

## 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.

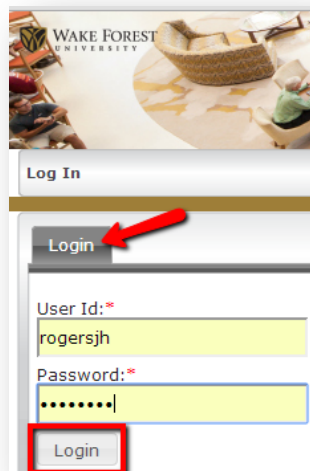
*Note: It is recommended to bookmark this site.*



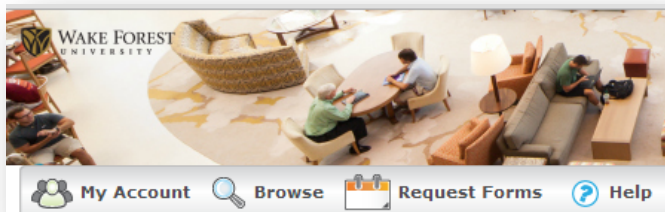
<https://rooms.wfu.edu>

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.



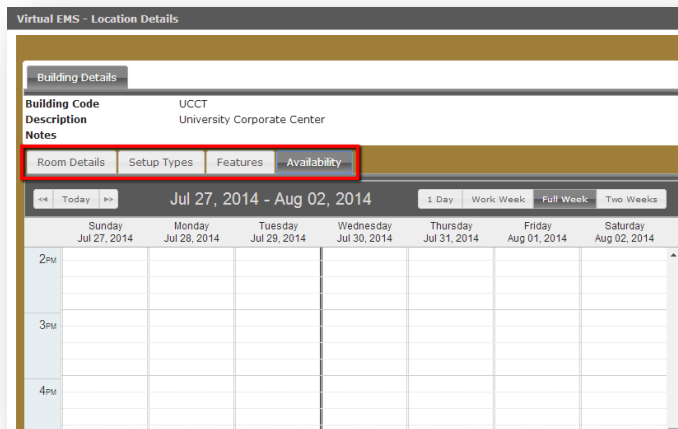
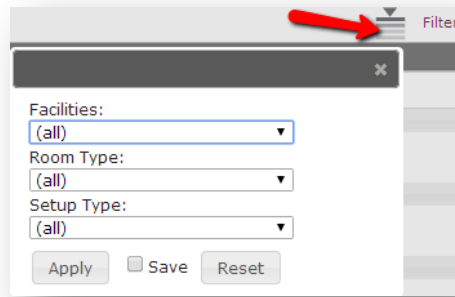
## Browse for Available Space

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.

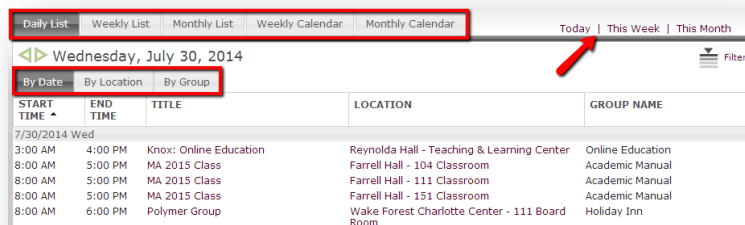
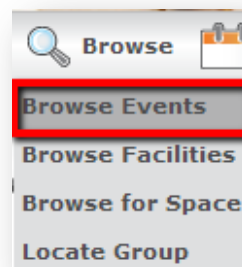


### **Browse Events:**

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.

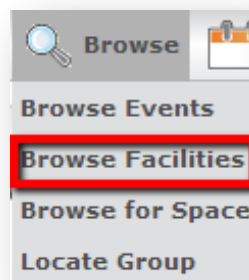


**Browse Facilities:**

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.



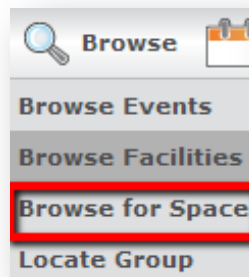
Setup Types and Capacities			
ROOM	SETUP TYPE ^	MIN CAPACITY	MAX CAPACITY
Reynolda Hall - Autumn Room			
	Cluster	0	36
	Conference	0	40
	Meal/Buffer *	0	40
	Meal/Served	0	40
	No Preference	0	40
	Reception	0	60
	Theatre	0	60

**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' form, specifically the 'Info' tab. The form is divided into several sections: 'When and Where' with fields for Date (7/31/2014 Thu), Start Time (8:30 AM), and End Time (9:30 AM); 'Facilities' with a dropdown menu set to 'University Corporate Center'; 'Setup Information' with fields for Attendance (0) and Setup Type; and 'Availability Filters' with a dropdown for Room Type (all) and a list of features with checkboxes, including 'ADA Compliant Features', 'Document Camera', 'Ethernet Connection (wired)', 'Flip Chart/White Board combo', 'Floor - Flat', and 'Laptop/Guest Input'. A 'Find Space' button is at the bottom.

