



Conference Room Reservation

USER GUIDE FOR EXTERNAL USERS

PREPARED BY



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1.1 CONFERENCE ROOM RESERVATION OVERVIEW

The Conference Room Reservation process allows users to find and book conference rooms across the NCR facilities, and reserve the additional services and equipment needed for events.

The Conference Room Reservation will allow both external and internal users to log into the system, fill out, and submit applications for review and approval. External and Internal Users will also have the opportunity to access, schedule, request, and view available rooms through the Calendar Scheduling process.

The Calendar scheduling process will allow you to:

- ✓ Easily search and find available rooms (and ensure no double bookings) using only date and time or incorporating a variety of other criteria
- ✓ Immediate access to information on conflicting events to help users make the best use of space.

The full-featured calendar will allow users to view all events in a daily, weekly, or monthly overview. The users will be able to view what rooms have been already booked, what rooms are available, and what requests are still pending. There are two types of users identified in the system that will have the access to the Conference Rooms Reservation process:

1) **External Users** – Site users who will have access to the Conference Room Calendar feature and be able to review conference room profiles and submit conference room reservation requests.

2) **Internal Users**– System users who will approve/disapprove requests, add information, manage requests, and manage activities related to requests. Typically this will be the Conference Room point of contact (POC) and will be assigned a specific user profile in the system.

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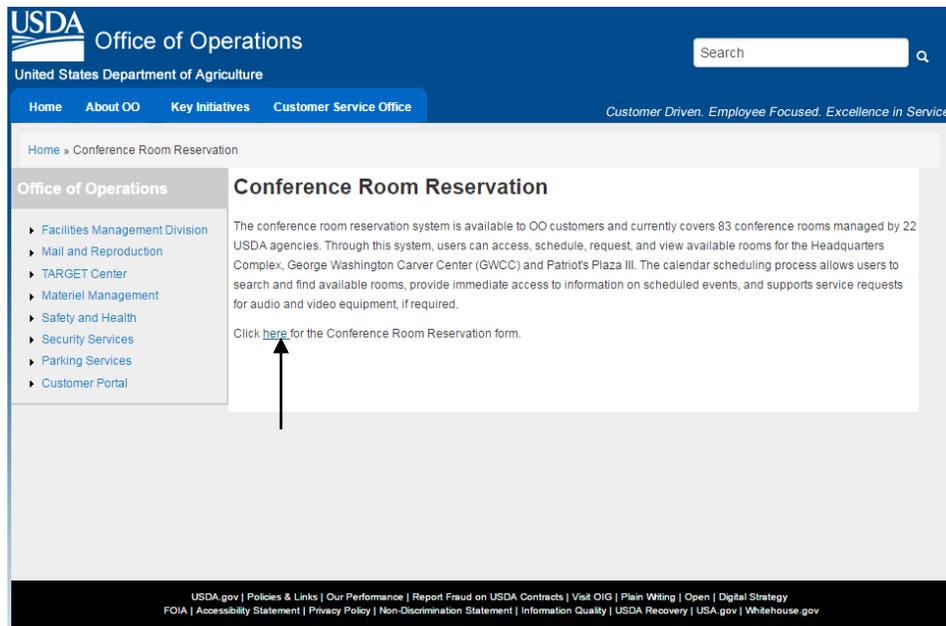
Conference Room Reservation

1.2 Creating a Conference Room Reservation

As a sites user, you can request a reservation from the HQnet homepage. To get there go to: <http://www.hqnet.usda.gov/oo/> then click 'Conference Room Reservation'.



On the next page, click 'here' at the end of the paragraph.



That will take you to the Conference Room Reservation page, shown below.

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Conference Room Reservation

USDA Office of Operations
United States Department of Agriculture

Home About OO Key Initiatives Customer Service Office

Customer Driven. Employee Focused. Excellence in Service.

Home » Conference Room Reservation

USDA Oscar Site Guest...

Conference Room Selection Filters

Step 1 - Please apply filters to specify your meeting location and other related information that can help narrow down the search results.

Building: Managing Agency:
 Projection Equipment Required: Total Attendees:

Step 2 - Please select a conference room by clicking on the picture. You can find out more information about the parameters of the conference room by clicking on the "More..." link that appears under the picture of every room.

0400EE



More ...

1-1255



More ...

