

Visual Time Room Reservation for Tablets

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.

cloud.visualtime.com

Rita Porreca

New request Submitted requests

Foulkeways Short Form for Room Booking

Date: 11/01/2018 Time: 01:00pm Duration: 00:30

Select a Resource

Number of attendees: 0

Request services? No

Is this a specific type of event? No

Name of the event: < TYPE ACTIVITY NAME HERE >

Notes: Enter the notes here

Submit

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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.