

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 <u>https://www.eoas.ubc.ca</u> and clicking Booking or, you can use this link: <u>https://www.eoas.ubc.ca/internal/bookings/index.html</u>

Login:



Booking screen:

After login, you will be presented with this screen.

| Cost Deshboard My Account + Schedule + Responsibilities + Report | | | ili eessubc.cs C] s ▼ | | | | 0 | 00 | |
|--|------------------------------------|---|--|------------------------------------|-----------|---------------------------|---|-----------------|---------|
| | | | | | | | | Help - Sign Out | |
| | | Change Calendar | | ECD 2025 Monting Room | | Resource Groups | | | |
| | | enange eulenaa | [| LOD 2020 Meeting Houri | - | | | | |
| > Today | | | All Res | arvations | | | | Month | Week Da |
| Sun | Mon | Tue | Default | | | Thu | Fri | 80 | |
| 26 | 27 | 100 | ESB 20 | 25 Meeting Room | | 30 | 31 | | • |
| | 2:00p Forest-Fire Meeting - Roland | 10:00a EOSC 118 Exam - E 2:00p Pure Research Meeti | ESB 20 | 64 Meeting Room | | | | | |
| | | | ESB 3064 Meeting Room ESB 4009 Meeting Room | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 2 | 3 | | 4 | 5 | 5 | | 7 | | |
| | | 12:00p Graduate Advisory | Committe | 10:30a GIS Tutorial Feedback Sessi | 10:00a In | terview - Valerie Titford | 10:30a Heagy Committee Meeting - | | |
| | | | | | | | 1:00p Rioch Photocopier Training | | |
| 9 | 10 | 9:30a Finance - Kathy Scot | 11 t | 12 | | 13 | 14 | | |
| 16 | 17 | | 18 | 19 | | 20 | 21 12:30p Committee Meeting - Lian K | | |

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.

| | ≅ eoas.ubc.ca | Ċ | 0 6 7 + |
|--|----------------------------|--------------------|-----------------|
| UBC Dashboard My Account - Schedule - Responsibilities - Reports - | | | Help - Sign Out |
| New Reservation | | | Cancel O Create |
| Marc Denojean-Mairet (marc.denojeanmairet@eoas.ubc.ca) | Participant List | | |
| Resources Change 🖸 Accessories Add 🕻 | Add name or email | Users 🖶 Groups | |
| 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 \$ | Invitees | | |
| Title of reservation | Add name or email | 🛔 Users 🛛 🐸 Groups | &+ Guest |
| | | | |
| | | | |
| Description of reservation | | | |
| | Allow Participants To Join | | |
| Attach File (10 MB max) | | | |
| Choose File no file selected | | | |
| Add 🖬 | | | |
| | | | Cancel O Create |
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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.

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| | | | Booked Scheduler - Resource C | Calendar | | Directory Profile Departme | int of Earth, Ocean and Atmospheric Sc | iences + |
| L د | Dashboard | My Account | - Schedule - | | | | | Help + Sign Out |
| | | | Bookings | | | | | |
| | | | My Calendar | Change Calendar | ESB 2025 Meeting Boom | Resource Groups | | |
| | | | Resource Calendar | | | | | |
| | | | Find A Time | | | | | |
| Kearch Reservations | | September 2018 | | 3 | | | | |
| | Sun | | Mon | Tue | Wed | Thu | Fri | Sat |
| | | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| | | 2:0 | Op Forest-Fire Meeting - Roland | 10:00a EOSC 118 Exam - Emily Scr | 12:00p Pakhomov Lab Meeting - Lie | | | |
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| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | 12:00p Graduate Advisory Committe | 10:30a GIS Tutorial Feedback Sessi | 10:00a Interview - Valerie Titford | 10:30a Heagy Committee Meeting - | |
| | | | | | | 3:00p Atmospheres Search meeting | 1:00p Rioch Photocopier Training | |
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| | | | | | | | | |
| | | | | | | | | |
| | | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | 5:0 | Op Meeting - Tara Ivanochko | 9:30a Finance - Kathy Scott | 12 | 10 | | 10 |
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| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 |

Vehicle Booking:

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

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| Bonizari Schariular - Create Deservation | | | Faurrites | |
| UBC Dashboard My Account + Schedule + Application Management + Reports + | | | 1.01011000 | Help + Sign O |
| New Reservation Admin Admin (example@exa4er.com) Change & | | Participant List | | Cancel © Create |
| Resources Change | Accessories Add 🖸 | Add name or email | 🛔 Users 🛛 🔮 Groups | |
| Begin 09/26/2018 4:30 AM End 09/26/2018 4:30 AM C Reservation Length 0 days 0 hours 30 minutes C | | | | |
| Repeat Does Not Repeat \$ | | Invitees | | |
| Title of reservation | | Add name or email | Lisers Marcoups | ⊩ Guest |
| Description of reservation | | | | |
| | | Allow Participants To Join | | |
| Additional Attributes SpeedChart | | | | |
| Attach File (10 MB max) Choose File no file selected Add C | | | | |
| | | | | Cancel O Create |