



WAKE FOREST UNIVERSITY

Utilizing DeaconSpace to Request Event Space

From the browser of your choice (Firefox is not recommended), type the DeaconSpace address into the browser address bar.

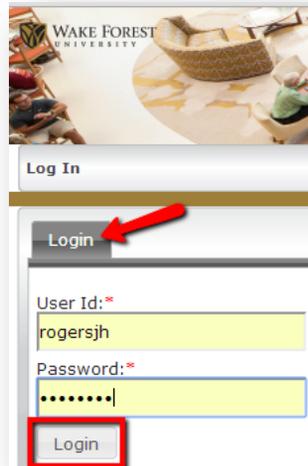
Note: It is recommended to bookmark this site.



<https://rooms.wfu.edu>

From the main screen, click the “Log In” menu option at the top of the screen to log in using your network user name and password.

Click “Login” at the bottom of the screen to continue.



An expanded menu bar will display that includes available request forms for different types of spaces, as well as the ability to browse for space.



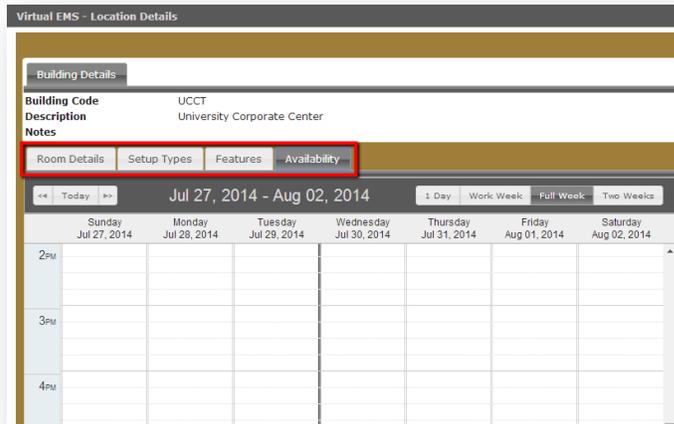
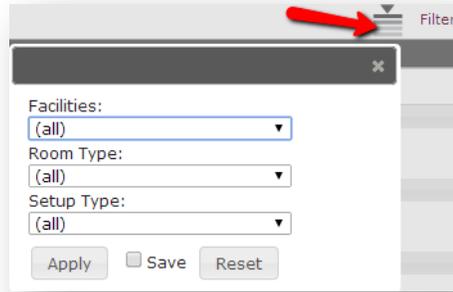
Browse for Available Space

No matter which browse option you select, you can narrow your search using the 'Filter' option on the right side of the screen. Use the drop-down menus on the filter pop-up to enter criteria to narrow your search.

Note: Check 'Save' to make the selected Facility, Room Type, or Setup Type your default for future searches.

Click 'Apply' to view the filtered results.

Additionally, clicking a room name opens a new window offering space details. Use the tabs in the middle of the window to learn more about room details, setup types, features, and availability.

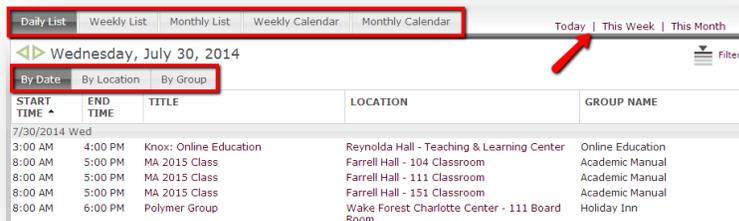
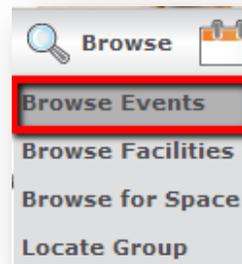


Browse Events:

Displays all events reserved in DeaconSpace on the selected date.

From the Browse drop-down, select Browse Events. Use the 'Filter' menu to narrow your events search if desired.

Results can be viewed by day, week, or month lists or calendars, as well as sorted by date, location, or group. All views display start & end time.

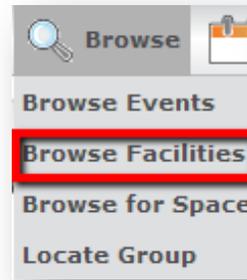


Browse Facilities:

Displays the campus spaces available to reserve through DeaconSpace, along with their setup type & capacities.