104-A (Williamsburg Room)



More ...

107-A (Press Room)



More ...

121A



More ...

Alternately you could go directly to: <http://www.hqnet.usda.gov/oo/conference-room-reservation>

Once you are there, follow these steps to create a reservation.

Step 1: Click on the filter displayed at the top of the page, choose the Building you need and press on **'Apply the Filter'** button.

Conference Room Selection Filters

Building: Agency:
 Projection Equipment Required: Total Attendees:

Step 1 - Select a Conference Room

0400EE



More ...

1-1255



More ...

104-A (Williamsburg Room)



More ...

107-A (Press Room)



More ...

121A



More ...

Legend: ■ Pending Approval ■ Reserved

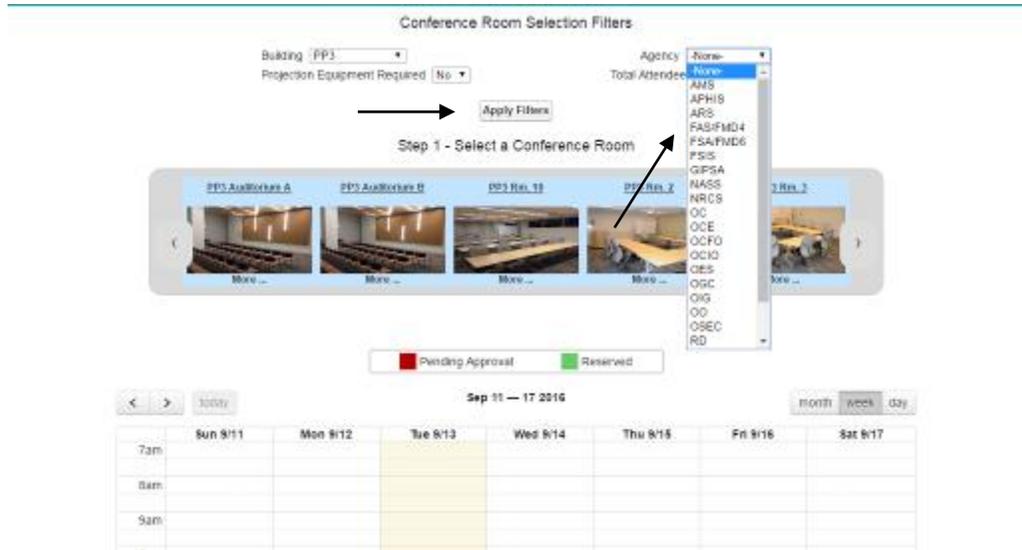
	Sun 9/11	Mon 9/12	Tue 9/13	Wed 9/14	Thu 9/15	Fri 9/16	Sat 9/17
7am							
8am							
9am							

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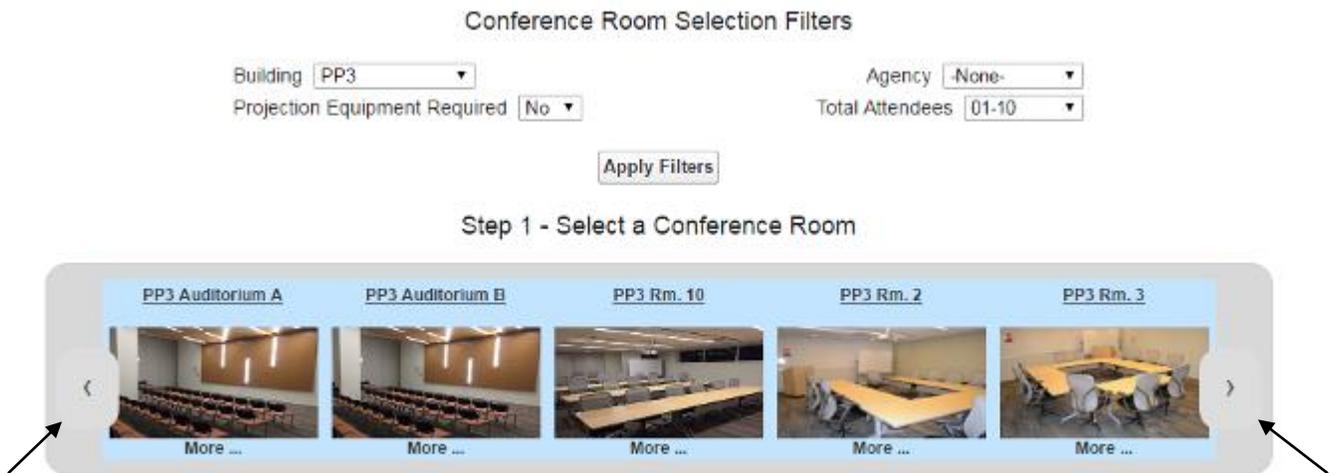
Conference Room Reservation

