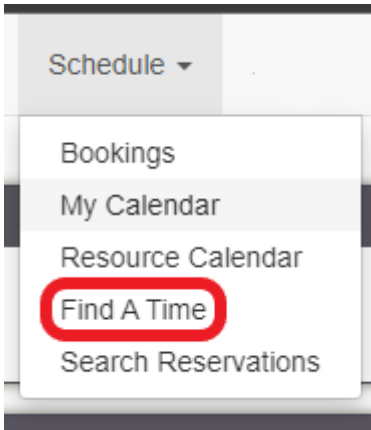


# How to make a Reservation

After logging in, click on "**Schedule**" > "**Find A Time**".



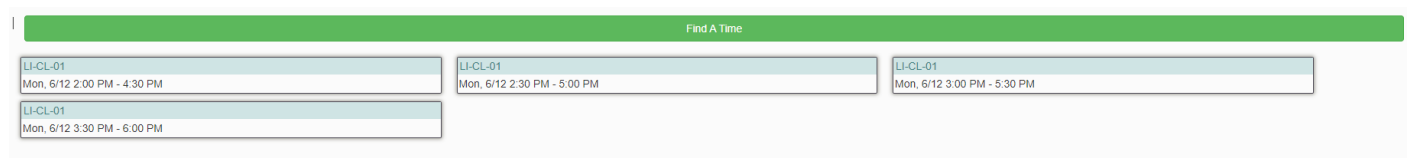
Fill the desired details and click "Find A Time".

A screenshot of a reservation form titled 'Find A Time'. The form is divided into several sections. At the top, there is a section for resource selection with a checkbox labeled 'Any Resource' (numbered 1) and a text input for 'Resources' (numbered 2). Below this is a section for time selection with a dropdown for hours (numbered 3), a dropdown for minutes (numbered 3), and a section for specific times (numbered 4) with start and end time inputs. A 'Repeat' section (numbered 5) has a dropdown for frequency. A 'More Options' section (numbered 6) contains several checkboxes for amenities like 'Airconditioned', 'Multimedia projector available', 'Sound system available', and 'Wi-Fi or Networking available'. At the bottom, there is a green button labeled 'Find A Time'.

Please note the functionality of each numbered boxes in the above image are as follows.

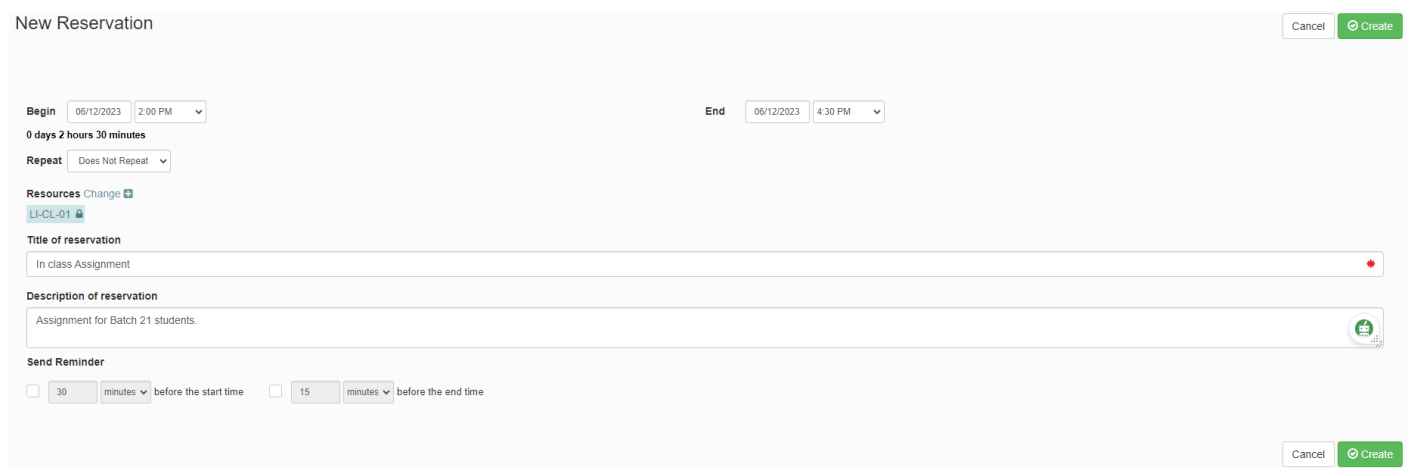
1. If you tick this box, your search will cover all resources. If this box is not checked, you must specify resources in box 2.
2. Begin typing to find the required resources, then pick from the drop-down menu. You have the option of selecting multiple resources.
3. You have the option of specifying the required time period.
4. If you have a specific time in mind, tick the box and enter the start and end times.
5. Set the frequency of repetition. Depending on the resource settings, this option may or may not operate.
6. To narrow your search, click "More options" and then select the appropriate options.

