

Facilities Reservations Manager

Facilities Reservations: Centralize the info, distribute the control

Shared facilities reservations calendar

- Facilities Reservations Manager allows faculty and staff to coordinate room and other resource reservations online.
- Available to all from anywhere.
- Different people can be in charge of different facilities. Coach can control the gym and playing fields, librarian can control the library rooms.
- Users can browse through current reservations on a calendar display.
- Look for an available resource among several possibilities.

Prevent scheduling conflicts

- System automatically checks for conflicts
- Prevents the reservation request if conflicts exist.

Automatic notification

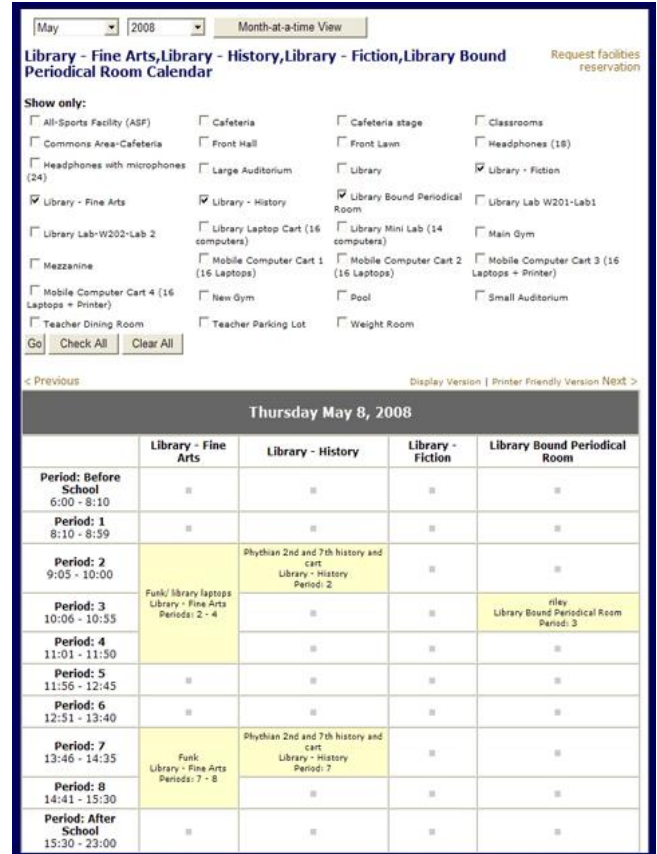
- Person responsible for the requested resource is notified of the request by email and can choose to confirm the reservation.
- The requestor is automatically notified by email of the confirmation.

Month-at-a-time and day-at-a-time views

- Day-at-a-time view clearly shows which facilities are available when.
- User can click on an available space to make a reservation.

Flexible reservations

- Request reservations by time or by school period.
- Reservations can be of any duration.
- Reservation can be for a single event or recurring events.



Library - Fine Arts, Library - History, Library - Fiction, Library Bound Periodical Room Calendar

Show only:

- All-Sports Facility (ASF)
- Commons Area-Cafeteria
- Headphones with microphones (24)
- Library - Fine Arts
- Library Lab-W202-Lab 2
- Mezzanine
- Mobile Computer Cart 4 (16 Laptops + Printer)
- Teacher Dining Room
- Cafeteria
- Front Hall
- Large Auditorium
- Library - History
- Library Laptop Cart (16 computers)
- Mobile Computer Cart 1 (16 Laptops)
- New Gym
- Teacher Parking Lot
- Cafeteria stage
- Front Lawn
- Library
- Library Bound Periodical Room
- Library Mini Lab (14 computers)
- Mobile Computer Cart 2 (16 Laptops)
- Pool
- Weight Room
- Classrooms
- Headphones (18)
- Library - Fiction
- Library Lab W201-Lab1
- Main Gym
- Mobile Computer Cart 3 (16 Laptops + Printer)
- Small Auditorium

Go Check All Clear All

Thursday May 8, 2008

	Library - Fine Arts	Library - History	Library - Fiction	Library Bound Periodical Room
Period: Before School 6:00 - 8:10	■	■	■	■
Period: 1 8:10 - 8:59	■	■	■	■
Period: 2 9:05 - 10:00		Phythian 2nd and 7th history and cart Library - History Period: 2	■	■
Period: 3 10:06 - 10:55	Funk/ library laptops Library - Fine Arts Period: 2 - 4	■	■	Phley Library Bound Periodical Room Period: 3
Period: 4 11:01 - 11:50		■	■	■
Period: 5 11:56 - 12:45	■	■	■	■
Period: 6 12:51 - 13:40	■	■	■	■
Period: 7 13:46 - 14:35	Funk Library - Fine Arts Periods: 7 - 8	Phythian 2nd and 7th history and cart Library - History Period: 7	■	■
Period: 8 14:41 - 15:30		■	■	■
Period: After School 15:30 - 23:00	■	■	■	■