

# Space Reservation System User Guide

## INTRODUCTION

SAIC is happy to announce a new calendaring system that the entire SAIC community can use to book a variety of spaces and resources. All users can quickly and conveniently [login](#) and use the Space Reservation System to:

- **Locate a space and see schedules of availability.**
- **View details, such as installed equipment, photos, and capacity for each space.**
- **Filter by room type or location and save your favorite spaces.**
- **Make new bookings and update or cancel your existing bookings.**
- **Receive email confirmations and reminders of upcoming bookings.**

We're starting with generally assignable classrooms. These are the kinds of rooms used by Liberal Arts and Art History classes. They are suitable for meetings, get-togethers, and other clean-use purposes. They are not for painting, sculpting, or other messy making processes.

Studios, labs, and shops are not setup in the system for booking. As the Space Reservation System project progresses, we'll add more spaces and capabilities.

We're adopting the Space Reservation System to help us use our spaces more efficiently and add transparency as to how we use all of our spaces. With better usage data, we can understand what kinds of spaces we need and build to suit.

## WHICH ROOMS ARE AVAILABLE?

You can reserve generally assignable classrooms when they are not in use during classes. Generally assignable classrooms have chairs and tables, carpet or tile floors, and A/V systems. They are for clean use only, meaning that you cannot use any wet materials, such as paint, in these spaces. Food is allowed, but you must clean up after yourself, or pay for janitorial services if you cannot or will not be cleaning up after yourself.

Many classrooms are not available for reservation. Studios and making facilities, like the Fiber Weaving Studio or the MacLean 819 Computer Lab, cannot be reserved because their available time must be preserved for students to complete work outside of class time, they contain special equipment that requires staff monitoring during use, or their available time is scheduled via the Media Centers.

Faculty and staff can make a request for the Ballroom, too. However, you must also submit an event request via Engage explaining the details of your event. Students cannot request the Ballroom.

### 1. On the left, you have a menu bar with the following options:

**Create a Reservation** (takes you to your Reservation templates)

**My Events** (takes you to your Event List of upcoming and past events in the Space Reservation System)

**Browse** (takes you to the Search features in the Space Reservation System)

### 2. On the main section of the page, you see My Reservation Templates, which allows you to make a quick reservation right from your home page.

### 3. Below that is a list of your reservations for the day along with a search option to find your other reservations.

## SINGLE RESERVATION

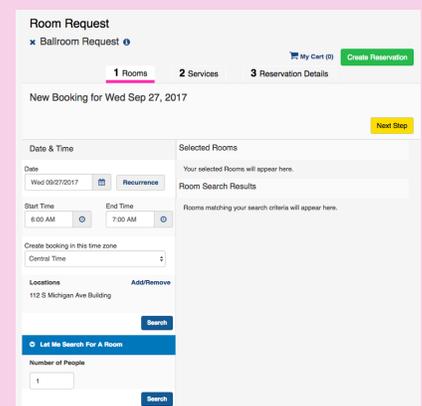
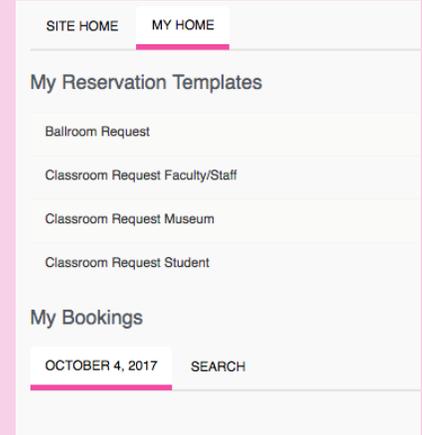
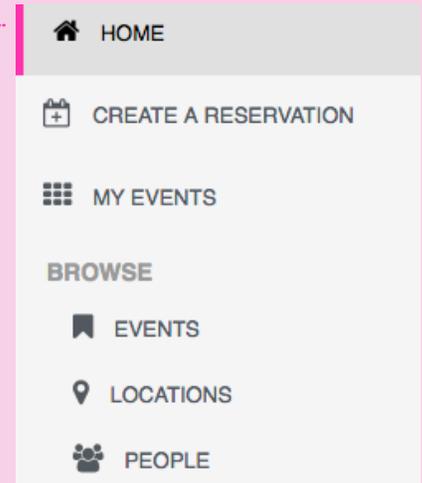
### 1. To make a reservation, begin at either My Home or Create Reservation.

### 2. Click 'book now' next to the template you wish to use.

**\*NOTE:** The templates are designed for different kinds of bookings. Use the one that best matches your reservation needs. The 'about' button will tell you the rules of the template. If you selected the incorrect template, click the x next to the template name in the upper left hand corner and choose, "Select A New Template."

### 3. Select your date and time.

### 4. When searching for Locations, try it without the filters first. This gives you a list of all buildings.



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5. If working with only a few buildings to schedule, select any filters to limit the number of rooms returned.
6. Enter the Number of People to find a room that will best fit the size of your meeting.
7. Click the magnifying glass to get your list of available rooms.

\*NOTE: If you don't wish to enter any filtering, you can click on the "Search" button for a quick search of all spaces.

