

Room Moderator Quick Reference Guide Hampden-Sydney College

This guide is meant to be a quick reference only.

OVERVIEW

1. **Open a Web Application Request from Notifications in the Dashboard**
2. **Approve or Deny a Request (to then alert the Events Office)**
3. **Mark Notification as Reviewed**

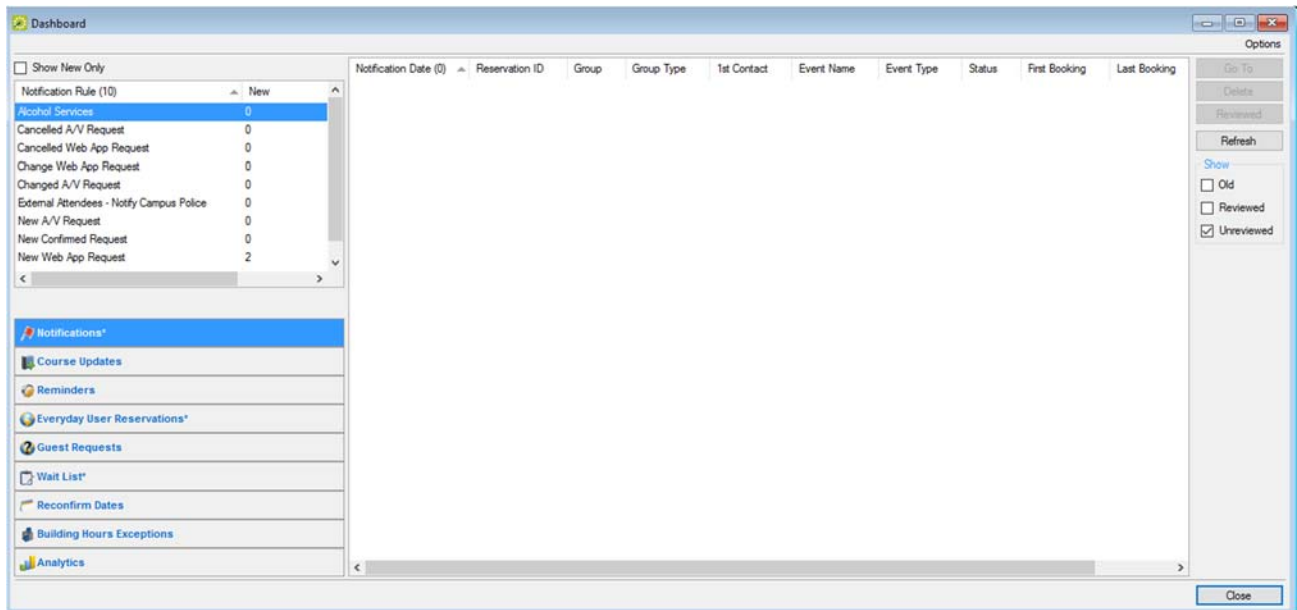
1. Open a Request from the Dashboard:

- Open the Dashboard button to review all Everyday User reservations that are awaiting



approval.

