Get Started with the RIC ROOMS Web App

RIC ROOMS Web App is a web-based application that allows users to browse events in a calendar, view facility information, and if allowed, submit and manage room reservations and service requests. To get started, we will go over the following topics:

- Log In and Out
- Introduction to the Home Page
- Browse Events, Locations, and People
- Create a Reservation in RIC ROOMS Web App

Log In and Out

You can access RIC ROOMS Web App through any standard Internet browser. This topic provides information on the following:

- Log In
- Log Out

LOG IN

- 1. Open an Internet browser session and navigate to your RIC ROOMS Web App URL. (Contact your RIC ROOMS Administrator if you need assistance.) The RIC ROOMS Web App home page opens and prompts you to sign in. Login thorugh your MyRIC account is fastest.
- 2. In the Email Address field, enter the email address and password for your RIC ROOMS User Account. Click for help with your password or contact your Administrator if you don't have one.
- 3. Click Sign In. The window changes to show your MY HOME and offer more options for creating reservations and for browsing events, locations, and people.

RHODE ISLAND COLLEGE	RIC Rooms - Facilities, Events and Services Scheduler	Ø	Welcome, Guest. 🐣
HOME CREATE A REQUEST	SITE HOME MY HOME		Ø
BROWSE EVENTS O LOCATIONS	Sign In Welcome, Guest. RiC faculty/staff members, please log in using RICEDU\username for the User ID field. User Id * Password * Sign In Sign In		

LOG OUT

- 1. To log out, click the dropdown arrow under your name in the upper-right corner of the RIC ROOMS Web App window.
- 2. Click Sign Out.

RHODE ISLAND COLLEGE	RIC Rooms - Facilities, Events and Services Scheduler	0	White, Brian K. 🍐 🗸
😤 НОМЕ	SITE HOME MY HOME		My Account Admin Functions
CREATE A RESERVATION	My Deservation Templetes	Click here	Create Custom Link
MY EVENTS	my reservation remplates	to Sign Out 📥	🕞 Sign Out
PDOM/CE	Room & Service Request		book now about
DROTTEL			

Introduction to the Home Page

Once you have signed in to RIC ROOMS, you will see a menu on the left and your home page on the right. To begin making a reservation, click CREATE A RESERVATION. To explore events, locations, and people, use the options under BROWSE.

MAIN MENU

The menu on the left enables you to:

- CREATE A RESERVATION
- MY EVENTS (shows your events in a calendar grid by Day, Month, or Date)
- BROWSE
 - o EVENTS in a calendar grid
 - o LOCATIONS (Buildings, Facilities, Regions, and Rooms)
 - o PEOPLE
- LINKS (your favorite shortcuts)

MY HOME

Information on your home page varies depending on your Administrator's settings and User Preferences. For most users, the page shows three regions:

- My Reservation Templates different types of reservations you can make
- My Bookings your reservations
- My Infographics a summary of your activity

Номе	SITE HOME MY H	IOME	(1		1	Personaliz	ze
	My Reservation T	emplates	Ma reserv	ations	y y	our accou	Int
	Book A Meeting		using temp	your lates		book now	about
A BROWSE	Book A Workspace			_		book now	about
	Book A Video-Conferen	ice Room		3)		book now	about
LOCATIONS events & space,	Book An Event		Wo	rk		book now	about
PEOPLE find people	My Bookings FEBRUARY 15, 2016	SEARCH	book	ings		_	
LINKS		/	Day Month	Date 🗸	Previ	ous Today	y N
Dea	8-00 AM - 8-20 AM MT	Team status check-		Software HO - Pikes Peak	check in	cancel	end now
Google	10:00 AM - 11:00 AM MT	Tiger Team product	demo	Software HQ - Limon	check in	cancel e	end now
	12:00 PM - 1:30 PM MT	Lunch brown bag - I	Jsing Invision	Software HQ - Mt Evans	check in	cancel e	end now
	3:00 PM - 4:00 PM MT	Mobile app design r	eview	Software HQ - Red Rocks	check in	cancel e	end now
	4:00 PM - 4:30 PM MT	Web app CSS updat	es	Software HQ - Workspace	9 check in	cancel e	end now
	My Infographics						
	Today		This Week		This Month		
	5 bookings		37 bookings		112 bookings		
		 3 Reserved 1 Requested 1 Past 		 25 Reserved 8 Requested 3 Cancelled 1 Past 		 85 F 16 R 10 C 1 Pa 	Reserver tequeste Cancelle st

