

Tufts Space and Resource Reservation System Tip Sheet – Boston Campus

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 Boston campus.

Tufts' faculty and staff can use this service to:

- Request rooms

While students are not able to request space at this time they may:

- 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.

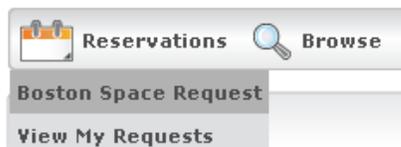
Note: The buildings, rooms, and functionality available will vary according to your Tufts affiliation.

Requesting a Space (Non-Recurring)

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

Step 1: Finding an Available Space

1. Select **Reservations>Boston Space Request**



There may be more than one template that you can choose from. Please reference the appropriate documentation on the Tufts Technology Services website (<http://it.tufts.edu>) if needed.

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.
- Select a Setup Type for your reservation request.
- 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 the hours a building is open, while lighter shading represents the hours that the building is closed.
- You cannot see any information about an event that is marked as Private.

If "No space available" is returned, adjust the "when" and "where" parameters and run the search again.

Clicking the space name link opens the location details and reveals additional room specifics such as room setup and type. (Some spaces have a picture, and clicking the picture opens a larger photo).



The capacity column displays the space's maximum capacity for the chosen setup type.

	Room	Cap
	Sackler B09	104
	Sackler 114	104
	Sackler 114 East	48

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When you find the space that you want:

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

Note: 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.
 - a. You can request that your event be marked as Private by selecting the event type **Private** from the drop-down menu.
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 [IT Support Group](#).
11. Select the 1st Contact, which should generally be you. The next three fields will automatically populate.
12. Answer the question regarding food being served at the event.
13. Answer the question regarding alcohol being served at the event.

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

15. Double-check the summary information for your space request.

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

If there is a conflict, an orange triangle will appear next to the availability ratio . Hovering your cursor over the icon will provide the dates of the conflicts in a new window.

8. Click the Select icon  next to the space you want to reserve.

A warning message may appear stating that the selected location is not available for all of the requested dates. Click **OK** to continue.

The selected locations are displayed at the top of the Location tab.

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If you still need another space:

9. Locate the yellow **Search Remaining Dates** button at the base of the Availability Filters pane under Find Space. Click the button.

Search Remaining Dates

10. Select all the needed dates by clicking the green Select icon to fulfill your reservation request. Pay careful attention to the location for the conflicted events and click **Continue** and complete the reservation.

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:

- a. Click the Cancel Booking icon  next to it. The “Are you sure you want to cancel this booking?” prompt appears.
- b. Enter the reason for the cancellation.
- c. Click **Cancel Booking(s)**. When successful, a window appears indicating that the booking was cancelled. Click **OK** to continue.

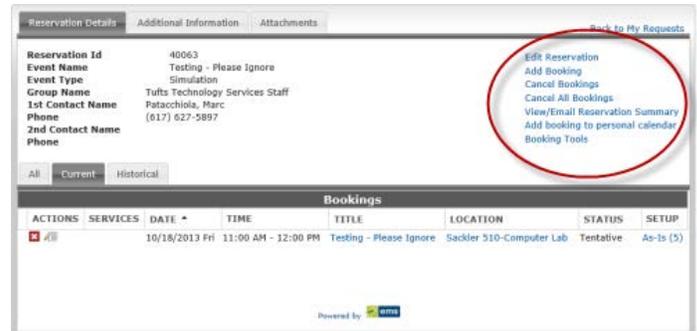
To edit a booking:

- a. Click the Edit Booking icon  next to it.
- b. Make any adjustments.
- c. Click **Update Booking**. When successful, a window appears indicating that the booking was updated. Click **OK** to continue.

Reservation Details

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

The **Reservation Details** tab provides information regarding your space reservations as well as access to 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 of 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.

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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.



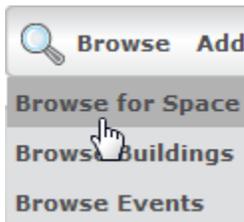
- Use the Quick Search to search by Reservation ID or Event Name.

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, etc.

To view all of the available spaces beginning with the current day:

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, you may 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.

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Adding an Event to Your Personal Calendar

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

1. Follow steps 1 to 3 above.
2. Click **add booking to personal calendar**. A file, containing the words EMSBookings.ics, is downloaded or made available for download.
3. Browse to the location of the downloaded ics file and double click on it to open it. Your computer will open the file in its default calendaring program (e.g., Outlook)
4. Click **Save & Close**. The appointment. Is added to your calendar.

Further Assistance

For more help on the Boston campus, please contact your school's scheduling office:

- Boston-Medical/PHPD, Nutrition, Sackler
 - 617-636-6621
 - Boston_RoomRequest@tufts.edu
- Boston-Dental
 - 617-636-3513
 - roomrequests_dentalschool@tufts.edu