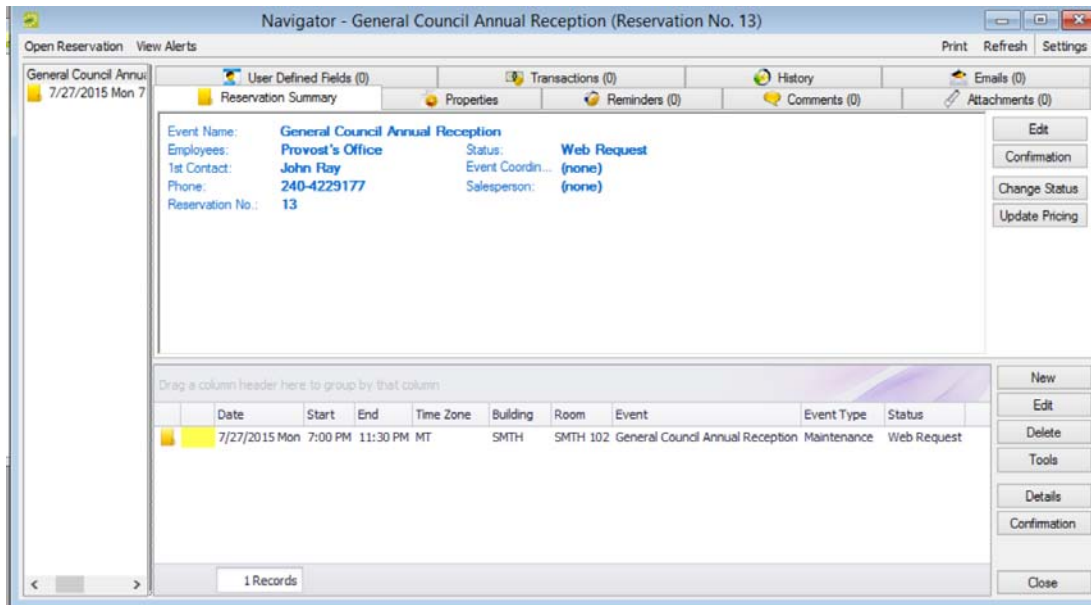
- Notifications: The left-hand window will display each notification rule and the number of new notifications that are applicable to each notification rule. Select a notification rule to see the new notifications. See sample screen shot below.



Notification Rule (5)	Notification Date (10)	Type	Booking Date	Start	End	Building	Room
Catering Change Order	7/30/2008 3:27 PM	Change	8/19/2008 Tue	8:00 AM	12:00 PM	UK - CW	10.Enzo - All
New AV Request and/or Change Request	8/19/2008 11:37 AM	Change	8/28/2008 Thu	6:00 AM	7:30 AM	UK - CW	10.Enzo - South
New Catering Order	8/19/2008 11:37 AM	Change	8/28/2008 Thu	7:00 AM	9:30 AM	UK - CW	10.Enzo - South
New Web Request	10/15/2008 1:57 PM	Change	10/29/2008 Wed	9:00 AM	10:00 AM	UK - CW	10.Enzo - North
New/Changed Video-conference	12/10/2008 10:40 AM	Cancelled	12/18/2008 Thu	3:00 PM	5:00 PM	UK - CW	10.Enzo - South
	12/11/2008 1:48 PM	Change	12/18/2008 Thu	8:30 AM	11:30 AM	UK - CW	CQ02 - Conferen
	1/14/2009 9:27 AM	Change	1/16/2009 Fri	8:00 AM	10:00 AM	UK - CW	CQ02 - Conferen
	7/1/2009 2:42 PM	Change	7/16/2009 Thu	8:15 AM	11:15 AM	UK - CW	10.Enzo - South
	7/16/2009 1:20 PM	Change	7/21/2009 Tue	8:00 AM	10:00 AM	UK - CW	CQ02 - Conferen
	7/24/2009 11:37 AM	Change	7/28/2009 Tue	8:00 AM	10:00 AM	UK - CW	CQ02 - Conferen

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- Double-click on the room request in the right-hand window to open the reservation in the Navigator.

