Room Scheduling System & Team Room Guide

Student Version

Revision 2 – 03-05-2009

THE UNIVERSITY of TENNESSEE
COLLEGE of BUSINESS ADMINISTRATION

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URL & Sign-In

To log into the UT CBA Room Scheduling System, point your web browser to:

http://rooms.bus.utk.edu

On this page you will see input fields for your username and password. Enter your university NetID and password to log in. (See Figure 1 - Login Dialog)

Figure 1 - Login Dialog

What do I do if my logon fails? If your UT NetID and password are not allowing you access to the room scheduling system and you have double-checked that they do allow you access to other university services like T-Mail, please visit http://bus.utk.edu/tis/hbb_resources.html to report a problem. A TIS staff member will contact you to resolve the issue.

Interface Walkthrough

After logging in, you will be presented with the main scheduling screen. Your reservation privileges will determine which rooms are visible on this screen.

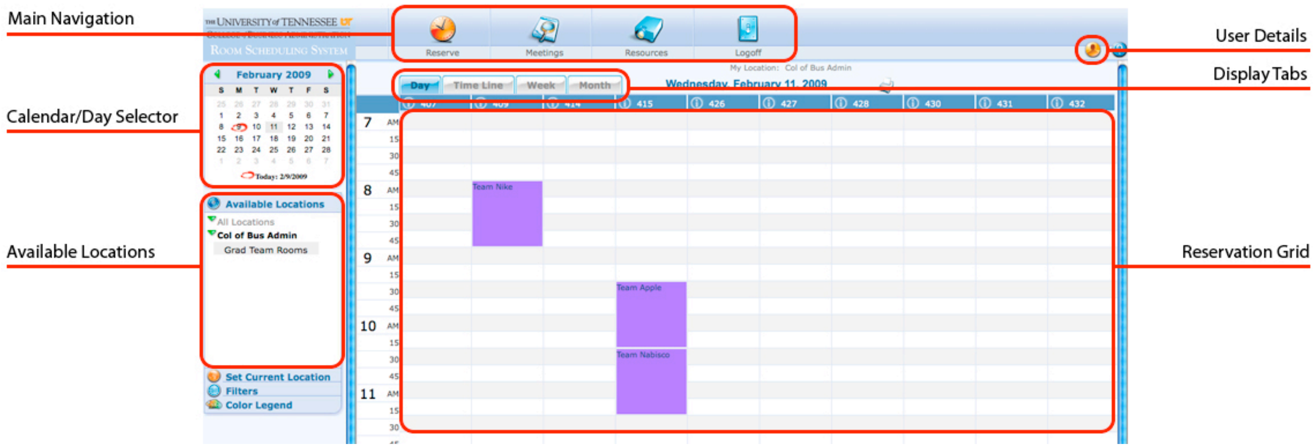

Figure 2 - Room Scheduling System Interface

Reservation Grid

The reservation grid is the main area within the Room Scheduling System; it displays all of the reservations for the rooms that you have access to view. Each meeting is represented by a vertical or horizontal bar (depending on the Display Tab selected – see below) and each bar is clicked to view its meeting details.

Display Tabs

Along the top of the reservation grid are four tabs that let you choose how you wish to view the room reservations.

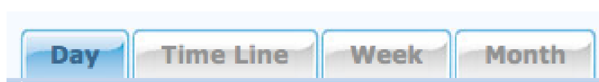

Figure 3 - Display Tabs

- **Day:** The Day tab will show the rooms as columns with time flowing downward.
- **Time Line:** Time Line is the opposite of Day. Time is organized by columns and rooms are displayed in rows.
- **Week:** The Week tab will show all reservations for the week in one screen. Unfortunately, this view will not display the room number for each meeting unless the reservation is clicked to view the meeting details.
- **Month:** The Month tab shows all reservations for each month in one view. Like the Week tab, the month tab does not display room information.

Calendar/Day Selector

In the upper left corner of the screen you will see a small calendar. This calendar lets you know which day you are currently viewing within the reservation grid. Today is marked with a red marker circle, while the day being viewed is highlighted in light gray.

