

New Self-Served Booking Application

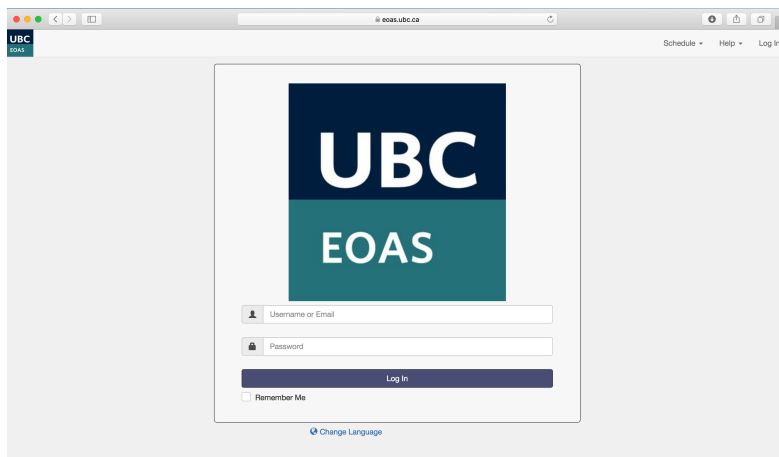
Marc Denojean-Mairet - 2018-09-07 - Applications

Welcome to our new departmental booking system!

You can access the new booking application by going to <https://www.eoas.ubc.ca> and clicking Booking or, you can use this link:

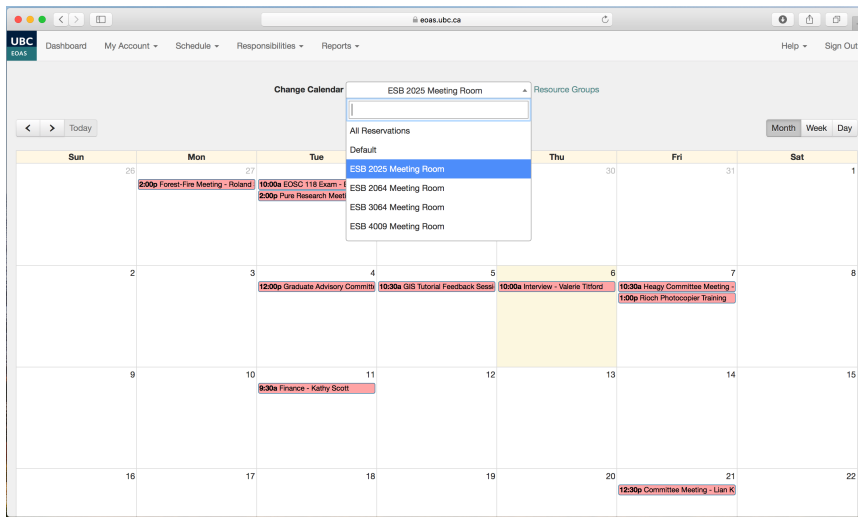
<https://www.eoas.ubc.ca/internal/bookings/index.html>

Login:



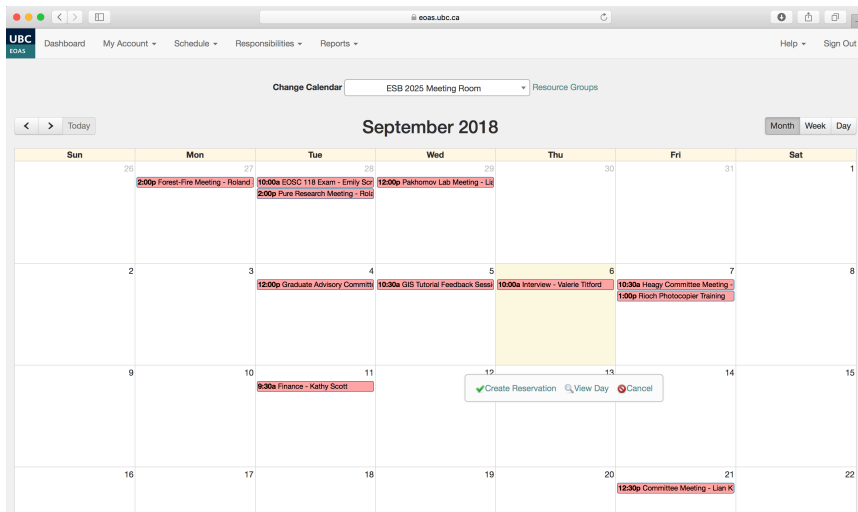
Booking screen:

After login, you will be presented with this screen.



Here, you will be able to select a room or a vehicle by scrolling down the drop-down menu.

To create a booking, double-click on a day and click create.



A new window will open.

New Reservation
 Marc Denojean-Mairet (marc.denojeanmairet@eoas.ubc.ca)

Resources [Change](#) **Accessories** [Add](#)

ESB 2025 Meeting Room

Begin 09/12/2018 4:00 AM **End** 09/12/2018 4:30 AM

Reservation Length **0 days 0 hours 30 minutes**

Repeat Does Not Repeat

Title of reservation

Description of reservation

Attach File (10 MB max)
 Choose File no file selected [Add](#)

Participant List

Add name or email [Users](#) [Groups](#)

Invitees

Add name or email [Users](#) [Groups](#) [Guest](#)

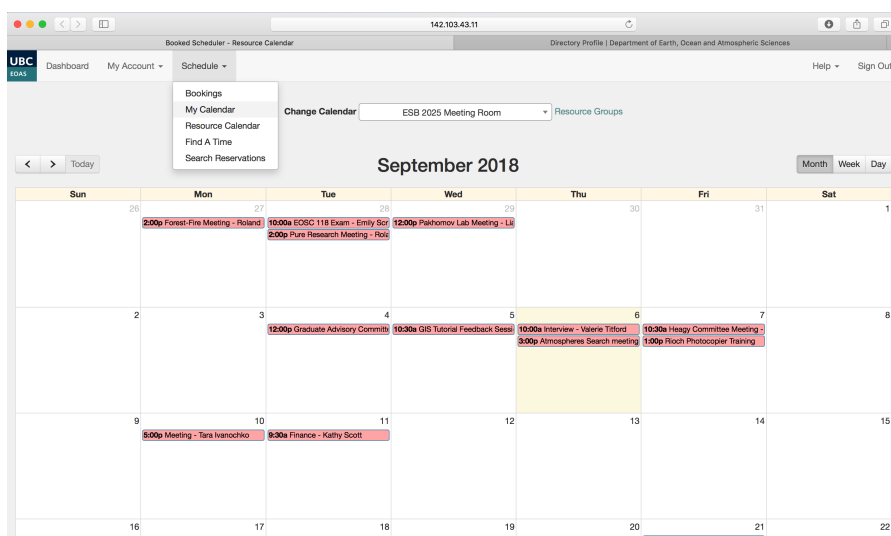
Allow Participants To Join

[Cancel](#) [Create](#)

Fill out the need information and click create to send the booking request.

IMPORTANT: You will receive an email confirmation telling you that your booking was confirmed. If you don't see it, check your Junk box.

The schedule tab has options that you can select. For instance, you can see the availability of all rooms by selecting bookings.



Vehicle Booking:

Please note that you must enter a SpeedChart to book a vehicle.

UBC Booked Scheduler - Create Reservation

Admin Admin (example@example.com) Change

Resources **2000 Ford 350** Accessories Add

Begin 09/26/2018 4:00 AM End 09/26/2018 4:30 AM

Reservation Length **0 days 0 hours 30 minutes**

Repeat Does Not Repeat

Title of reservation

Description of reservation

Additional Attributes
SpeedChart

Attach File (10 MB max)
Choose File - no file selected
Add

Participant List

Add name or email Users Groups

Invites

Add name or email Users Groups Guest

Allow Participants To Join

Cancel Create

Cancel Create