For Room Owners Only - How to Create/Manage a Custom User Groups (Whitelisted Room Reservers)

In the USHER Room Reservation System, a room owner can grant access to a room to users based on:

- TED affiliation (e.g., all Moody staff, all ADV undergraduates)
- Course enrollment (based upon department name, course number, or unique course ID)
- Custom User Group (whitelist of specific users)

This document outlines how to Create & Manage Custom User Groups and to how to map these groups to one or more rooms.

In USHER, room owners can click on Room Reservation Administration.

Note this page will take a few seconds to load.

You will be presented a list of the rooms you own.

In the top right corner, click on "Manage Custom User Groups"
To create a new Custom User Group, type a group name and click "Create Group".

Please prefix the group name with the area they'll be working in (RTF studios, BSL, etc).

In the case of BSL research groups, suffix the group name with the name of the PI.

Once you have created a Custom User Group, you can populate it with users and map this group to specific rooms.

Click "Add Rooms" to map the group to rooms they are allowed to reserve.

Click "Add User" to add individual EIDs to the Group.

or

Paste a list of EIDs into the Bulk Add field to add a number of users.

Once a Custom User Group has members and is mapped to allowed rooms, users will be able to reserve the room using the USHER Room Reservation tool.
For troubleshooting, you can click "Find Reservable Rooms for User" view a particular EID's permissions and attributes.

| Find Reservable Rooms for User | Manage Custom User Groups |