Reserving a Room/Resource – Full Version

Reservations for Classrooms, Teaching Labs and the Auditorium require approval from the SNR Resources approvers. You will be notified if/when your request is approved or rejected, usually within 24 working hours. Reservations for uncontrolled rooms will be system approved upon entry if the space is available. Jacki Loomis is the primary approver for conference rooms and resources. Patty Swanson is the primary approver for classrooms.

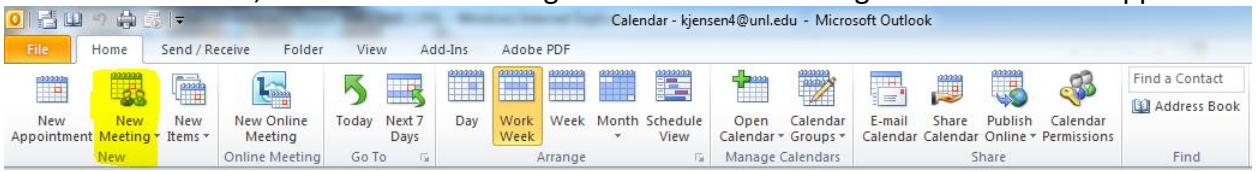
All work will be done from your Outlook calendar.

Most rooms are identified by their number with HarH preceding the number, such as HarH 901. Some rooms are identified by a unique number (see the following list):

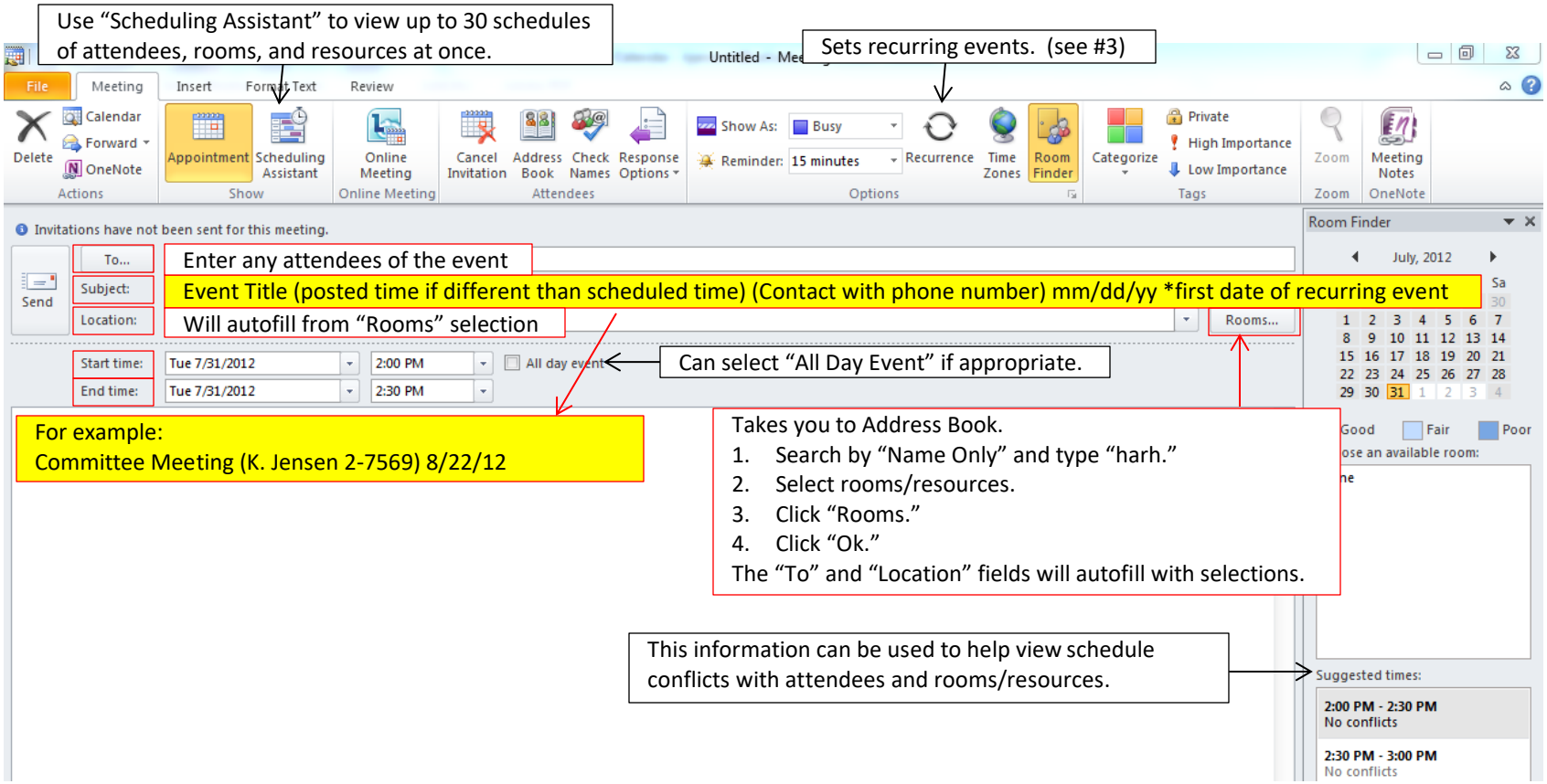
HARH 001 is the 1st Floor Tower Lobby
HARH 002 is the 2nd Floor Tower Lobby
HARH 003 is the 1st Floor North Wing Lobby
HARH 111 is Water Sciences Lab 111 (WSL 111)

