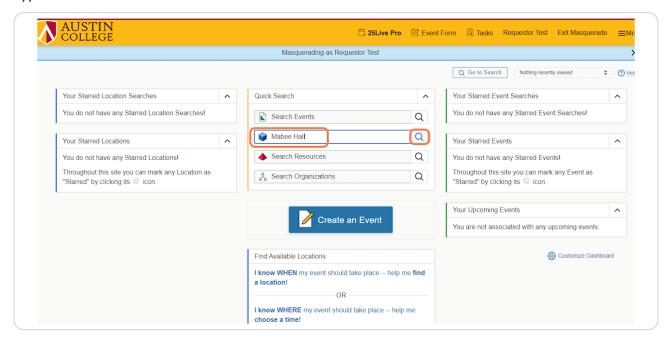
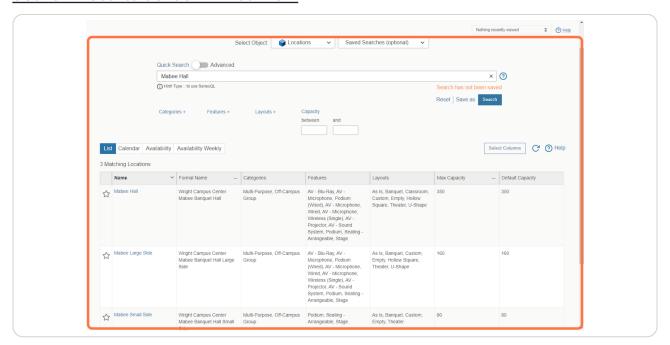
Location Search

Type location into the Search Locations bar and click the search button.



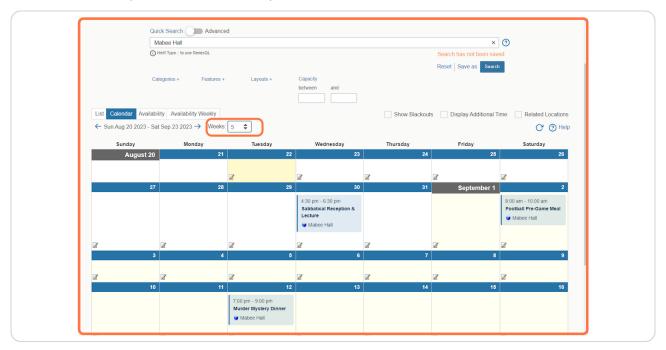
STEP 2

Search Results Screen - List View



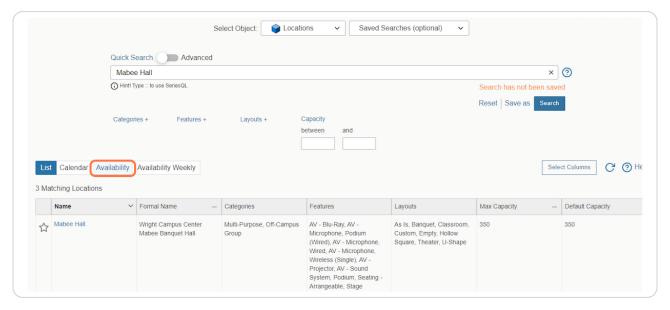
Calendar View

There is also a calendar view for the space you have searched for. The number of weeks visible can be adjusted with the drop down.



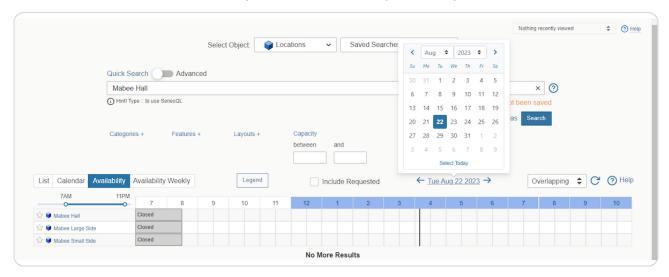
STEP 4

Availability View



Availability Screen View

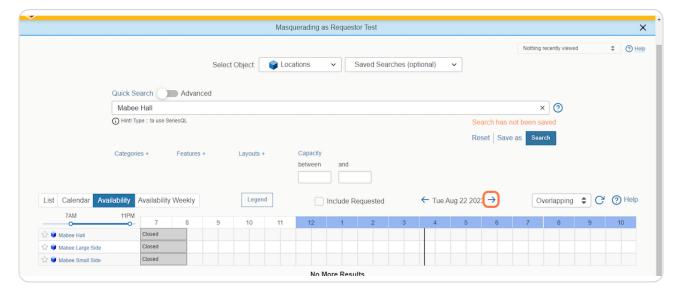
This screen shows the availability of the room(s) requested by date.



STEP 6

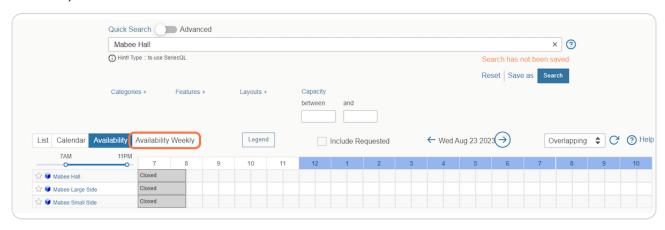
Date Adjustment

You can adjust the date with the blue arrows or by clicking on the date and choosing from the calendar view.



Availability Weekly

A weekly view is also available.



STEP 8

A Quick Way to Reserve from Availability Screen...

A quick way to reserve a space from the availability screen is to search for the date you are looking to reserve a space and click on the time in the availability view. Drag over to the end time and an event form will open with the location, date, and time that was selected in the availability view.



Event Form Population

The date, time, and location are already populated into the event form. The remainder of the form can be filled out without having to start from a blank form.

