

Using Shared Resource Calendars

Many UD departments have resources (e.g., conference rooms, equipment) that are shared by the members of the department. A shared resource calendar is a great way to manage those resources by allowing appropriate staff to view a resource’s availability and reserve it from within UDcalendar as needed.

Most shared resource calendars are created by UDiT, and are viewable when a user creates a new event in UDcalendar.

- Resources which are unrestricted—meaning you are allowed to reserve them automatically—are displayed with a green box to the left of their name
- Resources which are restricted—meaning reservation requests must be approved OR you are not allowed to reserve the resource—are displayed with a red X to the left of their name

Invite an Unrestricted Shared Resource to an Event

To include (or “invite”) an unrestricted shared resource to your event:

1. In UDcalendar, click **Create**
2. Enter the event details, including title, date, desired time, guests, description, etc.
 - a. NOTE: the **Where** field will be filled in automatically if you are inviting a room to the event
3. On the right side of the window, click **Rooms, etc.** to display a list of resources. By default, the **Show only available** box is checked to list all rooms and resources that you can reserve without restriction (as long as your event does not conflict with something already on the calendar). These resources have a green box displayed to the left of their name. (See *Figure 1*)

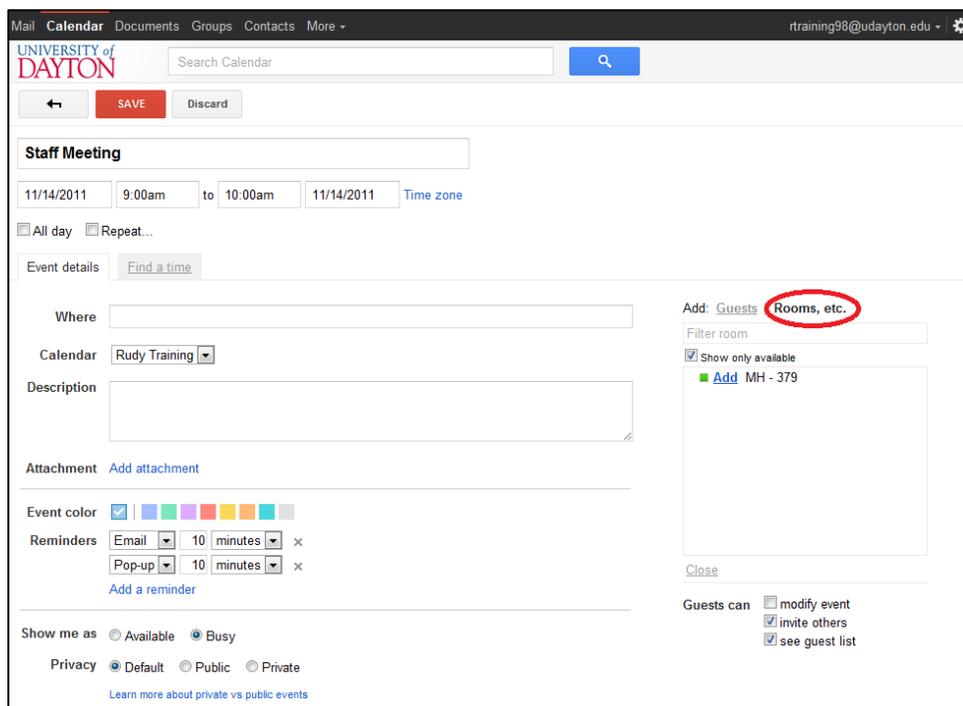


Figure 1

4. Click **Add** (located to the left of the resource name) to invite the resource to your event.

5. Click the **Find a time** tab to determine availability of all attendees, including the resource. In *Figure 2*, Rudy Training and MH379 are both available at the desired time of 9am-10am; the calendar also reflects that MH379 already has an event scheduled from 1pm-2pm.

