

CPS Guide to Online Facilities Calendar

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Overview

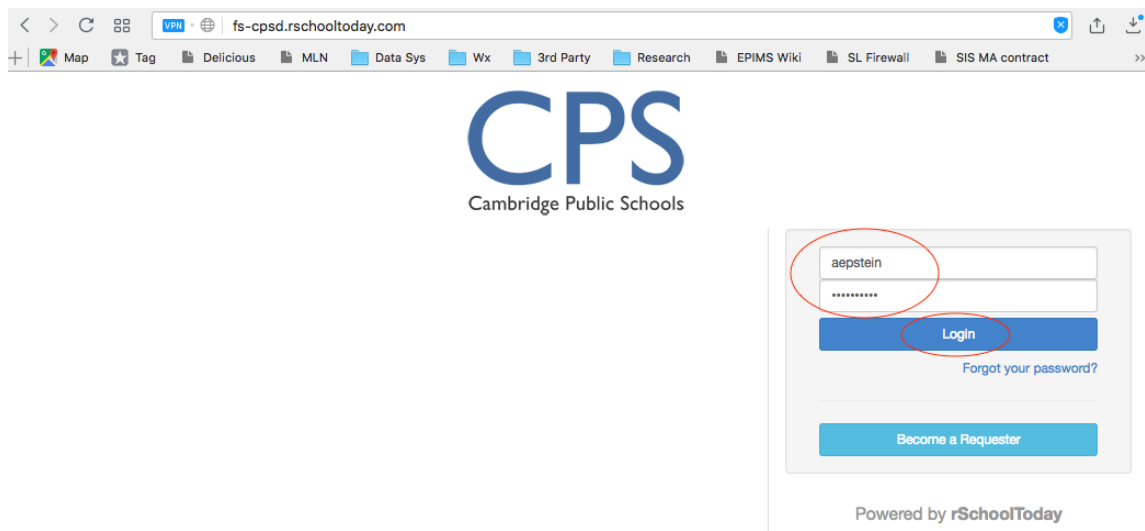
The Online Permit Management System is a new CPS system for reserving and managing facilities within the district. It is used mainly for after school and weekend rentals (paid and unpaid).

This tutorial familiarizes building administrators with the calendar of room reservations.

Log In

To get started, go to the Cambridge Public Schools (CPS) website (www.cpsd.us) and the Facilities Department page (from the CPS home page, click on **Departments**, then select **Facilities** and then click **Community Use of School Facilities** from the drop down list).

Enter your user name and password and click Login.

A screenshot of a web browser displaying the login page for the Cambridge Public Schools (CPS) Online Permit Management System. The browser's address bar shows the URL "fs-cpsd.rschooltoday.com". The page features the CPS logo (Cambridge Public Schools) on the left. On the right, there is a login form with two input fields: the first contains the username "aepstein" and the second contains a masked password "*****". Both fields are circled in red. Below the password field is a blue "Login" button, also circled in red. A link "Forgot your password?" is positioned below the login button. At the bottom of the form is a light blue button labeled "Become a Requester". The footer of the page states "Powered by rSchoolToday".

Dashboard

The Dashboard screen shows the Facilities Calendar link.



Facilities Calendar

The Facilities Calendar affords a comprehensive view of the activity bookings in the district. Bookings can be displayed in various view formats. Filters allow users to narrow their focus to a specific building, location or type. When you first login, typically only your building appears.

Use the filters to select a Location Type, Building Type, Building or Location, or use -ALL-. Filters should be clicked from left to right. Then click Check Availability. The Show list allows you to customize what appears for each activity.

Location Type:	Building Type:	Building:	Location:
Conference Room	-ALL-	-ALL-	-Show Entire Building-
Garage	-No building type-	Amigos School	Gymnasium
Gymnasium	Elementary School	Baldwin School	Gymnasium
Kitchen	High School	Cambridgeport School	Gymnasium
Library	Upper School	CRLS	Al Cocoluto Gymnasium
Music Room		Fletcher Maynard Academy	Field House War Memorial
Teachers Lounge		Graham and Parks School	Gymnasium

Show:

- ☒ Location
- ☒ Activity
- ☒ End Time
- ☐ Expected Attendance
- ☐ Setup/Tear Down
- ☐ Cancelled Events

Check Availability

[<< Previous Month](#) [Next Month >>](#)

Baldwin School - October 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	2 ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	3	4	5 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	6 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	7 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium
8 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	9	10	11	12 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium ■ 8:00pm-10:00pm RESERVED Baldwin School - Gymnasium	13 ■ 6:00pm- 8:00pm RESERVED Baldwin School - Gymnasium	14 ■ 10:00am-12:00pm RESERVED Baldwin School - Gymnasium

On the right, check Set as my default if this is a view you will be using often. Be sure to uncheck it when temporarily using another filter.

☒ Set as my default

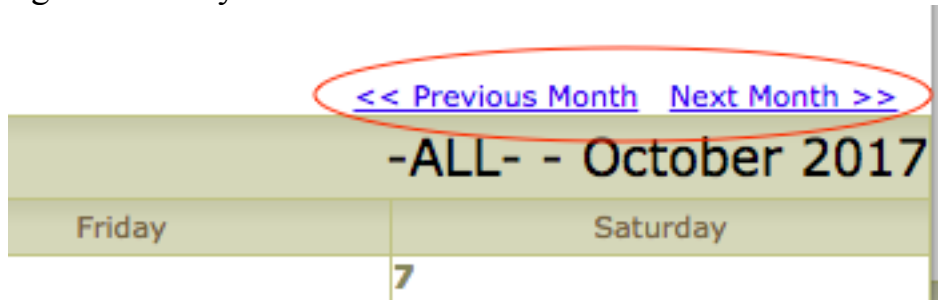
In the upper right corner, you can select the type of view: Month, Week, Day or List (week).



The Calendar on the left can be used to choose a date to view.

< October 2017 >						
Su	Mo	Tu	We	Th	Fr	Sa
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	6	7	8	9	10	11

In Month view, you can also cycle through months by clicking the Next and Previous links on the right. Similarly for other views.



If you want to check availability for only one building, you can select the filters again and click Check Availability. Again, check Set as my default if you prefer this filter permanently.

Log out

When finished with the calendar, simply close the window.

To log off Facility Scheduler, click the Sign Out button in the upper right corner.