

How to reserve RAWL 4082 in UniTime

RAWL 4082 Usage Guidelines

- (1) Before you get started, if you need any special software, it MUST be requested and approved through emailing kcchelp@purdue.edu
- (2) Any room reservations can only be made after classes are finalized by the Krannert Scheduling Deputy and Purdue University

How to Check Availability

1. Log in to <https://timetable.mypurdue.purdue.edu> with your Purdue Career Account
2. Next, click on **“Room Availability”** in the menu on the left



3. A calendar showing the dates of the semester will appear as shown below:

Filter Add Event Clear Search

Academic Session: 08/15/2016 - 12/31/2016

Dates:

August 2016							September 2016							October 2016							November 2016							December 2016											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
31	1	2	3	4	5	6	35					1	2	3	39						1	44		1	2	3	4	5	48					1	2	3			
32	7	8	9	10	11	12	13	36	4	5	6	7	8	9	10	40	2	3	4	5	6	7	8	45	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10
33	14	15	16	17	18	19	20	37	11	12	13	14	15	16	17	41	9	10	11	12	13	14	15	46	13	14	15	16	17	18	19	50	11	12	13	14	15	16	17
34	21	22	23	24	25	26	27	38	18	19	20	21	22	23	24	42	16	17	18	19	20	21	22	47	20	21	22	23	24	25	26	51	18	19	20	21	22	23	24
35	28	29	30	31				39	25	26	27	28	29	30		43	23	24	25	26	27	28	29	48	27	28	29	30				52	25	26	27	28	29	30	31
																44	30	31																					

Times: From: To:

Locations:

	Selected
	Not Selected
	Not in Session
	Classes Start/End
	Finals
	Holiday
	Break

NOTE: Be sure to have the “Academic Session” in the correct semester

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- Next, click on the days you want to see available or click on the row number for the week you want to see. (Examples shown here)

November 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

By **clicking on one date** (November 3) you can select one date.

By **clicking the row number once** (45) you can select the weekdays for one week

By **clicking the row number twice** (46) you can select the entire week- including the weekend.

- Make sure your Location is set to **RAWL 4082**
- Click the **“Search”** button on the top right corner.

Add Event

Clear

Search

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
48				1	2	3	
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

