Managespace Quick Guide for Student Users

Access Archibus from any browser: manage.space.wustl.edu using your WUSTL key. Chrome and Firefox are the preferred browsers. The following steps apply to student users who do not have a requested by phone number.

**Steps to Create New Room Reservation:**

1. Create Filter (date, time, location, etc.)
2. Apply Filter (i.e., show available rooms)
3. Select available room (choose from rooms list)
4. Specify any needed equipment or resources (optional)
5. Confirm Reservation Information (Event Details)
6. Submit reservation

**Tip:** If you are booking space outside of the building where you sit, click CLEAR FILTER as a first step when you are in the create room.

**Step Details:**

**Create Filter**

1. Select date from calendar.
2. Select the location (building). (Optionally enter floor and room).

   The Location field will default to your work location in HR. If this does not default to the building you would like to book in use the following steps to change the location:
   
   i. Click the ellipsis button in the Location field. A Building search pop-up appears. **You cannot directly enter the building name.**
   
   ii. A list of buildings in the system appears.
   
   iii. To narrow the list, begin typing the building name and hit enter.
   
   iv. Be sure to click the Building Name in the list in order to select it.
   
   v. **Remember to hit the Apply Filter button to see room choices after you update the location.**

4. Enter number of attendees. *please note the rooms on Becker only seat 2-4 people and will be excluded if you enter a higher number.*
5. Enter start and end times.
6. For recurring meetings, you may define the schedule (daily, weekly, monthly, yearly). Remember you can only schedule 30 days out.

**Apply Filter**

Remember to hit Apply Filter to see any changes you have made in the criteria (exception: selecting a different date will update rooms automatically).
Select Available Room

- All rooms meeting your criteria will display in the Rooms pane once you click Apply Filter button.
- Existing room reservations appear in blue on the schedule sheet.
- Select the radio button next to a room to choose your room.
- Your reservation timeframe appears as a green bar.
- Clicking a different room moves the green bar proposed reservation automatically.
- To change the time frame, go back to the filter criteria and change the From and To fields. Hit Apply Filter button. To change the date, click on the Calendar.
- Note that the vertical scrollbars are on the right to see other rooms available.
- To see later times, scroll to the right. The horizontal scroll bar is at the bottom of the Rooms list. If the list of rooms is long, you will need to use the vertical scrollbar to find the horizontal scroll bar.
- Click the room name to see details about the room.

Confirm Reservation Information

- Click the Confirm Reservation button at the bottom of the page.
- Fill out the information requested in the pop-up window with the following information:
  1. Change Requested By* to - Student Program Requested by contact (below)
  2. Requested For* and Event Contact* should remain your name
  3. Choose the Event Type* - Student Study or other appropriate event type
  4. Complete the Event Contact Phone # with your phone number
  5. Complete the Event Name*
  6. Complete the Bill To Department* with your program department number (below)

- Click Submit button, and the page will refresh with your reservation displayed at the top of the list.

If you experience any issues booking in the system please contact our team at 314-273-4109 or meet@wustl.edu. Additional room information can be found at meet.wustl.edu
### Student Program Contacts:

<table>
<thead>
<tr>
<th>Program</th>
<th>Requested By Contact</th>
<th>Department Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD</td>
<td>Andy Wiegert</td>
<td>003004</td>
</tr>
<tr>
<td>OT</td>
<td>Rebekah Colson</td>
<td>003452</td>
</tr>
<tr>
<td>PT</td>
<td>Angel Were</td>
<td>003455</td>
</tr>
<tr>
<td>PACS</td>
<td>Beth Fisher</td>
<td>003513</td>
</tr>
</tbody>
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