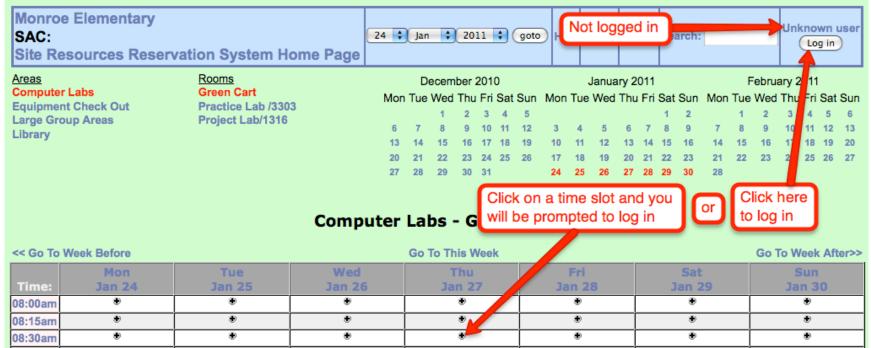
Site Resource Reservation System – Logging In

Find your school at mrbs.spps.org

When you open your school's page you will see a screen similar to this:



If you look in the upper left corner you will see your login status:

• Unknown user - means you are not logged in

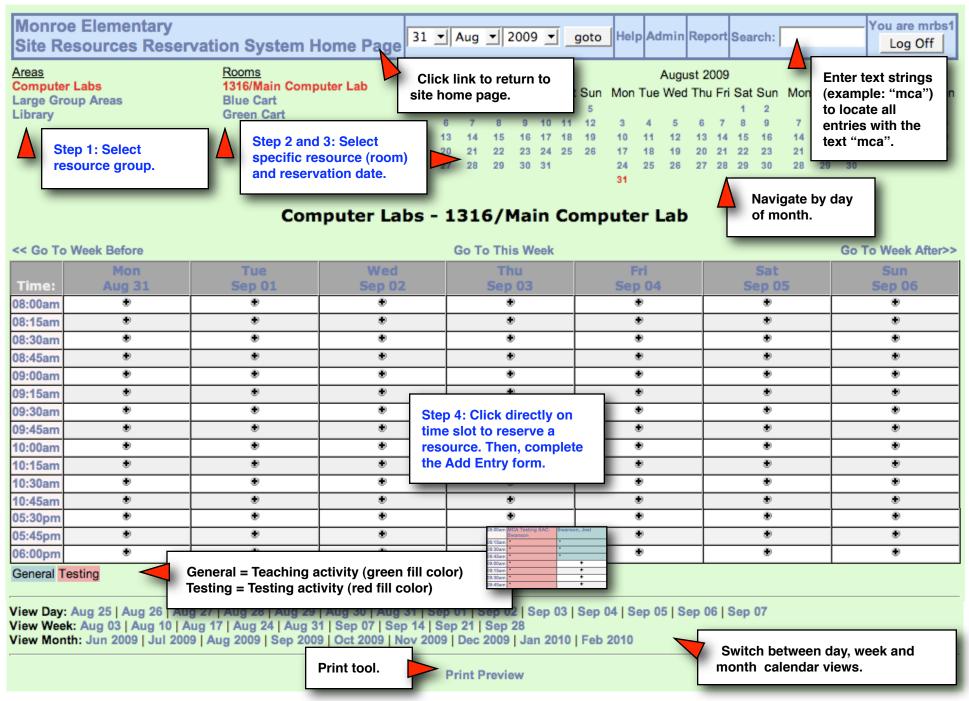
• You are eXXXXXX – means you are currently logged in.

