Sign in with your Fresno State email credentials
“More” is where you’ll find the options that used to be represented by tabs across your Home page.
These links will take you to your Home Dashboard, which functions the same – just looks a little different (see next page).
Finding an available room

- Under More select Availability
- Select Lecture Rooms, Library Spaces, etc
- Select the appropriate date
Finding an available room

- Scroll down to look for a room that has an open time
- Hover over the available room to display the room information

<table>
<thead>
<tr>
<th>Room ID</th>
<th>Type</th>
<th>Capacity</th>
<th>Availability</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>B4</td>
<td>Classroom</td>
<td>30</td>
<td>Open</td>
<td>LCD, Whiteboard, Proj, Audio, Internet Access, Lockable Door, Keyless Entry</td>
</tr>
</tbody>
</table>

Process an event request, place the cursor at the start time and select 

This will take you to the Event Form.
Looking at a specific room for available days/times
- Under More select Search
- Select Object: select Locations > Enter the room

Enter the room in the Quick Search bar

Quick Search: S2108
View available days/times for a specific room
- Select List | Calendar | or Availability

Select List
- List shows the room details

Select Calendar
- Calendar shows scheduled events/classes
- Select date range
- View by number of weeks
Select Availability

- Availability shows one day schedule
- Select More Options to expand your search
Processing an event from “Create an Event” or “Event Form”
Fill in all areas that say “Required”. For more information on a specific item, select 🔵, to hide the information select it again. To save a specific item as a favorite, select 🌟.
Event Description is optional (information for attendees of the event). This description will be published to the Events Calendar.

This box should always be checked. If the event is repeated, select Repeating Pattern (see next page for more information).

Select Additional time to have additional time for setup and takedown, if needed.
Repeating Pattern

Repeating Pattern – Ad hoc is the best to use, it’s easier to remove a day if the room requested is not available on a particular day.

Select each day the event repeats.
View all requested dates, select View All Occurrences

Along with having multiple days, it has the ability to have different times. At this time, the bugs need to be worked out before different times can be used, so please keep all days at the same time.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
<th>Comment</th>
<th>State</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun OCT 20 2019</td>
<td>2:00 pm</td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Sun OCT 27 2019</td>
<td>2:00 pm</td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Sun NOV 03 2019</td>
<td>2:00 pm</td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Sun NOV 10 2019</td>
<td>4:30 pm</td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Tue NOV 12 2019</td>
<td>2:00 pm</td>
<td></td>
<td>Active</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Removing a date – select Remove
Locations

- To find only available rooms, check Hide Locations with Conflicts
- Searching for a specific location, enter it in Search Locations and select Search
- Select More Options to narrow the search

Note: When you see the view below and can’t enter a room, select Reset.
Specific Location Search with multiple days requested

Note: The room is only available 2 out of 4 days

Remove days with conflicts
- Select Conflict Details to see unavailable date(s)
- On the calendar, select the unavailable date(s)
- Select Remove, do this for each day to remove
- Select Refresh to update the availability

Date Occurrences (Sun NOV 03 2019)

Locations Search
Availability for this search is out of date. Click Refresh to update the results or Dismiss to ignore this message.

Refresh  Dismiss
Location Search continued

- At this point look for another available room or look for other day(s) the room is available, if needed
- Select Request to reserve the requested room(s), requested room(s) will show below

Note: all days requested are available
No conflicts.
Finalize Location Search
- Look for an available room
- On the calendar, select and remove the dates that a room was already requested, only have the day a room is still needed
- Select Refresh to clear the search
- Select Hide Locations with Conflicts
- Add specific items on More Options and select Search, select Request to add the room
Event Categories

- Select the appropriate categories
- If the event should not be on the Events Calendar select “Don’t Display on Web” and “No Homepage”
Comments

- Add any additional comments (this area will only be seen by the approver)
- Add specific information about the event, i.e. serving food, this will help with the approval
- Select Save to submit