



Manage User Accounts

Manage Conference  
Rooms

Make a Reservation

Account Management

Set permissions, add and delete accounts.



ADD A NEW USER



User Name	Email	Role	
Tommy Bowerman	tommy@email.com	Administrator	EDIT
Amy Sadler	amy@email.com	Requestor	EDIT
Neha Sohail	neha@email.com	Reservation Manager	EDIT



Manage User Accounts

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Make a Reservation

Create a New User Account



Full Name

Tommy Bowerman

Email Address

tommy@email.com

User Role

Administrator



Password

\*\*\*\*\*

Cancel

Confirm

Manage User Accounts

Manage Conference Rooms

Make a Reservation

Manage Conference Rooms

Make meeting spaces unavailable for booking and edit each room’s A/V equipment inventory.



Building	Room Number	Status	
			EDIT
Shakespeare	1	<div><div></div>Available</div>	EDIT
Jefferson	8	<div><div></div>Available</div>	EDIT
Washington		<div><div></div>Available</div>	EDIT
Lincoln		<div><div></div>Available</div>	EDIT
Kennedy		<div><div></div>Available</div>	EDIT
Madison		<div><div></div>Available</div>	EDIT
Kennedy		<div><div></div>Unavailable</div>	EDIT
Clinton		<div><div></div>Unavailable</div>	



Manage User Accounts

Manage Conference  
Rooms

**Make a Reservation**

## Need a Confernce Room?

Find the right space for your upcoming meeting. Each room has access to audio and visual equipment so check for the availability of these items when you make your reservation.

### Make a Reservation

Choose a Building

▼

Choose a Date

▼

Start Time

▼

End Time

▼

Find a Room

*In order to make the best use of space for everyone, meeting rooms are available for a maximum of three hours.*

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**Make a Reservation**

## Need a Conference Room?

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### Make a Reservation

Building 2



April 18, 2018



9:00 AM



9:30



Find a Room

### 3 ROOMS AVAILABLE

Room Name

Building Name

Mac Mini

Conference Phone 23

Reserve

Room Name

Building Name

Mac Mini

Conference Phone 23

Reserve

Room Name


Building Name

Mac Mini

Conference Phone 23

Reserve

Welcome to the ODOS Reservation Portal!

 Admin

 Password

LOGIN



## Welcome to the ODOS Reservation System!

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### Make a Reservation

Choose a Building

▼

Choose a Date

▼

Start Time

▼

End Time

▼

Find a Room



Manage User Accounts

Manage Conference  
Rooms

Make a Reservation

Edit Account Details



Full Name

Tommy Bowerman

Email Address

tommy@email.com

User Role

Administrator



Password

\*\*\*\*\*

Cancel

Save Changes





Manage User Accounts

Manage Conference  
Rooms

Make a Reservation

Edit Room Details



Building

Reagan

Room Number

108

Available A/V Equipment

☐ Conference Phone

☐ Data Projector

☐ Conference Phone

☐ 72" Monitor

☒ Conference Phone

☐ Conference Phone

Cancel

Save Changes

Welcome to the ODOS Reservation Portal!



Username



Password

LOGIN



## Need a Conference Room?

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### Make a Reservation

Choose a Building

▼

Choose a Date

▼

Start Time

▼

End Time

▼

Find a Room



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### Make a Reservation

Building 2



April 16, 2018



9:00 AM



9:30 AM



Find a Room

### 3 ROOMS AVAILABLE

Room Name

Building Name

Mac Mini

Conference Phone  
23

Reserve

Room Name

Building Name

Mac Mini

Conference Phone  
23

Reserve

Room Name

Building Name

Mac Mini

Conference Phone  
23

Reserve

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Make a Reservation

## Welcome to the ODOS Reservation System!

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### Make a Reservation

Building 2

Find a Room

### Confirm Reservation Details

APRIL 12, 2017 9:00 - 9:30 AM

Gunston Building, Room 8

Available A/V Equipment: HDMI, MacMini, Data Projector, Conference Phone

CANCEL

CONFIRM

3 ROOMS AVAILABLE

Room Name

Building Name

Room Name

Building Name

Mac Mini

Conference Phone 23

Reserve

Mac Mini

Conference Phone 23

Reserve

Mac Mini

Conference Phone 23

Reserve



## Need a Conference Room?

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### Make a Reservation

Choose a Building

▼

Choose a Date

▼

Start Time

▼

End Time

▼

Find a Room

# LINCOLN ROOM

Wednesday, September 14, 2018

12:05 PM

 Meeting In Progress

NOW

Meeting Title, Last Name (1200 - 1300)

