

A large, light blue, stylized watermark of the letter 'E' is centered on the page. It is composed of thick, rounded lines and is partially obscured by the title text.

# **Parks and Rec 2.5.1.1 Release Guide**

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# Rental Module

## Rental Admin Role

A new user role called **Rental Admin** has been added to the system. This role grants users' access to the following features:

- **Rental Search** page.
- **Member Check-in** feature (includes the ability to use guest passes) on the **Rental Search** page.
- Access to sell guest passes to members from a members' **Manage Rentals** page and collect the payment.
- **Rental Member Check-in Report**.
- **Rental Tenants Report**.

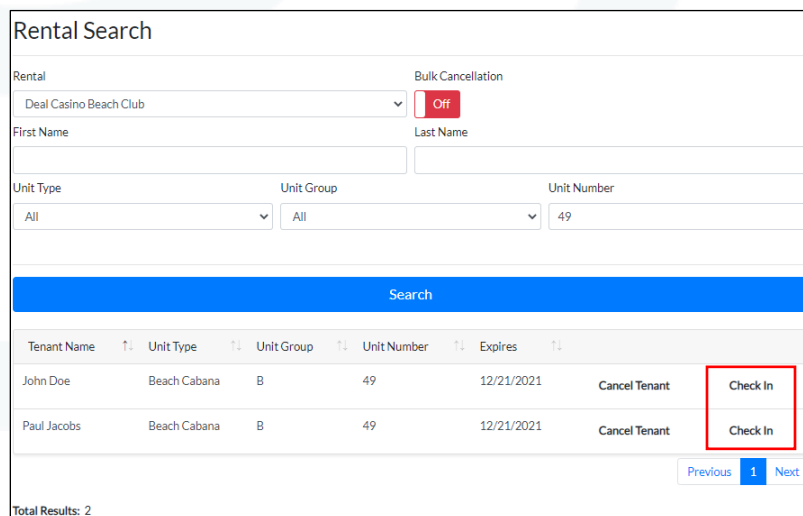
## Rental Staff Role

A new user role called **Rental Staff** has been added to the system. This role grants users' access to the following features:

- **Rental Search Page**.
- **Member Check-in** (includes the ability to use guest passes) feature on the **Rental Search Page**.
- **Rental Member Check-in Report**.
- **Rental Tenants Report**.

## Member Check-in/Use Guest Pass

The check-in feature is located on the **Rental Search** page (Figure 1-1) which is accessed from the **Rentals -> Rental Search** menu option. This feature is available to users assigned to the **Admin, Rental Admin** and **Rental Staff** roles. To check in a member, search for a member by any of the available search fields and then click on the **Check In** option.



