

Section 7.2

Scheduling Parameters

Data Collection for Space Bookings at PCC

The table outlined below serves as a comprehensive dataset necessary for accurately tracking and managing space bookings across all areas at PCC. The inclusion of certain fields will depend on inputs from preceding fields; for instance, revenue-related fields will only be required if the revenue-generating boolean is set to true. When exporting this data into a .csv or Microsoft Excel format, it is preferable that each booking’s data is contained within a single line, identifiable by a unique ID as specified below. It is imperative that all data is formatted consistently, with particular attention to the uniformity of dates and times. Additionally, note that booking locations should encompass a wider range than just rooms; locations such as parking lots, outdoor fields, and quads should be encoded similarly as bookable spaces.

Type	Data Name	Data Type	Comments
Booking Information			
	Type of booking	Fixed list	Booking software should support multiple sets of booking information within a single booking for cases like simultaneous class reservations in shared spaces, such as workshops. Class Event Open Office Hours Operations & Maintenance
	Unique ID	Booking ID	Class (CRN) Event (reference number)
	Booking Source	Fixed list	Internal External
	Revenue Generating	Boolean	True False
	Remote	Boolean	If true, this booking will have no location information
	Class/Event Name	Open text	
	Contact/Customer	Open text	
	Attendance	Integer	

Type	Data Name	Data Type	Comments
Location Information			
	Location(s)	Fixed list Open text, software to validate	Booking software should enable users to attach one or more locations to a booking, with each location specified by campus, building, and room number, and validated by the software. Additionally, when specifying a room, the software should accommodate entire buildings or predefined groups of rooms.
	FICM classification	Fixed text	Auto populated from location lookup.
	Area	Number	Auto populated from location lookup.
	Capacity	Integer	Auto populated from location lookup.
	Program Specific Fit-out	Fixed text	Auto populated from location lookup.
	Tags	Fixed list Open text, software to validate	Booking software should include the ability to add tags to each booking, enabling internal referencing and facilitating classification for future use.
Time/Date Information			
	Date Start	Date	
	Date End	Date	
	Time Start	Time	
	Time End	Time	
	Recurrence	Boolean	Yes No
	> Type of recurrence	Fixed List	Weekly Biweekly Monthly Yearly Custom
	> Days of the week	Checkboxes	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
	Term	Fixed text	Autogenerated
	Number of days	Integer	Autogenerated
	Total number of hours	Time	Autogenerated

For Revenue Generating Only			
	Rental Code	Fixed list	Room Room + Services
	Sponsorship	Open text	
	Revenue fields (defined by PCC)	Currency	Room charge Audio visual Catering FMS Public safety Custodial
	Total Charges	Currency	
	Waived Amount	Currency	
	Total Revenue	Currency	Autogenerated