



# How Resources Can Streamline Notifications and Reporting

Impacting Your Service Departments

# Resources

# Where to Start

- Equipment
  - A/V, Furniture,
  - Parking Spaces, Beds
  - Flooring, Bleachers
- Service
  - Zoom, Maintenance Help
  - Door Unlock, Crowd Manager
  - Porter Service, Setup/Teardown
- Collection
  - Equipment/Service Reserved Together
  - A/V Cart, Popcorn Machine/Porter





# How to Organize

- Resource Categories

- Building

- OAC
    - UC



- Service Department

- Audio Visual
    - Campus Police
    - IT
    - SSC (*cleaning company*)



- Resource Groups

- Building

- OAC - Chairs
    - UC - AV
    - UC - 5' Round Tables



- Service

- AV - Setup & Instruction
    - UTPD - Door Unlock
    - UTPD - Onsite Presence
    - UTPD - Driver Needed
    - IT - Zoom
    - SSC - Porter, Setup/Teardown



# How to Set Up – Master Lists

- Settings
- Master Lists
- Select Type Down Arrow
  - Resource Categories
    - Generic
    - Only 1 assigned per resource
  - Resource Groups
    - Resource can have many groups
    - Who receives notification and/or approves



# How to Set Up – Equipment & Services



- Settings
- Equipment & Services
- Add A Resource
  - Name
  - Image
  - Category
  - Group Tag (Group)
  - Quantity
  - Require Confirmation by Approver
  - Equipment Details
  - Notes
  - Individual Equipment Items



# How to Set Up - Roles

- Settings
- Roles
- Open Role
  - Resources
  - View (what are the options)
  - Request, Schedule
    - By Category, Group, Resource Type
    - Recommend selecting a Category
    - You cannot schedule what you cannot request



# Notifications





# How to Set Up – Notifications/Approvals

- Settings
- Approval & Notification Groups
  - Group Information
    - Give Name that Includes “Notification” or “Approver”
  - Users
    - User Name = Astra Notification List
    - Email Address = Outlook, Google, etc.
  - Rooms
  - Event Form/Resource Group Assignments
    - Resource Group = Group Tag on Resource Record





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UT TYLER



Resource or Room Status Change

Status Changes Are Highlighted in Red Below

6/18/2019  
2:09PM

Event Information

Reservation #: 20190618-00022  
Event Name: Test Event for Presentation  
Event Type: Community  
Date: 9/25/19 - 9/25/19  
Status: Scheduled  
Est. Attendance: 0

Customer/Contact Information

Vicky Bond  
(903) 565-5888  
VBond@uttyler.edu  
Scheduling & Conference Services

Meeting Name	Start Date/Time	End Date/Time	Meeting Status	Building	Room	Room Status
Test Event for Presentation	9/25/2019 7:00:00AM	9/25/2019 5:00:00PM	Scheduled	ALH	00112	Scheduled
<u>Resource Name</u>	<u>Resource Type</u>	<u>Qty.</u>	<u>Resource Start Date/Time</u>	<u>Resource End Date/Time</u>	<u>Resource Status</u>	
ALH - Chairs	Equipment	210	9/25/2019 7:00:00AM	9/25/2019 5:00:00PM	Scheduled	

Meeting Notes:

Notification when the resource and/  
or room is scheduled



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Resource or Room Status Change

Status Changes Are Highlighted in Red Below

6/18/2019

2:11PM

Event Information

Reservation #: 20190618-00022  
Event Name: Test Event for Presentation  
Event Type: Community  
Date: 9/25/19 - 9/25/19  
Status: Canceled  
Est. Attendance: 0

Customer/Contact Information

Vicky Bond  
(903) 565-5888  
VBond@uttyler.edu  
Scheduling & Conference Services

Meeting Name	Start Date/Time	End Date/Time	Meeting Status	Building	Room	Room Status
Test Event for Presentation	9/25/2019 7:00:00AM	9/25/2019 5:00:00PM	Canceled			

Meeting Notes: This event was just a test event so it has been cancelled.