8. Enter the number of attendees and desired setup (if prompted).
9. Click the Add Room icon.
10. Enter the number of attendees.
11. Click Next Step to enter your reservation details.
12. Enter your Event Details.

\*NOTE: Anything with an \* next to it is a required field.

13. Add the Group Details – this is your Academic or Staff Department/ Group.  
(You may have to search for your Group/ Department if you do not see the appropriate one listed. The selected information will be available in the drop-down menu after that.)
14. 1st contact – Enter your name as the Contact.
15. Enter your email address.
16. If you are a student, enter your academic sponsor's name as the 2nd Contact.
17. Enter the 2nd Contact's email address.
18. If you are reserving/requesting a space other than the Ballroom, enter the Student/Employee ID for the person who will be needing access to the room.
19. Click Create Reservation.

20. Once a request has been submitted and depending on the room requested you will receive an email confirmation stating whether your reservation has been confirmed or is pending approval.

The screenshot shows the 'Room Request' interface. At the top, there are three steps: '1 Rooms', '2 Services', and '3 Reservation Details'. Below this, there are sections for 'Date & Time' (including Date, Start Time, End Time, and Recurrence), 'Locations' (with a search bar and 'Add/Remove' button), and 'Rooms You Can Request' (a table with columns for Room, Location, Floor, TZ, Cap, Price, and Match). A 'Search' button is visible at the bottom left.

The screenshot shows the 'Attendance & Setup Type' dialog box. It prompts the user to 'To continue, please enter the number of attendees and desired setup type for this Room.' There is a text input field containing '25' and a 'Next Step' button.

The screenshot shows the 'Services for Your Reservation' section. It includes expandable sections for 'AV Needs' (Technician, AV Equipment, Media), 'Additional Information' (a text input field), 'Housekeeping', 'Security', and 'Set Up Request'.

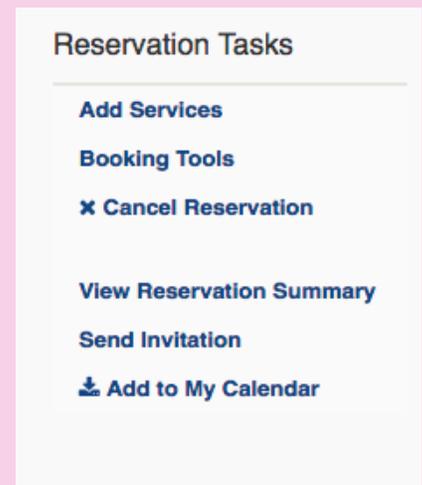
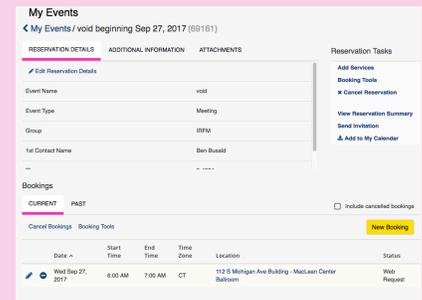
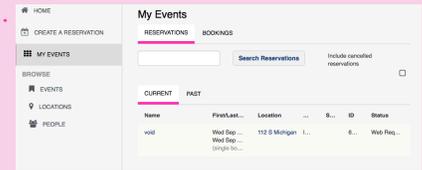
The screenshot shows the 'Reservation Details' form. It includes fields for 'Event Name \*', 'Event Type \*', 'Group \*', '1st Contact \*', '1st Contact Name \*', and '1st Contact Phone \*'. There are also search icons for the Group and Contact fields.

The screenshot shows the 'My Cart (1)' and 'Create Reservation' buttons. Below them is the '3 Reservation Details' section.

The screenshot shows the 'Help' dialog box. It contains the text: 'Reservation Created: Please submit an Event Approval form via Engage. After your Engage form has been approved, the Operations & Support Manager will enter tickets to set up the room, arrange housekeeping, security, and AV tech needs. For any questions or concerns regarding Engage, please contact Campus Life at stulife@saic.edu or call 312.899.7439. If you have any questions regarding your reservation(s), please email the Operations & Support Manager at saic-roomreserv@saic.edu or call 312.499.4934. If security is needed at your event, please submit a request via the 360 Work Request system.' There is an 'OK' button at the bottom right.

## CANCELLING A RESERVATION

1. Go to My Events.
2. This will take you to your list of events.
3. Click on the Reservation Name you wish to cancel.
4. Click either **Cancel Reservation on the right side (cancels all bookings)**.  
(OR)
5. **Click the cancel icon next to the booking (cancels that booking only)**.
6. You will be asked to confirm your cancellation.



## EDITING A RESERVATION

1. From your home page, click on My Events.
2. Click on the Reservation Name you want to edit.
3. You can edit Reservation Details (Event Name, Event Type, Organization/Individual, First Contact) by clicking on the pencil icon next to the Reservation Details.
4. Click "Save Reservation Details".
5. You can edit the booking by clicking on the pencil icon next to the Event Name.
6. You can select a new Date, Time or Location by using the search tools to the left.
7. If the room is open for your new date or time, click Update Booking to change your information.
8. Click Update Booking.