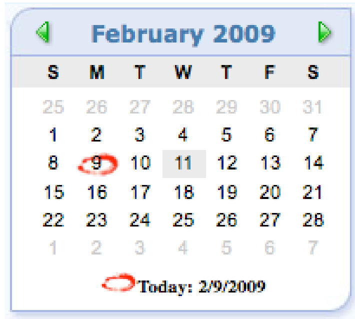

Figure 4 - Calendar/Day Selector

Available Locations

As a student, you have only one option for viewing reservation locations: team rooms. Your access to team rooms and graduate team rooms will depend on your enrollment status. Students do not have reservation or viewing privileges for classrooms, conference rooms or public spaces.

Figure 5 - Available Locations

Viewing meetings

Room reservations appear within the Reservation Grid as color blocks. The color of the block will depend on whether the meeting is a Class Team Meeting (purple) or a Student Study Group (light blue). Clicking on any one of these color blocks will take you to the meeting detail page.

Schedule a meeting

There are two ways to create a meeting within the room scheduling system: you can click a specific time/room cell in the reservation grid or you can click “Reserve” in the main navigation.

Clicking on the reservation gird

Clicking a specific time/room in the reservation grid will open up a reservation detail page with the room, meeting start time and day pre-selected based on the cell clicked.

Clicking Reserve in Navigation

Clicking reservation simply opens a blank meeting reservation detail page with no meeting details pre-selected except the current day.

Set meeting details

In the reservation details page you can enter all of the specifics for your meeting. The default length of the meeting is set to the minimum time block displayed in the reservation grid, usually

15 minutes. You will need to change the meeting end time for meetings longer than the default duration.

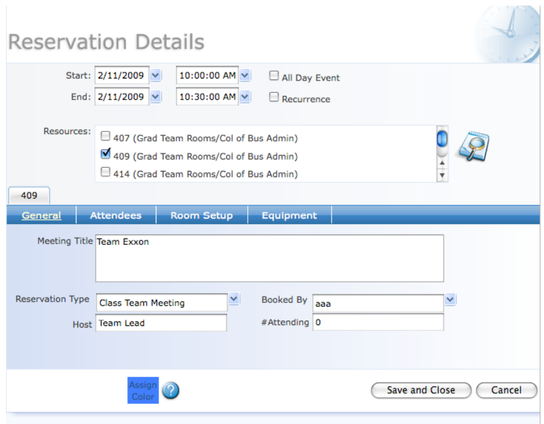

Figure 6 - Reservation Details page

Meeting Reservation Rules

There are a few rules that each student needs to follow when using the room scheduling system:

1. **Only one team room reservation per student per day**
2. **Reservations are limited to 1.5 hours in length.**
3. **Reservations must include at least 2 additional attendees.** Team rooms are not intended for private study.
4. **Reservations can be made up to 24 hours in advance.**
5. **No reoccurring meetings**
6. **No All Day Events**
7. **Limit meeting lengths to only the time you require.** Team rooms are a limited resource and must be reserved accordingly.

Reservation Etiquette: Because meeting rooms are a limited resource, please limit reservations to only the amount of time required. If your meeting ends before your reservation end time, be courteous and shorten your reservation to free up room availability.

Adding attendees

To make a team room reservation you must add two additional attendees to your meeting. Adding attendees within the room scheduling system also ensures that your attendees will be able to open the team room door when they scan their student ID on the team room kiosk at the scheduling meeting time.

To add an attendee, click Attendees in the reservation sub-navigation and then click on the address book icon labeled “MRM Addr.”

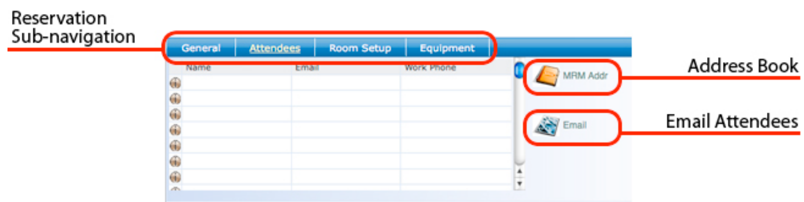

Figure 7 - Adding Attendees

A pop-up window will appear listing the students, faculty, and staff of the College of Business Administration. Clicking a name or email in the list will add that person as an attendee of your meeting. To remove them, simply close the address book and delete their name and email address from the list.