Step 2: You have the opportunity to search for a conference room by Agency. You can select the Agency from the drop-down and press on **'Apply the Filter'** button.

Note: You can also filter by if Projection Equipment is Available and Total Attendees (Room Size)



Step 3: Once you choose the Building and Agency you need, the images of available conference rooms will be displayed in the pictures below. Please note the **left** and **right** arrows. If you click on either arrow the pictures will rotate 'like a wheel of pictures'.



Step 4: To get detailed information about the conference room click on **'More ...'** under the Room Image.

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Conference Room Reservation

Conference Room Selection Filters

Building Agency
 Projection Equipment Required Total Attendees

Step 1 - Select a Conference Room



You will be able to get all information related to the room you choose. The page will be displayed as below. The page displays all the attributes associated to the conference room, including room size, room configurations, occupancy, number of chairs, AV setup as well as pictures of the room.

PP3 Auditorium A			
▼ Detailed Information			
Room POC	Stephanie Byrd	POC Email	stephanie.byrd@dm.usda.gov
Alt POC	Renita Wright	Alt POC's Email	renita.wright@dm.usda.gov
Room Number	1-1180	Account Name	OO
Building	PP3	Additional Services Available	<input type="checkbox"/>
Conference Room Notes		Additional Equipment Available	<input type="checkbox"/>
Executive Conference Room	<input type="checkbox"/>	Approval Required for Reservation	<input checked="" type="checkbox"/>
Additional Notes			
▼ Room Attributes			
Room Length (Ft)	26.00	# of Chairs	90
Room Width (Ft)	42.00	ADA Accessible	<input checked="" type="checkbox"/>
▼ Configuration Type			
Conference Configuration	<input type="checkbox"/>	Maximum # People for Conference Type	
Classroom Configuration	<input checked="" type="checkbox"/>	Maximum # People for Classroom Type	45
Theater Configuration	<input checked="" type="checkbox"/>	Maximum # People for Stadium Type	90
Custom Configuration	<input checked="" type="checkbox"/>	Maximum # People for Custom Type	
U-Shape Configuration	<input checked="" type="checkbox"/>	Maximum # People for U-Shape Type	30
▼ Communications			
Active Conference Phone Available	<input checked="" type="checkbox"/>	PC Available in the Room	<input type="checkbox"/>
Conference Line Number		Requires USDA Network Access	<input type="checkbox"/>
WiFi Available	<input checked="" type="checkbox"/>	Specify Other Equipment Available	
Active Network Connections Available	<input checked="" type="checkbox"/>	Multiple Network Connections Available	<input type="checkbox"/>
Number of Multiple Network Connections	1	Video Conferencing Available	<input checked="" type="checkbox"/>

Step 5: To request and book a Conference Room, click on the image of the room. The room-specific calendar will appear with pending reservations in red and approved reservations in green. To request a new reservation click on the Date/Time. After clicking on Date/Time a new page will pop up on the screen.

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Conference Room Selection Filters

