

## BUILDING MANAGER MANUAL PROCESS CREATE A SINGLE DAY RESERVATION



## 1. <u>Create a Single Day Reservation from the Book(Desktop icon)</u>

• Select the Book button from the toolbar.

	CC CC	
Во	ool	k

• In the book, on the row the represents the room you want to reserve, click on the time that you want the event to begin, and drag to the time you want the event to end.

Building: Coolidge Buildin	g	- 1	view: D	aily 👻	Print				Т	ime Zone:	Eastern	Time	<b>+</b> R	efresh Op	ption
Date: 1/20/2014 Mon	<ul> <li>Today</li> </ul>		( • )		ek 🔺				Year						
Filter									liday 201	4					
Rooms (8)	Capacity	7		8	9	10	1	1	12p	1	2	3	4 !	56	
Coolidge Building		Ľ									Martin Lu	ther King H	Iciliday 2014	4	
101	40														
102	40										Test Bi	ling Event			
103	40														
104	40														
110 Lab	20														
111 Lab	20														
112 Lab	20														
200 (Auditorium)	200														

• The Reservation Wizard window will open. Choose a status and click next.

2						Rese	rvation Wizard	- 🗆 🗙	
Wizard Templat	e: (no	ne)				•		Option	s
Calendar Se	ected Da	tes (1)					Location Features		
<< <	Januar	y		20	)14 >	>>	Search		-
S	м	т	w	т	F	S	Method: O Standard O Best Fit   Specifi		
<u>29</u>	<u>30</u>	<u>31</u>	1	2	3	4	Building: Coolidge Building		
5	6	7	8	<u>9</u>	10	11	Room: 104	$\searrow$	4
12	13	14	15	16	17	18	Location:		
19	20	21	22	23	24	25	Room Specifications:		-
							Type: (all)	~	
26	27	28	29	30	<u>31</u>	1	Floor: (all)	~	
2	3	4	5	6	7	8	Setup Type: (all)	~	
Date Pa	tem	Clea	ar Month		Clear A	JI	Setup Count: 0		
Time							Status		_
Start:	10:00 A		End:	1:00 PI	N .	•	Status: Confirmed Reconfirm	n: 💌	]
Time Zone:	Eastern					~			
— Setup/Tea Use Default:			Setup:	0	Teardow	n: 0			
Cancel	Res	set		Group In	fo			Next >	

• Complete the reservation by indicating the event name, the group sponsoring the event, and other critical event information. Information that is required will have a red button next to it. Click *Finish*.

22	Re	serva	ation Wizard			-	□ ×
Wizard Template: (r	none) 👻						Options
Event							
Event Name:	Advisee Meeting		VIP Event:				
Event Type:	Meeting v		Source:	Phone		~	
Group/Contacts							
Group:	Chemical Engineering			✓ >			
1st Contact:	Carolyn Bertozzi 🗸 🗸	2	Phone: •	123.444.5555	Fax:	-	
Temp Contact:			Email Address:	carolyn@mit.edux			
Business Manager:	(none) 🗸		Phone: 👻		Fax:	-	
Temp Contact:			Email Address:				
Room Setup Billing	Other Virtual User Defined Fields						
Setup Type:	Classroom Style	,					
Setup Count:	10						
					Г		
Cancel	Group Info					< Previous	Finish



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## 2. Add Furniture or Other Resources to an Event

Select the booking level for the appropriate date and location that you would like to add a resource to (on the left hand side).

Navigator - Testing Stadium VIP mee		- • •
Open Reservation View Alerts	Print Re	efresh Settings
Testing Stadium VIP meeting (Reservation No. 3292)  August 2017 Thu 10:15 AM - ATH-  August 2017 Thu 10:15 AM - ATH-  August 2017 Thu 10:15 AM		History omments (0)
UAPB Facilies Equipment	Date:         4/20/2017 Thu         Event Name:         Testing Stadium VIP meeting           Reserved:         10:15 AM - 1:00 PM         Location:         ATH- Football - ATH-           Event:         10:15 AM - 1:00 PM         Event Type:         (none)           Setup Type:         Open Style         Status:         Tentative	Edit Confirmation Outlook
	Booking No.: 103547 Setup Count: 20	New
	Category Service Start End Reviewe LRC - Audio Visual	l Equipment
	Thompson Hospitality Menu Dropoff Service 10:15 AM 1:00 PM Room Charge	
	UAPB Facilities Equipment (none) Thompson Hospit	ality Equipment
	Thompson Hospit	ality Menu
	Thompston Hospi	itality Labor
	UAPB Police and P	Public Safety

- Click the New button in the bottom right-hand portion of the window and select the category of resources that you would like to add for this event. OR right click on the booking listing on the left hand side of the screen, then scroll to "new" and select the appropriate category.
- A pop up Resource Window will appear. In my example:

Grouping:	(all)			•
Quantity:	1.00			
Filter:				
Resource (6)		Price	Serves	
Data Projector		\$0.00		
Flip Chart		\$0.00		
Mobile LCD TV		\$0.00		
Mobile Video Confe	rence Unit	\$0.00		
Speakerphone		\$0.00		
Whitebeard		\$0.00		
		<u> </u>		)
		Select		Cancel
			Select	Select (

• Select the item that you would like to add, insert the quantity in the quantity field, and click Select to add the item to this event.