

2013

[STATUSBOARD 2.0]

StatusBoard 2.0

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StatusBoard 2.0

Initial Login Screen – View Status Board

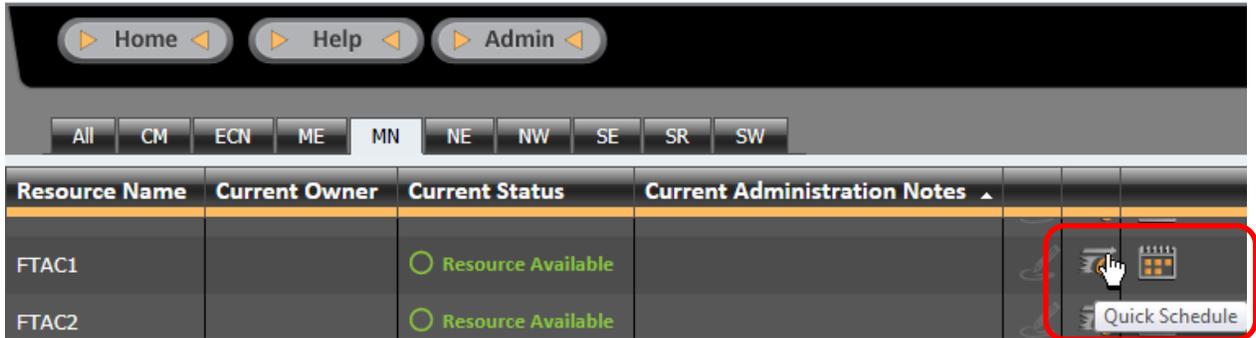
Resource Name	Current Owner	Current Status	Current Administration Notes
00_testresource		Resource Available	
1_Text			System Status Normal
CM 2		Resource Available	
CM 3		Resource Available	
CM 4		Resource Available	
CM 5		Resource Available	
CM 6		Resource Available	
CM 7		Resource Available	
CM 8		Resource Available	
CM 9		Resource Available	
CM10		Resource Available	
CM11		Resource Available	
CM12		Resource Available	
DECN		Resource Available	

1. **Application Menus** – Home will return you to the main StatusBoard Screen. Help includes a link to a training video. Admin will give administrators access to management features. The Admin button will only be displayed if you are logged in with administrator access.
2. **Location, Time and Date field** – You will spend most of your time in StatusBoard 2.0 in the “View StatusBoard” location.
3. **Features Menu (tabs)** – Tabs provide quick access to resources by category.
4. **Content Area** – this area lists the resource names, current owner, Resource Status, and Administrator notes.
5. **Edit** – The Edit icon is available to add notes to an existing reservation or a text-only resource.
6. **Quick Schedule** – Use Quick schedule to reserve a Resource immediately.
7. **Calendar Schedule** – Use Calendar Schedule to reserve a Resource in the future.
8. **Sign Out** – You must sign out of StatusBoard 2.0 at the end of every shift.

Quick Schedule a Resource

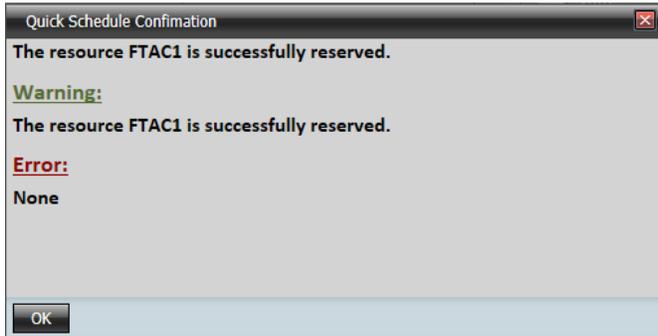
When you need to reserve a resource immediately, you will use the Quick Schedule feature.

