

Create a Basic Reservation

NOTE: The room(s) you request will be “on hold” for 5 minutes while you are creating the reservation. If your entry takes longer than 5 minutes, then the rooms will be released and you will need to start over.

1. Click “Reservation” in the upper right corner of the screen
2. Click the “Create Reservation” tab
3. The Requestor, Property and Resource Type fields will be automatically populated for you
4. Enter the date and start time of your meeting

NOTE: The meeting room will be automatically blocked for set up for some period before the start time. You may arrive up to 30 minutes before your start time to begin your own set up.

5. Enter the duration of your event in hours and minutes (excluding any set up time)
6. Enter the total number of attendees, to a maximum of 8 or 54; pending the room choice.

NOTE: Add here any relevant notes about how many attendees each conference room will allow

If you enter number greater than 54 in this field you will not receive any results

7. Click SEARCH

The screenshot shows the 'CBOT BUILDING' reservation system interface. At the top, there is a navigation menu with 'Dashboard', 'Inventory', 'Admin', and 'Home'. Below this, a secondary menu includes 'Logbook', 'Asset', 'Schedule', 'Knowledge', 'Company', 'Inspection', 'Reservation' (highlighted), and 'TimeCard'. The main content area features a 'Create Reservation' tab (highlighted), along with 'My Reservations', 'Find Reservation', and 'Run Report' tabs. A user identifier '360 zAdmin2' is visible in the top right. A legend indicates that a red square symbol denotes a required field. The 'Reservation Details' section includes a 'FIND CONTACT' button and the following fields: 'Property' (141 W. Jackson Blvd), 'Resource Type' (Conference Rooms), 'Date' (10/2/2014), 'Time' (10:00 AM), 'Duration' (0 hours, 00 minutes), and '# of Attendees' (0). A 'SEARCH' button is located at the bottom right of the form.

8. You will be presented with the available conference rooms based on your number of attendees and date/time
9. You may view information about each conference room by selecting the “Details” link associated with that room. Scroll down to review cost details, amenities, and a photo of the room

10. At any time you may click MODIFY SEARCH to return to the first screen to change date, time, duration or number of attendees
11. Select the desired conference room by clicking the radio button next to that room
12. Enter a Reservation Description. Please use the following standard format for all Reservation Descriptions:

Combine your company name with the Conference Room and the date of the meeting, for example: "ABCCompany – Alpha – 12/15/2013"

13. Click OK

Select	Resource	Click "Details" for Pricing	Max Attendees	
<input type="radio"/>	Alpha Large Conf Room	NA	54	Details
<input type="radio"/>	Beta Small Conf Room	NA	8	Details
<input type="radio"/>	Gamma Small Conf Room	NA	8	Details

Reservation Description:

[Requestor: 360 zAdmin2](#)

Additional Services

Click OK to submit, RESET to reset page

14. On the next screen, complete the form of questions related to the reservation. Any field followed by a red square is a required field and must be answered in order to complete the reservation
15. Click NEXT
16. COMMENTS: If you enter comments in this section, they will be sent to the Reservation Manager but will not appear in the history of comments for the reservation. Therefore, it is recommended that you add any relevant comments after clicking RESERVE and completing the reservation, rather than on this screen

17. Click RESERVE

■ indicates a required field

▼ Alpha Large Conf Room

Room Setup

Select Room Setup: Classroom

Conference Room Details

Video Conferencing Needed?:

Podium Needed?:

Catering Details

Catering Needed?: None

If Concierge Provided - Give Details:

CANCEL RESERVATION NEXT

Powered by: Provided by: Log Off | Home | Help

18. You will be presented with a confirmation screen. You can click the Reservation ID to open the reservation and view details. At this time, you may follow instructions in the “Update a Reservation” section below to add any additional comments

NOTE: Please do not attach files to the reservation

19. 360Facility will send an email confirmation to the address you had listed in the requestor information section

Special Circumstances – Multiple Rooms

If you would like to reserve more than one conference for the same event, performs steps 1 through 10 above, and in Step 11 select one of the rooms you would like to reserve.

