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:

NOTE: Be sure to have the “Academic Session” in the correct semester
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4. 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)

   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.

5. Make sure your Location is set to RAWL 4082

6. Click the “Search” button on the top right corner.

7. Your screen will show the dates you selected with the hours of the day vertically and the dates across the top as shown below:
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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4. Next, click “Add Event”

5. 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)

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

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.

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

**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.**
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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:
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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)

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

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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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”

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)

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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12. Next, click the box next to “Locations:” and type in “RAWL 4082”

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

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)
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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:

17. Finally, click “Create Event” at the bottom of the page:
18. After creating the event, you will receive an email stating your room reservation has been created.

Event EVENT 10100 created.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Special Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>Depue, K J</td>
</tr>
<tr>
<td>Name</td>
<td><a href="mailto:depue@purdue.edu">depue@purdue.edu</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:depue@purdue.edu">depue@purdue.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Expected Attendance</td>
<td>2</td>
</tr>
</tbody>
</table>

Following meetings were requested by you or on your behalf

<table>
<thead>
<tr>
<th>Date</th>
<th>Published Time</th>
<th>Allocated Time</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 07/13, 2016</td>
<td>8:30a - 9:30a</td>
<td>8:30a - 9:30a</td>
<td>RAWL 4082</td>
<td>pending</td>
</tr>
</tbody>
</table>

All Notes of EVENT 10100

<table>
<thead>
<tr>
<th>Date</th>
<th>User</th>
<th>Action</th>
<th>Meetings</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/2016</td>
<td>Kimberly J Depue</td>
<td>Create</td>
<td>W 07/13, 2016 8:30a - 9:30a RAWL 4082</td>
<td></td>
</tr>
</tbody>
</table>

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.