

Welcome to RRS Lite

Brief User Guide

University of Toronto

Department of Mechanical and Industrial Engineering



Username

Password

*brought to you by the
Office of Space Management,
University of Toronto.*

[Home](#) [My reservations](#) [Print](#) [Contact us](#) [Logout](#)

Link: <http://rrs.osm.utoronto.ca/rrslite/myproc>

Contents:

	Page
1) Guide to:	
a) Making Reservations	2
b) Viewing and Modifying Reservations	6
2) Help and Inquiries	6

Guide to:

Making Reservations

After login, you will arrive at this page:

The screenshot shows the University of Toronto Reservations website. At the top left is the University of Toronto logo. At the top right is a blue stick figure icon with 'R', 'R', and 'S' above it, and the text 'R Site S'. Below the logo and icon are two buttons: 'View Activity' and 'Book Now!'. A blue horizontal bar contains the text 'USERNAME'. Below this bar, the page displays reservation details: 'Equipment: **Not selected**', 'Building: **Not selected**', 'Room: **Not selected**', and 'Date: 05/17/2010' with a 'Go' button. Below the date are radio buttons for 'Daily', 'Weekly', and 'Monthly', with 'Monthly' selected. A red box highlights the 'Resources' panel, which is a tree view showing 'Buildings' and 'Equipment'. The 'Buildings' section includes: Bahen Centre (8256, Size: 15), Lassonde Mining Building (101, Size: 25), Mechanical and Industrial Building (123, Size: 8; 310, Size: 25; 331, Size: 30), and Rosebrugh Building (207, Size: 15). The 'Equipment' section includes: Laptop, MC LCD Projector 1, MC LCD Projector 2, Microphone and amplifier, and Remote Control. A line points from the text 'Resources panel -displays available rooms and equipment' to the red box. Another line points from the text 'Change password here' to a red box around the 'Change Password' link in the footer. The footer contains links: Home, My reservations, Change Password, Print, Contact us, and Logout.

Equipment: ****Not selected****
Building: ****Not selected****
Room: ****Not selected****
Date: 05/17/2010

Daily Weekly Monthly

Resources

- Buildings
 - Bahen Centre
 - 8256 (Size: 15)
 - Lassonde Mining Building
 - 101 (Size: 25)
 - Mechanical and Industrial Building
 - 123 (Size: 8)
 - 310 (Size: 25)
 - 331 (Size: 30)
 - Rosebrugh Building
 - 207 (Size: 15)
- Equipment
 - Laptop
 - MC LCD Projector 1
 - MC LCD Projector 2
 - Microphone and amplifier
 - Remote Control

Resources panel -displays available rooms and equipment

Change password here

[Home](#) [My reservations](#) [Change Password](#) [Print](#) [Contact us](#) [Logout](#)

Note that the top left side of the page indicates that no room or equipment is selected.

- 1) Select a room or piece of equipment option from the Resources panel

A calendar will be displayed, showing the availability of the selected room/equipment.



View Activity

Book Now!

USERNAME

Equipment: ****Not selected****

Building: **MC**

Room: **331**

Date:

Daily Weekly Monthly

- Resources
 - Buildings
 - Bahen Centre
 - 8256 (Size: 15)
 - Lassonde Mining Building
 - 101 (Size: 25)
 - Mechanical and Industrial Building
 - 123 (Size: 8)
 - 310 (Size: 25)
 - 331 (Size: 30)
 - Rosebrugh Building
 - 207 (Size: 15)
 - Equipment
 - Laptop
 - MC LCD Projector 1
 - MC LCD Projector 2
 - Microphone and amplifier
 - Remote Control

< Previous Today Next >

May 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					01	02
03	04	05	06	07	08	09
10	11	12	13	14 6:30AM - 11 AM 12	15	16
17 6:30AM - 1:00 AM AT Meeting	18 10:30AM - 11 AM Seminar	19	20	21	22	23
24	25	26	27 11 AM - 11:30 AM Tutorial	28	29	30
31						



2) Click on a desired date to show more information on its availability.

Equipment: ****Not selected****

Building: **MC**

Room: **331**

Date:

Daily
 Weekly
 Monthly
 Full day
 Room open hours only

Resources

- Buildings
 - Bahen Centre
 - 8256 (Size: 15)
 - Lassonde Mining Building
 - 101 (Size: 25)
 - Mechanical and Industrial Building
 - 123 (Size: 8)
 - 310 (Size: 25)
 - 331 (Size: 30)
 - Rosebrugh Building
 - 207 (Size: 15)
- Equipment
 - Laptop
 - MC LCD Projector 1
 - MC LCD Projector 2
 - Microphone and amplifier
 - Remote Control
 - Teleconference phone

Time Slots May 20th Thu

7:00 AM to 7:30 AM	Click to book >>
7:30 AM to 8:00 AM	Click to book >>
8:00 AM to 8:30 AM	Click to book >>
8:30 AM to 9:00 AM	Click to book >>
9:00 AM to 9:30 AM	Click to book >>
9:30 AM to 10:00 AM	Click to book >>
10:00 AM to 10:30 AM	Click to book >>
10:30 AM to 11:00 AM	Click to book >>
11:00 AM to 11:30 AM	Click to book >>
11:30 AM to 12:00 PM	Click to book >>
12:00 PM to 12:30 PM	Click to book >>
12:30 PM to 1:00 PM	Click to book >>
1:00 PM to 1:30 PM	Click to book >>
1:30 PM to 2:00 PM	Click to book >>
2:00 PM to 2:30 PM	Click to book >>
2:30 PM to 3:00 PM	Click to book >>
3:00 PM to 3:30 PM	Click to book >>
3:30 PM to 4:00 PM	Click to book >>
4:00 PM to 4:30 PM	Click to book >>
4:30 PM to 5:00 PM	Click to book >>
5:00 PM to 5:30 PM	Click to book >>
5:30 PM to 6:00 PM	Click to book >>
6:00 PM to 6:30 PM	Click to book >>
6:30 PM to 7:00 PM	Click to book >>
7:00 PM to 7:30 PM	Click to book >>
7:30 PM to 8:00 PM	Click to book >>
8:00 PM to 8:30 PM	Click to book >>
8:30 PM to 9:00 PM	Click to book >>

