELDS)						Date: mm-dd-yy
LIGHTED FIELDS	WEEK BEGINNING mm-dd-yy						Page xx
	MON	TUE	WED	THU	FRI	SAT	SUN
FIELD 1							
FIELD 2							
FIELD 3							
.							
.							
.							
FIELD n							

(Slot Numbers printed to indicate which FIELD, DAY and SLOT is vacant at the time this report is printed)

RESERVATION AND CANCELLATION

RESERVE A FACILITY

Purpose: After locating a suitable vacancy at a given facility, to reserve a calendar slot for a specific applicant, to establish permit information for that applicant and to establish an applicant record for the reserver, if one does not already exist.

1). Using the LOCATE VACANCY (Find a Vacancy, see page 11) function in the LOCATE menu, find, in the FACILITY CALENDAR, the vacancy to be reserved. When a suitable vacancy has been LOCATED, a screen similar to the following will be displayed:

```

gpRESERVE _____/      CALENDAR      \_____ scnF2

ROOMS                1      8:00- 8:30      (R3-0036)
THIRD ST. AUDITORIUM 2      8:30- 9:00      (R3-0036)
(R0027)              3      9:00- 9:00      (R3-0036)
                    4      9:30-10:00     (R3-0036)
                    5      10:00-10:30    (      )
SEPTMBER 12 1985    6      10:30-11:00    (      )
                    7      11:00-11:30    (      )
( MONDAY )          8      11:30-12:00    (      )
                    9      12:00-12:30    (      )
                    10     12:30- 1:00    (      )
                    11     1:00- 1:30    (R3-0097)
                    12     1:30- 2:00    (R3-0097)
                    13     2:00- 2:30    (R3-0097)
===) :RES:           :7 :          14     2:30- 3:00    (R3-0097)
      COMMAND        SLOT NUMBER  15     3:00- 3:30    (      )
                                       16     3:30- 4:00    (      )

( Blank for next screen )
RES(erve)   Rnn(multiple)  EX(it)
CAN(ce)l)   Cnn(multiple)  ID(entify)
  
```

NOTE: Additional messages which may appear on this screen are:

THERE ARE MORE TIME SLOTS TO VIEW -- Indicates that more than the sixteen time slots which can be displayed on a single screen have been allocated for this facility. "Press ENTER for next page".

RESERVATION AND CANCELLATION

RESERVE A FACILITY (cont'd)

THAT'S ALL FOR THIS FACILITY/DATE

Enter "CON" to continue search -- Indicates that facilities (or dates) which satisfy the search criteria given in the Search for Vacancy screen have not yet been exhausted, and that if the operator wishes to look at the next facility (or date) which meets the criteria, simply enter CON in the command space.

SEARCH COMPLETED -- Indicates that the facilities and dates which satisfy the search criteria given in the Search for Vacancy screen have been exhausted. New search criteria must be entered if any further searching is to be done.

2). Enter the command "RES" and the number of the time slot to be reserved. (For other functions, see Calendar Functions, page 82).

RESERVATION AND CANCELLATION

RESERVE A FACILITY (cont'd)

The system will verify the vacancy, generate the next sequential Permit Number and display this number in the appropriate slot on the calendar screen. (The operator should record this number on the external application/permit forms).

For each new Permit Number given by the system, a corresponding permit record or CLEARANCE RECORD must be completed. The system will supply most of the information required and display the CLEARANCE RECORD for entry of the necessary data:

gpRESERVE _____ / CLEARANCE RECORD \ _____ scnH1

APPLICANT ID: :H0456189 : PERMIT NUMBER: P3-0321
FACILITY CODE: P0086

-----Financial Data-----
Amt. Recvd Date Event Date: 09/16/85
Event Type: :REUNION :
Nbr of Adults :1500:
Nbr of Children :650 :
Prmt# Assgnd: 09/02/85

DEPOSIT : 10.00: :09/02/85:

TO-DATE : 10.00: FINANCIALLY CLEARED? :Y:

ALL REQUIREMENTS MET? :N:

Remarks: :Group >1000 PROOF OF: INSURANCE, CHEM TOILETS pending. :

RESERVATION AND CANCELLATION

RESERVE A FACILITY

COMPLETING THE CLEARANCE RECORD

After the CLEARANCE screen is displayed, the operator will thereupon enter the following data items, provided they are applicable to the type of facility being defined:

APPLICANT ID NUMBER This item is mandatory; it is a unique number to represent this applicant, now and in the future. It is the ID used to retrieve the Applicant Record. (see APPLICANTS, Overview, page 2).

EVENT TYPE This is an optional item; however, if entered, the names used in describing various types of events will be shown on the Facility Usage Report, and show the number of permits of each different EVENT TYPE issued since the beginning of the year.

NUMBER OF ADULTS These items are optional and are to
NUMBER OF CHILDREN be reported only on the Facility Usage Report, with totals by facility and overall.

DEPOSIT OR FULL PAYMENT If money is collected for reservations, either deposits or other payments, the CLEARANCE RECORD is used to record these payments. Whatever is collected during the reservation process is placed in the space allotted for the DEPOSIT. If less than the full amount is collected, the subsequent payments are also recorded in the clearance record. (See ALTER STORED INFORMATION, Posting Payments)

When whole dollar amounts are entered, the amount may be entered anywhere left of the decimal point. If both dollars and cents, the operator must space over so that the dollar amount reaches the decimal point in the item. The system will skip to the "cents" area automatically.

RESERVATION AND CANCELLATION

RESERVE A FACILITY (cont'd)

CLEARANCE STATUS Two questions, **FINANCIALLY CLEARED?** and **ALL REQUIREMENTS MET?** are to be answered with a Y for YES or N for NO. The answers indicate whether the applicant has 1) paid all required payments in order to reserve this facility, and 2) has met all other requirements necessary to be cleared for reservation. The nature of remaining requirements may be entered in the **REMARKS** area for future reference, if desired. (see example screen on page 49).

NOTE: The default value is Y(es) for both items and must be overtyped to indicate "not yet cleared".

REMARKS Always an optional field, the Remarks area can be very useful for reminders. Enter any freeform entry desired and press the ENTER key.

3). This completes the entry of the **CLEARANCE RECORD**. The system then posts the To-Date payment, and proceeds automatically to the **APPLICANT RECORD**.

4). The system uses the Applicant Id Number (which is usually a California Driver's License number) to search the applicant file for an existing record for this applicant. If a match is found, the existing applicant record is displayed. If not, a blank applicant record is provided for data input.

COMPLETING THE APPLICANT RECORD

Entering the last item in the **CLEARANCE RECORD** and pressing the ENTER key automatically displays the **APPLICANT RECORD**. Applicant information will be displayed if the applicant already has a record on file from a previous use of a facility. In this case, the information is displayed so that any incorrect items may be corrected. For items that are OK, simply hit ENTER to get to the next field. When the operator hits ENTER for the last item on the screen, the transaction is complete.

The record is to be completed as follows:

RESERVATION AND CANCELLATION

RESERVE A FACILITY (cont'd)

APPLICANT'S ADDRESS (Mandatory) As in other items, these lines are entered into the leftmost positions of the space provided. This is also true of the zip code (5-digit zip codes are entered as shown in the sample screen)

TELEPHONES, WORK AND HOME The area codes are supplied by the system and may be typed over if incorrect.

To complete the applicant record, the system adds the Permit Number which has been assigned to this reservation to a history area in the applicant record which will contain the most recent fifteen permit numbers used by this applicant. Only the latest FIVE appear on the applicant information screen, however.

After entering the last part of the Business Phone Number (as this is the last item to be entered), the system will proceed to catalog the Applicant Record for permanent storage. In any future reservation, when this applicant appears, the record will be displayed on the screen, and changes, if any, may be entered. The contents of this record may also be changed at any time using the ALTER STORED INFORMATION function.

The system returns to the FACILITY CALENDAR on which the reservation was made and the reservation is complete.

MULTIPLE RESERVATIONS (slots in a single calendar)

Often a series of contiguous vacancies are to be assigned to a single reserver on a single permit. For example, the facility may have been defined in terms of very short time intervals (like 30 minute intervals), but often the facility is reserved for say, two hours. In this case, the operator would simply reserve four consecutive intervals (slots) for the applicant.

RESERVATION AND CANCELLATION

MULTIPLE RESERVATIONS (cont'd)

The system makes it very easy to do a multiple reservation. The operator, having found the facility and series of vacancies in the CALENDAR, enters an "R" followed by one or two numbers in the form Rnn for the COMMAND and enters the slot number of the first (earliest) time slot to be reserved.

```

gpRESERVE _____/      CALENDAR      \_____ scnF2

ROOMS                      1      8:00- 8:30      (R3-0036)
THIRD ST. AUDITORIUM      2      8:30- 9:00      (R3-0036)
(R0027)                   3      9:00- 9:00      (R3-0036)
                           4      9:30-10:00     (R3-0036)
                           5      10:00-10:30    (      )
      SEPTEMBER 12  1983   6      10:30-11:00    (      )
      ( MONDAY )         7      11:00-11:30    (      )
                           8      11:30-12:00    (      )
                           9      12:00-12:30    (      )
                           10     12:30- 1:00     (      )
                           11     1:00- 1:30     (R3-0097)
                           12     1:30- 2:00     (R3-0097)
                           13     2:00- 2:30     (R3-0097)
===)   :R6 :           :5 :   14     2:30- 3:00     (R3-0097)
      COMMAND      SLOT NUMBER  15     3:00- 3:30     (      )
                           16     3:30- 4:00     (      )

( Blank for next screen )
RES(erve)   Rnn(multiple)   EX(it)
CAN(ce)    Cnn(multiple)   ID(entify)
  
```

EXAMPLE:

```

:R6 :   :5 :   This reserves SIX consecutive vacancies begin-
COMMAND SLOT NBR  ning at slot number FIVE, assigning the same
                   Permit Number to each.
  
```

RESERVATION AND CANCELLATION

MULTIPLE RESERVATIONS (cont'd)

Rules: Values as high as "R80" may be entered as a command for a multiple reservation, but an error will occur if:

- a) any of the slots in the range are NOT vacant
- b) the specification goes beyond the number of defined slots for the facility or facility/date.

If an error occurs, an appropriate error message will be displayed and the cursor will be positioned for re-entry of the command.

MULTIPLE DATE RESERVATION

In certain facility types which are reserved daily (Type A Scheduling) there is a need to sign up an applicant (or team) for several days during the year, (each day having the same time slots), and to record all these slot reservations under a single permit number.

This feature is provided for Type A Scheduled facilities only, to be used only when several days are to be reserved on a single permit.

CAUTION!!! With a few keystrokes the system can be instructed to reserve many slots. There is no corresponding cancellation feature. If done incorrectly, these reservations would have to be removed individually via the CANCEL option under ALTER STORED INFORMATION. Use this reservation option very carefully, double checking your entries as you type.

To enter the Multiple Date Reservation option, the operator must be in the LOCATE menu and enter a zero (0) for the SELECTION. The IDENTIFIER must be a Facility Type code which refers to a facility with Type A Scheduling. There is no option 0 shown on the LOCATE menu, as this is a special purpose and seldom used option, but following these instructions will cause the following screen to be displayed.

RESERVATION AND CANCELLATION

MULTIPLE DATE RESERVATION (cont'd)

gpRESERVE _____ / MULTIPLE DATE RESERVATION \ _____ scnMDR

Using a Previously Assigned PERMIT No.? (Y/N) ==> : :
EX(it) to return to MENU

Please Enter:

Facility Code ==> : :
FIRST DATE To Be Reserved (mm-dd) : - :
TIME SLOT (numbers) : : thru : :
RESERVE n Consecutive Days n = : :
then
REPEAT every m Days m = : :
LAST DATE To Be Reserved (mm-dd) : - :

PERMIT NUMBER: An existing permit number may be entered here if the operator wishes to add reservations onto the same Permit as a prior multiple reservation. If left blank the system will assign the next available Permit Number and display the number assigned. Blank is the normal entry. Entering "EX" will, as usual, take the operator back one screen to the LOCATE screen if this screen was reached in error.

FACILITY CODE: Always required. Specifies the facility in which the reservation is to be made. (Format Xnnnn)

FIRST DATE TO BE RESERVED: Reservations begin on this date.

SLOT NUMBERS: This gives the range of slot numbers which are to be reserved on each day designated by the contents of this screen.

RESERVE n DAYS: Beginning on the FIRST DATE TO BE RESERVED, how many consecutive days are to be reserved? Enter the number as "n".

REPEAT Every m Days: Having established one or more consecutive days during the first week to be reserved, how often is this block to be repeated? The number, entered as "m", is a multiple of seven (7).

LAST DATE TO BE RESERVED: This entry will stop the repeating reservations on the date specified.

RESERVATION AND CANCELLATION

MULTIPLE DATE RESERVATION (cont'd)

POSSIBLE PROBLEMS

Any time multiple reservations are attempted, there is a possibility of attempting to reserve a slot in a calendar which has already been reserved. If such conflicts occur during the multiple reservation process, the process will continue, but at the conclusion of the process, the system will automatically provide the operator with a list of conflicts. That is, for each conflict, the system will list the facility code, the calendar dates and slot numbers for all conflicts. **THE SYSTEM WILL NOT REMOVE EXISTING RESERVATIONS WHEN CONFLICTS OCCUR.** It is up to the operator to deal on an individual basis with these reservations and cancellations.

EXAMPLES (refer to Multiple Date Reservation screen, page 56)

The below assume the Permit No.? (Y/N) is given as "N" unless otherwise stated and that the Facility Code of the desired facility is correctly entered each time through the process.

1) RESERVE A PRACTICE FIELD EVERY WEEKDAY (MON-FRI) FROM 12 TO 2pm BETWEEN THE DATES APRIL 15th AND SEPTEMBER 23rd, INCLUSIVE.

ANS: Assuming April 15th is a Monday, enter: FIRST DATE 04-15;
TIME SLOT 2 thru 2 ; RESERVE n = 5; REPEAT m = 7;
LAST DATE 09-23.

2) RESERVE WEDNESDAY AND THURSDAY OF EVERY OTHER WEEK FROM 2pm until 6pm DURING THE SUMMER MONTHS.

ANS: If the first Wednesday in June falls on the 5th, enter:
FIRST DATE 06-05; TIME SLOT 3 thru 4; RESERVE n = 2; REPEAT
m = 14; LAST DATE 08-31.

3) RESERVE EVERY MONDAY AND FRIDAY FROM 2pm to 4pm DURING MAY AND JUNE.

ANS: This takes two passes, one for Monday and one for Friday.
Enter: FIRST DATE 05-07 (Monday); TIME SLOT 3 thru 3; RESERVE
n = 1; REPEAT m = 7; LAST DATE 06-25 (Monday). Take note of the
Permit Number which is assigned by the system to this
reservation. After the first pass enter: PERMIT No.? Y; the
system will prompt the operator for the PERMIT Number. Enter the
same number as the system assigned during the reservation of
Mondays. Reenter the Facility Code; FIRST DATE 05-04; TIME SLOT
3 thru 3; RESERVE n = 1; REPEAT m = 7; LAST DATE 06-29.

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION

Purpose: To remove a prior reservation making it available to other applicants.

1). Cancelling a reservation can only be done by making an entry in the FACILITY CALENDAR at the time slot which represents the reservation. The appropriate facility calendar may be retrieved as follows:

Select Main Menu option "ALTER STORED INFORMATION" and then the "CANCEL A RESERVATION" option on the next menu (see the ALTER STORED INFORMATION screen on page 16). The screen next presented will collect information needed to locate the calendar record and enable the cancellation.

gpRESERVE _____ / CANCEL A RESERVATION \ _____ scnASB

	METHOD OF ACCESS	ENTER THIS FORMAT
1	Facility code (& date if required)	Xnnnn (mmddy)
2	Permit number	Xn-nnnn
3	Applicant Driver's License	Xnnnnnnnn
4	Applicant Initials + Birthdate	XXXmmddy
5	Applicant Lastname, First (all or part)	XXXXXXXXXX, XXXX (max 25 char)
6	Return to Menu	

Selection ==> :2:

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION (cont'd)

The proper CALENDAR screen may be retrieved in any one of three ways depending on what information is available.

a). If the facility (facility code) is known, the CALENDAR may be reached by looking up the FACILITY RECORD and getting its calendar. A date will be required if making a cancellation in a facility which is scheduled by both date and facility (Type A Scheduling).

b). If the PERMIT NUMBER is supplied, the system can identify the facility code and date, if applicable, by looking up this information in the CLEARANCE RECORD, and go directly to the desired screen.

c). If ONLY applicant information is available, obtain the applicant's Identification Number, which will be the applicant's California Driver's License number, if that was the identification originally used for this applicant; otherwise, it will be the applicant's initials followed by the applicant's birthdate in month, day, year order. For example: JAS112735 or RB101876.

After displaying the applicant record which matches the specified Applicant ID number, the permit number(s) in that record may be used to locate the appropriate clearance record, and finally, the calendar entry which is to be cancelled.

NOTE: If the applicant record cannot be found using these numbers, the Applicant File may be searched using the name of the applicant (last name first), but this is less desirable since there may be several different persons on file with the same name. The name search proceeds with the number of characters given, and must match exactly up to that point. For example, if

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION (cont'd)

SMITH, JO were specified, the search would locate all those on file whose last name is SMITH and whose first name begins with JO. Specifying just BRE would return any last name on file which begins with BRE. Any name may have a duplicate on file, and therefore the system is programmed to display, in succession, the Applicant Records which meet the search criteria. The display is shown and the system asks whether this is in fact the one being searched for. If no, the system brings up the next matching record.

During the course of a cancellation, the calendar record is first updated then the corresponding permit (Clearance record) is marked for deletion, and finally, the Applicant record is changed to indicate that the permit number has been cancelled. If the reservation is to be found using only Applicant information, the Applicant Record is first displayed, and the applicable permit number identified. The Permit Number can then be entered at the bottom of the Applicant screen, which will cause the system to display the appropriate CLEARANCE record. At this point, the financial status of the reservation is shown, which may indicate necessary refunds, etc. Finally, the FACILITY CALENDAR time slot may be found by entering "CAL" in the command line at the bottom of the Clearance Record.

2). When the calendar containing the reservation to be cancelled is displayed on the screen, the entry "CAN" is made in the COMMAND entry point and the number of the time slot containing the reservation to be cancelled is given.

At this point, the system will:

- a) erase the Permit Number from the calendar slot
- b) mark the corresponding Clearance Record for deletion
- c) retain the Applicant Record but mark the Permit Number slot cancelled (CAN), for future reference.
- d) return to the Calendar Screen, which will mark the completion of cancelling a reservation.

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION (cont'd)

Error Conditions:

After keying the Permit Number to get from the Applicant Record to the Clearance Record, the system checks to see that the Applicant Identification number from the Applicant Record matches the Applicant Id in the Clearance Record. If not, a warning message "WARNING--DIFFERENT APPLICANT ID" is displayed in the error message area of the CLEARANCE screen. No other action is taken by the system.

Corrective action: if the operator has keyed the Permit Number incorrectly, the operator should return to the Applicant screen and re-enter the number.

TIME SLOT/S NOT RESERVED -- An attempt to cancel a slot in a calendar in which there is no current reservation will be met with this message. Check the slot number and re-enter.

MULTIPLE CANCELLATIONS

When a series of slots have been assigned to a single individual on a single permit, (see Multiple Reservation) and all or part of this reservation needs to be cancelled, the system provides a simple method. The procedure is entirely analagous to the Multiple Reservation procedure and is accomplished in the following way.

The operator, having found the facility and series of reservations in the CALENDAR, enters a "C" followed by on or two numbers in the form Cnn, for the COMMAND and specifies the first (earliest) time slot to be cancelled.

In the following example, the first block of reservations, from 8:00 until 10:00 are to be cancelled.

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION (cont'd)

```

-----
gpRESERVE _____/    CALENDAR    \_____ scnF2

ROOMS                      1      8:00- 8:30    (R3-0036)
THIRD ST. AUDITORIUM      2      8:30- 9:00    (R3-0036)
(R0027)                   3      9:00- 9:00    (R3-0036)
                           4      9:30-10:00   (R3-0036)
                           5      10:00-10:30   (      )
SEPTMBER 12 1983         6      10:30-11:00   (      )
                           7      11:00-11:30   (      )
( MONDAY )               8      11:30-12:00   (      )
                           9      12:00-12:30   (      )
                           10     12:30- 1:00    (      )
                           11     1:00- 1:30    (R3-0097)
                           12     1:30- 2:00    (R3-0097)
                           13     2:00- 2:30    (R3-0097)
===)   :C4 :                :1 :                14     2:30- 3:00    (R3-0097)
        COMMAND          SLOT NUMBER          15     3:00- 3:30    (      )
                                                16     3:30- 4:00    (      )

( Blank for next screen )
RES(erve)   Rnn(multiple)   EX(it)
CAN(ce)l)   Cnn(multiple)   ID(entify)
  
```

Example:

```

==> :C4 :      :1 :      This cancels FOUR consecutive slots
    COMMAND  SLOT NBR  beginning with the first time slot and
                           removes the Permit Numbers from those
                           slots. Note: as both the Clearance and
                           Applicant records must be updated, the
                           system will leave the calendar for a while,
                           but return as an indication of completion
                           of the cancellation.
  
```

RESERVATION AND CANCELLATION

CANCELLING A RESERVATION (cont'd)

Rules for entering cancellation commands:

It is possible to enter up to "C80" which means the cancellation of 80 consecutive slots, but to avoid errors:

- a) all of the slots in the range of the specified cancellation must be reserved on a single Permit Number
- b) the specification must not go beyond the number of defined slots for the facility or facility date and
- c) if cancelling only PART of a series slots previously reserved under a single Permit Number, either the beginning or ending slot must be included in the range of the CANCEL. For example, if

```
==> :C2 :      :2 :  
      COMMAND  SLOT NBR
```

had been specified as the cancel command, the system would not allow the command because it would leave slots 1 and 4 disjointed from each other. This is a situation which would require two permits, whereas only one exists. The operator may cancel slots from either end, but never in the middle of a series of slots.

If an error occurs, an appropriate error message will be displayed and the cursor will be positioned for re-entry of the command.

SUPERVISORY DUTIES

ASSIGNING EMPLOYEE NUMBERS AND PASSWORDS

In order for any person to gain access to the gpRESERVE System, a logon procedure must be followed. This requires that person to enter a preassigned number, (an Employee ID Number) and then to supply the password associated with that ID number.

Two levels of access are defined within gpRESERVE:

SUPERVISORY	Employee ID Numbers in the range 7000 to 9999 are defined by the system as SUPERVISORY ID's and allow the operator full access to the functions in the supervisory menu.
NORMAL	Employee ID Numbers in the range 0001 to 6999 are the NORMAL access ID's. Operators with these will be excluded from the supervisory functions.

The first supervisory function is that of assigning Employee ID's for the system LOGON procedure; the supervisor may also access the passwords assigned to employees, and to change them if necessary.

Employee ID Numbers

The supervisor must consider to whom the supervisory ID's are to be given, i.e., who will have responsibility for the supervisory functions. In order to maintain the security of the system, the number of persons capable of supervisory functions should be minimal. As stated above, any ID number 7000 or greater will allow access to supervisory functions through the SUPERVISORY option in the Main Menu. The supervisor should maintain a list of persons who will use the system, and their assigned Employee ID's.

SUPERVISORY DUTIES

ASSIGNING EMPLOYEE NUMBERS AND PASSWORDS (Cont'd)

Changing Employee Numbers

The supervisor may need to define additional employee numbers, delete existing numbers or in some way change the list of employee numbers. To do so, the supervisor selects the SUPERVISORY function in the Main Menu, which will bring up the following screen:

```
qpRESERVE- _____ / SUPERVISORY FUNCTIONS \ _____scnA&
```

- | | | |
|---|--------------------------|---------------------------|
| 1 | EMPLOYEE ID NUMBERS | (Add or Delete from List) |
| 2 | PASSWORD MAINTENANCE | (Look up / Change) |
| 3 | END-OF-DAY PROCESSING | |
| 4 | FILE BACKUP | |
| 5 | RELOAD FILES FROM BACKUP | |
| 6 | END-OF-YEAR PROCESSING | |

==> : : Enter selection or EX(it)

The operator then selects the EMPLOYEE ID NUMBERS option and the EMPLOYEE NUMBER LIST is displayed.

SUPERVISORY DUTIES

ASSIGNING EMPLOYEE NUMBERS AND PASSWORDS (Cont'd)

gpRESERVE _____ / EMPLOYEE NUMBER LIST \ ______schJ1

1359	4359	5639	nnnn	nnnn
1360	4360	5660	.	.
1366	4361	5666	.	.
1369	4384	5668	.	.
1370	4390	5677		
1371	4400	5800		
1372	4420	5816		
1377	4450	5840		
1379	4500	5880		
1388	4520	5900		
1400	4610	6000		
1550	4800	7000		
1600	4846	7001		
1766	4867	7002		
1800	4888	.		
2000	4990	.		
3050	4999	.		
4200	5300	.		

==> : : EX(it) A(dd) or D(elete)

The supervisor inspects the list and may exit without changing the list, or may enter an A or D which will respectively add to or delete from the list. After entering an A or D, the response

Enter the number : :

will be displayed at the bottom of the screen. The screen is redisplayed reflecting the requested addition or deletion to indicate completion of the transaction. The cursor will be positioned to allow further additions or deletions. Appropriate error messages appear to indicate attempted deletion of nonexistent numbers or addition of numbers which are already in the list.

SUPERVISORY DUTIES

ASSIGNING EMPLOYEE NUMBERS AND PASSWORDS (cont'd)

Employee ID numbers should be assigned only when they are ready to be used. They will be "active" following the assignment of a PASSWORD to go with the ID number. Although the supervisor may do this too, the system will allow for the employee to establish his or her own password independent of the supervisor.

Passwords

Passwords are the keys by which each person "unlocks" the system. The first time any operator begins the LOGON procedure, the assigned Employee Number must be entered; the system will then check the corresponding password, which is always stored within the system. This password must be non-blank, may consist of no more than 6 alphabetic and/or numeric characters. The password must be entered exactly the same way every time, INCLUDING, FOR ALPHABETIC INFORMATION, UPPER OR LOWER CASE. For example, if the chosen password were "ROBIN", the system will expect to see it exactly that way in the future. Entering "Robin" will NOT work -- the system will erase these items from the screen and position the cursor to allow the operator to again attempt to enter a valid ID/Password pair.

Assigning the PASSWORD

After the supervisor has assigned an operator a new Employee ID, the operator may initiate the LOGON procedure by entering the word LOGON in the Logo screen. When the LOGON/SET DATE screen comes up (see page 6), the ID is entered and the system checks for the Password. If blank, that is, no password has ever been entered for this Employee, the system will accept a new password as entered next. NOTICE: THE PASSWORD IS NEVER DISPLAYED ON THE LOGON SCREEN. It is hidden for security purposes, but goes in just as any other key-entered item.

SUPERVISORY DUTIES

PASSWORD MAINTENANCE

Selecting option 2, PASSWORD MAINTENANCE, in the SUPERVISORY Menu, will allow the supervisor to retrieve any previously defined password and, if desired, change the password to any other non-blank entry. The following screen is displayed:

qpRESERVE _____ / PASSWORD MAINTENANCE \ _____ scnJ2

Enter Employee ID ==> : :

The current password is _____

Enter new password : :

At this point the supervisor enters the ID of the employee, and the system returns the associated password. If a new password is desired, enter it in the space provided. Hitting the ENTER key (tabbing out of the "new password" area will leave the old password intact, and return the supervisor to the SUPERVISORY Menu. To exit this screen without entering anything, simply hit ENTER key to tab out of the ID field, and you will return to the SUPERVISORY Menu.

SUPERVISORY DUTIES

DAY-END PROCESS

At the end of each day, the activities during the day have left system files in various degrees of disrepair. Some records have been very likely been marked for deletion, but not yet actually removed from the files. In order to accomplish this, the supervisor must bring up the SUPERVISORY Menu and select the DAY-END PROCESS option. As the name implies, this action should be taken at the end of every workday.

DAY-END PROCESS IN PROGRESS

PLEASE DO NOT INTERRUPT

This message will be displayed while the process is taking place. No further action is required of the supervisor. Upon completion, the operator will be "logged off" and the system will return to the Logo screen.

SUPERVISORY DUTIES

FILE BACK-UP PROCESS

As more and more information is placed in gpRESERVE files, these files become very valuable to the organization. Due regard should be taken for their safekeeping.

Equipment failure or power outages can destroy files or make it impossible for the system to get to the information on the disk file. A backup copy of the active and history files should be made at regular intervals so that recovery can be made from such mishaps.

The backup file will usually not be as up-to-date as the current file being used and updated at the time a problem occurs. Just how out-of-date the backup file is depends upon how long ago it was "taken". After a backup file is reloaded onto the system, documents on each reservation which have been completed since the last backup must be pulled, and the information on those documents used to make the backup file current. This means re-entering as many transactions as have occurred since the last backup. This is going to be a laborious job, so you don't want to wait a long time between backups. On the other hand, the job of backing up hard disk to "floppies" is also a time-consuming job.

