


Display Panel



Login for Requester and Reservation Manager

Welcome to the ODOS Reservation Portal!

 Username

 Password

LOGIN

Make a Reservation

Make a Reservation

Reporting

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 18, 2018 ▼

Choose a Location

All Buildings ▼

Start Time

9:00 AM ▼

End Time

10:00 AM ▼

Find a Room

Select

Your Upcoming Reservations

Washington Conference Room #10:

Occupancy: 10

Mosic Park

April 18, 2018 9:00 - 10:00 AM EST

Overhead Projector

Conference Phone

VTC Camera

LCD Display Panel

Edit/Cancel Reservation

Reagan Conference Room #23

Occupancy: 10

Main Campus Building

April 18, 2018 9:00 - 10:00 AM EST

Overhead Projector

VTC Camera

Edit/Cancel Reservation

Make a Reservation

Reporting

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 20, 2018

Choose a Location

All Buildings

Start Time

8:00 AM

End Time

10:00 AM

Find a Room

6 Rooms Available

Washington Conference Room #10:
Occupancy: 10

Mosic Park

April 20, 2018 8:00 - 10:00 AM EST

Overhead Projector

Conference Phone

VTC Camera

LCD Display Panel

Reserve Room

Select

Jefferson Conference Room #15:
Occupancy: 10

Degas Park

April 20, 2018 8:00 - 10:00 AM EST

Overhead Projector

Conference Phone

VTC Camera

Reserve Room

Reagan Conference Room #23
Occupancy: 10

Main Campus Building

April 20, 2018 8:00 - 10:00 AM EST

Overhead Projector

VTC Camera

Whiteboard

Reserve Room

Buchanan Conference Room #7: Occupancy:
10

Mosic Park

April 20, 2018 8:00 - 10:00 AM EST

Conference Phone

VTC Camera

LCD Display Panel

Reserve Room

Clinton Conference Room #28:
Occupancy: 10

Degas Park

April 20, 2018 8:00 - 10:00 AM EST

Overhead Projector

Conference Phone

VTC Camera

Reserve Room

Hoover Conference Room #13
Occupancy: 10

Degas Park

April 20, 2018 8:00 - 10:00 AM EST

Overhead Projector

VTC Camera

Whiteboard

Conference Phone

Reserve Room

Make a Reservation

Reporting

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Meeting Name:

×

Room Name and Number

Washington #10

Occupancy

10

Start and End Times

9:00 AM - 10:00 AM EST

Date

April 18, 2018

Building

Main Campus

A/V Equipment

Overhead Projector

Conference Phone

VTC Camera

LCD Display Panel

Cancel

Confirm Reservation

6 Rooms Available

Washington Conference Room

Occupancy: 10

Mosaic Park

April 20, 2018

Overhead Projector

VTC Camera

Buchanan Conference Room

10

Mosaic Park

April 20, 2018

Conference Phone

VTC Camera

LCD Display Panel

Reserve Room

Overhead Projector

Conference Phone

VTC Camera

Reserve Room

Overhead Projector

VTC Camera

Whiteboard

Conference Phone

Reserve Room

Make a Reservation – Success Message

[Make a Reservation](#)

[Reporting](#)

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 18, 2018

Choose a Location

All Buidlings

Start Time

9:00 AM

End Time

10:00 AM

[Find a Room](#)

Room Booked



Success Status

You have successfully booked your room.

[Make a Reservation](#)

[Reporting](#)

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 18, 2018 ▼

Choose a Location

Mosaic Park ▼

Start Time

10:00 AM ▼

End Time

11:00 AM ▼

Find a Room

0 Rooms Available



Warning Status

You currently already have a conference room booked at the selected time. Please change your selections.

Washington Conference Room #10

Mosaic Park

April 18, 2018 10:00 - 11:00 AM EST

Overhead Projector

Conference Phone

VTC Camera

LCD Display Panel

Edit/Delete Reservation

Make a Reservation – Warning Message

Make a Reservation

Reporting

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 18, 2018

Choose a Location

All Buildings

Start Time

9:00 AM

End Time

1:00 PM

Find a Room

0 Rooms Available



Warning Status

There is a 3 hour time limit for booking conference rooms. Please select a timeframe less than 3 hours.

Make a Reservation – Warning Message

Make a Reservation

Reporting

Welcome to the ODOS Reservation Portal!

Need to book a conference room for an upcoming meeting?

