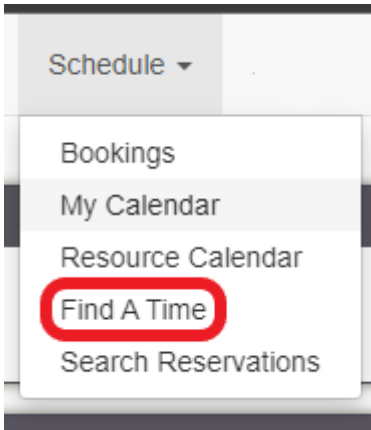


How to make a Reservation

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



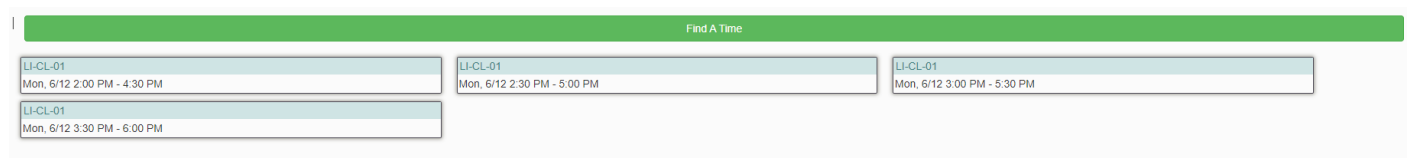
Fill the desired details and click "Find A Time".

A screenshot of the 'Find A Time' reservation form. 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 'Begin' and 'End' buttons. There is also a 'Repeat' section (numbered 5) with a 'Does Not Repeat' option. At the bottom, there is a 'More Options' section (numbered 6) with various filters like 'Minimum Capacity', 'Airconditioned', 'Multimedia projector available', 'Sound system available', 'Wi-Fi or Networking available', 'Resource Type', 'Could be used as an exam venue', 'Other resources available', and 'White board/ black board/ smart board availability'. A green 'Find A Time' button is at the bottom right.

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.

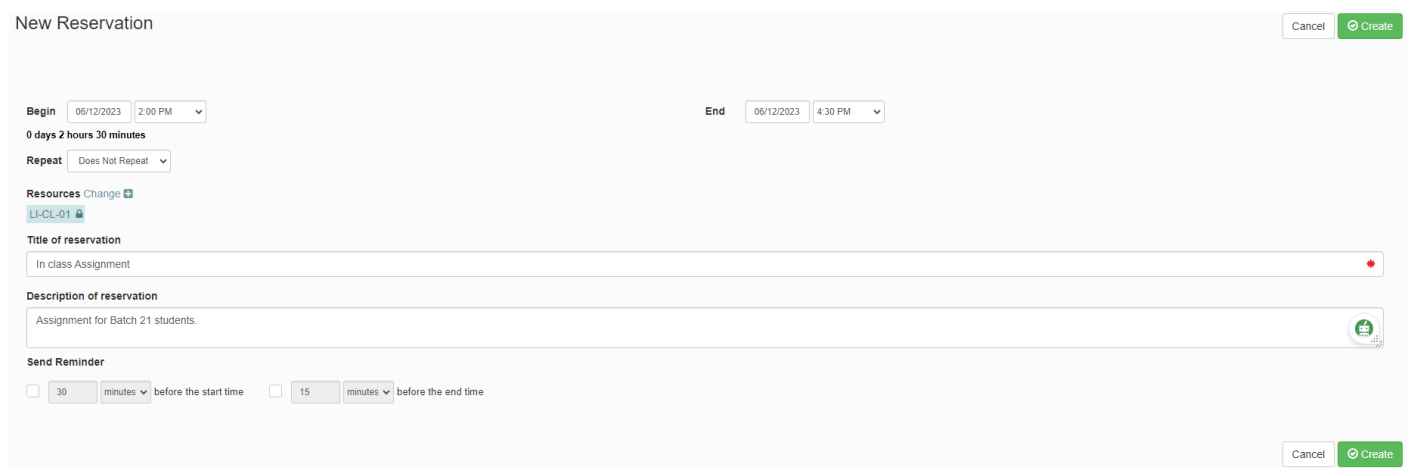
Once you click on "Find A Time" you will be prompted with available slots. Select a desired slot from the list.



