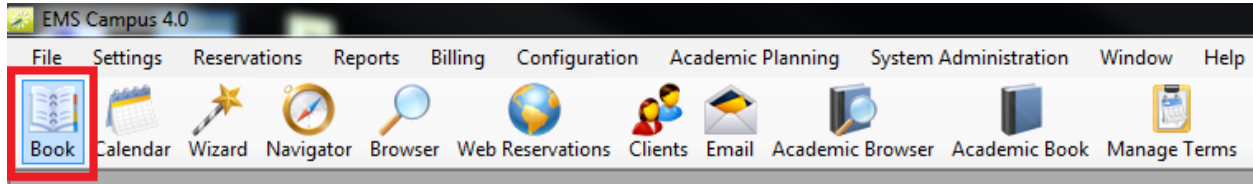
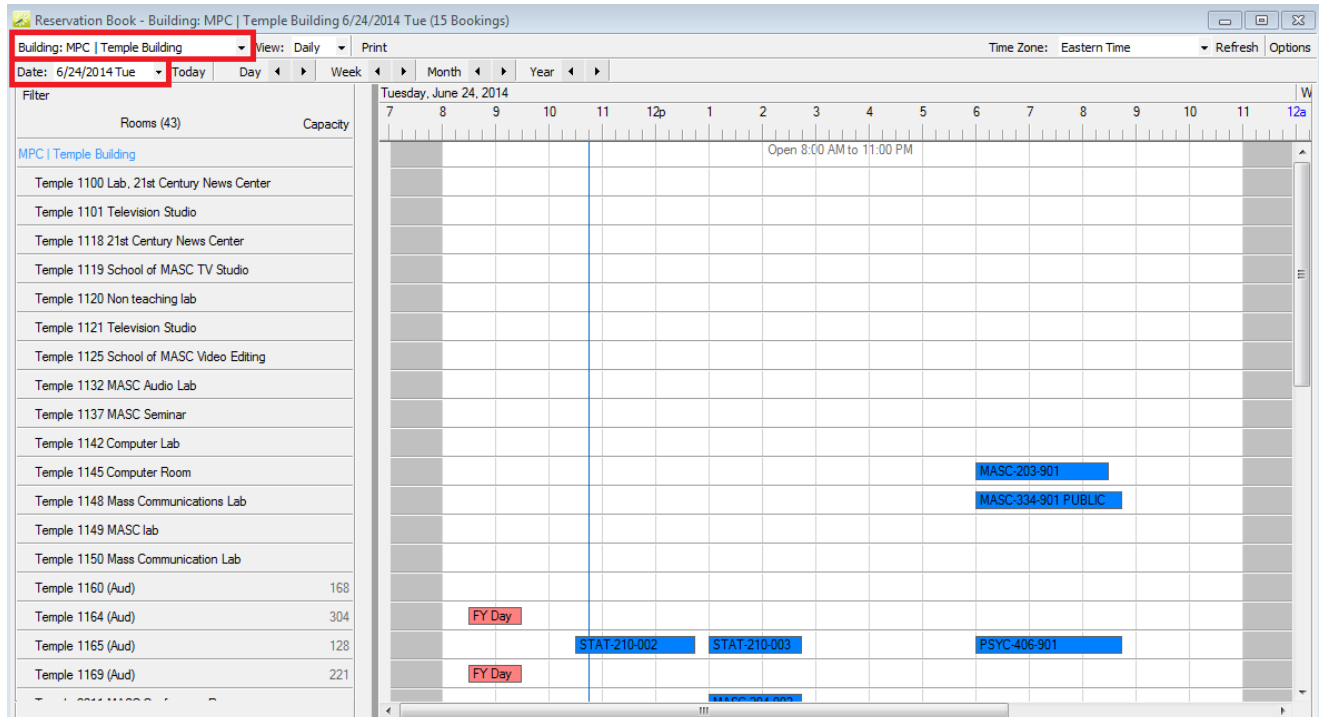


# How to Make a Reservation through the Book

1. Select the “Book” from the main menu.



2. Once the book opens, select the building you would like to make a reservation in from the “Building” drop-down menu in the top left corner. Then select the date of the reservation.



3. The left side of the book lists all of the classrooms in that building. The right side of the book is a grid view of all of the reservations in the building that day. Pick which room you would like to have your reservation in and select the time on the right side of the book. When you click the time you desire, the pointer will turn into a double-sided arrow allowing you to simply drag your reservation time to the right.

For this example, we will make a reservation from 12:00 P.M – 2:00 P.M. in the Temple Building, Room 1119.

The screenshot displays a reservation booking application. On the left, a list of rooms is shown with their capacities. The room 'Temple 1119 School of MASC TV Studio' is highlighted with a red box. On the right, a grid view shows reservations for Tuesday, June 24, 2014. A reservation for 'Temple 1119 School of MASC TV Studio' from 12:00 PM to 2:00 PM is highlighted with a red box. A tooltip for this reservation shows the room name and time. Other reservations include 'FY Day', 'STAT-210-002', 'STAT-210-003', 'MASC-203-901', 'MASC-334-901 PUBLIC', and 'PSYC-406-901'.