From the drop-down, select Browse Facilities. Use the 'Filter' menu to narrow your facility search if desired.

Results can be viewed by Setup Type or By Room. Both views display Setup Type and Maximum Occupancy by setup.



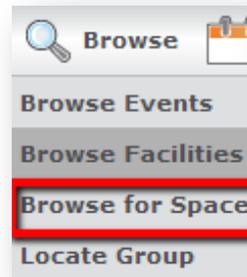
Setup Types and Capacities			
ROOM	SETUP TYPE ^	MIN CAPACITY	MAX CAPACITY
Reynolda Hall - Autumn Room			
	Cluster	0	36
	Conference	0	40
	Meal/Buffer *	0	40
	Meal/Served	0	40
	No Preference	0	40
	Reception	0	60
	Theatre	0	60

Browse for Space:

Displays a timeline view of the campus spaces available to reserve through DeaconSpace for the selected date. Capacity is also displayed.

From the drop-down, select Browse Space. Use the 'Filter' menu to narrow your facilities search if desired.

Results are displayed in 12 hour increments by location. Use the green arrows to the left of the date and 12 Hours to navigate to other dates.



Thursday, July 31, 2014													
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
University Corporate Center													
0101 Procurement Conference Room	8												
0813 UCC Auditorium	0												
1505 Finance Systems Conference Ro	7												
2003 Shared Conference Room	12												
2083 The ACC Room	15												
2087 WOW Room	18												
2537 FAS Conference Room	12												

Requesting a Space

To request a space, click the Request Forms menu and select the reservation form that most closely matches the space you are requesting. The request forms available in your menu are based on your user access.

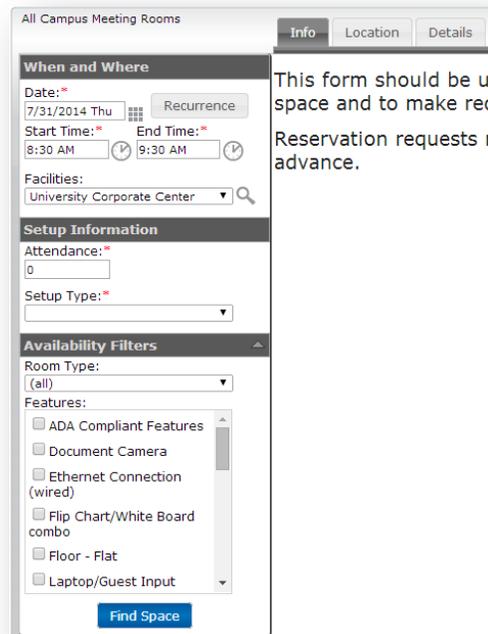
Some departments have created special requests forms that are specific to the department that make it easier for users to directly reserve spaces in your own areas. If your department has developed these, you will see an additional "My Request Forms" menu option to the right of "Request Forms" for your use when reserving spaces in your area.

Options available for each type of request will differ based on the form selected.

Upon clicking the form name, the form opens on the Info tab, which provides instructions on what this particular form should be used for and how to complete it.

Complete the fields on the left side of the form to begin the request process. Fields marked with an "*" are required.

'All Campus Meeting Rooms' has been used for the purposes of this guide.

A screenshot of the 'All Campus Meeting Rooms' reservation form. The form is divided into several sections: 'When and Where' (Date, Start Time, End Time, Recurrence, Facilities), 'Setup Information' (Attendance, Setup Type), and 'Availability Filters' (Room Type, Features). The 'Date' field is set to 7/31/2014 Thu, 'Start Time' is 8:30 AM, and 'End Time' is 9:30 AM. The 'Facilities' dropdown is set to 'University Corporate Center'. The 'Attendance' field is set to 0. The 'Room Type' dropdown is set to '(all)'. The 'Features' section includes checkboxes for 'ADA Compliant Features', 'Document Camera', 'Ethernet Connection (wired)', 'Flip Chart/White Board combo', 'Floor - Flat', and 'Laptop/Guest Input'. A 'Find Space' button is located at the bottom of the form. To the right of the form, there is a text box that reads: 'This form should be used for space and to make requests in advance. Reservation requests must be made in advance.'

