

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

Workplace Reservation for User

In Tririga

Lee, Sung
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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** [Workplace Services](#) app.

Go to [Facilities and Services Information Management's](#) campus [workplace booking page](#) 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
 - Have access to an additional feature called Reservation Coordinator in Tririga
 - 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**
 - omcp@ucsd.edu
- **Kirk Belles**
 - Facilities Lifecycle and Information Manager
 - kbelles@ucsd.edu
- **Sung Lee**
 - Facilities and Space Information Management Analyst
 - sblee@ucsd.edu

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 **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 [Workplace Services](#) 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

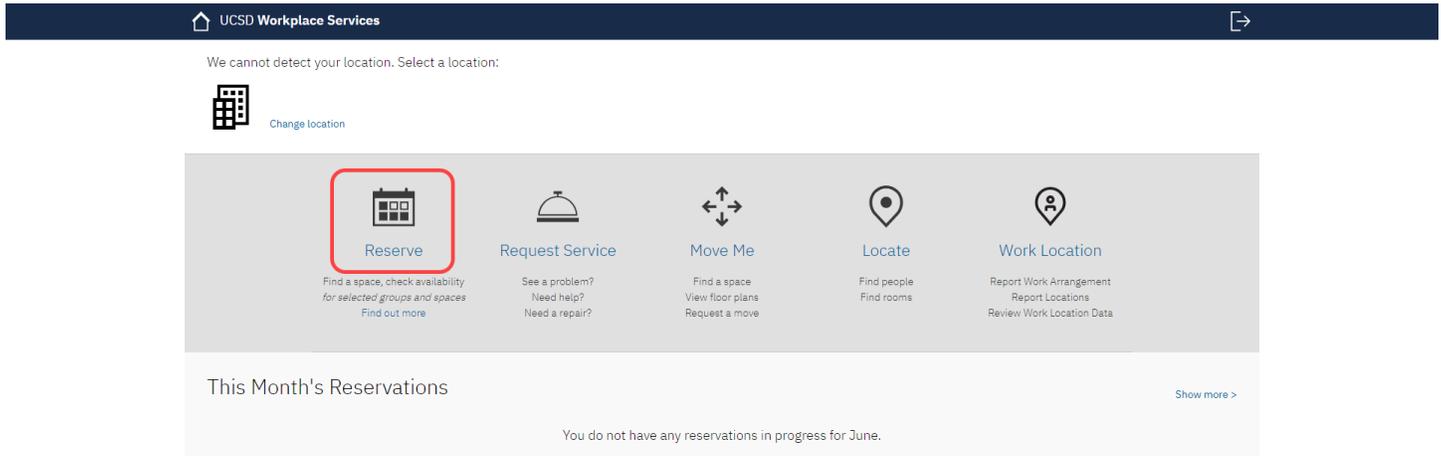
1. Select **Update Reservation** – you will be returned to the Workplace Services page

Detailed Instructions

Reservation in Workplace Services

1) How to navigate to Workplace Services Reserve App

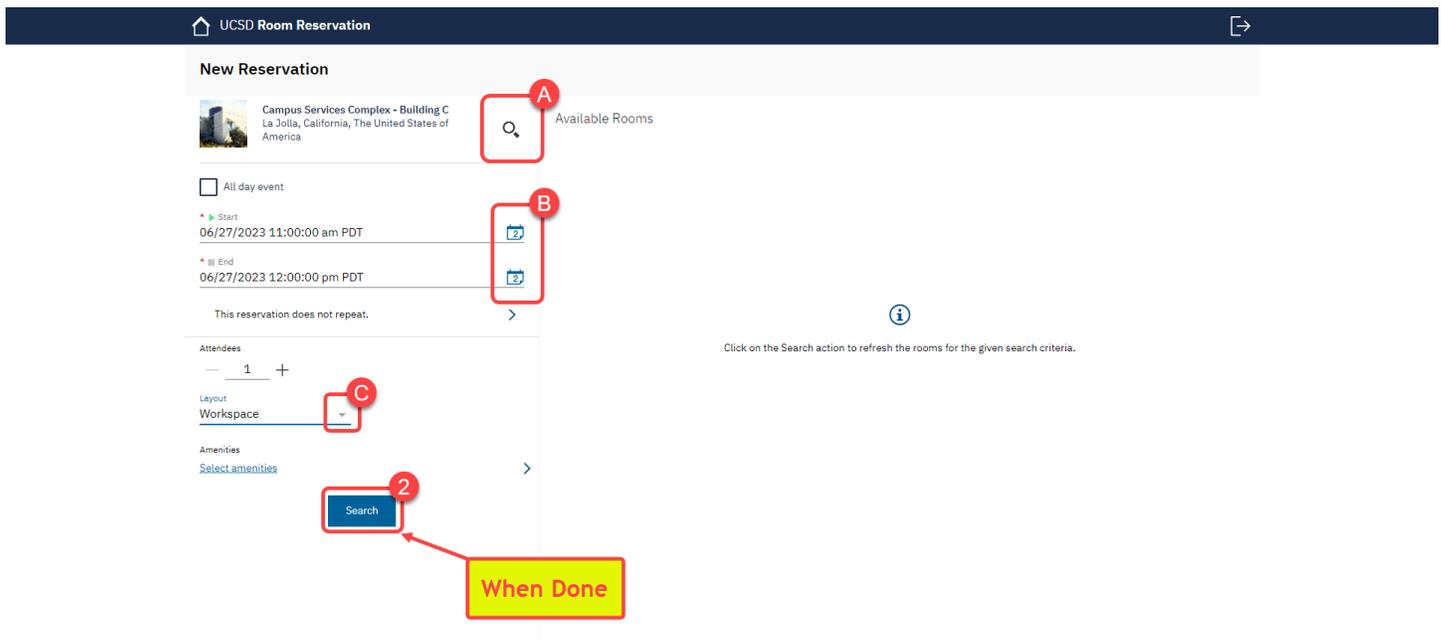
1. Go to [Workplace Services](#)
2. Select the **Reserve** Workplace Services app.



