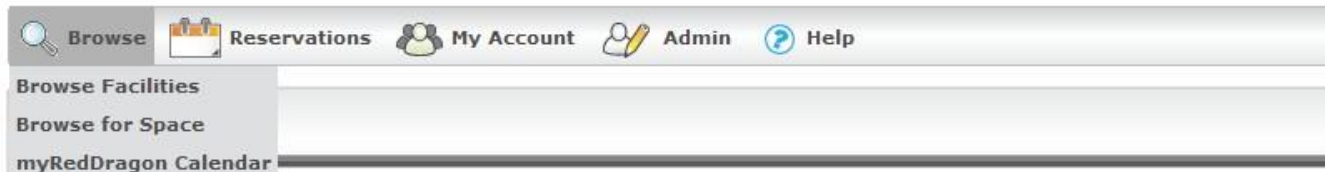


# Instructions to Reserve a Room

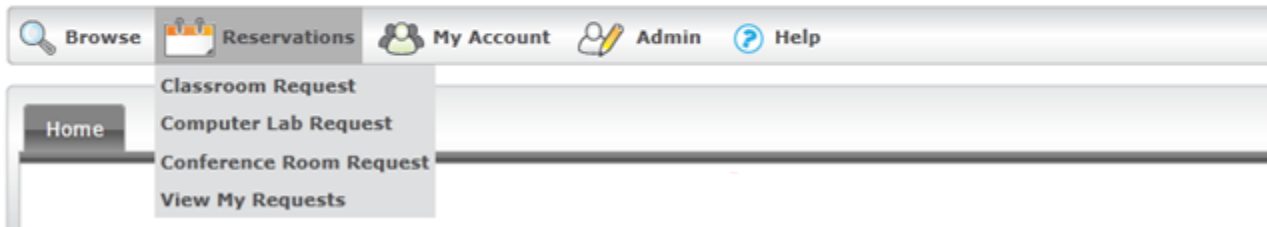


## Browse Tab

Browse Facilities – This tool allows you to view all facilities and their configurations.

Browse Space – This tool opens a calendar showing the room availability. A filter option is available in the top right which permits the removal of facilities that don't meet your specific needs.

myRedDragon Calendar - This tool opens a new window and presents the myRedDragon Calendar to browse for events.



### Reservations Tab

Classroom Request – Use this tool to create a room reservation for a classroom

Computer Lab Request – Use this tool to create a room reservation for a computer lab

Conference Room Requests – Use this tool to create a room reservation for a conference room or event space

View Requests – This tool allows the user to review their own room reservations and status

### My Account Tab

For the average user the only option available is Log Out of the system.

### Admin Tab– User Options

Personalize – This option enables you to create a personalized view in the reservation system.

My Favorites – This option allows you to save favorite searches for repeating reservations.

### Help Tab

Instructions - This is a step-by-step guide to complete the room request form.



You can click on the blue question mark symbols located throughout the system for more detailed information on the Cortland version of that particular portion of the request.

# Creating a Reservation

The screenshot shows the 'Room Request' tool interface. On the left, there are three sections: 'When and Where' with fields for Date (3/24/2012 Sat), Start Time (8:00 AM), and End Time (9:00 AM); 'Setup Information' with an Attendance field set to 5; and 'Availability Filters' with checkboxes for 'Accessible' and 'Cable TV'. A 'Find Space' button is located below the 'Setup Information' section. The main area on the right is titled 'Selected Locations' and shows a grid of room availability for Saturday, March 24, 2012, from 7 AM to 6 PM. The grid lists rooms under three buildings: Brockway Hall, Corey Union, and Miller Building. Blue bars indicate reserved time slots for various rooms.

Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
<b>Brockway Hall</b>													
+ Room 221 - Jacobus	120												
+ Brockway Hall Steps	10												
<b>Corey Union</b>													
+ Caleion Room	40												
+ Room 112 - Lobby	75												
+ Room 139	40												
+ Room 209	20												
+ Room 220 - Exhibition	175												
+ Room 301-303	16												
+ Room 305-306	16												
+ Room 316 - Function R	722												
+ Steps	100												
<b>Miller Building</b>													

The first section to the Room Requests tool is the left column where users enter the general parameters needed for the reservation. Parameters include:

- ✦ the events Date/Time
- ✦ specific buildings if desired
- ✦ the number of attendees
- ✦ if features are required for the event

*Remember, if buildings or features are selected they will reduce the number facilities shown as available for the event.*

The second section to Room Request tool is the right hand column which has three tabs.

- ✦ The first tab (*Info*) is a quick set of instructions for the tool. You can click back to the Info tab to refer to these instructions without losing your request information.
- ✦ Clicking on the blue 'Find Space' button in the left column opens the second tab (*Location*). This tab shows the facilities that fit the search parameters of the first column, shown in a list or grid format.
  1. Clicking on the room number brings up a complete description of the facility including room details, setup types, and features.
  2. Clicking on the plus (+) sign to the left of a room selects it as the facility requested and puts it at the top of the tab. Users should not select more than one facility; submitting more than one room for a reservation will reserve multiple rooms for a single event.