- i. Then click ADD SERVICES
- ii. You may need to click the gray arrow next to “Conference Rooms” to open the list of available rooms
- iii. Check the box next to any additional conference rooms you want to add to your reservation
- iv. Click ADD

Continue with your reservation by returning to Step 12 above

Note that on the form in Step 14 you will get additional questions about each room on your reservation

Select	Resource	Click "Details" for Pricing	Max Attendees	
<input type="radio"/>	Alpha Large Conf Room	NA	54	Details
<input type="radio"/>	Beta Small Conf Room	NA	8	Details
<input type="radio"/>	Gamma Small Conf Room	NA	8	Details

Reservation Description:

▶ [Requestor: 360 zAdmin2](#)

Additional Services

Click OK to submit, RESET to reset page

View “My Reservations”

1. Click “Reservation” in the upper right corner of the screen
2. Select the “My Reservations” tab
3. View the list of your upcoming reservations
4. Click the Reservation ID to open the reservation to review details

CBOT BUILDING

★ [Dashboard](#) [Inventory](#) [Admin](#) [Home](#)
[Logbook](#) [Asset](#) [Schedule](#) [Knowledge](#) [Company](#) [Inspection](#) [Reservation](#) [TimeCard](#)

Create Reservation

My Reservations

Find Reservation

Run Report

MY RESERVATIONS

CREATED BY ME

ASSIGNED TO ME

IN MY REGIONS

Region

Property

Resource Type

Date Range
 to

SEARCH RESULTS (33)

Date	ID	Requested By	Property Resource	Assigned To	Starts in	Status
10/30/2013 8:00 AM	13	Gaglione, Vanessa	141 W. Jackson Blvd Alpha Large Conf Room	NA	-	Open
Reservation Desc:		360 Conf Room Procedures Discussion				
10/30/2013 1:30 PM	12	Gaglione, Vanessa	141 W. Jackson Blvd Gamma Small Conf Room	NA	-	Open
Reservation Desc:		Conference Room Discussion				
10/31/2013	2	Gaglione, Vanessa	141 W. Jackson Blvd	NA	-	Open

Update a Reservation

Add Comments to a Reservation

After the reservation has been entered, you may add comments at any time. The system will automatically forward these comments via email to Customer X.

NOTE: Please do not attach files to the reservation.

1. Use the process described in View My Reservations above to view the details of a particular reservation
2. Add comments in the General Comments field
3. Click UPDATE
4. Your comments will be sent automatically to the Reservation Manager and will be recorded in the Reservation history section of the Reservation Detail screen

RESERVATION HISTORY

Type	Update Date	Comments	Status	Updated By
Initial	10/22/2013 10:59 AM	Reservation Created.	Open	Vanessa Gaglione
Internal	10/22/2013 10:59 AM	Added additional resource Podium	Open	Vanessa Gaglione

UPDATE RESERVATION

General Comments: Notify Requestor

Assigned To: **Status:**

Reservation Date: **Duration:** hours minutes

Prep Time: **Clean-up Time:**

Click UPDATE to save:

Click Cancel Reservation to cancel this reservation:

Reschedule a Reservation

NOTE: To avoid additional setup fees, when rescheduling a reservation it is very important that you include a comment before clicking UPDATE to ensure that the Reservation Manager is notified right away of any schedule changes

1. Use the process described in View My Reservations above to view the details of a particular reservation
2. Enter the new date and/or time in the appropriate fields
3. Enter a comment
4. Click UPDATE

RESERVATION HISTORY

Type	Update Date	Comments	Status	Updated By
Initial	10/22/2013 10:59 AM	Reservation Created.	Open	Vanessa Gaglione
Internal	10/22/2013 10:59 AM	Added additional resource Podium	Open	Vanessa Gaglione

UPDATE RESERVATION

General Comments: Notify Requestor:

Assigned To: Status:

Reservation Date: hours minutes ■

Prep Time: Clean-up Time:

Click UPDATE to save:

Click Cancel Reservation to cancel this reservation:

Cancel a Reservation

1. Use the process described in View My Reservations above to view the details of a particular reservation
2. Click CANCEL RESERVATION

RESERVATION HISTORY

Type	Update Date	Comments	Status	Updated By
Initial	10/22/2013 10:59 AM	Reservation Created.	Open	Vanessa Gaglione
Internal	10/22/2013 10:59 AM	Added additional resource Podium	Open	Vanessa Gaglione

UPDATE RESERVATION

General Comments: Notify Requestor:

Assigned To: Status:

Reservation Date: hours minutes ■

Prep Time: Clean-up Time:

Click UPDATE to save:

Click Cancel Reservation to cancel this reservation: