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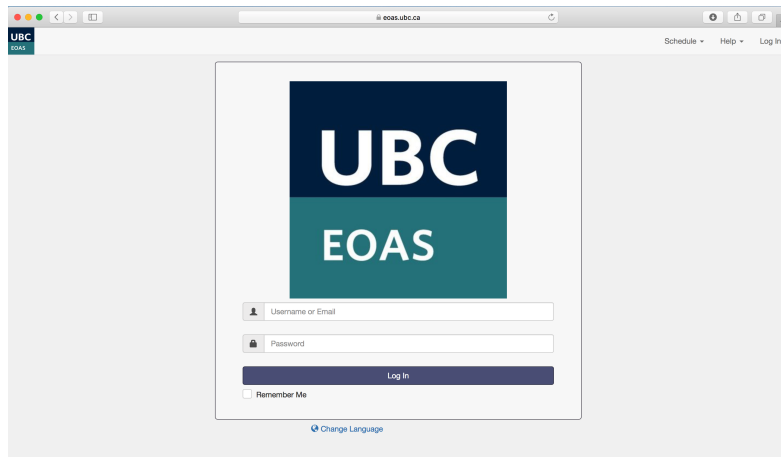
New Self-Served Booking Application

Marc Denojean-Mairet - 2018-09-07 - [Applications](#)

Welcome to our new departmental booking system!

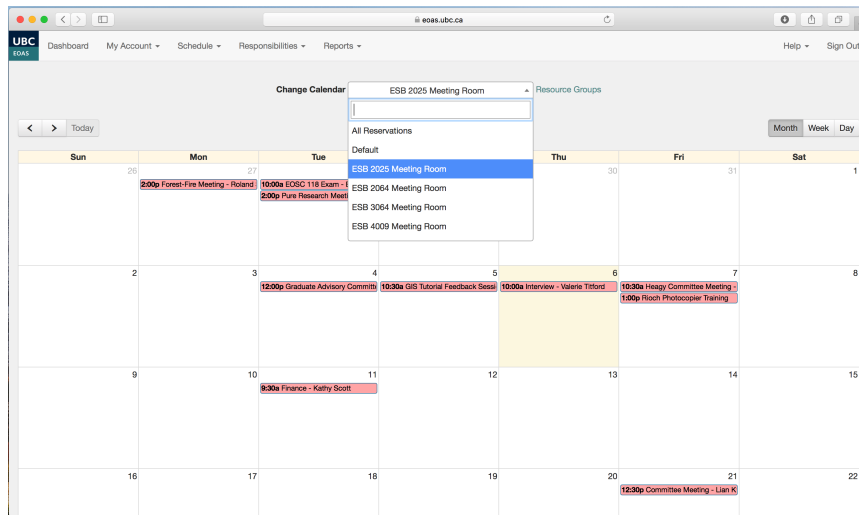
You can access the new booking application by going to <https://www.eoas.ubc.ca> and clicking Booking or, you can use this link: <https://www.eoas.ubc.ca/internal/bookings/index.html>

Login:



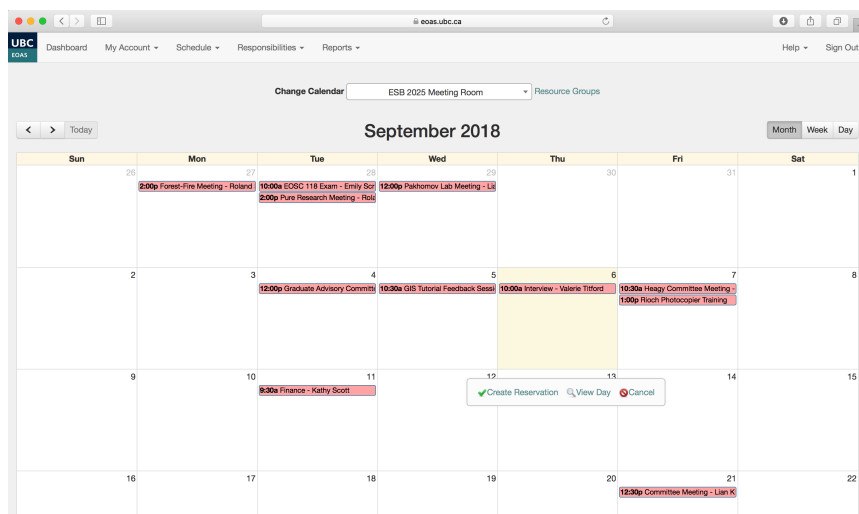
Booking screen:

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](#) **ESB 2025 Meeting Room** [Accessories](#) [Add](#)

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](#)

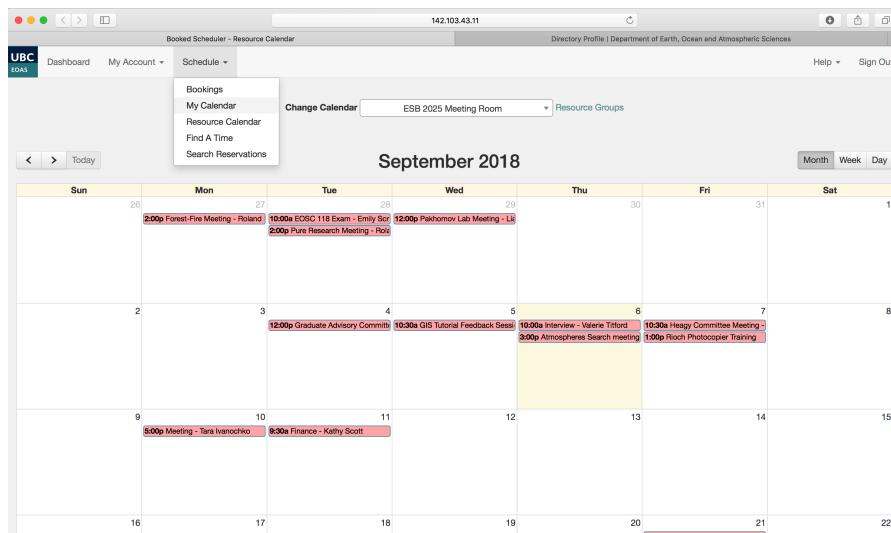
☐ Allow Participants To Join

[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
eSAS

DashboardMy AccountScheduleApplication ManagementReports

HelpSign Out

Booked Scheduler - Create Reservation

Favorites

New Reservation

Admin Admin (example@exa4er.com) Change

Resources Change

2000 Ford 350

Accessories Add

Begin09/26/20184:30 AM

End09/26/20184:30 AM

Reservation Length0 days 0 hours 30 minutes

RepeatDoes Not Repeat

Title of reservation

Description of reservation

Additional Attributes

SpeedChart

Attach File (10 MB max)

Choose Fileno file selected

Add

Participant List

Addname or emailUsersGroups

Invitees

Addname or emailUsersGroupsGuest

Allow Participants To Join

CancelCreate

CancelCreate