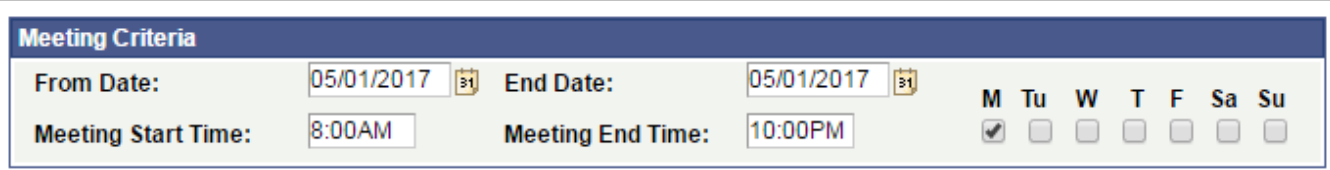
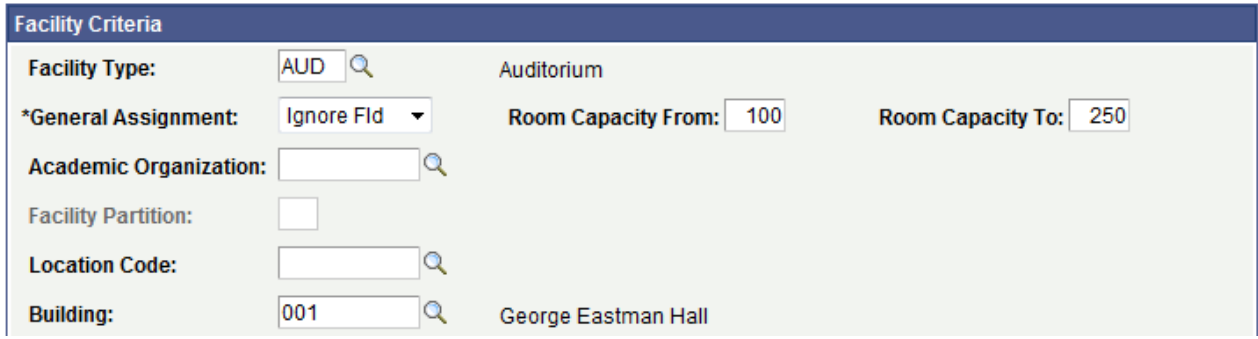
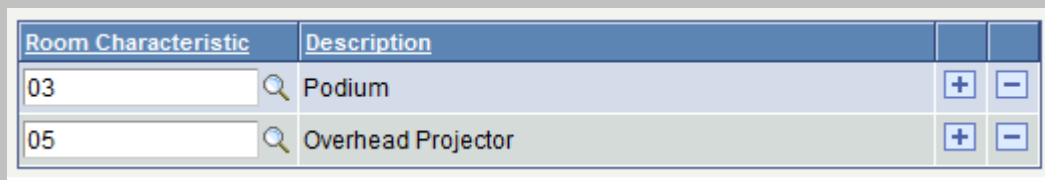


Searching for Available Facilities

| 1 | From the Main Menu , select Curriculum Management | | | | | | | | | | | | |
|---------------------|---|---------------------|-------------|--|--|----|--------|---|---|----|--------------------|---|---|
| 2 | Click Facility and Event Information | | | | | | | | | | | | |
| 3 | Click Search for a Facility | | | | | | | | | | | | |
| 4 | From the Search for a Facility page, click Search | | | | | | | | | | | | |
| 5 | <p>On the Facility Search Criteria page, you must enter the following criteria to find available facilities:</p> <ul style="list-style-type: none"> • Enter the start and end date for your meeting in the Meeting Criteria section • Select the day(s) of the week the event will take place • Times must have AM or PM indicated in CAPITAL letters | | | | | | | | | | | | |
| |  <p>The screenshot shows the 'Meeting Criteria' section of a web form. It includes fields for 'From Date' (05/01/2017), 'End Date' (05/01/2017), 'Meeting Start Time' (8:00AM), and 'Meeting End Time' (10:00PM). There are also checkboxes for days of the week: M (checked), Tu, W, T, F, Sa, and Su.</p> | | | | | | | | | | | | |
| 6 | <p>If you are looking for a particular type of room (such as auditorium or laboratory), enter a Facility Type. You can also specify the Room Capacity, and Building if appropriate in the Facility Criteria section.</p> | | | | | | | | | | | | |
| |  <p>The screenshot shows the 'Facility Criteria' section of a web form. It includes fields for 'Facility Type' (AUD - Auditorium), '*General Assignment' (Ignore Fld), 'Room Capacity From' (100), 'Room Capacity To' (250), 'Academic Organization', 'Facility Partition', 'Location Code', and 'Building' (001 - George Eastman Hall).</p> | | | | | | | | | | | | |
| 7 | <p>If the room must be equipped with specific equipment or have special characteristics, you may add them to your filtered search by adding items to the Room Characteristic field. Use the (+) button to add multiple room characteristics.</p> | | | | | | | | | | | | |
| |  <p>The screenshot shows a table with two columns: 'Room Characteristic' and 'Description'. The first row has '03' in the first column and 'Podium' in the second, with '+' and '-' buttons to its right. The second row has '05' in the first column and 'Overhead Projector' in the second, also with '+' and '-' buttons to its right.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Room Characteristic</th> <th style="text-align: left;">Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>03</td> <td>Podium</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> <tr> <td>05</td> <td>Overhead Projector</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> | Room Characteristic | Description | | | 03 | Podium | + | - | 05 | Overhead Projector | + | - |
| Room Characteristic | Description | | | | | | | | | | | | |
| 03 | Podium | + | - | | | | | | | | | | |
| 05 | Overhead Projector | + | - | | | | | | | | | | |

8 Click **Fetch Facilities**

Meeting Criteria

From Date: 05/01/2017 End Date: 05/01/2017
Meeting Start Time: 8:00AM Meeting End Time: 10:00PM
M Tu W T F Sa Su

Facility Criteria

Facility Type: AUD Auditorium
*General Assignment: Ignore Fld Room Capacity From: 100 Room Capacity To: 250
Academic Organization:
Facility Partition:
Location Code:
Building: 001 George Eastman Hall

| Room Characteristic | Description | | |
|-------------------------|-------------|----------------------------------|----------------------------------|
| 03 <input type="text"/> | Podium | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 05 <input type="text"/> | Podium | <input type="button" value="+"/> | <input type="button" value="-"/> |

9 You will now be directed to the **Facility Search Results** page, which will display the results of your search.

10 Select a **Facility ID** to view a calendar of room availability. Any times reserved for a class, event or exam will be noted.

Customize | Find | View All | First 1 of 1 Last

| Building | Room | Facility Id | Capacity | Type | Acad Org | Assignment | Partition | Location |
|----------|------|-------------|----------|------|----------|------------|-----------|----------|
| Eastman | 2000 | 001-2000 | 100 | AUD | CIAS | N | | MAIN |

11 To continue to review the availability for additional rooms, click **Return to Facility Search**

12 **Repeat** steps 10-11

13 Once you've identified an available facility that meets your needs, **contact the scheduling officer in your area** for assistance in reserving the space.

**Please note: Facility availability is subject to change and there may be reservations not reflected in this system. The scheduling officer making the reservation will confirm availability.