

Tufts Space and Resource Reservation System Tip Sheet

Introduction

Tufts Space and Resource Reservation System enables the Tufts community to schedule the rooms and resources necessary for successful meetings, conferences, and other scheduling needs on the Medford campus.

Tufts staff, faculty, and students can use this service to:

- Request rooms
- Review availability of rooms by:
 - Campus/location
 - Seating capacity
 - Room configuration
 - AV equipment

Logging In

To access the Tufts Space and Resource Reservation System, complete the following steps:

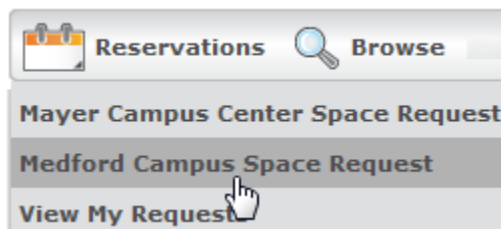
1. Navigate to <http://roomscheduling.tufts.edu>.
2. Log in with your Tufts Username and Tufts Password.
 - a. Note that the buildings, rooms, and functionality available will vary according to your Tufts affiliation.

Requesting a Space (Non-Recurring)

The procedure to request a space has two steps: the first is to find an available space, and the second is to enter the event details.

Step 1: Finding an Available Space.

1. Select **Reservations > Appropriate template** (e.g., Medford Campus Space Request). There may be more than one template that you can choose from.



The request page opens. The When and Where pane displays on the left side of the window, while the right side displays an Info tab, a Location tab, and a Details tab.

2. In the When and Where pane, add event information.

- Fields with red asterisks are required.
- Use the Facilities field to narrow your search.
- The Attendance field represents a maximum number of attendees.
- Use the Availability Filters (Features) to narrow your search for features that are fixed to the specific room.

3. At the base of the window, click **Find Space**. All of the spaces that you are permitted to request and that meet the criteria you have selected on the left will display.

- Dark blue blocks represent space that is booked (if you hover over the space, you will see additional details about that booking).
- You may need to use the internal scroll bar (right hand side of grid, under "Hours") to see space.
- Gray shading on the grid represents buildings hours, while lighter shading represents closed buildings hours.
- You cannot see any information about an event that is marked as Private (courses are marked Private by default). You can request that your event be marked as Private by typing in the Additional Information text area.

If "No space available" displays, adjust your when and where parameters.

Clicking the space name link opens the location details and reveals additional room specifics such as room setup and type, as well as a picture. Clicking the picture opens a larger photo.




The capacity column displays the space's maximum.

Room	Cap
Anderson 206	80
Anderson 208	36
Anderson 210	48

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When you find the space that you want:

4. Click the Add icon  next to the room. The selected location is displayed at the top of the Location tab.

If you try to select a space that is unavailable, a conflict error message will appear.

5. Repeat the previous steps as needed to book additional spaces.
6. Check to make sure that room and times are correct.

Step 2: Adding Event Details.

Once a space is selected, space details such as contact person need to be entered.

7. Click the **Details** tab or at the base of the page click **Continue**. The event details display.



Again, required fields are marked with an asterisk.

8. Enter the Event Name. Note that your event name will appear to others.
9. Enter the Event Type that best describes the purpose of your reservation.
10. The Group field will be automatically populated with your group/department information. If you are affiliated with more than one group, click the down-arrow to select a different group. If you need to be added to a department or organization, please contact your campus scheduler.
11. Select the 1st Contact, which should generally be you. The next three fields will automatically populate.
12. Optional: An Attachments field may display and can be used for submitting a floor plan, etc.
13. Answer the question regarding food being served at the event.
14. In the Additional Information field, enter any information that has not already been collected by the form, such as extra setup time needed, or the need to have the event marked private.

15. In the Event Description field, enter why you are requesting this space.

16. Click **Submit**. The Reservation Summary page displays and you will receive an email confirmation (as well as the 1st Contact if you selected someone other than yourself).

17. Double-check the summary information for your reservation.

Your request is “tentative” until it is approved by a campus scheduler. You will receive a secondary confirmation email within two business days.


Requesting a Space (Recurring)

When requesting a space, the system provides the option to book recurring dates and times.

To select a recurrence pattern:

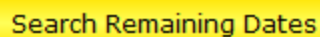
1. Begin a reservation.
2. Click **Recurrence**. The Recurrence window opens.
3. If the Start and End times haven't been entered, do that now.
4. Select a Recurrence Pattern: Daily, Weekly, Monthly, or Random.
5. If you don't use the Random choice, select the **End by** option and enter an end date. The End by option is the safest choice.
6. Click **Apply Recurrence**.
7. Continue with the room selection and click **Find Space**. The available rooms display.

The Available column displays how many of the requested slots are obtainable for the specific spaces (e.g., 8/12 reflects 8 open slots).

8. Click the plus icon  next to the space you want to reserve. The selected locations are displayed at the top of the Location tab.

