
The logo for CAMS Enterprise. It features the word "CAMS" in a large, bold, blue font with a trademark symbol. Below "CAMS" are the words "THREERIVERS" and "SYSTEMS" in a smaller, blue, sans-serif font. To the right of "CAMS" is a stylized blue icon of a building or structure. To the right of the icon is the word "Enterprise" in a large, bold, blue font.

CAMS[™] Enterprise

Meeting

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Abstract

This document is designed to provide you with information necessary to maintain meeting room reservations. The Meeting module is a provides for time management. Meeting times and rooms can be reserved and will check against classroom schedules (as classrooms may be used for meetings) to prevent time conflicts:

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Reservations

Reservations for meeting rooms are displayed in the Meeting module. As reservations are created the times will be checked against the course offering schedule to prevent conflicts.



Step-By-Step: Make A Reservation

1. From the **CAMS Enterprise Home** page, click **Meeting >Reservations**. The Meeting Reservations window opens.

	Date	RoomName	StartTime	EndTime	Occupancy	Requester	SpecialNeeds
1	02/26/2004	TWR-305	08:00 am	09:00 am	7	Rajesh	
2	02/27/2004	Mars-225	02:00 pm	03:00 pm	4	Rajesh	
3	02/27/2004	Mars-225	03:00 pm	04:00 pm	10	Rajesh	
4	03/01/2004	Mars-225	01:00 am	02:00 am	10		Film review

Figure 1: Meeting Room Reservation window

2. To verify that the meeting has not been previously scheduled use either Room Name or Reservation Date From and Date To as criteria to search for previously scheduled meetings then click **Find**.
3. A list of reservation displays. If the meeting is not displayed, then right click inside the data grid. The meeting schedule window opens.

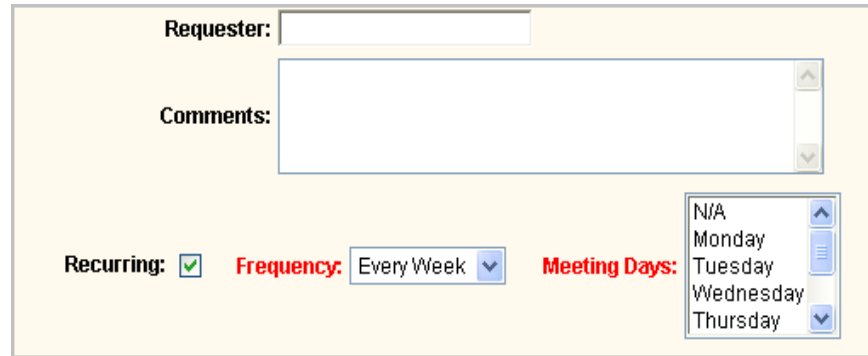
Figure 2: Meeting Schedule window

4. Enter the **Starting** and **Ending** dates. Enter the **Starting Time** and **Ending Times**.



Note: To begin entering times click the Starting Time field and use either the up or down arrows on the keyboard. The time will initialize and then you will be able to type in the time or use the arrows. Time can be adjusted to the minute.

5. To select the meeting room click the **Find a Meeting Room** icon. Search for the room using the Room Lookup Criteria page and click **OK**.
6. Double click the meeting room.
7. Fill in the **Number of Seats Needed** and **Requester**. If there are special needs for the meeting enter them in the Comment field.
8. If this meeting reservation is a recurring meeting click the **Recurring** checkbox.



The screenshot shows a form with the following elements:

- Requester:** A text input field.
- Comments:** A large text area with scrollbars.
- Recurring:** A checked checkbox.
- Frequency:** A dropdown menu set to "Every Week".
- Meeting Days:** A list box containing "N/A", "Monday", "Tuesday", "Wednesday", and "Thursday".

Figure 3: Recurring Meeting option

9. Select the **Frequency** and **Meeting Days**.
10. Click **Add**.

Schedule Conflict

If there is a scheduling conflict with another room CAMS Enterprise will display a notice. This checks against scheduled times for meetings and class schedules.

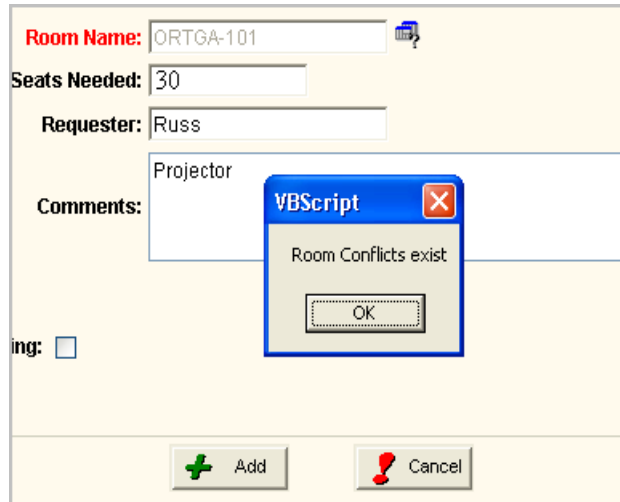


Figure 4: Room Conflict notice

1. Click **OK**.
2. The **Schedule Conflicts for Room** window opens displaying the other room that the meeting conflicts with.
3. Click **Cancel** and the **Meeting Schedule** window displays. Change either the Room, Dates or Times to prevent the schedule conflict.



Step-By-Step: Edit Meeting Reservation

1. From the **CAMS Enterprise Home** page, click **Meeting >Reservations**. The Meeting Rooms Reservations page opens.
2. Search for previously scheduled meetings use either Room Name or Reservation Date From and Date To as criteria to search for previously scheduled meetings then click **Find**.
3. A list of reservation displays. Double click on the appropriate reservation.
4. The Meeting Schedule window displays. Make necessary modifications and click **Update**.



Note: To delete a reservation, highlight the reservation and click **Delete**.