

Resource/Conference Rooms Admin

Create New Site:

Click on New Site in toolbar.



Site Profile

Site name

Domain name

Resource reservation server

Resource reservation filename

Resource reservation autoreReminder Enabled Disabled

Name the site – Name carefully, you cannot edit the site name.

These fields will be filled in automatically.

Click Enabled if you want auto reminders to be sent out.

Make your choices for the auto reminder.

Site Profile

Resource reservation autoreReminder Enabled Disabled

Send autoreReminder for: All rooms/resources Particular rooms/resources

All reservations
 Manually created reservations only

When autoreReminder should be sent: Weekly Daily

On:

Erie 1 sends out reminders every Friday that reminds us of our upcoming reservations for the next week. This is a great feature!

If you selected particular rooms/resources, see box below.

Note: Weekly autoreReminders include all reservations that occur within the following 7 days. Example: An autoreReminder sent weekly on Monday will include reminders for all meetings that start on Tuesday through the following Monday.

Send autoreReminder for: All rooms/resources Particular rooms/resources

Select rooms/resources:

Click to select rooms/resources to be notified about.

Create New Resource

Click on New Resource from top tool bar
Fill in form below. Save and Close when form is complete

The screenshot shows a web form for creating a new resource. It is divided into several sections:

- Resource type:** Radio buttons for 'Room' (selected) and 'Online Meeting Place'. A callout box points to the 'Room' radio button with the text: "Name of room".
- Resource data:**
 - Name:** Text input field containing "Computer Lab". A callout box points to it with the text: "Give specific detail about what is in the room."
 - Description:** Text input field containing "25 Windows XP computers." A callout box points to it with the text: "What is the capacity of the room? **Note: if you select Other, this will change to Category.**"
 - Site:** Dropdown menu showing "Maryvale-Erie 1". A callout box points to it with the text: "Select site where room/resource is located".
 - Capacity:** Text input field containing "25". A callout box points to it with the text: "What is the capacity of the room? **Note: if you select Other, this will change to Category.**"
- Online resource data:**
 - Internet Address:** Text input field containing "http://erie1.wnyric.org". A callout box points to it with the text: "Select site where room/resource is located".
- Owner options:**
 - Owner restrictions:** Radio buttons for "-None-" (selected), "Owner only", "Specific people", "Autoprocessing", and "Disable reservations". A callout box points to this section with the text: "See details below on owner restrictions".
 - Availability Settings:**
 - Checkbox for "24 hours every day".
 - Time Zone: "Local time".
 - Days of the week: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked). Each day has a time range of "09:00 AM - 05:00 PM".
- Other comments:** A large text area at the bottom. A callout box points to it with the text: "Additional field for comments if needed."

Note – You can delete a room/resource but the deletion needs to be approved in admin requests, just like you approve a person deletion. A room/resource rename does not need to be approved.

Option	Description
None	Assigns no owner to resource. Anyone can reserve the resource (first come, first serve).
Owner Only	Assigns someone as resource owner. Only resource owner can process resource requests. The owner acts as gatekeeper, approving or declining reservation requests
Specific People	Allows only certain users access to the resource. Any users not specified here cannot reserve this resource.
Autoprocessing	Allows only certain users access to the resource and to assign a resource owner. The owner is the person whom requests from other users (those not listed in List of Names field) are forwarded to for approval and processing.
Disable Reservations	Prevents users from reserving a resource from their Mail files. If this field is disabled, users can