

# Managespace Quick Guide for Student Users

Access Archibus from any browser: [managespace.wustl.edu](http://managespace.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 n

## 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:

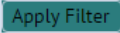
Select	Location	Arrangement	Configuration	Cost	Unit	Approval?	Default?	Conflicts	Max Capacity	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	
<input type="radio"/>	East McDonnell Facility-Procedure Room 660	DEFAULT	660A	0.0	Reservation	Yes	Yes	0													
<input type="radio"/>	East McDonnell Facility-Procedure Room 660	DEFAULT	660B	0.0	Reservation	Yes	Yes	0													

## 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.**
3. Select "Default" room arrangement.
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.

**Tip:** If you are flexible on Time and/or Location, leave those fields blank before hitting Apply Filter button to see more choices.

## 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

Select	Location	Arrangement	Configuration	Cost	Unit	Approval?	Default?	Conflicts	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM
<input type="radio"/>	North Medical Bldg-Moore Auditorium	DEFAULT	01827	0.0	Reservation	Yes	Yes											

- 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.

**Confirm Reservation**

**Reservation Information**

Requested By\* MOREENA TIEDE Requested For\* MOREENA TIEDE  
Requested By Email mtiede@email.wustl.edu Event Contact\* MOREENA TIEDE  
Requested By Phone 314/362-6446 Event Contact E-mail Address mtiede@email.wustl.edu  
Event Type\* Demonstration/Information Event Contact Phone # 314/362-6446  
Event Name\* Archibus Training  
Will your Event have food or beverages?\* No  
Location Farrell Learning & Teaching Center - FLTC 205  
Date Wednesday 30 March 2016 from 1:00 AM to 4:00 AM  
Event Description Set up twenty chairs in a semi-circle arrangement facing two 12' tables at front of room.  
Attendees's Email Addresses  
Estimate Total Cost 0 Bill To Department\* 000280  
 [Return to reservation form](#)

If you experience any issues booking in the system please contact our team at 314-273-4109 or [meet@wustl.edu](mailto:meet@wustl.edu). Additional room information can be found at [meet.wustl.edu](http://meet.wustl.edu)

**Student Program Contacts:**

<b>Program</b>	<b>Requested By Contact</b>	<b>Department Number</b>
MD	Andy Wiegert	003004
OT	Rebekah Colson	003452
PT	Angel Were	003455
PACS	Beth Fisher	003513