

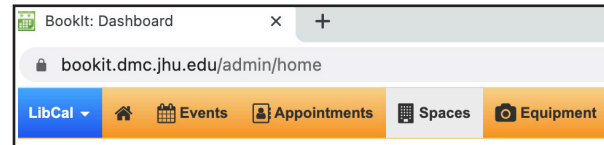
LibCal *and you!*

Checking Spaces In/Out

Please encourage patrons to check out spaces and workstations through BookIt (rather than just sitting down at an open computer). Having usage statistics available helps us demonstrate student use and continue to be funded by the University.

Patrons can check themselves in and out of DMC spaces/workstations using the QR code posted there. However, you can also check them out via the Dashboard.

Click on the “Spaces” module at the top of the screen to view space reservations.



Note that “Spaces” and “Equipment” are separate, unlike in the connect2 system.

In the “Confirmed Bookings” tab, you can see all the space bookings that have been confirmed.

You can change the time range view or filter certain spaces/workstations.

Spaces in Location: DMC Equipment and Lab Spaces

Utilization Booking Grid & Availability Confirmed Bookings Booking Explorer Mediation Expiring Bookings Heatmap Contact Tracer

Occupancy Data Widgets

The calendar below shows all confirmed bookings for the selected location/category. Click on any booking that is loaded on the calendar to display and/or modify any of the details. The details will load below the calendar.

Use the checkboxes below to select/unselect individual spaces based on the selections at the top of the page. Click the 'All spaces from all locations' option to override the selections at the top of the page and load all spaces in the system.

☐ All spaces from all locations

Go To Date: < > Today ↺

January 2023

Agenda Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
22	23	24	25	26	27	
28	29	30	31			

Toggle All

DMC Studios

- ☒ Audio Studio
- ☒ Project Space
- ☒ VR Studio

Computer Workstations

- ☒ 3D Modeling & Animation Enhanced Workstation
- ☒ Audio Enhanced Workstation
- ☒ Graphics Enhanced Workstation

Blue

Time: 5:15pm - 8:15pm
Patron Name: DMC Patron
Patron Email: dmcbookit@jh.edu

Space: Audio Enhanced Workstation
Category: Computer Workstations
Location: DMC Equipment and Lab Spaces

Hover over each booking to see details about the patron.
Click the booking block when you’ve found the right one.

The booking will open under the calendar view and you can see more details.

Click “Check in now” to check them in.

Please return to this page to “check them in” after their booking ends early (if they don’t do it themselves).

If they reserved equipment at the same time as their space, you can see it here, but you’ll need to **go to the “Equipment” module and check it out normally.**

Booking Details for booking ID cs_96X3RaCw

The information below is about the currently selected booking. To edit the booking form details, click on the Full Name in the list below. To edit booking details or swap it with another space or item click on the individual booking Date/Time in the list below.

Full Name DMC Patron
Email dmcbookit@jh.edu
Account dmcbookit
Enter your 10-digit phone... 4105163817
What's the purpose of yo... DMC Staff Only: Internal Event
Date Submitted 5:18pm Tuesday, January 31, 2023

Space 1 of 1 Audio Enhanced Workstation - Confirmed
Date/Time 5:15pm - 8:15pm, Tuesday, January 31, 2023
Check In Has not checked in yet, **check in now.** (Cost: 89H)

+ Create Event x Cancel All