

RESERVATION REQUEST W/ RESOURCES

Add equipment/services to a reservation.

Once a room has been selected, click Assign Resources

*Add a Meeting:

Add Meeting **Assign Rooms** **Assign Resources**

X FRES/ Equipment Test - Fri, 05/01/2020, 08:00 AM to 05:00 PM, CLSA 100B

*Will you be serving food or providing catering?

This will bring up a window where you can select the equipment and/or services needed. The equipment will tell you how many are available. Click in the box and type in the amount you need. You will then see the selection in green as shown below.

The screenshot shows the 'Add Resource' window. On the left is a filter sidebar with 'Resources' expanded. The main area displays a table of resources for the meeting 'FRES/ Equipment Test' on 5/1/2020 from 8:00-5:00pm in room CLSA 100B. The first row, '6' Table', is highlighted in green and labeled 'Selected 1 of 105'. Other resources include '6' Table - CLSA Hall Spec' (5 Available), '60" Round Sit Down Tab' (12 Available), and various AEWC tables (all Unavailable). Other available resources include 'Cocktail Table - tall' (18 Available), 'Easel' (25 Available), and 'Folding Chairs - black' (415 Available).

Resource	Availability
6' Table	Selected 1 of 105
6' Table - CLSA Hall Spec	5 Available
60" Round Sit Down Tab	12 Available
AEWC - 6' Interior Table	Unavailable
AEWC - 6' Table (exterio.	Unavailable
AEWC - 60" Round Sit D.	Unavailable
AEWC - White Folding C.	Unavailable
Cocktail Table - tall	18 Available
Crowd Control Barriers	Unavailable
Easel	25 Available
Electrical Service - Spide	Unavailable
Folding Chairs - black	415 Available

Most rooms are already at capacity in terms of equipment. Please keep this in mind when making your request.

Click OK. Complete the reservation by completing the form and clicking Submit.