Reserving Room/Resource

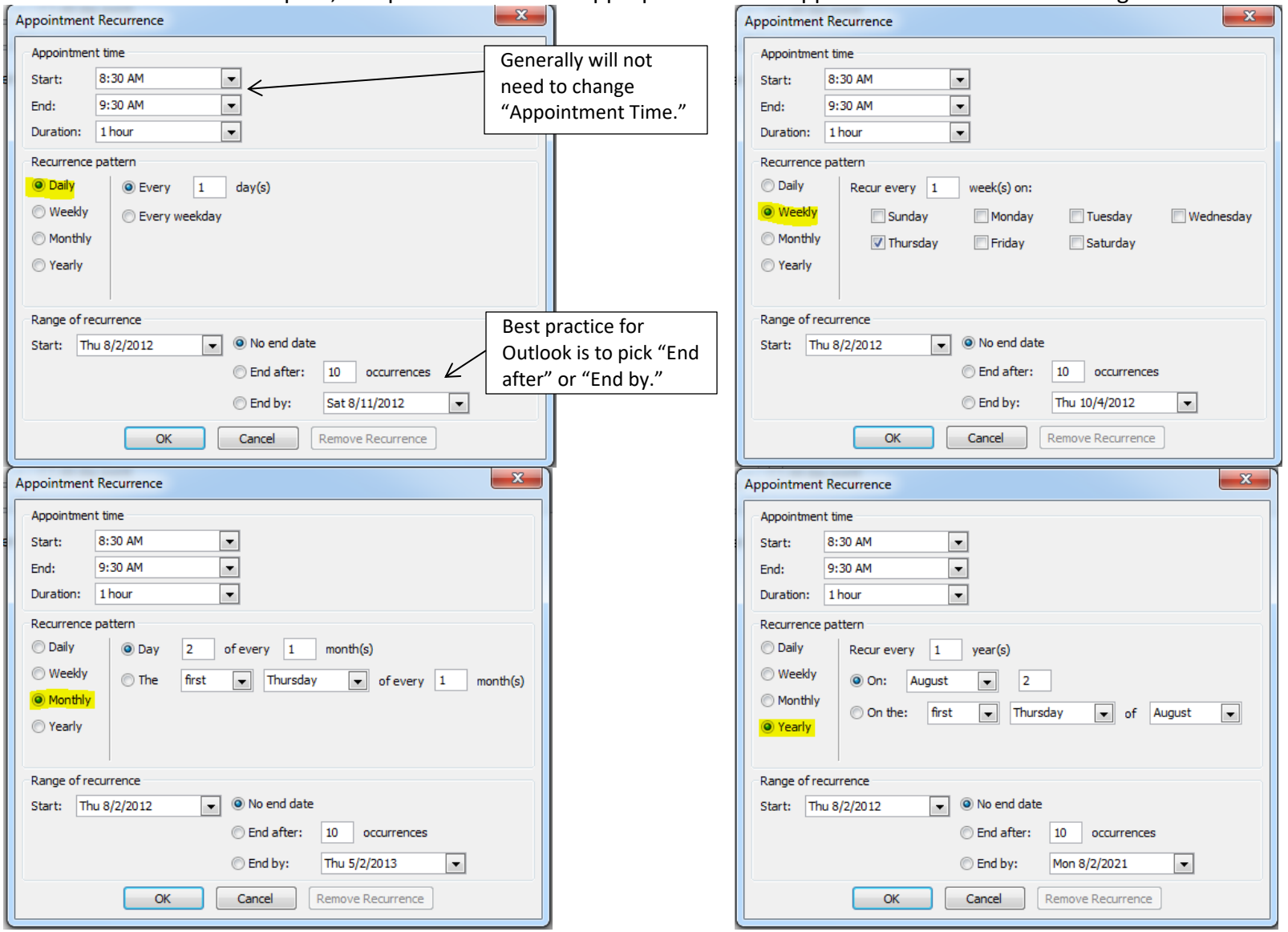
1. On the "Home" tab, choose "New Meeting." Select "New Meeting" from the list if it appears.



