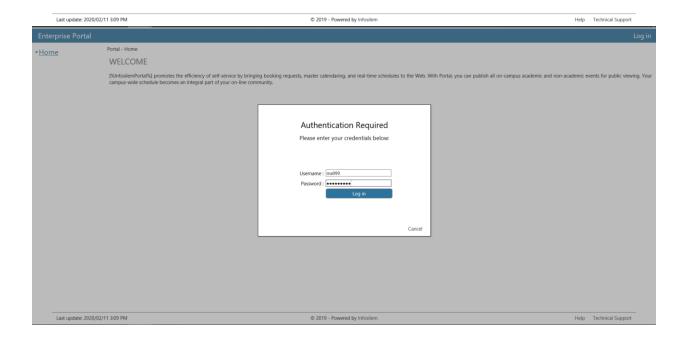# Room Reservation

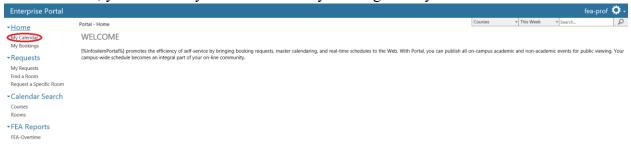## a) Accessing the system

1. Link https://reservations.aub.edu.lb

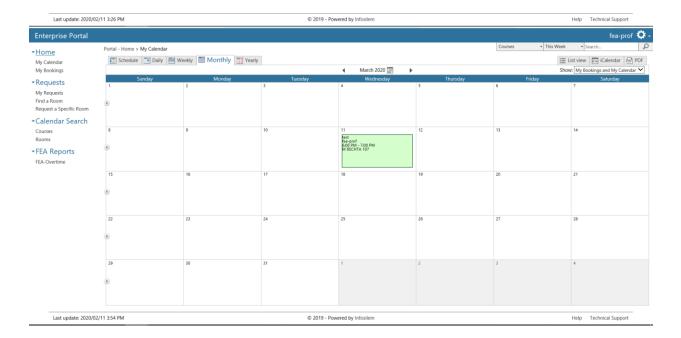2. Login using your AUB net user (e.g. ma999) and AUB net password.

b) My Calendar

1. Under 'Home', you can view your reservations by clicking on 'My Calendar'

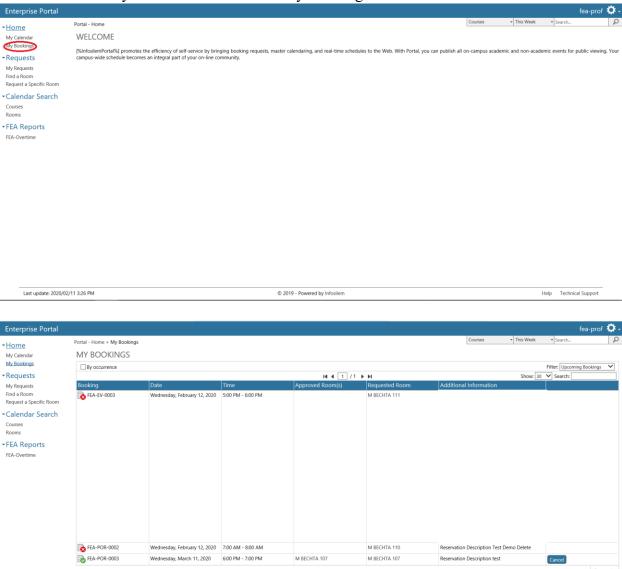You can also export your calendar to iCalendar or PDF.

c) My Bookings

1. You can also view your reservations under 'My Bookings'

Here, you may also check the status of your reservations (accepted/pending/rejected) or cancel them.

