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Getting Started

Meeting Room Manager (MRM) is an easy-to-use resource scheduling solution used to organize bookings for SCS meeting rooms and equipment.

Getting an MRM account

In order to log in to MRM, you must first have an SCS account.

Initial Login

The first time you log in to MRM, you will have limited Read-Only Access. When you log in, an email will be sent to the SCS Help Desk requesting that you be added to the appropriate access group. When this has been completed, the SCS Help Desk will notify you.

Accessing MRM

1. Type the following URL in your browser: http://www.netsimplicity.net/SCS/

2. At the Login screen, enter your SCS username and Kerberos password

   SCS Web Login

   ![Login Screen]

   Warning: The URL for this page should begin with https://cs.login.cmu.edu. If it does not, do not fill in any information, and report this site to help@cs.cmu.edu.

Note: Your MRM session will automatically time out after your session has been idle for 30 minutes.
MRM Terminology

Reservation

In MRM, a reservation is an appointment you make to book a specific resource for a specific date(s) and time(s). Reservations can span the range from a simple one-time only meeting to a recurring series that takes place every day for months.

Resources

In MRM, a resource is a room or A/V equipment that you can book.

Resources currently available for reservations in MRM include meeting rooms and the following equipment:

- Conference Phone #1
- Conference Phone #2
- Wireless Conference Phone
- Portable Projector

Types of Resources

In MRM, SCS buildings are divided into four categories based on the type of room. Whether or not you can reserve a meeting room depends on the type of space and the access group you are in. The four types of spaces are:

**Public** spaces in MRM are resources that are available to the entire SCS community and can be reserved by any MRM user.

**Controlled Public** spaces are resources that are popular and frequently requested. Reservations for these resources must be approved by an administrator for that resource.

**Semi-Private** spaces are resources that are tied to a particular department or group. Reservations for these resources must be approved. Any MRM user with write privileges can see the full schedule for these resources and make a reservation request.

**Private** spaces are resources that are tied to a particular department or group. Reservations for these resources must be approved. MRM users must be given access to these resources in order to view or reserve them.
Creating and Editing Reservations

This section describes the various types of reservations you can create and how to edit existing reservations.

Creating a single, non-recurring reservation

1. On the Calendar, click on the date of your reservation.

2. Click Pittsburgh to show all of the locations that are available within SCS. Click on the green arrow to the left of the building name to see the available room types.

3. Click on the building and the then the room type for a grid of available rooms.

4. The rooms for that building appear in the reservation grid along with any existing reservations.

5. If you don’t know if a room is suitable for your needs, click on the room name for details about that room.
   - Click on the Setup, Equipment and Contact Info tabs to see more information.
   - Click Close when you are done reviewing it.
6. On the reservation grid, click on an empty space for the room you want to reserve and in an empty time slot you want to reserve it for.

![Reservation Details](image)

7. Complete the Reservation Details form with the information for your reservation. The **Meeting Title**, **Phone** and **Dept** fields are required; all others are optional.

- **Recurrence**: Check it if this is a recurring meeting. After checking it, a form appears to allow you to fill in the recurrence details. (See *Creating a Recurring Reservation: page 7* for more details.)

- **Prep Time** and **Cleanup Time**: Complete these if you need time before or after the actual meeting to set up or clean out the room.

8. To add **Attendees**, reserve additional **Equipment** or upload **Attachments**, choose the appropriate tab on the horizontal blue bar.

![Attendees](image)

- To add attendees, click the **Attendees** tab. You can type in names, email addresses and phone numbers or add attendees from the MRM Address book by selecting the **MRM Addr** icon.
• From the Equipment tab, you can reserve equipment specific to the room you are reserving.
  o Click the + to expand the list of equipment.
  o Equipment will only be listed if it is available in the room you are reserving.

• To add attachments, click the Attachments tab. In the Description field enter a unique name for the attachment. Then, click Upload a file to upload the required attachments.

