For Room Owners Only - How to Manage a Room

<table>
<thead>
<tr>
<th>Log In to Usher</th>
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<td>Go to <a href="https://web-apps.communication.utexas.edu/usher/Services/">https://web-apps.communication.utexas.edu/usher/Services/</a> and log in with your EID and password. Click the link Room Scheduling Administration.</td>
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<th>Select a Room to Manage</th>
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<tr>
<td>You will see a list of all the rooms of which you are an owner. You may control the use and features of the room by clicking Manage next to the room name.</td>
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<th>Review Room Settings</th>
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<td>Review the current room settings in the top portion of the page; if you wish to edit any of them, click the Edit button.</td>
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<th>ManageText-based Settings</th>
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<td>The room settings and descriptive text are editable. The room location and Exchange resource (necessary for the calendar) may not be changed; however you may create or edit a ‘common name’ for the room, such as ‘Help Desk’ or ‘RTF Studio 4D’. Make changes to the descriptive information at the top by typing over or editing the existing text. Make sure the room capacity is accurate; it will be used in future searches. You may optionally enter a room info URL (a web page that you currently maintain which describes the room, displays photographs of it, etc.).</td>
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*Hint: Do not click Update yet (see next section).*
### Manage Appointment Settings

Take a look at the settings below the descriptive portion of the page. You may set the following:

- **UT Account Required** (if set to Yes, a UT account number must be entered by the requestor)
- **Auto-accept Valid Requests** (allows the room owner to control the reservation of the room)
  - If set to Yes, the request will automatically be granted to the requestor if otherwise valid;
  - If set to No, the room owner must accept or decline the request. The reservation will be in a tentative status until the room owner responds.
- **Reservation window** (for auto-accepting rooms, the number of days in advance a reservation may be made)
- **Max duration** (for auto-accepting rooms, the maximum event duration that can be requested, in minutes)
- **Notification sent** (can be sent to all room owners or just the primary)
- **All events viewable** (you may set the room to only display events created by the requestor, or to view all events for the room)

After your changes have been made, click the **Update** button. You will return to the room’s page.

### Manage Room Availability (Days and Times)

On the room’s page, scroll down to the next section, beginning with ‘When is the room available?’ You will see a table of days of the week, and open/close times for each day.

To remove a weekday from the availability table, click **Remove Day**. You will be prompted to make sure you really want to remove it. The room will no longer be available for reservations on this day of the week.

### Add a New Available Weekday

If the room has been newly created, there will be no days set for it, but you may add one using the ‘Add a new day’ section, filling in the weekday and open and close times, and clicking the **Add Day** button.

### Edit Available Times for a Weekday

To change the available times for a day, click **Edit** next to the day’s entry, and update the open and close times as appropriate.

Click **Save Changes** when done; if you wish, you may click **Cancel Changes** to return to the original available times.
### Manage Requestor Groups

Now take a look at the section titled ‘Who can request this room?’ There are three basic groups who can be allowed to request the room: current staff, current faculty, and current students. Groups with more specific attributes (e.g., RTF grad students) may be added in the future.

Disallowed groups may view the room but may not make a request via the online system, nor may any former or prospective students, faculty or staff, unless they are ‘current’ in one of the other groups as well.

- Click **Remove Group** to remove a currently-allowed group.
- Add a group using the drop-down list and clicking **Add Group** until all the groups you wish to reserve the room have been added.

### Manage Venue Types

A room may serve in the capacity of one or more ‘venue types’, for example, a classroom, screening room, or conference room. Currently, there are about a dozen venue types. If a requestor searches the room by venue type, the request will match any of the venue types you have chosen to assign to the room.

- Use the drop-down list of available venue types, and click **Add Venue Type**.
- Click **Remove Venue Type** if the room should no longer be used in that capacity.

### Manage Room Equipment

Under the section ‘What does this room have?’ you may add or remove the types of equipment, including software, the room offers. Your choices will be used to match the requestor’s search for the room.

- Click **Remove Item** to indicate the item is no longer available.
- Use the drop-down lists to select first a category and then the equipment now available in the room, and click **Add Equipment**.
Manage Room Owners

Room owners will receive request e-mails for events in all rooms that are not set to ‘auto-accept’. Any room owner may accept or decline the request, but keep in mind that all owners will be notified. You may want to informally assign a primary owner and one backup owner who will review and respond to requests in case of the primary owner’s absence (all room owners look alike to the system though).

Use the section at the bottom of the page to add or remove room owners by EID.

- Click Remove Owner to remove an owner
- Enter an EID and click Add Owner EID to add an owner to the room

When done editing all room settings, click Return to my rooms to return to the list.

Adding a room

To make a new room available for reservations via this system, click Add a Room on the Room List page. To make the room work with its Exchange calendar, you must enter the field ‘Exchange resource’, using the format:

res.<bld>.<floor>.<room>

For example, room CMA 5.154B would have the Exchange resource ‘res.cma.5.154B’ (all in lower-case except any letters after the room number).

Important note: Refer to the College wiki of rooms and corresponding Exchange resources to find the appropriate resource name, and use that. (After adding the room, please update the room/resource wiki or request that the Help Desk update it, if you do not have edit privileges.) The room/resource wiki is at:

https://wikis.utexas.edu/display/comm/For+Room+Owners+Only+-+College+Rooms+and+Resource+Codes

Now, enter the room location as shown at right, in all caps, with a blank between the three-letter building code and the room number, a period after the floor, and no spaces between the numeric and alpha parts of the room number (e.g., CMA 5.154B).

You may enter a common name for ease of searching, such as Lady Bird Johnson Conference Room.

Enter the department that controls the use of the room. If you are not sure, enter your department.
Fill in all required fields (marked with *). Be sure to set the auto-accept options appropriately for the type of room and the level of control you wish to retain over the room.

Click Create Room when done.

You will be prompted to Manage the Room after creation; here, you will be editing the availability, groups and other settings discussed above. Until you provide at least the room’s available days and times, and allowed groups, no one will be able to request the room.

Finishing Up

The Event Scheduling System works by looking up the room’s Exchange calendar and updating it to create requests. The room must have an Exchange calendar for the room to be scheduled. If the room does not already have an Exchange calendar, you will need to notify the system admin that the calendar for the room resource needs to be requested from ITS. Specify the resource name as above, for example, res.cma.5.154.b.

Once the room and its Exchange calendar have been created, you must add the user ‘Guest, Comm’ as a delegate of the room’s calendar, with the permission level of ‘editor (can read, create and modify items)’. The interface is different for Entourage (Mac) and Outlook (PC); follow the directions in your system’s help or ask the Help Desk staff if you are unsure of how to perform this task.

Contact the Tech Services system admin if you are unsure of how to perform any of the above steps.