

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
- Managed by Me
- Room Requests to Approve
- Room Requests Received
- Room Request Criteria to Assign
- Today's Services
- Service Requests to Approve
- Service Requests Received

Scheduling

- Scheduling Assistant
- Specific Room Availability
- Academic
 - Courses
 - Components
 - Deliveries
 - Exam Sections
 - Exam Components
- Events
 - Manage Events
 - Manage Activities
 - Manage Reservations
 - New Event
 - New Activity
 - New Reservation
 - Reservation Calendar
- Portal Bookings

SCHEDULING ASSISTANT

Date: Single occurrence Recurrence Specific dates

Click on a date to add it to the list

October 2020							November 2020							December 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Unavailable
 Available
 Today
 Selected

DoW	Date	Duration	Start Time	End Time	Setup	Teardown
+ Click to add a new row						
Row count: 0						

Verify Availability

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

Enterprise

My Workbook

- Notifications
- Managed by Me
- Room Requests to Approve
- Room Requests Received
- Room Request Criteria to Assign
- Today's Services
- Service Requests to Approve
- Service Requests Received

Scheduling

- Scheduling Assistant
- Specific Room Availability
- Academic
 - Courses
 - Components
 - Deliveries
 - Exam Sections
 - Exam Components
- Events
 - Manage Events
 - Manage Activities
 - Manage Reservations
 - New Event
 - New Activity
 - New Reservation
 - Reservation Calendar
- Portal Bookings

Scheduling Assistant

Date: Single occurrence Recurrence Specific dates

Click on a date to add it to the list

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Unavailable
 Available
 Today
 Selected

DoW	Date	Duration	Start Time	End Time	Setup	Teardown
Monday	2020/10/12	01:00	9:30 AM	10:30 AM	<input type="checkbox"/> Default	<input type="checkbox"/> Default
Wednesday	2020/11/18	01:00	7:00 AM	8:00 AM	<input type="checkbox"/> Default	<input type="checkbox"/> Default
Tuesday	2020/11/10	01:00	8:30 AM	9:30 AM	<input type="checkbox"/> Default	<input type="checkbox"/> Default
Wednesday	2020/10/14	01:00	7:00 AM	8:00 AM	<input type="checkbox"/> Default	<input type="checkbox"/> Default

Row count: 4

- Adjust times as needed.
- Verify Availability
- Select your room

Tuesday 2020/11/24 01:00 7:00 AM 8:00 AM Default Default

Row count: 4

Room Availability

Click on the grid to select a room for each occurrence date. Selecting a room's row will select that room for all occurrences. To add more than one room to an occurrence, or to view a room's details, add your current selection to the bottom section first. All occurrences must have a room selected.

Location: All Filter: Include rooms that require appn Include unavailable rooms

Room	Configuration	Room Type - ID	Availability	Tue 2020/10/27 7:45 AM - 8:45 AM	Thu 2020/10/15 7:00 AM - 8:00 AM	Tue 2020/11/17 7:00 AM - 8:00 AM	Tue 2020/11/24 7:00 AM - 8:00 AM
<input type="checkbox"/> Halligan Hall 125	Default	Classroom	4 of 4				
<input type="checkbox"/> Ingersoll Hall 379 A	Default	Desk	4 of 4				
<input type="checkbox"/> Ingersoll Hall 224 G	Default	Desktop PC	4 of 4				
<input type="checkbox"/> Ingersoll Hall 379 I	Default	Desk	4 of 4				
<input checked="" type="checkbox"/> Spanagel Hall 342	Default	Classroom	4 of 4				
<input type="checkbox"/> Ingersoll Hall 224 L	Default	Desktop PC	4 of 4				
<input type="checkbox"/> Spanagel Hall 500	Default	Lab	4 of 4				
<input type="checkbox"/> Glasgow Hall East B06	Default	SCIF	4 of 4				
<input type="checkbox"/> Spanagel Hall 127	Default	Lab	4 of 4				

- Select your room by clicking the plus "+" button at the bottom of the room list.

<input type="checkbox"/>	Root Hall 123	Default	Lab (Restricted)	3 of 3			
<input type="checkbox"/>	Ingersoll Hall 278	Default	Conference Room	3 of 3			
<input type="checkbox"/>	Spanagel Hall 602	Default	Classroom	3 of 3			
<input type="checkbox"/>	Reed Hall 202	Default	Classroom	3 of 3			
<input type="checkbox"/>	Ingersoll Hall 379 G	Default	Desk	3 of 3			
<input type="checkbox"/>	Ingersoll Hall 368 C	Default	Cubicle	3 of 3			

178 / 189 records (1)

Selected Resources

	1 / 1	Show: 30 Search: <input type="text"/>
Resource	Wed 2020/10/14 8:30 AM - 9:30 AM	Mon 2020/10/12 7:00 AM - 8:00 AM
No results found		Tue 2020/11/10 9:00 AM - 10:00 AM

No

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