## Spacefinder Guide, Spring 2017 Booking a Library Study Room Haggerty Library

Home     stre Home     MY HOME       It create a request     Sign In     Welcome, Guest.       It controls     Log in using your normal Mount Mary network username (not your email     Welcome, Guest.	SPACEFINDER		Welcome, Guest.
address) and password (same as logging in to a computer on campus) to access Space Finder.	CREATE A REQUEST BROWSE ♀ LOCATIONS	SITE HOME Sign In Log in using your normal Mount Mary network username (not your email address) and password (same as logging in to a computer on campus) to access Space Finder. Username * Bassword * Bomain:* MT_MARY Sign In Sign In	Request A Room

Click Book Now to get started, or Browse Events if you want to see what's happening around campus.

<b>SPACEFINDER</b>			L
HOME     CREATE A RESERVATION     MY EVENTS     BROWSE	SITE HOME MY HOME My Reservation Templates Book a Study Room		book now shout
COCATIONS  COCATIONS  PEOPLE	My Bookings		
	FEBRUARY 17, 2017 SEARCH		Central Time [CT
		Day Month Date -	Previous Taday Next
		There are no bookings for February 17, 2017	
		Take me to the next day containing bookings.	

Choose a time and date. IMPORTANT: you need to choose at least 2 people to see available rooms. Click a + sign to add a room.

$\equiv$ SPACE	FINDER	R	om Request																<b>.</b>
			Attendees																
Start Time		End Time				8	9	10	11	12 PM	1	2	3	4	5	б	7	8	
12:00 PM	Ø	1:00 PM	Vinson, Daniel																
Create booking	in this tim	e zone				1					m.								
Central Time			Find Attendee		٩											A	vallability	Legend	
Locations Patrick and Be	eatrice Ha	Add/Ren gerty Library	Room Search Results																
		Sea	ch												Find A Roo	m	s	earch	
O Let Me Se	arch For A	Room			7 AM	8	9	10	ñ	12 PM		2	3	4	5	6	7	8	
Setup Types		Add/Ren	ove																
Standard Style	e (as is)		Rooms You Can Rese	rve															
Features		Add/Rem	ove Patrick and Beatrice Ha	Cap	? AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	в	
(none)			HL 112 Study Room	6												Clos	ed (		
Number of Pe	eople		HL 113 Study Room	6												Clos	ed		
2 🔄			O HL 114 Study Room	6												Clos	ed		
O I Know Wi	hat Room	Sea I Want	ch ,			1					-					A	vailability	Legend	^

Once you're done here, "booking added" will flash briefly at the top of the screen. Just click **Add Room** in the next pop-up box. At this point, if you want to **delete**, you need to click **My Cart**.

= SPACEFINDER	Room	Request												C		2	Vinson, Daniel 🐣 🗸
🗙 Book a Study Room 🤅	Ð		1	Room	s & Atte	ndees	2	Reservati	ion De	tails						Ay Cart (1)	Create Reservation
New Booking for Sat Fe	b 18, 2017																Next Step
Date & Time	S	elected Rooms 🕜 Al	tendance &	Setup	Гуре												
Note: You cannot change the date or time- you've added a Room to the cart. If you need to change the date or tim remove the Room by clicking the mir next to the Room.	after A ne, first nus button	<ul> <li>HL 112 Study Room</li> <li>Ittendees</li> <li>Vinson, Daniel</li> </ul>		8	9	10	11	12 PM	1	2	3	4	5	6	7	8	
Crote booking in this one sens		Find Attendee	٩											A	vailability L	egend	
Locations Ad Patrick and Beatrice Haggerty Librar	dd/Remove ry Scerch	LIST SCHEDULE											Find A Roon	1	Sec	ırch	
C Let Me Search For A Room			7 AM	8	9	10	11	12 PM	1	2	3	4	s	6	7	8	
Setup Types Ad Standard Style (as is)	dd/Remove	Rooms You Can Reserv	e														
		Patrick and Reatrice Ha	Can / AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	g	

Choose to automatically add to your Outlook calendar, or scroll down to complete your reservation.

$\equiv$ SpaceFinder	Room Red	quest				<b></b> * v
× Book a Study Room	0		1 Rooms & Atte	ndees	2 Reservation Details	My Cart (1) Create Reservation
Reservation Details						
Event Details						
Event Name *		Event Type *				
Student Study Session		Study Session		•		
Calendaring Details	idar Show Time As	Private	Reminder			
Student Study Session	Busy	*	(none)	*		
Message						
Attach File						
Select your files Dra	g and drop your files h	ere				

= SPACEFINDER	Room Request	
Group Details		
1st Contact (temporary contact)		
1st Contact Name *		
1st Contact undefined	1st Contact undefined	
1st Contact Email Address *		
Attachments		
Select your files Drag and	i drop your files here	
I have read and agree to the terms	and conditions	Create Decension

Enter your name as a contact. Spacefinder should fill in your email address.

To avoid extra steps, make SURE you click the final check box! You will receive an email confirmation of your reservation in your Mount Mary email.