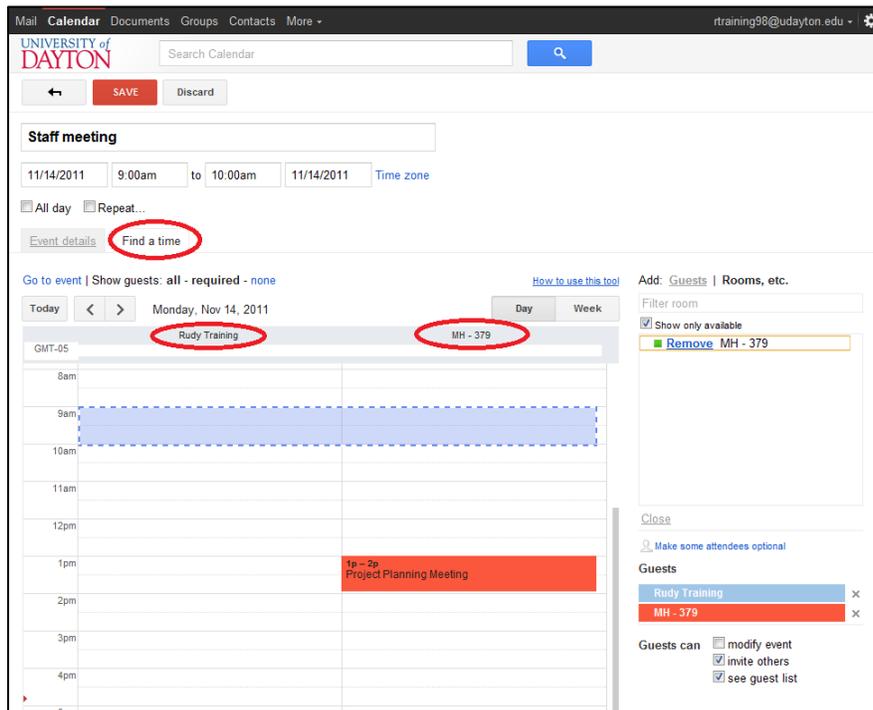


Figure 2

6. Adjust your event time guests and date as needed. When satisfied, click **Save**

Invite a Restricted Shared Resource to an Event

Restricted shared resources either require the resource owner to approve your reservation request OR are not available for you to reserve at all. In both cases, these resources are displayed in the resource list with a red X to the left of their name. Unfortunately, you cannot tell at-a-glance what restriction is associated with a particular resource until you try to reserve the resource.

To include (or “invite”) a restricted shared resource to your event:

1. In UDcalendar, click **Create**
2. Enter the event details, including title, date, desired time, guests, description, etc.
 - a. NOTE: the **Where** field will be filled in automatically if you are inviting a room to the event
3. On the right side of the window, click **Rooms, etc.** to display a list of resources. **Uncheck** the **Show only available** box to display all resources. Resources with a red X displayed to the left of their name have restrictions in place. In *Figure 3*, MH-003 and UDiT_MH_Test are restricted to this user (indicated by a red X); MH-379 is available for automatic reservation processing (indicated by a green box).

