Welcome

Welcome to the Building Rental Room Reservation System. To learn how to use our new system, please choose from one of the following menus:

Browse Menu

The Browse menu contains options for browsing for events, browsing for facilities, and for locating groups.

- Browsing for Events

- Browsing for Facilities

- Locating a Group

Reservations Menu

The Reservations menu contains options for requesting a space for an event.

- Submitting a Request for Space - An Online Request for a Room

Browsing for Events

The Browse Events page displays events in a daily, weekly, or monthly view. To open the Browse Events page, under Browse, click Browse Events.

You can do the following on the Browse Events page:

- Change the page view.

Option	Description
Daily List	Events that are scheduled for the current day's date in a list view.
Weekly List	Events that are scheduled for the current week (weeks always begin on a Sunday) in a list view.
Monthly List	Events that are scheduled for the current month in a list view.
Weekly Calendar	Events that are scheduled for the current week (weeks always begin on a Sunday) in a calendar view.
Monthly Calendar	Events that are scheduled for the current month in a calendar view.

- Place your cursor over the event entry (in a Calendar view) or the event title (in a list view) to open the Event Details popup, which displays information for the event.

- Click the Event Name/Title to open the Booking Details popup. The popup shows reservation details and related bookings. It also contains links for adding the selected booking to your personal calendar, adding all the bookings for the reservation to your personal calendar, and adding the booking to various social networking sites such as Facebook or Twitter.

- Click the Event Building-Room link to open a Location Details popup. The popup can show varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features for the room), and any images that have been associated with the room.

- Click Filter to open a Filters popup, and specify the information that is to be displayed on the Browse Events page.

If you select Save, and then click Apply, your filter settings are remembered the next time that you open the Browse Events page.

Browsing for Facilities

The Browse Facilities page displays all the rooms in which you can schedule an event. The page can display the room in one of two formats—By Setup Type, which is a list of the rooms grouped by setup type or By Room, which is a list of the setup types grouped by room. To open the Browse Facilities page, under Browse, click Browse for Facilities.

- In either view, you can click the Room Name to open the Location Details popup. The popup can show varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features, floor map, and availability) and any images that have been associated with the room.

Locating a Group

You use the functions on the Locate page to locate a group as well as all the events for the current day's date for which the group is scheduled. To open the Locate Group page, under Browse, click Locate Group.

You can do the following on the Locate page:

• To locate *all* groups that have events scheduled for the current day's date, leave the Group Name field blank, and then click Locate.

• To search for a specific group, enter a search string in the Group Name field, and then click Locate. A list of all groups that meet your search criteria is displayed on the page.

*Your search is limited to the exact order of the characters in the string, but the string is not case-sensitive and it can appear anywhere in the search results. For example, a search string of **Ed** returns the College of **Ed**ucation, **Ed** Nowak, and so on.*

• To view the bookings with the current day's date for which the group is scheduled, click the name of the group in the search results. The Locate page is refreshed with a list of the applicable bookings.

Submitting a Request for Space - An Online Request for a Room

The Room Request Form page is organized into various sections to facilitate the online request process—a When and Where pane (the left pane of the window) and two tabs—a Details tab and an Availability tab.

You enter the information to search for available rooms in the When and Where pane. You view the results of the search on the Availability tab, and from this information, you can determine if the room that you want is available, or if you must request another room. You enter information for the event on the Details tab.

To submit a request for space - an online request for a room

1. Under Reservations, click Room Request.

   The Room Request page opens.

2. In the When and Where (left) pane of the page, do the following to search for a room or rooms in which the event is to take place:

   • Enter your date and time criteria.

   • On the Facilities dropdown list, select (no preference), or select a specific building or view to search.

   • If the event is a recurring event, then click Recurrence to open the Recurrence popup window, and then enter the necessary information for the meeting.

3. In the Setup Information section, enter your attendance and setup type.

4. Click Check Availability.

   Two results are possible:

   • A list of rooms that meet the search criteria and that are available for the indicated reservation time are displayed on the Available tab. From this information, you can determine if the room that you want for the event is available, or if you must request another room.

   • A message opens indicating that you have violated a booking rule such as the last allowed booking date. Click OK to close the message and refine your search until a list of rooms that meet the search criteria and that are available for the indicated reservation time are displayed on the Available tab. From this information, you can determine if the room that you want for the meeting is available, or if you must request another room.

5. Optionally, click a Room Name to open the Location Details popup. The popup can show varying information about the event location, including the event building details (name, description, and/or notes), any images that have been associated with the building, detailed information for the event room (description, room type, setup type, features) and any images that have been associated with the room.

6. Open the Details tab.

7. Enter the information for the event:

   When you are entering the event details, note the following:

   • Required fields are marked with a red asterisk (*). At minimum, you must enter the event name, the event type, and group details.

   • You have the option of booking specific resources and/or services for the event. If so, an appropriate section is displayed. For example, if you have the option of booking Audio/Video Equipment, then an Audio/Video Equipment section is displayed on the tab.

8. Click Submit Reservation.