

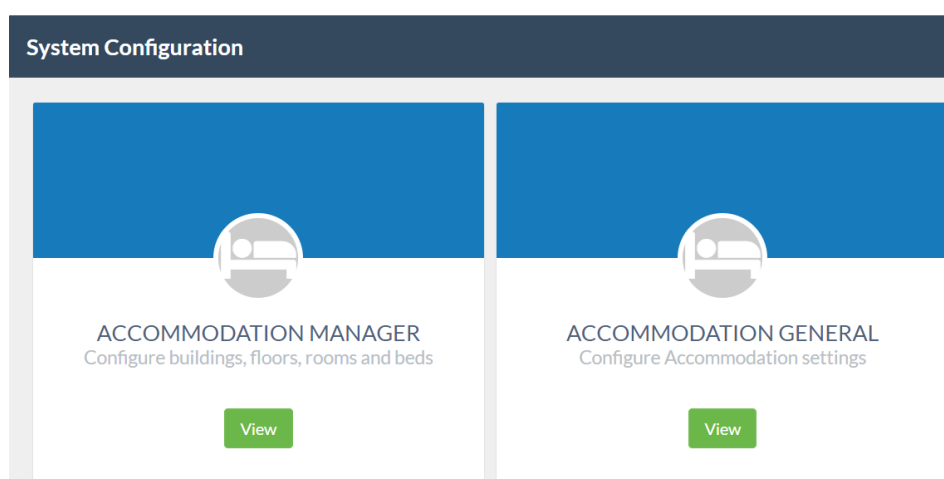
34 Dorm Manager with Flexi-Boarding

The Dorm Manager module allows you to build a digital representation of your physical accommodation resources which can then assist you to manage room and bed allocation for full time and casual boarders.

The Flexi-Boarding component provides for a room booking and allocation system that allows parents to engage directly within REACH to request short-term bed placements and for staff to manage these resources.

34.1 Accommodation Manager

In order for REACH to know what beds you have available throughout your boarding facility, it first needs to be set up so that your digital profile in REACH replicates your physical boarding resources at your facility or facilities..



34.1.1 Create Boarding Resources

The first step is to recreate the physical boarding resources that you have available at the school. Go to [System Configuration > Accommodation Manager](#)

34.1.1.1 Accommodation Manager

The Accommodation Manager section in System Configuration is where you build your physical assets in REACH.

Add New Boarding Houses

1. Enter the Accommodation Manager by clicking 'View'.
2. Click on 'Add a new building'.
3. Give the new building a name and address (optional).
4. Add other boarding houses as required.



Add New Floors

Label

Ordinal

1. Click 'View' on the new building.
2. Click on 'Add new Floor'.
3. Give the new floor a name and order it is to appear within the house, if 'Copperfield' was the name of the first floor in the accommodation then the 'Ordinal' would be '1'.
4. Click 'Save'.
5. Add other floors are required in the same way until all your floors are in place.

Add New Rooms

1. Click 'View' on the new floor you have created.
2. Click on 'Add new room'.
3. Give the room a label.
4. Click 'Save'.
5. Add other rooms as required in the same way until all your rooms are in place.

Add New Beds

1. Click 'View' on the new room you have created.
2. Click on 'Add new bed'.
3. Enter the label for the bed and select the bed type from the dropdown list.
4. Click 'Save'.
5. Add other beds in the same way until all your beds are in place.

Navigation

You can navigate your way around the structure you have created by using the tabs at the top of the configuration screen.

System Configuration: Accommodation Structures

All Buildings Dickens House Copperfield 0101

Door

Type
Single

Edit

Window

Type
Single

Edit

Add a new bed



34.1.1.2 Accommodation General

Once you have your accommodation resources setup and ready to receive students, we need to define how REACH will interact with those students that are checking in and out of boarding.

Check-in

Day students will need to check-in to boarding on the appropriate day in order for REACH to then recognise them as a boarder and not a day student, similarly when they check-out of boarding and become a day student again, so we need to set some parameters on how this is expected to be done.

Firstly we need to set the time of day students can check-in to boarding and the time of day that they can check-out of boarding.

Click on 'View' in Accommodation General in System Configuration and this will bring up the screen below.