Select the date for your request by clicking the calendar grid icon to the right of the date field.

A calendar of the current and following month will display. Select the appropriate date by simply clicking on that day in the calendar. Use the arrows on either side of the month to advance or go back by month.

The screenshot shows the 'When and Where' form. The 'Date:*' field contains '6/17/2014 Tue' and a calendar grid icon. A 'Recurrence' button is to the right. Below the date field, a calendar for June 2014 and July 2014 is displayed. Red arrows point to the left and right navigation arrows of the calendar. The date 6/17/2014 is highlighted in yellow in the June calendar, and the date 7/4/2014 is highlighted in red in the July calendar.

For a single-date event, select the start & end times by clicking on the clock icon to the right of each of those fields.

The screenshot shows the 'When and Where' form with the 'Start Time:*' and 'End Time:*' fields. A dropdown menu is open for the 'Start Time' field, showing a list of times from 12:00 AM to 3:00 AM in 15-minute increments. The '12:00 AM' option is selected. The 'Recurrence' button is visible to the right of the date field.

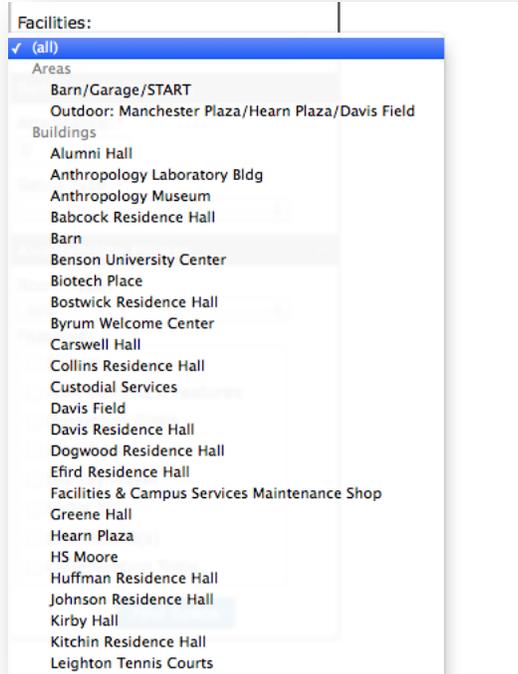
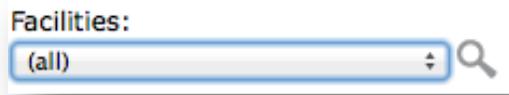
If your event is recurring, click the recurrence button to the right of the date field.

Complete the start & end time fields, and provide the information to set the recurrence pattern and date range. Select 'Apply Recurrence' to save.

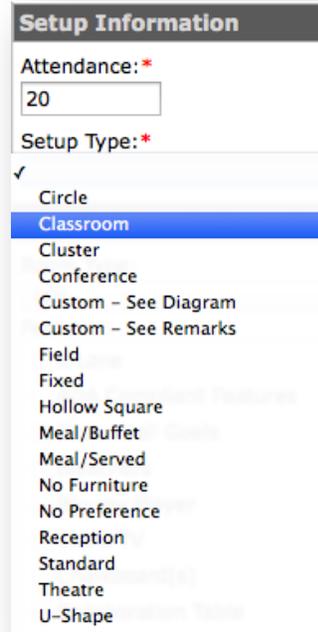
The screenshot shows the 'Recurrence' dialog box. It has fields for 'Start Time:*' and 'End Time:*'. Under 'Recurrence Pattern', the 'Weekly' option is selected. Below that, 'Recur every 1 week(s) on:' is set to 'Tue'. Under 'Range of Recurrence', 'Start Date:' is '7/8/2014 Tue', 'End after:' is '1 occurrences', and 'End by:' is '7/8/2014 Tue'. The 'Apply Recurrence' button is highlighted with a red box.

If you have a specific facility you would like to use for your event, select it from the Facilities drop-down. If you do not have a preference, select the “all” option.

If you have more than one possible space preference, click the magnifying glass icon to the right of the drop-down to check the boxes beside the facilities in which you are interested.