Selected

Not Selected

Not in Session

Classes Start/End

Finals

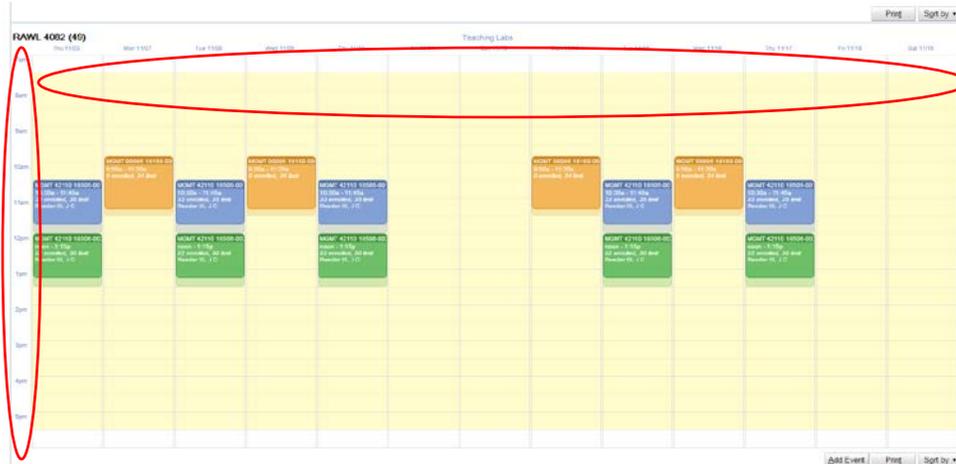
Holiday

Break



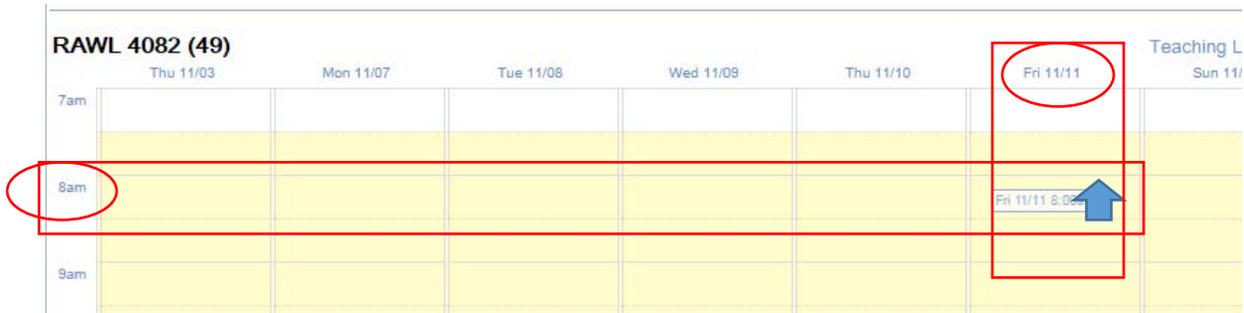
- Your screen will show the dates you selected with the hours of the day vertically and the dates across the top as shown below:

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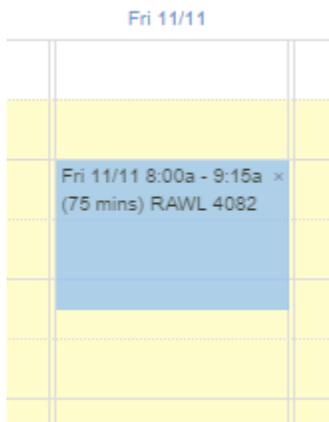


Quick Lab Reservation

1. Follow the directions 1-7 in "How to Check Availability"
2. While viewing the screen from step 7 of "How to Check Availability", hold your cursor over the date you want to reserve intersecting with the time of day you need to reserve as such:

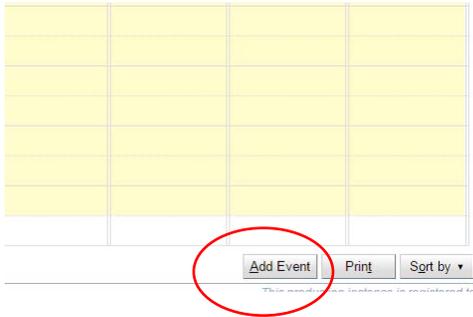


3. Next, click and drag down your cursor to the end time needed for your reservation and it will highlight the section created



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- Next, click "Add Event"



- Fill in the following:

Event Name (Class and Section Number)

Sponsoring Organization (none needed, leave as "select")

Select the **Event Type** (choose "Course Related Event" unless not specific to course)

Expected Attendance (max capacity is 49 students and 1 teacher)

Event Back

Academic Session: « Fall 2016 (PWL) »
08/15/2016 - 12/31/2016

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

- Next, click "**Lookup**" and type in the name of the main contact for this reservation

How to reserve RAWL 4082 in UniTime

Event Back

Academic Session: < Fall 2016 (PWL) >
08/15/2016 - 12/31/2016

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

NOTE: the main contact should be the person using the room

7. Click on the name of the main contact and it will fill out the needed information in the blanks under "Main Contact"

(If needed, add more contacts by clicking on "More Contacts..." and follow the same instructions to add any other needed contacts to your reservation.)

Main Contact:

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

Additional Emails:

8. Add any additional information needed under "Additional Information"

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Additional Information:

Standard Notes...

NOTE: DO NOT put in requests for special software in this space, email kchelp@purdue.edu for any software requests to be approved.

9. Then click "Create Event" and you will receive a confirmation email that your event was created.

Meetings Add Meetings More ▾

⊗ Date	Published Time	Location	Capacity Approved
<input type="checkbox"/> Thu 08/25, 2016	3:00p - 4:30p	RAWL 4082	49 <i>new meeting</i>
<input checked="" type="checkbox"/> <i>49 Students Computers, 1 Teaching Station</i>		<i>RAWL 4082</i>	<i>49</i>