2. In the reservation window, enter the following information using the given format (graphic below shares same information with red boxes being required information):
   a. "To" line: attendees of the meeting
   b. "Subject" line: Event Title (posted time if different than scheduled start and end times) (Contact with phone number) mm/dd/yy *first date of recurring event
   c. "Rooms" button: select the rooms and/or resources needed
   d. "Start Time"
   e. "End Time"


Use “Scheduling Assistant” to view up to 30 schedules of attendees, rooms, and resources at once.
Sets recurring events. (see #3)
Invitations have not been sent for this meeting.
To...
Subject:
Location:
Send
Enter any attendees of the event
Event Title (posted time if different than scheduled time) (Contact with phone number) mm/dd/yy *first date of recurring event
Will autofill from “Rooms” selection
Rooms...
Start time:
End time:
Tue 7/31/2012
2:00 PM
2:30 PM
All day event
Can select “All Day Event” if appropriate.
For example:
Committee Meeting (K. Jensen 2-7569) 8/22/12
Takes you to Address Book.
1. Search by “Name Only” and type “harh.”
2. Select rooms/resources.
3. Click “Rooms.”
4. Click “Ok.”
The “To” and “Location” fields will autofill with selections.
This information can be used to help view schedule conflicts with attendees and rooms/resources.
Room Finder
July, 2012
Suggested times:
2:00 PM - 2:30 PM
No conflicts
2:30 PM - 3:00 PM
No conflicts

3. If a reservation needs to repeat, complete the items as appropriate in the “Appointment Recurrence” dialog box.



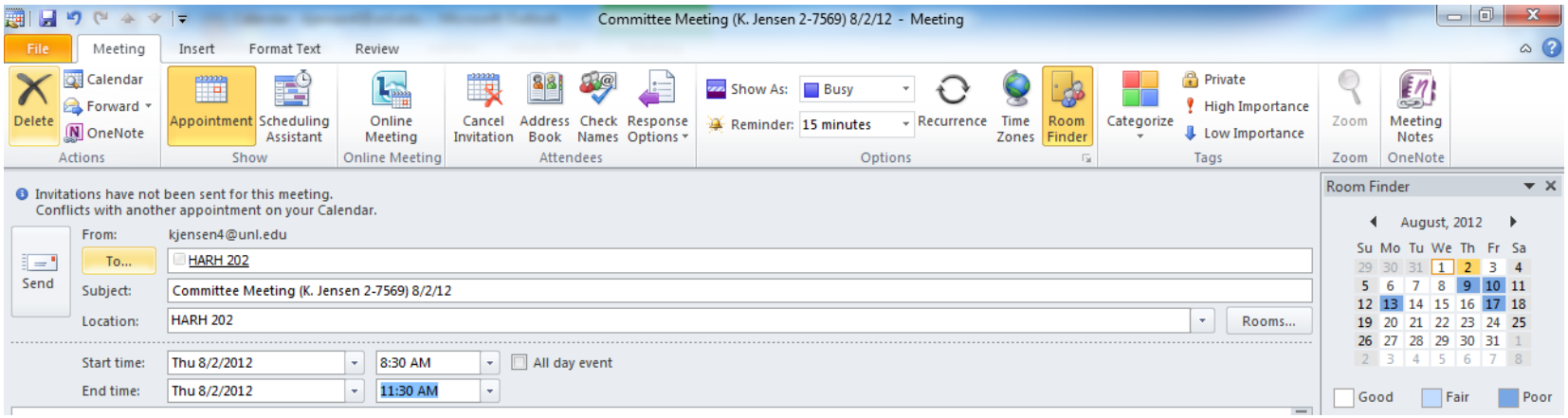
4. Click “Ok.”