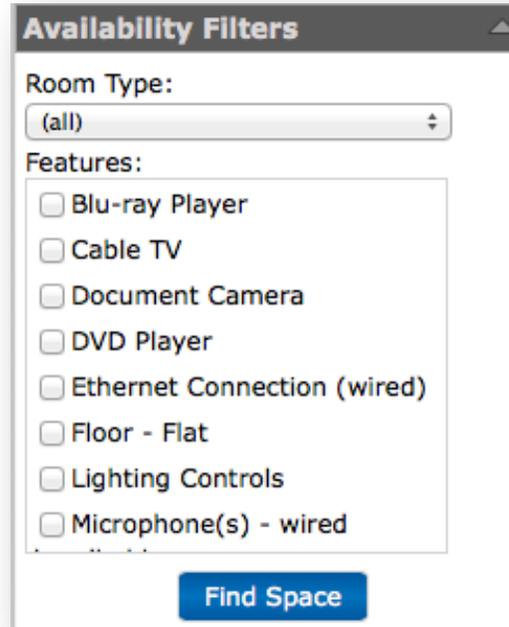


In the Setup Information section, enter the number of attendees, and select the room setup type from the drop-down.



The Availability Filters section provides options to select the type of room that best meets your event needs, as well as any special equipment needed for your event.

These are optional filters, and the options available depend upon the selected facility.

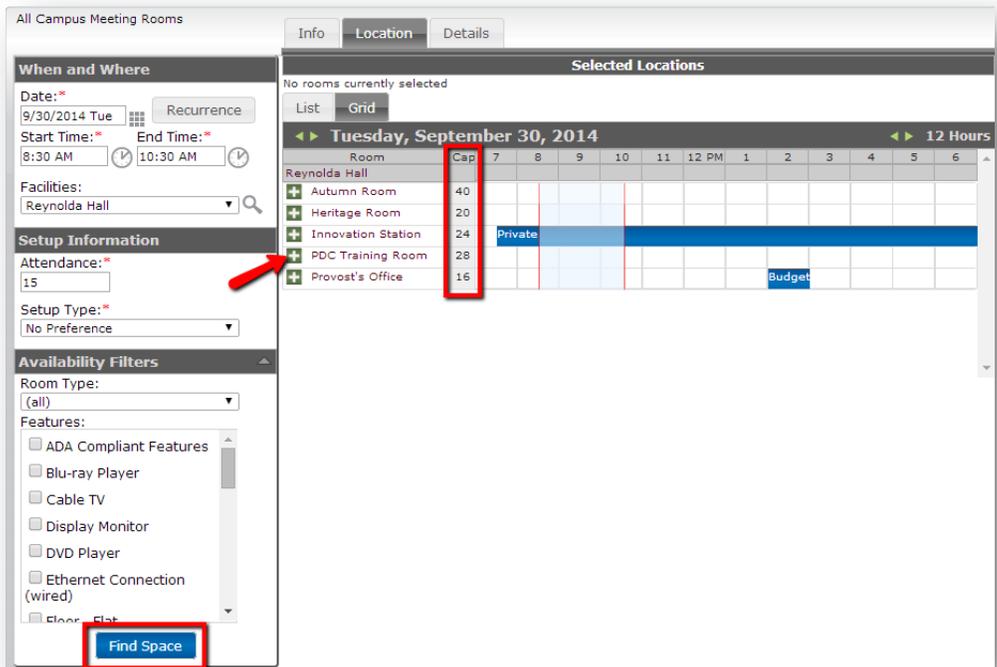


Once all fields are complete, click 'Find Space'. Your results are displayed on the location tab, with all rooms that meet your needs displayed in a Grid view on the right.

Remember that room-specific details and features can be viewed by clicking the room name.

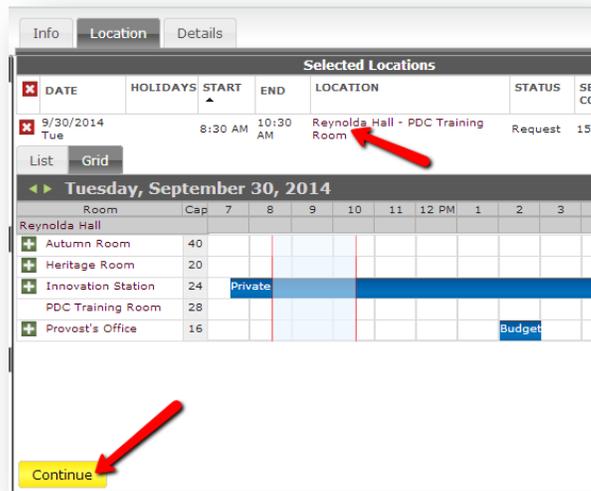
Click the  to the left of the room you would like to request.

