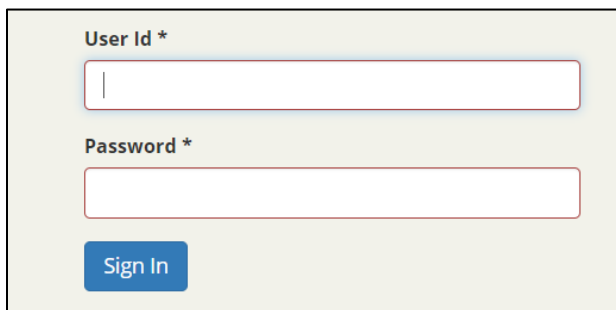


Using the UB Space Request System (Web App)

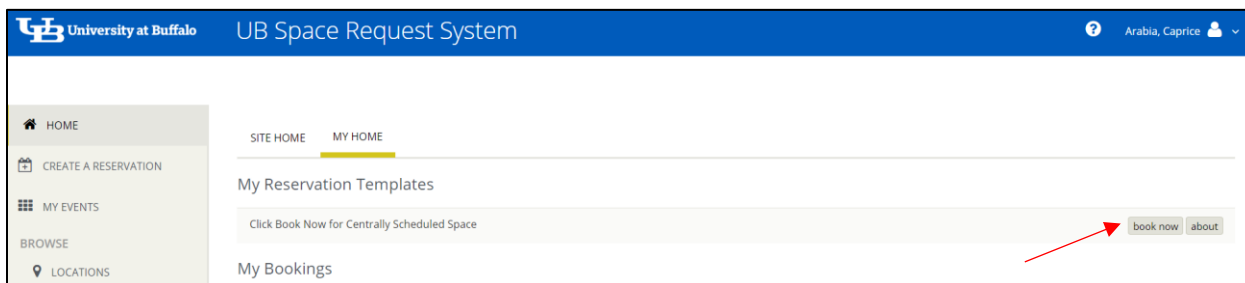
UB faculty, UB staff, and designated community members can use this system to request use of space they have been granted access to for ad-hoc meetings and events. This system should not be used to schedule academic classes. All academic classes should be scheduled through HUB. All UB faculty and staff have access to request centrally schedule space (CSS) as well as Student Union and Harriman Hall space. Access to other departmental space is determined by those individual departments.

Step 1: Log into [UB Space Request System](#) using UBIT login credentials. Please note: This system works best with Google Chrome as the browser.



A login form with a light gray background. It contains two input fields: "User Id *" and "Password *". Below the password field is a blue "Sign In" button.

Step 2: The request forms (templates) that users have access to will be listed under My Reservation Templates. Most users will only have two or three templates applied to their profile. Select book now to begin reserving space.



The dashboard of the UB Space Request System. The top navigation bar is blue with the University at Buffalo logo and the text "UB Space Request System". On the right of the bar, there is a user profile icon and the name "Arabia, Caprice". The main content area has a left sidebar with links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, and LOCATIONS. The main area has tabs for "SITE HOME" and "MY HOME", with "MY HOME" selected. Below the tabs, there is a section titled "My Reservation Templates" with a button labeled "Click Book Now for Centrally Scheduled Space". To the right of this button are two smaller buttons: "book now" and "about". A red arrow points to the "book now" button. Below the templates section is a section titled "My Bookings".

Step 3: After clicking Book Now the Reservation screen will open. Enter the date, start time, and end time for the event. If the event will span more than one day use the Recurrence button to schedule meetings that will take place on multiple dates daily, weekly, or monthly. Random can be used to select multiple dates that do not fall within a set pattern (ex: every other Tuesday).

Click Book Now for Centrally Scheduled Space ⓘ

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Jun 18, 2019 Next Step

Date & Time

Date: Tue 06/18/2019 Recurrence

Start Time: 12:00 PM End Time: 1:00 PM

Create booking in this time zone: Eastern Time

Locations: Centrally Scheduled North & South Campus Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Step 4: Begin searching for available locations. There are several ways to search for available space.

Option 1: Search based on the defaulted location based on the chosen template. Click on search or modify the location by clicking on Add/Remove to open the Locations window.

Click Book Now for Centrally Scheduled Space ⓘ

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Jun 18, 2019 Next Step

Date & Time

Date: Tue 06/18/2019 Recurrence

Start Time: 12:00 PM End Time: 1:00 PM

Create booking in this time zone: Eastern Time

Locations: Centrally Scheduled North & South Campus Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Add locations by specific buildings or by views. Views are a collection of buildings (ex: CSS North & South Campus will search all centrally scheduled space including the Spine, Ellicott, and South campus). To remove locations click on the minus icon next to the selected locations. Click on Update Locations to change the parameters.

