

# Need to find an Available Room?

## Access

1. Click the **Calendars** tab.
2. Select **Available Rooms**.

## Search Type

3. **Search For:** select what is being searched.
4. **Purpose of Search:** Choose if the purpose is for an event or an academic section. This matters because rooms can be configured to restrict usage based on the activity type. The list of available rooms or resources returned will be those that are allowed for the activity type.

### 1. Search Type

Search For:  ▼ ✕

Purpose of Search:  ▼ ✕

## Meetings

Time and date information may be entered to represent a single meeting, multiple random meetings, or a recurring pattern. This flexibility allows for searches to be performed on behalf of an event or academic section, or simply to research open spaces and items for informational purposes.

5. Click **Add Meeting**.

### Add Meeting ✕

Single Meeting  Recurring Meeting

Start Time:  ▼ End Time:  ▼

Start Date:  ✕  End Date:  ✕ 

6. Select the **Single Meeting** or **Recurring Meeting**.
  - If **Single Meeting**: enter the start time, end time, start date, and end date values for the meeting.
  - If **Recurring Meeting**: enter the start and end time, the day pattern, and the date range of the meetings.

If the search is for space that will accommodate an academic section, a recurring meeting may be created to represent its meeting pattern. Choose “weekly” as the day pattern, select the days met, and then provide the term start and end dates as the date range.

- Click **OK** to add your meeting to the search page. Repeat as needed to build a list of meetings across multiple times and days.

2. Meeting(s)	
+ Add Meeting(s)	
Delete	Description
x	03/22/2018 10:00 AM - 11:00 AM

## Filters

The filters define the spaces and resource items that are searched for availability. By default, all filter options are set to “Any”, meaning that all rooms and equipment/service items are searched, and any available item is returned in the list. However, complex filtering is also supported, allowing multiple filter options to be provided to restrict the list as desired. These settings may be edited repeatedly to refine the list of results returned.

- Click **Filter Options**.
- Click the + icon to the right of the filter type you would like to set and make selections for your search criteria. You may search for locations, equipment/services, or both, depending on the search type selected above.
- Click Done to add them to the list.

The image shows two overlapping dialog boxes. The 'Select Items' dialog on the left has a search bar and a list of buildings: Admin Bldg (checked), Athletics Bldg, Breslin Events Center, Centre Hall, Comm Bldg, E. Res Hall, East Bldg, External, Farm, and Fine Arts Bldg. A 'Done' button is at the bottom right. The 'Filter Options' dialog on the right has a title bar and a 'Locations Filter Options' section with a 'Capacity Between' field and an 'And' field. Below that are sections for 'Campus', 'Building' (with a '1' icon and a 'Clear' button), 'Region', 'Room', 'Room Type', and 'Feature', each with a plus sign. 'Admin Bldg' is selected in the 'Building' section. 'Ok' and 'Cancel' buttons are at the bottom right.

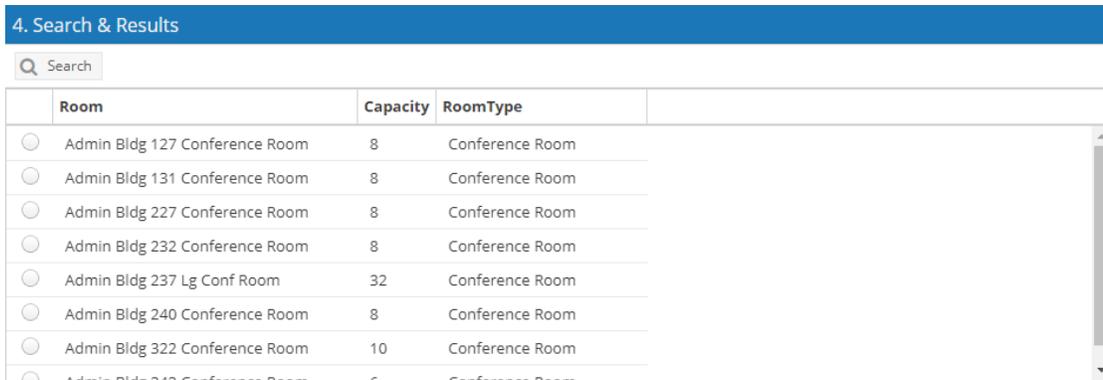
- Click **OK**.

3. Filters	
Filter Options	
Field	Filter
Building	Admin Bldg

# Search & Results

The search results panel displays a list of rooms and/or equipment and services that are available for all times and dates in the search that meet the filter criteria.

- 12. Click **Search** to generate a list of available items based on the meetings and filters provided. The search criteria can be changed and re-searched as needed.
- 13. Select a room if creating an event. If searching for a section, verify room availability with the room “contact” and then enter it in Banner.



The screenshot shows a search results interface. At the top is a blue header with the text '4. Search & Results'. Below the header is a search bar with a magnifying glass icon and the word 'Search'. Below the search bar is a table with the following columns: 'Room', 'Capacity', and 'RoomType'. The table contains several rows of data, each with a radio button in the first column. The rows are:

	Room	Capacity	RoomType
<input type="radio"/>	Admin Bldg 127 Conference Room	8	Conference Room
<input type="radio"/>	Admin Bldg 131 Conference Room	8	Conference Room
<input type="radio"/>	Admin Bldg 227 Conference Room	8	Conference Room
<input type="radio"/>	Admin Bldg 232 Conference Room	8	Conference Room
<input type="radio"/>	Admin Bldg 237 Lg Conf Room	32	Conference Room
<input type="radio"/>	Admin Bldg 240 Conference Room	8	Conference Room
<input type="radio"/>	Admin Bldg 322 Conference Room	10	Conference Room
<input type="radio"/>	Admin Bldg 343 Conference Room	6	Conference Room

## Next Steps

Search results can be printed **OR** an event can be created. Sections are created in Banner and cannot be created from the Available Rooms Tool.

- 14. Click **Print Results** to generate a printer-friendly view of the search results, including the meeting and filter information.
- 15. Click **Create Event** to make a reservation and select one room and one or more equipment/service items.
  - o The event form will appear with the meeting information and rooms/equipment pre-selected.
  - o Complete the event creation process to reserve the items and create the event.