How Often?

Based upon the reliability of the current hardware, i.e., the likelihood of equipment failure, (it's going to fail very very seldom), it is recommended that a backup be taken at least once a week. Under normal circumstances these backups will never be used. When a failure occurs, however, it's nice to know you don't have to start from scratch in rebuilding files.

Supplies

A fully loaded hard disk (ten million characters of storage) will take thirty (30) diskettes to hold the data. Ideally, two sets of 30 diskettes will be available, and marked in such a way that the two sets are distinguishable. The individual diskettes must be sequentially numbered within each set. For example, one set might be marked A1 through A30 and the other set marked B1 through B30. Backups would be alternated between the two sets. In this way, after a backup is completed, there is the current copy, and the one just before that one for double protection.

SUPERVISORY DUTIES

FILE BACK-UP PROCESS (cont'd)

To begin the backup process, select the **FILE BACKUP** option in the **SUPERVISORY Menu**. This will initiate the process and present instructions to the operator for loading and unloading the diskettes. The system first asks for the correct date to be entered:

```
Current date is TUE  1-01-80      Note:  the date entry must
Enter new date:      02-28-85      use separators ( / or - ).
```

```
Insert backup diskette 'nn' in drive A:
Warning!  Diskette files will be erased
Strike any key when ready
```

```
*** Backing up files to diskette 'nn' ***
      \ (filenames)
```

The system will prompt the operator as above to load each successive diskette until backup is completed. As the backup proceeds, the name of each file copied will be displayed on the screen. On completing the backup process, the system always returns to the logo screen.

This signals the end of the backup process. The operator is reminded of the importance of carefully dating the backup diskettes. The newly created backup file should be kept in a secure place, free from excessive heat and away from sources of electrical and magnetic fields.

ERROR CONDITIONS

If the operator terminates the backup process before completion (^C), or the system encounters an unrecoverable error:

```
BACKUP HAS FAILED...PLEASE TRY AGAIN
Strike any key when ready
```

At this point, the system will return to the logo screen, and the operator must log back onto the system in order to restart the process.

SUPERVISORY DUTIES

RELOADING FILES FROM BACKUP

To begin the RELOAD process, select the RELOAD FILES FROM BACKUP option in the SUPERVISORY FUNCTIONS Menu. This will initiate the process and present instructions to the operator for loading and unloading the diskettes:

Insert backup diskette 'nn' in drive A:
Strike any key when ready

*** Files were backed up 02-14-85 ***
*** Restoring files from diskette 'nn' ***
 \ (filenames)

As the process begins, the system will read the internal date stored on the files and show the operator which backup is being reloaded. Reloading then continues, with the name of each successive file displayed.

At the end of the reload process, the system will automatically return to the system logo screen.

ERROR CONDITIONS DURING RELOAD

If the operator terminates the reload process (^C) before completion, or if the system encounters an unrecoverable error:

RELOAD FROM BACKUP HAS FAILED... PLEASE TRY AGAIN
Strike any key when ready . . .

The system then returns to the logo screen, and the operator must log back onto the system to retry the reload from the beginning. If the operator mistakenly loads the prior backup file out of sequence, e.g., loads diskette number 11 of 18, when the system is expecting number 9:

WARNING! Diskette is out of sequence
Replace the diskette and continue
Strike any key when ready

If the operator should load a diskette which is not a backup file diskette into the A drive during a RELOAD operation:

Diskette is not a backup diskette
RELOAD FROM BACKUP HAS FAILED... PLEASE TRY AGAIN
Strike any key when ready . . . (Returns to logo screen)

SUPERVISORY DUTIES

END-OF-YEAR PROCESSING

TIMING: AS SOON AS POSSIBLE after January 1st. PRIOR to setting up next year's facilities and making reservations. NOTE!!! This function is linked to the system date and can be run only from December 20th thru January 10th.

To prepare the system for a new year of reservations, the old information must be purged from the system (and written in summary form to a history file). The files are renewed and ready to begin another season of reservations. The exceptions are the Applicant File and, if present, the Instructor/Leader file; both of which are considered permanent files, and will not be deleted. This Supervisory function should be done as soon after the end of the calendar year as possible, preferably the first working day of the new year. The system is programmed to disallow normal reservation and cancellation functions after the 1st of January until this important process has been completed.

Normal End-of-Year processing will preserve the Facility Type and Facility definition files so that these do not have to be redefined for the coming year. All calendar records, clearance records, waiting lists and rosters from last year will be deleted, so that the year begins with a "clean slate". In this condition, that is, with no reservations or active permits defined within any facility, any correction desired may be made to the facility record. Thus, any major changing of facilities is best done following this year-end process--and before any reservations have been made for the facility in question.

If, however, major changes to a Facility Type must be made, like changing the number of time slots or the scheduling method as previously defined withing the Facility Type record, then all facilities within this type must be deleted and individually redefined. The system will prompt the supervisor for a response which if given, will cause all of the facilities within a Facility Type to be deleted. This will allow deletion or major restructuring of this facility type. Facilities within that Facility Type, however, will have to be re-entered before operations can begin.

During the end-of-year process, these are some of the activities which will automatically be performed:

- Perform a Day-End Process for file cleanup
- Run an Annual Facility Usage Report (optional)
- Clear out all calendar information
- Clear all rosters and waiting lists
- Clear out all previous facility definitions within a type (optional)
- Retain the Applicant File (and Instructor Files, if any)
- Reset the permit number generator to begin again with 0001.

SUPERVISORY DUTIES

END-OF-YEAR PROCESSING (cont'd)

Screens Used in the End-of-Year Process:

gpRESERVE _____ / END-OF-YEAR PROCESSING \ _____ scnj3

Before beginning the Year-End Process, should a final year-end report (Facility Usage Report) be run? (Y/N) or EX(it) ==> :_:

SELECT ONE OF THE FOLLOWING:

- 1 RETAIN ALL FACILITY DEFINITIONS--Continue the Year-End Process retaining all existing Facility Type and Facility Record definitions
- 2 ELIMINATE ALL FACILITY RECORDS WITHIN SPECIFIED FACILITY TYPES--The operator may specify any number of Facility Types within which all facilities are to be deleted, then continue with the Year-End Process.
- 3 DISCONTINUE THIS PROCESS--Return to the Supervisory Menu.

Selection ==> :_:

The first option allows an Annual Facility Usage Report to be produced if one has not already been requested through the REPORTING function. The report, if requested, will be printed on the workstation printer, and all facilities will be included in the report.

The small menu occupying the rest of the screen is for determining whether all facilities within specified Types are to be deleted as part of the Year-End Process. This will eliminate having to do individual deletions of facility records if that is required.

