

| | |
|--|----------------------|
| COBI Computing Knowledge Base Article - How to properly submit an equipment reservation | |
| Created by: Steve Kosier | Created on: 4/1/2011 |
| The purpose of this document is to cover the process of how to properly submit an equipment reservation to COBI's new resource reservation system. | |

1. Before filling out a request, the type of request being submitted needs to be determined.
 - a. The type of equipment being requested:
 - i. MediaSite
 - ii. LifeSize
 - iii. Laptop
 - iv. Projector
 - b. Does the request require a room reservation?
 - i. MediaSite: We have a portable MediaSite system if needed, but unless the reservation is off-site a room reservation will always be required.
 - ii. LifeSize: Any LifeSize request will always require a room reservation as there is no portable capability.
 - iii. Laptop: Unless the laptop reservation is off-site (student competition, etc), a room reservation is usually required as this reservation system is intended to reserve laptop checkouts for a class, or student organization.
 - iv. Projector: Same logic applies to projectors as it does to laptops.
 - c. Based on the above information, if it has been determined that the reservation will require a room reservation, move to step 2. Otherwise, skip to step 3.
2. After the type of reservation has been determined, speak with Sandy Whitman to schedule a room for your reservation. It is highly recommended that Sandy determine the room for the request as she has the most up-to-date information for all COBI rooms. This will allow for a more accurate submission of a reservation request. Failure to secure a room for a request could result in the request being denied which would require the process to start over.
3. To start the reservation process, go to <https://stmain.st.utoledo.edu/ReservationSystem>
4. **Requestor Information:**

All fields marked with a * are required

Requestor Information:

| | |
|----------------------------|-------------------------------|
| Requestor Name:* | Rocket Number (with the "R"): |
| <input type="text"/> | <input type="text"/> |
| Requestor E-Mail Address:* | Confirm E-Mail Address:* |
| <input type="text"/> | <input type="text"/> |

- a. **Requestor Name:** Name of the person submitting the request
- b. **Rocket Number:** The rocket number of the requestor, this field is used to authenticate the submission. If the rocket number is incorrect, this will result in an error and the reservation will not be submitted.

- c. **Requestor E-Mail Address/Confirm E-Mail Address:** These fields require that a valid e-mail address be typed into the box, if there are any errors/inconsistencies between the two fields, an error message will appear.

5. **Resources:**

- a. Checking the box next to a resource will activate the fields below the resource.
b. After the fields have been activated, there will be a red * next to each field, indicating that all fields are required for the resource.

6. **MediaSite:**

The screenshot shows a form titled "Select you resource(s):" with a checked checkbox for "MediaSite". Below this, there are several fields: "Event Contact Name:*" and "Event Name:*" (text input fields); "Is this a live event?*" (dropdown menu); "Number of Participants:*" (dropdown menu); and "Who can view this event?*" (checkboxes for "Everyone", "Faculty/Staff", "Students", and "External Contacts").

- a. **Event Contact Name:** Full name of the person requesting the event.
b. **Event Name:** The name of the event to be recorded.
c. **Is this a live event?:** This field indicates whether or not the event will be streamed live.
d. **Number of Participants:** The number of people expected to attend the event.
e. **Who can view the event:** The checkboxes in this field represent the security options that can be applied to the recorded event.
i. **Everyone:** The event can be viewed by anyone
ii. **Faculty/Staff:** Only faculty and staff can view the event
iii. **Students:** Students can view the event
iv. **External Contacts:** Persons outside the university can view the event

7. **LifeSize:**

The screenshot shows a form titled "LifeSize" with a checked checkbox. Below this, there are several fields: "Remote Site Contact:*" and "Remote Site IT Contact:*" (text input fields); "Contact Email:*" and "IT Email: *" (text input fields); "Time Difference:*" (dropdown menu with "hrs" selected and a "No time difference" checkbox); and "Phone Number:*" (text input field).

