University of California, San Diego - Facilities and Services Information Management

Workplace Reservation for User

In Tririga

Lee, Sung 4-29-2025

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Introduction

Summary

This guide provides quick step-by-step instructions for booking, modifying, and reporting workplace reservation(s) using the **Reserve** <u>Workplace Services</u> app.

Go to <u>Facilities and Services Information Management's</u> campus <u>workplace booking page</u> for further information.

For further support email us at omcp@ucsd.edu.

Reservation Terms

- User
 - Able to book a reservation(s) for his/her/themselves
 - Able to modify his/her/their existing booking(s)
- Coordinator
 - Able to book a reservation(s) for his/her/themselves and for other
 - Able to modify his/her/their existing booking(s) and that of others with few limitations
 - o Have access to an additional feature called Reservation Coordinator in Tririga
 - o Able to monitor reservation activities and create reports
- Owner
 - Have all access and privileges of that Coordinator(s)
 - Able to approve reservation request

Contacts

- General Contact
 - o <u>omcp@ucsd.edu</u>
- Kirk Belles
 - o Facilities Lifecycle and Information Manager
 - o <u>kbelles@ucsd.edu</u>
- Sung Lee
 - o Facilities and Space Information Management Analyst
 - o <u>sblee@ucsd.edu</u>

Single-Page Quick Guide

Reservation in Workplace Services

1) How to navigate to Workplace Services Reserve App

- 1. Go to Workplace Services.
- 2. Select the **Reserve** Workplace Services app.

2) How to Define the Parameters of your Desired Booking

- 1. Define the following;
 - A. Building Use the Magnifying and type the official name of the building (i.e. Campus Services Complex)
 - B. Start/End Time Select the calendar to define the start and end time/date of your booking
 - C. Layout Select the drop-down menu to choose the desired reservation space layout (i.e. Conference, Office, Workspace, etc.)
- 2. Select Search when you are done

Note: Every time you modify your search parameters, you must select Search to refresh the results

Optional – Define more:

- A. All Day Event If the booking is for 24 hours
- B. Recurrence Select the right arrow below the calendar to create recurring bookings
- C. Attendees Define the number of attendees
- D. Amenities Select Amenities to filter a reservation with specific services available

3) How to Select Your Reservation

- 1. Select one of the following view options;
 - 1. List Displays spaces with available bookings as tiles
 - i. Optional Select the tile for a pop-up window with more details
 - 1. Select the **right arrow** to view the location of the space in a floor plan
 - 2. Select the \mathbf{X} to close the pop-up window
 - 2. Floor Plan Graphically displays spaces as available (green) and unavailable (red) bookings
 - 3. Availability Display an availability calendar based on your search filter.
 - i. White Available
 - ii. Grey Not Available
 - iii. Teal (Green) Start/End of your booking request
- 2. Select **Book** when you are done

4) How to Review before Finalizing the Reservation

- 1. Subject input the name of the person or the event
- 2. Instruction input is optional
- 3. Activity Description input if required

Optional – To book several spaces at the same time, select **Add Another Room**, then repeat **Steps 2 – 5** (as long as the additional reservations use identical dates/times).

5) How to Finalize the Reservation

1. Select Create Reservation – you will be returned to the Workplace Services page.

Modify/Cancel a Booking with Reservation Summary

1) How to navigate to Workplace Services Reserve App

- 1. Go to <u>Workplace Services</u> and look for your Reservation tile below the row of apps.
- 2. If you have many reservations and cannot see the one you want, select Show More.
- 3. Shift through the months by selecting the arrows.

2) How to Modify Existing Reservation

- 1. Select the **tile** of the existing reservation
- 2. Modify as needed
 - A. Subject Name of person
 - B. Start/End of your booking schedule
 - C. Instruction if needed
 - D. Activity Description if required for this booked and as needed
 - E. Add Another Room
 - F. Cancel Room to remove the booking

Note: You will notice that the cancel option is available at each step

3) How to Finalize Modification to the Existing Reservation

1. Select Update Reservation – you will be returned to the Workplace Services page

Detailed Instructions

Reservation in Workplace Services

1) How to navigate to Workplace Services Reserve App

- 1. Go to Workplace Services
- 2. Select the **Reserve** Workplace Services app.

UCSD Workplace Services					[→
We cannot detect your location. Select a locat	ion:				
Change location					
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Reserve	Request Service	Move Me	Locate	Work Location	
Find a space, check availability for selected groups and spaces	See a problem? Need help?	Find a space View floor plans	Find people Find rooms	Report Work Arrangement Report Locations	
Find out more	Need a repair?	Request a move		Review Work Location Data	
This Month's Deconvotions					
This Month's Reservations					Show more >
	You do not hav	e any reservations in progr	ess for June.		

2) How to Define the Parameters of your Desired Booking

- 1. Define the following;
 - A. Building Use the Magnifying and type the official name of the building (i.e. Campus Services Complex)
 - B. Start/End Time Select the calendar to define the start and end time/date of your booking
 - D. Layout Select the drop-down menu to choose the desired reservation space layout (i.e. Conference, Office, Workspace, etc.)
- 2. Select **Search** when you are done

Note: Every time you modify your search parameters, you must select Search to refresh the results

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At Lo W	tendees Click on the Search action to refresh the rooms for the given search criteria.	
An Se	exities elect amonities	
	When Done	

Optional – Define more:

- A. All Day Event If the booking is for 24 hours
- B. Recurrence Select the right arrow below the calendar to create recurring bookings
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3) How to Select Your Reservation

- 1. Select one of the following view options;
 - 1. List Displays spaces with available bookings as tiles

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		P-2 Capacity 1 First Floor Campus Services Complex - Building C &	*

i. Optional – Select the tile for a pop-up window with more details
 1. Open a window to view more information

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2. Select the **right arrow** to view the location of the space in a floor plan

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- 3. Select the **X** to close the pop-up window

2. Floor Plan - Graphically displays available (green) and unavailable (red) bookings



- 3. Availability Display an availability calendar based on your search filter.
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		T First Floor 1
		123
		Capacity 1 First Floor Campus Services Complex - Building C & D 1 12
		Close Book

4) How to Review before Finalizing the Reservation

- 1. Subject input name of the person or event
- 2. Instruction input is optional
- 3. Activity Description input if required

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Instructions Optional - Site Verification		Add another room

Optional – To book several spaces at the same time, select **Add Another Room**, then repeat **Steps 2 – 5** (as long as the additional reservations use identical dates/times).

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- 1. Go to <u>Workplace Services</u> and look for your Reservation tile below the row of apps.
- 2. If you have many reservations and cannot see the one you want, select Show More

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	Reserve	Request Service	Move Me	Locate	Work Location	
	Find a space, check availability for selected groups and spaces Find out more	See a problem? Need help? Need a repair?	Find a space View floor plans Request a move	Find people Find rooms	Report Work Arrangement Report Locations Review Work Location Data	
nis Mo WED JUN 28	nth's Reservations					Show more >
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3. Shift through the months by selecting the arrows.



2) How to Modify Existing Reservation

1. Select the tile of the existing reservation

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Find a space, o for selected gr Find c	check availability roups and spaces out more	See a problem? Need help? Need a repair?	Find a space View floor plans Request a move	Find people Find rooms	Report Work Arrangement Report Locations Review Work Location Data	
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