Tip: Anywhere you see "..." on a room name, you can click to expand and see the full room name.

SITE HOME

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Clicking the SITE HOME tab will show your organization's customized RIC ROOMS home page.

Browse Events, Locations, and People

The BROWSE section of the main RIC ROOMS Web App menu enables you to explore Events, Locations, and People.

RHODE ISLAND COLLEGE	Browse Events			0	Welcome, Guest. 🐣
HOME					
CREATE A REQUEST	Filters				Compact View
BROWSE	Date Sun	07/29/2018			
EVENTS	Locations Alger H	Hall		Add Filter	
LOCATIONS	Add/R	Remove Locations			
				DAILY LIST WEEKLY LIST	MONTHLY LIST
		< Prev Sunday, Jul	y 29th 2018- Saturday, August 4th 2018 Next >		
	SUN M	ON TUE	WED THU	FRI	SAT
	29	30 31	1	23	4
	MGT-249-201 8500am - 10: ALG103 - Clas	Business Stat ACCT-202-20 Prin of Acctg 13am 5:00pm - 7:50pm ssroom ALG106 - Classroom	MGT-249-20 Business Stat MGT-345-20 Managing in 8:00am - 10:13am 5:30pm - 8:35pm ALG103 - Classroom ALG105 - Classroom	MGT-345-20 Managing in 5:30pm - 8:35pm ALG105 - Classroom	
	ACCT-467-20 11:00am - 12 ALG103 - Clos	Directed Inte MGT-345-20 Managing in >20pm 5:30pm - 8:35pm stroom ALG105 - Classroom	Orientation 2018 MGT-550-20 Topics: 3x00pm - 9:00pm 6:00pm - 7:50pm ALG101 - Computer Lab ALG103 - Classroom		
	CIS-467-20 Di 11:00am - 12 ALG103 - Clos	rected Intern- E20pm 6:00pm - 7:50pm ssroom ALG103 - Classroom	Orientation 2018 St00pm - 9:00pm 6:00pm - 9:18pm ALG103 - Classroom ALG107 - Classroom		
	FIN-467-20 D 11:00am - 12 ALG103 - Clas	irected Inter E20pm 6:00pm - 9:18pm ALG107 - Classroom	Orientation 2018 3:00pm - 9:00pm ALG102 - Computer Lab		

LEARN HOW TO:

- Browse Events
- Browse Locations
- Locate People Not Currently Enabled

Note: The previous version of this application, Virtual RIC ROOMS (VEMS), had different menu options. See the following table for a comparison of VRIC ROOMS and Web App menu options.

MENU IN VEMS	MENU IN EM	IS WEB APP How Is This Better?
My Requests	Events	Expands the view to all events, instead of only those you requested
Browse for Space	Locations	Expands the view to Facilities, Buildings, Views (custom collections of rooms)
Browse Groups	People	Expands the view to Groups, individual Users, and custom user types

Browse Events

You may wish to browse and explore existing events before you make a reservation in order to build familiarity with facilities, related or adjacent events, and other users' reservations. The BROWSE EVENTS page displays events in a daily (default), weekly, or monthly view.

This topic provides information on the following:

- Browse Events Before Making a Reservation
- Browse Events Using Filters

BROWSE EVENTS BEFORE MAKING A RESERVATION

- 1. Click **Browse** > **Events** in the menu bar.
- 2. To browse existing events from BROWSE EVENTS, click on an event name. This shows Event Details in a popup.

