



Knowledgebase > Applications > New Self-Served Booking Application

New Self-Served Booking Application

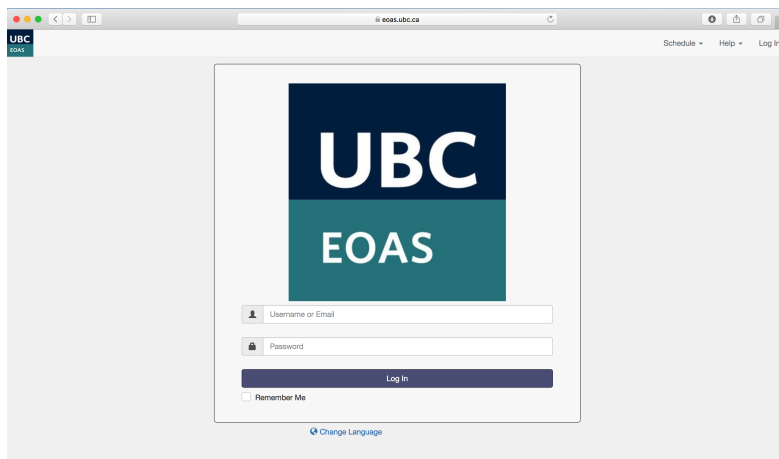
Marc Denojean-Mairet - 2018-09-07 - Applications

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:

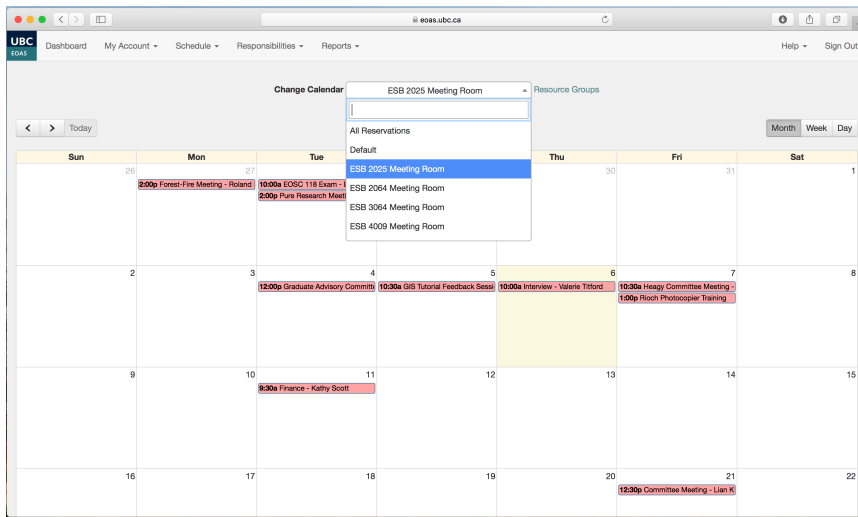
<https://www.eoas.ubc.ca/internal/bookings/index.html>

Login:



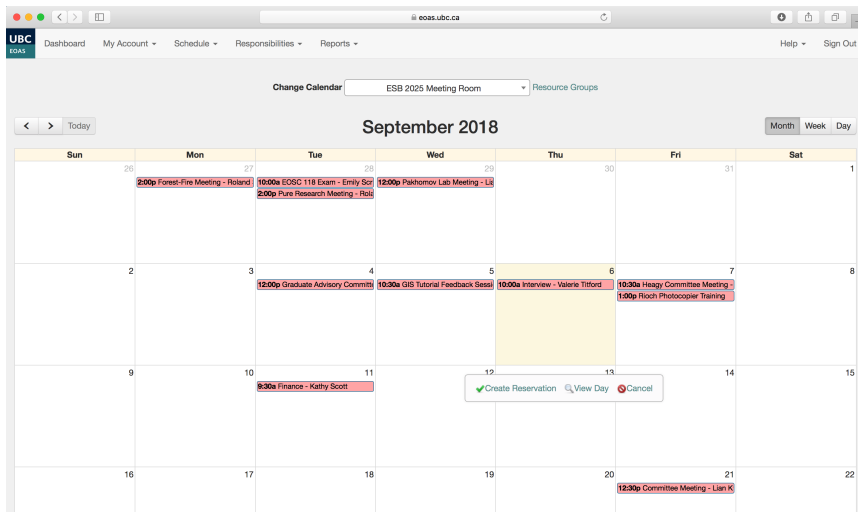
Booking screen:

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.



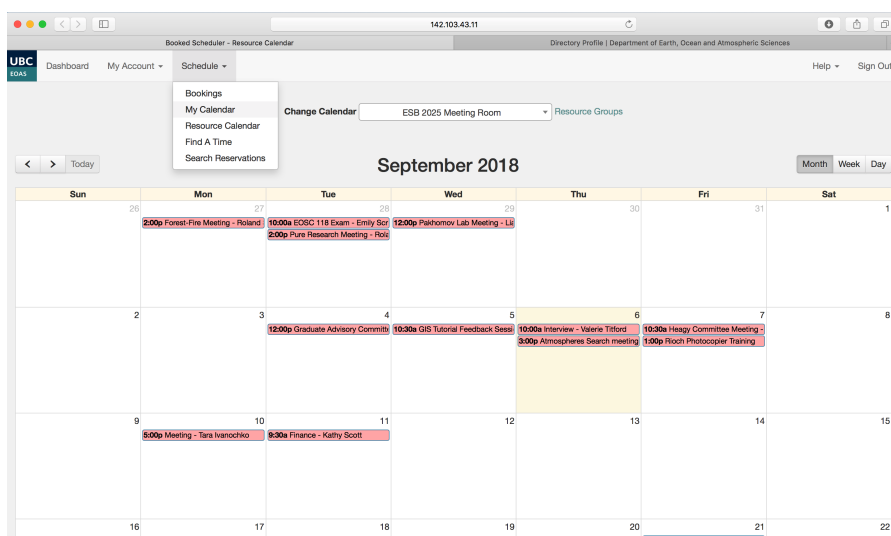
A new window will open.

The screenshot shows a web browser window at eoas.ubc.ca. The page title is "New Reservation". The user is Marc Denojean-Mairet (marc.denojeanmairet@eoas.ubc.ca). The form is for reserving the "ESB 2025 Meeting Room". The reservation is for 0 days, 0 hours, and 30 minutes, starting on 09/12/2018 at 4:00 AM and ending at 4:30 AM. The repeat option is set to "Does Not Repeat". There are fields for "Title of reservation" and "Description of reservation". An "Attach File" section shows "no file selected". On the right, there are sections for "Participant List" and "Invitees", both with "Add" buttons and dropdown menus for "Users", "Groups", and "Guest". There are "Cancel" and "Create" buttons at the bottom right.

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 Change
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