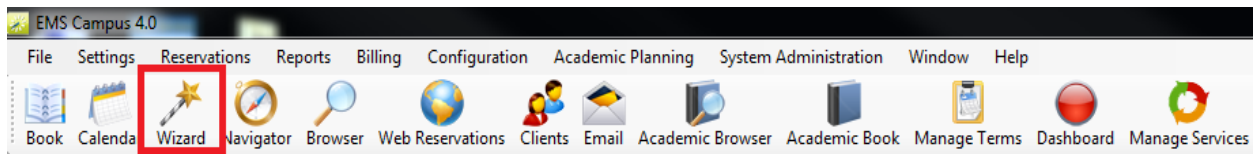
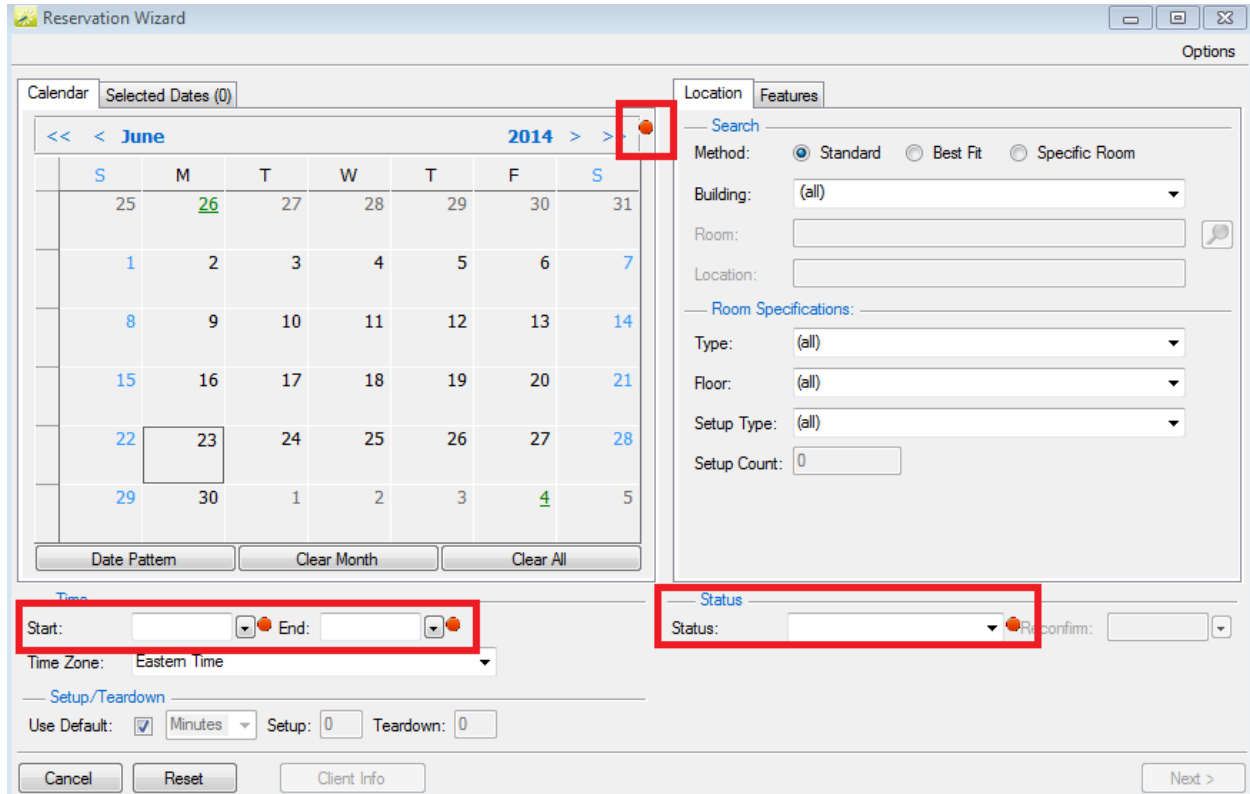


How to Make a Reservation through Wizard

1. Click the “Wizard” button on the Main Menu bar



2. An information box should appear. All of the fields that have red dots next to them are required to make the reservation.



3. Pick the date on the calendar you wish to make your reservation by clicking the day. You can also select more than one day or make a reoccurring reservation. When you click the desired date, it should highlight in blue.

a. Selecting one day

The screenshot shows the 'Reservation Wizard' window. On the left, a calendar for June 2014 is displayed. The date June 25 is highlighted in blue and enclosed in a red rectangular box. Below the calendar are buttons for 'Date Pattern', 'Clear Month', and 'Clear All'. On the right, the 'Location' and 'Features' tabs are active. The 'Search' section includes radio buttons for 'Standard' (selected), 'Best Fit', and 'Specific Room'. Below this are dropdown menus for 'Building' (set to '(all)'), 'Room', and 'Location'. The 'Room Specifications' section includes dropdown menus for 'Type', 'Floor', and 'Setup Type', all set to '(all)', and a 'Setup Count' field set to '0'. At the bottom, there are fields for 'Start' and 'End' times, a 'Time Zone' dropdown set to 'Eastern Time', and 'Setup/Teardown' options with 'Use Default' checked, 'Minutes' selected, and 'Setup' and 'Teardown' fields set to '0'. A 'Status' dropdown and a 'Reconfirm' checkbox are also present. At the very bottom are 'Cancel', 'Reset', 'Client Info', and 'Next >' buttons.

b. Selecting multiple days

The screenshot shows the 'Reservation Wizard' window with the same layout as above. In the calendar, the dates June 25, 26, 27, and 28 are highlighted in blue and enclosed in a red rectangular box. The 'Clear Month' button is highlighted in blue. The rest of the interface, including the search and room specification sections, remains the same as in the previous screenshot.

c. If you know your reservation will be on a certain day at the same time you can make a recurring reservation. For this example, assume we will need to reserve space every Wednesday.

Reservation Wizard

Calendar Selected Dates (6)

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

Location Features

Search

Method: Standard Best Fit Specific Room

Building: (all)

Room: []

Location: []

Room Specifications:

Type: (all)

Floor: (all)

Setup Type: (all)

Setup Count: 0

Time

Start: [] End: []

Time Zone: Eastern Time

Setup/Teardown

Use Default: Minutes Setup: 0 Teardown: 0

Cancel Reset Client Info Next >

Reservation Wizard

Calendar Selected Dates (6)

S	M	T	W	T	F	S
29	30	31	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	31	1	2
3	4	5	6	7	8	9

Location Features

Search

Method: Standard Best Fit Specific Room

Building: (all)

Room: []

Location: []

Room Specifications:

Type: (all)

Floor: (all)

Setup Type: (all)

Setup Count: 0

Time

Start: [] End: []

Time Zone: Eastern Time

Setup/Teardown

Use Default: Minutes Setup: 0 Teardown: 0

Cancel Reset Client Info Next >

4. Enter the start and end time you wish to reserve space for in the “Time” field. For this example, we will browse for space to reserve on June 25 from 1:00 P.M. – 3:00 P.M.

The screenshot shows the 'Reservation Wizard' window. On the left, a calendar for June 2014 is displayed with the 25th highlighted. Below the calendar, the 'Time' section is highlighted with a red box, showing 'Start: 1:00 PM' and 'End: 3:00 PM'. The 'Status' is set to 'Confirmed - FINAL'. The 'Building' dropdown is set to '(all)'. Other fields include 'Room:', 'Location:', 'Type:', 'Floor:', 'Setup Type:', and 'Setup Count: 0'. Buttons for 'Cancel', 'Reset', 'Client Info', and 'Next >' are visible at the bottom.

5. If you are looking for all available spaces on VCU/MCV campus keep the “Building” option as (all). If you are looking for spaces in a specific building, you can click the drop down menu to pick the building you desire.

This screenshot shows the 'Reservation Wizard' window with the 'Building' dropdown menu open. The menu is highlighted with a red box and lists several buildings: 'MCV | Baxter Perkinson Building', 'MCV | Bio Tech One', 'MCV | Cabaniss Hall', 'MCV | Egyptian Building', 'MCV | Engineering TRIP Center', 'MCV | George Ben Johnston Auditorium', and 'MCV | Goodwin Research Lab'. The 'Building' dropdown is currently set to '(all)'. The 'Time' section shows empty start and end time fields. The 'Status' is set to 'Confirmed - FINAL'. Other fields include 'Room:', 'Location:', 'Type:', 'Floor:', 'Setup Type:', and 'Setup Count: 0'. Buttons for 'Cancel', 'Reset', 'Client Info', and 'Next >' are visible at the bottom.

