

This guide will walk you through reserving a lab through the Facilities Reservations form at <http://www.salisbury.edu/reserve>

WHAT LABS ARE AVAILABLE FOR RESERVATIONS?

Information Technology has the following labs available for reservation:

Conway Hall (TETC) 110 A	30 seats
Conway Hall (TETC) 110 B	30 seats
Conway Hall (TETC) 116 B	30 seats
Conway Hall (TETC) 280A	30 seats
Conway Hall (TETC) 351	24 seats
Conway Hall (TETC) 352 – Macintosh Lab	20 seats
PH 248	30 seats
DH 205	35 seats
FH 142	23 seats
FH 145 – Macintosh Lab	24 seats

If you need more than 35 seats, Conway Hall (TETC) 110A and 110B can be combined for up to 60 seats if both labs are free. If both labs are available, then you can select both Conway Hall (TETC) 110A and 110B labs when making your request.

For lab configuration and software availability, see <http://www.salisbury.edu/helpdesk/labs/>.

GETTING HELP

With inquiries about lab availability, lab configurations and special considerations when booking a lab, or to inquire about a submitted booking, contact the Help Desk at 410-677-5454.

For assistance with the **Facilities Reservation Online Request Center** page or the process of booking or editing a lab request, please contact Facilities Reservations at 410-548-3344 or reserve@salisbury.edu.

LOGGING IN

You can log into the **Facilities Reservation Online Request Center** page at <http://www.salisbury.edu/reserve>. You must be a current faculty, staff or student to use this form.

1. In the **Begin the Request Process Here:** box, click **Online Request Center**.
 - a. HINT: If this isn't your first time using the form, you can go directly to <http://schedule.salisbury.edu> and skip the information page.
2. If you are not logged into an SU computer, enter your **Username** and **Password** when prompted.
 - a. If your SU username does not work, try using your full SU email address.

HOW REQUESTS ARE PROCESSED

Lab reservations are scheduled on a first come, first served basis with the following priorities.

- Courses scheduled through the Registrar's Office are scheduled first. Anyone wanting to schedule a lab for an entire semester should do so through the Registrar's office to guarantee availability.

RESERVING A LAB

CHECKING AVAILABILITY

3. Click **Request Space>IT Lab Request Form**
4. Select your desired **Date**.
5. Select your desired **Start Time**.
6. Select your desired **End Time**.
7. Change **Facilities**: to **(all)** if it is not selected.
 - a. You may also browse by building if you wish.
8. Set your attendance in **Attendance**.
9. Change **Setup Type** to **Lab**.
10. Click **Find Space**.

The screenshot shows the 'IT Lab Request Form' with the following fields and values:

- When and Where**
 - Date: 5/30/2013 Thu
 - Start Time: 1:00 PM
 - End Time: 2:00 PM
 - Facilities: (all)
- Setup Information**
 - Attendance: 1
 - Setup Type: Lab



A 'Find Space' button is located at the bottom of the form.

In the **Location** tab, in **Grid** view, your time frame will appear with a red vertical line showing the start and end time. Open (white) areas are available for request.






The screenshot shows the 'Location' tab in 'Grid' view for Friday, February 01, 2013. The grid displays room availability for various labs across the day (7 AM to 6 PM). A red vertical line indicates the reservation time frame from 1:00 PM to 2:00 PM. Open (white) areas are available for request.

Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6
Devilbiss Hall													
205 I.T. Lab	35												
Fulton Hall													
142 Lab: Computer	23												
145 Lab: Computer (Mac Only)	24												
Perdue Hall													
248 I.T. Computer	30												
Teacher Education Technology Center													
110 A I.T. Lab	30												
110 B I.T. Lab	30												
116 B I.T. Lab	30												

RESERVING A LAB



You can use the green arrows next to the date to browse forward and backward for other dates. Click **Add** icon  next to the lab you want to reserve. If your lab is not available, you will get a conflict message when clicking the **Add** icon .





Selected Locations						
DATE	HOLIDAYS	START	END	LOCATION	STATUS	
2/2/2013 Sat		8:00 AM	12:15 PM	Teacher Education Technology Center - 110 A I.T. Lab	Request	
2/2/2013 Sat		8:00 AM	12:15 PM	Teacher Education Technology Center - 110 B I.T. Lab	Request	

Saturday, February 02, 2013													
Room	Cap	7	8	9	10	11	12 P	1	2	3	4	5	6
Devilbiss Hall													
 205 I.T. Lab	35												
Fulton Hall													
 142 Lab: Computer	23												
 145 Lab: Computer (Mac Only)	24												
Perdue Hall													
 248 I.T. Computer	30												
Teacher Education Technology Center													
110 A I.T. Lab	30												
110 B I.T. Lab	30												
 116 B I.T. Lab	30												

When are finished adding labs, click **Continue**.

