

# 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 through 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.

The screenshot shows the RIC ROOMS Web App interface. At the top, there is a dark red header with the Rhode Island College logo on the left and the text "RIC Rooms - Facilities, Events and Services Scheduler" in the center. On the right side of the header, there is a "Welcome, Guest." message with a user icon. Below the header is a navigation menu with "HOME", "CREATE A REQUEST", "BROWSE", "EVENTS", and "LOCATIONS". The main content area is divided into "SITE HOME" and "MY HOME". The "MY HOME" section contains a "Sign In" form with fields for "User Id \*" and "Password \*", a "Sign In" button, and a "Request A Room" button. A "Welcome, Guest." message is displayed on the right side of the "MY HOME" section.

## 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.



## 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
  - EVENTS in a calendar grid
  - LOCATIONS (Buildings, Facilities, Regions, and Rooms)
  - 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

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

## SITE HOME

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.

## 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 EMS 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

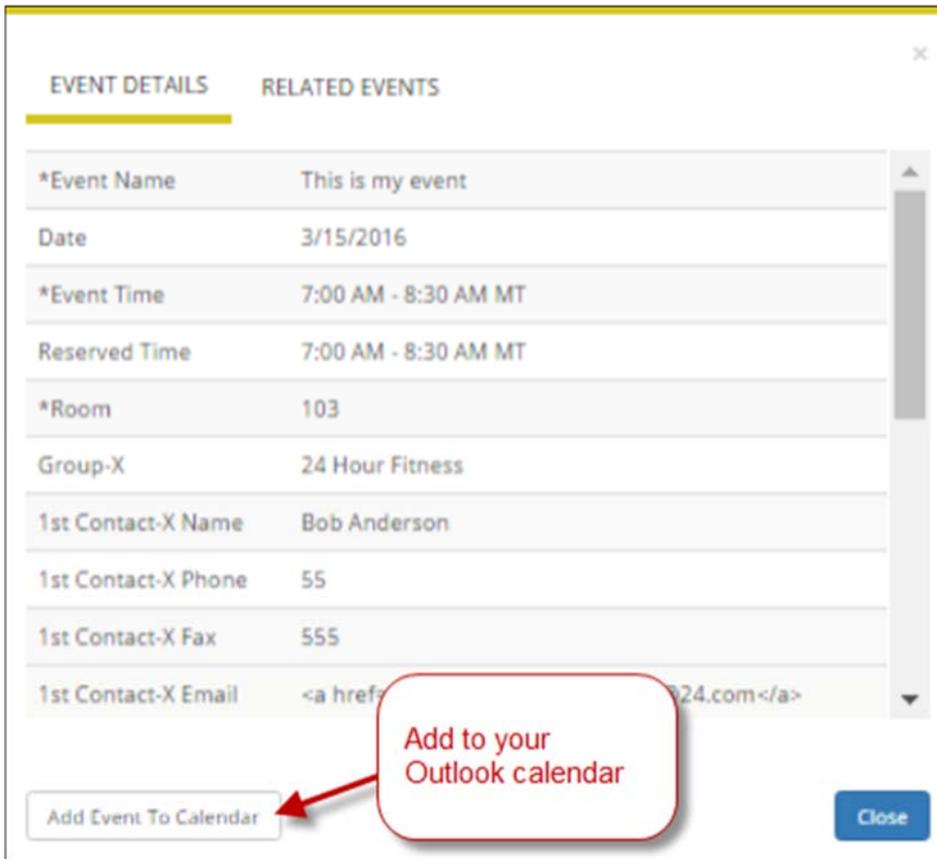
You may wish to browse and explore existing events before you make a reservation in order to build familiarity with facilities, related or adjacent events, and other users' reservations. The BROWSE EVENTS page displays events in a daily (default), weekly, or monthly view.

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.



The screenshot shows a popup window titled 'EVENT DETAILS' with a close button (X) in the top right corner. The window has two tabs: 'EVENT DETAILS' (selected) and 'RELATED EVENTS'. Below the tabs is a table of event information:

*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="mailto:24.com">24.com</a>

At the bottom left of the popup is a button labeled 'Add Event To Calendar'. A red callout box with the text 'Add to your Outlook calendar' and a red arrow points to this button. At the bottom right is a blue button labeled '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 Booking	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
<b>Daily</b>	Events scheduled for the current day's date in a list view.
<b>Weekly</b>	Events scheduled for the current week (weeks always begin on a Sunday) in a list view.
<b>Monthly</b>	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 FILTERS