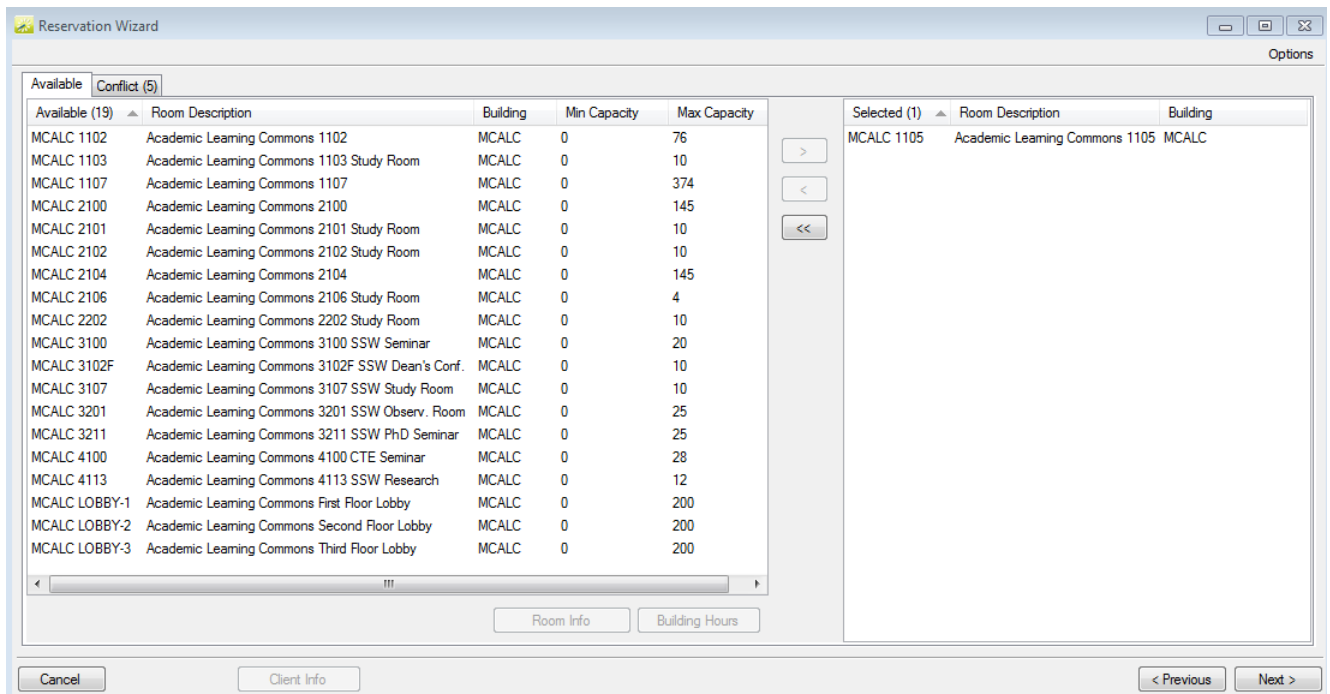
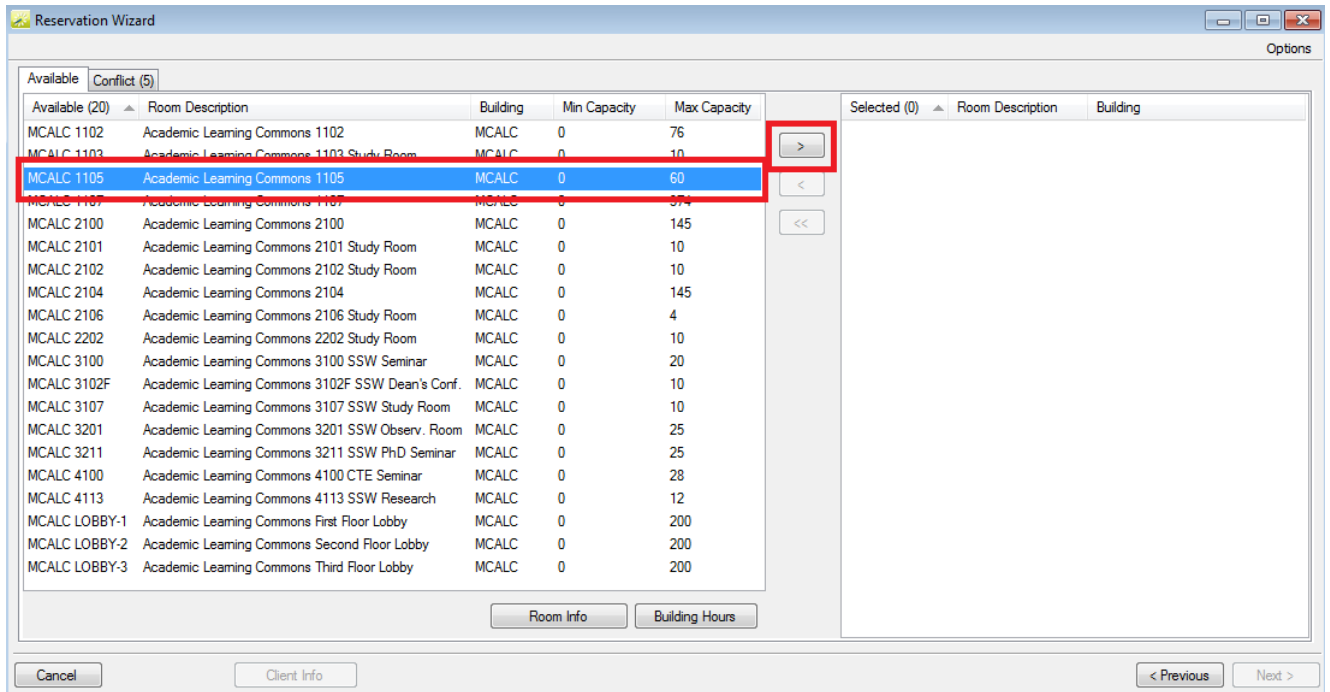
6. For this example, we will continue to browse for space on June 25th from 1:00 P.M – 3:00 P.M in the Academic Learning Commons.

