

Modify the Space List within a Venue

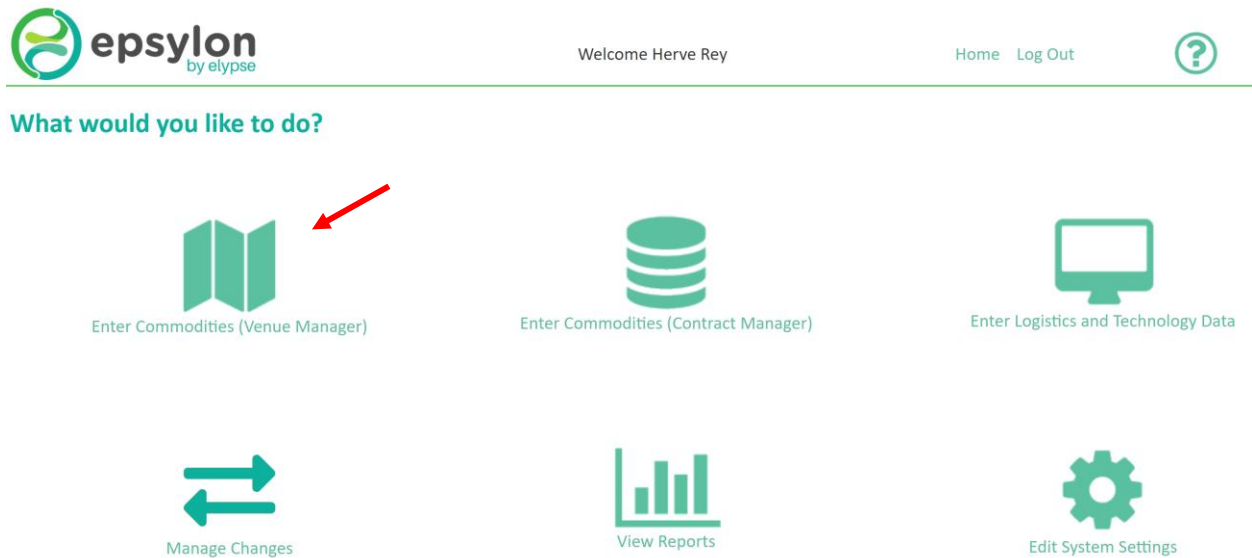
Objective

Modify the Space List within a Venue to take into consideration Venue specificities not covered by the Space Template

This task is to be executed by the Venue Manager.

Procedure

- From the main menu go to Enter Commodities (Venue Manager)



- From the dropdown menus, choose the Venue and the Functional space to access the Functional Space List



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All Commodities View

Change to: [Priced Only View](#)

Venue:

Functional Space:

Actions: [Refresh](#) | [Add a New Space](#) | [Save Changes](#) | [Delete Selected Spaces](#) | [Exit](#)

| Del | Ref No. | Space | Room Descr | Comments | Attached Commodities |
|--------------------------|---------|--------------------------------------|------------|----------|-------------------------------------------------------------------|
| <input type="checkbox"/> | 021.000 | Transport | | | add new quantified add new priced |
| <input type="checkbox"/> | 021.001 | Transportation Management - in "VAO" | | | add new quantified add new priced |
| <input type="checkbox"/> | 021.002 | Transport Load Zones | | | add new quantified add new priced |

- You can add specific Venue Spaces or delete some (in addition or coming from the Space Template - See "Create a Venue").



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- Click on Add a New Space to add a new Space
- You can select existing space From Space Template (if they have been previously deleted) or Add New space
- Once completed, click on Save and Return to Space Listing

Spaces - Edit

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

Venue: Glasgow City Chambers

Functional Area: 01.00 Broadcast

Space to add: **Select Existing From Template:**

OR

Add New:

(Warning: For system administrator use only. Ensure that the space you are entering does not already exist in the above list before creating a new one.)

Note: to create a child space, choose the Parent Space only and leave the Space Code and Description fields empty.

To create a brand new space in this venue only, leave the Parent Space empty and fill in the Space Code and Description fields.

Parent Space:

Space Code
(e.g. 01.001.01):

Space Name:

Alt Code (e.g. ACR.001.01):

Alt Descr:

Phys Code:

Phys Descr:

[Save](#) | [Return to Space Listing](#)