The screenshot displays the 'System Configuration: Accommodation General' interface. At the top, there are 'Save Changes' and 'Cancel Changes' buttons. Below are four configuration panels:

- Check-In Window:** Includes a checked 'Enable restriction' checkbox. The 'From' time is 3:30 PM and the 'Until' time is 5:30 PM, resulting in a 2-hour duration. A note states: 'Restrict allocation check-in to within these times'.
- Check-Out Window:** Includes a checked 'Enable restriction' checkbox. The 'From' time is 7:30 AM and the 'Until' time is 8:30 AM, resulting in a 1-hour duration. A note states: 'Restrict allocation check-out to within these times'.
- Residential Role:** A dropdown menu is set to 'Boarder'. Below it, a question asks: 'Which role should users on a booking become? (e.g. Boarder)'.
- Non-Residential Role:** A dropdown menu is set to 'Day Student'. Below it, a question asks: 'Which role should users finishing a booking become? (e.g. Day Student)'.

From here you can set a time restriction on when a day student can check-in to boarding and when they can also check-out of boarding.

If you do not want to restrict when this can happen then leave the 'Enable Restriction' button unchecked, this will then allow day students to sign into and out of boarding at any time on the booked day.

Residential Roles

REACH treats students differently dependant upon their role; restrictions, access and representation on common actions such as roll calls and meal counts are all dependent upon the student role within REACH.

REACH now has the ability to define a student as any number of different roles but typically the students will fall into one of two broad categories:

- a) Full-time Boarders
- b) Non full-time boarders (day, flexi, etc.)

The roles that the school wants to define students by can be set up in the system configuration or with certain MIS integrations configured by the import, ask your REACH representative about this if you are unsure.



Residential Role

Boarder x ▾

Which role should users on a booking become?
(e.g. Boarder)

Non-Residential Role

Day Student x ▾

Which role should users finishing a booking become?
(e.g. Day Student)

REACH needs to know what role to change the student to when they check-in and what role to then change them to when they check-out, this is configured in the ACCOMMODATION GENERAL module of System Configuration.

In the shown case a student role will change to 'Boarder' when they check-in and then will change to 'Day Student' when they check-out.

Click 'Save Changes' when completed.

34.2 Flexi-boarding Operation

!! NOTE: Configuration and setup – if you have not already set up your boarding provision please refer to the separate guide on how to do this before moving further.

34.2.1 Managing Accommodation Resources

Once you have configured your houses, floors, rooms and beds you should now see them laid out in Accommodation Manager similar to the image below:

Beds

All Buildings ▾
 All Floors ▾
 All Rooms ▾
 Edit Restrictions

Show 10 ▾ entries

☐	Location	Restrictions	Current Allocation
☐	Bates, Ground, 001, 101	None	Vacant
☐	Bates, Ground, 001, 102	None	Vacant
☐	Bates, Ground, 002, 201	None	Vacant
☐	Bates, Ground, 002, 202	None	Vacant
☐	Bates, Ground, 003, 301	None	Vacant



34.2.1.1 Placing Restrictions

Now that we have the resources laid out, we can start to place some restrictions on who can be booked into a particular bed.

Click on the bed you want to place a restriction on (either by clicking the bed or the tick box in the first column, you can select multiple beds) and then click on 'Edit Restrictions'.

Beds

All Buildings All Floors All Rooms

Show entries

<input type="checkbox"/>	Location	Restrictions
<input checked="" type="checkbox"/>	Bates, Ground, 001, 101	None
<input type="checkbox"/>	Bates, Ground, 001, 102	None

This then brings up the dialogue box with the options for placing a restriction, by House, Year, Custom Group or Gender or a combination. Once the restrictions are in place the system will then only allow a bed allocation to a student if they fit the restrictions. A remote booking will automatically be placed into the next available bed that matches the restrictions where a manual allocation will only show those students that are eligible for that bed.

House
No restrictions

Year
No restrictions

Group
No restrictions

Gender
No restrictions

34.2.1.2 Bed Allocations

There are two ways of a student being allocated a bed, manual allocation where staff can book a student into a bed and remote booking where a parent or guardian can remotely request a booking and the system automatically allocates them the next available bed.



Manual Allocation

First task is to set up your full-time boarders and allocate them into their beds so that the system will not allocate flexi boarders into them. Select the bed that you want to allocate your full-time boarder into a click on 'Allocations' in the right-hand column.

