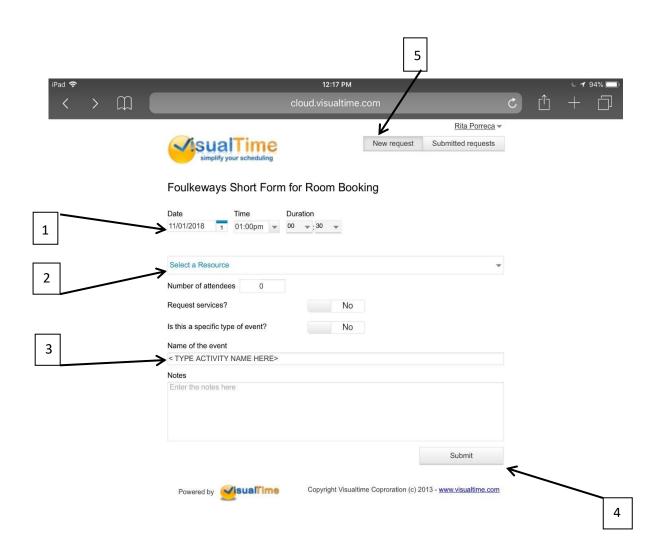Sign in to VisualTime

- Log into FoulkeWeb and select Book a Room from the list on the left.
- Enter assigned Username and password to reach the tablet short form.

Reserve a Room

- Enter the desired date, time and duration for reservation . [#1]
- Select a resource (the room you want) [#2]
- Type in the name of your event [#3]
- Optional Notes if room setup or catering is needed and additional forms are required.
- **Submit Request [#4] This saves your reservation. Don't forget to Submit!**

Reserve another Room

- New Request [#5] and repeat process.

11/7/2018