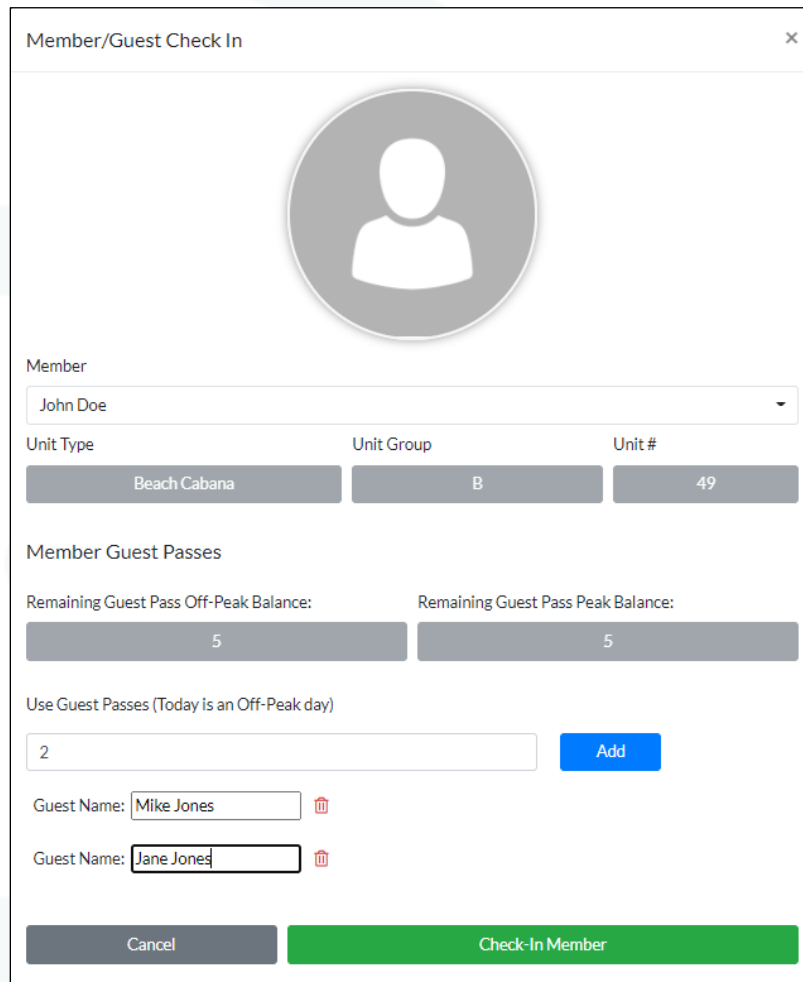
The screenshot shows the 'Rental Search' page. At the top, there are search filters: 'Rental' (set to 'Deal Casino Beach Club'), 'Bulk Cancellation' (set to 'Off'), 'First Name', 'Last Name', 'Unit Type' (set to 'All'), 'Unit Group' (set to 'All'), and 'Unit Number' (set to '49'). A blue 'Search' button is below these filters. Below the search button is a table with the following data:

Tenant Name	Unit Type	Unit Group	Unit Number	Expires	Cancel Tenant	Check In
John Doe	Beach Cabana	B	49	12/21/2021	Cancel Tenant	Check In
Paul Jacobs	Beach Cabana	B	49	12/21/2021	Cancel Tenant	Check In

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons. Below the table, it says 'Total Results: 2'.

Figure 1-1

Guests can be logged while checking in a member by entering the number of guests into the **Use Guest Passes** field (Figure 1-2) and clicking the **Add** button. After the **Add** button is selected the **Guest Name** field(s) will appear, enter the guests' names, and click **Check-In Member** to check in the member and log the guests. Guests can also be logged without checking in a member by clicking into the **Member** dropdown and deselecting all members.



The screenshot shows a web interface titled "Member/Guest Check In". At the top center is a large circular placeholder for a member's profile picture. Below this is a "Member" dropdown menu currently showing "John Doe". Underneath are three fields: "Unit Type" with the value "Beach Cabana", "Unit Group" with the value "B", and "Unit #" with the value "49".

Below these fields is a section for "Member Guest Passes". It contains two balance indicators: "Remaining Guest Pass Off-Peak Balance:" and "Remaining Guest Pass Peak Balance:", both showing a value of "5".

There is a section labeled "Use Guest Passes (Today is an Off-Peak day)" with a text input field containing the number "2" and a blue "Add" button to its right.

Below the input field are two "Guest Name" fields. The first contains "Mike Jones" and the second contains "Jane Jones". Each field has a small trash icon to its right.

At the bottom of the form are two buttons: a grey "Cancel" button and a green "Check-In Member" button.

Figure 1-2

## Guest Pass Configuration

Guest passes must be configured within the **Edit Guest/Payment Setup** tab of the rental administration page which is accessed by going to **Rentals -> Rental List -> Click on Rental Name -> Click on Guest/Payment Setup** tab. Prior to configuring the available guest passes, all fees related to the guest passes must be configured by going to **Admin -> Overview -> Fees** .

Guest passes can be configured into two different categories, **Peak** and **Off-Peak** which allows the system to charge a different rate on different days of the week. It also allows for a different maximum number of passes to be sold per category if desired. To set the Peak Days, select from

the days of the week that are considered peak (Figure 1-3) and select any other specific dates that are considered peak (i.e., Memorial Day, Fourth of July etc.) from the calendar (Figure 1-3).