EVENT DETAILS	ELATED EVENTS	×
*Event Name	This is my event	*
Date	3/15/2016	
*Event Time	7:00 AM - 8:30 AM MT	
Reserved Time	7:00 AM - 8:30 AM MT	
*Room	103	
Group-X	24 Hour Fitness	
1st Contact-X Name	Bob Anderson	
1st Contact-X Phone	55	
1st Contact-X Fax	555	
1st Contact-X Email	<a href<br="">Add to your Outlook calendar	-
Add Event To Calendar		Close

3. To see Room information, click the room name.

About Demo Room 05		×
ROOM DETAILS SETUP DETAILS	FEATURES IMAGE	
Room Code	IAC HQ - ER	
Description	Endeavour Room	
Room Type	Conference Room	
Floor	2nd Floor	
Size	300 sq ft	
Phone	212-314-7300 x295	
Required Check-in?	No	
Allow Check-in X Minutes Before Start of Boo	oking 10	
	View All Building & Room Details Close	

BROWSE EVENTS USING FILTERS

You can use filters along the top of the Browse Events window to narrow your results. These are explained below.

VIEW	DESCRIPTION
Daily	Events scheduled for the current day's date in a list view.
Weekly	Events scheduled for the current week (weeks always begin on a Sunday) in a list view.
Monthly	Events that are scheduled for the current month in a calendar view.

To filter basic information, use the filters along the top of the window.

BASIC FILTERS

Date The date on which the view will focus.

Time Zone The time zone in which to display the schedule.

To filter in more detail, click the dropdown option.

DETAILED FILTERSLocationsBrowse only events for the location you select.RoomBrowse only events for the room you select.GroupBrowse only events for the group you select.kevent NameBrowse for a specific event by name.Group TypeBrowse for all events for a type of group you specify.

Browse Locations

The RIC ROOMS Web App LOCATIONS menu option helps you explore facilities and booked space and is especially useful when you know which space you want and need to find time slots

when the space is available. Once you have located an available time slot, you can click **CREATE A RESERVATION** from the main menu to book space.

 From the left menu in RIC ROOMS Web App, click BROWSE > LOCATIONS. The Browse Locations page shows available rooms in a calendar view.

RHODE ISLAND COLLEGE	Browse Locat	ions											?	Welcome	, Guest. 🐣
🖀 HOME	Filters													Com	npact View
🗎 CREATE A REQUEST		Date	ed 05/02/20	018				Time Z	one E	astern Time				•	
BROWSE EVENTS	Locat	ions (all) Add	Remove L	ocations						ļ	Add Filter				
Q LOCATIONS	Locations	Scroll Schedu 2, 2018	Daily 1les Thu >	9	10	11	12 PM 1	2	3		Capacity Features Floors Room Room Types Setup Types	d A Roc	em 9	10	Search
	ALG 108 - Classroom	30													
	ALG109 - IT Career & N ALG110 - Lecture Hall	30 150	RI ASPA O	Conferece						_		_	_	_	-
	ALG242 - Office Readin	30													
	Building #3 (ET)	Cap													
	BLDG 3-014 West Classr	24													
	BLDG 3-015 East Classr	36													
															•

Tip: Filters along the top of the **Browse Locations** page enable you to quickly focus the view on rooms in a specific time frame and by room features, such as equipment, room type, and geographic location. This helps you find available space to quickly meet your requirements. To add and remove location filters, click the **Add/Remove Locations** option, which presents a Locations filter popup where you can select by building, area, and view.



- 2. To learn more about a location, click the location name. The Location Details window appears (if you have permissions), showing details about the location.
- 3. Click **View All Building & Room Details** to see details. Depending on how your Administrator has configured your RIC ROOMS Web App application, the window can show varying information about the location, including the building details (name, description, and/or notes), photos and floorplans (images), description, room type, setup type, and other features.

