

Requesting a Room

Audience: Room Managers



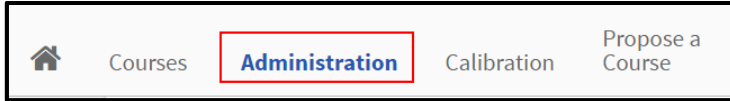
This document provides a step-by-step walkthrough for requesting a room separate from a course request.

Table of Contents

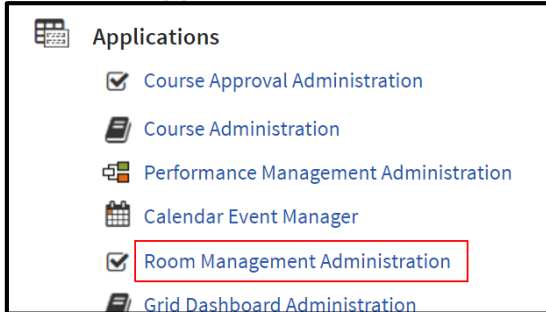
Accessing Room Reservations	2
Booking a Room.....	2

Accessing Room Reservations

- Click on the **Administration** tab.



- Under the **Applications** menu, select **Room Management Administration**.

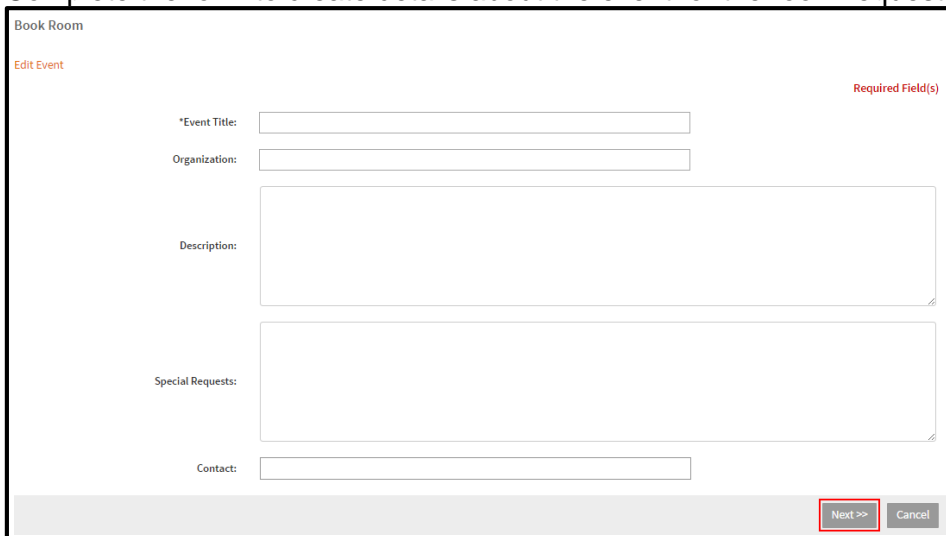


Booking a Room

- Within the menu bar, located at the left side of the screen, click **Book Room**.



- Complete the form to create details about the event for the room request. Click **Next**.

A form titled 'Book Room' with an 'Edit Event' link. It contains several input fields: '*Event Title:' (required), 'Organization:', 'Description:', 'Special Requests:', and 'Contact:'. A 'Required Field(s)' label is positioned to the right of the 'Event Title' field. At the bottom right, there are two buttons: 'Next >>' (highlighted with a red box) and 'Cancel'.

- To add a co-booker, click **Add Co-Booker**.

Co-Booker(s) [+ Add Co-Booker](#)

- Input part of the last and first name into the search boxes and click **Search**. Place a check next to the desired co-booker and click **Add Selected**. Click **Done** when finished.

Co-Bookers

Search for co-bookers

First Name:

Last Name:

[Search](#)

Search Results

Name
<input checked="" type="checkbox"/> Test CourseRequesterTR01

[Add Selected](#) [Done](#)

- Click **Request a Room**.

Room(s) [+ Request a Room](#)

Status	Room	Date	Time	# of Participants	Setup - Takedown	Equipment
--------	------	------	------	-------------------	------------------	-----------

- Complete the form with details about your room request.

Building: [View Schedule](#)

Room:

Setup:

Equipment: Laptop Podium Projector Whiteboard

Number of Participants: (0 seats)

Make this request private:

Minutes Needed for Setup:

Minutes Needed for Take-Down:

Date:

Event Start Time: : :

Note: When participants arrive

Event End Time: : :

Recurring:

Recurrence Pattern: N/A

Range of Recurrence: N/A

- At the bottom of the screen is a calendar showing the selected dates and availability of the selected room. Click **Add Room** to finish your request.

The screenshot shows a 'Current Schedule' window. At the top left, the date '12/02/2015' is displayed. To the right, a horizontal timeline shows time slots from 6 AM to 5 PM in one-hour increments. Below the timeline, the text 'Training Room A' is visible. At the bottom right of the window, there are two buttons: 'Add Room' (highlighted with a red border) and 'Cancel'.

- The request will be sent to the room manager for review. A notification will be emailed to you when your request has been approved or denied.