Building Agency
 Projection Equipment Required Total Attendees

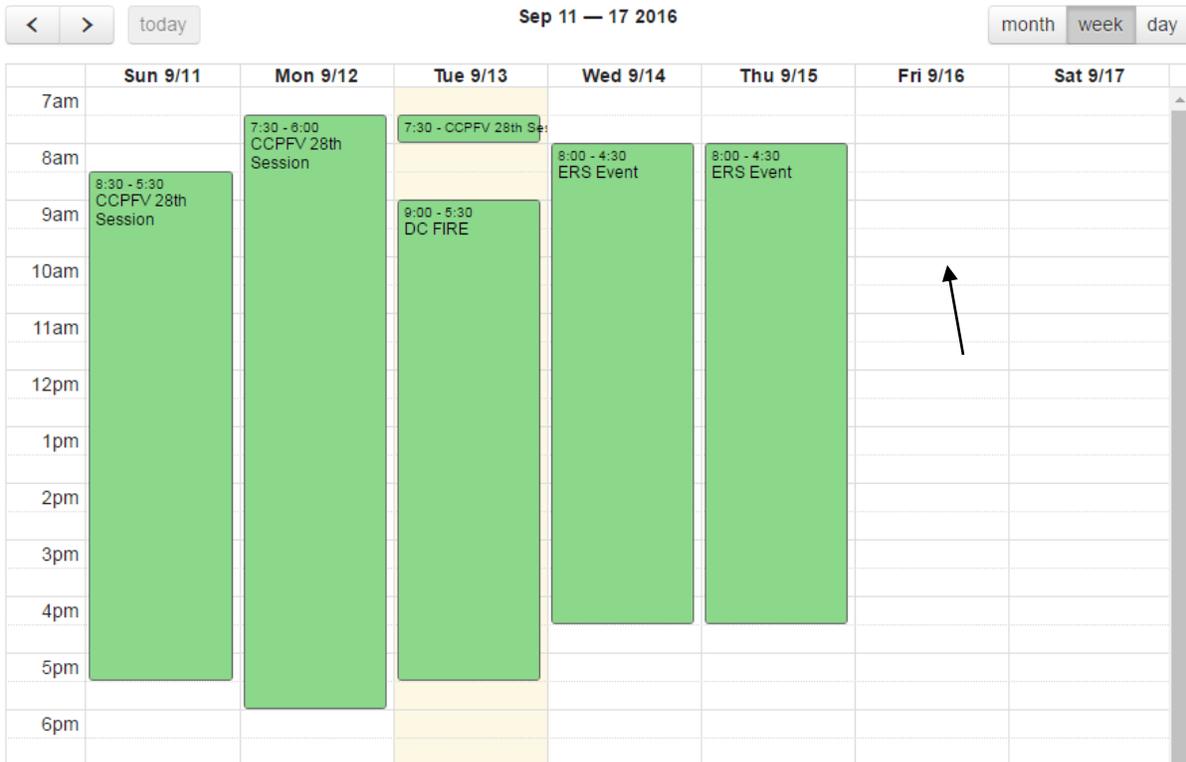
Step 1 - Select a Conference Room



PP3 Auditorium A

Step 3 - Please highlight the time slot for your meeting on the calendar by left clicking and dragging your mouse from the start time to the end time of your meeting. After you select the time period, the pop-up requesting specific information about your reservation will come up. If you do not find a room available, try another agency.

Pending Approval Reserved



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Step 6: After clicking on a Date/Time, a new page will pop up on the screen allowing you to enter detailed reservation information.

Attention: If you are a non-USDA entity, please use a magnifying glass icon next to the Agency field, search for non-USDA, and select it by clicking on the hyperlinked name. Please specify your organization in the **Additional Notes** field if **Non-USDA** is selected in the Agency field. All **USDA** entities that have **non-USDA** attendees must check the Notify Security checkbox.

Conference Room Reservation

Conference Room Name	PP3 Auditorium A	Agency	
Meeting Title		Room Configuration	--None--
Meeting Date	9/16/2016 [9/13/2016]	Start Time	10:00 AM
Estimated Number of People		End Time	10:30 AM
Meeting Owner		Meeting Purpose	
Additional Notes		Notify Security	<input type="checkbox"/>
Requestor's First Name		Requestor's Last Name	
Requestor's Phone Number		Requestor's Email	
Will Additional Services Be Required?	<input checked="" type="checkbox"/>	Will Additional Equipment Be Required?	<input type="checkbox"/>

Additional Services

Available	Chosen
Audio Visual and Video Teleconferencing Support	
Catering Services	
Interpreting Services and Accessibility	

Request Reservation

Note that fields marked with a red bar are required fields and an entry must be entered before the request can be submitted.

Reservation Fields:

Conference Room Name - Will be defaulted if selected from the Calendar screen; otherwise please select a conference room.

Agency – Enter the Agency of the Meeting Owner

Meeting Title – Enter meeting title. Please be aware this title **WILL** display on the Calendar page.

Room Configuration – On the detail page a user can see the available configurations for the room. Please select the desired configuration for this room (Most rooms are Conference).