Notifications when the room and/  
or resource is cancelled



# Report Subscriptions

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# How to Set Up – Report Subscriptions

- Reporting
- Report Subscriptions
- Add Report Subscription
  - Select Already-Created Report
  - Create Name for Subscription
  - Select Format
  - Add Report Schedule
  - Add Subscribers - already a user





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## Today's Events

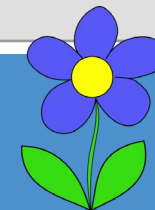
By Day, Week, or Month by Building and Room with Attendance

6/17/2019

5:00AM

Campus: Main

Reservation	Meeting Name	Date	Time	Attendance	Customer	Customer Contact
<b>ATH</b>						
<b>Softball Field</b>						
20190130-00036	UT Tyler Softball Skills Camps	6/17/19	9:00AM - 12:00PM	40	Athletics	Whitney Wyly (903) 565-5820
<b>BRB</b>						
<b>02405</b>						
20190412-00027	Leadership Hawkins	6/17/19	1:00PM - 3:00PM	0	College of Nursing & Health Sciences	Claire Kelley (903) 565-5953
<b>COB</b>						
<b>00251</b>						
20190311-00023	TSI Preparation Experience	6/17/19	8:30AM - 4:30PM	30	Academic Success	Lauralee M Meyer (903) 565-5567
<b>Door Unlock</b>						
<b>00255</b>						
20190422-00042	Astra 8 Training	6/17/19	10:45AM - 12:00PM	60	Scheduling & Conference Services	Vicky Bond (903) 565-5888



Door Unlock



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## Zoom & Classroom Technology Assistance 7-Day Range

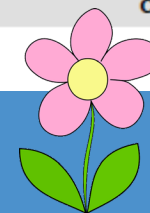
6/13/2019 to 6/19/2019

By Date and Time

6/9/2019

5:00AM

		Location	Meeting Name	Reservation #	Attend.	Status	Customer/Contact (phone)
<b>Thursday, June 13, 2019</b>							
12:30PM -	R	BEP 00139	2019 Freshman Orientation (Advising)	20190429-00017	300	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
		<u>Resource Name</u>			<u>Quantity</u>		
		TS - Classroom Technology Assist			1		
12:30PM -	R	BRB 01040	2019 Freshman Orientation (Advising)	20190429-00017	300	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
		<u>Resource Name</u>			<u>Quantity</u>		
		TS - Classroom Technology Assist			1		
12:30PM -	R	HPR 00134	2019 Freshman Orientation (Advising)	20190429-00017	300	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
		<u>Resource Name</u>			<u>Quantity</u>		
		TS - Classroom Technology Assist			1		
12:30PM -	R	COB 00255	2019 Freshman Orientation (Advising)	20190429-00017	300	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
		<u>Resource Name</u>			<u>Quantity</u>		
		TS - Classroom Technology Assist			1		



# Technology





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## Zoom & Classroom Technology Assistance 7-Day Range

6/3/2019 to 6/9/2019

By Date and Time

5/30/2019  
5:00AM

		Location	Meeting Name	Reservation #	Attend.	Status	Customer/Contact (phone)
Monday, June 3, 2019							
10:00AM -	M	UC 01301	Doctorial Orientation / Workshop (Lunch) (Ops Setup)	20180717-00009	73	Scheduled	College of Nursing & Health Sciences Jenifer M Chilton (903) 565-5874
		<u>Resource Name</u>		<u>Quantity</u>			
		TS - Zoom Assistance		1			
11:30AM -	W	UC 01301	Doctorial Orientation / Workshop (Lunch)	20180717-00009	73	Scheduled	College of Nursing & Health Sciences Jenifer M Chilton (903) 565-5874
		<u>Resource Name</u>		<u>Quantity</u>			
		TS - Zoom Assistance		1			
Tuesday, June 4, 2019							
10:00AM -	T	UC 01301	Doctorial Orientation / Workshop (Lunch) (Ops Setup)	20180717-00009	73	Scheduled	College of Nursing & Health Sciences Jenifer M Chilton (903) 565-5874
		<u>Resource Name</u>		<u>Quantity</u>			
		TS - Zoom Assistance		1			