5. Click “Send” to complete the request.

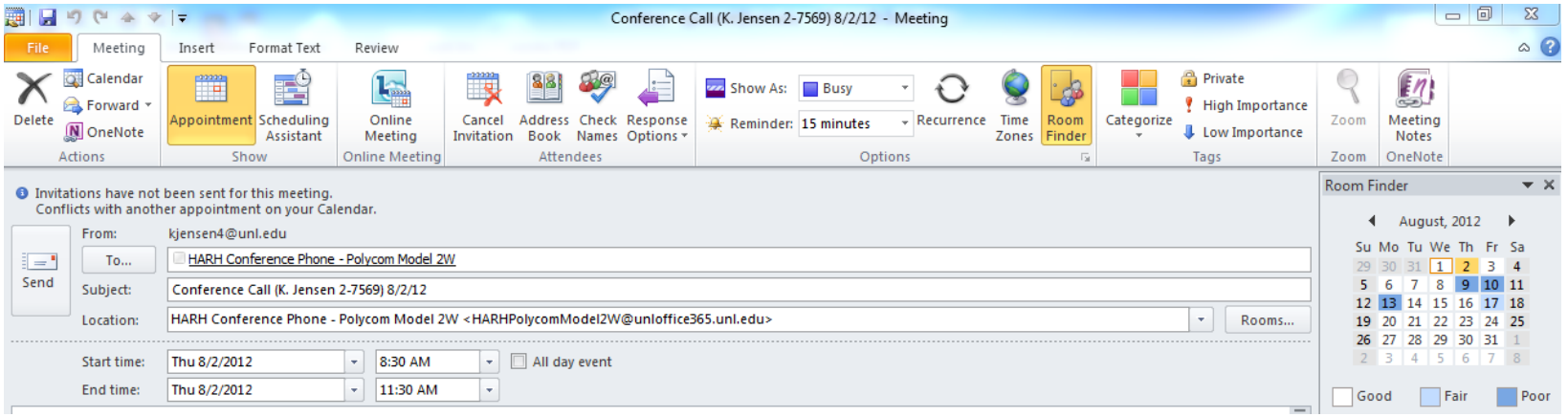
6. Upon completion of the request an email will be sent within several minutes saying the reservation has tentatively been accepted or it has been declined.

   NOTE: If you get a message that a reservation has been declined and you believe it really is available, please contact a member of the Office Support Staff in the Nebraska Maps & More Store.

Completed Example Room Reservation:



Completed Example Resource Reservation:



Editing Room/Resource Reservations

1. Double click to open the calendar entry to edit. If it is a recurring entry, choose whether to open the occurrence (individual event) or the entire series (whole event).

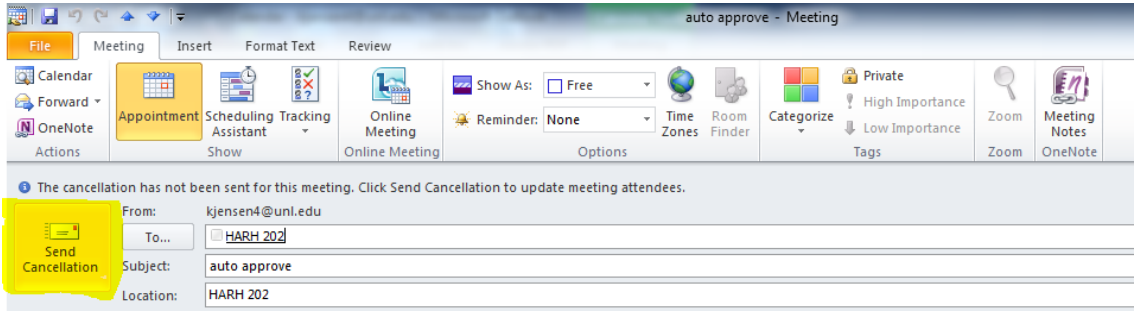
2. Make necessary changes – rooms/resources, attendees, date, time, etc.

3. Click “Send Updates.”

Deleting Room/Resource Reservations

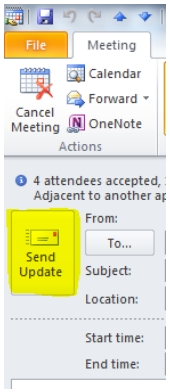
1. Double click to open the calendar entry to delete. If it is a recurring entry, choose whether to open the occurrence (individual event) or the entire series (whole event).

