1. Log into Priority Software FBS using your USC NetID.
2. Select Configuration tab > Facility icon
3. Scroll down to Facility Settings to enable “Scheduling Relationship feature” under Scheduling.

4. Enter the following text to Default Exclusion Reason:
   COVID19 Social Distancing - %SKU_Code% IS IN USE.

5. Go to SKU under Products/Services tab.
6. Select a SKU for editing > scroll down to Scheduling Relationships to create exclusion.

- **Exclusion by Location:** SKUs within the same location (defined in SKU Information) will be excluded when this equipment is booked.
- **Exclude by SKU:** will require you select a specific SKU to exclude when this equipment is booked.