The screenshot shows the 'Reservation Wizard' window. On the left, the 'Calendar' tab is active, displaying a calendar for June 2014. The date June 25 is highlighted. Below the calendar are buttons for 'Date Pattern', 'Clear Month', and 'Clear All'. On the right, the 'Location' tab is active. The 'Search' section includes a 'Method' dropdown set to 'Standard', and a 'Building' dropdown set to 'MPC | Academic Learning Commons'. Below this are fields for 'Room', 'Location', and 'Room Specifications' (Type, Floor, Setup Type, Setup Count). At the bottom, there are 'Time' and 'Status' sections. The 'Time' section has 'Start' and 'End' dropdowns, and a 'Time Zone' dropdown set to 'Eastern Time'. The 'Status' section has a 'Status' dropdown and a 'Reconfirm' dropdown. At the very bottom are buttons for 'Cancel', 'Reset', 'Client Info', and 'Next >'.

7. For “Status”, select “Confirmed – FINAL” from the drop-down menu then click Next.

This screenshot is similar to the previous one, but the 'Status' dropdown menu is now open and highlighted with a red box. The dropdown menu shows 'Confirmed - FINAL' as the selected option. The 'Building' dropdown in the 'Location' section remains highlighted with a red box from the previous step. All other elements of the interface are identical to the previous screenshot.

8. The next information box shows all of the available rooms along with the minimum and maximum capacities. Select which room you would like to reserve then click the top arrow button (>). You can also select more than one room if need be. Click next when you are finished.



9. 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 'Event' tab of the Reservation Wizard. The 'Event Name' field is highlighted with a red box and contains the text 'EMS Training Class'. Other fields include 'Event Type' (none), 'VIP Event' (checkbox), and 'Source' (not specified). Below the Event section is the 'Client/Contacts' section, which includes fields for Client, 1st Contact, Temp Contact, 2nd Contact, and Temp Contact, along with Phone and Fax fields. At the bottom, there are tabs for Room Setup, Billing, Other, Virtual, and User Defined Fields, and buttons for Cancel, Client Info, < Previous, and Finish.

10. 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 'Client/Contacts' tab of the Reservation Wizard. The 'Client' field is highlighted with a red box and contains the text 'FM/Conference & Scheduling Services/Event Internal'. The '1st Contact' field is also highlighted with a red box and contains the text 'Brad Bower'. The 'Setup Type' field is highlighted with a red box and contains the text 'Classroom', and the 'Setup Count' field is highlighted with a red box and contains the text '20'. Other fields include 'Event Name' (EMS Training Class), 'Event Type' (none), 'VIP Event' (checkbox), 'Video Conference' (checkbox), 'Source' (not specified), 'Phone' (804-828-0317), 'Fax', 'Email Address' (bowerbs@vcu.edu), and 'Temp Contact' fields. At the bottom, there are tabs for Room Setup, Billing, Other, Virtual, and User Defined Fields, and buttons for Cancel, Client Info, < Previous, and Finish.

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

The screenshot shows a software window titled "Navigator - EMS Training Class (Reservation No. 161066)". The interface includes a left-hand navigation pane with a tree view containing "EMS Training Class (Reservation No. 161066)" and a sub-item "6/25/2014 Wed 1:00 PM - MCALC 1105". The main area is divided into several sections:

- Summary Section:** Displays key reservation details:
 - Event Name: EMS Training Class
 - Client: FM/Conference & Sched...
 - 1st Contact: Brad Bower
 - Phone: 804-828-0317
 - Reservation No.: 161066
 - Status: Confirmed - FINAL
 - VCU Scheduler: Nichole Smithson
 - VPHS Sched...: (none)
- Table Section:** A table with columns for Date, Start, End, Building, Room, Event, Event Type, and Status. It contains one record:

Date	Start	End	Building	Room	Event	Event Type	Status
6/25/2014 Wed	1:00 PM	3:00 PM	MCALC	MCALC 1105	EMS Training Class	(none)	Confirmed - FINAL
- Buttons:** A vertical column of buttons on the right side includes "Edit", "Confirmation", "Change Status", "Update Pricing", "New", "Delete", "Tools", "Details", "Confirmation", and "Close".
- Footer:** A small box at the bottom left indicates "1 Records".