VisualTime Room Reservation Basic Instructions

VisualTime is scheduling software that allows Foulkeways residents & staff to book meeting rooms on-line. The following instructions include only the most basic functions. You will be given a username & password to use each time you want to reserve a room or check a reservation.
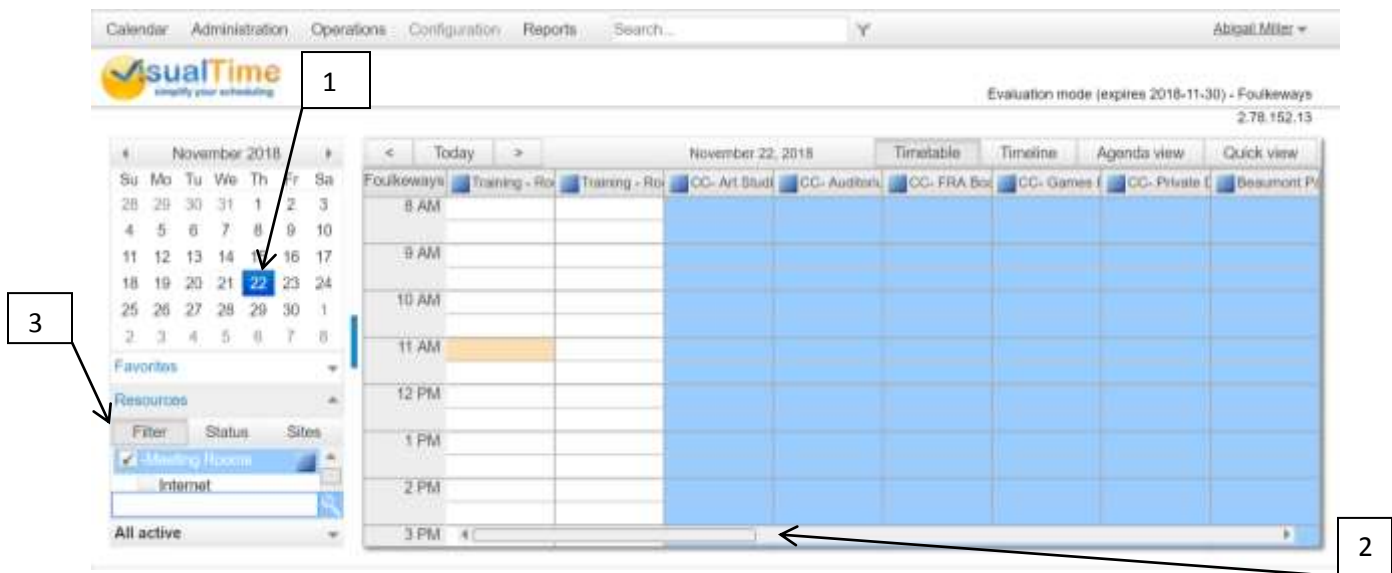
Sign in to VisualTime

- Type into web browser or click on the link below:
   www.Foulkeways.org/vt

   ### OR

   Open FoulkeWeb and select Room Booking from the main menu.

   - On the resulting screen, click on the option that applies to you.
   - On the next screen, enter your assigned Username and Password to reach:
   - The opening calendar screen

Opening Calendar Screen

Reserve a Room

- On the calendar at the top left (#1) select desired date for reservation. This is a **<u>required</u>** first step.
- The screen will show all rooms and any reservations already made for that date.
  - You can scroll sideways to see more rooms (#2). Scroll bar only shows when you point your cursor at the location where it will appear.

- o If desired, use the filter (#3) to limit the display to only rooms meeting specific criteria.
- Double click a time slot in the room you want, or right click and click ADD. (Don't choose a time or date that is in the past.) This will open the detail screen shown below.