Guest Passes - Peak Days

Sun Mon Tue Wed Thu Fri **Sat**

Max Guest Passes Per Reservation - Peak

Max Guest Passes Per Reservation - Off-Peak

Guest Passes - Other Peak Dates

May 1 – 31, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Figure 1-3

To build guest pass configurations, click the **Add Configuration** button (Figure 1-4) and complete the configuration form (Figure 1-5) which determines the configuration name, quantity of passes, fee type and peak/off-peak.

Guest Pass Configurations (Single Passes or Books)

Add Configuration

Configuration Name	Quantity	Fee Type	Peak/Off-Peak	Active/Inactive
<input type="text" value="Peaks-Book of 10"/>	<input type="text" value="10"/>	<input type="text" value="Peak Guest Pass Book of 10"/>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Peak</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Active</span>
<input type="text" value="Peak Single Pass"/>	<input type="text" value="1"/>	<input type="text" value="Peak Single Pass"/>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Peak</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Active</span>
<input type="text" value="Non-Peak Book of 10 Passes"/>	<input type="text" value="10"/>	<input type="text" value="Non-Peak Guest Pass Book of 10"/>	<span style="background-color: #dc3545; color: white; padding: 2px 5px;">Off-Peak</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Active</span>
<input type="text" value="Non-Peak Single Guest Pass"/>	<input type="text" value="1"/>	<input type="text" value="Non-Peak Single Guest Pass"/>	<span style="background-color: #dc3545; color: white; padding: 2px 5px;">Off-Peak</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px;">Active</span>

Figure 1-4

Add Configuration ✕

Configuration Name

Quantity

Fee Type

Peak  
 Active

Add Configuration

Figure 1-5

## Purchasing Guest Passes

A setting on the **Rental Admin** page called **Admin Only Guest Pass Sales** (Figure 1-6) determines if guest passes can only be purchased by an **Administrator** or Rental Admin on behalf of a members account or if a member can purchase their own passes. Guest passes are purchased from the **Manage Rentals** page (Figure 1-7) which is accessed within the **Account** menu option or by searching for a member from the **Rental Search** page and clicking on the members name as an **Administrator** or **Rental Admin**.

Edit Rental Deal Casino Beach Club

[Back to Rentals](#)

Rental	Guest/Payment Setup	Unit Setup	Wait List
--------	---------------------	------------	-----------

Rental Open Date:       Rental Close Date:

Registration Start Date:       Registration End Date:

Rental Name:       Image:  Active           

Description

Rent Cabanas and have fun!

Waiver:       Location:

Wait List:  Enabled      Wait List Interval:       Force All to Wait List:       Wait List Preference:      

Expiration:                   Track Guests:  Yes       No

Admin Only Guest Pass Sales

Figure 1-6

Guest Passes
Peak Guest Passes Remaining: 15    Off-Peak Guest Passes Remaining: 15
Buy Guest Pass

No Guest Pass Usage

After clicking on the **Buy Guest Pass** button from the **Manage Rentals** page, a pop-up window will appear (Figure 1-8) which allows the user to specify the number of passes they wish to purchase.

Figure 1-7

Buy Guest Passes
×

Guest Pass Type	Quantity	Price
Peaks-Book of 10 (\$200.00)	<input style="width: 40px;" type="text" value="1"/>	\$200.00
Peak Single Pass (\$12.00)	<input style="width: 40px;" type="text"/>	\$--
Non-Peak Book of 10 Passes (\$150.00)	<input style="width: 40px;" type="text" value="1"/>	\$150.00
Non-Peak Single Guest Pass (\$20.00)	<input style="width: 40px;" type="text"/>	\$--
<b>Total:</b>		\$350.00

Proceed to Payment

Figure 1-8

## Bug Fixes

- o Fixed an issue which caused e-check payments to show within the online cash category of the **Completed Transaction** report.