

This learning topic will cover:

- overview of the Resource Reservations database,
- accessing a room in the Resource Reservations database,
- viewing the calendar of a room or resource from the database,
- making a reservation from the database,
- editing reservations, and
- responding to reservation requests.

Prerequisite learning card: For more information about booking rooms or resources, see ***Booking Rooms & Resources (CA03)***.

Overview of the Resource Reservations database

Rooms and resources (such as laptops, data projectors and cars) are contained in the **Resource Reservations** database. At Monash, there is a separate Resource Reservation database for each campus.


Rooms and resources are categorised into groups. These groups are:

- Rooms,
- Vehicles,
- Equipment, and
- Other.

Everyone can open and view the Resource Reservations databases, but resource owners have additional access to manage their rooms and resources.

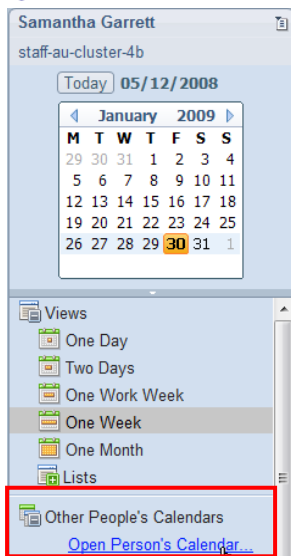
Tip: A room or resource can have more than one owner. To add additional owners, see **Changing resource attributes** at the end of this document.

Rooms and resources can be booked in several ways, depending on the level of access applied to them. Some rooms and resources can only be booked by owners, while others are public and can be booked by anyone.

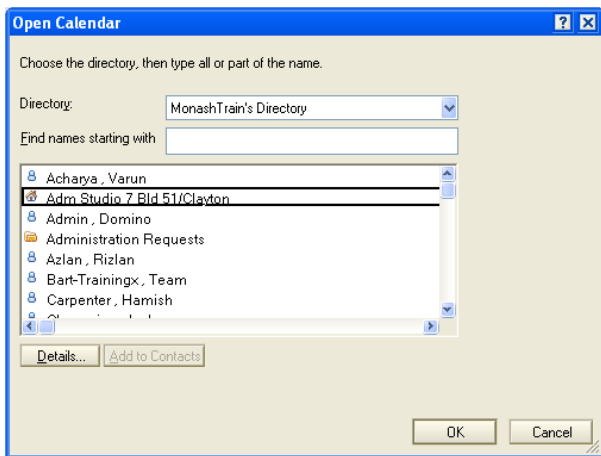
Note: Rooms and resources with restricted access are listed in the Monash's Directory with a  symbol next to them. To see who the owner of the resource is, click on the **Details** button.

Accessing a room in the Resource Reservations database

1. From your Lotus Notes Calendar, expand **Other People's Calendars**.
2. Select **Open Person's Calendar**.



3. Select the room or resource from the **Monash's Directory**.



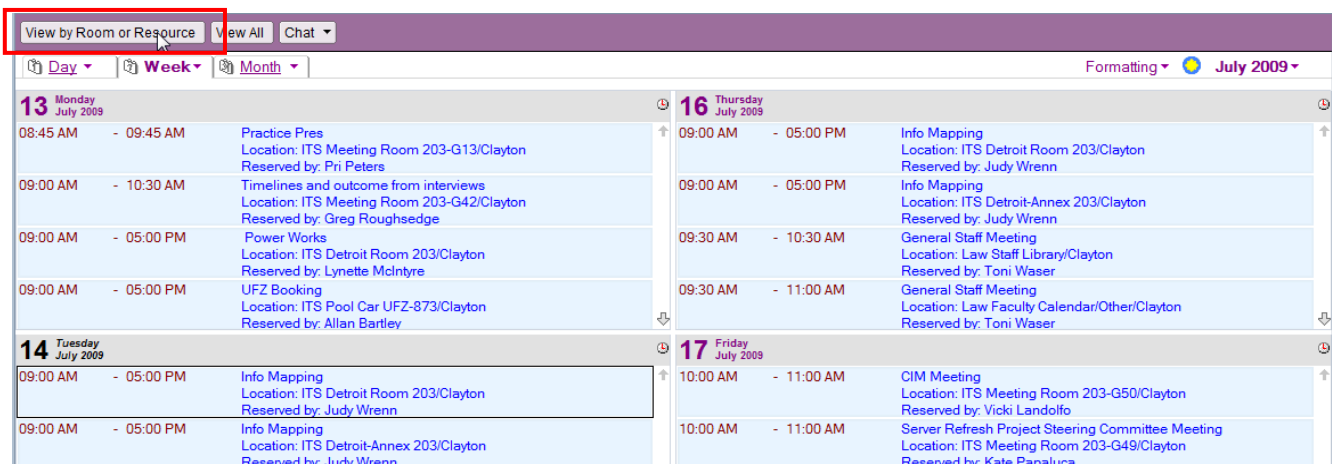
4. Click **OK**

- The Resource Reservation database containing the specified room will open in a new tab.

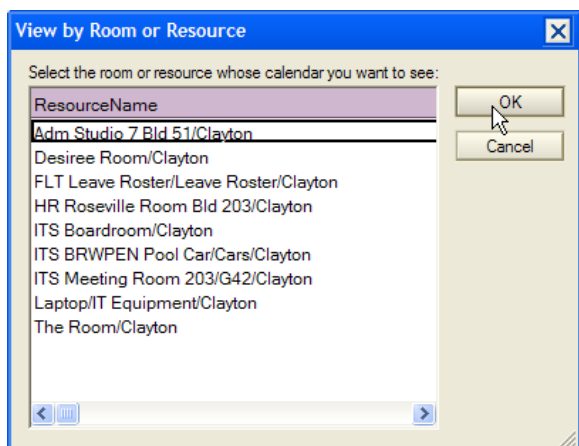
Viewing the calendar of a Room or Resource

When the Resource Reservation database is opened, all room bookings in the database are displayed. However, you can select to view only the calendar of a specific room or resource.

1. Click on **Week** and set the view to **One week**.
2. Select **View by Room or Resource** to view a single room or resource calendar.



3. Select the room or resource you wish to view.



4. Click **OK**.

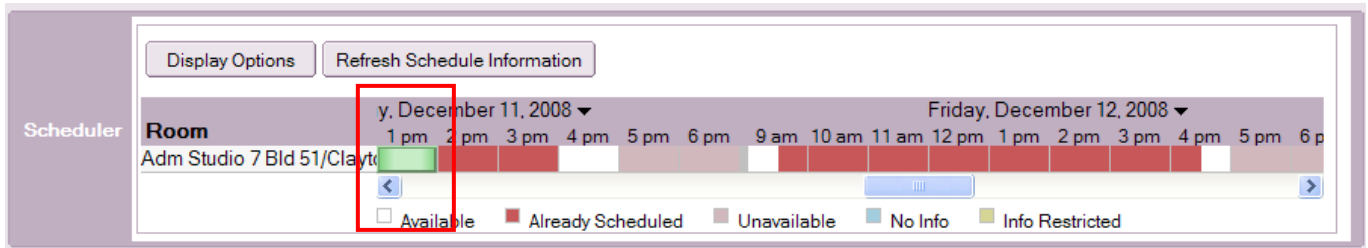
Making a reservation

Reservations can be scheduled directly in the Resource Reservations database.

Note: Reservations can be scheduled up to 365 days in advance. Rooms may be booked 24 hours a day.

1. Double click the timeslot you want to make a reservation in.
2. Complete the **Reservation description**, **When** and **Phone/extension** fields.

3. Select the **find a time for a specific room** option.
4. Click the **Select Room** button and select the required room.
5. Check the availability of the room using the **Scheduler**.



Tip: If the timeslot is displaying in **green**, the room is available. If it is displaying in **red**, drag the indicator bar until a green timeslot is found.

