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EnCampus Portal

## Tips for Making Recurring Reservations

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*Updated 8/6/13*

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## Tips for Making Recurring Reservations

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A **Recurring Reservation** is one that occurs the same day/time every week during a specified date range.

Although make sure to pay close attention to the dates listed on the Portal home page indicating the dates when you are eligible to submit your reservations.

The steps to submit a recurring reservation (booking) can be found in the **EnCampus Portal Training Guide** on the Registrar's Room Reservations web page. However if you find that no rooms appear to be available after you enter your selection criteria in the **Self Service Find a Room or Book a Specific Room** areas, it's more than likely that the room(s) you are looking for are not available for the entire period you are requesting.

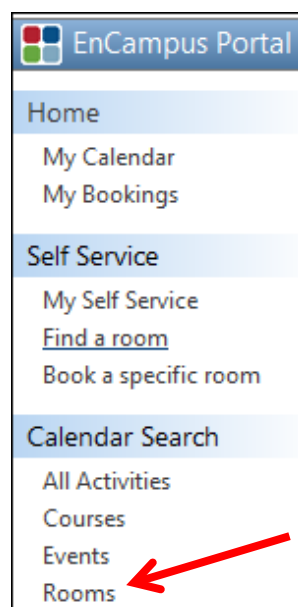
In this case, you'll need to make multiple reservations to cover separate periods within your total date range desired, and the **Calendar Search** functionality can help make this easier. Unlike the old Novasis calendar in which you would have to search week-by-week, you can now search your entire date range in one step.

### Example:

You're looking to reserve one of the Bartley 60 seat lecture halls for Sundays from 3:00 to 6:00 p.m. for the entire semester, but after putting in your search criteria under **Make a Recurring Booking**, you're getting a message that indicates no rooms are available.

The next step is to search the rooms to find out what dates are not available

From the left sided navigation area under **Calendar Search**, click on **Rooms**



Once in **Room Search**, choose a room and click on the **Schedule Icon**  at the end of the row. For the sake of this example, we'll start with **Bartley 1010**.

**ROOM SEARCH**

Location:   Use additional criteria







Room Types: CLASS - General Classroom, CLU - Cluster Room (Bartley), LAB - Department Lab, LH - Lecture Hall

Characteristics: ACC - Air Conditioning / Central, BCH - Chalk Board, BWH - White Board, DVD - DVD Player

Configuration Types:

Minimum Capacity:

Result List  Calendar View

Building	Room	Room Type	Detail	Calendar
BARTLY	1001	LH	<a href="#">Detail</a>	
BARTLY	1010	LH	<a href="#">Detail</a>	
BARTLY	2001	LH	<a href="#">Detail</a>	
BARTLY	2010	LH	<a href="#">Detail</a>	
BARTLY	3001	LH	<a href="#">Detail</a>	
BARTLY	3010	LH	<a href="#">Detail</a>	

Once in the **Bartley 1010** view, make sure you're in the **Schedule Tab**. The date range will default to the current week, but you should change these dates to reflect your desired date range. In this example, we'll use the Fall 2013 term dates of August 26<sup>th</sup> through December 20<sup>th</sup>.