**Locations** Browse only events for the location you select.

**Room** Browse only events for the room you select.

**Group** Browse only events for the group you select.

**Event Name** Browse for a specific event by name.

**Group Type** Browse for all events for a type of group you specify.

**Room Types** Browse for events in a type of room you specify.

# Browse Locations

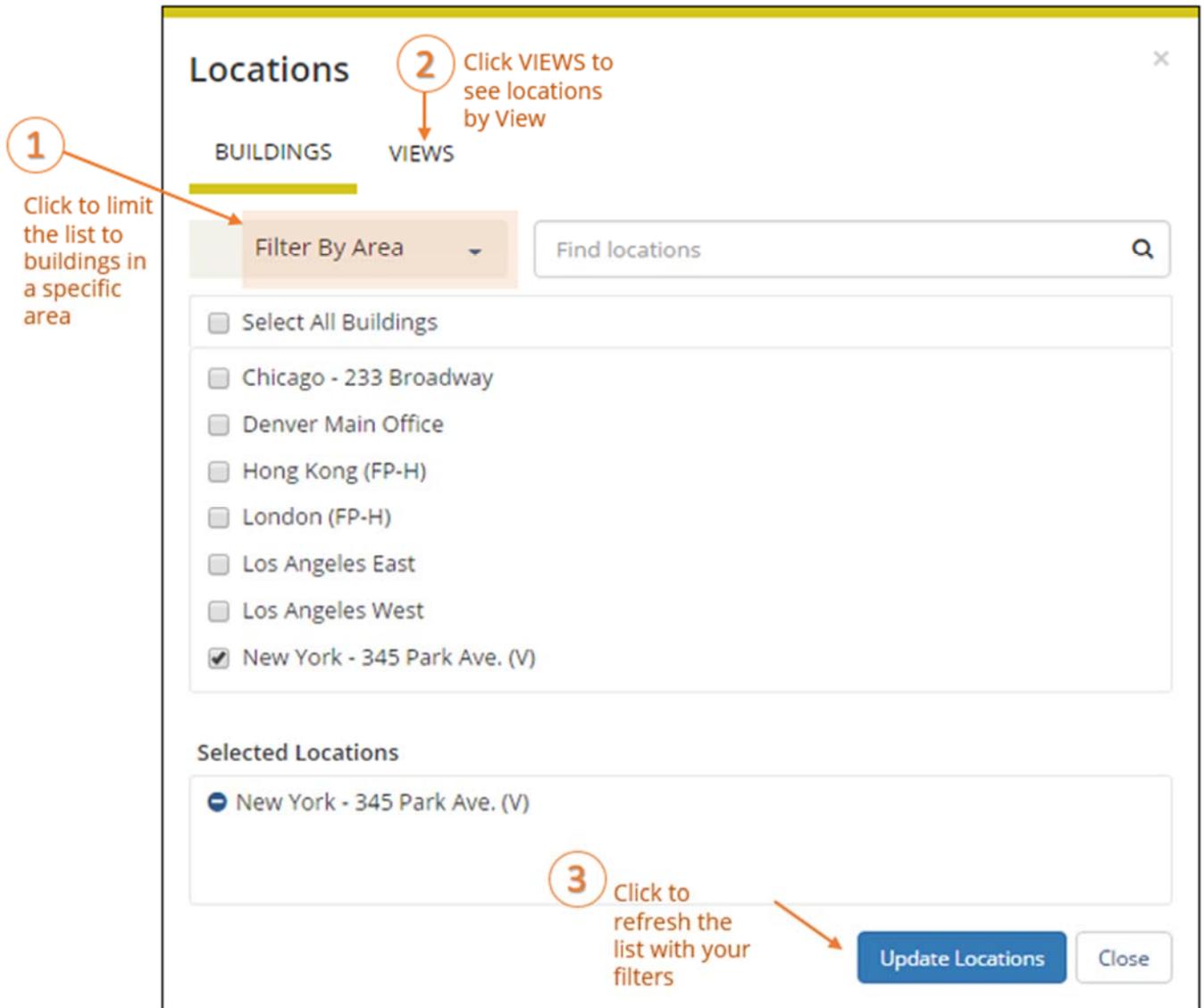
The RIC ROOMS Web App LOCATIONS menu option helps you explore facilities and booked space and is especially useful when you know which space you want and need to find time slots

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.