1300 - 1330

Strategy Session, Thompson

1400 - 1500

Meeting Title, Last Name

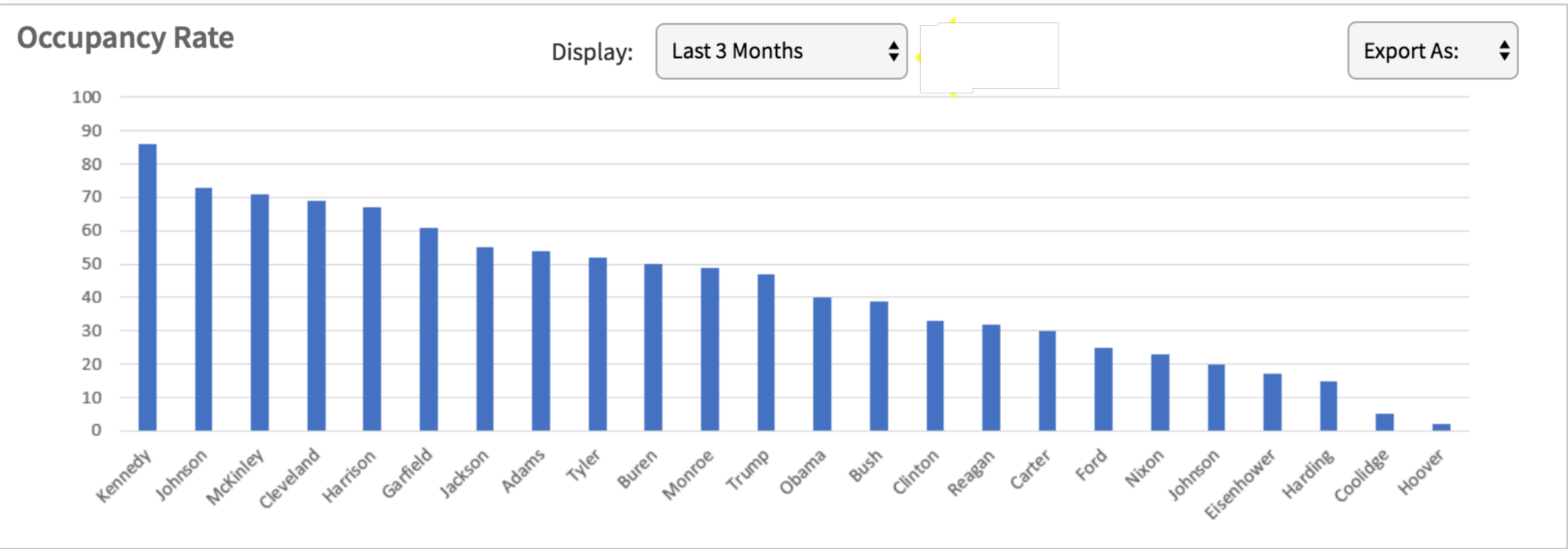
1500 - 1600

Strategy Session, Thompson



Reporting Dashboard

Make a Reservation



- Main Campus Conference Rooms
- Mosaic Conference Rooms
- Degas Conference Rooms





Reporting Dashboard

Make a Reservation

## Need a Meeting Space?

Find the right space for your upcoming meeting. Each room has access to audio and visual equipment so check for the availability of these items when you make your reservation.

In order to make the best use of space for everyone, meeting rooms are available for a maximum of three hours.

### Make a Reservation

Choose a Building

▼

Choose a Date

▼

Start Time

▼

End Time

▼

Find a Room


# ODOS Conference Room Reservation System



ODOS Admin

# Standalone message


## Standalone message



Error!

You did something wrong!

## Message in a card with action




Warning!

Your probably shouldn't do that!

## Message in a card content

Card Title

Card Subtitle




Error!

You did something wrong!

card content

## Toggle visibility



Hide me!

You can toggle my visibility & add a class!