Note: Be sure to select a room with the capacity that most closely meets your number of attendees. For example, if you only need a room for 20, don't select a room that seats 200.



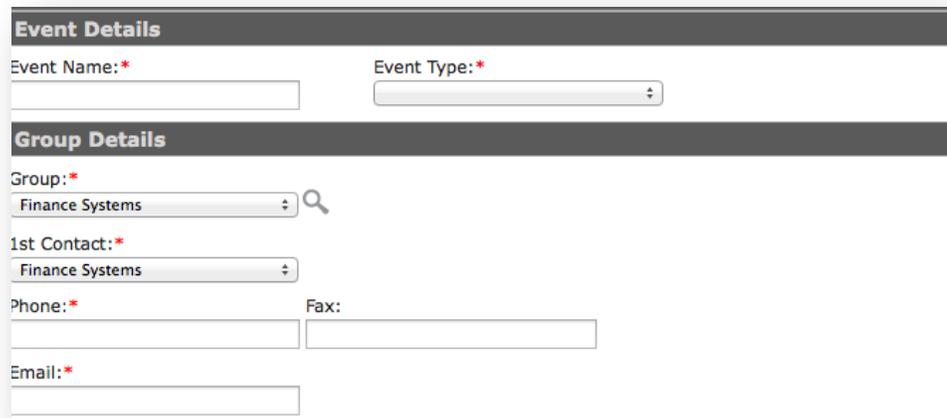
Once the  is selected, the room is listed above the grid.

Click the yellow 'Continue' button to finalize the details of your request.

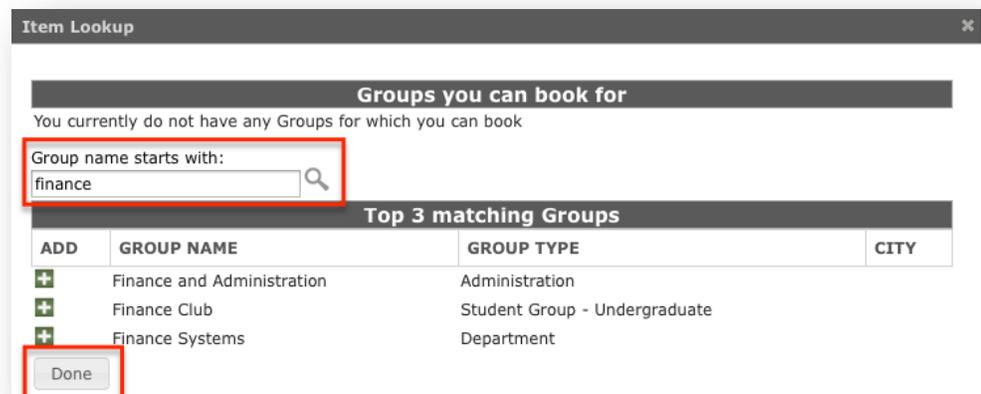


In the Event & Group Details sections, provide the event name, associated group, & a contact.

If a default group & contact has been defined for the group, these fields are automatically populated. The first time you use the system, you will need to search for your group. To do this, click the magnifying glass to the right of the Group drop-down.

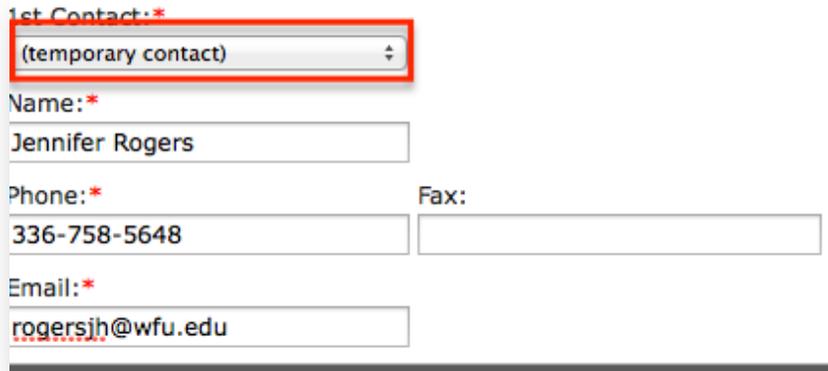


Type the first few letters of the group name in the search field and click the magnifying glass. All group names that match the search criteria will display. Click the  to choose the group & then click 'Done'. Once selected from the search list, the group name will display in the Group drop-down for you to select.