2. When reserving a room, there are two types of rooms you can come by:
   - Self-Service: rooms that do not require approval
   - By Request: rooms that require approval

d) Reserving Rooms

1. There are three ways to reserve a room
   - Find a room
     - the user knows the timing and would like to search for all available rooms that fit his/her criteria
   - Request a Specific Room
     - the user would like to find available slots in a specific room
   - Calendar Search
     - the user would visually check the calendar of a set of rooms and clicks on an empty timeslot to reserve it

1- Find a room

Under 'Requests', click on 'Find a Room'

Then select a Location

If necessary you can click on additional criteria

In the newly opened fields, you may specify whatever additional criteria you may have for the to-be-reserved room; for example, minimum capacity.

Choose the duration and the timing of the reservation.

Finally, click on 'Verify Calendar'

From the calendars that appear below, choose a date

You will get the below tables with the two categories: "Available Rooms Requiring Approval" and "Available Self Service Rooms"

- If you choose a room under "Available Rooms Requiring Approval":
  First, select the room you want

Then click on 'Proceed'

You are about to submit a request.
Room: M BECHTA Bechtel East Terrace

You must complete the request information page to confirm the request.

[Proceed] [Cancel]

Review request information, then click 'Submit'

Portal - Home > Find a Room > Request Confirmation

REQUEST CONFIRMATION

Request Information

Request Type: Classroom Reservation (Classroom Reservation)

Time Information

| Date: | Start Time: | End Time: | Duration: |
| 2020/03/11 | 6:00 PM | 7:00 PM | 01:00 |

Location Information

| Campus: | Building: | Room: | Room Type: |
| M | BECHTA | Bechtel East Terrace (Details) | Event Space |

Room Configuration: Default

Additional Criteria

Room Types: <not specified>
Floor Levels: <not specified>
Pavilions: <not specified>
Characteristics: <not specified>
Configuration Types: <not specified>
Minimum Capacity: 40
Minimum Area: 0

Other Information

Reservation Description test   32 character(s) left.

Your request will be submitted to: **Contact Information:**
FEA Scheduling Unit   na56@aub.edu.lb

[Submit]

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- If you choose a room under "Available Self Service Rooms":
First, select the room you want

Click on 'Proceed'

Review request information, then click 'Confirm'

2- Request a Specific Room

Under 'Request', click on 'Request a Specific Room'

Choose a location

Choose a room in that location

Choose the duration and time, then click on 'Verify Calendar'

From the pop up calendars, choose a day

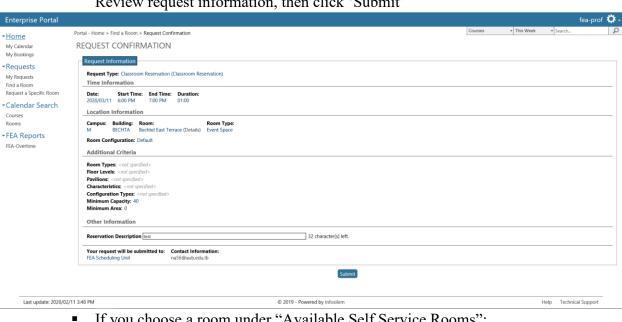| BECHTA | 212 | Classroom | 60 | Detail | |
BECHTA	344	Event Space	40	Detail	
BECHTA	434 CR		16	Detail	
BECHTA	435 CR		22	Detail	
BECHTA	536		16	Detail	
BECHTA	Bechtel East Terrace	Event Space	200	Detail	
BECHTA	Ramez S. Rizk Conference Room		20	Detail	

⏮ ◀ 1 / 1 ▶ ⏭   19 records (1 selected)

⊟ Availability: M BECHTA 110

Duration:
01:00 ▾

Between:
6:00 PM ▾ and 7:00 PM ▾

☐ Recurring Reservation

[Verify Calendar]