Selecting option #2 will cause the following screen will be displayed:

SUPERVISORY DUTIES

END-OF-YEAR PROCESSING (cont'd)

qpRESERVE _____ / END-OF-YEAR PROCESSING \ _____ sncJ3B

TYPE EX TO EXIT, OR PRESS ENTER TO CONTINUE ==> :__:

~~~~~

Enter a FACILITY TYPE CODE for which ALL  
Facility Records are to be DELETED ==> :\_\_:

Are there more codes to be entered? (Y/N) ==> :\_\_:

-----  
This screen first offers the operator an opportunity to exit rather than to continue with the End-of-Year Process. If a blank is entered, indicating the desire to go ahead, the next entry for the operator is the first (or only) FACILITY TYPE CODE within which all the facility record definitions are to be deleted. THIS IS ONLY DONE FOR ONE OF TWO REASONS:

The currently defined Facility Records are no longer valid  
or

Major changes must be made to the Facility Type Record (like changing the Type of Scheduling done within this facility type).

If more than one Facility Type Code is to be entered, responding "Y" to the question "Are there more codes to be entered?" will allow for



## SUPERVISORY DUTIES

### END-OF-YEAR PROCESSING (cont'd)

as many as necessary to be entered. For each code entered, the system will check to see that the code is a valid Type Code and if so, allow entry of another. When the response "N" is received, and no more codes are to be entered, the system will proceed with the Year-End process. The following message will be displayed:

END-OF-YEAR PROCESSING IN PROGRESS

PLEASE DO NOT INTERRUPT !!!

#### Process End

The completion of the Year-End Process is signalled by the the system displaying the System Logo screen. Both the Day-End and Year-End processes do this and they do it because they may each be very long processes, both run under the supervisory menu. Either of these processes may be started, and will run to completion unattended. If desired, the screen intensity may be turned down, and the system left to complete its task "overnight". With automatic logging back to the System Logo, there is no danger of compromising system privacy by staying logged onto the supervisory menu.

#### Initial Backup of the Year

Following the Year-End Process and any facility additions or changes which may be done, a backup should be made of the "empty" facility records as a base for the new year. The last backup taken in the prior year should not be used again, as this would reload all of the calendar entries, waiting lists, etc., which have just been purged by the year-end process.

SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

### System Conventions

The gpRESERVE System observes some standard procedures which are applied consistently throughout the system. The following are some of those conventions:

==> : : This is the prompt which indicates that the operator is to enter data of some kind. It may be a code or a number selection from a menu, but the wording located near the symbol will make clear its intent. The space between the colons ":" delimits the entry and indicates the size of the expected entry. The cursor will be positioned in the first position of the entry space when the system is ready for an entry.

Entries will be either numeric, ie, numbers only, alphabetic, which will accept letters only, or alphanumeric, which takes alphabetic characters as well as numbers. The keyboard is "locked" for alphabetic entries in numeric items and for numeric entries in alphabetic items. That is to say, the system will not accept an inappropriate entry. An error tone will sound and the cursor will be repositioned to accept proper input.

==> : . :

When dollar amounts (numeric) are required, the prompt field may contain a decimal point as shown above. The entry will represent dollars and cents. If a whole dollar amount is to be entered, the amount may be entered anywhere to the left of the decimal. For example, if \$12.00 is to be entered in the following space,