Once you click on "Find A Time" you will be prompted with available slots. Select a desired slot from the list.



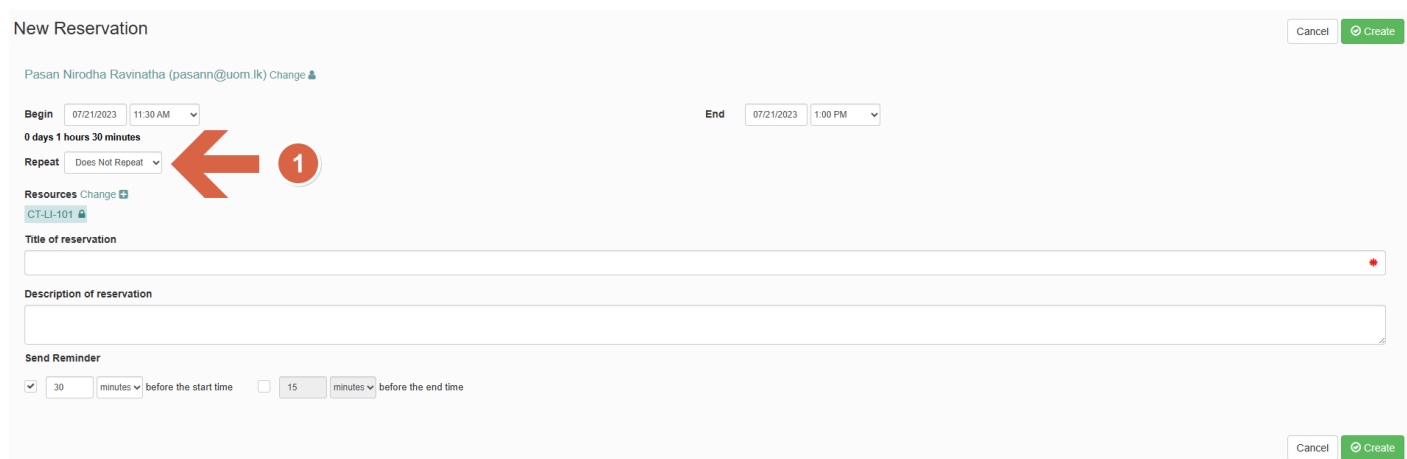
The "Find A Time" interface displays a green header bar with the text "Find A Time". Below the header, there are three columns of available slots for resource "LI-CL-01". Each slot is represented by a light blue box with a white border. The first column shows two slots: "Mon, 6/12 2:00 PM - 4:30 PM" and "Mon, 6/12 3:30 PM - 6:00 PM". The second column shows one slot: "Mon, 6/12 2:30 PM - 5:00 PM". The third column shows one slot: "Mon, 6/12 3:00 PM - 5:30 PM".

You will be redirected to a reservation page once you have selected a slot. Your reservation must have a title, and a description is optional but encouraged. When you are ready with all the details, click Create to create a booking. Keep in mind that this is a non-recurrent booking.