2) How to Define the Parameters of your Desired Booking

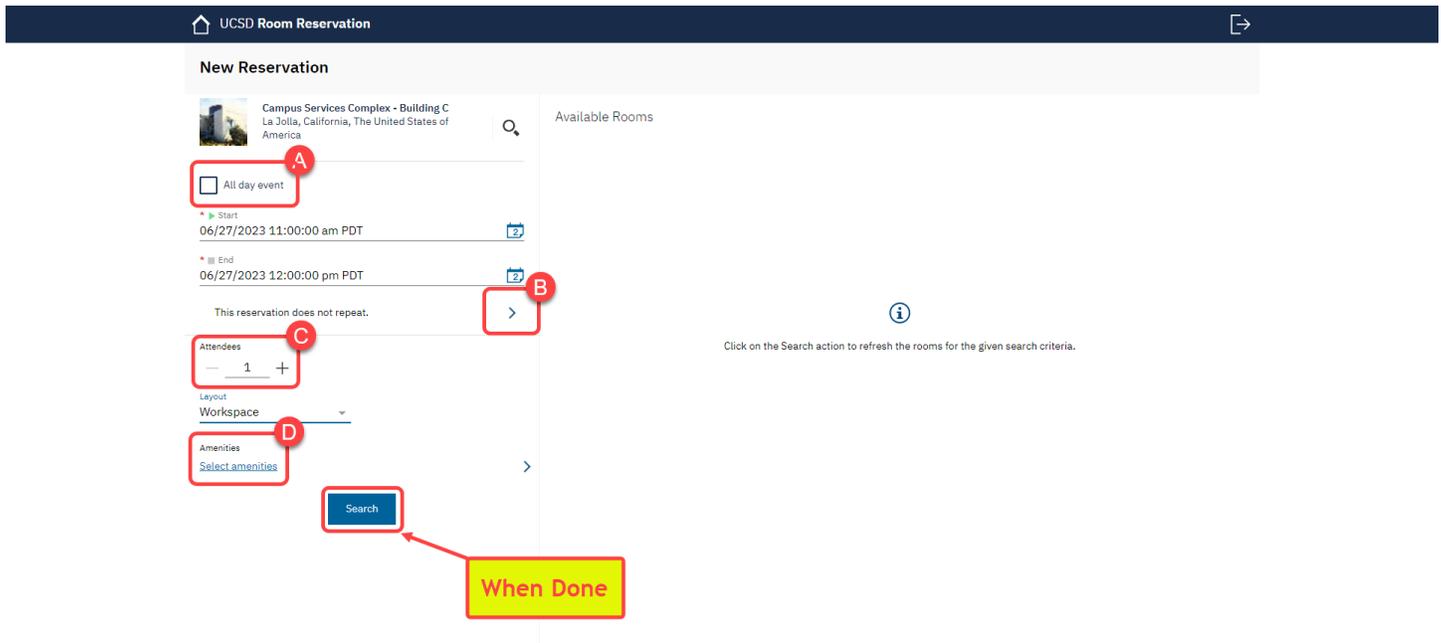
1. Define the following;
 - A. **Building** – Use the Magnifying and type the **official name** of the building (i.e. **Campus Services Complex**)
 - B. **Start/End Time** – Select the **calendar** to define the start and end time/date of your booking
 - D. **Layout** – Select the **drop-down menu** 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