```
enter      :12 . :  
hit ENTER,      : 12.00: is the result.
```

If however, \$12.54 is to be entered, the dollar side of the entry must be filled exactly before the cents can be entered. In the above case, two spaces would have to be entered, then "12". The system will then skip to the first position of the "cents" portion of the item and "54" would be entered.

## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

### System Conventions (cont'd)

EX(it) This symbol indicates that if the letters EX are entered in the entry field, the operator will exit or leave the current screen and go back to a previous menu. As a convention within the gpRESERVE System, this exit always takes the operator back one menu (to the one from which you came).

As the EX(it) option is provided in all data-entry screens, and in menus there is always a numeric equivalent; a way to exit from the screen and go back to the preceding screen without exercising any further options of the current menu.

Exercising these options repeatedly will take the operator all the way back to the system screen, where the system logo is displayed. Another exit ("EX") from the system screen will take the operator out of the gpRESERVE System and return control to the local operating system. This should be done prior to turning off the power to the equipment, as system files may otherwise be lost.

EXM (Exit to the Menu)  
As a matter of convenience and speed when returning from the Calendar screen, this entry may be made in the command space of the Calendar screen instead of the usual exit "EX". EXM will take the operator all the way back to the LOCATE Menu instead of returning to the SEARCH FOR VACANCY screen.

NOTE: There will be times when the operator is entering the parameters for a given process and decides before actually beginning the operation to do something else. If there is not an EX(it) option to invoke at that point, the operator can escape by making some entry which will cause an error message to appear. At that point, the operator may EX(it).

## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

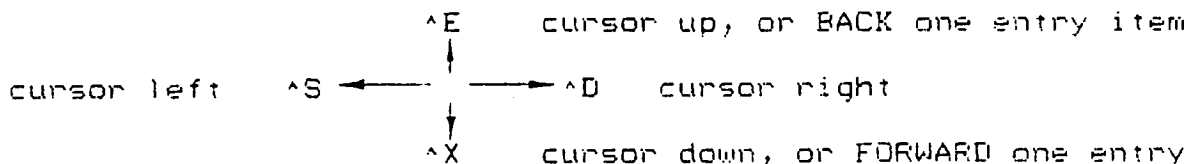
### Controlling the CURSOR

The cursor, which indicates to the operator where the next character is to be entered on the screen, will be positioned by the system to the first (leftmost) position of the next item the system expects to be entered by the operator. This may be either a command, like "EX", or a data item like "103 4th Street".

Often the cursor must be positioned by the operator, however, to:

- back up within a data item to correct a mistake
- skip forward in a dollar amount to reach the decimal point
- back up to a previous item in the same screen to reenter data
- skip data item(s) to enter data after the current item

Some computer systems are equipped with cursor control keys, typically with arrows to indicate which direction the key will move the cursor. As these keys may not work with this particular system, a set of keys have been provided: (the ^ symbol is used to designate the CTRL key which is to be held down while pressing the other key)



Use ^S or ^D to move left or right respectively within an entry item. Use the ^E to move from the current item back (upwards) to the previous item, if any, on the screen. Use the ^X (or the ENTER key) to move down to the next data item to be entered. This will leave the value of the item set to whatever was displayed in the item at the time the operator "tabbed out" of the item.

Other keys on your keyboard may perform similar functions to those shown above. For example, the BACKSPACE key may work as well as the Control-S (^S) key. Feel free to use whatever is the most convenient for you.

SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

Calendar Functions

---

| qpRESERVE _____ /    | CALENDAR | _____ \     | scnF2     |
|----------------------|----------|-------------|-----------|
| PRACTICE FIELDS      | 1        | 10:00-12:00 | (F3-0036) |
| BERTHA HENSCHEL PARK | 2        | 12:00- 2:00 | (F3-0055) |
| (F0004)              | 3        | 2:00- 4:00  | (R3-0077) |
|                      | 4        | 4:30- 6:00  | (R3-0044) |
|                      | 5        | 6:00- 7:30  | ( )       |
| NOVEMBER 27 1983     | 6        | 7:30- 9:00  | (F3-0049) |
| ( SUNDAY )           | 7        | 9:00-10:30  | ( )       |

===) :ID : :6 :  
COMMAND SLOT NUMBER

( Blank for next screen )  
RES(erve) Rnn(multiple) EX(it)  
CAN(cel) Cnn(multiple) ID(entify)

---

The RESERVATION AND CANCELLATION Section of this manual covers both the single and multiple reservations and cancellations. The EX(it) option will take the operator back one screen, which could be 1) the Search for Vacancy Screen or 2) the Clearance Screen, depending from which direction the operator gained access to the Calendar Screen.

Identify

The final option on the Calendar Screen serves to identify the holder of an existing reservation as displayed on the calendar. The example

## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

### Calendar Functions (cont'd)

screen on the previous page shows and ID function being invoked to check the information on the reservation in slot number 6, or the 7:30-9:00 pm time slot. The system will use the Permit Number contained in the calendar record to search the Clearance File and display the Permit information associated with that number. The Clearance File Record will show the Applicant ID Number, the payment information, the clearance status, and etc. If further information on the Applicant is desired, the Applicant ID Number can be used by the system to retrieve the Applicant's Record, which gives name, address, phone numbers, name of the organization, etc.

SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

Clearance Screen Functions

-----  
gpRESERVE \_\_\_\_\_/ CLEARANCE RECORD \\_\_\_\_\_ scnDH1

APPLICANT ID: :H0456189 : PERMIT NUMBER: P3-0321  
FACILITY CODE: P0086

-----Financial Data-----

|            | Amt. Recvd | Date       |
|------------|------------|------------|
| DEPOSIT    | : 10.00:   | :09/02/85: |
| LAST PAYMT | : 5.00:    | :09/12/85: |
| TO-DATE    | : 15.00:   |            |

Event Date: 09/16/85  
Event Type: :REUNION :  
Nbr of Adults :1500:  
Nbr of Children :650 :  
Prmt# Assgnd: 09/02/85

FINANCIALLY CLEARED? :Y:  
ALL REQUIREMENTS MET? :N:

Remarks: :Group >1000 PROOF OF: INSURANCE, CHEM TOILETS pending. :  
===> :APP: CAL(endar) APP(licant) EX(it)

-----  
The screen example above shows three possibilities for the operator to select in leaving this screen (CAL, APP & EX). Depending on the type of transaction being done, and the route taken to get to the Clearance screen, one or more of these may not be valid choices and will not be displayed. Those displayed are always valid options. What they do is as follows:

**CAL** -- Choosing this option, by entering "CAL", will send the operator to the calendar screen associated with this Clearance Record (the system will use the Facility Code). If the Clearance Screen was entered directly from the calendar screen as part of a transaction like reservation or cancellation, then the CAL(endar) option will not be displayed.

**APP** -- The second option is to go to the screen which displays all the applicant information associated with this permit. Entering "APP" will cause the system to use the Applicant ID to locate and display the appropriate applicant information.



## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

### Clearance Screen Functions (cont'd)

EX -- Entering "EX" to exit will take the operator out of the process currently being accomplished. If the operator has come to the Clearance File directly from the Calendar screen, then the EXit will be back to the Calendar screen. Otherwise, the EXit will take the operator back to whichever main menu was used to reach the Clearance screen, i.e., the ALTER STORED INFORMATION or LOCATE menus.

NOTE: The one case wherein the operator will be offered NO exit choices is in the normal RESERVATION process. This process must proceed from the Calendar screen to the Clearance screen to the Applicant screen without interruption. The system will therefore take this course through the Clearance screen automatically.



## SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

### Applicant Screen Functions (cont'd)

Applicant screens, then the EXit will take the operator back to the Calendar screen. Otherwise, the operator will be returned to either the LOCATE or ALTER STORED INFORMATION menus, that is, to the menu from which the Applicant screen was reached.