1. Find the resource and click the Quick Schedule icon.

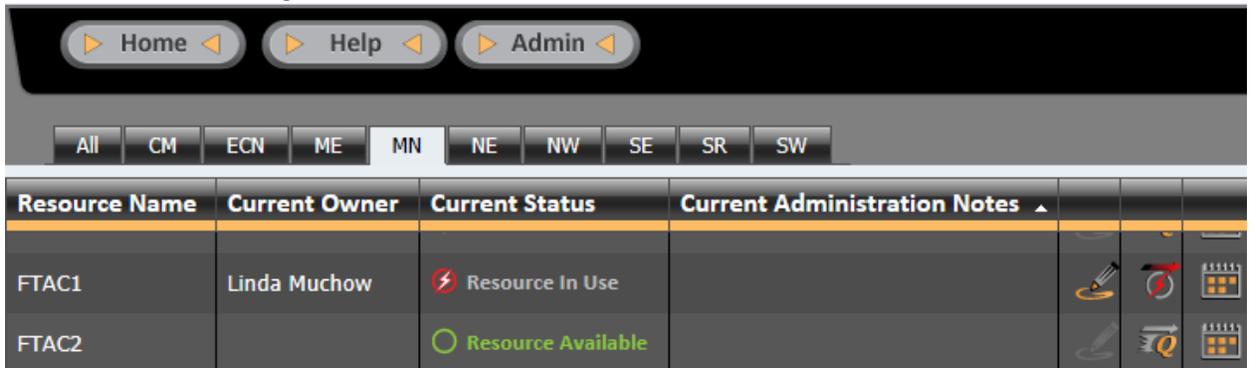


In this example we are going to Quick Schedule FTAC1. Please note that the MN tab has been selected.

2. You will receive a Quick Schedule Confirmation informing you that the resource is successfully reserved. Click OK.



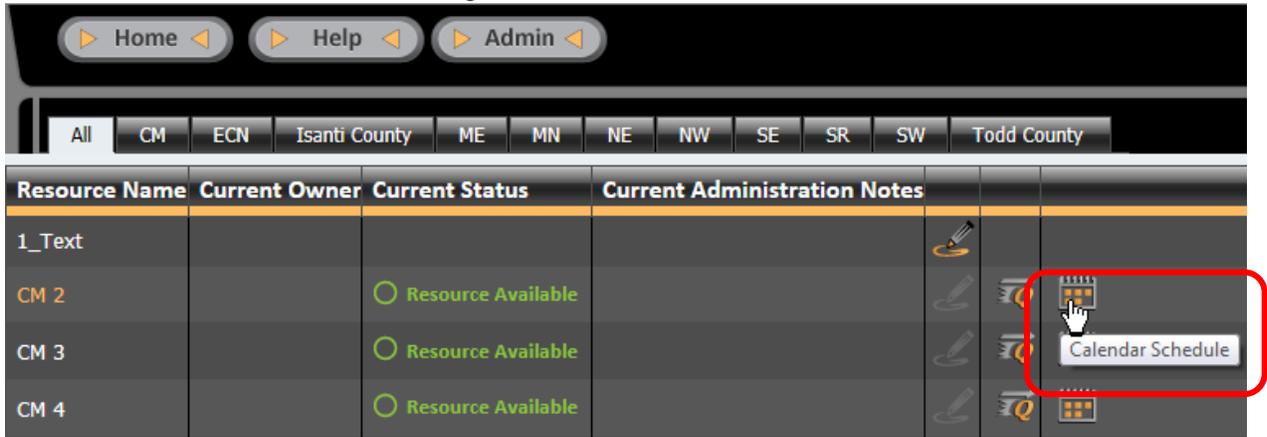
3. The resource is reserved. Current Status is updated to *Resource in Use*. The edit button is active and the Quick Schedule icon has changed to reflect the in use status as well.