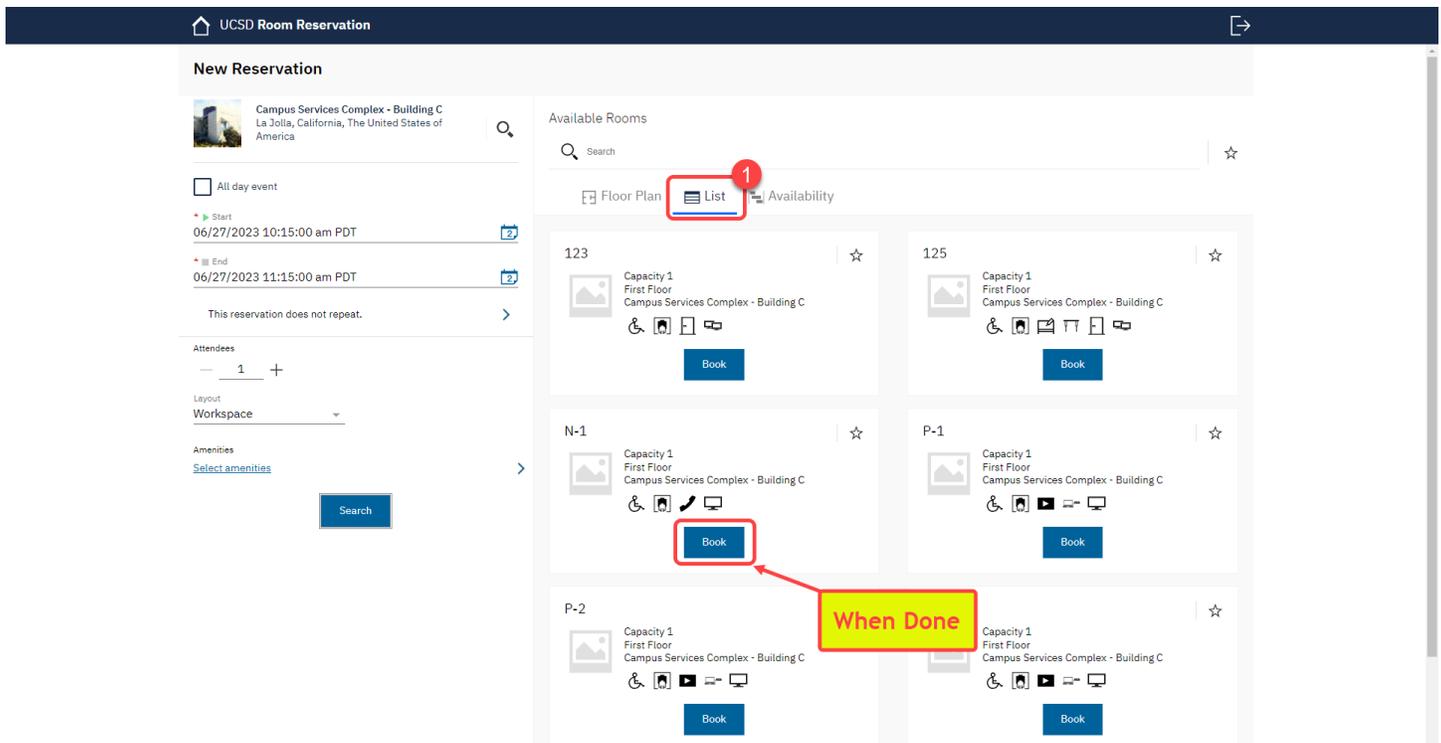
Optional – Define more:

- 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

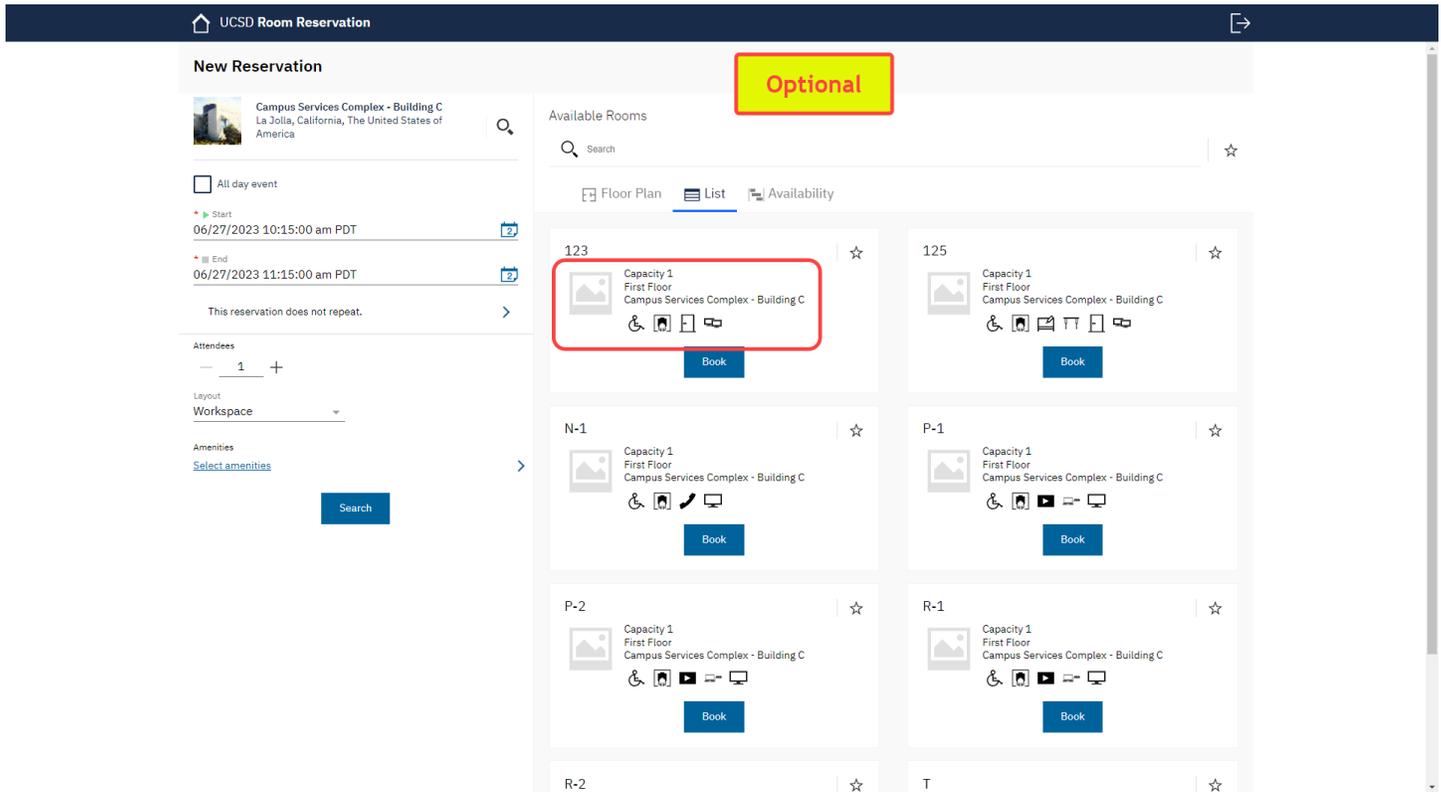


3) How to Select Your Reservation

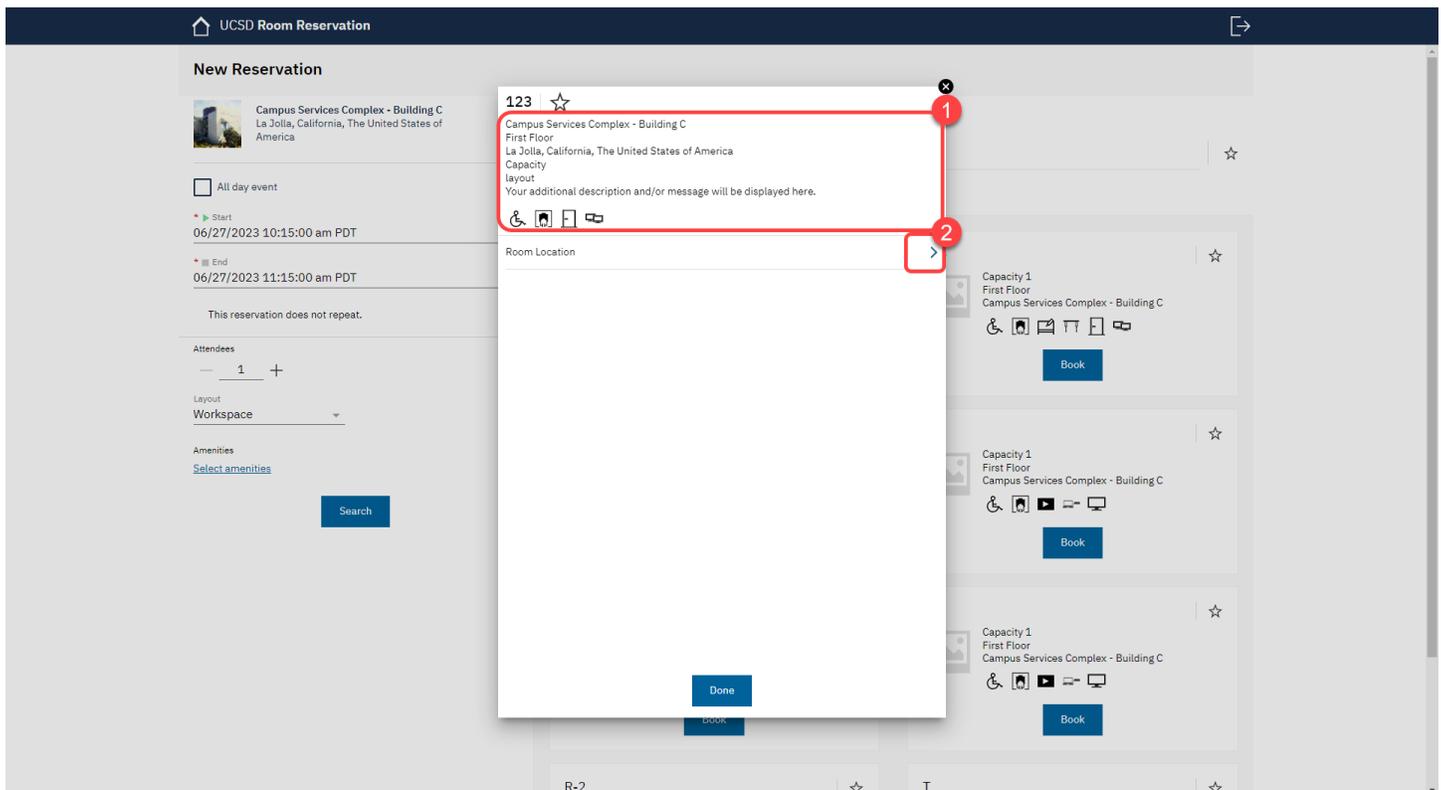
1. Select one of the following **view options**;
 1. **List** – Displays spaces with available bookings as **tiles**