- a. **Remote Site Contact/Contact Email** – is the person's name/email at the remote site that is facilitating the video conference
b. **Remote Site IT Contact/IT Email** – is the IT Support for the video conference at the remote site
i. If the main contact/it support person are one in the same, you can put the same information in both sets of fields

- c. **Phone number** – remote site main contacts phone number
- d. **Time Difference** – this item is the time difference between the remote site and the University of Toledo.
 - i. If there is no time difference between UT and the remote site, check the “No time difference” box and this will disable the time difference fields to let us know the remote site is in the Eastern Time Zone

8. Laptop/Projector:

The screenshot shows a form with two columns. The left column is for 'Laptop' and the right column is for 'Projector'. Both columns have a checked checkbox at the top. Below each checkbox are three dropdown menus: 'Pickup Time:*', 'Return Time:*', and '# of Laptops/Projectors Needed:*'. The 'Laptop' dropdowns are currently empty, and the 'Projector' dropdowns are also empty.

- a. **Pickup/Return Time:** Specifies the pickup/return time of the equipment. All laptops and projectors are to be picked up and returned to ST0125, the COBI Virtual Lab.
- b. **# Of Laptops/Projectors Needed:** Indicated the number of laptops/projectors that are needed for the request.

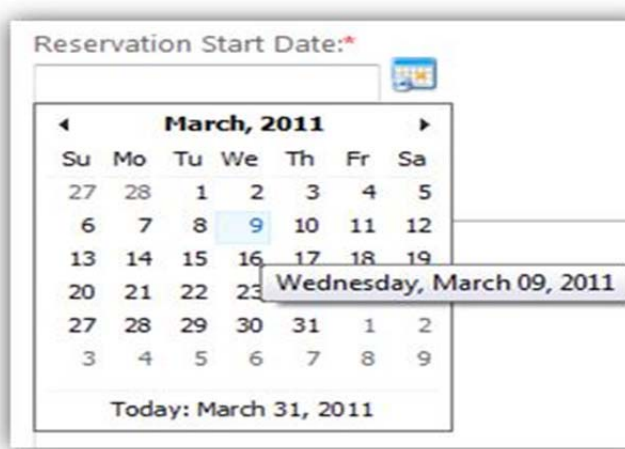
9. Reservation Information:

The screenshot shows a form titled 'Reservation Information:'. It includes the following fields:

- 'Is this a recurring or one-time event?*' with a dropdown menu set to 'Recurring Event'.
- 'Reservation Location:*' with a dropdown menu set to '1100'.
- 'Days of Reservation:*' with checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday.
- 'Reservation Start Date:*' and 'Reservation End Date:*' with date pickers.
- 'Start Time: 7:00 AM' and 'End Time: 7:00 AM' with time dropdown menus.
- 'Additional Comments:' with a large text area.
- 'Submit Reservation' button at the bottom.

- a. **Recurring or one-time event?** – allows COBI Computing to identify what the expected frequency of the event will be.
- b. **Reservation Location** – this field will populate with rooms that qualify for the selected resources.
 - i. If the reservation is off-site, or does not require a room there are items in the dropdown list to accommodate those situations.
- c. **Days of Reservation** – helps COBI Computing to identify on what day (One-time event) or days (Recurring Event) the event will take place.

d. Reservation Start/End Date –



- i. The start/end date of the reservation is ran by an AJAX Calendar control module, which allows the user to click on the calendar icon next to the associated field and select a date from the GUI Calendar
 - ii. The reservation start/end dates, coupled with the day the reservation falls on, and the type of event (One-time/Recurring) will help the COBI Computing Department to allocate the proper support for the event.
- e. Reservation Start/End Times – these items indicate the time of which the event will start and stop on its scheduled days.
- i. The start time of the reservation is programmed to not allow a reservation to be submitted where that time has already passed (i.e. You cannot submit a reservation with a start date of March 31, 2011 @ 2p.m when the time is 3p.m on that day)

Once the form is submitted, the COBI Computing Dept will review the submission to make sure there are no errors. After the reservation has been approved, the submitter of the request will receive an email with instructions on how to move forward with the request from the approval.