The "New Reservation" form is displayed. It includes a "Begin" date and time selector (06/12/2023, 2:00 PM) and an "End" date and time selector (06/12/2023, 4:30 PM). The duration is shown as "0 days 2 hours 30 minutes". The "Repeat" dropdown is set to "Does Not Repeat". The "Resources" section shows "LI-CL-01" with a lock icon. The "Title of reservation" field contains "In class Assignment". The "Description of reservation" field contains "Assignment for Batch 21 students." with a green icon. The "Send Reminder" section has two checkboxes: "30 minutes before the start time" (unchecked) and "15 minutes before the end time" (unchecked). The form has "Cancel" and "Create" buttons at the bottom right.

**If you need to make a recurrent reservation, follow below figures and steps:**



The "New Reservation" form is displayed for a recurrent booking. It includes a "Begin" date and time selector (07/21/2023, 11:30 AM) and an "End" date and time selector (07/21/2023, 1:00 PM). The duration is shown as "0 days 1 hours 30 minutes". The "Repeat" dropdown is set to "Does Not Repeat". The "Resources" section shows "CT-LI-101" with a lock icon. The "Title of reservation" field is empty. The "Description of reservation" field is empty. The "Send Reminder" section has two checkboxes: "30 minutes before the start time" (checked) and "15 minutes before the end time" (unchecked). The form has "Cancel" and "Create" buttons at the bottom right. A red arrow points to the "Repeat" dropdown with a red circle containing the number "1".

1. Do the same steps as above mentioned until you get to the New Reservation page.
2. Select your desired date range.
3. Click on the "Repeat "dropdown.
4. Choose the frequency which you want your reservation to be repeated.

**Repeat** Does Not Repeat ▾

**Resource**

**CTU-1**

**Title of r**

Does Not Repeat  
Daily  
Weekly  
Monthly  
Yearly  
Custom

5. If you selected:

- **Daily:** This sets a reservation to recur on a daily interval. For example, Repeat Daily every 2 days will create a reservation every other day at your specified time.

**Repeat** Daily ▾

**Every** 2 ▾ days

**Until** 07/30/2023

- **Weekly:** This sets a reservation to recur on a weekly interval and optionally, specific days of the week. For example, Repeat Weekly every 1 week on Monday, Wednesday, Friday will create a reservation on each of those days every week at your specified time.

**Repeat** Weekly ▾

**Every** 1 ▾ weeks

**Until** 07/30/2023

Sun	Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----	-----

- **Monthly:** This sets a reservation to recur monthly on the specific day of the month or the specific week of the month. For example, if it were the 2nd Wednesday of the month, Repeat Monthly on the day of the week would repeat the reservation at your specified time every 2nd Wednesday of the month. If it was the 10th of the month, Repeat Monthly on the day of the month would repeat the reservation at your specified time on the 10th of every month.

**Repeat** Monthly ▾

**Every** 3 ▾ months

**Until** 07/30/2023

day of month day c

- **Yearly:** This sets a reservation to recur on the same date and time every year.

**Repeat** Yearly ▾

**Every** 1 ▾ years

**Until** 07/30/2023

- **Custom:** This allows you to pick specific dates to repeat the reservation on. The reservation will occur on all selected dates at your specified time. Select a date click on add date to add the date to the list.



Repeat On 07/29/2023 [Add Date](#) 

07/24/2023 ✖

07/26/2023 ✖

07/27/2023 ✖

07/29/2023 ✖

6. When you've finished setting the recurrence, enter your reservation title and optional description, and then click 'Create' to submit the reservation for approval.

You will be prompted a success message if your reservation is made. If unsuccessful, the reason will be displayed.

Please note that for resources that need approval, the reservation will be confirmed only after the approval authority approves the request.

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Revision #7

Created 12 June 2023 07:18:03 by Pasan

Updated 23 July 2023 11:30:56 by Director Center for IT Services