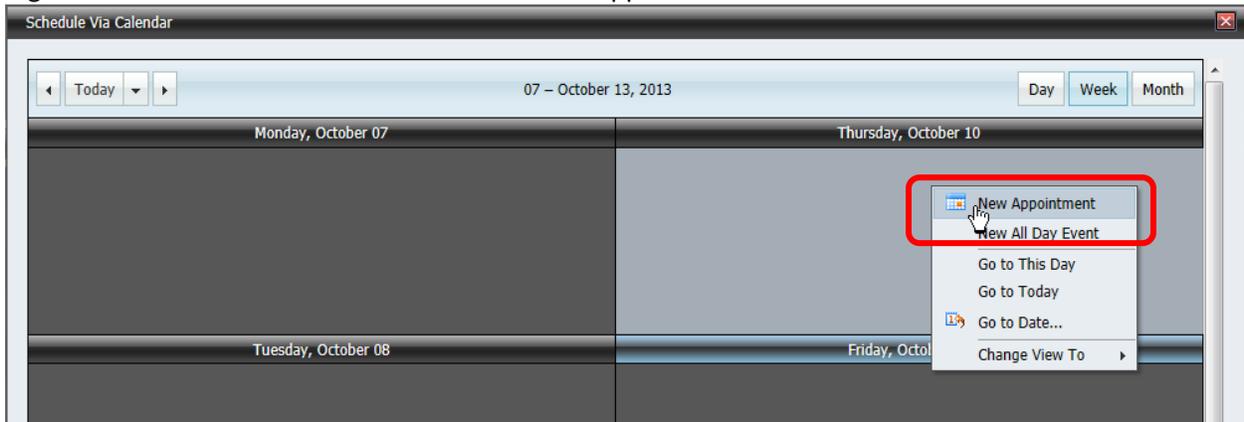
Calendar Schedule

When you need to schedule a resource in the future, you will use the Calendar Schedule feature.

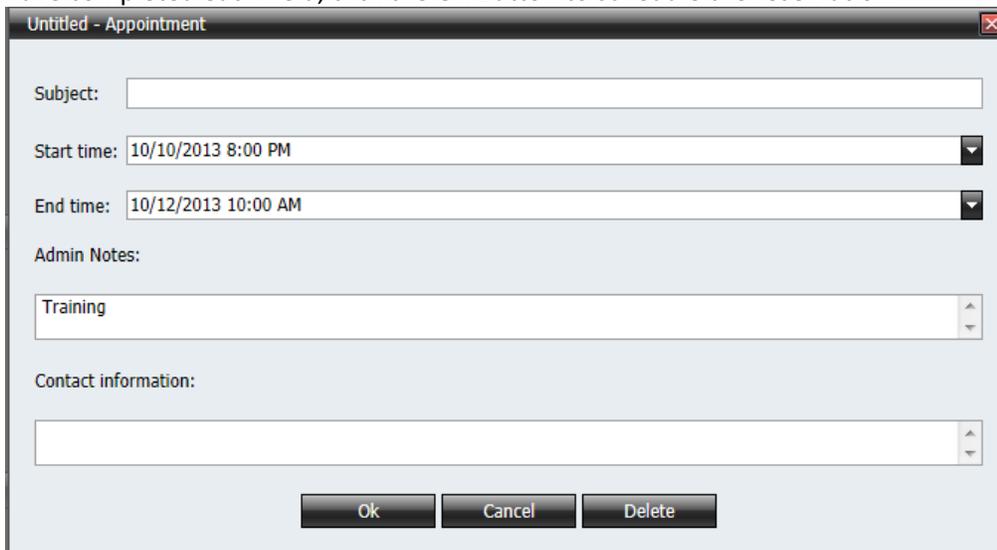
1. Select the Calendar View icon on the right side of the resource.