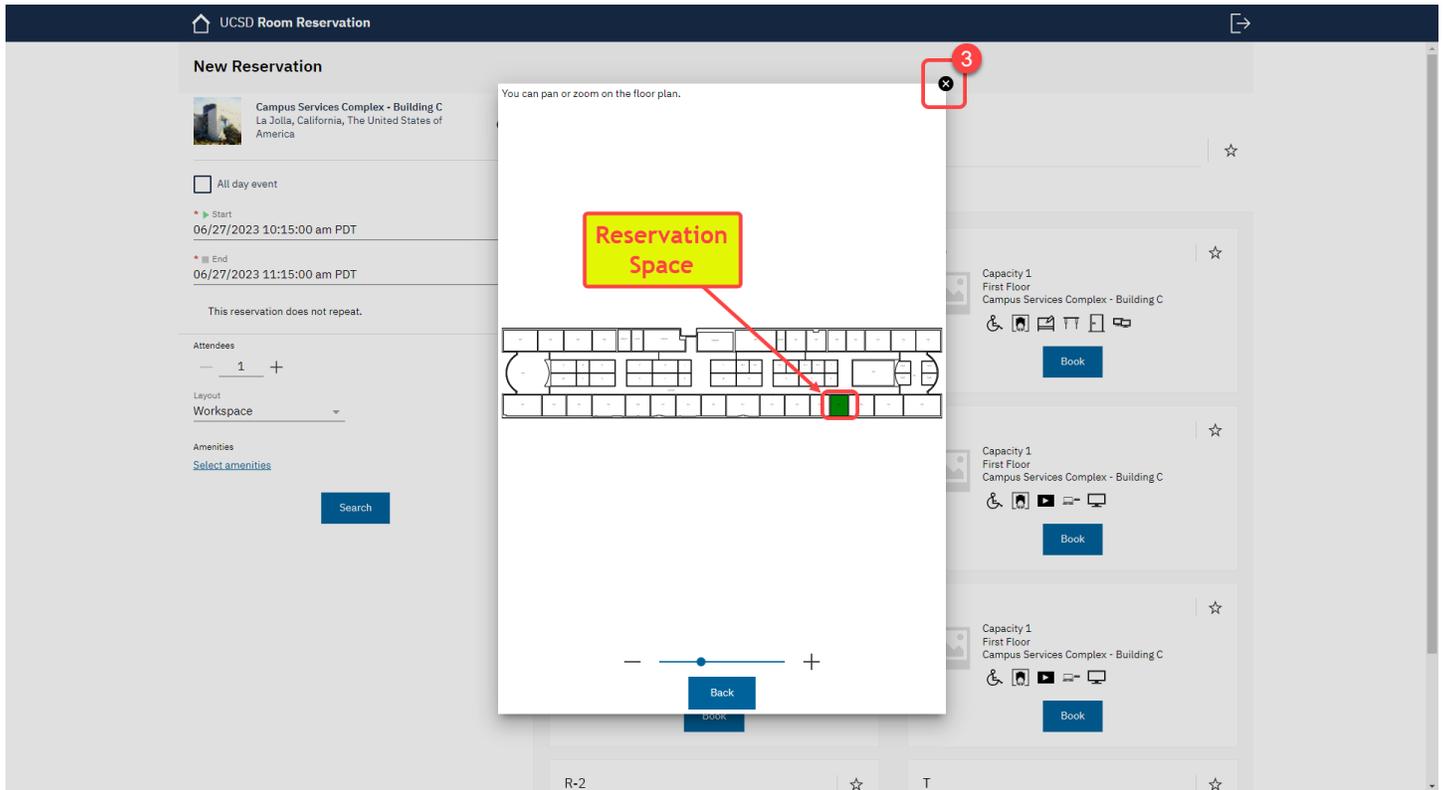
- i. **Optional** – Select the **tile** for a pop-up window with more details
 1. Open a **window** to view more information