The "Find A Time" interface displays a list of available slots for resource LI-CL-01. The slots are as follows:

Resource	Start Time	End Time
LI-CL-01	Mon, 6/12 2:00 PM	4:30 PM
LI-CL-01	Mon, 6/12 2:30 PM	5:00 PM
LI-CL-01	Mon, 6/12 3:00 PM	5:30 PM
LI-CL-01	Mon, 6/12 3:30 PM	6:00 PM

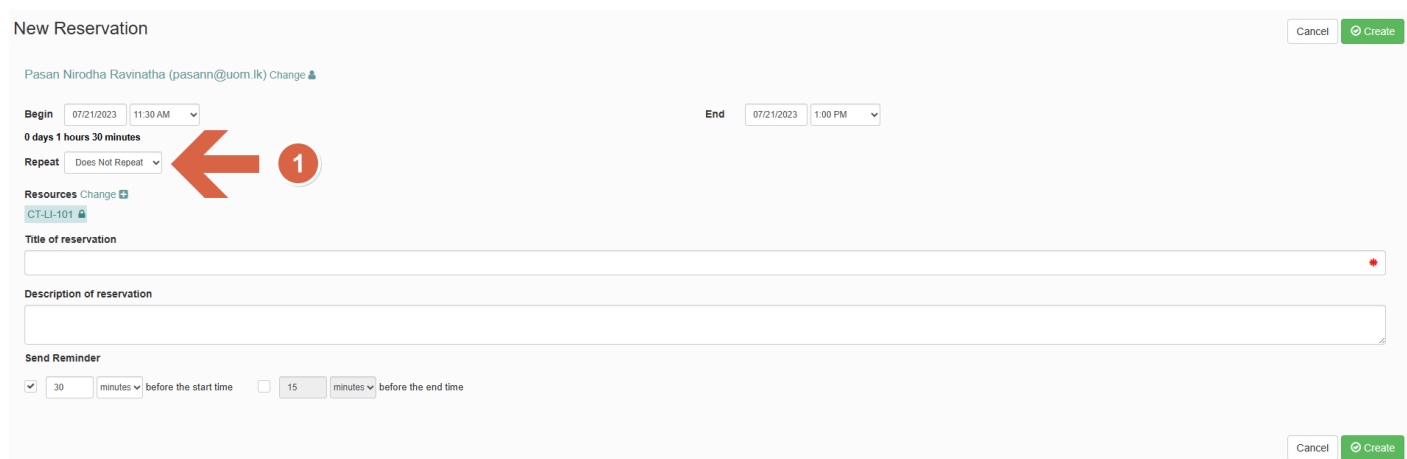
You will be redirected to a reservation page once you have selected a slot. Your reservation must have a title, and a description is optional but encouraged. When you are ready with all the details, click Create to create a booking. Keep in mind that this is a non-recurrent booking.



The "New Reservation" form for a non-recurrent booking is shown. The details are as follows:

- Begin:** 06/12/2023, 2:00 PM
- End:** 06/12/2023, 4:30 PM
- Duration:** 0 days 2 hours 30 minutes
- Repeat:** Does Not Repeat
- Resources:** LI-CL-01
- Title of reservation:** In class Assignment
- Description of reservation:** Assignment for Batch 21 students.
- Send Reminder:** 30 minutes before the start time

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



The "New Reservation" form for a recurrent booking is shown. The details are as follows:

- Begin:** 07/21/2023, 11:30 AM
- End:** 07/21/2023, 1:00 PM
- Duration:** 0 days 1 hour 30 minutes
- Repeat:** Does Not Repeat
- Resources:** CT-LI-101
- Title of reservation:**
- Description of reservation:**
- Send Reminder:** 30 minutes before the start time

An orange arrow points to the "Repeat" dropdown menu, which is labeled 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 x

07/26/2023 x

07/27/2023 x

07/29/2023 x

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.

Revision #7

Created 12 June 2023 07:18:03 by Pasan

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