⊟ Availability Calendar: M BECHTA 110

⚠ Click on a date to view availability

| February 2020 |
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

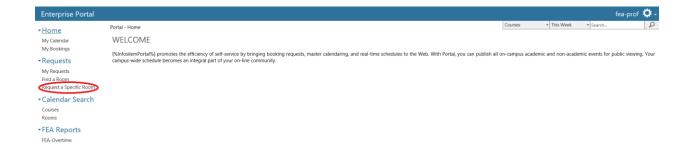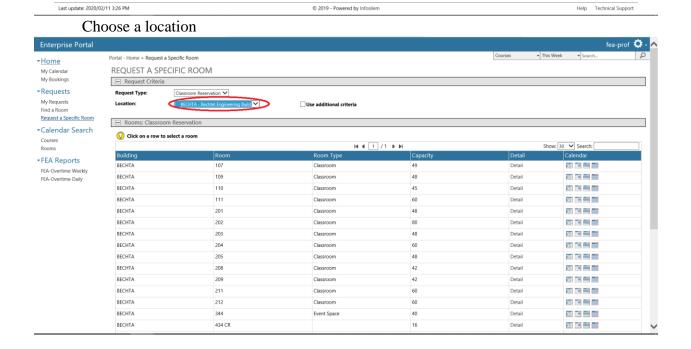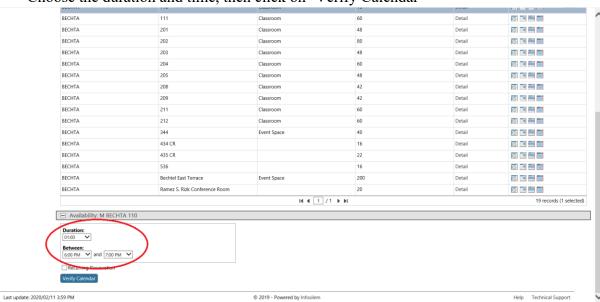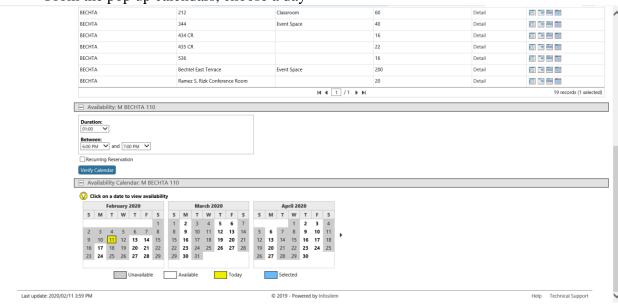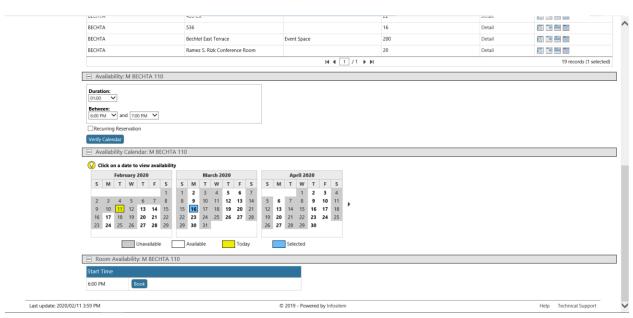| March 2020 |
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

| April 2020 |
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30

☐ Unavailable   ☐ Available   ☐ Today   ☐ Selected

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Then choose a time and click on 'Book'

BECHTA	455 CR		22	Detail	
BECHTA	536		16	Detail	
BECHTA	Bechtel East Terrace	Event Space	200	Detail	
BECHTA	Ramez S. Rizk Conference Room		20	Detail	

⏮ ◀ 1 / 1 ▶ ⏭   19 records (1 selected)

⊟ Availability: M BECHTA 110

Duration:
01:00 ▾

Between:
6:00 PM ▾ and 7:00 PM ▾

☐ Recurring Reservation

[Verify Calendar]

⊟ Availability Calendar: M BECHTA 110

⚠ Click on a date to view availability

| February 2020 |
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

| March 2020 |
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

| April 2020 |
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30

☐ Unavailable   ☐ Available   ☐ Today   ☐ Selected

⊟ Room Availability: M BECHTA 110

Start Time

6:00 PM   [Book]