Room	Capacity
Temple 1100 Lab, 21st Century News Center	
Temple 1101 Television Studio	
Temple 1118 21st Century News Center	
<b>Temple 1119 School of MASC TV Studio</b>	
Temple 1120 Non teaching lab	
Temple 1121 Television Studio	
Temple 1125 School of MASC Video Editing	
Temple 1132 MASC Audio Lab	
Temple 1137 MASC Seminar	
Temple 1142 Computer Lab	
Temple 1145 Computer Room	
Temple 1148 Mass Communications Lab	
Temple 1149 MASC lab	
Temple 1150 Mass Communication Lab	
Temple 1160 (Aud)	168
Temple 1164 (Aud)	304
Temple 1165 (Aud)	128
Temple 1169 (Aud)	221

4. The “Reservation Wizard” information box will appear. All of the information needed is already filled in (highlighted in green) from where you made the reservation in the book. The only field you need to select is the “Status” of the reservation. Select “Confirmed – FINAL” then click “Next.”

The screenshot shows the "Reservation Wizard" application window. It features a calendar for June 2014 with the date 24 highlighted in a green box. Below the calendar, the "Time" section is highlighted in green, showing a start time of 12:00 PM, an end time of 2:00 PM, and a time zone of Eastern Time. To the right, the "Location" and "Features" tabs are visible. The "Location" section is highlighted in green, showing "Building: MPC | Temple Building" and "Room: Temple 1119 School of MASC TV Studio". Below this, the "Status" dropdown menu is highlighted in red, showing "Confirmed - FINAL". At the bottom, there are buttons for "Cancel", "Reset", "Client Info", and "Next >".

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Time  
Start: 12:00 PM End: 2:00 PM  
Time Zone: Eastern Time

Location Features  
Method:  Standard  Best Fit  Specific Room  
Building: MPC | Temple Building  
Room: Temple 1119 School of MASC TV Studio  
Location:   
Room Specifications:  
Type: (all)  
Floor: (all)  
Setup Type: (all)  
Setup Count: 0

Status: Confirmed - FINAL Reconfirm:

Cancel Reset Client Info Next >

5. In the next information box, enter the name of your reservation into the “Event Name” field. For our example, we will call our event “EMS Training Class.”

The screenshot shows the 'Reservation Wizard' application window. The 'Event' section is highlighted with a red box. The 'Event Name' field contains the text 'EMS Training Class'. The 'Event Type' dropdown is set to '(none)'. The 'VIP Event' checkbox is unchecked. The 'Source' dropdown is set to '(not specified)'. Below the 'Event' section is the 'Client/Contacts' section, which includes a 'Client' dropdown, '1st Contact' and '2nd Contact' dropdowns (both set to '(none)'), and fields for 'Phone' and 'Fax' for each contact. The 'Room Setup' section is at the bottom, with tabs for 'Billing', 'Other', 'Virtual', and 'User Defined Fields'. The 'Room Setup' section includes a 'Setup Type' dropdown set to '(default)' and a 'Setup Count' field set to '0'. At the bottom of the window are buttons for 'Cancel', 'Client Info', '< Previous', and 'Finish'.

6. For the “Client” field, select the department which you are making the reservation under. The contact for that department should automatically populate. If it does not or you wish to be a contact for the department you can enter a temporary contact. You can also enter the “Setup Type” and “Setup Count” of your reservation if you wish.

The screenshot shows the 'Reservation Wizard' application window. The 'Event' section includes fields for 'Event Name' (EMS Training Class), 'Event Type' (none), 'VIP Event' (checkbox), 'Video Conference' (checkbox), and 'Source' (not specified). The 'Client/Contacts' section is highlighted with a red box and contains the following information:

- Client: FM/Conference & Scheduling Services/Event Internal
- 1st Contact: Brad Bower
- Phone: 804-828-0317
- Fax: (empty)
- Email Address: bowerbs@vcu.edu
- Temp Contact: (empty)
- 2nd Contact: (none)
- Phone: (empty)
- Fax: (empty)
- Temp Contact: (empty)
- Email Address: (empty)

Below the contact information, the 'Room Setup' tab is selected, showing:

- Setup Type: Classroom
- Setup Count: 20

At the bottom of the window are buttons for 'Cancel', 'Client Info', '< Previous', and 'Finish'.

7. Click “Finish” and an information box will pop-up that shows your reservation summary.

The screenshot shows the 'Navigator - EMS Training Class (Reservation No. 161086)' application window. The reservation summary is displayed as follows:

- Event Name: EMS Training Class
- Client: FM/Conference & Sched... Status: Confirmed - FINAL
- 1st Contact: Brad Bower VCU Scheduler: Nichole Smithson
- Phone: 804-828-0317 VPHS Sched...: (none)
- Reservation No.: 161086

Below the summary is a table with one record:

Date	Start	End	Building	Room	Event	Event Type	Status
6/24/2014 Tue	12:00 PM	2:00 PM	Temple	TEMPL 1119	EMS Training Class	(none)	Confirmed - FINAL

At the bottom of the window, it shows '1 Records' and a 'Close' button.