Notifying Attendees

To notify your attendees of the meeting, add them to the meeting using the instructions above and then click the Email icon. This will launch your email client of choice and pre-populate an email message with the meeting details. The system will also include each attendee as an email recipient.

> **Warning:** The information entered on the reservation details page is displayed on the kiosks throughout the Haslam Business Building. Do not use this as an opportunity to display your creativity or unique sense of humor. **Inappropriate entries may result in the loss of your room reservation privileges.**

Deleting a meeting

To delete a meeting that you have created (you only have privileges to delete meetings that you have created), click on the meeting to view the meeting details and click the "Delete" button in the bottom right corner.

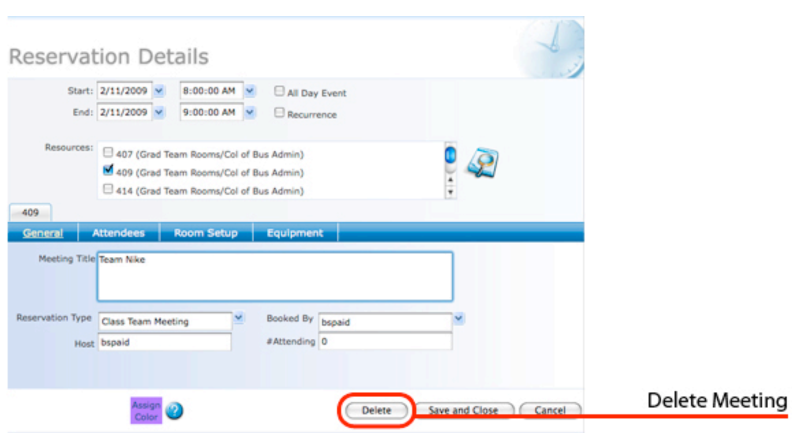

Figure 8 - Deleting a Meeting

Finding a meeting

To find a specific meeting without scrolling through the reservation grid, you can use the built-in meeting finder tool. Click "Meetings" in the main navigation; this will open a search interface with empty meeting detail fields. This search functionality works by finding all the meetings that meet all of the criteria you supply in this form.

> **Note:** The find functionality will add your NetID to the "Booked by" field by default. Any find executed will only show those meetings that **you** have booked.

Accessing Team Rooms

Once you've made your team room reservations with the room management system, you'll need to know how to gain access to the room at your scheduled meeting time.

Here are the simple steps you'll need to take to access the team rooms:

1. Select the team room you need to interact with.
2. Scan your student ID card during your scheduled meeting session. The kiosk will only unlock when your meeting is listed as the current meeting of the left-hand portion of the screen. There are no team room access overlaps.
3. Push the door inward to open; the handle does not turn, it's the door latch that unlocks. You have 5 seconds to enter before the latch relocks.

Accessing Team Suite Rooms

Many team rooms have entry doors off of main hallways, but there are also groups of team rooms that are behind by an entry door. These team rooms are accessed in the same fashion as the other team rooms with one important difference: team room suites will unlock the external entry door as well as the team room door. You have 60 seconds to enter your team room before both locks are reengaged.