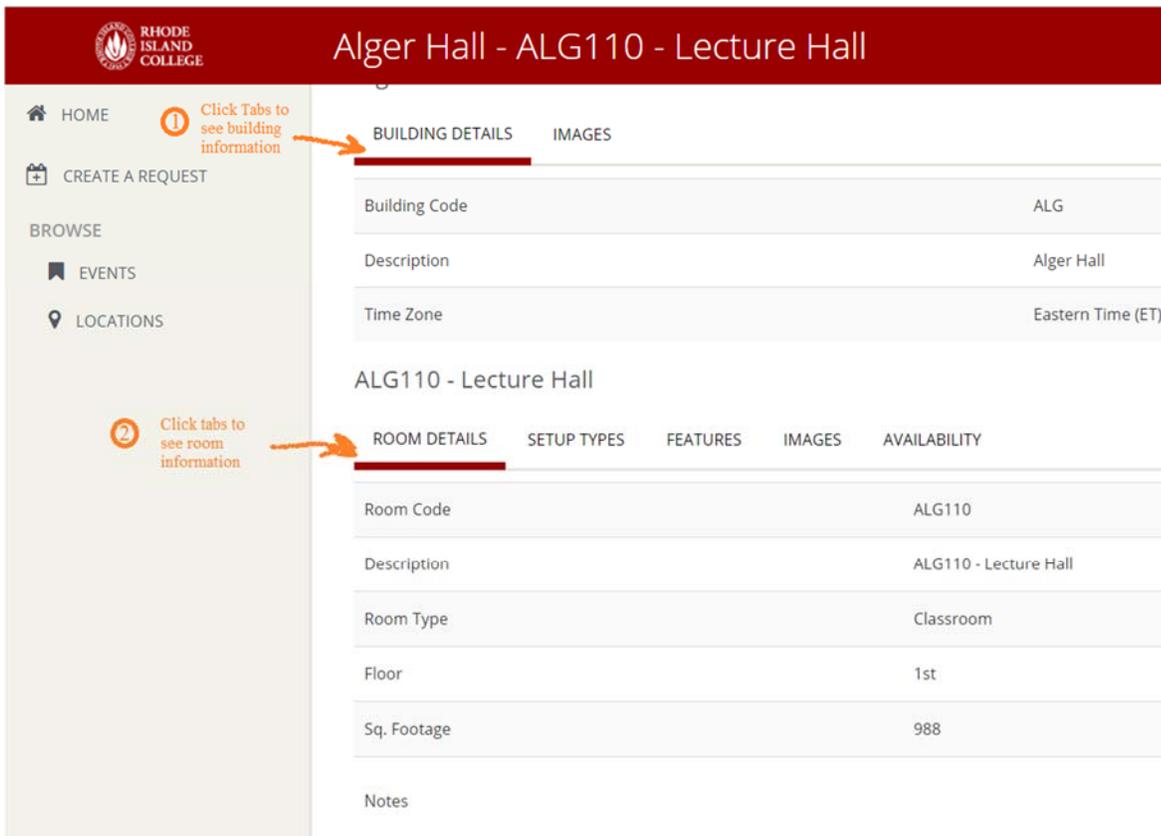
1. From the left menu in RIC ROOMS Web App, click **BROWSE > LOCATIONS**. The Browse Locations page shows available rooms in a calendar view.

The screenshot displays the 'Browse Locations' interface. At the top, the 'Filters' section includes a date selector set to 'Wed 05/02/2018' and a time zone dropdown set to 'Eastern Time'. Below the filters, the 'Locations' section shows a calendar for 'Wed May 2, 2018'. The calendar grid lists rooms such as ALG109 - IT Career & N... and ALG110 - Lecture Hall. A reservation for 'RI ASPA Conference' is shown in room ALG110 from 8 AM to 4 PM. An 'Add Filter' menu is open, listing options like Capacity, Features, Floors, Room, Room Types, and Setup Types. Orange annotations highlight the filters and the calendar grid.

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.



## 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.

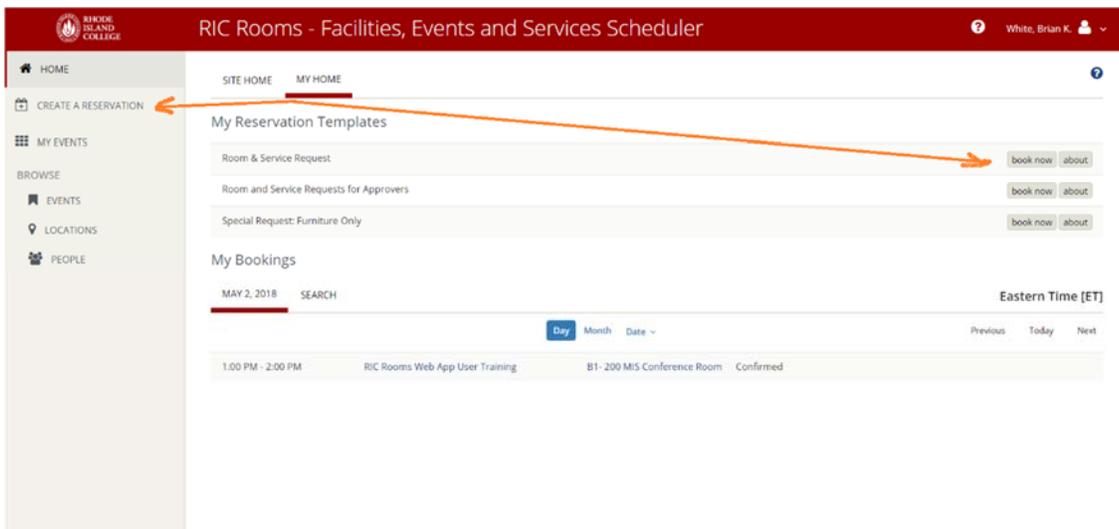
# Create a Reservation in the RIC ROOMS Web App

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).



