

## 3-B. Request a Specific Space

ML Schedules™ Make Reservation Calendar View, Month screen

**schedule**

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

Make Request : Team 1

There are two options for searching for the availability of a specific space:

- Option 1: Select the desired site (building) first. The Spaces available will be limited to the selected site.
- Option 2: Select the Type of space desired first. Then select from specific spaces that match the desired type.

After clicking "Search", click the day you are looking to reserve, then click to the right of the time your event starts if there is not already an event there.

> Go back to previous screen

Option 1: Select a Site (building) and Space; then select Search.

OR

Option 2: Select a space Type and Space; then select Search.

Search

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

search by Site, then Space

search by Type, then Space

## B. Request a Specific Space (Calendar View)

All request types require four basic steps:

1. Search spaces by date(s) for availability.
2. Request the available space(s).
3. Provide additional Request information including the need for support personnel and/or equipment.
4. Confirm and submit your Request.

### Search Spaces

There are two options for searching for a specific space:

1. Search by Site (e.g., High School), then Space
2. Search by Type (e.g., gym), then Space

From the Make Request Calendar View screen:

1. Select the fields in either Option 1 or 2.
2. Select the **Search** button.



By specific space  
(calendar view)

## 3-B. Request a Specific Space (cont.)

ML Schedules™ Make Reservation Daily Calendar View

The screenshot displays 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 this is a blue header with the text 'Welcome to the Facility Use Request System for MasterLibrary CSD'. A secondary navigation bar includes 'REQUESTS', 'Upcoming', 'Past', 'Make Request', 'Profile', 'FAQs', 'Contact Us', and a language selection dropdown. The main content area features a 'schedule' logo and a four-step process: 1. select type, 2. search spaces, 3. request space, and 4. confirm request. Below this, there is a section for 'Make Request : Anytown Raiders Youth Baseball' with instructions: 1. Select a specific Space, 2. Optionally select Space Type, District and Site to limit your Spaces, and 3. Single Click the day you want and then again on the specific starting time if there are no events there already. A 'Go back to previous screen' link is provided. A search bar contains '- Select Type -', 'ML High School', 'HS Gym', and a 'Search' button. Below the search bar, there are navigation controls for 'today', 'February 3, 2017', and view options for 'month', 'week', and 'day'. The main calendar area shows a grid for 'Friday' with time slots from 'all-day' to '5am'. A vertical orange line is positioned at the 5am slot.

single click on the event's starting time (including setup)

If the selected space is already requested (or pending approval), the booked event name or "Not Available" will appear on the calendar.

3. Click on the desired **Start Date**.

A **Daily Calendar** view of the selected Start Date will be displayed.

### Request Space

4. Click on the desired **Start Time** (including Setup)

The **Confirm Reservation** screen will be displayed as described on pages 15 of this Guide.

### Provide Additional Information and Submit Request

5. Perform the steps on page 15 – 21 to submit the Facility Use Request for approval.

