

Requesting a Room in Spaces

Choosing Reservation Date/Time

- Go to tbl.evanced.info/spaces
- Enter the time range, select the date on the landing page and select "Search for Space"



Filtering Reservation Options

From the reservation list, further filtering of the available room list can be accomplished by editing the following parameters:

- **Timeframe** can be edited at the top of the screen, either by clicking and editing the time text displayed at the top of the screen, or by click and dragging either end of the slider bar to alter the time length of the reservation.
- **Date** can be changed by accessing the "Date" tab and select the day in view.
- **Branch and Room** designation can be accessed on the left-hand column of the site. Select the branch and click on the "+" sign to the left of the branch title to select rooms to be included in the available reservation list as well as any equipment they require.
- **Equipment** filtering is accessible on the left-hand column of the site (under the Location filters section) these further limit the rooms available for reservation based on the equipment selected (if projector is selected - only rooms with projectors available will show).

A screenshot of the reservation filtering interface. At the top, it shows the date 'October 17, 2014' and time '2:00 PM - 3:00 PM'. Below this is a timeline slider with a red handle. On the left, there are dropdown menus for 'Locations' (with 'Door Regional Library' and 'North Branch' selected) and 'Equipment' (with '3D Printer' and 'Audio/Video Cables' selected). Two room options are listed below: 'Sound Recording Studio - North Branch' and 'Video Recording Studio - North Branch', both with a maximum capacity of 4. Each room has a thumbnail image, a 'See More' link, and a 'Pick Me!' button.

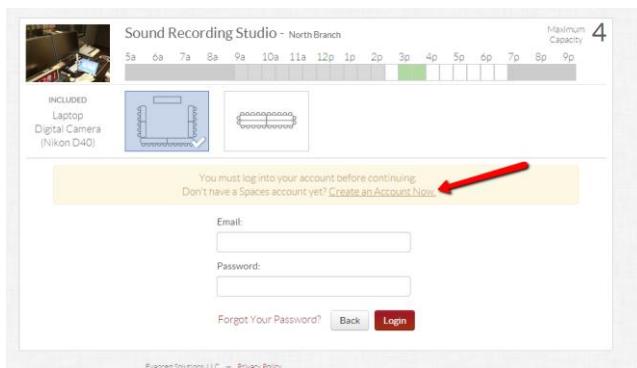
Available rooms appear, with existing reservations represented by red conflict bars along with photos of the rooms and the room's capacity.

Selecting a Reservation

To choose a room reservation, click the "Pick Me!" button that corresponds with the room of choice.

To proceed with the reservation you need to have a patron account in the system.

- If you have a login, enter the email address and password into the login area
- If you need to create an account for the first time, the select the "Create an Account Now" and step through the prompts to create a new account and complete the reservation



After logging in with your account, the reservation can be completed by filling out the reservation form:

- Choose a room layout (if applicable.)
- Enter a purpose for which you intend to use the room.
- You may choose an organization affiliated with the account from the organization drop-down menu. If there is no organization affiliated with the request, choose, "No Organization" from the drop-down.
- You can also request to create a new organization by choosing the "Create Organization" link. Note: after the organization request is submitted, the new organization must first be approved by staff before it is available as an optional organization from the drop-down list
- Select the "Continue" button to continue to the Request Summary

The screenshot shows a room reservation form. At the top is a calendar grid for a specific date. Below it is a section for 'Equipment' which includes a list of items like 3D Printer, Audio/Video Cables, Coffee/Tea, Digital Camcorder, Digital Camera (Nikon D40), and iPad. A note indicates 'iPad (1 included)' with a quantity of 1 selected. There are also options for Laptop (Pad) and LCD Projector. A note states 'fees may apply'. The 'Room Policy' section contains a placeholder 'The Room Policy Placeholder'. The main room detail is 'Oval Meeting Room A - Dear Regional Library' with a maximum capacity of 10. It shows a small image of the room and icons for a laptop and a projector. The user is identified as 'Chad Test' with email 'chadevance@gmail.com'. A 'Purpose' field is present. Below the room details are dropdowns for 'Choose Organization' and 'Join an Organization', and buttons for 'Back' and 'Continue'.

- If there is a cost you will see a Payment Summary listing any required payments required for the reservation.
- Click on the "Select Reservation" button to complete the reservation request process.

The screenshot shows the 'Request Summary' page. It displays a reservation for 'October 17, 2014 3:00 PM - 4:00 PM' in 'Video Recording Studio'. The equipment listed is 'Laptop, Digital Camera (Nikon D40)'. Below this is a 'Payment Summary' table:

ROOM CHARGE	Cost	Duration	Total
TOTAL			\$0.00

At the bottom are 'Back' and 'Submit Request' buttons. A red arrow points to the 'Request Summary' header, and another red arrow points to the 'Total' column in the payment summary table.

After the reservation is submitted, you will receive a notice that your reservation is pending approval and you will be directed to the account details page.

The screenshot shows the account details page. On the left is a sidebar with user information ('Chad Test @gmail.com'), library ('Dear Regional Library'), and organization ('You currently don't belong to any organizations. Add one now'). Below these are 'View Reservation History' and 'Request Space' buttons. The main area has two sections: 'Pending Reservations' and 'Approved Reservations'. The 'Pending Reservations' section shows a reservation for 'October 18, 2014 2:00 PM - 4:00 PM' in 'Oval Meeting Room A'. It includes a 'See More' link and buttons for 'Edit', 'Copy', and 'Cancel'. The 'Approved Reservations' section shows a message: 'You have no Approved Reservations.'