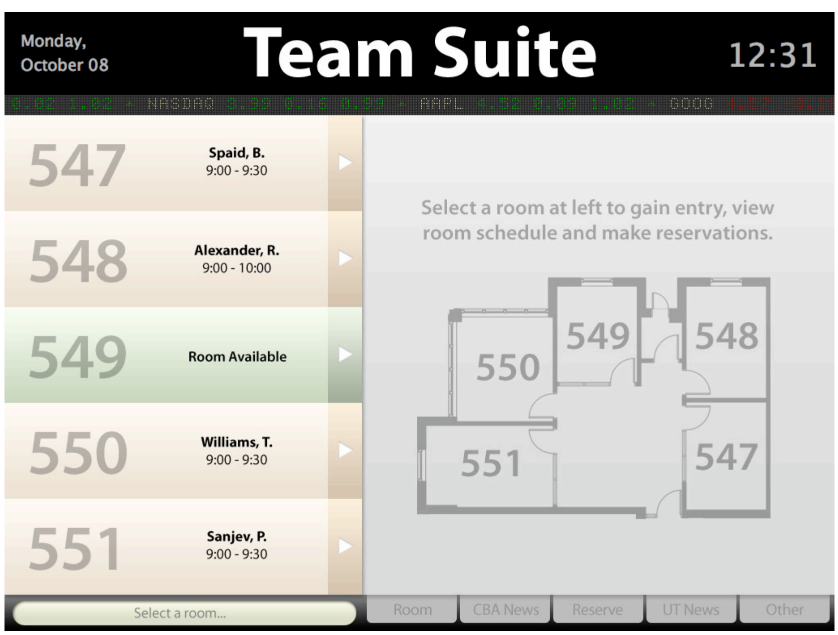

Figure 9 - Multi-room Kiosk

Team Room Privileges & Locations

The team rooms you have privileges to reserve will depend on your enrollment within the school. Following are student groups with their associated team room reservation privileges.

- **Undergraduate Students:** 2nd and 4th floor team rooms
- **Graduate Students:** 2nd and 4th floor team rooms; 5th floor graduate team rooms
- **Executive Education Students:** 2nd and 4th floor team rooms; 5th floor graduate team rooms; 6th floor Center for Executive Education team rooms