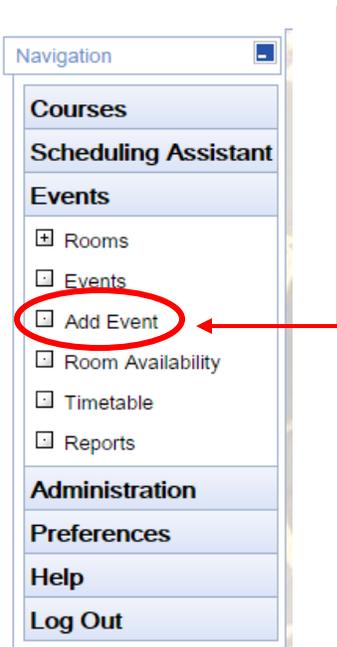
Show deleted, cancelled, and rejected meetings.

Send email confirmation Create Event Back

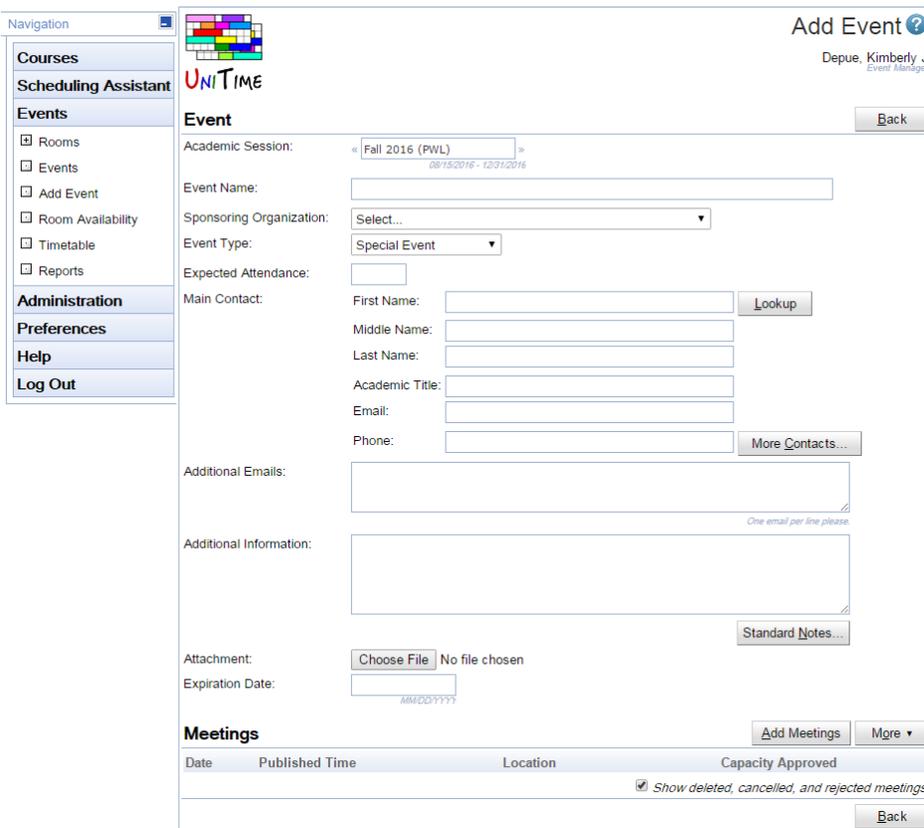
****A member of Krannert Computing Center will approve your RAWL 4082 request or inquire if there are any concerns. You will receive an email stating your reservation's approval.**

Advanced Lab Reservation

1. Log in to <https://timetable.mypurdue.purdue.edu> with your Purdue Career Account
2. Next, click on “Add Event”



3. Your Screen should look like this:



A screenshot of the UniTime "Add Event" form. The form is titled "Add Event" and is displayed in the "Events" section of the navigation menu. The form contains the following fields and sections:

