Administrators – Booking a Recurring Reservation with Different Days/Times

- 1. From the Administrative Portal Select "Scheduling Assistant"
- 2. Click "Specific Dates" or Recurrence (if the pattern is more predictable)

Enterprise																									
 My Workbook Notifications 	s so	:hedu	ling A	lssista	ant NG	۵۵	5151	ΓΔΝ	т																
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 Manage Events Manage Activities Manage Reservations New Event New Activity New Reservation Reservation Calendar ▼Portal Bookings 		Verif	y Ava	ilabil	ity																				

3. Select the appropriate pattern (or as close to the pattern as you can)

Enterprise

My Workbook

Scheduling Assistant

Notifications	SCH	IED	ULI	NG	AS:	SIS	ΤΑΝ	IT													
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Specific Room Availability	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	1
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- Portal bookings																					
4. Adjust times as	s need	ded																			

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Row count: 4

- 4
- 5. Verify Availability
- 6. Select your room

Tuesday	2020/11/24	01:00 7:	MA 00:	8:00 AM	Default	Default			INC3C	i vacion.	,	carcii	
+ Click to ad	d a new row					Row count:	4						
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Verify Availabil	ity												
😑 Room Av	vailability												
O Click on	the grid to select a	room for each oco	currence dat	e. Selecting a	a room's row will	select that room	for all occurrences.	To add	more than one ro	om to	an occurrence, or	to view	a room's details, add
- your cur	rent selection to the	bottom section i	nrst. All occu	irrences mus	t nave a room se	ected.							
Location:	All		~	Filter:		~	Set as Default	Advan	ced			nclude ro	navailable rooms
+ 2	1- C &					I ◀ 1 /6	► H				Show: 30) 🗸 Se	arch:
Room	Со	nfiguration	Room	Type - ID	👻 Availab	ility	Tue 2020/10/27	1	Thu 2020/10/15	1	Tue 2020/11/1	7 🖉	Tue 2020/11/24
							7:45 AM - 8:45 AM		7:00 AM - 8:00 AN		7:00 AM - 8:00 /	AM	7:00 AM - 8:00 AM
🗌 Halligan	Hall 125 Def	ault	Classroo	om	4 of 4								
Ingersoll	Hall 379 A Def	ault	Desk		4 of 4								
Ingersoll	Hall 224 G Def	ault	Desktop	o PC	4 of 4								
Ingersoll	Hall 379 I Def	ault	Desk		4 of 4								
🔽 Spanagel	Hall 342 Def	ault	Classroo	om	4 of 4								
Ingersoll	Hall 224 L Def	ault	Desktop	o PC	4 of 4								
Spanage	Hall 500 Def	ault	Lab		4 of 4								
Glasgow	Hall East B06 Def	ault	SCIF		4 of 4								
Spanage	Hall 127 Def	ault	Lab		4 of 4								
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7. Select your room by clicking the plus "+" button at the bottom of the room list.

Koot Hall 123	Default	Lab (Restricted)	3 of 3						
Ingersoll Hall 2/8	Default	Conference Room	3 of 3						
Spanagel Hall 602	Default	Classroom	3 of 3						
Reed Hall 202	Default	Classroom	3 of 3						
Ingersoll Hall 379 (G Default	Desk	3 of 3						
Ingersoll Hall 368 (C Default	Cubicle	3 of 3						
Selected Resource	es 😧			I 4 ↓ 1 /6	••				78 / 189 records (1
				H I /1	► H		SI	now: 30 💙	Search:
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No results found									

- 8. Finish your booking by filling in the appropriate information.
- 9. Submit booking