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Review your request information, then click 'Confirm'
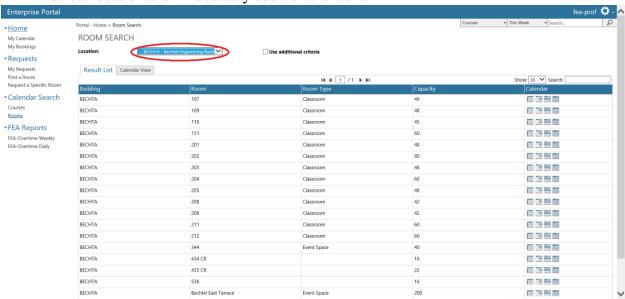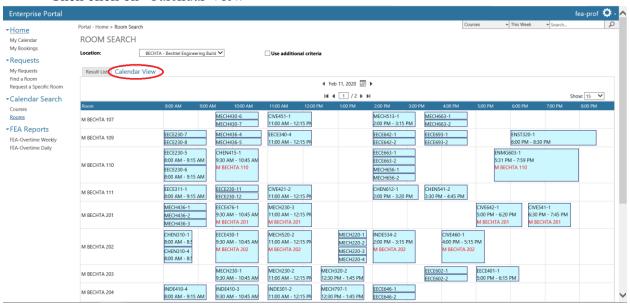

3- Calendar Search

Under 'Calendar Search', click on 'Rooms'
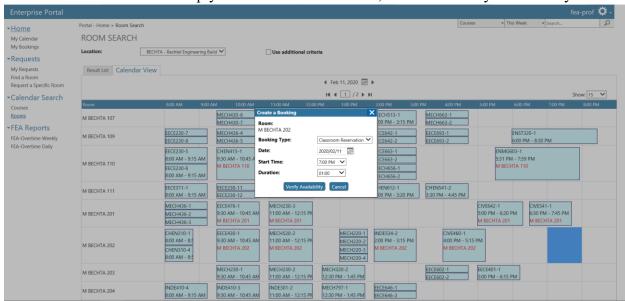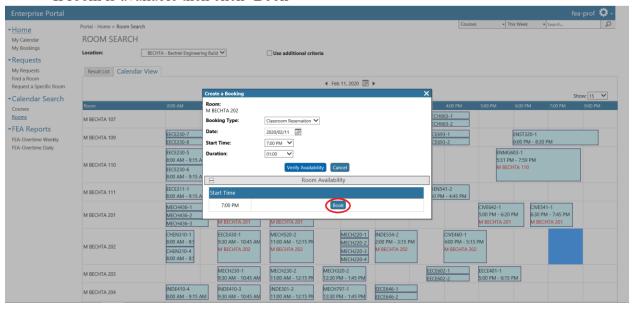
Select location and if necessary additional criteria

Then click on 'Calendar View'

Double click on an empty slot in order to reserve it, the click 'Verify Availability'

If room is available then click 'Book'

Review request information the click 'Confirm'

Portal - Home > Room Search > Booking Confirmation

Courses ▾ | This Week ▾ | Search...

BOOKING CONFIRMATION

Home
My Calendar
My Bookings

Requests
My Requests
Find a Room
Request a Specific Room

Calendar Search
Courses
Rooms

FEA Reports
FEA-Overtime Weekly
FEA-Overtime Daily

Booking information

Booking Type: Classroom Reservation (Classroom Reservation)

Time Information

Date:	**Start Time:**	**End Time:**	**Duration:**
2020/02/11	7:00 PM	8:00 PM	01:00

Location Information

Campus:	**Building:**	**Room:**	**Room Type:**
M	BECHTA	202 (Details)	Classroom

Room Configuration: Default

Other Information

Reservation Description test   32 character(s) left.

Your booking will be submitted to: **Contact Information:**
FEA Scheduling Unit   na56@aub.edu.lb

Confirm