This form should be used for meeting space and to make requests 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 'When and Where' form has a 'Date:\*' field containing '6/17/2014 Tue'. To its right is a small calendar grid icon. Below the date field is a larger calendar view for June and July 2014. The June calendar shows dates 1 through 30, with the 17th highlighted in yellow. The July calendar shows dates 1 through 31. Red arrows point to the left and right navigation arrows above the June and July calendars respectively. A 'Recurrence' button is located to the right of the date field.

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 'When and Where' form shows the 'Date:\*' field with '7/8/2014 Tue'. Below it are 'Start Time:\*' and 'End Time:\*' fields. A dropdown menu is open for the 'Start Time' field, displaying a list of times from 12:00 AM to 3:00 AM in 15-minute increments. Clock icons are visible to the right of both the 'Start Time' and 'End Time' input fields. Other fields like 'Center' and 'Room Type' are partially visible below.

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 'Recurrence' form shows settings for a recurring event. It includes 'Start Time' and 'End Time' fields with clock icons. Under 'Recurrence Pattern', the 'Weekly' option is selected. Below that, 'Recur every 1 week(s) on:' is set to 'Tue'. The 'Range of Recurrence' section shows 'Start Date: 7/8/2014 Tue' and 'End after: 1 occurrences' selected. At the bottom, the 'Apply Recurrence' button is highlighted with a red box, next to a 'Remove Recurrence' button.

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.

**Facilities:**

(all) 🔍

**Facilities:**

- ✓ (all)
- Areas
  - Barn/Garage/START
  - Outdoor: Manchester Plaza/Hearn Plaza/Davis Field
- Buildings
  - Alumni Hall
  - Anthropology Laboratory Bldg
  - Anthropology Museum
  - Babcock Residence Hall
  - Barn
  - Benson University Center
  - Biotech Place
  - Bostwick Residence Hall
  - Byrum Welcome Center
  - Carswell Hall
  - Collins Residence Hall
  - Custodial Services
  - Davis Field
  - Davis Residence Hall
  - Dogwood Residence Hall
  - Efird Residence Hall
  - Facilities & Campus Services Maintenance Shop
  - Greene Hall
  - Hearn Plaza
  - HS Moore
  - Huffman Residence Hall
  - Johnson Residence Hall
  - Kirby Hall
  - Kitchin Residence Hall
  - Leighton Tennis Courts

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

**Setup Information**

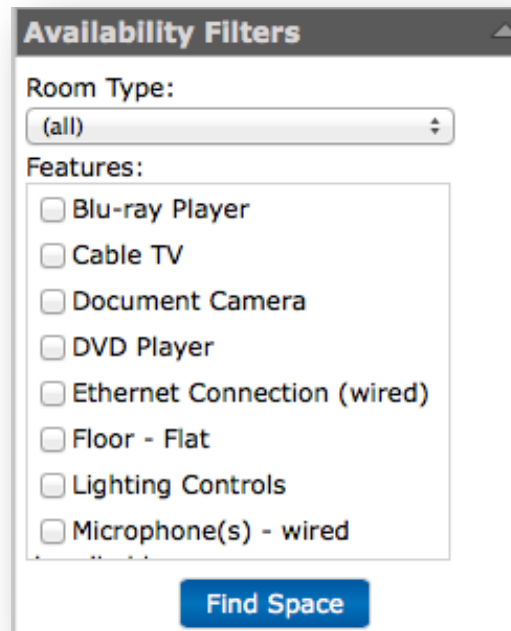
Attendance: \*  
20

Setup Type: \*

- ✓ Circle
- Classroom**
- Cluster
- Conference
- Custom – See Diagram
- Custom – See Remarks
- Field
- Fixed
- Hollow Square
- Meal/Buffer
- Meal/Served
- No Furniture
- No Preference
- Reception
- Standard
- Theatre
- U-Shape

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.