Locations

BUILDINGS VIEWS

Filter By Area Find locations

☐ Select All Buildings

☐ Academic Center

☐ Alumni Arena

☐ Baldy Hall

☐ Bell Hall

☐ Capen Hall

☐ Center For The Arts

☐ Clemens Hall

Selected Locations

☐ CSS North & South Campus

Update Locations Close

Option 2: Click on Let me Search for a room. Then select Add/Remove to search using additional search criteria, or add a number under Number of People to search by capacity of a room.

Click Book Now for Centrally Scheduled Space

My Cart (0) Create Reservation

1 Rooms 2 Services 3 Reservation Details

New Booking for Tue Jun 18, 2019

Next Step

Date & Time

Date: Tue 06/18/2019 Recurrence

Start Time: 12:00 PM End Time: 1:00 PM

Create booking in this time zone: Eastern Time

Locations: Centrally Scheduled North & South Campus

Add/Remove

Search

Let Me Search For A Room

I Know What Room I Want

Search for a specific room type (ex: computer lab) or specific features such seating types or technology requirements. Selecting these options will limit the results of the search. Click the Search button to view available options.

Let Me Search For A Room

Room Types

Add/Remove

(all)

Features

Add/Remove

(none)

Number of People

Search

Option 3: Select I Know What Room I Want, if there is a specific room required for the event.

Click Book Now for Centrally Scheduled Space

My Cart (0) Create Reservation

1 Rooms2 Services3 Reservation Details

New Booking for Tue Jun 18, 2019Next Step

Date & Time

DateTue 06/18/2019Recurrence

Start Time12:00 PMEnd Time1:00 PM

Create booking in this time zoneEastern Time

LocationsAdd/RemoveCentrally Scheduled North & South Campus

Search

Selected Rooms

Your selected Rooms will appear here.

Room Search Results

Rooms matching your search criteria will appear here.

Let Me Search For A Room

I Know What Room I Want

Type in the room name and room number to bring up a list of matching rooms. Select the appropriate one and the availability to automatically restrict the results to only that room. If the room doesn't appear, then user does not have access to request it.

