

## ChurchDB Module: Resources

### HOW TO CHECK FOR AVAILABILITY OF SPACE/RESOURCES

- 1) Open the **ChurchDB log in page** & log in
- 2) Click on **Resources**
- 3) Click on **Resources Booked for a Date Range**
- 4) Select **Date, Time, and Resource**. You can currently search for up to three dates and five resources at a time.
- 5) Click on **Run** for the type of report you want and open it, manipulate data as necessary.
  - a) **HTML**: shows up in your ChurchDB window if you're just looking
  - b) **CSV**: open report with Excel if you need to print a report. Download the file generated

### OR

- 1) Open the **ChurchDB log in page** & log in
- 2) Click on **Resources**
- 3) Click on **List Resources**
- 4) Click on the resource you want
- 5) Enter the **date range** you are looking for and click **Submit**. You will see a list of all booking times within the date range specified.