[Export to Excel](#)

3) Select an available timeslot

[View](#)

Select a Room/Equipment

Rooms / Equipment

Selected Rooms/Equipment

Category	Room / Equipment	Delete selection
Room	MC (331)	

On the following Dates
No Date Selected

Select Dates and Times

One Time
 Frequency Weekly
 Monthly

Start Date

Start Time hrs min AM PM

End Time hrs min AM PM

Set the start and end times

4) Set the Start Time and End Time then click on “Add Date to Booking”

Weekly and monthly reservations can also be made through the Frequency section.


Back **Reset**

Select a Room/Equipment

Rooms / Equipment 

Select Dates and Times

One Time
Frequency Weekly
 Monthly

Start Date 

Start Time hrs min
 AM PM

End Time hrs min
 AM PM

Next >>

Selected Rooms/Equipment

Category	Room / Equipment	Delete selection
Room	MC (331)	

On the following Dates

Frequency	Date Range	Time Range	Delete selection	# of Conflicts	View
One Time	05/20/2010	8:00 AM to 10:00 AM		0	-

Selected rooms/equipment and dates

5) Check that the information on the Selected Rooms/Equipment and Dates are correct then click "Next"

This page displays conflicts with your room bookings (if any).

*Note that all conflicts listed will **not** be booked. For conflicts that requires urgent attention, please contact the receptionist at reception@mie.utoronto.ca*



Back

Reservation #: *****Not yet booked*****

Reservation summary: **1 generated; 1 available; No conflicts found.**

Contact Name

Event

Confirmation e-mail will be sent to:

Book All Available

 **Available Bookings**

Room	MC (331)	Thursday	05/20/2010	08:00 AM	10:00 AM
------	----------	----------	------------	----------	----------



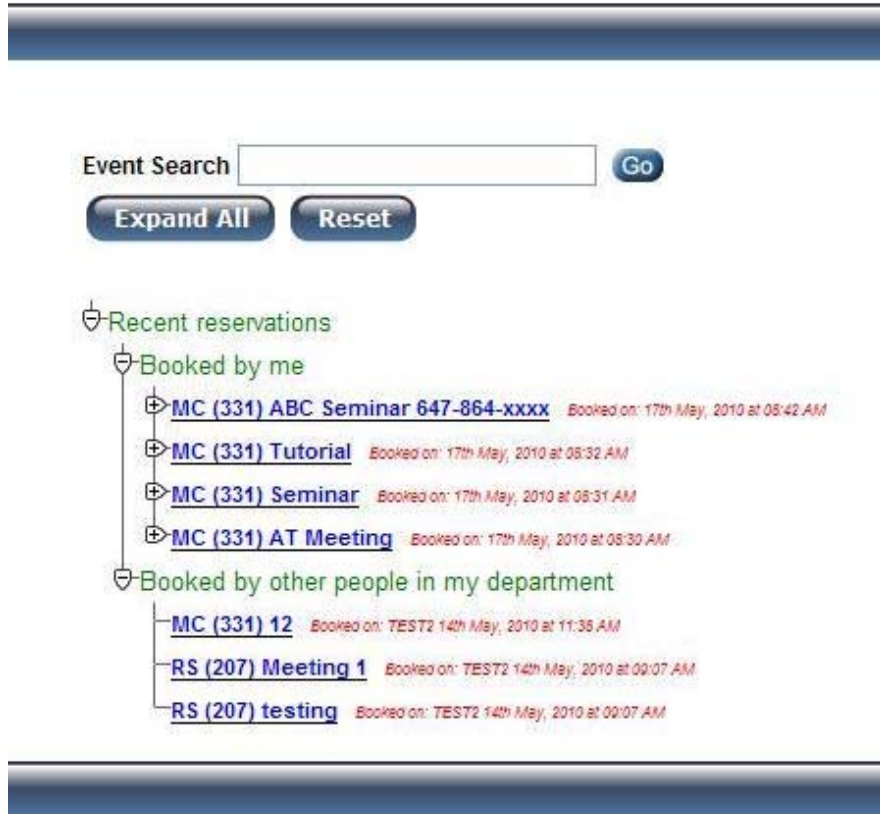
6) Enter information on the event, contact name and e-mail address. Click “Book All Available”.

Your room/equipment has been reserved and a confirmation e-mail sent. Please check the confirmation e-mail to make sure that the information is correct.

7) Click on the “Home” tab at the bottom of the page to return to the homepage.

Viewing and Modifying Reservations

Click on the “My Reservations” tab at the bottom of the page to list all reservations made by you and the department.



You can only modify reservations made by yourself. This can be done by selecting the relevant reservation.

Only Administrators can modify reservations made by others.

Help and Inquiries

For further inquiries please contact the receptionist at reception@mie.utoronto.ca