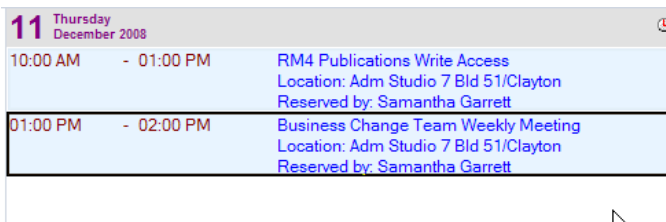
- If the reservation is for someone else, select **Actions > Forward** to email them details of the booking.
- Click **Save and Close** to complete the reservation.

Note: If you are not the owner of the room, an email may be sent to the owner to confirm your reservation.

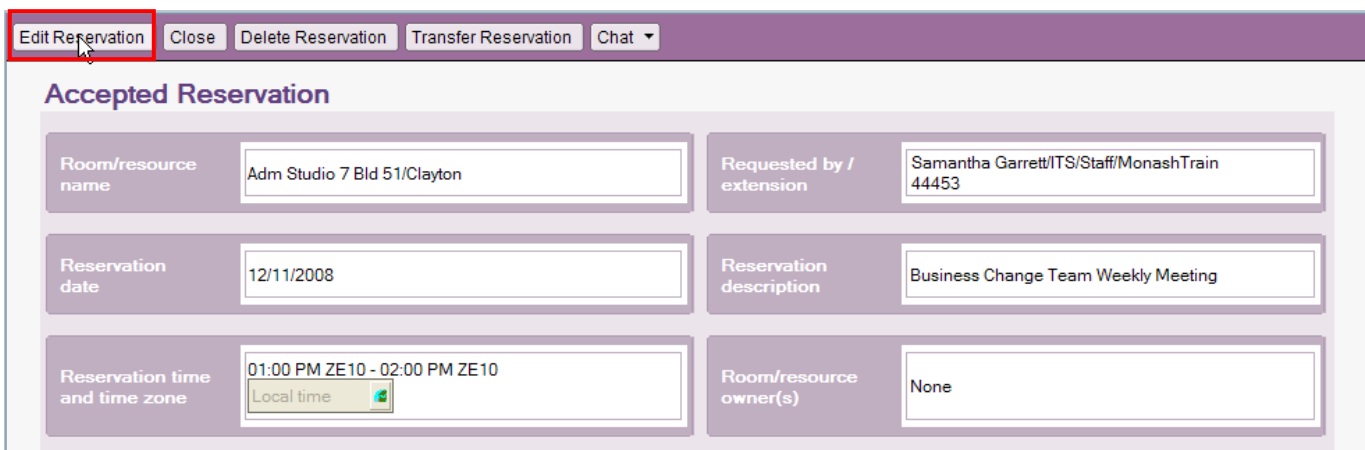
Editing reservations

Note: You can only edit reservations that you have created.

- Locate the reservation in the Resource Reservations database.



- Double-click the entry to open it.
- Click **Edit Reservation**



- Update the information and click **Save and Close**.