To return to the Calendar screen, click here.
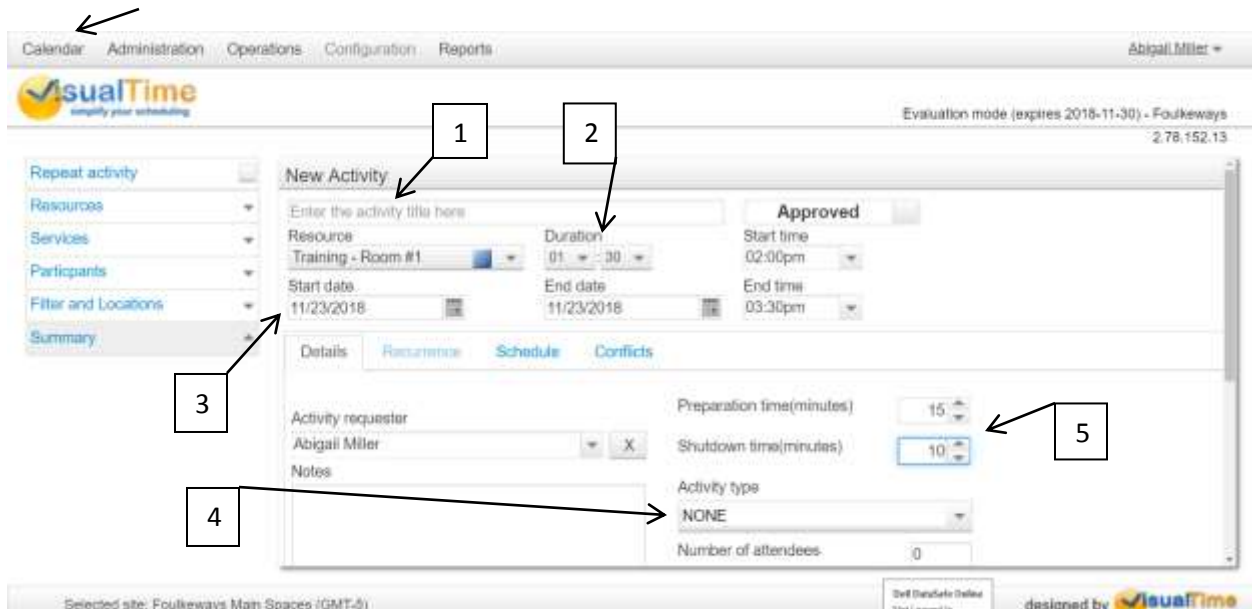
Detail Screen (top half)

Enter details (top half of screen) *To return to the previous calendar screen at any time use the CALENDAR TAB in the upper left of this screen. The back arrow used on most PCs will log you off and you'll have to start over.*

- Enter the name of the activity (#1), duration (#2) (**not** including any setup or shutdown), change date if needed (#3), and type of activity (#4). Choose "Residents" for speakers, meetings, etc.; "Private" for personal activities such as a party.
- If necessary add the appropriate amounts of time needed for preparation and/or shutdown of the room. (#5) This will automatically be added to the length of your reservation. <u>Continue by referring to the bottom half of the screen shown below</u>:

To return to the Calendar, click


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OK means SAVE the event!
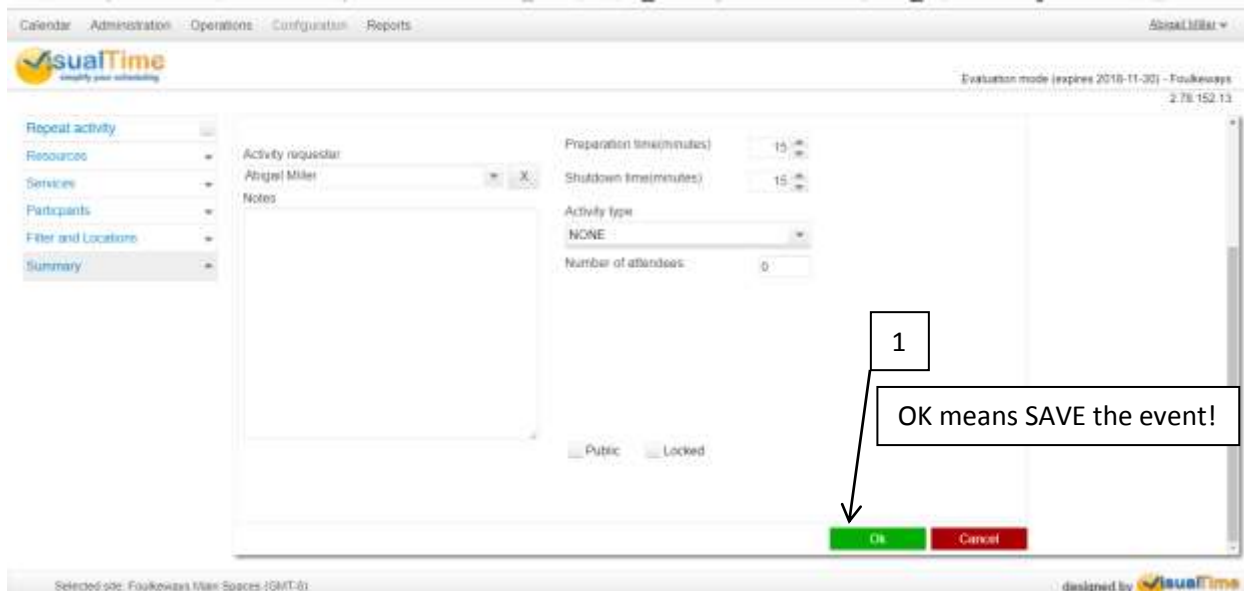
Detail Screen (bottom half)

- You may ignore the Public and Locked buttons.
- DO NOT SAVE YET IF YOUR EVENT WILL REPEAT. For a onetime event Click the green OK (#1 on the Detail Screen (bottom half)) to save your event. You will receive a confirmation email.

