

06b - CYMS Quick Guide – Hourly Reservations (10.3 - Updated May 2011)

When to Use: To make or cancel hourly reservations.

This guide assumes the hourly reservation menu buttons for your age groups and facilities have been correctly established. If additions or changes are required, contact your technology specialist for assistance.

** During the reservation process the system checks the **child's pass status, shot record** and **whether the child already has a reservation** for the date(s) being reserved. Answer screen messages accordingly. The Hourly Care buttons themselves can now be configured to verify the child's age against what is allowed in the room.

Making Hourly Reservations:



1. Click on the **Hourly Care Reservations** button.
2. Click on the button that represents the **day and age group/room** you need to make the reservation for.
3. Select to **Display Book Slots** (this will only need to be done once per user as it is a memorized field).
4. Highlight the **time blocks** to be reserved (click and drag). Assuming you are using 30 minute blocks, if you want to reserve from 7:00-noon, the last time block you select should be the **11:30** block. This will make the reservation until 12:00.

NOTE: If you want to reserve additional dates for the same child, you can click **<<Add Dates** and repeat steps 1-4.

5. Click **Reserve or Resv. & Back**
6. Lookup and select the **CHILD'S NAME**. (Be sure to link to the **child**, not the sponsor.)

Canceling Hourly Reservations:



1. Click on the **Hourly Cancel/Change** button
2. Select the household or family member with the reservation. Depending on how you looked up the household you may or may not see reservations listed.
3. Use the **Date Range** to isolate which day you wish to cancel and/or isolate the child or children you wish to work with in the **Family Member** browser (you can multi select children by using the **CTRL** key).
4. Highlight or click and drag on the portion of the reservation you wish to cancel and click **Cancel Selected Reservations**.
5. **OR**, if you want to cancel **ALL** the reservations that are showing in the browser, click **Cancel All Reservations in Browser**. Be careful. This means all reservations you can see or scroll to in the browser! When you use this on a family with a lot of reservations your best bet is to use your **Date Range** and **Family Member Browser** to narrow your focus.
6. Click **Yes** to continue
7. Click **HH/FM Lookup** and answer appropriately whether you wish to print a log of the cancellations. This is the only time you will be able to print these.

Viewing Hourly Reservations:

- **To check by age group location / calendar date.**
Use the **Hourly Reservation Inquiry** button.



- **To check by child or family.**
Use the **Household Inquiry** button (CRT RSV)



- **To print a report or Attendance Sheet.**
Use the **Hourly Reserv Report II** button or go to Reports → Court → Reservation Reports → **Court Reservation Report II (CYS)**