2. Right mouse click within the date and select New Appointment from the content menu.



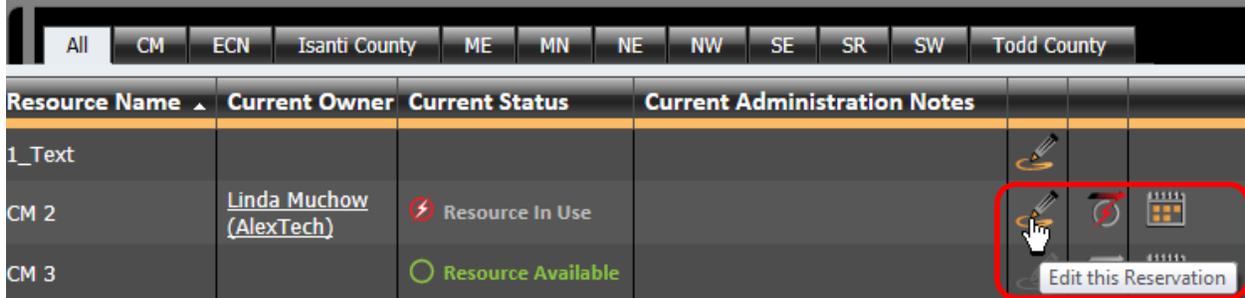
3. An Untitled Appointment is created. The "Subject" and "Contact Information" fields are filled out automatically and you **cannot** edit them. Now you will enter in the appointment information, including the Start Time, the End Time and Admin Notes. *Please be aware that the default reservation is for 24 hours. If you are reserving a resource from 3 p.m. to 10 p.m. back sure update the Start and End Time **dates** as well as the **times**.* Once you have completed each field, click the OK Button to schedule the reservation.



Add a Note to a Reservation

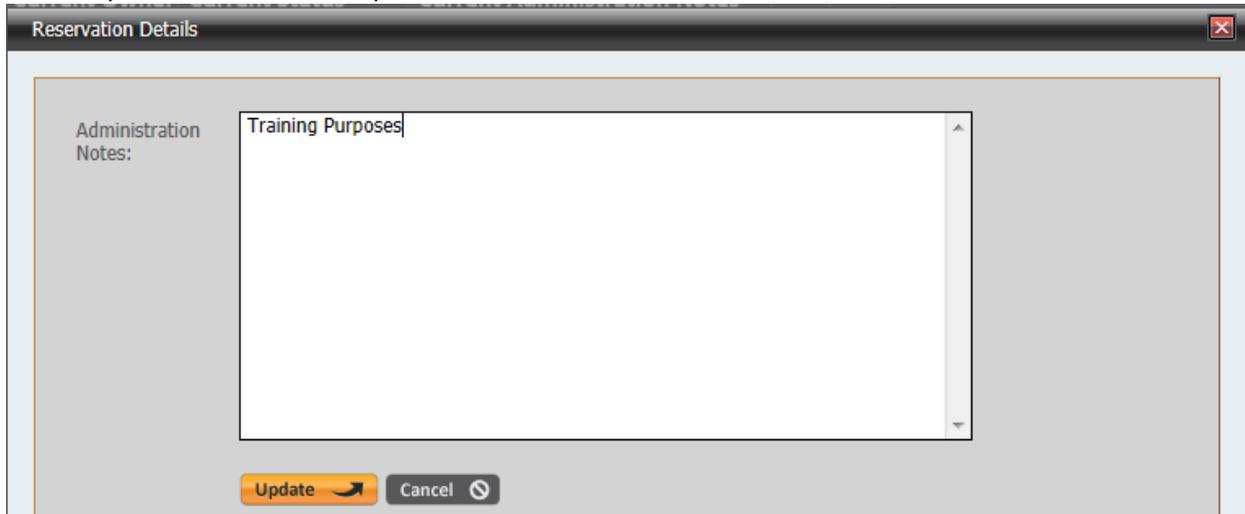
The Edit this Reservation feature, which is where you will add pertinent notes, becomes active when a resource is in use. The resource must be in use for this feature to be active. If the resource is not in use, there is no reason to add notes to the resource.