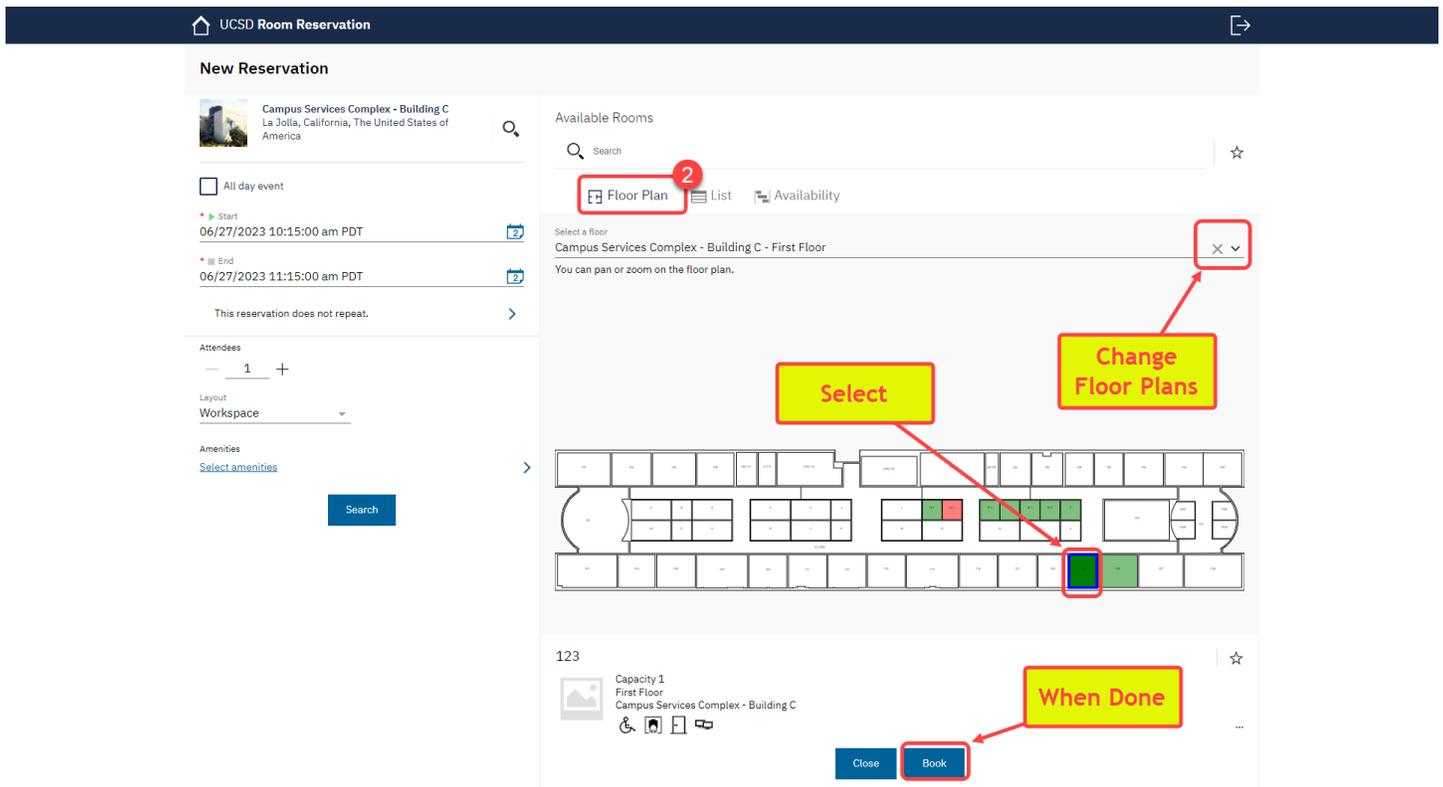
2. Select the **right arrow** to view the location of the space in a floor plan



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.
 - i. **White** – Available
 - ii. **Grey** – Not Available
 - iii. **Teal (Green)** – Start/End of your booking request
2. Select **Book** when you are done

The screenshot shows the 'New Reservation' interface. On the left, there are search filters for location, date, and time. The main area displays a list of rooms with a calendar view. A red box labeled 'Select' points to room '123'. Another red box labeled '3' points to the 'Availability' tab. A third red box labeled 'When Done' points to the 'Book' button.

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

The screenshot shows the 'Reservation Summary' page. On the left, there are fields for 'Subject' (Sung Lee - Work) and 'Instructions' (Optional - Site Verification). On the right, there is a 'Booked Rooms' section showing room '123' with a 'Cancel Room' button. A red box labeled '1' points to the 'Subject' field, and another red box labeled '2' points to the 'Instructions' field.

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

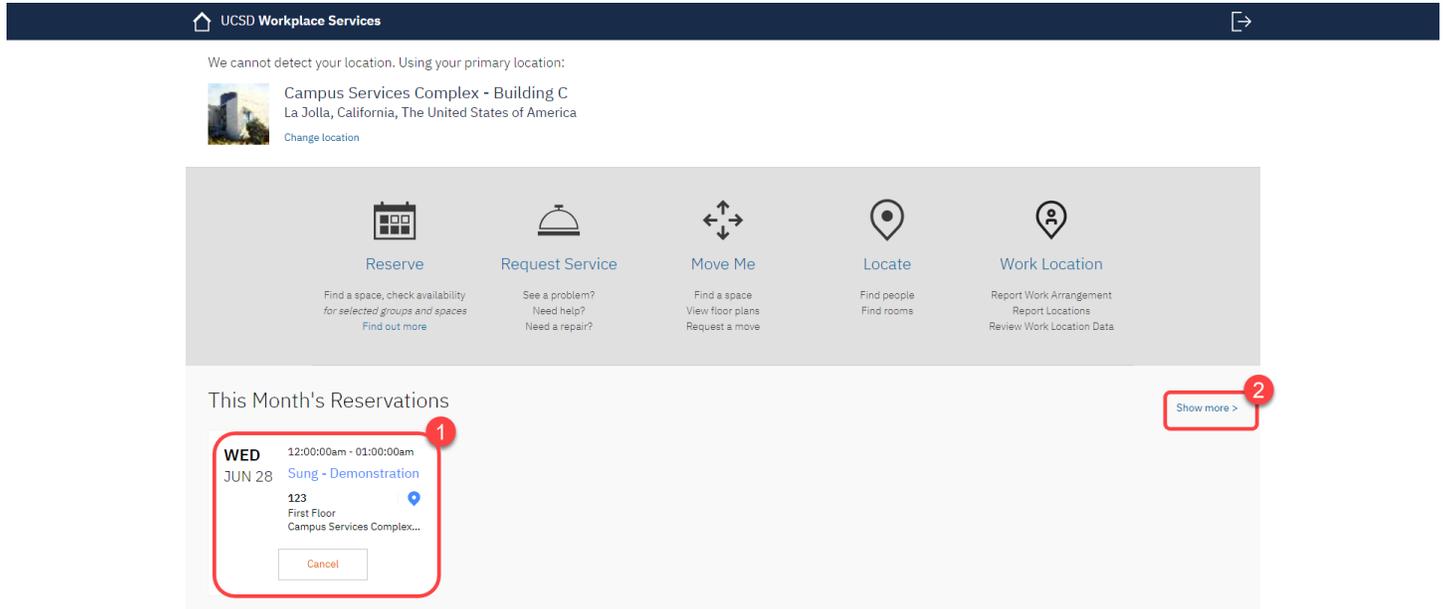
1. Select **Create Reservation** – you will be returned to the Workplace Services page