2. On the “Home” tab choose “Cancel Meeting” to delete the entire event and then click “Send Cancellation.”



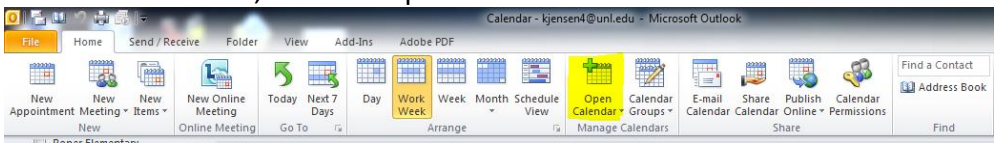
OR

Remove the rooms/resources from the “To” and “Location” line and click “Send Update” to remove just rooms/resources.



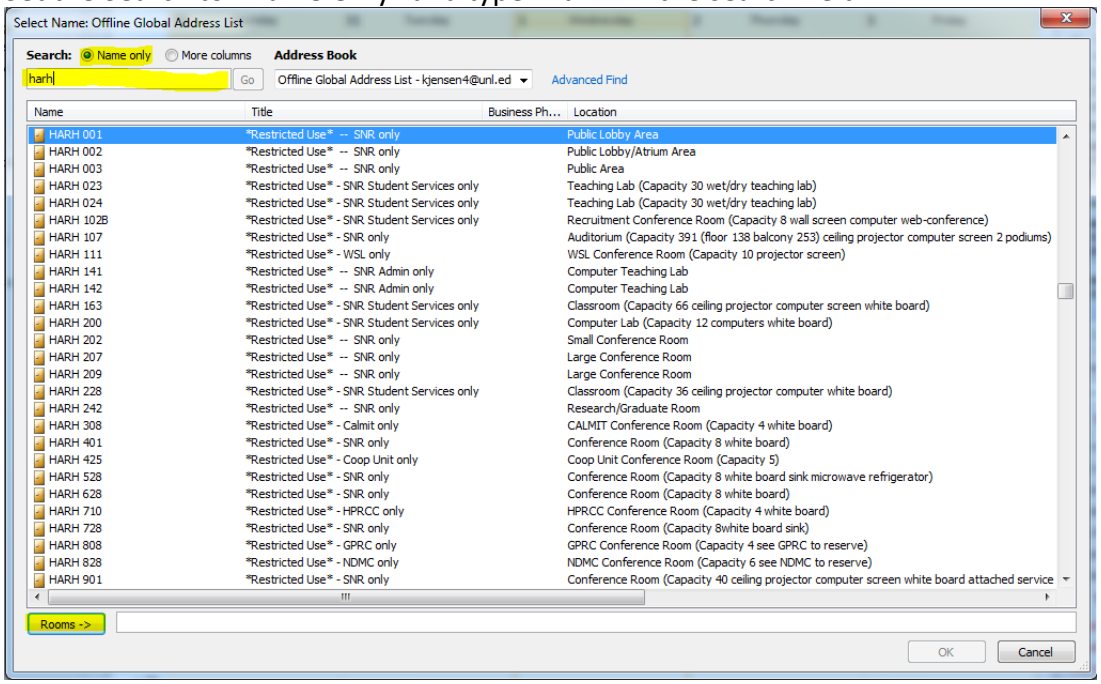
Checking Availability of Rooms/Resources

1. On the “Home” tab, choose “Open Calendar.”

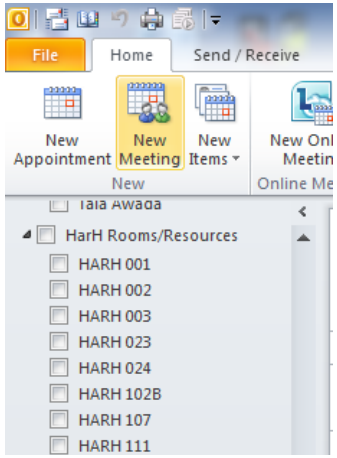


2. Choose “From Room List.” The address book will open.

3. Set the Search to “Name Only” and type “harh” in the search field.



4. Select the rooms/resources to view calendars and click “Rooms”.

5. Click “Ok.”

The list of selected rooms/resources will appear in the navigation pane. Right click on the title of the group and select “Rename Group” to give it a different name, if desired.