You can make a reservation to reserve a room by choosing a date, location, and the times needed for your meeting. Each room has access to audio and visual equipment, but check for the availability of these items when you book your room.

Make a Reservation

Choose a Date

April 21, 2018 ▼

Choose a Location

Degas Park ▼

Start Time

11:00 AM ▼

End Time

1:00 PM ▼

Find a Room

0 Rooms Available



Warning Status

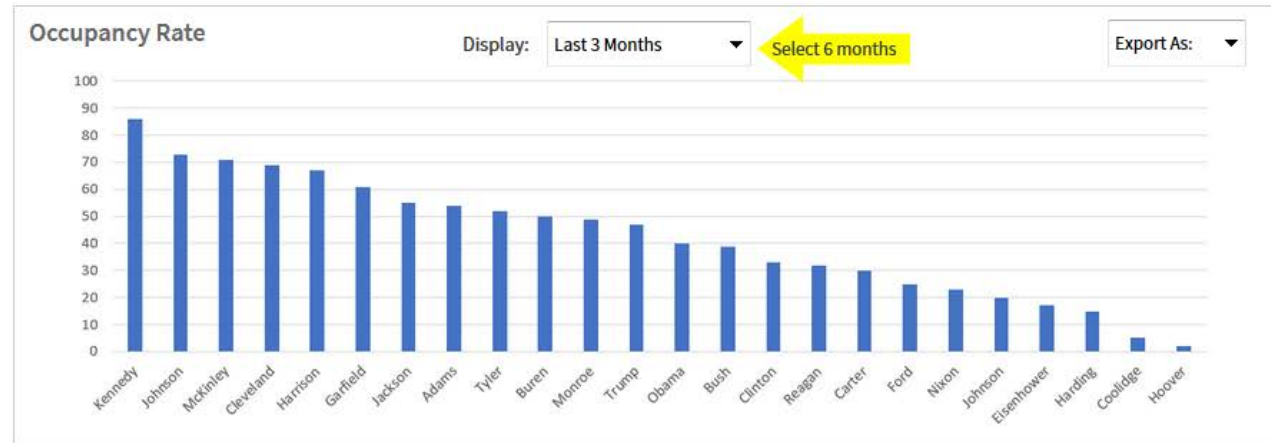
There are no rooms available for the selected location, date and time selected. Please change your selections.