Meeting Date – Select or enter meeting date.

Start Time – Start time will be defaulted based on what was selected on the calendar screen. You can easily adjust the start time using the drop-down.

End Time – End Time is defaulted to 30 minutes from the start time. You can easily adjust the end time using the drop-down.

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Estimated Number of People – Enter the estimated number of attendees for the meeting.

Meeting Owner – Enter the name of the meeting facilitator

Meeting Purpose – Enter the meeting purpose. Required for conference rooms that require approval to use.

Additional Notes – Enter any additional notes about the meeting

Requestor's First Name – Enter your first name.

Requestor's Last Name – Enter your last name.

Requestor's Phone Number – Enter your phone number.

Requestor's Email – Enter your email address. Note this is critical to receiving email confirmation related to the reservation request.

Will Additional Services Be Required?– Check this box if additional services like (Security, Catering, Setup services, etc) are required.

Additional Services – If Will Additional Services Be Required is checked you can add the services that are being requested.

Note: emails will be sent to the requestor with details on how to officially request the service.

Will Additional Equipment be Required?- Check this box if additional equipment like (tables, chairs, additional AV equipment, etc) are required. Additional equipment is primarily available for Executive Conference Rooms and a conference room coordinator will contact you to discuss your needs.

Please note –

If this is an Executive Conference Room, the system automatically adds 1 hour to the reservation for break down and set up. You be notified of this by the following message on the top of the reservation screen.



Please be aware that a 1 hour buffer is automatically added to all Executive Conference Room Reservation to allow for set-up and break-down time, therefore your reservation times will automatically be adjusted.

If this is PP3 Conference Room, an additional cost may apply. You be notified of this by the following message on the top of the reservation screen.



Please be aware that a cost may apply to PP3 room reservations, please contact Juanita.James@dm.usda.gov

Security is required for all events that allow non-federal guest or are held after certain hours. You be notified of this by the following message on the top of the reservation screen.



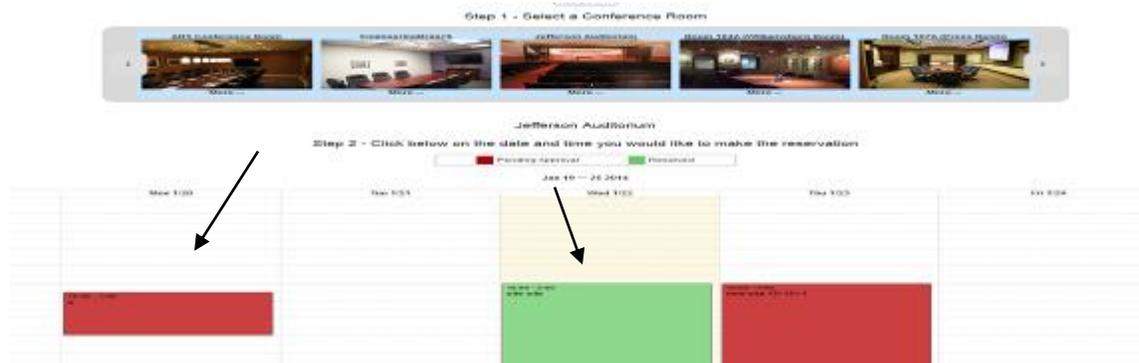
Security is required for all events that allow non-federal guests, or are held after 3:30 p.m. in the South Building Cafeteria and after 5pm in the Jefferson Auditorium, Whitten Patio and Whitten 107 – A. You must contact Security (OOsecurityhelp@dm.usda.gov) to schedule the security. A cost may be incurred.

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Press on **Request Reservation button**. Once you submit the form, *Pending Approval* status will automatically show up on the Calendar. You will also be notified via email about the status of your request.

If a request is PENDING APPROVAL, it will be displayed in RED on the Calendar. If your reservation request is CONFIRMED, the reservation shows in GREEN on the Calendar. See below for an example.



Setup Notes:

- As a requestor, you CANNOT edit or delete your reservation request once submitted. You will need to contact the Room POC to edit or cancel the reservation.
- Once the POC changes the reservation status in the system to disapproved/cancelled or bumped, the reservation will disappear from the calendar.
- As a requestor, you will receive email notification of any cancellations or disapprovals related to the reservation request.