Beds

All Buildings All Floors All Rooms

Show 10 entries Search:

<input type="checkbox"/>	Location	Restrictions	Current Allocation	<input type="button" value="Allocations"/>
<input checked="" type="checkbox"/>	Watson House, Watson Level 1, WAT1, WAT 101	None	Butcher, Henry until 05/06/2020	<input type="button" value="Allocations"/>
<input type="checkbox"/>	Watson House, Watson Level 1, WAT1, WAT 102	None	Vacant	<input type="button" value="Allocations"/>
<input type="checkbox"/>	Watson House, Watson Level 1, WAT1, WAT 103	None	Vacant until 05/06/2020	<input type="button" value="Allocations"/>
<input type="checkbox"/>	Watson House, Watson Level 1, WAT2, WAT 201	Watson	Vacant	<input type="button" value="Allocations"/>

You can then see what existing bookings are in place (if any) and select the boarder you want to allocate along with the dates that they shall be occupying the bed and then click on 'Save'. On the Accommodation Manager screen you should now see the boarder you have place in the bed appear under the 'Current Allocation' column. If the student is not occupying the bed until a time in the future it will show that the bed is vacant until that date or if the bed is currently occupied it will show the name of the student and the date they are occupying it to.

Existing allocations

Student	Start	End	Booking	Actions
Butcher, Henry	02/06/2020	05/06/2020	None	<input type="button" value="Remove"/>

Boarder
Select student to allocate into bed

Allocated from to

Remote Booking

A remote booking can be raised by a parent or guardian via their desktop login or via the mobile app.

New Booking

Boarder
Blades, Sarah

Requested Allocations

Notes
Enter any relevant notes

Request for an allocation from

to

The desktop booking form is accessed through the 'Accommodation' item in the Main Menu on the right of the screen, when the new dialogue box opens click on 'New Booking' and then click on 'Add Allocation' and enter the start and end dates for the booking and click on 'Add'. Multiple requests can be made on the same request just by clicking on 'Add Allocation' each time and entering the requested dates. Click on 'Save' to complete the request.



The request is then sent through to REACH where final approval is reviewed by the relevant member of staff in the 'Accommodation Manager' before becoming a firm confirmed booking.

To approve the booking the staff member needs to click on 'Confirm' or to decline it click on 'Reject'.

Once confirmed it will then appear in the allocation as a confirmed booking.

34.2.1.3 Checking-In and Checking-out

When it comes to the day where the student has an approved stay in boarding they can check-in to boarding.

Note: If any restrictions on check-in times have been set in the accommodation configuration then the student will not be able to check-in until the set time.

Accommodation		
03/06/2020 12:00 AM	07/06/2020 12:00 AM	<input type="button" value="Check In"/>
12/06/2020 12:00 AM	14/06/2020 12:00 AM	<input type="button" value="Check In"/>

Check-in is performed via 'Kiosk View' in dashboards, open the Kiosk View, find the student that you want to check-in to boarding and within the Kiosk SIS0 screen there now will be an 'Accommodation' widget with details of the students available check-in.

The check-in will then appear with an actual time stamp of when they checked-in under the allocations on the accommodation management screen.

Allocations

Show 10 entries

Location	Student	Start	End	Actual Check In
Watson House, Watson Level 1, WAT4, WAT 402	Blades, Sarah	03/06/2020	04/06/2020	03/06/2020 3:16 PM

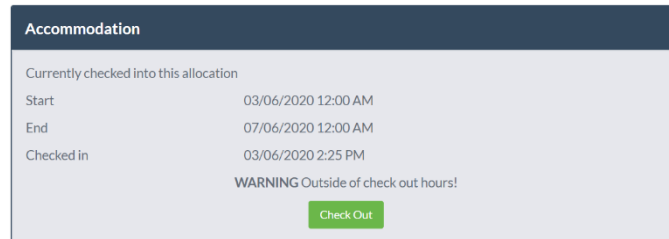
Once successfully checked-in, the student will change role to typically a boarder and therefore appear on roll-calls, SiSo screens, etc. as per a normal boarder.



Similarly, when the student comes to check-out of boarding and return to being a day student, go to 'Kiosk View', find the student and then under the 'Accommodation' widget click on 'Check-out'.

In both cases if the check-in or check-out is outside of the permitted time then a warning will appear in the Accommodation widget.

Once checked out, the student will change role from a boarding role and will no longer appear in roll-calls, SiSo screens etc.



The screenshot shows a dark blue header with the text "Accommodation". Below the header, the text "Currently checked into this allocation" is displayed. A table follows with the following data:

Start	03/06/2020 12:00 AM
End	07/06/2020 12:00 AM
Checked in	03/06/2020 2:25 PM

Below the table, a warning message reads "WARNING Outside of check out hours!". At the bottom of the widget is a green button labeled "Check Out".