To log in either:

- Click on a time slot you want
- Click on the Log In button in the top right
- Your log in will be your Active Directory account
 - Name: eXXXXXX (do not enter ISD625\eXXXXX)
- Password: your regular password to go with the name NOTES:
 - If you change your Active Directory password on your computer it will change for this site as well
 - Do not save your password in your browser or else you will run into difficulty when you change your password

Please log in	
Name	
Password	
Log in	

Site Resources Reservation System Home Page - User Overview - Login at



Site Resources Reservation System Home Page - Add Entry Page

Edit Entry	
Brief Description: Swanson, Joel Full Description: Math Activity. 31 Students. (Number of people, Word-Processing Assignment. Internal.] Date: 1 _ Sep _ 2009 _ Time: 08 :00	 To create a General calendar entry: Brief Description: Name only. Full description: Purpose, number of students, audience (students/teachers) or non school related. Type: It is important to select General if usage is non testing related. Other Fields: (self explanatory).
Save Edit Entry Brief Description: MCA Testing SAC: Swanson	
Full Description: 31 Students. Online. (Number of people, Internal/External etc)	To create a Testing calendar entry: •Brief Description: Name of Test (MCA, MAP) and SAC Name (Including a SAC [assessment coordinator] name assumes SAC is aware and
Date: 25 V Aug V 2009 V Time: 08 00 ° am ° pm Duration: 2 hours V All day Areas: Computer Labs V Rooms: 1316/Main Computer Lab Blue Cart Green Cart Type: General V Repeat Type: None	 available on testing day.) Full description: Number of students, description of test including format, online or paper and pencil. Type: It is important to select Testing. Other Fields: (self explanatory).
Save	

Site Resources Reservation System Home Page - Creating Reports

Monroe Elemen Site Resources	tary Reservation System Home Page	4 🗾 9	iep 🔽 2009 🛫 goto 🛛 Help Admin Report Search:		
Report on Meetings:					
Report start date:	4 • Sep • 2009 •				
Report end date:	3 • Nov • 2009 •		To create Reports:		
Match area:					
Match room:			Enter search text (complete words or parts of)		
Match type:	Testing General Use Control-Click to select more than one	e type	into fields and/or use drop-down menus or radio buttons to retrieve calendar entries that fall within selected parameters.		
Match brief description:			lan within selected parameters.		
Match full description:					
Created By:					
Include: C Report only C Summary only C Report and Summary					
Sort Report by: 🐨 Room 🕤 Start Date/Time					
Display in report: 🕤 Duration 🕤 End Time					
Summarize by: C Brief description C Creator					
Run Report					
View Day: Aug 29 Aug 30 Aug 31 Sep 01 Sep 02 Sep 03 Sep 04 Sep 05 Sep 06 Sep 07 Sep 08 Sep 09 Sep 10 Sep 11 View Week: Aug 03 Aug 10 Aug 17 Aug 24 Aug 31 Sep 07 Sep 14 Sep 21 Sep 28 View Month: Jul 2009 Aug 2009 Sep 2009 Oct 2009 Nov 2009 Dec 2009 Jan 2010 Feb 2010 Mar 2010					
Print Preview					

Site Resources Reservation System Home Page - Additional Instructions

•Why can't I delete/alter a meeting? In order to delete or alter a meeting, you must be logged in as the same person that made the meeting. Contact one of the meeting room administrators or the person who initially made the meeting to have it deleted or changed.

• How do I schedule rooms at different sites? The system cannot book 2 different rooms simultaneously. You must schedule each one separately. Make sure that the time you want is available at both sites before making a booking.

·How do I make a recurring meeting?

•Clicking on the desired time brings you into the booking screen. Select the appropriate Repeat Type. The room will be scheduled at the same time, until the Repeat End Date, on the days determined by the Repeat Type.

•A Daily repeat schedules every day. A Weekly repeat schedules those days of the week that you check under Repeat Day. For example, use Weekly repeat to schedule the room every Monday, Tuesday, and Thursday; check those days under Repeat Day. If you check no days under Repeat Day, the schedule will repeat on the same day of each week as the first scheduled day. A Monthly repeat schedules the same day of each month, for example the 15th of the month. A Yearly repeat schedules the same month and day of the month, for example every March 15th. Finally, a Monthly, corresponding day repeat schedules one day each month, the same weekday and ordinal position within the month. Use this repeat type to schedule the first Monday, second Tuesday, or fourth Friday of each month, for example. Do not use this repeat type after the 28th day of the month.