I Know What Room I Want

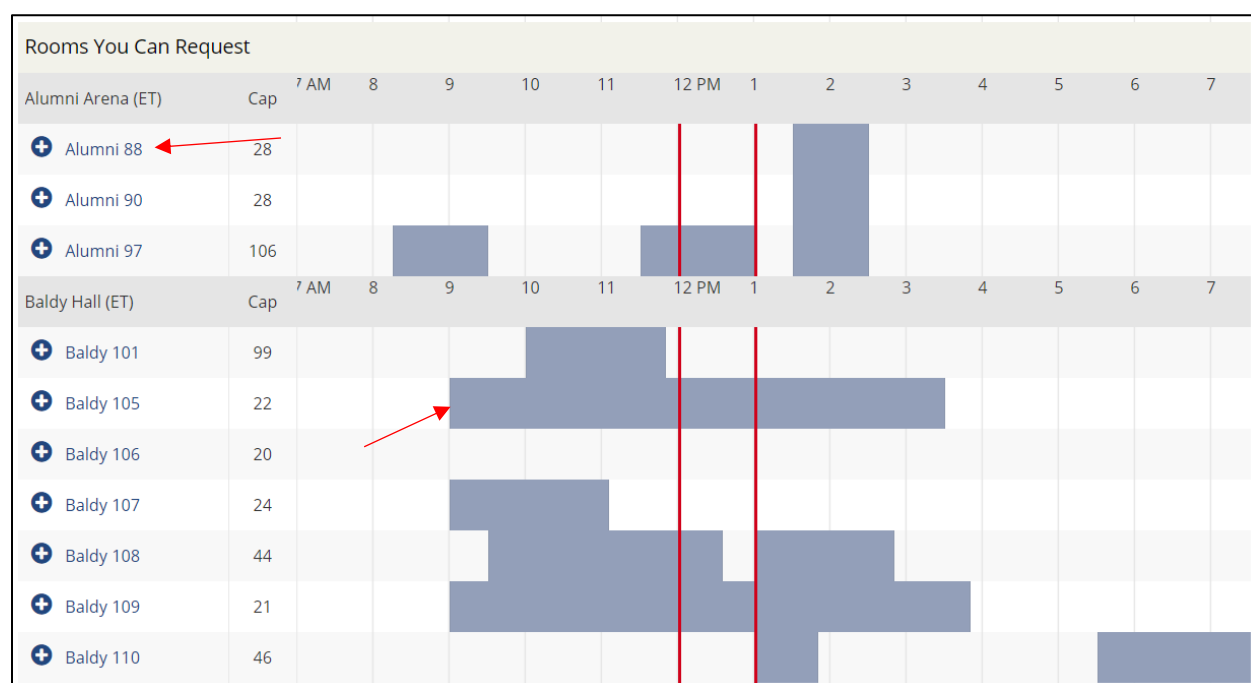
Room Name

Q

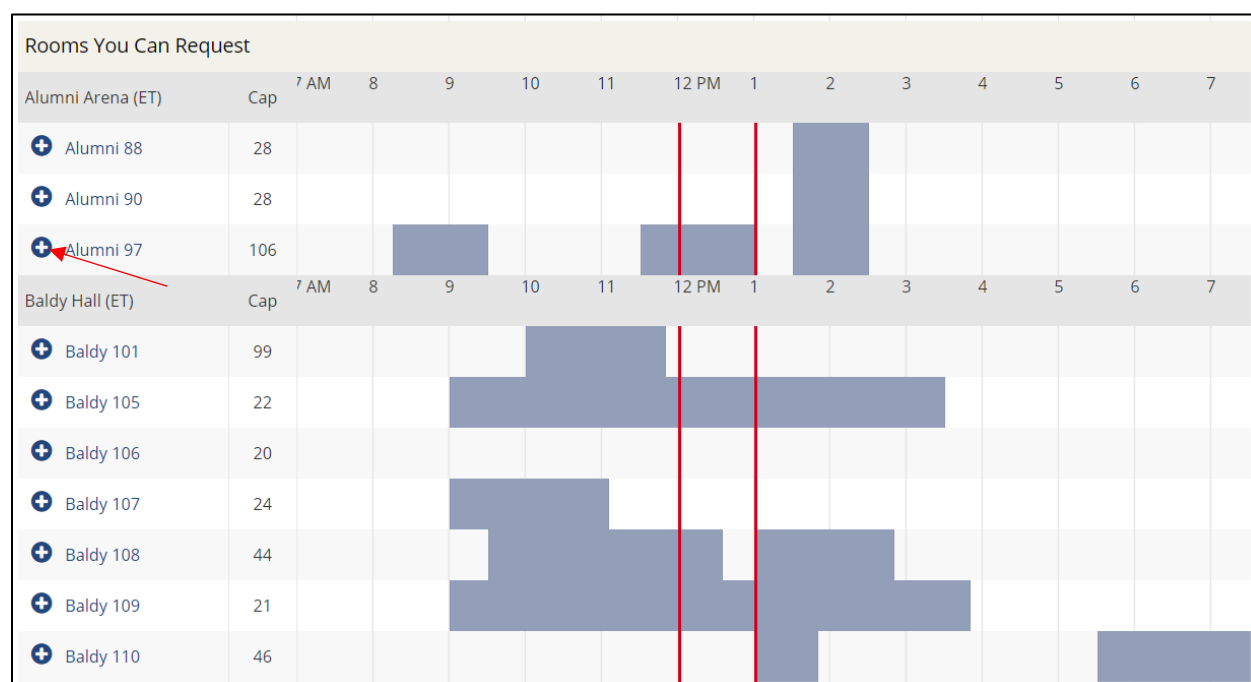
Baldy 101

(Request) - Baldy Hall - ET

Step 5: View available rooms based on the search criteria entered. A solid-colored block means that the room is already in use during that time period. Click on the room name to see the details of a specific room (capacity, features, images, etc.).



Step 6: Click on the plus sign next to the room name/number desired room. Add multiple rooms by clicking on additional plus signs.



Step 7: Enter the number of attendees and click on Add Room.

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees

0

Add Room

Cancel

Step 8: The chosen rooms will now appear under Selected Rooms; Click on the Next Step button to continue with the reservation.

Click Book Now for Centrally Scheduled Space

My Cart (2)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

New Booking for Wed Jun 26, 2019

Next Step

Date & Time

Date

Wed 06/26/2019

Recurrence

Start Time

12:00 PM

End Time

1:00 PM

Create booking in this time zone

Eastern Time

Locations

Centrally Scheduled North & South Campus

Add/Remove

Selected Rooms

Attendance & Setup Type

Alumni 90

Baldy 101

Room Search Results

LIST

SCHEDULE

Favorite Room...