RHODE ISLAND COLLEGE	Alger Hall - ALG110 - Lecture Hall	
HOME O Click Tabs to see building information	BUILDING DETAILS IMAGES	
BROWSE	Building Code Description	ALG Alger Hall
	Time Zone ALG110 - Lecture Hall	Eastern Time (ET)
Click tabs to see room information	ROOM DETAILS SETUP TYPES FEATURES IMAGES AV	AILABILITY
	Room Code Description	ALG110 ALG110 - Lecture Hall
	Room Type	Classroom
	Floor Sq. Footage	1st 988
	Notes	

Locate People – Not Currently Active

You can click **BROWSE > PEOPLE** from the main RIC ROOMS Web App menu to find events by the person who reserved or is attending the event or to simply find where a user or group will be located at a given time.

Note: Previous releases of RIC ROOMS called this "Locate a group."

- To see all people and groups who have events scheduled for today, leave the Name field blank and click Search. To narrow the results to only the bookings for one person or group, click on the user or group name.
- To search for a specific person or group, enter at least the first three letters in the Name field (RIC ROOMS Web App will suggest the closest match), and then click **Search**.

Tip: The Search field is not case-sensitive and you can search by first or last name.

We hope to have a Floor Plan icon appear for each event in this view. You can click this icon to open a floor plan for the selected building and view location details.

Create a Reservation in the RIC ROOMS Web App

This topic provides information on creating a reservation in the RIC ROOMS Web App:

- Create a Reservation
 - Specify When and Where
 - Specify Who and What
 - Choose Services (Optional)
 - Finalize Reservation Details

CREATE A RESERVATION

1. You can begin making a reservation by clicking the **CREATE A RESERVATION** option (on the left menu) or the **Book Now** button next to one of your reservation templates (on the right).

	RIC Rooms - Facilities, Events and Services Scheduler	0	White, Brian P	c 📥 👻
# НОМЕ	SITE HOME MY HOME			0
CREATE A RESERVATION	My Reservation Templates			
BROWSE	Room & Service Request	book now about		
EVENTS	Room and Service Requests for Approvers		book now a	bout
Q LOCATIONS	Special Request: Furniture Only		book now a	ibout
PEOPLE	My Bookings			
	MAY 2, 2018 SEARCH	E	astern Tin	ne [ET]
	Duy Month Date -	Previous	Today	Next
	1.00 PM - 2.00 PM RIC Rooms Web App User Training B1- 200 MIS Conference Room Confirmed			

2. Next, the Create a Reservation screen appears, where RIC ROOMS Web App will lead you through the reservation process. Enter information (including all required fields) using the **Next Step** button to advance through the process.

		Roo	m Request		🕐 🛛 White, Brian K. 🐣 🗸
🗙 Room & Se	rvice Reque	est		1 Rooms 2 Services 3 Reservation Details	🐂 My Cart (0) Create Reservation
New Booking	for Mon M	lay 7, 2	018		Next Step
Date & Time			Selected Rooms		
Date			Your selected Rooms wil	appear here.	
Mon 05/07/2018	Recur	rence	Room Search Results		
Start Time	End Time		Rooms matching your se	arch criteria will appear here.	The reservation process:
8:00 AM	9:00 AM	0	84		The reservation process.
Create booking in this Eastern Time	time zone	•			Who & What Where & When

SPECIFY WHEN AND WHERE

- 1. To specify *When*, select dates, times, recurrence (optional), and time zone for the reservation in the upper left panel.
- 2. To specify *Where*, in lower left panel, select one of the following:

• Let Me Search for a Room

OR

o I Know What Room I Want

Tip: Filters in this lower left panel help you narrow your Room Search Results. When you click Search, results appear on the right. From these results, you can view expanded Room Details by clicking on the room name.

Locating space as part of the reservation process is different than browsing locations.

Tip: Once you have **established favorites**, RIC ROOMS Web App uses these (plus the parameters of the booking template in use) to filter your search results when you use the **Let Me Search for a Room** option. To expand your search results beyond your favorites, de-select the Favorite rooms only checkbox or click **Add/Remove** next to **Locations**.

