

Create or Modify Space Template

Objective

Create or modify Space Template where the space codes, names and description are defined, for deployment across venues.

This task is to be executed by the System Administrator.

Procedure

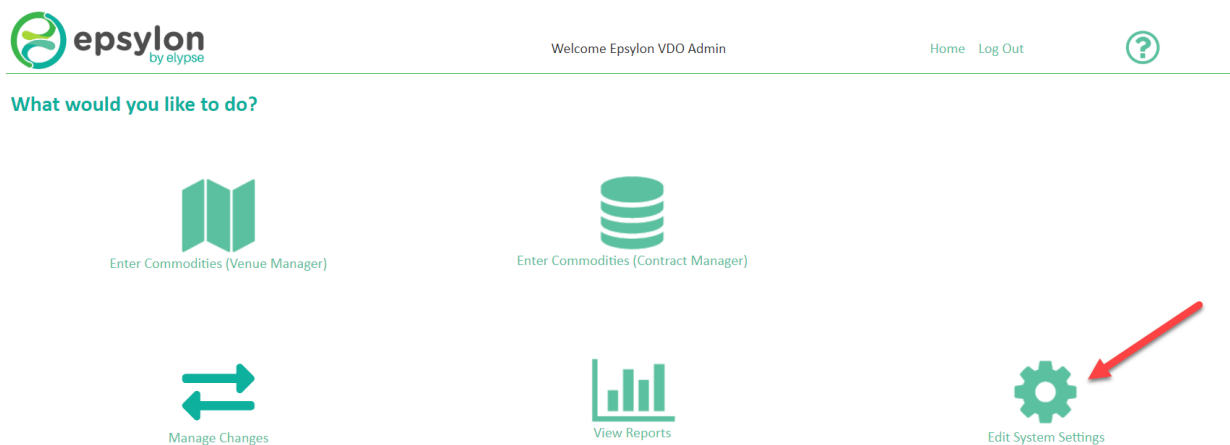
Epsilon can suggest Templates based on past experience. Below is a list of potential Templates:

- Competition Venue Template
- Non-Competition Venue Template
- Villages Template
- Live Sites Template

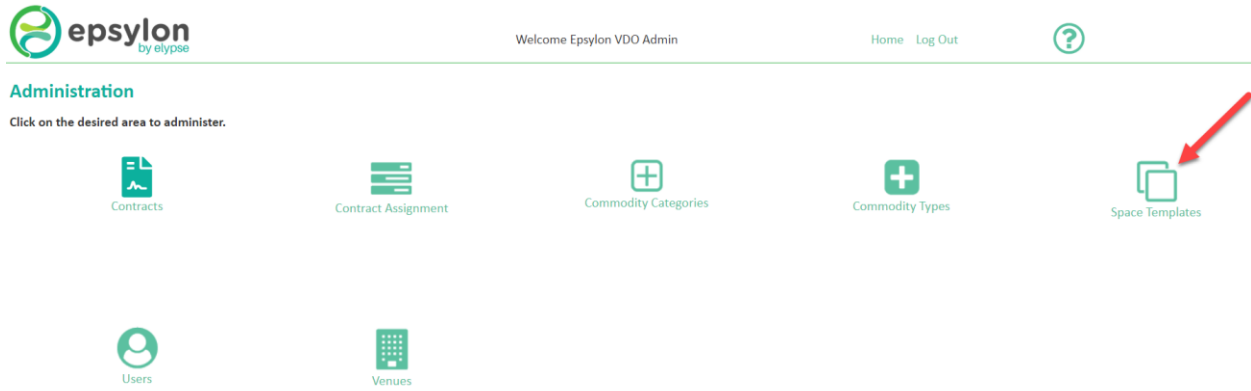
The project team needs to provide Space Templates to Epsilon support for upload at the start of the project, in accordance with Epsilon support team's format guidance.

You can always go into the various Space Templates and modify the Functional Space Name and Numbers following these steps:

- From the main menu go to the Edit System Settings (only a user with system administrator rights can access here and execute the tasks listed below)



➤ Go to Space Templates



➤ Click on Edit for the Template you want to modify

Template Listing
View space templates.

Template Id	Type	Description	Actions
16	COMP	Competition Venue Template	Edit
18	NCMP	Non-Competition Venue Template	Edit

Done

➤ Here you can modify the Template Description, add new Functional Space Numbers and Name or delete/modify the existing ones.

Template Edit
Enter the applicable data and click the 'Save' link.

Template Type:

Template Description:

Save | Save and Return | Cancel and Return | Create Program for:

Ref. No.: Functional Space:

Existing Code: Descr: [Insert](#) | [Delete Selected](#)

Select	Ref. No.	Functional Space	Existing Venue Space Code	Description
<input type="checkbox"/>	<input type="text" value="00.00"/>	<input type="text" value="All Venue Items"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="01.00"/>	<input type="text" value="Broadcast"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="01.01"/>	<input type="text" value="Broadcast Compound"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="01.02"/>	<input type="text" value="HB Broadcast Venue Management Office (BVM)"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="01.03"/>	<input type="text" value="HB Production Office"/>	<input type="text"/>	<input type="text"/>

Note:

- Ref. No are unique and cannot be altered without following special rules. In order to give flexibility to the project team, each Space / Ref. No can be assigned an alternative code if needed
- Any changes made in a Space template will be reflected on all venues where this Space template has been assigned