

# MyReservations Quick Guide for Users

Access Archibus from any browser: [myreservations.wusm.wustl.edu](http://myreservations.wusm.wustl.edu) using your WUSTL key.

## Steps to Create New Room Reservation:

1. Create Filter (date, time, location, etc.)
2. Apply Filter (i.e., show available rooms)
3. Select available room (choose from rooms list)
4. Specify any needed equipment or resources (optional)
5. Add attendees (optional)
6. Confirm Reservation Information (Event Details)
7. Submit reservation

**Tip:** If you are flexible on Time and/or Location, leave those fields blank before hitting Apply Filter button to see more choices.


### Step Details:

#### Create Filter


1. Select date from calendar.
2. Select a room arrangement.  
(Changing from DEFAULT may incur a charge.)
3. Enter number of attendees.
4. Enter start and end times.
5. For recurring meetings, you may define the schedule (daily, weekly, monthly, yearly).
6. Select the location (building).  
(Optionally enter floor and room).

The screenshot shows the 'Create Room Reservation' form. Callout 1 points to the calendar for selecting a date. Callout 2 points to the 'Apply Filter' button. Callout 3 points to the 'Confirm Reservation' button. Callout 4 points to the 'From' and 'To' time fields. Callout 5 points to the 'Define Recurrence...' button. Callout 6 points to the 'Location' dropdown menu. Callout 7 points to the 'Fixed Resources' checkboxes for SCREEN and WHITEBOARD.

The Location field will default to your work location in HR. To change the Location:

- i. Click the ellipsis button  in the Location field. A Building search pop-up appears. **You cannot directly enter the building name.**
  - ii. **Click the x next to the Building Name to remove current name.** A list of buildings in the system appears.
  - iii. To narrow the list, begin typing the building name and hit enter.
  - iv. Be sure to click the Building Name in the list in order to select it.
  - v. **Remember to hit the Apply Filter button to see room choices after you update the location.**
7. Select checkboxes to filter only to rooms with certain resources, such as whiteboard or projector.

### Apply Filter

Remember to hit Apply Filter  to see any changes you have made in the criteria (exception: selecting a different date will update rooms automatically).

### Select Available Room

▼ Rooms																			
Select	Location	Arrangement	Configuration	Cost	Unit	Approval?	Default?	Conflicts	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	
<input type="radio"/>	North Medical Bldg-Moore Auditorium	DEFAULT	01827	0.0	Reservation	Yes	Yes												

- All rooms meeting your criteria will display in the Rooms pane once you click Apply Filter button.
- Existing room reservations appear in blue on the schedule sheet.
- Select the radio button next to a room to choose your room.
- Your reservation timeframe appears as a green bar.
- Clicking a different room moves the green bar proposed reservation automatically.
- To change the time frame, go back to the filter criteria and change the From and To fields. Hit Apply Filter button. To change the date, click on the Calendar.
- Note that the vertical scrollbars are on the right to see other rooms available.
- To see later times, scroll to the right. *The horizontal scroll bar is at the bottom of the Rooms list. If the list of rooms is long, you will need to use the vertical scrollbar to find the horizontal scroll bar.*

- Click the room name to see details about the room, including resources available.

**Optional: Specify needed Equipment**

- Click Choose button on Equipment and Services line.
- A pop-up window lists available equipment and service. Click the equipment/service name to see details.
- Update number needed, if applicable.
- Click the Select button to add to your reservation request.
- Click the Close button when you have selected all needed resources.
- Be sure the Equipment or Service has a checkmark next to the name. Deselect the service (click the checkmark to remove) to remove from your request.

**Note:** If you will need any room set up service, such as tables or chairs select either CUSTODIAL – FLTC (for set-up in FLTC), CUSTODIAL – EPNEC (for set-up in EPNEC), or CUSTODIAL FEE (for all other locations).

**Optional: Add Attendees**

To add attendees, you may begin entering an email address in the Attendee field (1). Archibus will suggest possible attendees (based on email, not name) as you type. Click on the correct email, and hit the Add button (2).


Alternatively, you can click the Find People... button (3) to search by either name or email address.

In the Find People window, enter either the first or last name (or both) and hit enter.

When you find the correct person, click the checkbox next to the name, and then click Select. The person will be added to your Attendees list. Repeat for all attendees.

An email will be sent to all attendees listed when you submit your reservation. The email will include a link to add to the attendees' Outlook calendars.

**Confirm Reservation Information**

- Click the Confirm Reservation button at the bottom of the page. 
- Fill out the information requested in the pop-up window.
- Click Submit button, and the page will refresh with your reservation displayed at the top of the list.

**If you need room set-up services, please describe your needs in the Event Description field.** Example: "Set up twenty chairs in a semi-circle arrangement facing two 12' tables at front of room." Be sure you have also selected Custodial Fee in the Equipment and Services section in step 4.

**You cannot directly fill in the Bill to Department field, even if you know the proper code.** You must click the ellipsis button, and select the code from the list. If you know the code, or the Department Name, you may enter those directly in the search field, and then double-click on your selection.