

3-D. Request Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

The screenshot shows the ML Schedules web application interface. At the top, there is a navigation bar with the ML Schedules logo and various menu items like 'User Resources', 'My Requests', 'Admin', 'Reports', 'Requestor Help', and 'District Help'. Below the navigation bar, there is a welcome message and a search bar. The search bar has a magnifying glass icon and the word 'search' in a large font. To the right of the search bar, there are four numbered steps: 1. select type, 2. search spaces, 3. request space, and 4. confirm request. Below the search bar, there is a section titled 'Request Multiple Spaces At The Same Time : Erie Kayaking Team'. This section contains a list of instructions for searching for multiple spaces at once. Below the instructions, there are three columns of search criteria: 'Start Date / Time (Incl. Setup)', 'End Date / Time (Incl. Breakdown)', 'View', 'Site', and 'Space Type'. The 'View' button is highlighted with an orange box. Below the search criteria, there is a footer with contact information and a copyright notice.

View button

Start and End Dates and Times

Sites

Space Types

D. Request Multiple Spaces at Once

This procedure allows you to search for and select multiple sites and space types based on specific dates and times. There are two ways you can search for spaces using this request type:

- All district sites and spaces (pg. 27)
- Specific sites and/or spaces in a district (pg. 28)

Search All Sites and Spaces in a District

1. Enter a **Start** and **End Date** from the calendar menu.
2. Enter a **Start** and **End Time** from the drop-down menus.
3. Select the **View** button to see what sites and spaces are available for the specified dates and times.

Go to page 29 to complete this procedure.



3-D. Request Multiples Spaces at Once

ML Schedules™ Search Multiple Spaces screen

ML Schedules™ K12 Facility Request Software

Welcome to the Facility Use Request System for MasterLibrary CSD

REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

1 select type 2 search spaces 3 request space 4 confirm request

Request Multiple Spaces At The Same Time : Erie Kayaking Team

1. Select Start and End Dates and Times.
2. Select District to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple: PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to request. Then select CONTINUE to make the requests

> Go back to previous screen to select a different request type.

Start Date / Time (incl. Setup) 02/14/2017 5:15pm

End Date / Time (incl. Breakdown) 02/14/2017 7:45pm

View

Site ML Elementary School ML High School ML Middle School

Space Type Pool Press Box Rec Center Restrooms Room

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. Learn more or recommend a District.

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View button

multiple spaces selected at same site

Search for Specific Sites and Spaces at One Site

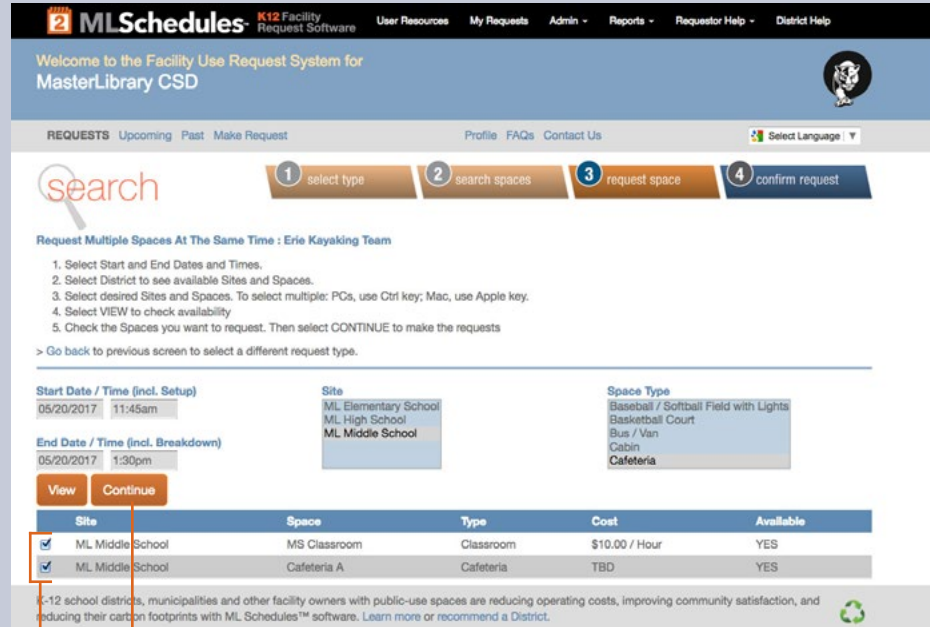
1. Enter a **Start** and **End Date**.
 2. Enter a **Start** and **End Time**.
 3. Select a **Site** from the drop-down menu.
 4. **Optional:** Select the first **Space Type** desired.
 5. Extend your **Space Type** selections by holding the following keys while clicking on additional items:
 - PC: Ctrl key
 - Mac: Apple key
 6. Select the **View** button to see if the selected spaces are available for the desired date(s) and times.
- Go to page 29 to complete this procedure.