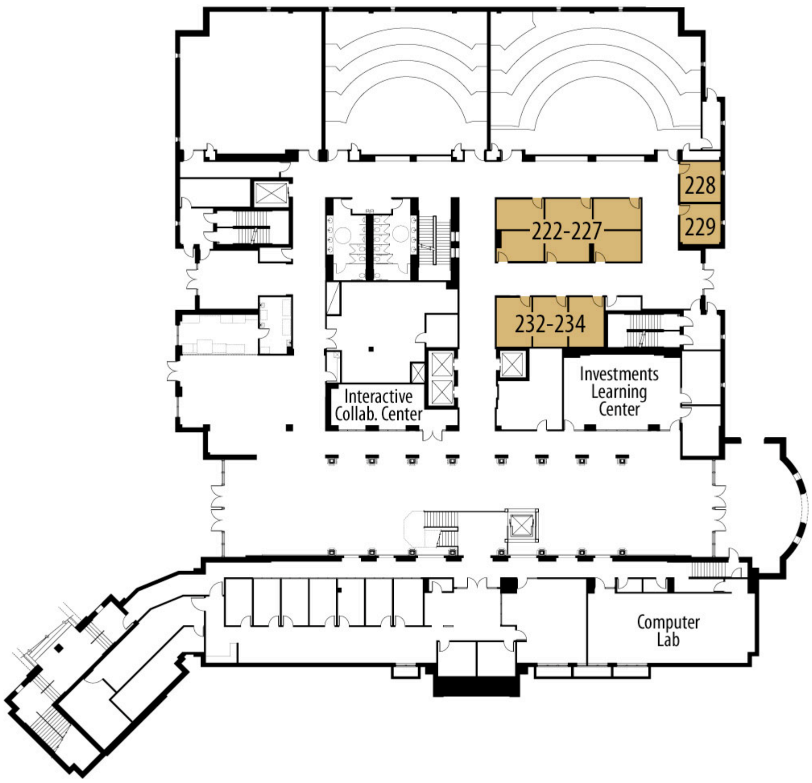

Figure 10 - 2nd Floor Team Rooms

Figure 11 - 4th Floor Team Rooms

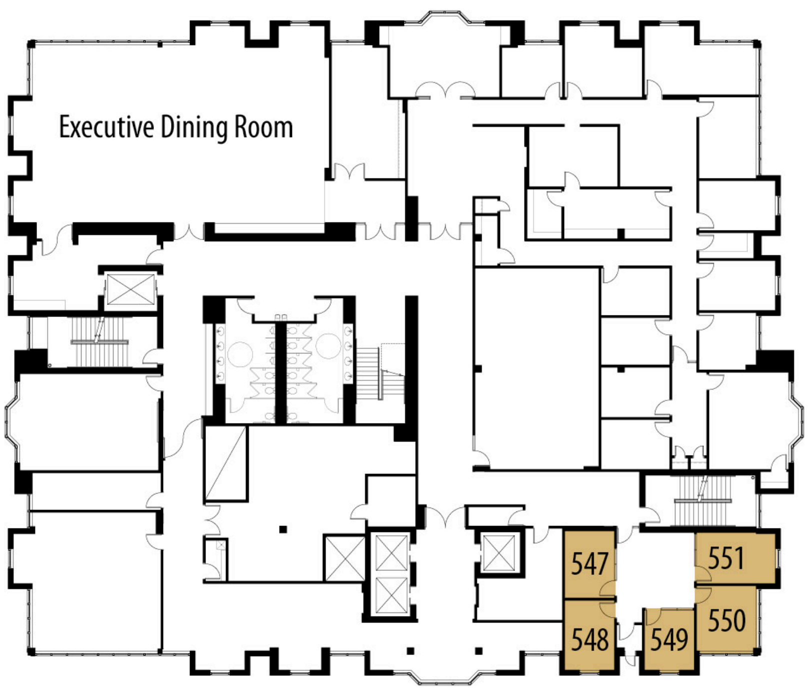

Figure 12 - 5th Floor Graduate Team Rooms

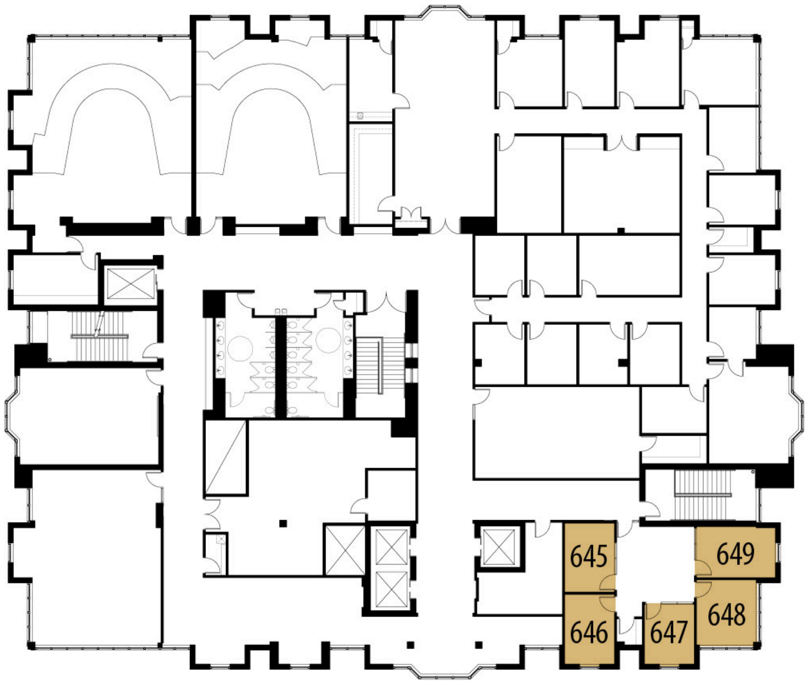

Figure 13 - 6th floor Center for Executive Education Team Rooms

Team Room Rules

Because team rooms are a limited resource with the potential for a large number of students per day, it is imperative that everyone follows some basic rules to ensure a pleasant and consistent experience for everyone.

Before you leave the team room, please:

1. **Clean the room.** This means removing all trash and erasing the white board. Ideally, leave the room as you found it.
2. **"Power Off" the system at the console.** This is the black box embedded in the table.
3. **Remove personal items.** Don't forget to take any USB flash drives or digital files with you before you go; they may not be there when you come back.

What do I do if there is any issue (cleanliness, non-functioning, missing or abused equipment, etc.) when I enter? Immediately the report the issue by calling the Technology Integration Services Help Desk at 974-4600 or using the reporting form at http://bus.utk.edu/tis/hbb_resources/report.cfm. Students found abusing the team rooms may lose their room reservation privileges. If you don't report the issue, you may be held responsible. *All rooms include camera monitoring systems with archived footage that can be reviewed to help determine those responsible; these cameras are not continuously monitored.*