3. Before submitting your reservation, you will need to fill in the event details on the third tab.

The screenshot shows the 'Room Request' interface with the 'Details' tab selected. The form is organized into several sections:

- When and Where:** Includes fields for Date (4/6/2012 Fri), Start Time, End Time, and Facilities (all).
- Setup Information:** Includes Attendance (0) and a 'Find Space' button.
- Availability Filters:** A list of features with checkboxes: Accessible, Cable TV, Carpet, Catering Available (ASC), Chairs, Chalkboard, and Computer.
- Event Details:** Includes Event Name and Event Type.
- Department/Org Details:** Includes Department/Org (Information Resources Supp), 1st Contact (temporary contact), Name, Phone, Fax, and Email.
- Other Information:** Includes checkboxes for 'Would you like this event to be displayed on myRedDragon Calendar...' and 'Would you like your event submitted for publication to the Featured Events Calendar...'

✎ The third tab (*Details*) is a form for required information for events, contact information for the event itself, and whether the user would like to request the event be featured on the Featured Events Calendar on the College's main webpage and/or the myRedDragon Calendar on the myRedDragon Home tab.

1. Users must submit the event name and type of event.
2. The Department/Org will default to the Users' department, but Users can add additional Department/Org by following these steps:
  - a. click the magnifying glass
  - b. search for the appropriate designation
  - c. add it by clicking the plus (+) sign
  - d. click "done"
3. The first contact designation shows as selectable, but must currently stay as temporary contact.

4. The name, phone, and e-mail should be filled in for the person who is requesting the event. This may not be the person actually entering the request.
5. The non-required information for the person responsible at the event is in case that person is not previously identified, and allows users to submit contact information.
6. Users must select with the drop-down menu if they are requesting the event be listed on the myRedDragon Calendar, which is only available to the campus community.
7. Users must select with the drop-down menu if they are requesting the event be listed on the featured events calendar. This does not assure listing, but submits the request for approval.
8. You must check the 'I have read and agree to the terms and conditions' box.

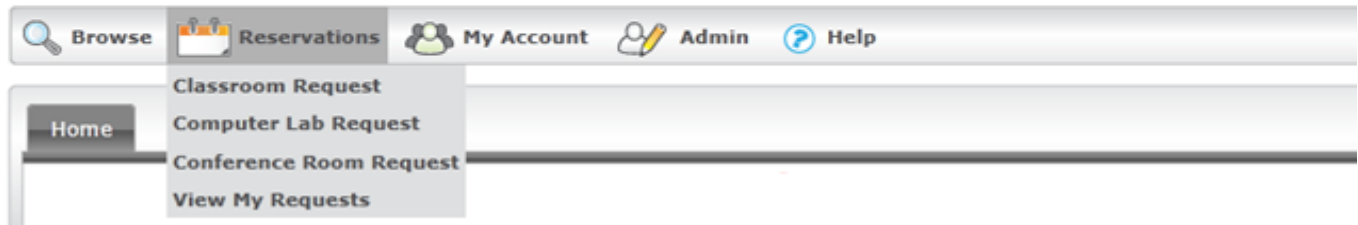
Once the information in the tabs is complete, click the yellow Submit Reservation button. The reservation has now been submitted for approval. Users will be taken to the Reservation Details screen where they can edit the details of a reservation. Users will also be sent an e-mail with a Request Summary.

Current		Historical					
Reservation Id: <input type="text"/>		Event Name: <input type="text"/>					
Quick Search			<input type="checkbox"/> Show Cancelled				
Reservations							
ID	NAME	DEPARTMENT/ORG	FIRST BOOKING ^	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
26172	Test Meeting	Information Resources Support Center	3/17/2012 Sat	3/17/2012 Sat	Web Request	Miller Building - Room 206	No

# View My Requests



myRedDragon Room Reservation System



There are two tabs in View My Requests: Current and Historical. Current shows present and future requests and Historical shows events that have already taken place. Clicking on an event brings up the Reservation Details screen.

Reservation Details    Additional Information    [Back to My Requests](#)

**Reservation Id** 26172    [Edit Reservation](#)  
**Event Name** Test Meeting    [Add Booking](#)  
**Event Type** Meeting    [Service Availability](#)  
**Department/Org Name** Information Resources Support Center    [View Reservation Summary](#)  
**1st Contact Name** Roger Cotrofeld    [Add booking to personal calendar](#)  
**Phone** 753 2500    [Booking Tools](#)

**Person Responsible at Event Name**  
**Phone**

All    Current    Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		3/17/2012 Sat	8:00 AM - 9:00 AM	Test Meeting	Miller Building - Room 206	Denied	Conference Style (5)

The left hand side of the Reservation Details screen displays the current reservation being viewed and its details. Beneath it is a browser that lets you select any other reservation; All, Current, or Historical. The right hand side of the screen is a real editing powerhouse, which allows you to edit, cancel, or remove reservations.

Last updated: 9-12-2012