

Booking AV & Media Equipment using Resource Scheduler - Basic Guide

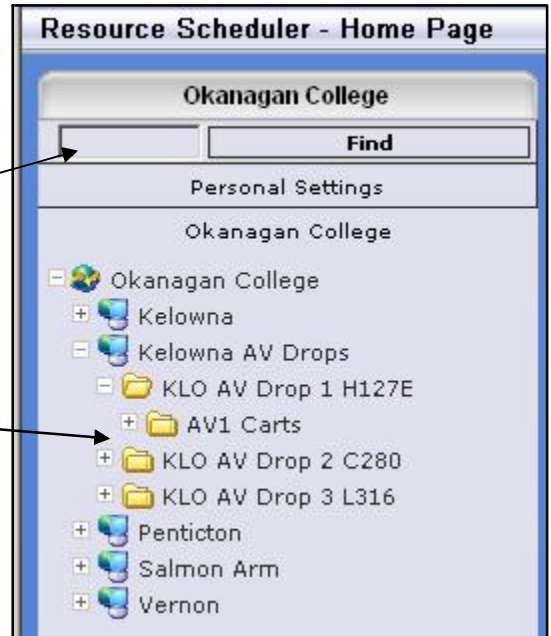
Find the item you want:

Use the Find field

or

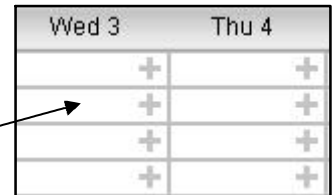
Navigate the list by location

Click on a heading to see everything in that category.



The  icon gives you detailed information about an item.

Click anywhere on the calendar to launch the Quick Reserve pop-up.



Enter the Start Time (when you'll pick up), End Time (when you'll return), and the Location where you'll be using the equipment.

Click Submit to make your booking.

Options:

Use the Quick Reserve End Date to make a continuous booking up to the end of the current week.

For a longer continuous booking, click More and select a later date.

The 'Quick Reserve' form includes the following fields: 'Reservation Title' (text input with 'Michael Minions'), 'Resource' (dropdown menu with '08 DVD/VCR, Panasonic TV'), 'Start Date' (dropdown with '3 Sep'), 'Start Time' (dropdowns for '9 AM' and '00'), 'End Date' (dropdown with '3 Sep'), and 'End Time' (dropdowns for '10 AM' and '00'). Below is the 'Additional Information' section with a 'Location' dropdown set to 'B131' and 'Submit' and 'More...' buttons.

The 'Date and Time' dialog shows 'Start Date' as '3/9/2008' and 'Start Time' as '9 AM 00'. 'End Date' is '01/10/2008' and 'End Time' is '10 AM 00'. It also includes 'Setup Time' and 'Cleanup Time' dropdowns, both set to '0 minutes'.