The screenshot displays the UCSD Room Reservation interface. On the left, the 'Reservation Summary' section includes the subject 'Sung Lee - Work', an 'All day event' checkbox, start and end times for 06/27/2023, and an 'Optional - Site Verification' field. The main area, 'Booked Rooms', shows a room with a 'Hold expires in 26:33' timer. A yellow 'Finalize' callout points to the 'Create Reservation' button. Another yellow 'Add Room' callout points to the 'Add another room' button. Other visible buttons include 'Cancel', 'Cancel Room', and 'Your additional description and/or message will be ...'.

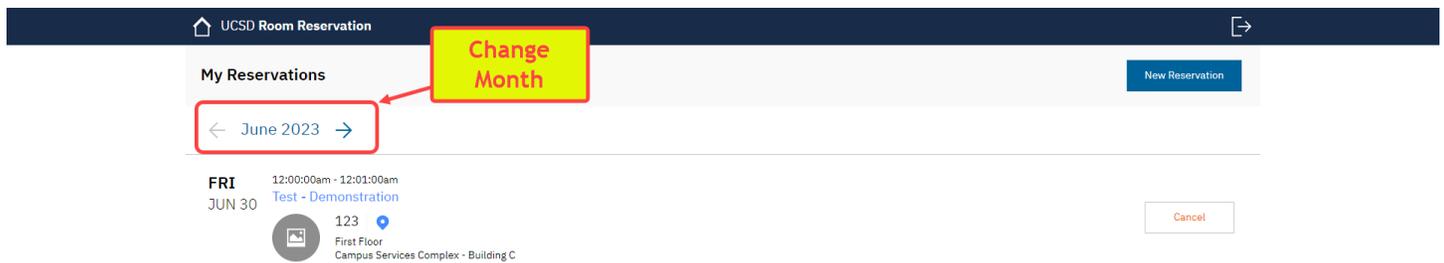
Modify/Cancel a Booking with Reservation Summary

