

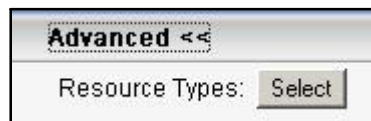


Booking AV & Media Equipment using Resource Scheduler - Booking Multiple Items

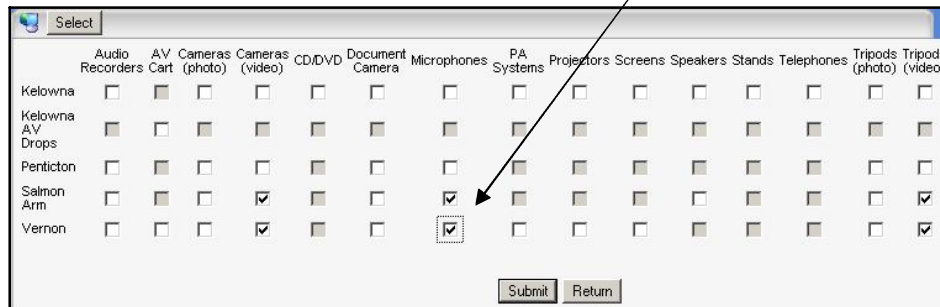
Click the Reservation Wizard.

Select Okanagan College and All Groups as the scope.

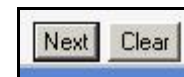
Select the dates and times you want. Under Advanced, click Select to choose what type of equipment you're looking for.



Highlight the kinds of items to want to display and click Submit.



You'll come back to the Reservation Wizard screen. Click Next.



Put a check mark in the box beside each item you want and click Submit. You'll be asked to fill in the Location field.



Click Submit again.

Click Home and check that your reservation appears.