Reporting – View Occupancy and Vacancy Rate of Conference Rooms

Make a Reservation

Reporting

Reporting Dashboard



Main Campus Conference Rooms



Select

Mosaic Conference Rooms



Degas Conference Rooms



View and Export Data from Reports

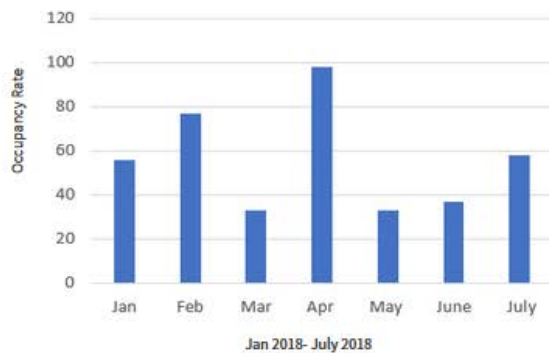
Main Campus Conference Rooms

Select

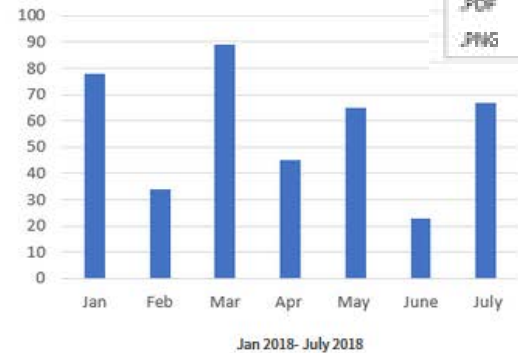
Display: Last 6 Months ▼

Export As: 
Export As:
• .CSV
• .PNG
• .PDF
• .PNG

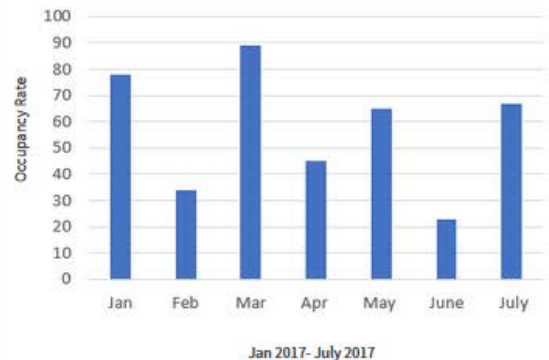
Jefferson Conference Room



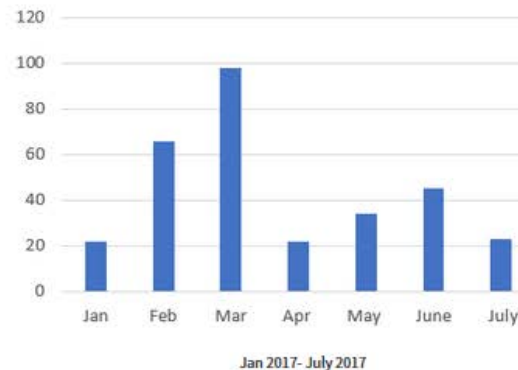
Madison Conference Room



Lincoln Conference Room




Kennedy Conference Room



Login for Administrator

Welcome to the ODOS Reservation Portal!

 Admin

 Password

LOGIN

Account Management

ODOS Reservation Portal

Manage Account Users

Manage Conference Rooms

Make a Reservation

Reporting

+

ADD A NEW USER

Select

First and Last Name

Username

Role

Tommy Bowerman

tommy@email.com

Administrator

Edit

Amy Sadler

amy@email.com

Requestor

Edit

Neha Sohail

neha@email.com

Reservation Manager

Edit

ODOS Admin

Create a new User (modal)

ODOS Reservation Portal

Manage Account Users

Manage Conference Rooms

Make a Reservation

Reporting

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Set u

Create a New User Account

First Name

Tommy

Last Name

Bowerman

Username

tommy@email.com

User Role

Administrator

Cancel

Save

Select

Create a new User – Confirmed Message

Manage Account Users

Manage Conference Rooms

Make a Reservation

Reporting

Account Management

Set user roles and add, edit, or delete accounts.



Success Status

Jacob Brown has been added as a new user. Ensure the user exists in the account of SalientCRGT@Octiva.com



ADD A NEW USER



First and Last Name	Email	Role	
Jacob Brown	Jacob.Brown@gmail.com	Administrator	Edit
Tommy Bowerman	tommy@email.com	Administrator	Edit
Amy Sadler	amy@email.com	Requestor	Edit
Neha Sohail	neha@email.com	Reservation Manager	Edit

Edit Account Details (modal)

Manage Account Users

Manage Conference Rooms


Make a Reservation

Reporting

Account Management

Se

Edit Account Details

 Delete Account

First Name

Tommy

Last Name

Bowerman

Username


tommy@email.com

User Role

Administrator

Cancel

Save


Edit
Edit
Edit

Select

Manage Conference Rooms

Manage Account Users

Manage Conference Rooms

Make a Reservation

Reporting

Manage Conference Rooms

Name	Building	Room Number	Occupancy	Status	
Jefferson	Main Campus	12	10	<input checked="" type="checkbox"/> Available	Edit
Washington	Main Campus	10	10	<input checked="" type="checkbox"/> Available	Edit
Buchanan	Mosaic Park	23	10	<input type="checkbox"/> Unavailable	Edit
Hoover	Degas Park	17	10	<input checked="" type="checkbox"/> Available	Edit
Clinton	Main Campus	16	10	<input checked="" type="checkbox"/> Available	Edit
Reagan	Main Campus	19	10	<input checked="" type="checkbox"/> Available	Edit
Roosevelt	Mosaic Park	7	10	<input type="checkbox"/> Unavailable	Edit
Ford	Degas Park	9	10	<input checked="" type="checkbox"/> Available	Edit
Douglas	Mosaic Park	3	10	<input type="checkbox"/> Unavailable	Edit
Marshall	Degas Park	28	10	<input checked="" type="checkbox"/> Available	Edit

Select

Rows per page: 10 ▼

1-10 of 30



Edit Room Details (modal)

Manage Account Users

Manage Conference Rooms

Make a Reservation

Reporting

Manage Conference Rooms

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Jef

Wa

Bur

Ho

Clir

Re:

Ror

For

Doi

Edit Room Details: Reagan

Building

Main Campus

Occupancy

10

Room Number

19

Available A/V Equipment

☒ Overhead Projector

☒ Conference Phone

☒ Video Conference Equipped

☐ Video Projector

☐ Computer

☐ Whiteboard

☐ Guest Wifi

☒ Extendable Power

Cancel

Save

Select