In the **Details** tab, enter the following:

Event Details	
Event Name:*	Event Type:*
<input type="text"/>	<input type="text"/>
Customer Details	
Customer:*	
IT 	
1st Contact:*	Phone:*
(temporary contact) 	<input type="text"/>
Name:*	Fax:
<input type="text"/>	<input type="text"/>
	Email:*
	<input type="text"/>

- Event Name:** enter your event name.
- Event Type:** select your event type from the drop down.
- Customer:**
 - Click the **Search** icon  to search.
 - Click the **Remove** icon  to remove IT.
 - Enter your department in Customer name starts with: and click the Search icon  to search.
 - Click the **Add** icon  next to your **Department** to add it.
 - Click **Done**
- 1st Contact:** select **(temporary contact)** from the drop down.
- Name:** enter your name.
- Phone:** enter your phone.
- Email:** enter your email.
- You can skip the Budget Approver fields. Those are for Catering only.

Budget Approver-Catering Only:

(none) 

Phone:

Fax:

Email:

Attachments

Attach File

Other Information


If this event is co-sponsored please list the non-SU organization below:*

Instructor/Event Coordinator :*

If you have any special hardware, software, or printing needs or considerations, please specify below:

Will there be any non-SU attendees at your event?:*

Submit

9. **Attachments:** You can click **Attach File** if you have any files you wish to attach to the course, like event flyers, purchase orders, etc.
10. **If this event is co-sponsored please list the non-SU organization below:** enter the information in the box below. If it is not co-sponsored, enter NONE.
11. **Instructor/Event Coordinator:** enter the name of the person running the event. In most cases, this will be the requestor.
12. **If you have any special hardware, software, or printing needs or consideration, please specify below:** If your event will require specific software be on the computers in the lab you are reserving, indicate it in this area. Otherwise, you can enter **None**.
 - a. Some labs may already have the software you need pre-installed. Otherwise, you may need to provide the licenses and installation disks for the requested software.
13. **Will there be any non-SU attendees at your event?** Choose **Yes** or **No**.
14. Click **Submit**
15. A popup will appear letting you know to call the Help Desk if you have any questions. Click the **Close** icon  to close the window.
16. Details about your reservation will appear in the **Reservation Details**.

At this time, your reservations status is **Tentative**. It will be confirmed by Information Technology in the order the requests were received. If you have questions about the status of your ticket, please contact the IT Help Desk at 410-677-5454.



VIEWING AND CHANGING YOUR REQUESTS


To view your requests, while logged into the **Facilities Reservation Online Request Center** page, click **My Account>View My Requests**. By default, your current bookings are shown; click any booking to view the details.





Reservation Details | Additional Information | Attachments Back to My Requests

Reservation Id	11145	Customer Name	IT	Edit Reservation
Event Name	test	1st Contact Name	Stephen Ashby	Add Booking
Event Type	Lab	Phone	75034	Cancel Services
				View Reservation Summary
				Add booking to personal calendar
				Booking Tools

All | Current | Historical

Bookings							
ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
		2/2/2013 Sat	8:00 AM - 9:00 AM	test	Devillbiss Hall - 205 I.T. Lab	Tentative	Lab (1)

Powered by 

- **Edit Reservation** allows you to change the event name and customer (contact) details.
- **Add Booking** allows you to add another reservation.
- **Cancel services** allows you to cancel services in your reservation. In this case, it would be to cancel the Guest account request.
- **View Reservation Summary** allows you to view the receipt of your booking request.
- **Add booking to personal calendar** downloads an ICS file that you can import into your calendar.
- **Booking Tools** allows you to reschedule your event's date and/or time.
- The **Edit Booking** icon  under **Actions** allows you to edit your reservation.
- The **Add/Edit Services** icon  under **Services** allows you to add services. In this case, this would allow you to add a request for a Guest account, if you hadn't already. You can also use this to edit your request with the **Edit** icon  or cancel your request for a Guest account by clicking the **Cancel** icon .
- Clicking the **Title** allows you to view booking details, see related bookings, download ICS files to add to your calendar (**Add booking** links), and share your booking using **Social Networking**.
- Clicking the **Location** gives you details about the selected room.
- Clicking **Setup** allows you to edit the attendance of your event.
- The **Additional Information** tab gives you more information about your booking.
- You can also see any attached files and documents using the **Attachments** tab, and see your booking history in the **Historical** tab. Click the **All** tab to view all of your current and past bookings.