# Zoom



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**UT TYLER****Campus Carry Temporary Exclusion Zone Signs**

6/21/2019 to 6/27/2019

6/17/2019

9:40AM

	Location	Meeting Name	Reservation #	Attend.	Status	Customer/Contact (phone)	
Friday, June 21, 2019							
6:45AM - 5:00PM	F	UAT5 Fields	2018 Cub Scouts Day Camp	20180625-00008	130	Scheduled	Cub Scouts Jason Beaton (903) 530-9378
Requested: OAC - Campus Carry Exclusion Zone							
7:00AM - 5:00PM	F	OAC 00121	2019 Cub Scouts Day Camp - Rain Site, Presentation and Awards	20180625-00009	130	Scheduled	Cub Scouts Jason Beaton (903) 530-9378
Requested: OAC - Campus Carry Exclusion Zone							
11:00AM - 2:30PM	F	OUT Harvey Lake	Summer Fun Camp - Outdoors	20180717-00013	38	Scheduled	Recreational Sports Rick McGill (903) 566-7142
Requested: UTPD - Campus Carry Exclusion Zone							
Monday, June 24, 2019							
7:30AM - 4:30PM	M	RBN 04034	How Does that Work? Math Camp	20190115-00025	30	Scheduled	Department of Mathematics Regan Beckham (903)566-7192
Requested: OAC - Campus Carry Exclusion Zone							
8:00AM - 11:00AM	M	ATH Baseball Field	UT Tyler Baseball Youth Camp	20190523-00030	20	Incomplete	Athletics Brent Porche
Requested: ATH - Campus Carry Exclusion Zone							
8:00AM - 5:00PM	M	ARC 00114	Summer Art Camp	20190129-00063	20	Scheduled	Department of Art Gail Andrews (903) 566-7250



# Campus Carry



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## Eating at The Met

6/17/2019 to 6/30/2019

6/17/2019

9:39AM

		Location	Meeting Name	Reservation #	Attend.	Status	Customer/Contact (phone)
<b>Monday, June 17, 2019</b>							
11:00AM - 11:45AM	M	UC 01300	Summer Fun Camp3 Lunch	20180717-00012	50	Scheduled	Recreational Sports <b>Rick McGill (903) 566-7142</b>
Approximate Times: Mon 11:00AM - Mon 11:45 am							
12:00PM - 1:00PM	M	UC 01300	Pre-Med Camp (Lunch)	20190220-00011	20	Scheduled	Department of Chemistry <b>Rachel A Mason (903) 565-5641</b>
Approximate Times: Mon 12:00PM - Mon 1:00 pm							
12:00PM - 1:00PM	M	UC 01300	Interprofessional Health Camp (Lunch)	20190116-00013	35	Scheduled	College of Pharmacy <b>Takova D Wallace (903) 566-6140</b>
Approximate Times: Mon 12:00PM - Mon 1:00 pm							
<b>Tuesday, June 18, 2019</b>							
11:00AM - 11:45AM	T	UC 01300	Summer Fun Camp3 Lunch	20180717-00012	50	Scheduled	Recreational Sports <b>Rick McGill (903) 566-7142</b>
Approximate Times: Tue 11:00AM - Tue 11:45 am							
12:00PM - 1:00PM	T	UC 01300	Pre-Med Camp (Lunch)	20190220-00011	20	Scheduled	Department of Chemistry <b>Rachel A Mason (903) 565-5641</b>
Approximate Times: Tue 12:00PM - Tue 1:00 pm							