You cannot convert a one time event that you have saved into a repeating event. You must set up the details of the recurrences as below before you save the event.

To return to calendar screen, click.
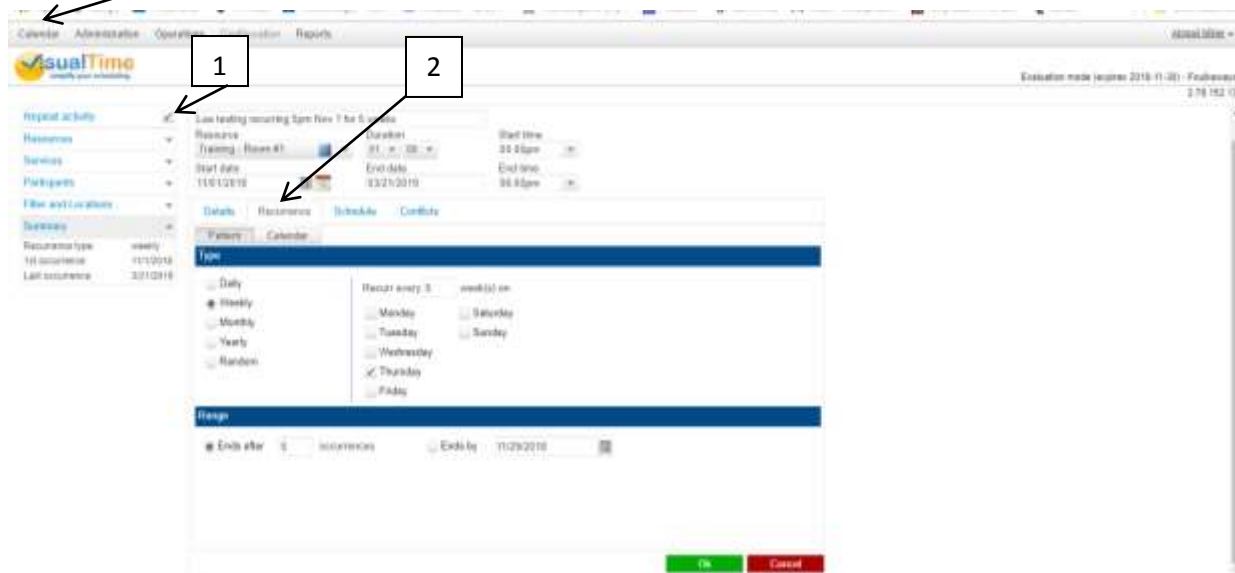
Detail Screen for Recurring Events

- For events occurring on a series of dates:
  - Click "Repeat activity" (#1), which will activate the "Recurrence" option.
  - Select Recurrence (#2) and enter desired frequency and number of repetitions. There are many sub-screens under the Recurrence tab. These Recurrence screens will allow many options.
  - <u>Click green OK</u> to complete and save your reservation. You will NOT receive a confirmation email for recurring events.
- If all is well, <u>and you have saved your event by clicking OK,</u> you can log off by opening the menu **below your name** in the upper right of the screen (#3).

  Error Messages: Be sure to check the screen for error messages or required fields left blank. Error messages will often appear in a yellow bar at the top of the Detail Screen**.**
- Most error messages are self-explanatory.
- If you get a "*Conflict*" message you will be able to click on the message and see a Conflict Report that will give *some* information concerning the issue.
  - The room may be restricted in some way.
  - Your event may overlap with an existing event.
- For a recurring event you may have a conflict in the future.
  - Your event might conflict with another event that is already reserved at a future time. (You could not see it on the calendar screen showing only your event's FIRST occurrence.)
  - You will need to return to the Calendar screen (use the Calendar tab in the upper left of the screen) and click on *all* your subsequent dates for your event to find the conflict. You should then contact the person(s) involved and negotiate a solution. Often someone can change dates or times.

You can delete or change an event you have reserved by logging onto VisualTime again. YOU CANNOT modify an event that someone else reserved.

Most meeting rooms in the Community Center are available for residents to reserve. Most meeting rooms in Abington and Gwynedd must be reserved by calling the activities office at 7069. You can, however, view the schedule of these Abington and Gwynedd rooms and determine their availability.