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ML Schedules™ K-12 Facility Request Software

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REQUESTS Upcoming Past Make Request Profile FAQs Contact Us Select Language

1 select type 2 search spaces 3 request space 4 confirm request

Request Multiple Spaces At The Same Time : Erie Kayaking Team

1. Select Start and End Dates and Times.
2. Select District to see available Sites and Spaces.
3. Select desired Sites and Spaces. To select multiple: PCs, use Ctrl key; Mac, use Apple key.
4. Select VIEW to check availability
5. Check the Spaces you want to request. Then select CONTINUE to make the requests

> Go back to previous screen to select a different request type.

Start Date / Time (incl. Setup) 05/20/2017 11:45am

End Date / Time (incl. Breakdown) 05/20/2017 1:30pm

Site ML Elementary School ML High School ML Middle School

Space Type Baseball / Softball Field with Lights Basketball Court Bus / Van Cabin Cafeteria

View Continue

Site	Space	Type	Cost	Available
<input checked="" type="checkbox"/> ML Middle School	MS Classroom	Classroom	\$10.00 / Hour	YES
<input checked="" type="checkbox"/> ML Middle School	Cafeteria A	Cafeteria	TBD	YES

K-12 school districts, municipalities and other facility owners with public-use spaces are reducing operating costs, improving community satisfaction, and reducing their carbon footprints with ML Schedules™ software. Learn more or recommend a District.

Continue button

selected spaces to request

Select Spaces and Confirm Requests

To submit Multiple Requests:

1. Select the check box next to each space shown as Available that you want to request.
2. Select the **Continue** button.

Note: If you want to look for other spaces, enter new search parameters and select the **View** button

(continued on next page)



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ML Schedules™ K12 Facility Request Software

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CONFIRM YOUR MULTIPLE SPACE REQUEST:

1. Enter a mandatory Event Name and optional Notes.
2. Check the box indicating you have read and agree to the terms of the District.
3. Select REQUEST to complete the reservation request.
4. Note: Any items flagged as unavailable will not be submitted for a reservation request.

> Go back to previous screen

Site	Space	Type	Estimated Cost *	Available
ML Middle School	MS Classroom	Classroom	\$10.00 / Hour	YES
ML Middle School	Cafeteria A	Cafeteria	TBD	YES

* this is an estimated cost ⓘ

EVENT INFORMATION

05/20/2017 11:45am Setup Start Date / Time
05/20/2017 11:45am Event Start Date / Time
Erie Kayaking Team Group
Event Name

05/20/2017 1:30pm Breakdown End Date / Time
05/20/2017 1:30pm Event End Date / Time
- Select Internal School Group - Internal School Group
Notes (Set Up Directions, Other Instructions, etc)

Provide Additional Information and Submit Request

3. Complete the Event Information section (see pg. 15).
4. Add more information, request supporting staff and equipment, and add attachments (see pp. 16 – 19).
5. Select the check box at the bottom of the screen signifying that you agree to the district's Terms of Use.

Note: The Terms of Use are available from the district's website.

6. Select the **Request** button to submit the Facility Use Request for review and approval.

A thank-you screen will be displayed indicating your Request is being processed and that you will be notified of its progress.