- Academic Session:** A dropdown menu showing "Fall 2016 (PWL)" with a date range of "08/15/2016 - 12/31/2016".
- Event Name:** A text input field.
- Sponsoring Organization:** A dropdown menu showing "Select..."
- Event Type:** A dropdown menu showing "Special Event".
- Expected Attendance:** A text input field.
- Main Contact:** A section with input fields for "First Name", "Middle Name", "Last Name", "Academic Title", "Email", and "Phone". There are "Lookup" and "More Contacts..." buttons next to the "First Name" and "Phone" fields, respectively.
- Additional Emails:** A text area for entering additional email addresses. A note below the field says "One email per line please".
- Additional Information:** A text area for entering additional information. A "Standard Notes..." button is located below the field.
- Attachment:** A "Choose File" button and the text "No file chosen".
- Expiration Date:** A text input field with a date format "MMDDYYYY".
- Meetings:** A section with "Add Meetings" and "More" buttons.
- Table:** A table with columns "Date", "Published Time", "Location", and "Capacity Approved". A checkbox "Show deleted, cancelled, and rejected meetings." is checked.
- Buttons:** "Back" buttons are located at the top right and bottom right of the form.

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Select the **Event Type** (choose “Course Related Event” unless not specific to course)
Expected Attendance (max capacity is 49 students and 1 teacher)

Event Back

Academic Session: « Fall 2016 (PWL) »
08/15/2016 - 12/31/2016

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

6. Next, click “Look up” and type in the name of the main contact for this reservation

NOTE: the main contact should be the person using the room

Event Back

Academic Session: « Fall 2016 (PWL) »
08/15/2016 - 12/31/2016

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

First Name:

Middle Name:

Last Name:

Academic Title:

Email:

Phone:

7. Click on the name of the main contact and it will fill out the needed information in the blanks under “Main Contact”

(If needed, add more contacts by clicking on “More Contacts...” and follow the same instructions to add any other needed contacts to your reservation.)

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Main Contact:

First Name:	<input type="text" value="Kimberly"/>	<input type="button" value="Lookup"/>	<input type="button" value="Reset"/>
Middle Name:	<input type="text" value="J"/>		
Last Name:	<input type="text" value="Depue"/>		
Academic Title:	<input type="text"/>		
Email:	<input type="text" value="depue@purdue.edu"/>		
Phone:	<input type="text"/>	<input type="button" value="More Contacts..."/>	

Additional Emails:

8. Add any additional information needed under “Additional Information”

NOTE: DO NOT put in requests for special software in this space, email kcchelp@purdue.edu for any software requests to be approved.

Next, click on “Add Meetings”

Attachment: No file chosen

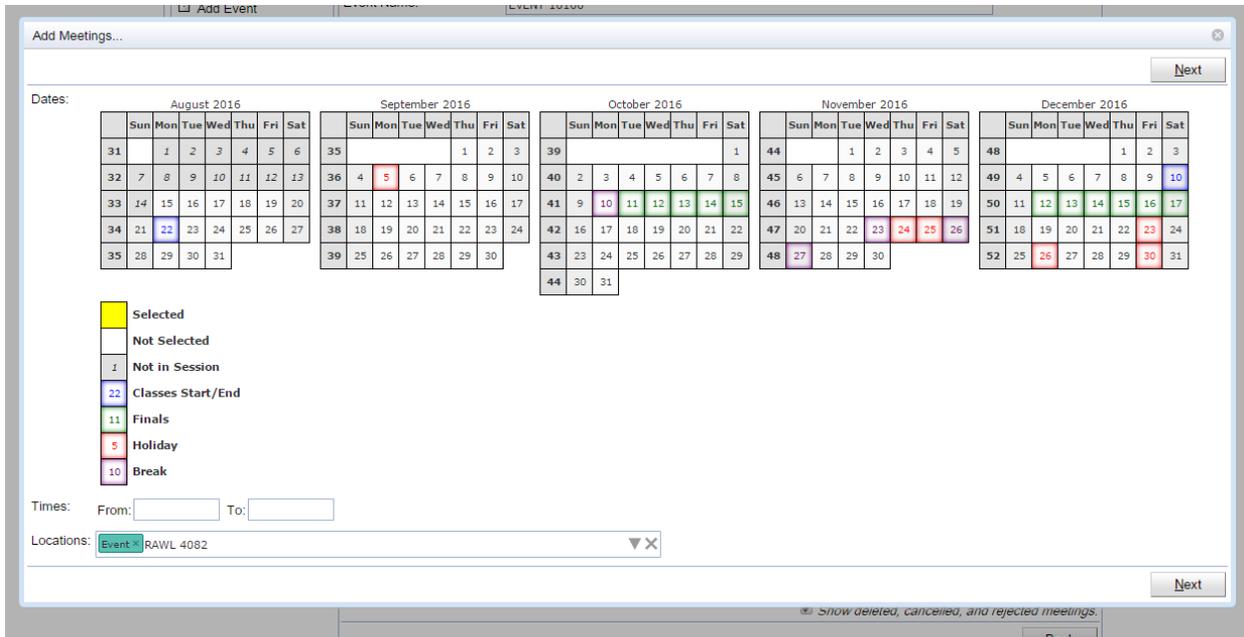
Expiration Date:

Meetings

Date	Published Time	Location	Capacity Approved
<input checked="" type="checkbox"/> <i>Show deleted, cancelled, and rejected meetings.</i>			

9. A calendar with dates will appear as shown below:

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10. To select the date (or dates) desired for the reservation, click on the days in the calendar. (It will appear as highlighted in yellow)

August 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

Note: To un-select a date, just click on the day again.

11. Next, select the times for your reservation by clicking on the boxes after "From:" and "To:"

A drop box of possible times will show up, click on which start and end times are needed.

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Times: From: To:

Locations:

- 2:00 pm
- 2:15 pm
- 2:30 pm
- 2:45 pm
- 3:00 pm
- 3:15 pm
- 3:30 pm
- 3:45 pm
- 4:00 pm
- 4:15 pm
- 4:30 pm
- 4:45 pm

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Purdue University is an equal access/equal opportunity institution.
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12. Next, click the box next to “Locations:” and type in “ RAWL 4082 “

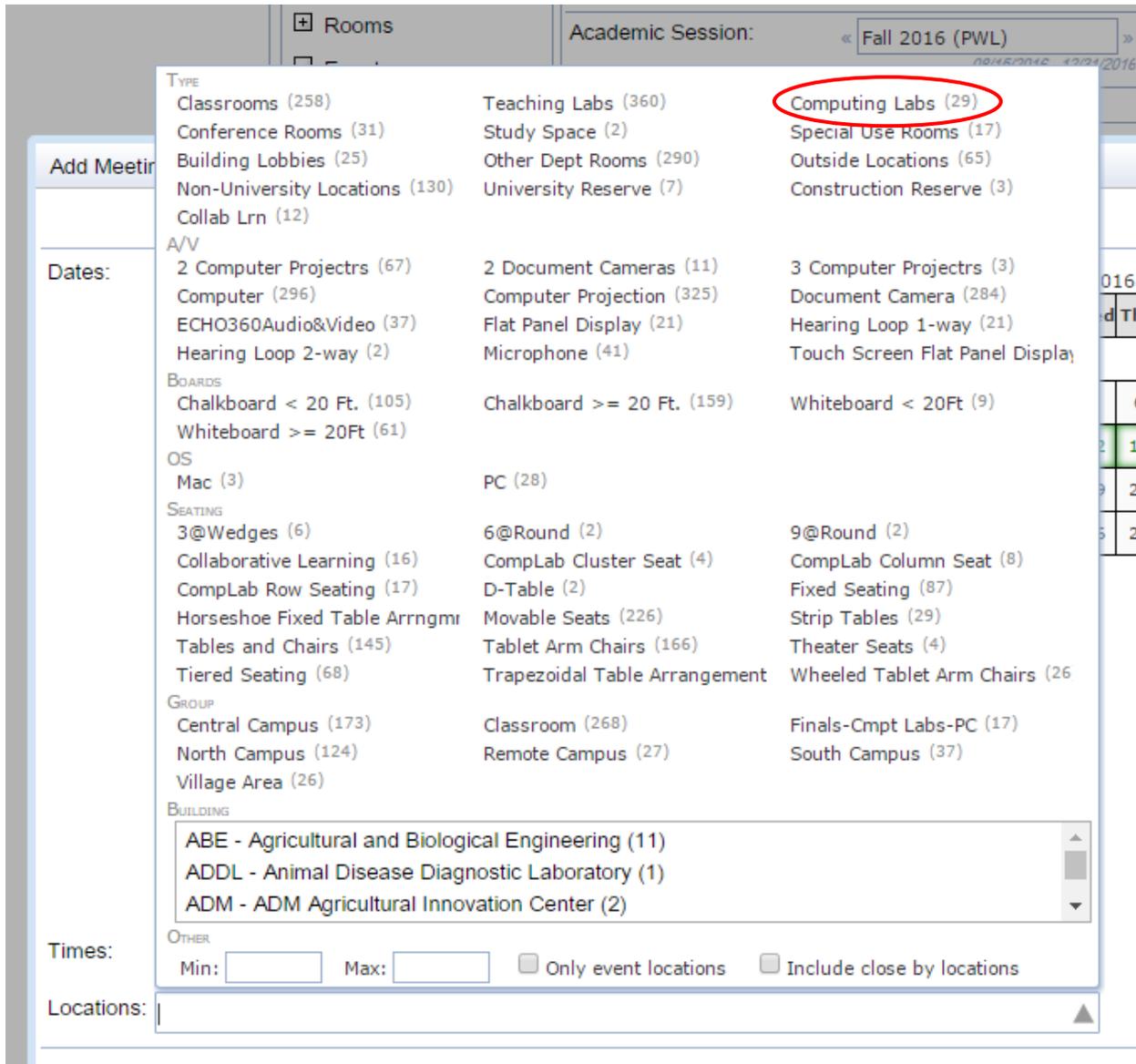
Locations:

13. Click on the highlighted location and then click “Next”

Locations:

NOTE: If there are no available meeting times for RAWL 4082, click “Previous” and delete the location of RAWL 4082. Next, click the arrow to see more room options. (your options will appear as below)

How to reserve RAWL 4082 in UniTime

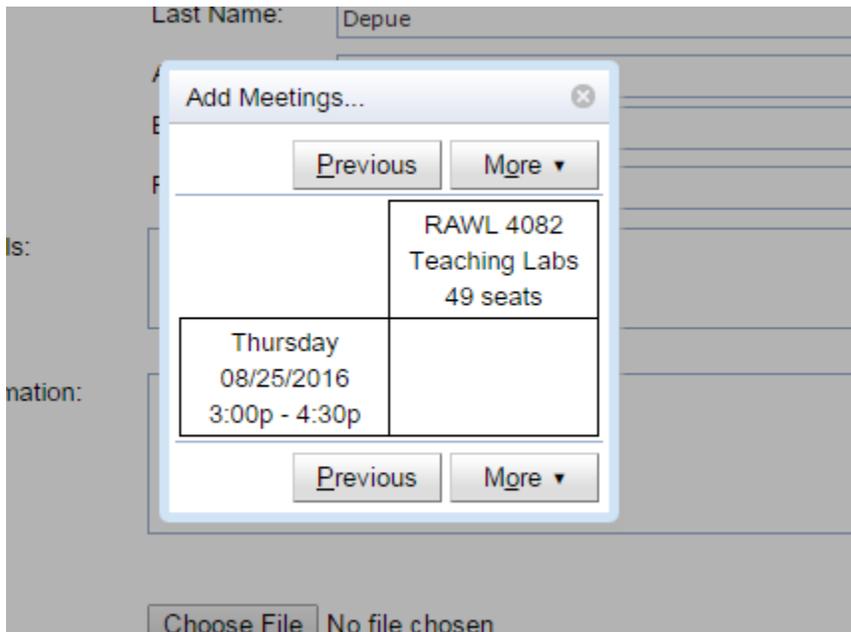


Click on "Computing Labs" and then type in the min and max amount of space needed.