**Availability Filters**

Room Type:  
(all)


Features:

- ☐ Blu-ray Player
- ☐ Cable TV
- ☐ Document Camera
- ☐ DVD Player
- ☐ Ethernet Connection (wired)
- ☐ Floor - Flat
- ☐ Lighting Controls
- ☐ Microphone(s) - wired

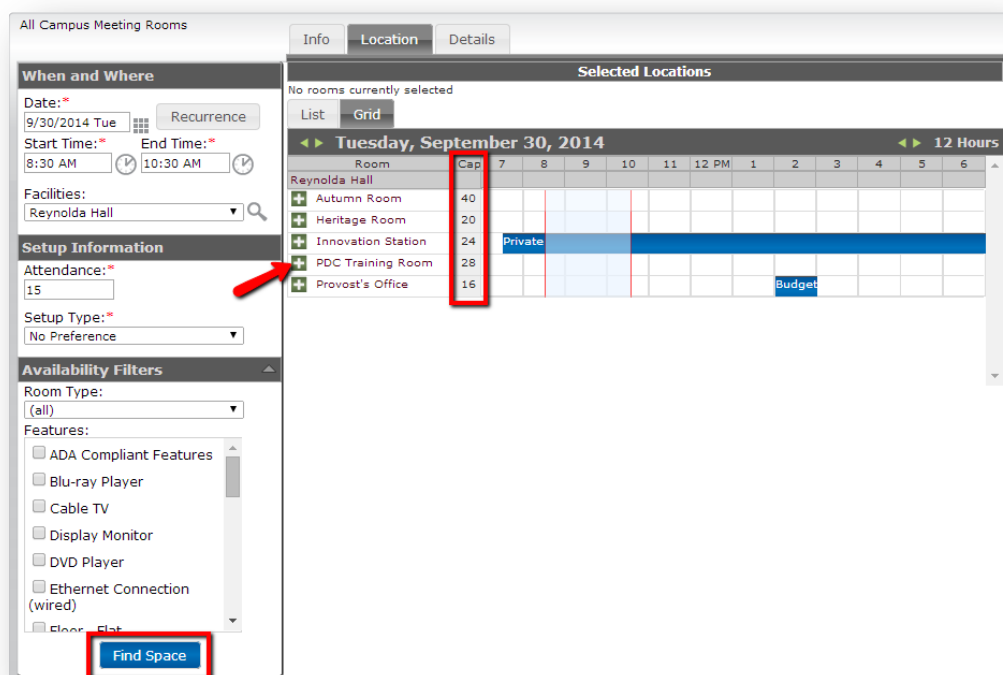
**Find Space**

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.*



All Campus Meeting Rooms

Info Location Details

Selected Locations

No rooms currently selected


List Grid

Tuesday, September 30, 2014

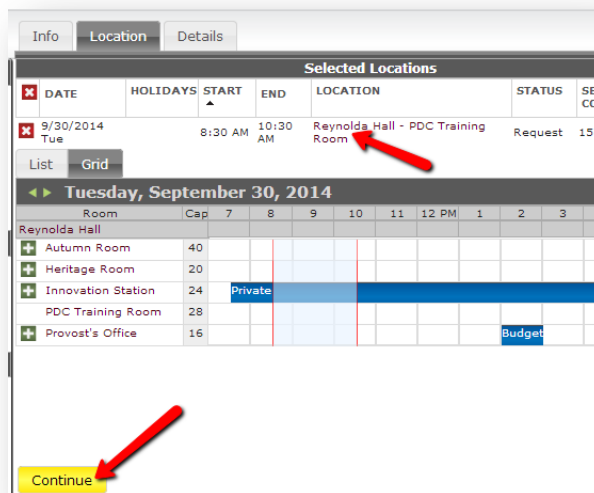
Room	Cap	7	8	9	10	11	12 PM	1	2	3	4	5	6
Reynolds Hall													
+ Autumn Room	40												
+ Heritage Room	20												
+ Innovation Station	24												
+ PDC Training Room	28												
+ Provost's Office	16												