1. To add a note to the reservation, click the Edit this Reservation button.



Resource Name	Current Owner	Current Status	Current Administration Notes
1_Text			
CM 2	Linda Muchow (AlexTech)	Resource In Use	
CM 3		Resource Available	

2. Enter in your notes. Click the Update Button.

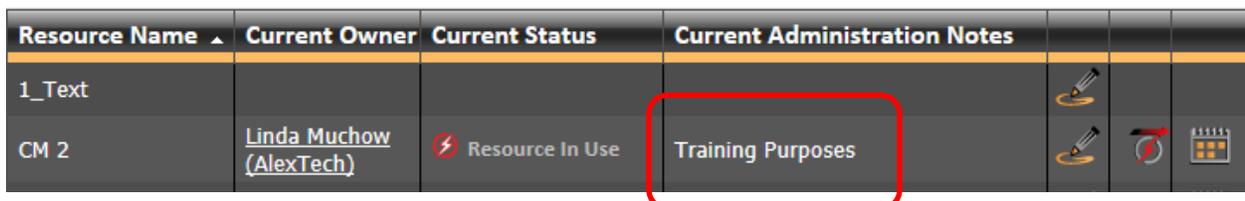
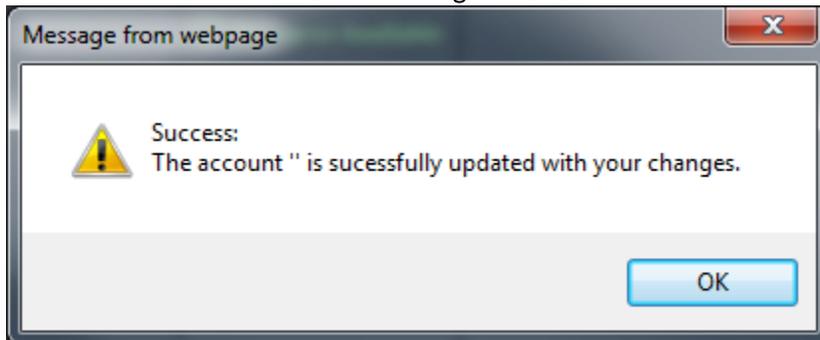


Reservation Details

Administration Notes: Training Purposes

Update Cancel

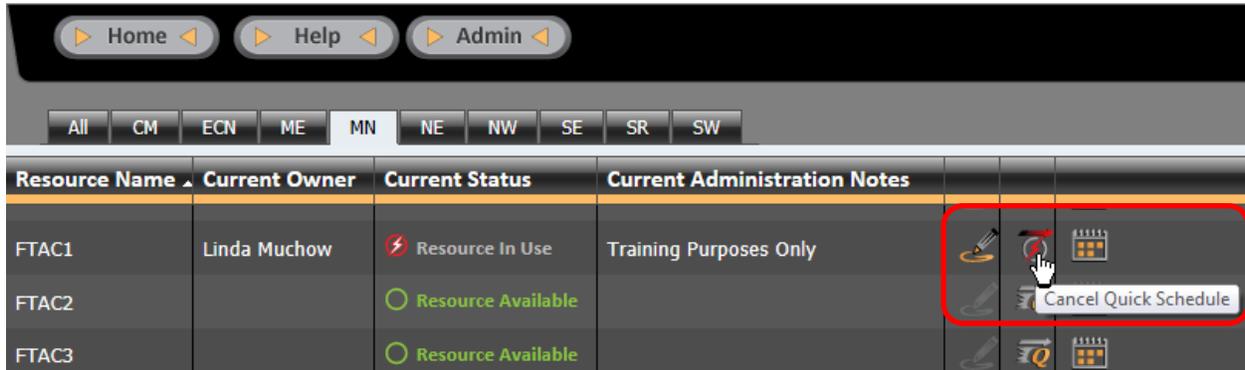
3. You will receive a confirmation message. Click OK. The note will be added to the reservation.