# The Met



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## Crowd Manager

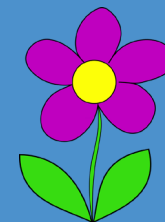
6/17/2019 to 6/30/2019

Events with 250+ Attendees with Crowd Manager Resource

6/17/2019

9:38AM

		Location	Meeting Name	Reservation #	Attend	Status	Customer/Contact (phone)
<b>Friday, June 21, 2019</b>							
7:00AM - 11:00AM	F	HPC 01010	Lunch with the Colleges (SSC Setup)	20190227-00033	0	Scheduled	New Student & Family Programs <b>Camry Tharp (903) 565-5873</b>
<b>Crowd Manager Needed: Fri 7:00AM - Fri 11:00 am</b>							
11:00AM - 11:45AM	F	HPC 01010	Lunch with the Colleges (NSFP Setup)	20190227-00033	0	Scheduled	New Student & Family Programs <b>Camry Tharp (903) 565-5873</b>
<b>Crowd Manager Needed: Fri 11:00AM - Fri 11:45 am</b>							
11:45AM - 1:00PM	F	HPC 01010	2019 Freshman Orientation (Lunch with the Colleges)	20190227-00033	300	Scheduled	New Student & Family Programs <b>Camry Tharp (903) 565-5873</b>
<b>Crowd Manager Needed: Fri 11:45AM - Fri 1:00 pm</b>							



# Crowd Manager



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## Reserved Parking

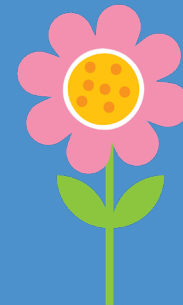
**Today's Events 6/17/2019**

by Date and Time with EVENT Notes

6/17/2019

9:37AM

Reservation #	Start and End Date/Time	Meeting Name / Event Name	Status	Customer/Contact (phone)
20180501-00003	6/17/2019 8:00AM	East Texas Center for School Based Research & Instruction Summer Conference	Scheduled	Graduate Admissions
(P) East Texas Center for School Based Research & Instruction Summer	6/17/2019 6:00PM			Sydni Blundell
Event Notes:				(903) 566-7087
sblundell@uttyler.edu				
<u>Resource</u>	<u>Quantity</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>	
Parking Lot - P2	20	06/17/2019 8:00 am	06/17/2019 6:00 pm	



# Reserved Parking



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## Transportation

31-Day Range of Events Needing CDL Drivers

By Date, Time with Selected Resources and Meeting Notes

6/1/2019

6:00AM

Reservation # with Meeting Name	Date with Departure/Arrival Times	# of Passengers	Status	Customer/Contact (phone)
<b>Sunday, June 02, 2019</b>				
20190528-00007	6/2/2019 5:00PM	24	Scheduled	Residence Life
Liberty Landing Walmart Shuttle	6/2/2019 6:30PM			Blair Warren bwarren@uttyler.edu

*Meeting Notes:* DRIVER: CODY*Pickup Location:* LL clubhouse*Dropoff Location:* Walmart*Wait while they shop.*