**BARTLY 1010**

Schedule  Daily  Weekly  Monthly  Yearly  List view

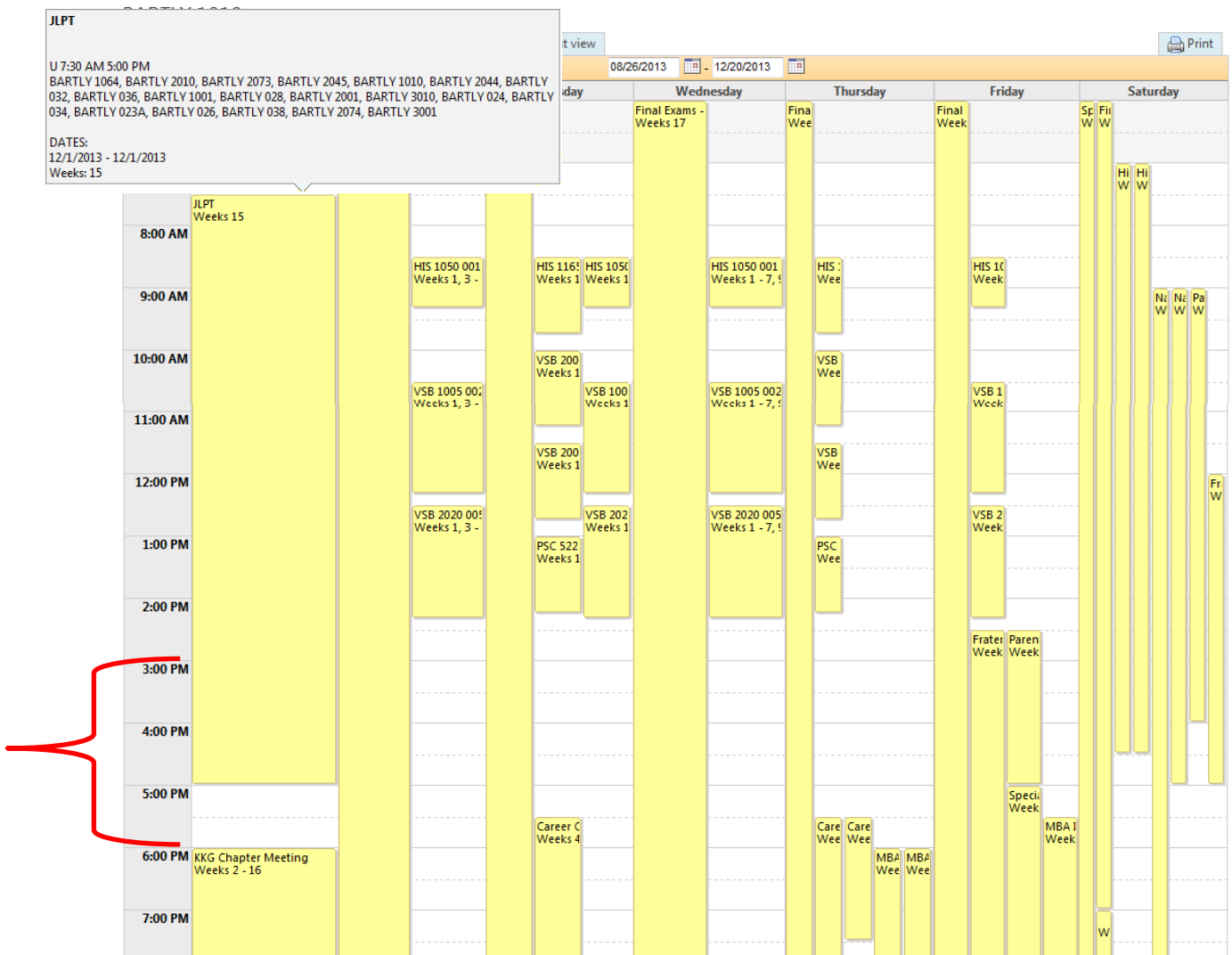
Academic Term:  -

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM			Name of Event/Gr Weeks 1				

Now that you've entered your date range, the calendar will populate with everything that is scheduled in the room for the entire duration of your chosen date range. All events from different weeks will be overlaid in one view.

View the calendar to identify which dates are already booked in the room. Clicking on a calendar item will open up box providing more information such as dates and any other rooms associated with that reservation. Of note, the week number indicated here corresponds to the date range you entered.

In our example, there is only one week when Bartley 1010 is not available (remember you're looking for Sundays from 3:00 to 6:00), and that is Sunday December 1<sup>st</sup>.



Having found a room and identified the date(s) that are not available, you can now go back to the **Self Service** area and enter your **Recurring Booking**.

You'll start off the same as you had initially, entering in the **Make a Recurring Booking** block the start and end dates, start and end times, and duration. You'll then click on **Set Recurrence Options** and select **Weekly** and check **Sunday**.

However at this point, instead of clicking on Verify Availability, you'll click on **Show Occurrences**.

The screenshot shows a web interface for creating a recurring booking. The 'Make a recurring booking' section is highlighted with a red box. Below it, the 'Recurring Reservation' section is also highlighted with a red box. A red arrow points from the 'Set Recurrence Options' button to the 'Show Occurrences' button.

AVAILABILITY: BARTLY 1010

Choose one of these options:

- Check a specific date and time: Date: 08/06/2013, Start Time: 8:00 PM, End Time: 9:00 PM, Verify Availability
- Find a date: Between: 6:00 AM and 11:45 PM, Duration: 00:15, Verify Calendar
- Make a recurring booking** (highlighted): From: 09/01/2013 To: 12/15/2013, Between: 3:00 PM and 6:00 PM, Duration: 03:00, Set Recurrence Options

Recurring Reservation (checked):

- Recur every 1 week(s) on
- Weekly (selected): Sunday (checked), Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- End after 10 occurrence(s) or End by 12/15/2013
- Show Occurrences (highlighted)

This will open up a list of all occurrences within your date range, and next to each occurrence, there is a drop down box with "Selected" as the default entry.

You now know that December 1<sup>st</sup> is not available for Bartley 1010, so you'll click on the drop down box next to that date and select **"Ignore"**.

The screenshot shows a table of occurrences with a red box around the row for 12/01/2013, which has 'Ignored' selected in the Occurrence Status dropdown. A red arrow points to the dropdown menu for that date.

Date	Occurrence Status
10/20/2013	Selected
10/27/2013	Selected
11/03/2013	Selected
11/10/2013	Selected
11/17/2013	Selected
11/24/2013	Selected
<b>12/01/2013</b>	<b>Ignored</b>
12/08/2013	Selected
12/15/2013	Selected

Verify Availability

Now when you click on **Verify Availability**, Bartley 1010 should appear in the results and you can just proceed with your reservation from this point.

However since your reservation doesn't include Sunday December 1<sup>st</sup>, you'll need to decide how you want to proceed – skip that date entirely, book a different room, book a room for a different time, etc. – you are the best judge of what your needs are and what alternatives will best fit those needs.

This was a relatively simple example intended to provide instruction on the search functionality within the Portal, but the same steps can be followed for more complicated cases.

Should you have any problems navigating the Portal and need assistance, please feel free to email the Registrar's Office at ***registrar.classroom.reservations@villanova.edu***