MRM accepts attachments up to 300KB in size. MRM accepts attachments with the following file types:

.jpg, .jpeg, .gif, .tiff, .png, .bmp, .ppt, .pptx, .pps, .doc, .docs, .xls, .pdf, .csv, .docs, .xlsx, .txt, .rtf, .html, .msg

9. Click:

• Save and Invite to save the reservation and send invitation emails to attendees.
• Save and Close to save the reservation with no further action.
• Cancel to exit without saving the reservation.

Editing a single, non-recurring reservation
Reservations can be edited any time after they are created and saved.

1. On the reservation grid, click on the reservation you want to edit.

2. On the reservation details form, make the changes as needed and click Save and Update or Save and Close.
Creating a recurring reservation

You can create a recurring room or resource reservation that will occur at regular intervals over a given time period. For example, you can request a room or conference phone every Tuesday morning from 10:00 to 11:00 AM in the month of April.

Reservations can recur daily, weekly, monthly, or yearly. There are some limits to how far in the future you can create a recurring reservation:

- A non-recurring reservation can be scheduled to take place no more than 10 years in the future.
- A recurring reservation can be scheduled to take place no more than one year in the future.

1. On the reservation grid for the desired resource, select an empty time slot to open the Reservation Details form. Complete the Meeting Title, Phone and Dept fields and select the Recurrence check box.

   ![Set Recurrence window]
   
   **Note:** If you have a pop-up blocker, you may need to disable it to see the Set Recurrence window.

3. Select the appropriate tab, enter the recurrence details, and click OK. Continue creating your reservation and click Save and Close or Save and Invite to save your reservation.
Editing a recurring reservation

Reservations can be edited any time after they are created and saved.

On the reservation grid, click on the recurring reservation you want to edit. Since the reservation is part of recurring series, a prompt appears to select one of the following:

1. **Open this single reservation** (to edit only one occurrence of the series).
   - Click **Open**.
   - On the reservation details form, make the changes as needed and click **Save and Update** or **Save and Close**.

2. **Open the series** (to edit all reservations in the series).
   - Click **Open**
   - On the reservation details form, make the changes as needed.
   - Check the **Copy data to all occurrences** check box and click **Save and Update** or **Save and Close**.

   Note: You must check **Copy data to all occurrences** to proceed so that your changes will be made for each occurrence in the recurring series.
   - Click **OK** to update to all occurrences.

You will be asked if your updates should be applied only to future meetings or to all meetings in the series. Select Update All Meetings or Update Only Future Meetings and click Update.

Skip some occurrences

**Skip occurrences with different room set**
When editing a recurring series, check the **Skip occurrences with different room set** check box to skip applying your changes to reservations in the series in different rooms and click **OK**.

**Skip occurrences with different start time**
When editing a recurring series, check the **Skip occurrences with different start time** check box to skip applying your changes to reservations with modified start times and click **OK**.
   - Skip updating reservations that have an edited start time.
Creating a multiple resource reservation

A booking where multiple resources or spaces are booked as part a single reservation is called a multiple resource reservation.

While each resource is part of the original reservation, each can be edited separately from the others or the reservation as a whole can be opened and changed at one time. The advantage to doing a multiple resource reservation is that if you cancel it, all bookings for all resources are deleted at once. If you booked it as separate reservations, you would have to cancel each one separately.

To create a new multiple resource reservation:

1. On the Calendar, click on the date of your reservation.
2. Click Pittsburgh to show all of the locations that are available within SCS. Click on the green arrow to the left of the building name to see the available room types.
3. Click on the building and then the room type for a grid of available rooms.
4. The rooms for that building appear in the reservation grid along with any existing reservations.
5. Click in the grid under the space you want to reserve.
6. The reservation details screen will open.
7. Enter the information pertaining to your reservation.
8. In the Resources window, select any additional resources that you want to book.

   The reservation details form for that resource appears with reservation information you completed for the original resource already filled in. Notice that the both resource names appear in the tabs above the horizontal blue bar.