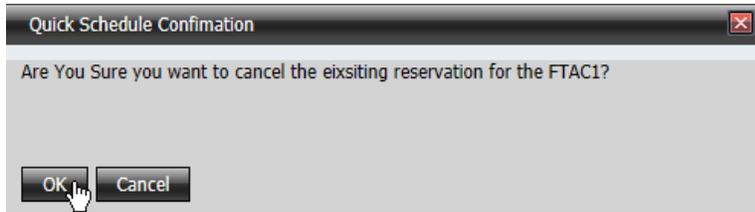
Resource Name	Current Owner	Current Status	Current Administration Notes
1_Text			
CM 2	Linda Muchow (AlexTech)	Resource In Use	Training Purposes

Cancel Your Own Reservation:

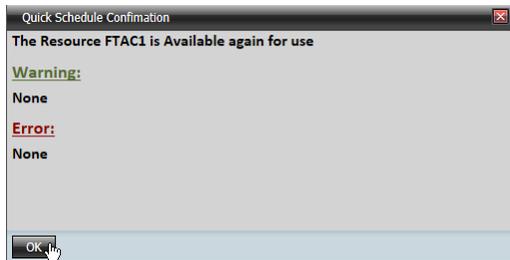
1. To cancel **YOUR OWN** reservation:



2. You will receive a Quick Schedule Confirmation window confirming you wish to cancel the reservation. Click OK.



3. A Quick Schedule Confirmation window will appear informing you that the resource is available again for use. Click OK.



Note: You will not see the “cancel quick schedule” control unless you are the user that made the original reservation. If a different user has made the reservation, and you need to clear it, please see the following section of this guide.

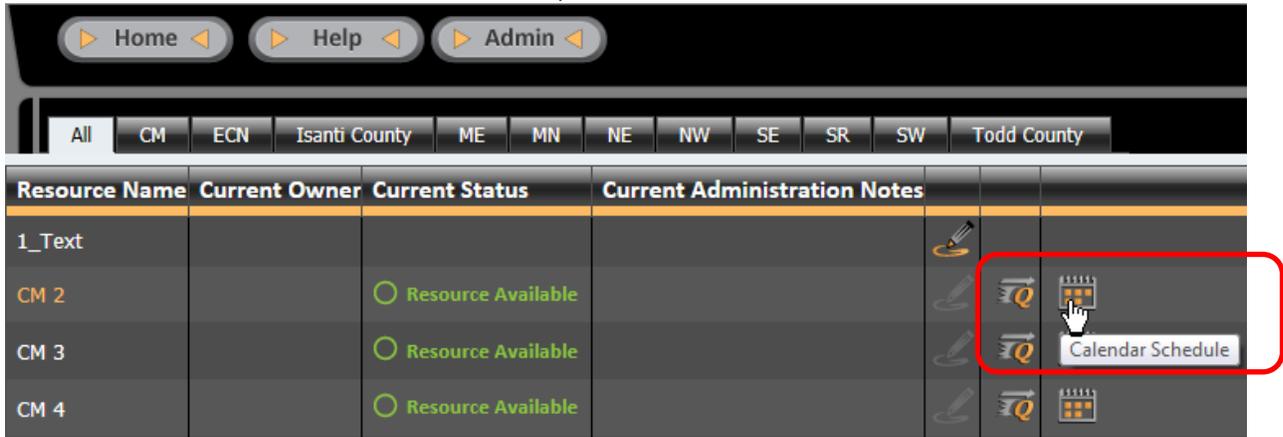
Over-Ride a Resource

StatusBoard 2.0 supports only one reservation per resource for a given period of time. Essentially, this means that reservations cannot overlap. If there is a conflict, the system will throw out the old reservation and keep the new one. For example, if User A makes a quick schedule reservation for LTAC1 and then User B makes a quick schedule reservation for LTAC1 ten minutes later, User A’s reservations gets cancelled out. This is referred to as Overriding a resource reservation.

