

06a - CYMS Quick Guide – Creating Hourly Slots

(10.3 - Updated May 2011)

When to Use: To create blocks you will use to make reservations for hourly care. Without these time blocks, reservations cannot be made. It is recommended that this process be done 1-2 times per year.

This guide can also be used to change the number of reservations allowed (max booking count), in the event that you created slots for a date range but your staffing has since changed.

This guide assumes your hourly age group locations have been correctly set up in Facility Maintenance.

Creating Time Slots:

1. Go to **Period End → Court → Court Slot Generator**.
2. Right click in the **Beginning Court** field. Choose the first court/age group to make slots for.
3. Right click in the **Ending Court** field and choose the last court/age group to make slots for. (If the number of hourly children by court/age group varies, you will have to run the generator once for each court/age group)
4. Fill in the **Begin/End Date Range** that you want to create slots for.
5. Fill in the **Beginning and End times** that hourly care is provided.
6. In the second block of the **Rsv'n Hrs/Min** field enter the length of the time blocks in minutes. (30 minutes is most common).
7. In the **Max Booking Count** field, enter the number of hourly spaces available for the court/age group you are making slots for.
8. **Reservation Days:** Check the **days of the week** you want to make slots for.
9. **Skip Dates:** Enter any dates you want **skipped** when generating the time blocks (holidays, etc.)
10. Click **Generate** and **Yes** to continue.

** Depending on the date range, number of rooms, size of the time block and speed of your network this process can take a while to run.

Changing the Number of Reservations Allowed in an Established Time Slot:

Note: This should only be done if you created slots and need to change the maximum number of children you can take. **Example:** Due to a change in staffing, you can take 6 infants instead of 3.

1. Go to **Utilities → Court → Court Max Count Adjustment**.
2. Right click in the **Beginning Type** field and select your court/age group.
3. Right click in the **Ending Type** field and select your court/age group.
4. Enter the **Beginning and Ending Dates**
5. Enter the **Beginning Time and Ending Time** if appropriate. **Example:** You wish to reduce the number of children you can take between 8:00 and 11:45 – note that 11:45 will take you to noon.
6. In the **Max Head Count** field, enter the number of reservations you want to allow. You can increase or decrease the original slots.
7. Click **Process** and **Yes** to continue.

** If you reduce the number of slots, this process does NOT remove existing reservations; it keeps you from continuing to overbook.