9. Click Save and Close or Save and Invite to create your reservation.
Editing a multiple resource reservation

1. On the reservation grid, click on one of the reservations in one of the resources you want to edit.

   ![Reservation Grid]

   - Start: 4/1/2013 9:00:00 AM
   - End: 4/1/2013 9:30:00 AM
   - Resources: Lobby (SemiPriv-MGR/WeH/Pittsburgh), Patio (SemiPriv-MGR/WeH/Pittsburgh)

2. On the reservation details form, click on tabs for each resource, to add items and enter other information as needed.

   ![Reservation Details Form]

   - Meeting Title: Lunch and Learn
   - Booked By: example@cs.cmu.edu
   - Optional Fields: Notes

3. To update the reservation, click either:
   - **Copy Current Tab**: Click this to copy all the reservation details of the current tab to all the other resources in this reservation.
   - **Copy All Tabs**: Click this to copy all the reservation detail tabs of the current resource to all other resources in this reservation.

4. Click **Save and Close**.
Creating a recurring multiple resource reservation

1. Create a new reservation following steps in section “Creating a multiple resource reservation”.
2. In the Reservation Details form, select the Recurrence check box.

3. Select the appropriate tab. Enter the recurrence details, and click OK

4. To update the reservation, click either
   - Copy Current Tab: Click this to copy all the reservation details of the current tab to all the other resources in this reservation.
   - Copy All Tabs: Click this to copy all the reservation detail tabs of the current resource to all other resources in this reservation.

5. Click Save and Close
Editing a recurring multiple resource reservation

1. On the reservation grid, click on the reservation with multiple resources that you want to edit.

   A dialog box will open asking the following question.
   - **Open this single reservation** (will edit only that single reservation not the series).
   - **Open the series** (will edit the series for the single reservation).
   - **Open this multiple resource reservation** (will edit the single multiple resource reservation).
   - **Open the series** (will open the entire multiple resource reservation).

2. On the reservation details form, click on tabs for each resource, to add items and enter other information as needed.

3. To update the reservation, click either
   - **Copy Current Tab**: Click this to copy all the reservation details of the current tab to all the other resources in this reservation.
   - **Copy All Tabs**: Click this to copy all the reservation detail tabs of the current resource to all other resources in this reservation.

4. Click **Save and Close**.

   This window requires you to check the “**Copy data to all recurrences**” check box. This requirement comes from the fact that this is recurrent reservation and any modifications to it will affect all of the reservations.

5. Click the “**OK**” button to make update to all occurrences

   You should select one of the two possibilities. If you choose “Update All Meetings” then the modifications which were made will affect all meetings, and if you choose “Update Only Future Meetings” then only future meetings (including current date) will be updated.
Moving a reservation

You can move a reservation to a different day or time on the reservation grid or to a different resource cutting (or copying) and pasting the reservation.

**To cut or copy a listing on the reservation grid:**

1. Right-click on the reservation and select **Cut** or **Copy**.

2. Right-click the time slot Move the cursor over the resource or time slot you want to paste the reservation into and click on it.

   A pop up appears asking if you want to paste the reservation.

Deleting a reservation

Note: Deletion is permanent and cannot be undone.

To delete a reservation:

1. Right-click on the reservation and select **Delete**.

2. Click **OK**

If the reservation is part of a recurring series or a multiple resource booking, then a pop up appears with a list to choose from:

- **Delete this single**
- **Delete this single-resource series**
- **Delete this multiple resource reservation**
- **Delete this multi-resource series**

3. Select the appropriate choice and click **OK**
Resolving meeting booking conflicts

If a non-recurring reservation you are trying to save conflicts with an already existing reservation, MRM will warn you:

**Cannot Save. This meeting overlaps with the meeting:**

**Executive meeting 4/7/2013 1pm to 2pm**

Click **OK** to return to the Reservation Details page. To proceed, select **Cancel** to cancel the reservation or modify the Start and End times and save the reservation again.