**Permit #** -- A list of permit numbers (up to five) may be shown in the Applicant Screen's lower right-hand corner. These denote the five most recent reservations made by this applicant. One of these, or any other valid Permit Number may be entered to take the operator back to the Clearance Screen which describes that permit. Notice that if a Permit Number supplied is on file, but refers to some other applicant, a warning message to that effect will be displayed, but the requested Clearance record will still be retrieved and displayed.

**NOTE:** For NAME SEARCHES only, ie, when an Applicant Name is entered as the Applicant information in the LOCATE menu, an additional option may be displayed with the previous two:

#### Blank if not the correct Applicant

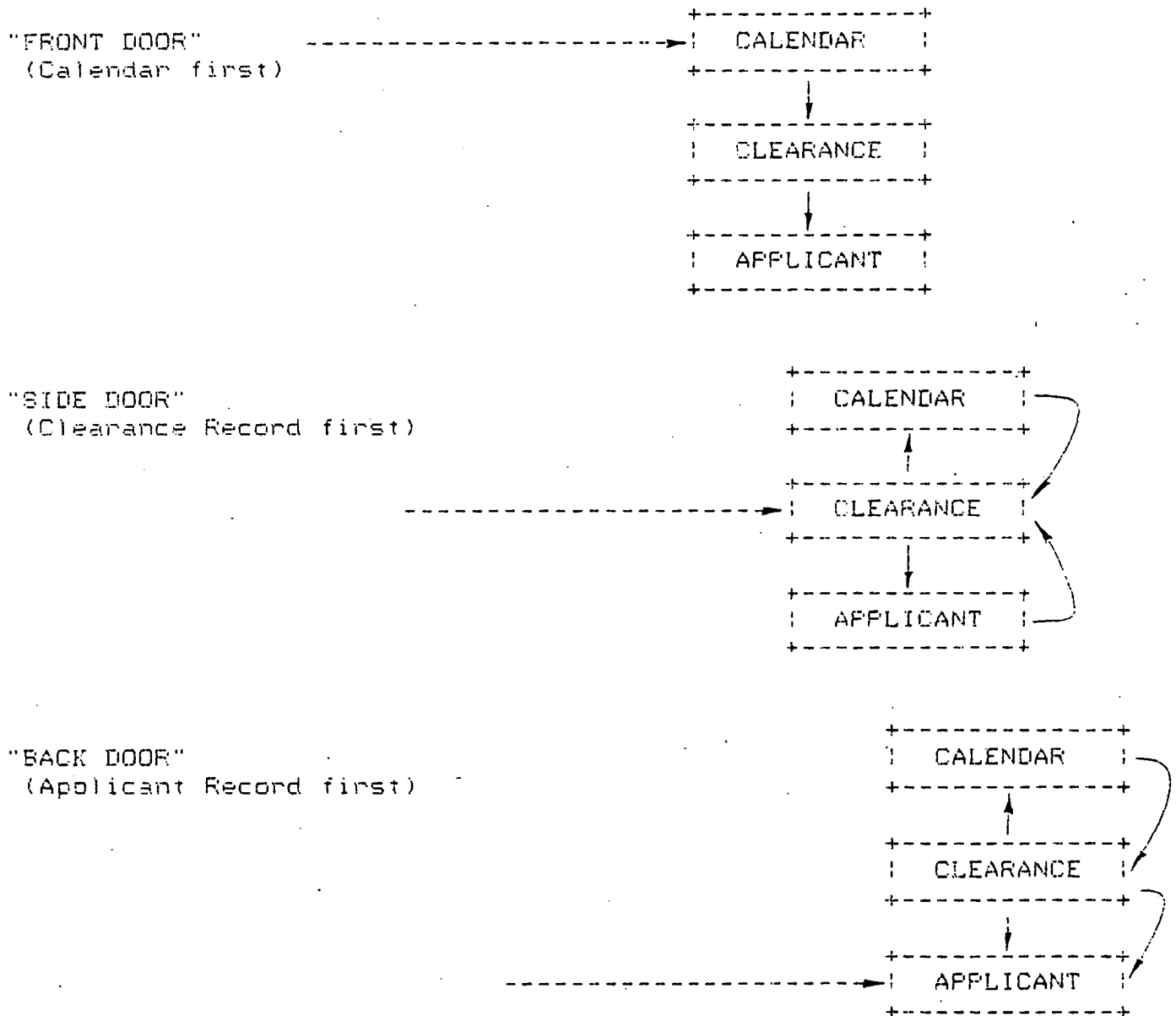
This informs the operator that if the Applicant record shown has the same name, but is not the one we're looking for, the operator may simply hit ENTER (leave the command area blank) to retrieve other records with that name.

SYSTEM NAVIGATION AND SPECIAL FUNCTIONS

System Screen Navigation

Three major areas of interest in this reservation system are the Calendar, the Clearance Record and the Applicant Record. The three are all related for any given reservation and the operator may decide to look up any one or all three to get the desired information.

Coming from either the LOCATE or the ALTER STORED INFORMATION menus, any of the three may be selected first, continuing on to the others:



S Y S T E M   E R R O R   M E S S A G E S

SYSTEM ERROR MESSAGES

(no message, cursor returns to  
beginning of item for reentry)

CAUSE: In the LOGON screen, either 1) the password entered does not match the Employee ID, or 2) an incorrect date has been entered. In data items, non-numeric data entered when numeric was expected. In command entries, a non-valid response is given, eg, APP or EX is necessary, but instead a blank is entered.

THAT FACILITY DOES NOT EXIST...PLEASE RE-ENTER

CAUSE: Facility code entered is not yet on file.

INACTIVE PERMIT NUMBER.... PLEASE RE-ENTER

CAUSE: The permit number entered is not found on the Clearance file.

INCORRECT TYPE CODE.... PLEASE RE-ENTER

CAUSE: The Facility Type code just entered is not on file.

THAT ID NOT ON FILE.... PLEASE RE-ENTER

CAUSE: Incorrectly entered code for Applicant or Instructor; does not match with any code on the present file.

THAT NAME NOT ON FILE.... PLEASE RE-ENTER

CAUSE: The name as entered does not match any entry on the Applicant File. Enter only as much as is known for certain to ensure the retrieval of the desired record.

WARNING.... DIFFERENT APPLICANT ID

CAUSE: When a permit number is entered at the bottom of the Applicant screen, and the clearance file record retrieved does not have the same Applicant ID as was on the previous Applicant screen, this message is displayed. The system takes no other action, however, as the operator may have intended to go to a different applicant's clearance record.

SYSTEM ERROR MESSAGES (cont'd)

PERMIT NUMBER CHANGES

CAUSE: In the Calendar screen, when attempting to cancel more than one slot and the range of slots specified contains more than one permit number. Multiple cancellation is restricted to reservations under a single permit number.

OPERATOR NOT SUPERVISOR STATUS.... ACCESS DENIED

CAUSE: Employees with ID numbers less than 7000 may not select the SUPERVISORY option in the Main Menu. This is reserved for supervisors only, who have ID numbers in the range 7000-9999.

INCORRECT FACILITY CODE.... PLEASE RE-ENTER

CAUSE: The Facility code just entered cannot be found on the Facility file.

THERE IS NO WAITING LIST FOR THAT FACILITY.... PLEASE RE-ENTER

CAUSE: Attempting to ALTER or asking for a REPORT on a waiting list when the associated facility has had insufficient reservations to require a waiting list.

NUMBER ALREADY LISTED.... PLEASE RE-ENTER

CAUSE: Supervisory function: when attempting to add an employee ID to the existing of ID's and the number already has been defined and exists in the list. The existing number may be either deleted, used as is, or used with a different password.

NUMBER NOT LISTED.... PLEASE RE-ENTER

CAUSE: Supervisory function: when attempting to do password maintenance and the Employee ID specified does not exist in the list of valid ID's.

THIS IS NOT YEAR END.... PROCEDURE NOT ALLOWED  
PLEASE RE-ENTER

CAUSE: Supervisor function END-OF-YEAR PROCESSING has been requested and this process can only be run between December 20 and January 10.

SYSTEM ERROR MESSAGES (cont'd)

FACILITY DEFINITIONS EXIST FOR THIS FACILITY TYPE...  
DELETION NOT ALLOWED

CAUSE: If a Facility Type contains any Facility record definitions, the Facility Type cannot be deleted. Use REPORTING to see what facilities exist within this Facility Type.

THAT I.D. DOES NOT EXIST.... PLEASE RE-ENTER

CAUSE: Attempting to alter or delete a Leader record, but you've specified an Instructor/Leader ID which cannot be found on the file.

THAT FACILITY TYPE HAS BEEN DEFINED.... PLEASE RE-ENTER OR RETURN TO MENU

CAUSE: In defining a new Facility Type record, the number of a Facility Type record which already exists on the file was specified. Use the REPORTING function to list all Facility Types presently defined.

YOU MUST DEFINE THE TIME SLOTS AT THIS STAGE

CAUSE: Unless defining a Facility Type which has Type C Scheduling, like for classes, each time slot must be given some descriptive name for future reference in reserving time slots. Enter a positive whole number to indicate how many times per day (or per year, if Type B Scheduling) this facility may be reserved.

\*\*\* That FACILITY TYPE does not exist. Please re-enter \*\*\*  
(or)

\*\*\* That FACILITY TYPE has not been defined \*\*\*

CAUSE: Having specified the first character of the Facility Code, which is a Facility Type code, the system cannot find the corresponding FACILITY TYPE record.

When defining any facility record, the Facility Type to which it belongs must have been previously defined. If you've used the proper Facility Type code in specifying the Facility Code, then go back and define the Facility Type record first.



SYSTEM ERROR MESSAGES (cont'd)

\*\*\* MAXIMUM ENROLLMENT HAS BEEN REACHED....  
THERE IS NO WAITING LIST

CAUSE: This message is for information only. The facility was originally defined as not requiring a waiting list. Now that all the available slots have been taken, the operator is told that a waiting list will not be offered for this facility.

\*\*\*\* WARNING \*\*\*\* YEAR-END PROCESS HAS YET TO BE RUN \*\*\*\*  
RESERVATIONS & CANCELLATIONS WILL NOT BE ALLOWED UNTIL THE PROCESS IS RUN

CAUSE: The first of the year has arrived, and the end-of-year process, which clears the files and prepares for a new reservation period has not yet been run. The system is programmed to disallow normal reservations and cancellations until this important supervisory function has been completed. Other functions, like REPORTING are still operational.

PLEASE NOTE: AN ACTIVE WAITING LIST EXISTS FOR THIS FACILITY

CAUSE: This message is informative only. The operator is being told that in the facility in which a cancellation has just taken place, there is a waiting list of persons desiring to be placed in the facility. The system does not automatically place these people. It is done with the ALTER STORED INFORMATION function, with the "transfer" option under Waiting List.

TIME SLOT/S ALREADY RESERVED

CAUSE: In attempting to reserve one or more slots in the calendar screen, the reservations specified conflict with one or more previous reservations. The system ignores the previous command and repositions the cursor for another attempt.

TIME SLOT/S NOT RESERVED

CAUSE: In attempting to cancel one or more reservations, the system determines that one or more of the specified slots are vacant and therefore cannot be cancelled.

SYSTEM ERROR MESSAGES (cont'd)

INCLUDE FIRST OR LAST OF PERMIT BLOCK

CAUSE: Cancellation within a "block" of reservations which all have the same permit number gives rise to several situations: 1) all the slots may be cancelled at once using a multiple cancellation which begins at the first slot and continues for the number of slots originally reserved. 2) the number of slots cancelled may be fewer than the number originally reserved. IF SO, the operator may cancel some at the beginning or some at the end, but MAY NOT cancel slots in the middle of the reserved block. That is to say, the cancellation must contain either the FIRST or the LAST slot within the reserved block.