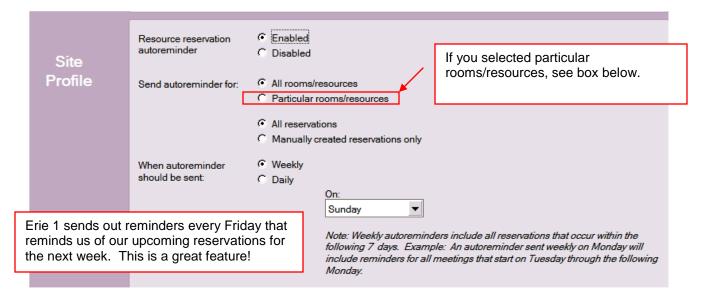
Resource/Conference Rooms Admin **Create New Site:** New Resource New Reservation Delete Reservation New Site Click on New Site in toolbar. Name the site - Name carefully, you cannot edit the Site name site name. Domain name erie1 Site Resource reservation These fields will NS-EA/Servers/EastAurora/Erie1 server be filled in Profile automatically. Resource reservation resource.nsf filename Click Enabled if you want auto C Enabled Resource reservation reminders to be sent out. autoreminder Disabled

Make your choices for the auto reminder.





Create New Resource

Click on New Resource from top tool bar Fill in form below. Save and Close when form is complete

Save and Close Close						Give specific detail about what is in the room.		
Resource type	Room Name of room		Name of room	O Online Meeting Place		10011.		
Resource data	Name Site			Description 25 Windows > Capacity 25		P computers, What is the capacity of the room? Note: if you select Other, this will change to Category.		if you select Other, this
Online resource data	Internet Address	http://erie1.	wnyric.org	room/resource is lo		cated		
O w ner options	Owner restrictions	 • None- Owner only • Specific people • Autoprocessing • Disable reservations See details below on owner restrictions		Availability Settings	☐ 24 hours e Time Zone: ☐ Sunday: ☑ Monday: ☑ Tuesday: ☑ Wednesd ☑ Thursday ☑ Friday: ☐ Saturday:	Local time [©] 09:00 AM - 05:00 PM [©]		
Other comment		A	dditional field for c	comments if n	eeded.			

Note – You can delete a room/resource but the deletion needs to be approved in admin requests, just like you approve a person deletion. A room/resouce rename does *not* need to be approved.

Option	Description				
None	Assigns no owner to resource. Anyone can reserve the resource (first come, first serve).				
Owner Only	Assigns someone as resource owner. Only resource owner can process resource requests. The owner acts as gatekeeper, approving or declining reservation requests				
Specific People	Allows only certain users access to the resource. Any users not specified here cannot reserve this resource.				
Autoprocessing	Allows only certain users access to the resource and to assign a resource owner. The owner is the person whom requests from other users (those not listed in List of Names field) are forwarded to for approval and processing.				
Disable Reservations	Prevents users from reserving a resource from their Mail files. If this field is disabled, users can				