Find A Room

Search

Rooms You Can Request

Alumni Arena (ET)

Cap

Alumni RR

28

Step 9: If the space offers the opportunity to request additional services such as catering, A/V equipment, etc. that information will appear on this Services page. If there are no additional services available this page will not display. Select the desired services, if applicable, and click on Next Step.

Click Book Now for Centrally Scheduled Space

My Cart (2)

Create Reservation

1 Rooms

2 Services

3 Reservation Details

Services For Your Reservation

Next Step

Classroom Tech - Recording

Services Summary

Start Time

End Time

Service Type

Recording

Recording

Step 10: Enter the Reservation Details, asterisked items are required.

Click Book Now for Centrally Scheduled Space ⓘ

1 Rooms 2 Services 3 Reservation Details

My Cart (2) Create Reservation

Reservation Details

Event Details

Event Name *

Event Type * Academic Adhoc Event ▼

Customer Details

Customer * Registrar ▼

1st Contact Registrar ▼

1st Contact Phone * 716-645-5710

1st Contact Phone 2

1st Contact Email Address *

- **Event name** – This should describe the nature of the event (please note: that this may appear on daily schedules that others can view).
- **Event Type** – select from the drop-down menu the best match for this event.
- **Customer** is the office or department requesting the room (typically this will be filled in). Users with access to make requests for multiple offices, will see a drop down menu to select the appropriate office.
- **1st contact** information is usually the person making the reservation or the person who should be contacted with any questions regarding the event.
- **2nd contact** information is optional
- Answer any **additional information** at the bottom of the page. These are defined by the individual departments, and may vary from template to template.
- Click the green **Create Reservation** button at the upper or lower right to finish the reservation request.

Step 11: View the status message indicating that the request has been received. Please note the request is not finalized until a confirmation email is received and the status is changed to Confirmed. In some cases rooms are “auto-reserved”. If this is the case, you will not receive an email confirmation, but your reservation status will shows as Web Confirmed.

Help

Thank you for your request. Please note that the room is not reserved until you receive an email confirmation approving your request.

OK

Step 12: View the status of a request by clicking on My Events.



The status of the request will remain Web Request until it is approved by the department responsible for the space. If the reservation is approved it will show as Confirmed. In some cases, a reservation does not need departmental approval. If this is the case, the status will show as Web Confirmed.

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

LOCATIONS

LINKS

Student Unions Policies

RESERVATIONS

BOOKINGS

Search Reservations

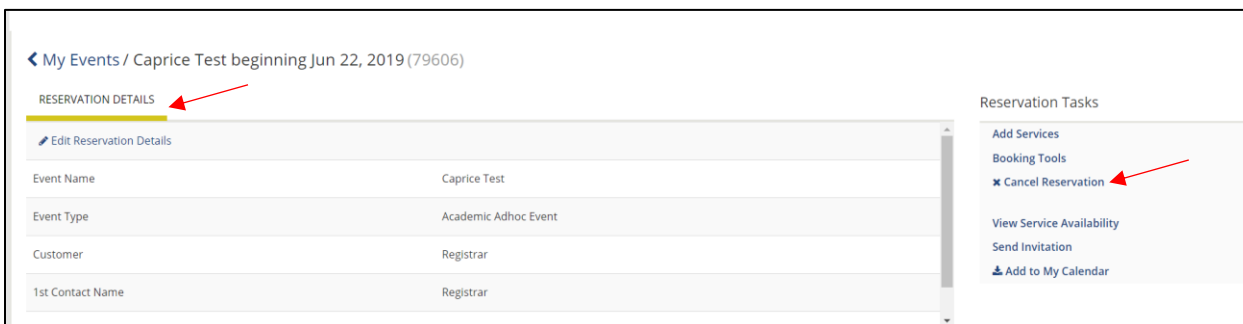
☐ Include cancelled reservations

CURRENT

PAST

Name	First/Last Booking ~	Location	Customer	Services	ID	Status
Caprice Test	Sat Jun 22, 2019/ Sat Jun 22, 2019 (single booking)	Baldy Hall - Baldy 105	Registrar		79606	Web Request
Caprice Test #2	Sun Jun 23, 2019/ Sun Jun 23, 2019 (single booking)	Baldy Hall - Baldy 105	Registrar		79607	Confirmed

Step 13: Edit/change any of the event details, click on the name of the reservation and then Edit Reservation Details. Some spaces also allow cancellations through the web app. If there is no option to cancel, contact the office which approved the request.



Need Assistance? Contact ubspacerequest@buffalo.edu