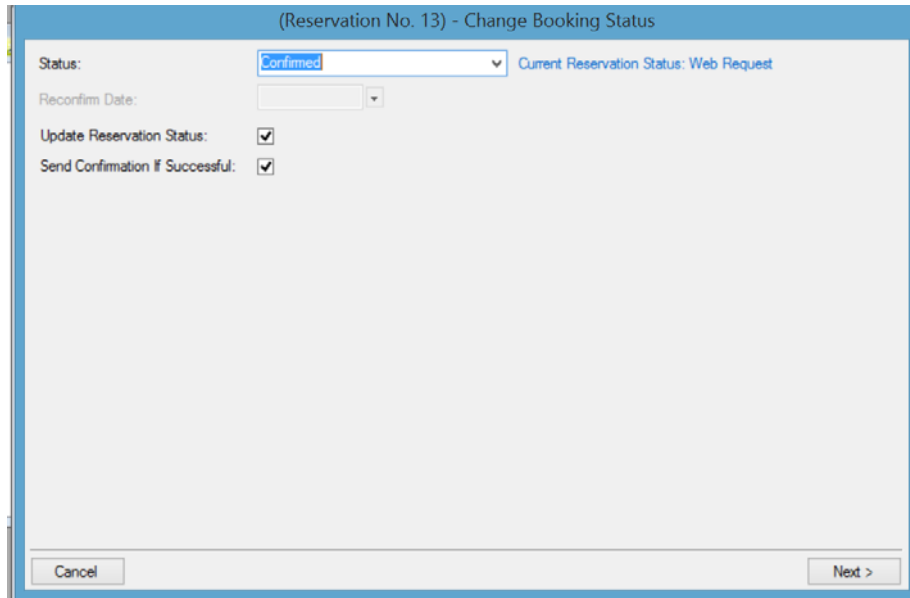


2. Approve or deny a request from the Navigator:

- Review the events scheduled in rooms around this request and determine if this request is suitable.
- Right-click and select "Go to Book" to see other bookings in that room and the surrounding rooms.
- Select the Reservation level of the reservation. This is the top layer in the left-hand pane just like in the image above.

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- Click the Change Status button located on the right side of the Navigator window



(Reservation No. 13) - Change Booking Status

Status: Current Reservation Status: Web Request

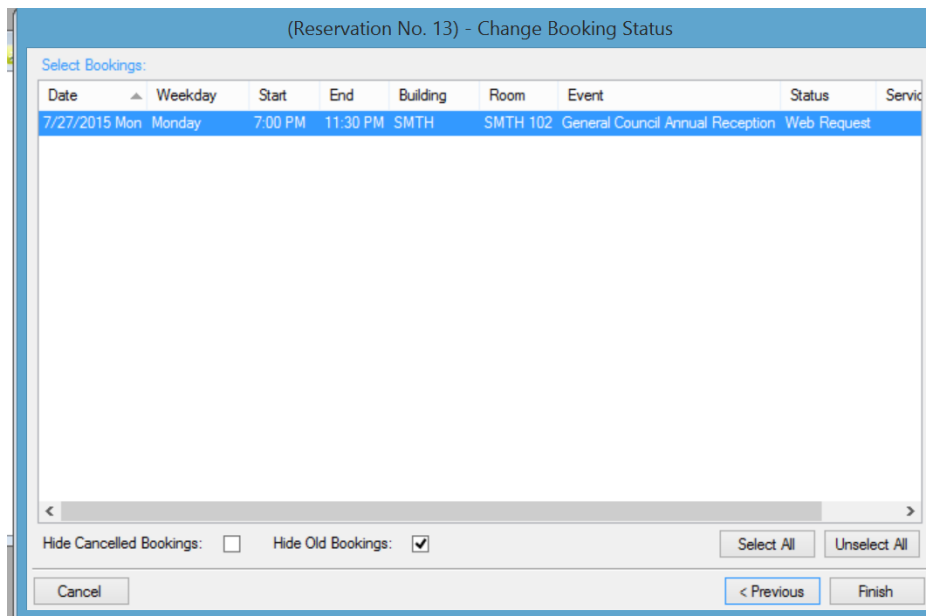
Reconfirm Date:

Update Reservation Status:

Send Confirmation if Successful:

Cancel Next >

- Choose the appropriate status for this request (either Moderator Approved or Moderator Denied)
- Make sure that "Update Reservation Status" is Checked and "Send Confirmation if Successful" is unchecked
- Select All at the bottom right of the window. Click Finish. (At this point, the notification will be sent to the Events Office to finalize.)



(Reservation No. 13) - Change Booking Status

Select Bookings:

Date	Weekday	Start	End	Building	Room	Event	Status	Service
7/27/2015 Mon	Monday	7:00 PM	11:30 PM	SMTH	SMTH 102	General Council Annual Reception	Web Request	

Hide Cancelled Bookings: Hide Old Bookings:

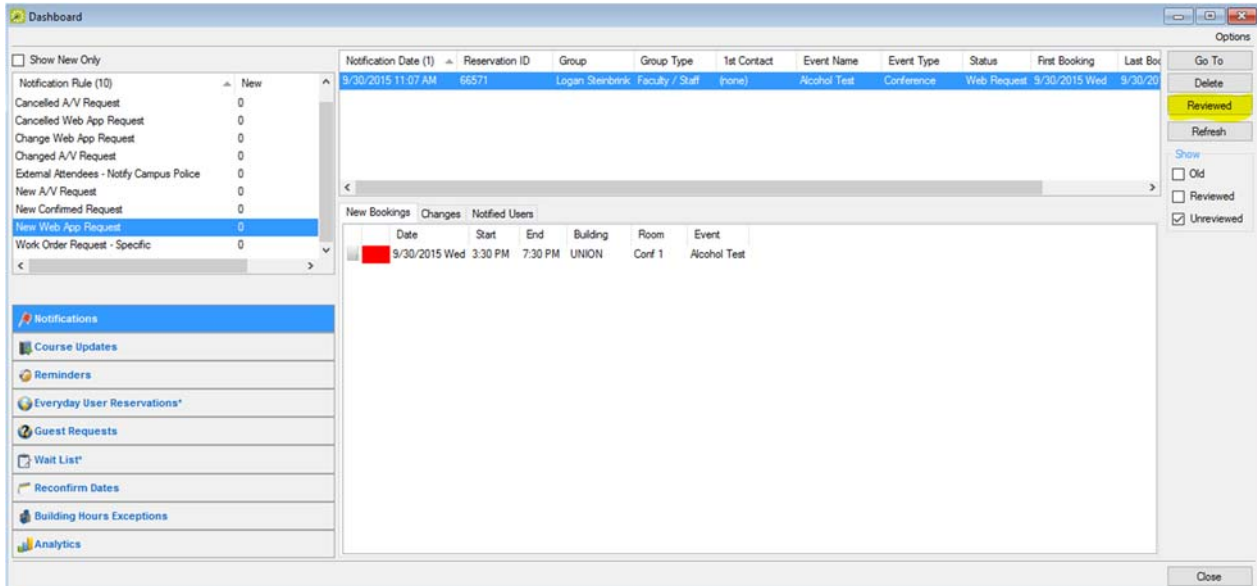
Cancel Select All Unselect All

< Previous Finish

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3. Mark Everyday User Reservation Notification as Reviewed in the Dashboard

- Now that you are finished working on the reservation, close the “Change Successful” Window and the Reservation Navigator to return to the Dashboard.
- In the “Notifications” area of the dashboard, highlight the room request you just responded to and click *Reviewed* on the right.



The screenshot shows the Dashboard interface with a notification for an Alcohol Test reservation. The notification is highlighted in blue. The notification details are as follows:

Notification Date (1)	Reservation ID	Group	Group Type	1st Contact	Event Name	Event Type	Status	First Booking	Last Booking
9/30/2015 11:07 AM	66571	Logan Steinbrink	Faculty / Staff	(none)	Alcohol Test	Conference	Web Request	9/30/2015 Wed	9/30/2015 Wed

Below the notification, there is a section for "New Bookings" with a table showing the reservation details:

Date	Start	End	Building	Room	Event
9/30/2015 Wed	3:30 PM	7:30 PM	UNION	Conf 1	Alcohol Test

The dashboard also includes a sidebar with various notification categories and a right-hand panel with options like "Reviewed", "Delete", and "Refresh".