1) How to navigate to Workplace Services Reserve App

1. Go to [Workplace Services](#) 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**

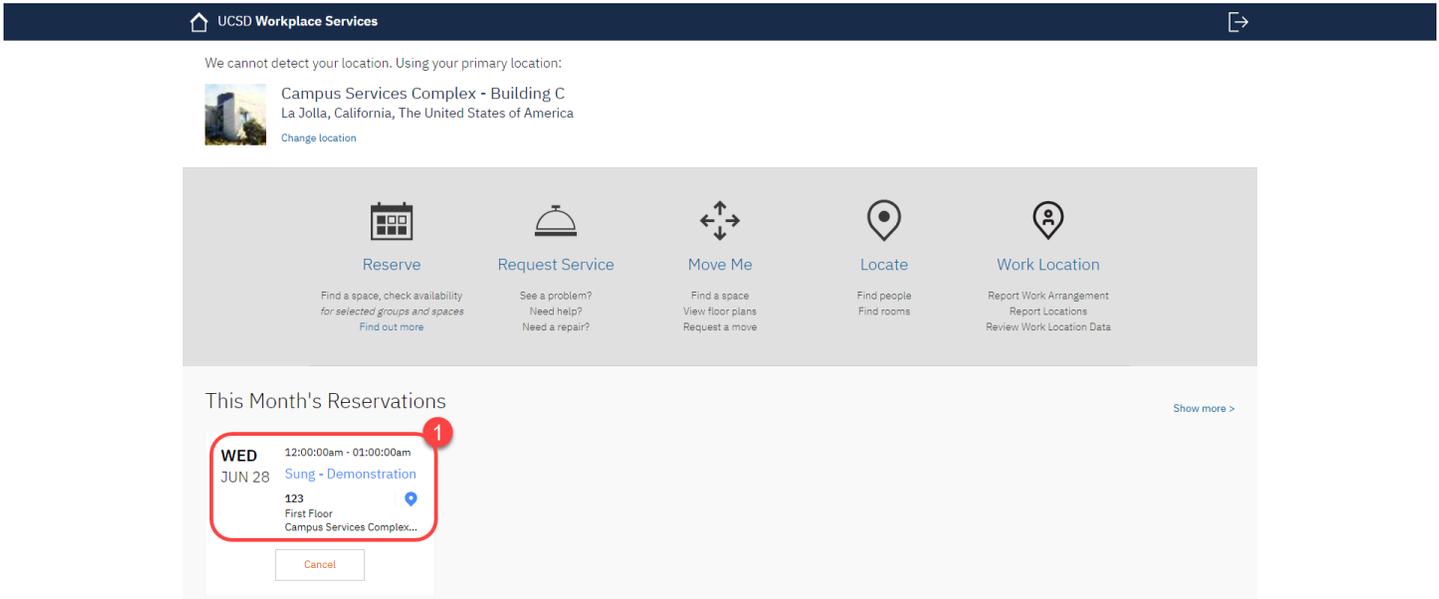


3. Shift through the months by selecting the arrows.



2) How to Modify Existing Reservation

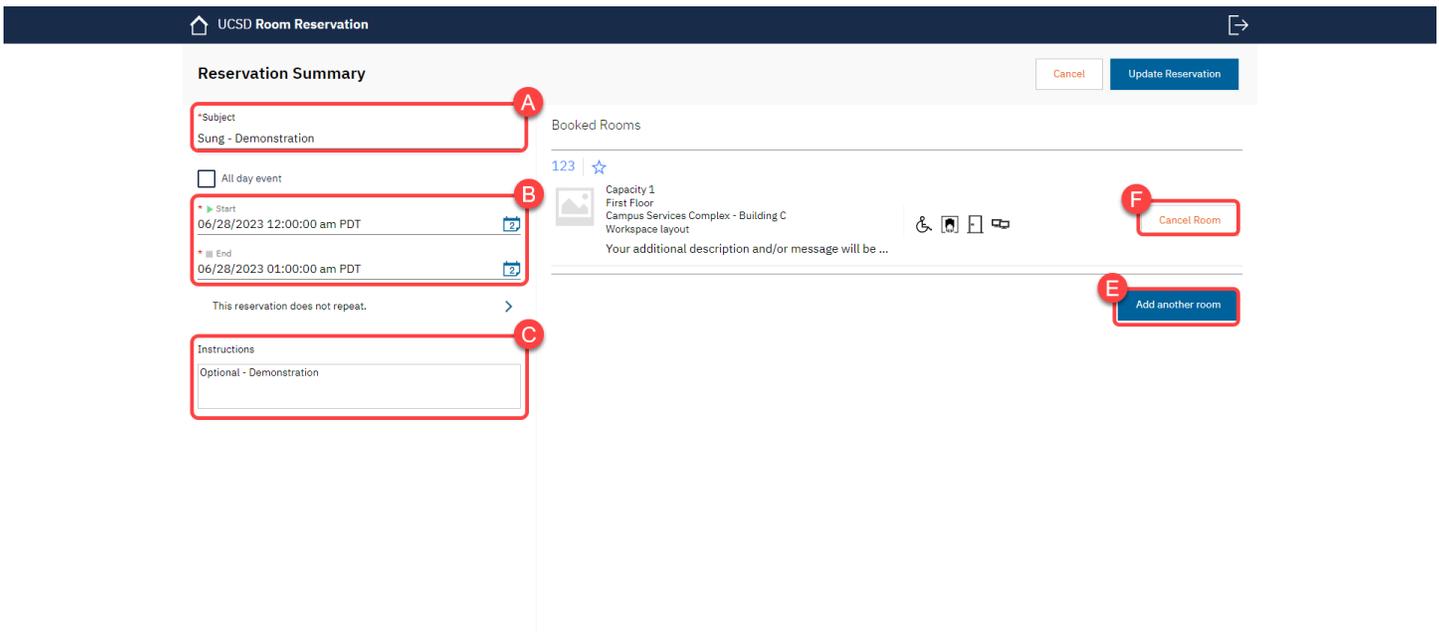
1. Select the tile of the existing reservation



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

The screenshot displays the UCSD Room Reservation interface. At the top, a dark blue header contains a home icon, the text "UCSD Room Reservation", and a right-pointing arrow icon. Below the header, the page is divided into two main sections: "Reservation Summary" on the left and "Booked Rooms" on the right.

Reservation Summary:

- *Subject:** Sung - Demonstration
- All day event
- * Start:** 06/28/2023 12:00:00 am PDT
- * End:** 06/28/2023 01:00:00 am PDT
- This reservation does not repeat.
- Instructions:** Optional - Demonstration

Booked Rooms:

- Room: 123
- Capacity: 1
- Location: First Floor, Campus Services Complex - Building C
- Layout: Workspace layout
- Additional description: Your additional description and/or message will be ...

Action Buttons:

- Top right: "Cancel" and "Update Reservation" (highlighted with a red box and a red arrow pointing to it).
- Right side: "Cancel Room" (highlighted with a red box).
- Bottom right: "Add another room" (highlighted with a red box).
- Center: A large yellow box with the word "Finalize" in red text, with a red arrow pointing to the "Update Reservation" button.