Let Me Search For A Room	٩
Locations	Add/Remove
Floors (all)	Add/Remove
Setup Types (no preference)	Add/Remove
Room Types (all)	Add/Remove
Features (none)	Add/Remove

3. Once you have located a room to reserve, click the Add (+) icon to add the booking to your cart. You can delete or

change the room before finalizing your Reservation.

SPECIFY WHEN & WHERE

	m Request	0
x Room & Service Request 0	1 Rooms 2 Services 3 Reservation Details	📕 My Cart (0)
New Booking for Wed May 23,	2018	
Date & Time	Selected Rooms	
Wed 05/23/2018 Recurrence	Your selected Rooms will appear here. Room Search Results	
tart Time End Time	LIST SCHEDULE	
Create booking in this time zone Eastern Time v	Favorite Rooms only. Find A Boom Search 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11	
Locations Add/Remove	Rooms You Can Reserve	
(all)	Donovan Dining Center Cap 7AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11	
Search	O DDC Display Table 1	
Let Me Search For A Room	O DOC Display Table 2	
I Know What Room I Want	ODC bisplay Table 4	
om Name	O DDC Virtual book	
Q	O DDC209-Office 0 Privo	
	Rooms You Can Request	
	Adams Library (ET) Cap 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11	
	Adams Library For 40 ENGL-262 01 Women, Crime&Representation ENGL-327-01 Studies in Mull ENGL-123-01 Studies in Lit&	

- RESERVE ROOMS require no approval, they are first come first served.
- REQUEST ROOMS follow the standard request and approve process.
- 4. Once you complete all required fields on this tab, click **Next Step** in the upper-right corner.

Request											
· ·	Attendan	ce & Se	etup Ty	/pe						×	
	To continue, please enter the number of attendees and desired setup type for this Room. No. of Attendees										
	0										
8	Setup Type									_	
	Conference	:e								•	
lected Rooms	(no prefer	ence)									
our selected Roon	As Is Bleacher Classroom	1									
om Search Re	Conference	e									
LIST SCHEDUL	Hollow Sq Lecture -w Lecture, N	uare - Panel T o Panelis	able it table							I	
) Favorite Rooms	Round Tab	m Theate ple Meeti	er ng								Find A Roon
		7 AM	8	9	10	11	12 PM	1	2	3	4

You will be required to add a head count and setup type (these setups will be changing over time)

CHOOSE SERVICES (SHOULD BE DONE LATER IN PROCESS)

5. Under the **Services** tab in the Create Reservation screen, specify any services you wish to associate with the reservation (if available, you can click **Skip Services**). The example below showing a workspace booking may differ from your administrator settings, such as catering options and billing.

=	RHODE ISLAND COLLEGE	Room Request				Q	White, Brian K. 🍐 🗸
×	Room & Servic	e Request 0				🗮 My Cart (0)	Create Reservation
			1 Rooms	2 Services	3 Reservation Details		
S	ervices For Your	r Reservation					Next Step
		Your selected room(s) and date(s) do not allow for	additional Servic	es. Please adjust your selections or o	continue to the next step.	

6. When complete, click **Next Step** in the upper right corner.

FINALIZE RESERVATION DETAILS

The Reservation Details screen finalizes information about your reservation. Invitations to bookings and attachments will be sent to all attendees. The example shown below may differ from your implementation.

7. Complete all required information. Then click Save Reservation Details and Create Reservation.

Room Request	0	White, Brian K. 🐣 🗸
x Room & Service Request 0	1 Rooms 2 Services 3 Reservation Details	Create Reservation
Reservation Details		
Event Details		0
Event Name * Event Ty Meetin	,• •	
Group Details		Θ
Group * Q 1st Contact		
Additional Information		Ø
I have read the college's Policy for Use of Facilities located at www.ric.edu/ems and agree to the terms as outlined. *		
Choose one	•	