# Transportation



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## Porter Services

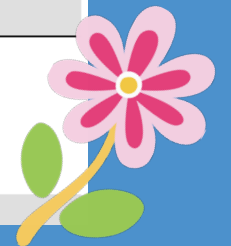
6/18/2019 to 7/1/2019

14-Day Range of PORTER SERVICES by Date and Time

6/17/2019

9:42AM

Location	Meeting Name	Reservation #	Attend.	Status	Customer/Contact (phone)
<b>Tuesday, June 18, 2019</b>					
8:00AM - 6:00PM T UC 03300A - E	East Texas Center for School Based Research & Instruction Summer Conference	20180501-00003	250	Scheduled	Graduate Admissions Sydni Blundell (903) 566-7087
<b>Requested: SSC - Porter - On-Campus Event (no charge)</b>					
8:30AM - 4:30PM T COB 00251	TSI Preparation Experience	20190311-00023	30	Scheduled	Academic Success Lauralee M Meyer (903) 565-5567
<b>Requested: SSC - Porter - On-Campus Event (no charge)</b>					
9:00AM - 12:00PM T ATH Softball Field	UT Tyler Softball Skills Camps	20190130-00036	40	Scheduled	Athletics Whitney Wyly (903) 565-5820
<b>Requested: SSC - Porter - On-Campus Event (no charge)</b>					
<b>Wednesday, June 19, 2019</b>					
9:00AM - 12:00PM W ATH Softball Field	UT Tyler Softball Skills Camps	20190130-00036	40	Scheduled	Athletics Whitney Wyly (903) 565-5820
<b>Requested: SSC - Porter - On-Campus Event (no charge)</b>					
<b>Thursday, June 20, 2019</b>					
11:00AM - 2:30PM R BRB 01055	Faculty Senate Meeting	20190425-00039	60	Scheduled	Faculty Senate Lynette Sutter (903) 566-7296
<b>Requested: SSC - Porter - On-Campus Event (no charge)</b>					
1:00PM - 2:00PM R RBN 02011	Pre-Med Camp (Lunch)	20190220-00011	20	Scheduled	Department of Chemistry



Porter





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## Summer Housing

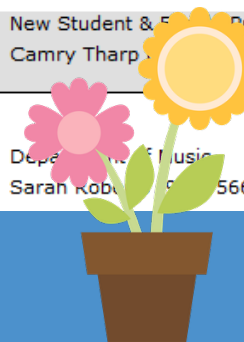
6/17/2019 to 12/14/2019

Summer Housing by Date and Time for Next 180 Days

6/17/2019

9:44AM

Time of Event	Location	Meeting Name	Reservation #	Qty	Status	Customer/Contact (phone)
<b>Wednesday, June 19, 2019</b>						
8:00AM - 11:30PM W	BEDS - Ornelas Hall	2019 Freshman Orientation (Housing)	20170203-00058	249	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
<b>Thursday, June 20, 2019</b>						
8:00AM - 11:30PM R	BEDS - Ornelas Hall	2019 Freshman Orientation (Housing)	20170203-00058	249	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
<b>Friday, June 21, 2019</b>						
8:00AM - 11:30PM F	BEDS - Ornelas Hall	2019 Freshman Orientation (Housing)	20170203-00058	249	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
<b>Saturday, June 22, 2019</b>						
8:00AM - 11:30PM S	BEDS - Ornelas Hall	2019 Freshman Orientation (Housing)	20170203-00058	249	Scheduled	New Student & Family Programs Camry Tharp (903) 565-5873
<b>Sunday, June 23, 2019</b>						
8:00AM - 11:00PM U	BEDS - Ornelas Hall	2019 Jazz Camp (Housing)	20180726-00004	13	Scheduled	Department of Music Sarah Robison (903) 566-7387



# Housing





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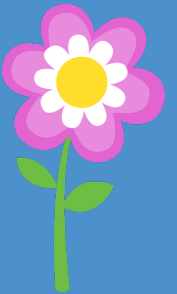
Events from 6/18/2019 to 6/24/2019