Responding to reservation requests

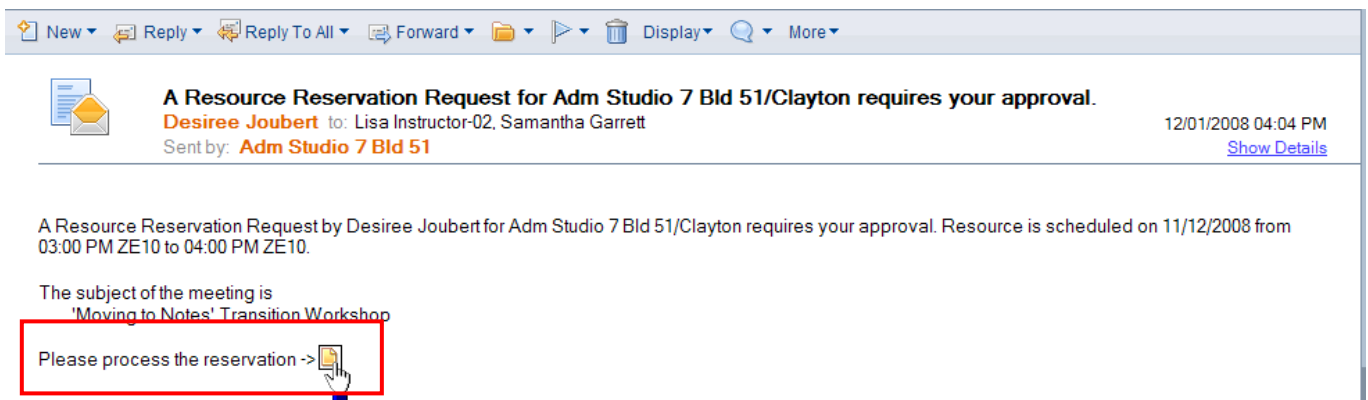
When a reservation is made by a person other than the owner(s), a reservation request is emailed to the owner(s) of the room or resource.

Tip: Some rooms and resources do not have room owners or booking restrictions. Reservations for these rooms and resources will not require approval.

The owner should confirm the availability of the room, and then accept or decline the reservation accordingly.

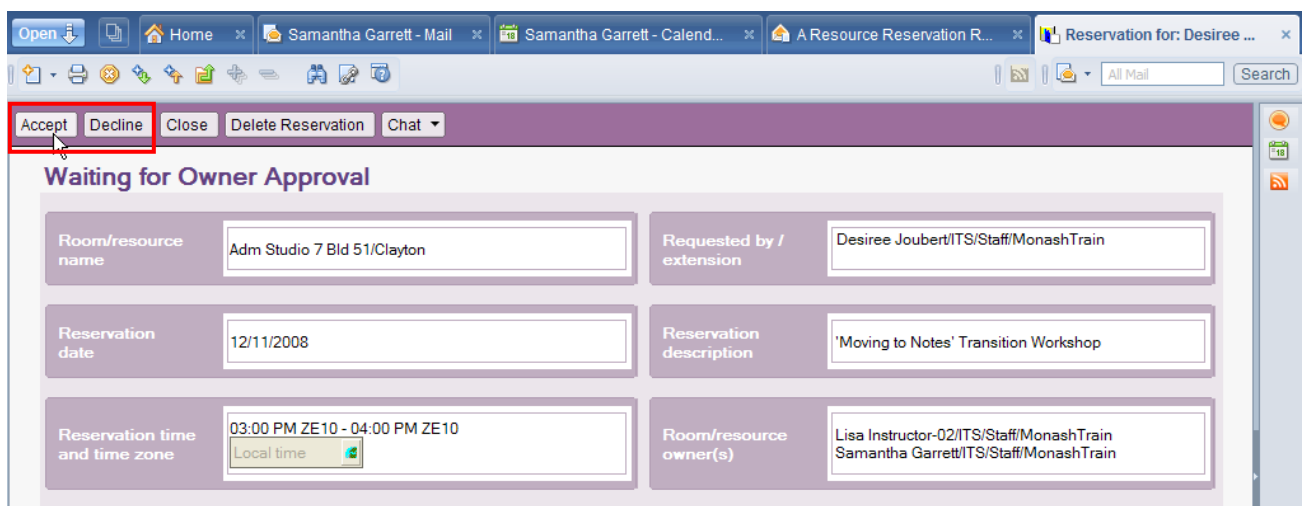
Follow the steps below to accept or decline a reservation.

1. Open the email with subject **Resource Reservation Request for <Room/Site>**.
2. Click the **document link** contained in the email.



3. The **Waiting for Owner Approval** form will open. Review the reservation and click the **Accept** or **Decline** buttons.

Tip: You cannot see the availability of the room or resource from this form. To check availability, open the calendar of the room or resource.



- The appropriate notification will be sent to the person who made the reservation request. The reservation will be placed in the calendar of the room or resource.
- You can now delete the email.