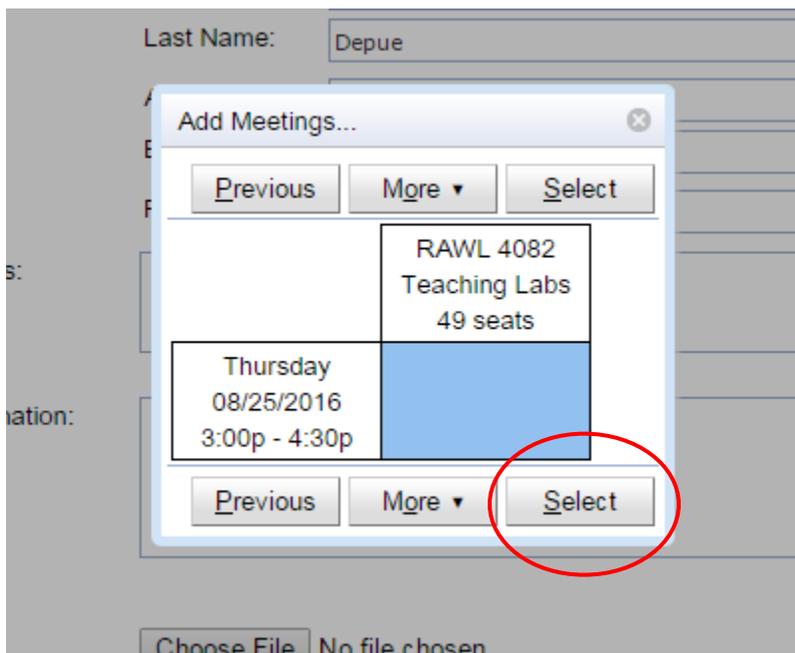
*****Any use of computer labs other than RAWL 4082 will be confirmed or denied by that spaceholder and NOT Krannert Computing Center.**

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14. A box to “Add Meeting” will appear on your screen, click on the empty box



15. After you click the empty box, it will highlight blue and a “Select” box will appear, click “Select”



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16. After clicking “Select,” the meeting created will be added to the bottom of your screen like this:

Event Send email confirmation [Create Event](#) [Back](#)

Academic Session: < Fall 2016 (PWL) >
08/15/2016 - 12/31/2016

Event Name:

Sponsoring Organization:

Event Type:

Expected Attendance:

Main Contact:

First Name: [Lookup](#) [Reset](#)

Middle Name:

Last Name:

Academic Title:

Email:

Phone: [More Contacts...](#)

Additional Emails:
One email per line please.

Additional Information:
[Standard Notes...](#)

Attachment: [Choose File](#) No file chosen

Expiration Date:
MM/DD/YYYY

Meetings [Add Meetings](#) [More ▾](#)

<input checked="" type="checkbox"/>	Date	Published Time	Location	Capacity Approved
<input type="checkbox"/>	Thu 08/25, 2016	3:00p - 4:30p	RAWL 4082	49 <i>new meeting</i>
<input type="checkbox"/>	49 Students Computers, 1 Teaching Station		RAWL 4082	49

Show deleted, cancelled, and rejected meetings.

Send email confirmation [Create Event](#) [Back](#)

17. Finally, click “Create Event” at the bottom of the page:

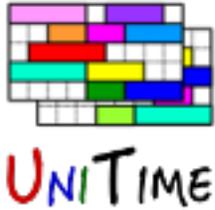
Meetings [Add Meetings](#) [More ▾](#)

<input checked="" type="checkbox"/>	Date	Published Time	Location	Capacity Approved
<input type="checkbox"/>	Thu 08/25, 2016	3:00p - 4:30p	RAWL 4082	49 <i>new meeting</i>
<input type="checkbox"/>	49 Students Computers, 1 Teaching Station		RAWL 4082	49

Show deleted, cancelled, and rejected meetings.

Send email confirmation [Create Event](#) [Back](#)

18. After creating the event, you will receive an email stating your room reservation has been created.



Event **EVENT 10100** created.

EVENT 10100

Event Type: Special Event

Contacts	Name	Email	Phone
	Depue, K J	depue@purdue.edu	

Expected Attendance: 2

Following meetings were requested by you or on your behalf

Date	Published Time	Allocated Time	Location	Status
Wed 07/13, 2016	8:30a - 9:30a	8:30a - 9:30a	RAWL 4082	<i>pending</i>

All Notes of EVENT 10100

Date	User	Action	Meetings	Note
07/12/2016 10:56AM	Kimberly J Depue	Create	W 07/13, 2016 8:30a - 9:30a RAWL 4082	

For an up to date version of the EVENT 10100 event, please visit
<https://timetable.mypurdue.purdue.edu/Timetabling>.

****A member of Krannert Computing Center will approve your RAWL 4082 request or inquire if there are any concerns. You will receive an email stating your reservation's approval.**