In the 1st Contact Field, click the drop-down arrow to select a contact from the list.

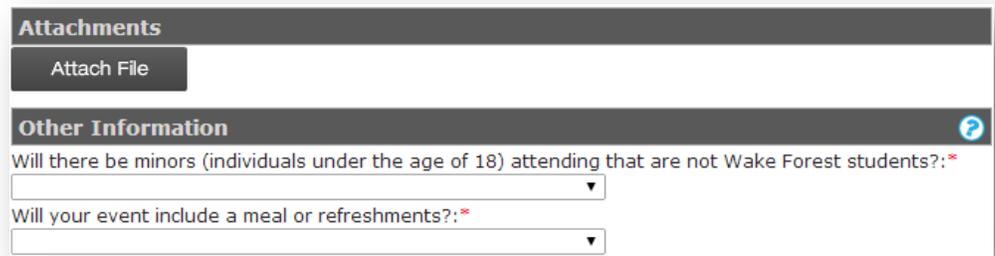
If no contacts have been defined for the group, select '(temporary contact)' and provide the additional required contact information.



The screenshot shows a form titled "1st Contact:*". The "1st Contact" dropdown menu is highlighted with a red box and contains the text "(temporary contact)". Below this are input fields for "Name:" (Jennifer Rogers), "Phone: *" (336-758-5648), "Fax:" (empty), and "Email: *" (rogersjh@wfu.edu).

Below the event & group details is a place to add any attachments related to the event.

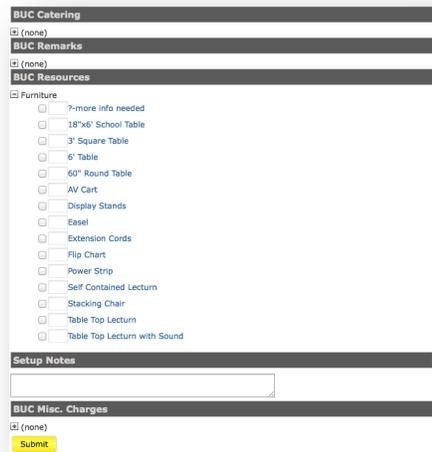
The Other Information section asks required questions for finalizing your space request. Select your answers from the drop-down options.



The screenshot shows two sections: "Attachments" with an "Attach File" button, and "Other Information" with a question mark icon. The "Other Information" section contains two dropdown menus: "Will there be minors (individuals under the age of 18) attending that are not Wake Forest students?*" and "Will your event include a meal or refreshments?*".

The remainder of the form offers optional fields to provide additional information regarding your setup needs, or to select if your event is being held in the Benson University Center (BUC). Expand a section by clicking +, and collapse a section by clicking -.

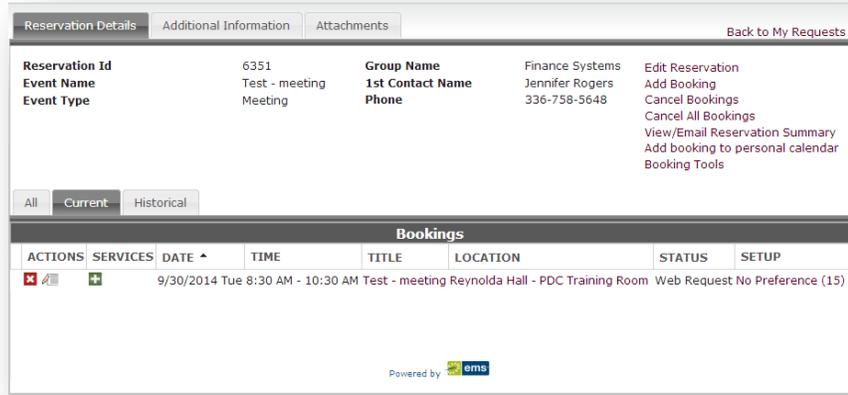
Once all appropriate fields are complete, click the yellow 'Submit' button.