Find Space



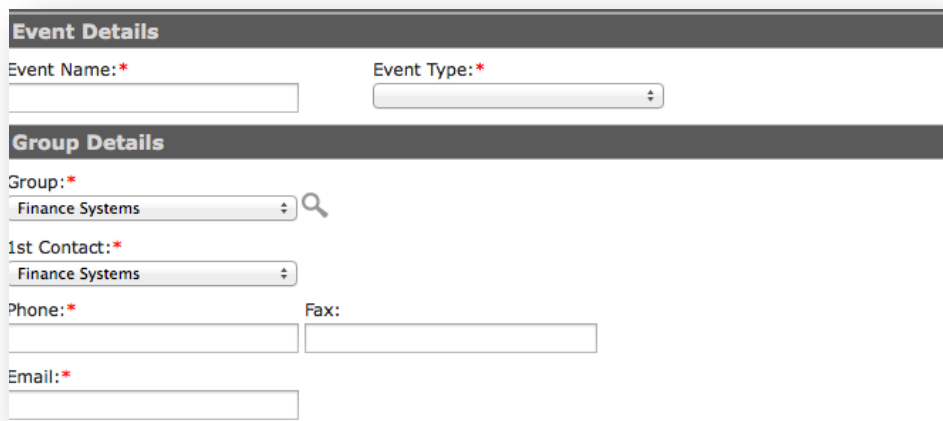
Once the  is selected, the room is listed above the grid.


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

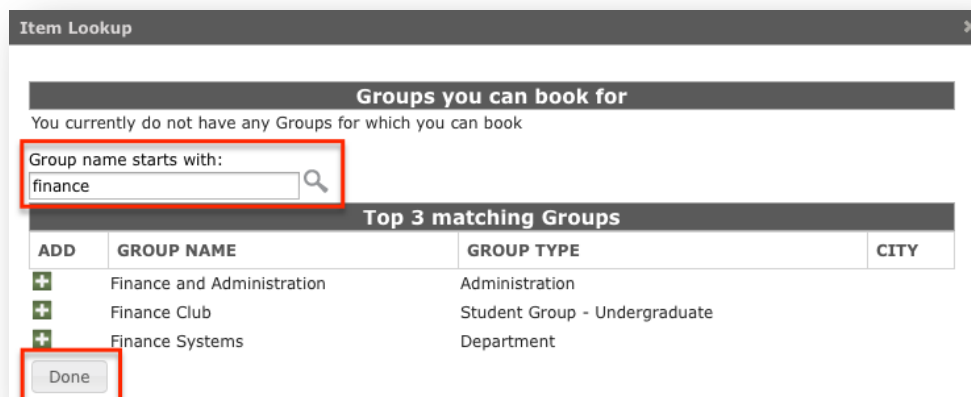


In the Event & Group Details sections, provide the event name, associated group, & a contact.

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.



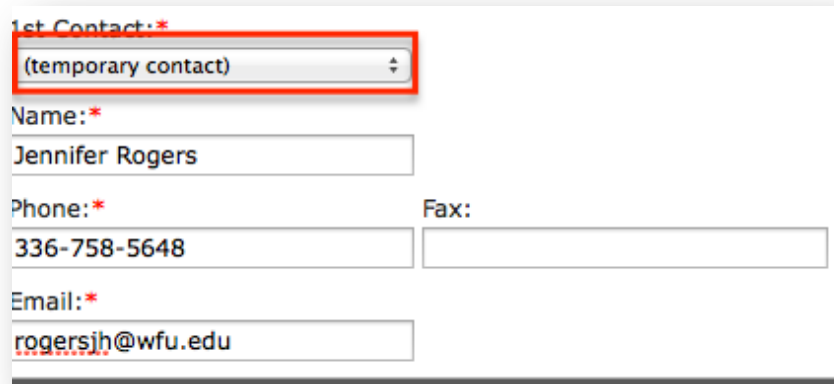
Type the first few letters of the group name in the search field and click the magnifying glass. All group names that match the search criteria will display. Click the  to choose the group & then click 'Done'. Once selected from the search list, the group name will display in the Group drop-down for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





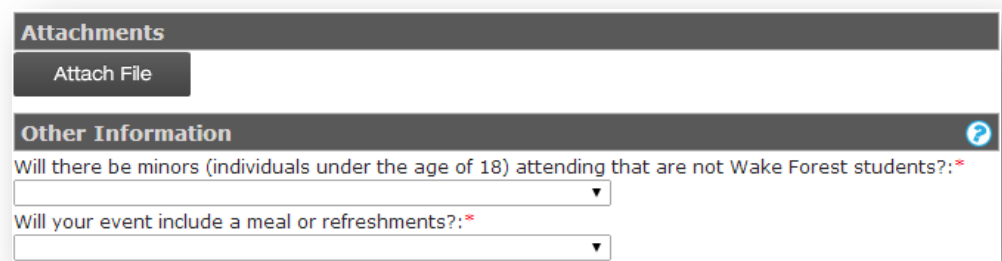
In the 1<sup>st</sup> Contact Field, click the drop-down arrow to select a contact from the list.