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.

## 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

- **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**.

- 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

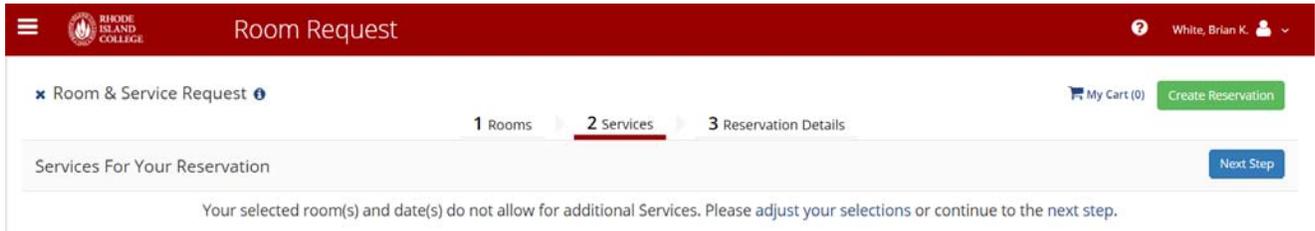
- RESERVE ROOMS require no approval, they are first come first served.
- REQUEST ROOMS follow the standard request and approve process.

- Once you complete all required fields on this tab, click **Next Step** in the upper-right corner.

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)

- 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.



Room Request

White, Brian K.

Room & Service Request

1 Rooms 2 Services 3 Reservation Details

My Cart (0) Create Reservation

Services For Your Reservation

Next Step

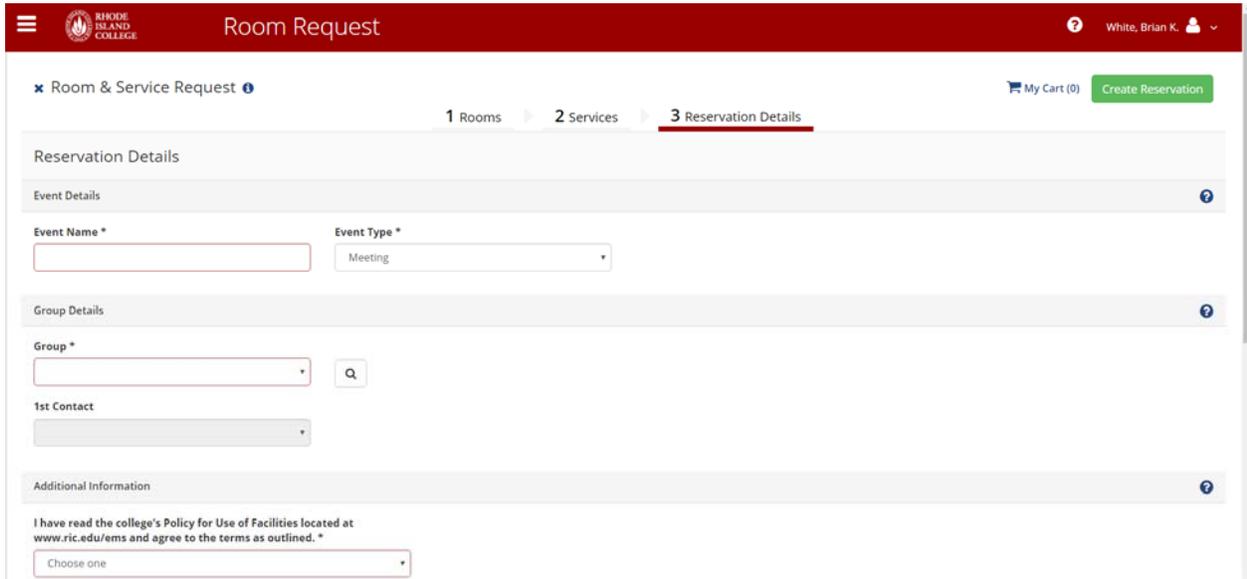
Your selected room(s) and date(s) do not allow for additional Services. Please adjust your selections or continue to the next step.

- 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.

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



Room Request

White, Brian K.

Room & Service Request

1 Rooms 2 Services 3 Reservation Details

My Cart (0) Create Reservation

Reservation Details

Event Details

Event Name \* Event Type \* Meeting

Group Details

Group \* 1st Contact

Additional Information

I have read the college's Policy for Use of Facilities located at [www.ric.edu/ems](http://www.ric.edu/ems) and agree to the terms as outlined. \*

Choose one