The screenshot shows the "BUC Catering" section with a dropdown menu set to "(none)". Below it are "BUC Remarks" and "BUC Resources" sections, both also set to "(none)". The "BUC Resources" section is expanded to show a list of furniture and equipment options with checkboxes: "?-more info needed", "18'x6' School Table", "3' Square Table", "6' Table", "60" Round Table", "AV Cart", "Display Stands", "Easel", "Extension Cords", "Flip Chart", "Power Strip", "Self Contained Lecturn", "Stacking Chair", "Table Top Lecturn", and "Table Top Lecturn with Sound". Below this is a "Setup Notes" section with a text input field and a question mark icon. At the bottom is the "BUC Misc. Charges" section, set to "(none)", and a yellow "Submit" button.

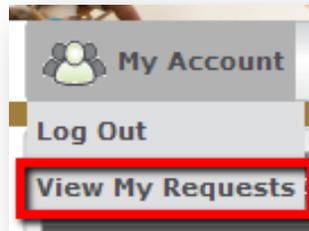
The Reservation Details screen provides a summary of the information you submitted.

The requestor and any additional contacts listed on the reservation will receive a Request Summary via email. The request is also sent to the appropriate space manager for review and confirmation.

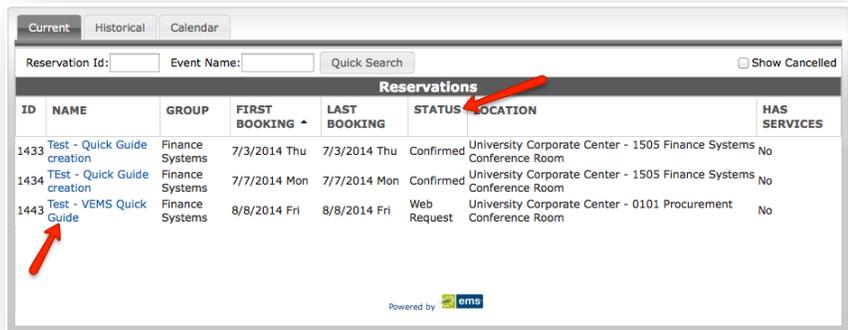


Note: The reservation is not confirmed until a confirmation email from the space manager is received.

To review or edit any space requests you have made using Deacon Space, click the My Account menu option and select 'View My Requests'.



A list of your current requests will display, along with the request status. Click the name of the request to view the Reservation details and access the editing links on the right side of the screen to make any necessary changes.



To make quick changes to an individual booking, use the actions buttons to the left of the date. Use the red X to cancel the booking. Use the paper & pencil to edit the booking. Use the green + to add services. The links in the top right offer additional options:

Edit Reservation

Update event name/type, groups & contact(s)

Add Booking

Add another room or date(s)

Cancel Services

Remove requested services (special equipment)

Cancel Bookings

Select bookings to remove

Cancel All Bookings

Remove all bookings

View/Email

Reservation Summary

View or email the reservation summary

Add booking to personal calendar

Add bookings to your calendar

Booking Tools

Change the date or time of selected bookings

The screenshot shows a reservation management interface. At the top, there are tabs for 'Reservation Details', 'Additional Information', and 'Attachments', along with a 'Back to My Requests' link. Below this, reservation details are displayed: Reservation Id 22902, Event Name PTO Management Using NOVAtime, Event Type Training Session, Group Name Finance Systems, 1st Contact Name Jennifer Rogers, and Phone 336-758-5648. A red box highlights a menu of actions: Edit Reservation, Add Booking, Cancel Bookings, Cancel All Bookings, View/Email Reservation Summary, Add booking to personal calendar, Booking Tools, and Edit Additional Information. Below the details is a 'Bookings' table with columns for ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP. The first row of the table is highlighted with a red box, showing a booking on 8/13/2015 from 9:00 AM to 10:00 AM at Reynolda Hall - 301 PDC Training Room, with a confirmed status and Classroom (22) setup. The table lists five other bookings with similar details.