If you still need another space:

9. Click **Search Remaining Dates**.



10. After selecting all the needed dates, click **Continue** and complete the reservation.


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Changing Existing Reservations


Once a reservation has been made, you may need to make adjustments to it. To see your confirmed and tentative requests:

1. Select **Reservations > View My Requests**.
2. In the Name column, click the reservation name.


To cancel a booking:

1. Click the Cancel Booking icon  next to it. The “Are you sure you want to cancel this booking?” prompt appears.
2. Enter the cancel reason.
3. Click **Cancel Booking(s)**.


To edit a booking:


1. Click the Edit Booking icon  next to it.
2. Make adjustments.
3. Click **Update Booking**.

To add services (attendees/visitors, setup notes, resources with service orders and/or resources without service orders) to a booking:

1. Click the Add/Edit Services icon  next to it.
2. Continue to add services for a booking.
3. Click **Save**.

To Edit and/or cancel (delete) services (attendees/visitors, setup notes, resources with service orders and/or resources without service orders) for a booking:

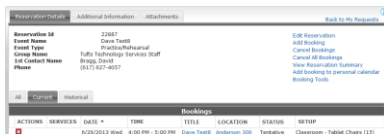
1. Click the Add/Edit Services icon  next to it.
2. Continue To edit and/or cancel services for a booking.
3. Click **Save**.

To view services for a booking, click the View Services icon  next to it.

Reservation Details

Additional reservation details can be managed using various tools. To begin, click the reservation name.

The **Reservations Detail tab** provides information regarding your space reservations as well as additional tools:



- **Edit Reservation:** Use this to make adjustments to your reservation, such as event type or contact.
- **Add Booking:** Use this to block out multiple sessions under one day or under one parent reservation (e.g., you may need to book a separate room for lunch).
- **Cancel Bookings:** Cancels selected bookings for the reservation.
- **Cancel All Bookings:** Cancels all bookings for the reservation.
- **View Reservation Summary:** Provides a summary of the selected reservation, all its bookings, and any resources/services that were ordered.
- **Add booking to personal calendar:** Adds the reservation and all its bookings to your personal calendar. The new calendar will display under Other Calendars.
- **Booking Tools:** Provides options for editing multiple bookings (date and time) for the reservation.

The **Additional Information tab** provides view-only detail to any answered questions and comments.

The **Attachments tab** displays any files attached to the room reservation request.

The **All tab** displays all the bookings for the selected reservation, regardless of the booking date.

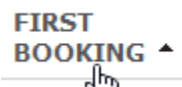
The **Current tab** displays all the current bookings (bookings with a date greater than or equal to the current day's date) for the selected reservation.

The **Historical tab** displays all the past bookings (bookings with a date before the current day's date) for the selected reservation.

Checking Reservation Status

To check on the status of an existing reservation:

1. Click **Reservations > View My Requests**. The Status column indicates Tentative, Confirmed, Cancelled, etc.
 - Click the column name to sort in ascending or descending order.



- Use the Quick Search to search by Reservation ID or Event Name.

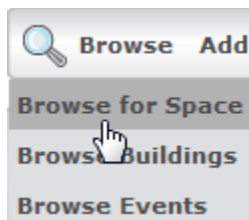
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Browsing

The Browse tools allow you to view all of the available buildings, spaces, and currently booked events. Use these to identify possible meeting spaces, check room setup types, and the like.

To view all of the available spaces beginning with today:

1. Select **Browse > Browse for Space**.



2. Hovering over any reserved space reveals the full event name, contact person, etc. Again, event details are not visible when marked as private.

This tool is useful when you need a specific space and the date is flexible. Note that you cannot submit a request from the browse for space option.

To view all of the available buildings:

1. Select **Browse > Browse Buildings**. The rooms are listed with their setup types and capacity.
2. Click the **By Setup Type** tab to view rooms by setup type such as classroom, lecture, etc.
3. Optional: In the upper right corner of the window, use the Filter tool to refine your search.



To view all of the booked events:

1. Select **Browse > Browse Events**. The events are listed.
2. Optional: There are a variety of ways to sort and filter the events. For example, you could search for an event or events by the event name.

This tool is useful when you need to find a specific event that you did not book.

Additional Tips and Tools

Here are some additional Tufts Space and Resource Reservation System tips and tools.

Reserve vs. Request

A room that you can “reserve” is automatically booked for the event and no approval is required. A room that you can “request” must be approved by a campus scheduler.

Setup and Breakdown

Any space reservations with small blue tails indicate setup and breakdown times.



Social Networking

If you wish to get the word out about your event, you can automatically add an event to Facebook, Twitter, or some other service.

1. Click **Reservations > View My Requests**. Your requests display.
2. Click the event name link. The Reservation Details display.
3. In the lower half of the window, in the Bookings area, click the event title link. More Booking Details display.
4. Click **Social Networking** and select a service.

Adding an Event to Your Outlook Calendar

To add an event to your Outlook calendar from within the Reservation System:

1. Follow steps 1 to 3 above.
2. Click **add booking to personal calendar**. The EMSReservation.ics window opens.
3. Click **OK**. An Outlook appt. window opens.
4. Click **Save & Close**. The appt. is added to your Outlook calendar.

Further Assistance

For more help on the Medford campus, please contact Student Services at 617-627-2000 or email reservations2@ase.tufts.edu.