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

A screenshot of a web form titled "1st Contact:\*". The "1st Contact:" dropdown menu is highlighted with a red rectangle and shows "(temporary contact)". Below it, the "Name:" field contains "Jennifer Rogers". The "Phone: \*" field contains "336-758-5648". The "Email: \*" field contains "rogersjh@wfu.edu". There is also a "Fax:" field which is empty.

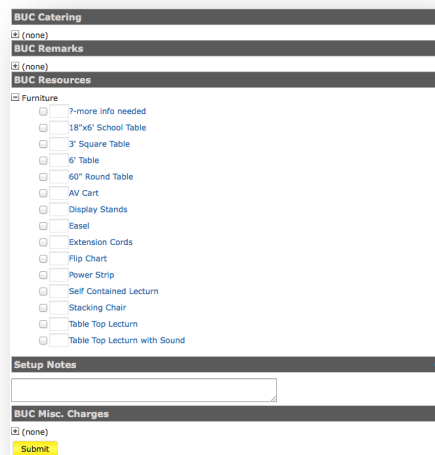
Below the event & group details is a place to add any attachments related to the event.

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

A screenshot of a web form section titled "Attachments" with a button labeled "Attach File". Below it is a section titled "Other Information" with a help icon. It contains two questions: "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?:\*", each with a dropdown menu.

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.

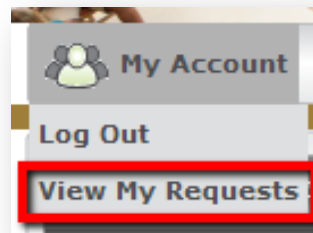
A screenshot of a web form section titled "BUC Catering". It includes expandable sections for "BUC Remarks", "BUC Resources", "Setup Notes", and "BUC Misc. Charges". The "BUC Resources" section is expanded, showing a list of items with checkboxes: "Furniture", "?-more info needed", "18'x6' School Table", "3' Square Table", "6' Table", "60' Round Table", "AV Cart", "Display Stands", "Easel", "Extension Cords", "Flip Chart", "Power Strip", "Self Contained Lecture", "Stacking Chair", "Table Top Lecture", and "Table Top Lecture with Sound". At the bottom, there is 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.

ID	NAME	GROUP	FIRST BOOKING	LAST BOOKING	STATUS	LOCATION	HAS SERVICES
1433	<a href="#">Test - Quick Guide creation</a>	Finance Systems	7/3/2014 Thu	7/3/2014 Thu	Confirmed	University Corporate Center - 1505 Finance Systems Conference Room	No
1434	<a href="#">Test - Quick Guide creation</a>	Finance Systems	7/7/2014 Mon	7/7/2014 Mon	Confirmed	University Corporate Center - 1505 Finance Systems Conference Room	No
1443	<a href="#">Test - VEMS Quick Guide</a>	Finance Systems	8/8/2014 Fri	8/8/2014 Fri	Web Request	University Corporate Center - 0101 Procurement Conference Room	No

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 displays the 'Reservation Details' tab for reservation ID 22902. The event is 'PTO Management Using NOVAtime' and the event type is 'Training Session'. The group is 'Finance Systems' with contact 'Jennifer Rogers' (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: ACTIONS, SERVICES, DATE, TIME, TITLE, LOCATION, STATUS, and SETUP. The first row is highlighted with a red box around the 'ACTIONS' column, which contains a red X (cancel), a pencil icon (edit), and a green plus icon (add services).

ACTIONS	SERVICES	DATE	TIME	TITLE	LOCATION	STATUS	SETUP
[X] [Pencil] [Plus]		8/13/2015 Thu	9:00 AM - 10:00 AM	PTO Management Using NOVAtime	Reynolda Hall - 301 PDC Training Room	Confirmed	Classroom (22)
[X] [Pencil] [Plus]		9/24/2015 Thu	1:30 PM - 2:30 PM	PTO Management Using NOVAtime	University Corporate Center - 1018	Confirmed	Classroom (22)
[X] [Pencil] [Plus]		10/20/2015 Tue	10:30 AM - 11:30 AM	PTO Management Using NOVAtime	University Corporate Center - 1018	Confirmed	Classroom (22)
[X] [Pencil] [Plus]		11/18/2015 Wed	1:00 PM - 2:00 PM	PTO Management Using NOVAtime	Reynolda Hall - 301 PDC Training Room	Confirmed	Classroom (22)
[X] [Pencil] [Plus]		12/3/2015 Thu	9:00 AM - 10:00 AM	PTO Management Using NOVAtime	University Corporate Center - 1018	Confirmed	Classroom (22)