



About Reserve

Reserve is an effective reservation tool used for the management of shared resources used by staff and students.

Instructions:

Step	Action
1	From the Fine Arts and Music Student Entrance select your area of study
2	Available locations are on the left of the calendar, and available times are shown in the white space.
3	Use search and filters to find specific locations.
4	Use the calendar or arrows for more dates.

The screenshots show the following steps:

- Step 1:** The user is on the 'Faculty of Fine Arts and Music Students' page. A red box highlights the 'Music Undergraduate' option under the 'ELLCOURSE CONSERVATORIUM OF MUSIC' section.
- Step 2:** The user is on the 'Music Undergraduate' page. A red box highlights the 'PAP-141-2-201-Tutorial Room 1 (10)' location in the left-hand list, and another red box highlights the corresponding time slots in the calendar.
- Step 3:** The user is on the 'Music Undergraduate' page. A red box highlights the search and filter options, including 'LOCATION' (set to '862'), 'BUILDING NUMBER', and 'SPECIALISED LOCATION ATTRIBUTE' (set to 'Plano Grand x 1').
- Step 4:** The user is on the 'Music Undergraduate' page. A red box highlights the calendar navigation arrows and the date '14' in the calendar grid.



Instructions:

Step	Action
5	Select the day you wish to book
6	Select the start time of your booking
7	Select the end time of your booking
8	Complete the booking form Note: You can add additional students as attendees for group bookings
9	Select Reserve, your booking is now confirmed.
10	You can now see your booking in the calendar

The composite image illustrates the booking workflow:

- Step 5:** The user is on the 'Music Undergraduate' page, which shows search filters for 'LOCATION' (862), 'BUILDING NUMBER', and 'SPECIALISED LOCATION ATTRIBUT' (Plano Grand x 1). A calendar for '10 - 16 Feb' is visible, with 'Wed 12/2' highlighted.
- Step 6:** A zoomed-in view of the calendar shows the time slot '11:00 - 13:00' on 'Wed 12/2' being selected.
- Step 7:** A zoomed-in view of the booking form shows the 'Begin' time set to '11:00' and 'End' time set to '13:00'.
- Step 8:** The booking form is shown with 'Location' set to 'STH-862-4-350 (10), Piano Grand x 1', 'Booking Type' as 'Practice', and 'Number of Attendees' as '1'.
- Step 9:** The 'Reserve' button at the bottom of the booking form is highlighted.
- Step 10:** A confirmation screen titled 'Thank you for your reservation!' is shown, displaying the booking details: 'Wednesday 12 Feb 2025, 11:00 - 13:00, Location: STH-862-4-350 (10), Booking Type: Practice, Number of Attendees: 1'.