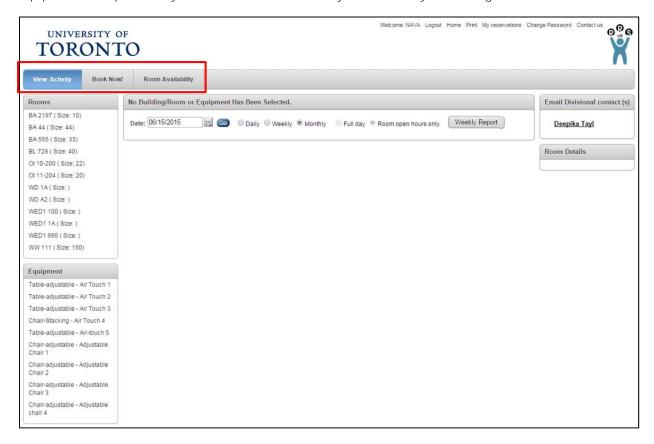# RRS Lite

Introduction

RRS Lite is a web-based application developed by the Academic + Campus Events (ACE) at the University of Toronto. It is designed to facilitate university departments in managing their meeting rooms and equipment. With RRS Lite you will be able to book rooms and equipment, all in one booking, for single or multiple dates and times.

1. Getting Started

Log in to RRS Lite using your username and password. Once logged in, you may select from three tabs: View Activity, Book Now!, and Room Availability.

The **View Activity** tab displays the calendars of rooms and equipment where you can see what is booked and or available on a specific date. The **Room Availability** tab shows the bookings in all your division's room and equipment for a specific day. The **Book Now!** tab is where you will create your bookings.
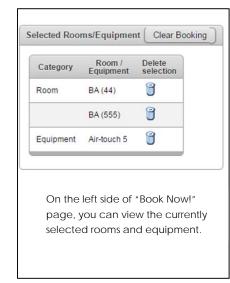
2. Creating a Reservation

I.   Select **Book Now!** from the three tabs at the top of the page.
II. Select the room and/or equipment from the drop-down list. Add as many rooms and equipment as you would like to a booking and click 'Next'.

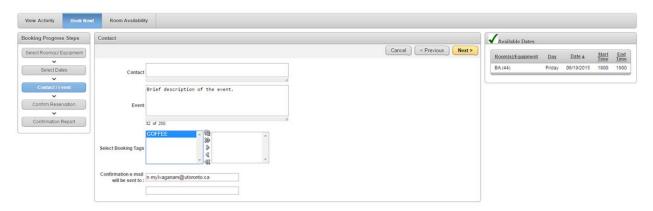On the left side of "Book Now!" page, you can view the currently selected rooms and equipment.

III. Select the dates and frequency of your booking. You can book for one day, a group of single dates, weekly, monthly etc. You can view the currently selected dates and times on the right side of the page under "On the following Dates".

IV. Once you've selected all the times and dates you'd like, click Next to proceed.

V. If there isn't a time conflict for the date(s) and time(s) you selected, you'll arrive at the following page.

Complete the contact details and provide a brief description of the event. You can select booking tags that best suit your event/need. Note that the available booking tags are predefined by your administrator. A confirmation email will be sent to the email addresses provided (you may enter up to two emails).
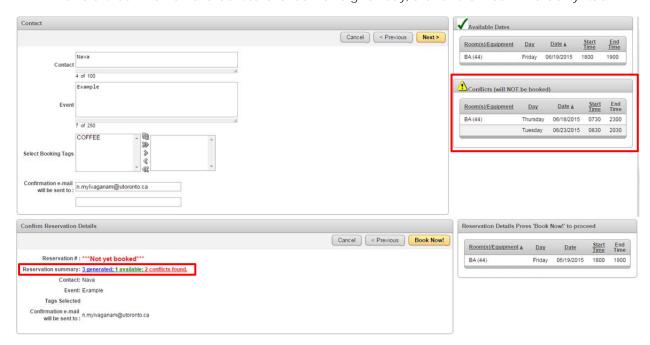
VI. Review the information and click "Book Now" to confirm the booking.

VII. Once the booking is successfully created, you'll arrive at the following page. If you entered your own email earlier, check your inbox to ensure that a confirmation email was sent to you.
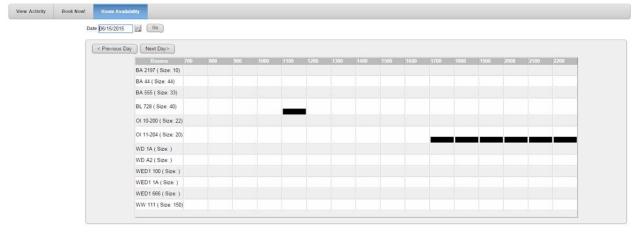
VIII. **Time/Date Conflicts**: RRS Lite does not book rooms if a time/conflict arises. A warning (see below) will be displayed during the booking process. If there is a conflict, please select a different time/date or a different room. To view availabilities for a room on a given day, click on the "Room Availability" tab.
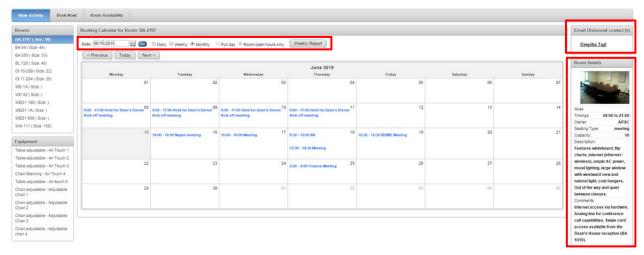

3. Checking Room/Equipment Availability

The **Room Availability** tab shows the bookings in all your division's room and equipment for a specific day. Enter the date and hit "GO" to check availability. Half-hour bookings are shown by an arrow and the start/end time on the shaded area

4. Using View Activity

Under the **View Activity** tab you have access to calendars showing the availability of department rooms and equipment. Simply select a room or equipment you wish to book and you can view its daily, weekly or monthly calendars. Room and equipment descriptions are shown on the right side of your screen.

Should you have any questions or concerns regarding bookings, you may contact the "**Main Divisional Contact(s)**" by clicking their name(s) on the right side of the screen.

5. Deleting or Modifying Bookings

If a booking needs to be deleted or modified, first find the booking via the "**View Activity**" tab. Then click on the booking to reach the "Modify the Reservation" page.

You can either delete a single booking, all the entries for this booking or simply modify the details of the booking (i.e., start time). Once changes are made, you may send an updated confirmation via "**Send Update Confirmation**" on right hand side of the page.

6. Miscellaneous – User Options

Using the options from the top right-hand side of any page, users are able to do the following:
-    Check all reservations made by the user
-    Change the user's password
-    Contact Academic + Campus Events