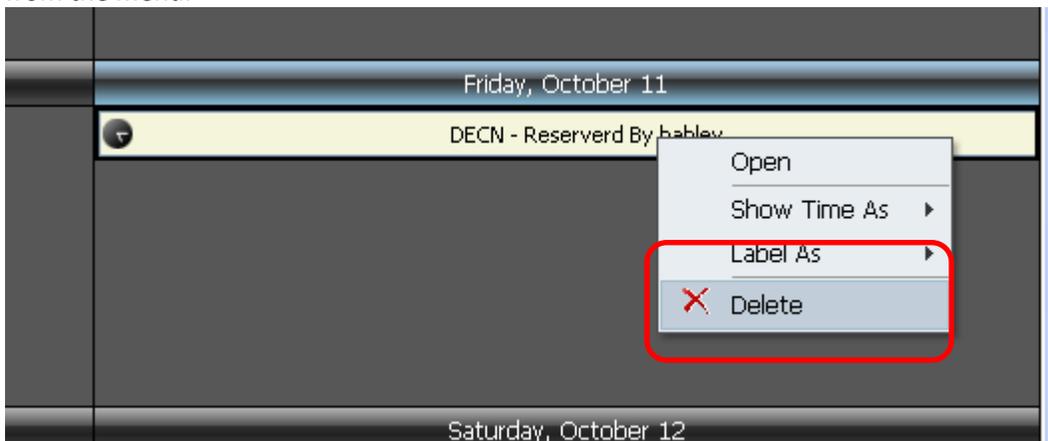
The system also treats calendar schedules and quick schedules the same way. Meaning, they cannot overlap each other either. If a Quick Schedule (which is defaulted to schedule for 12 hours), will overlap with a calendar schedule, the quick schedule reservation will delete the calendar schedule reservations EVEN IF the quick schedule is canceled BEFORE the calendar schedule would have taken place. Again, this is because the system treats Quick Schedule reservations and Calendar Schedule reservations the same, and the system does not allow for any overlapping reservations.

Cancel Another User's Reservation:

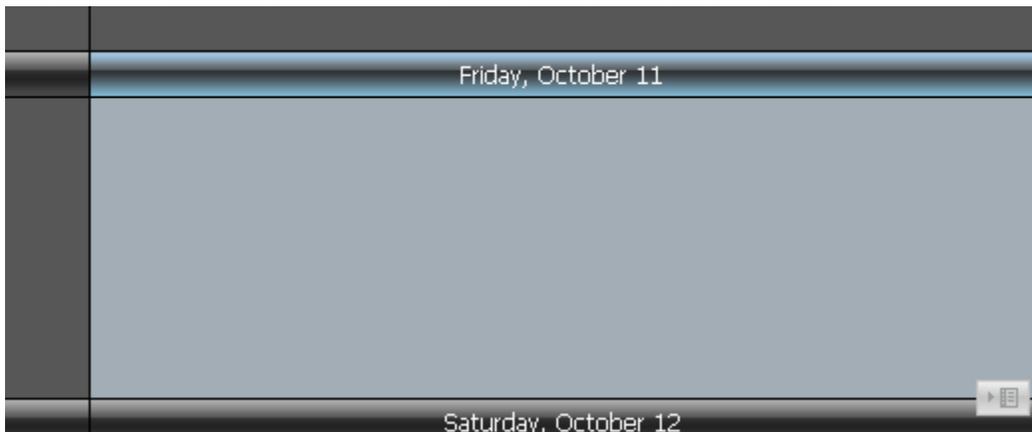
1. To cancel **SOMEONE ELSE'S** reservation, first open the Calendar Schedule for that resource:



2. Navigate to the event in the Status Board calendar, and right click to open the command menu. Choose "delete" from the menu.



3. The calendar will now show that there is no reservation for that time.



Note: You can use this method to delete your own reservations as well.