By Date, Time with Resources - ALL CAMPUSES

6/14/2019

1:20PM

Time	Reservation #	Event Name	Status	Dates	Location	Attend	Customer & Contact Info.
<b>6/17/2019</b>							
10:00AM - 12:00PM	20190227-00028	Summer Swimming Session 5	Scheduled	6/17/19 - 6/21/19	LL1 Liberty Landing Pool	20	Recreational Sports Rick McGill - (903) 566-7142
<b>6/18/2019</b>							
6:45AM - 5:00PM	20180625-00008	2018 Cub Scouts Day Camp	Scheduled	6/18/19 - 6/18/19	UAT5 Gym	130	Cub Scouts Jason Beaton - (903) 530-9378
<u>Resource</u>		<u>Quantity</u>	<u>Resource Start Date/Time</u>		<u>Resource End Date/Time</u>		
Door Unlock		1	6/18/19 6:45 am		6/18/19 5:00 pm		
6:45AM - 5:00PM	20180625-00008	2018 Cub Scouts Day Camp	Scheduled	6/18/19 - 6/18/19	UAT5 Cafeteria	130	Cub Scouts Jason Beaton - (903) 530-9378
<u>Resource</u>		<u>Quantity</u>	<u>Resource Start Date/Time</u>		<u>Resource End Date/Time</u>		
Door Unlock		1	6/18/19 6:45 am		6/18/19 5:00 pm		
6:45AM - 5:00PM	20180625-00008	2018 Cub Scouts Day Camp	Scheduled	6/18/19 - 6/18/19	UAT5 Fields	130	Cub Scouts Jason Beaton - (903) 530-9378
<u>Resource</u>		<u>Quantity</u>	<u>Resource Start Date/Time</u>		<u>Resource End Date/Time</u>		
OAC - Campus Carry Exclusion Zone		1	6/18/19 6:45 am		6/18/19 5:00 pm		
7:00AM - 5:00PM	20180625-00009	2019 Cub Scouts Day Camp - Rain Site, Presentation and Awards	Scheduled	6/18/19 - 6/18/19	OAC 00121	130	Cub Scouts Jason Beaton - (903) 530-9378
<u>Resource</u>		<u>Quantity</u>	<u>Resource Start Date/Time</u>		<u>Resource End Date/Time</u>		
OAC - 6 FT Rectangle Tables		3	6/18/19 7:00 am		6/18/19 5:00 pm		
OAC - 5 FT Round Tables		20	6/18/19 7:00 am		6/18/19 5:00 pm		



Physical Plant



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## Off-Campus Catering

6/17/2019 to 6/30/2019

14-Day Range of Events

6/17/2019

9:15AM

Location		Meeting Name		Reservation #	Attend.	Status	Customer/Contact (phone)
Monday, June 17, 2019							
8:00AM - 6:00PM	M	UC 03300A - E	East Texas Center for School Based Research & Instruction Summer Conference	20180501-00003	250	Scheduled	Graduate Admissions Sydni Blundell (903) 566-7087
Off-Campus Catering:		Mon 8:00AM	- Mon 6:00 pm				
Tuesday, June 18, 2019							
8:00AM - 6:00PM	T	UC 03300A - E	East Texas Center for School Based Research & Instruction Summer Conference	20180501-00003	250	Scheduled	Graduate Admissions Sydni Blundell (903) 566-7087
Off-Campus Catering:		Tue 8:00AM	- Tue 6:00 pm				



# Off-Campus Catering

7-Day Range of Events for the OAC

By Date, Time with Selected Resources and Meeting Notes

6/17/2019  
9:49AM

Reservation #	Location	Start and End Date/Time	Meeting Name	Attend.	Status	Customer/Contact (phone)
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### Monday, June 17, 2019

20180625-00009 <i>2019 Cub Scouts Day Camp - Rain Site,</i>	OAC 00121	6/17/2019 7:00AM	2019 Cub Scouts Day Camp - Rain Site, Presentation and Awards	130	Scheduled	Cub Scouts
		6/17/2019 5:00PM				Jason Beaton (903) 530-9378
						jasonbeaton@gmail.com

<u>Resource</u>	<u>Quantity</u>	<u>Start Date/Time</u>	<u>End Date/Time</u>
OAC - Partitions	2	06/17/2019 7:00 am	06/17/2019 5:00 pm
OAC - Campus Carry Exclusion Zone	1	06/17/2019 7:00 am	06/17/2019 5:00 pm
OAC - 6 FT Rectangle Tables	3	06/17/2019 7:00 am	06/17/2019 5:00 pm
OAC - Chairs	160	06/17/2019 7:00 am	06/17/2019 5:00 pm
OAC - 5 FT Round Tables	20	06/17/2019 7:00 am	06/17/2019 5:00 pm



# Setups



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# Presented by:

**Vicky Bond**

Director

Scheduling & Conference Services

The University of Texas at Tyler

903.565.5888

[vbond@uttyler.edu](mailto:vbond@uttyler.edu)

[www.uttyler.edu/events](http://www.uttyler.edu/events)