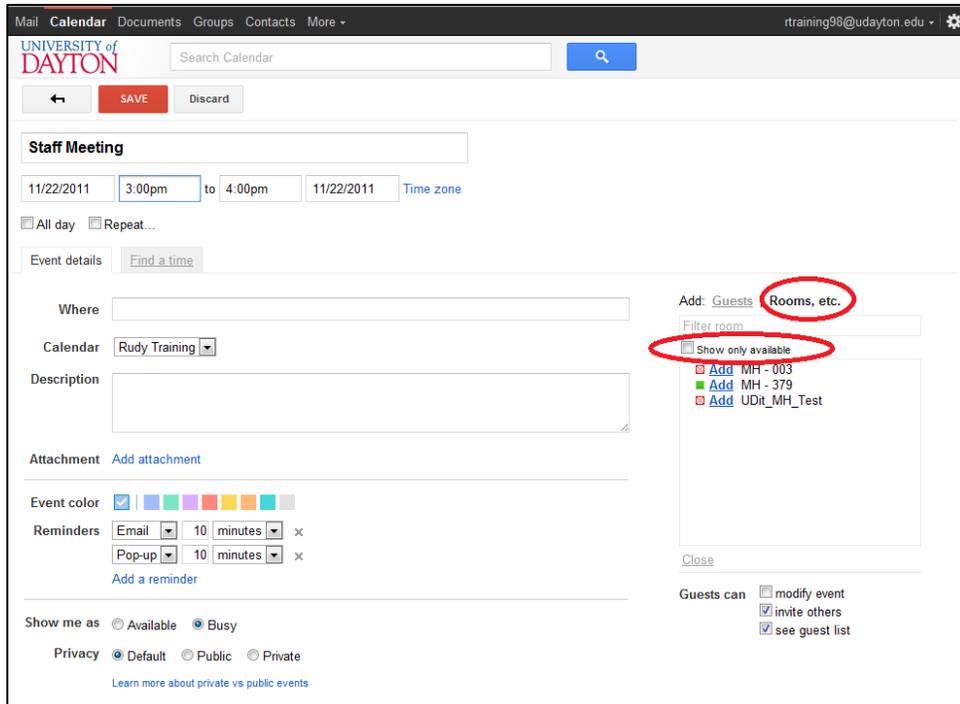


Figure 3

4. Click **Add** (located to the left of the resource name) to invite the resource to your event. In this example, Rudy Training wants to schedule MH003, which is a restricted resource.
5. Click the **Find a time** tab to determine availability of all attendees, including the resource. In *Figure 4*, Rudy Training and MH003 are both available at the desired time of 3pm-4pm; the calendar also reflects that MH003 already has an event scheduled from 1pm-2pm.

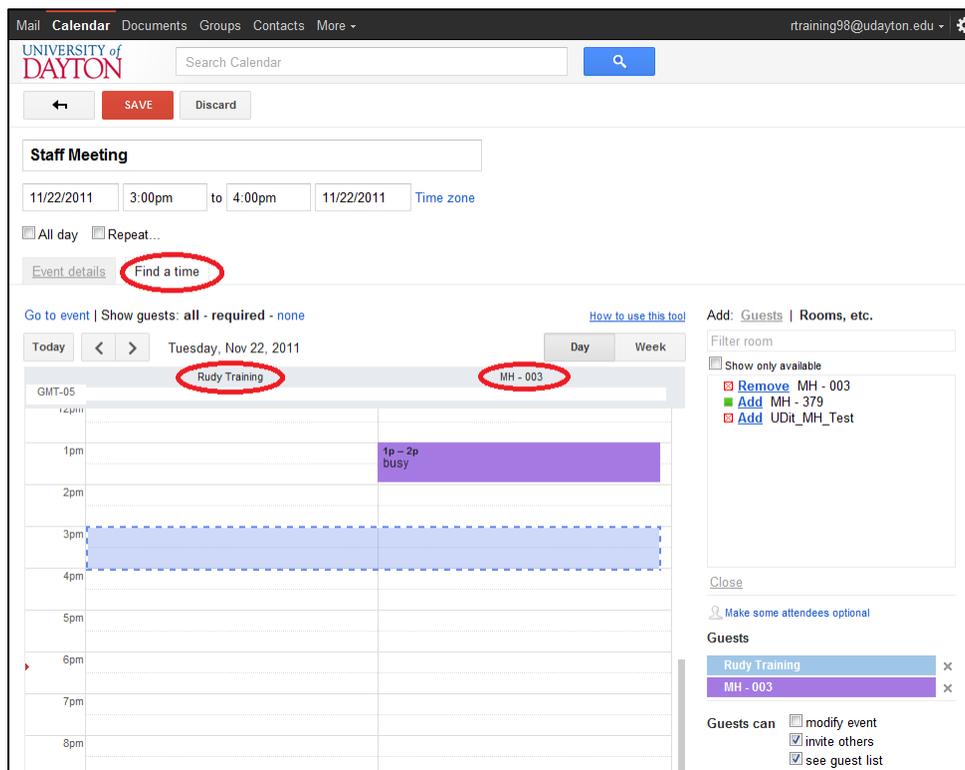


Figure 4

- a. NOTE: If you do NOT see free/busy time displayed for the resource, that indicates that this resource is restricted and is NOT available for you to reserve. In *Figure 5*, only Rudy Training's free/time displays even though MH003 has been added to the event.

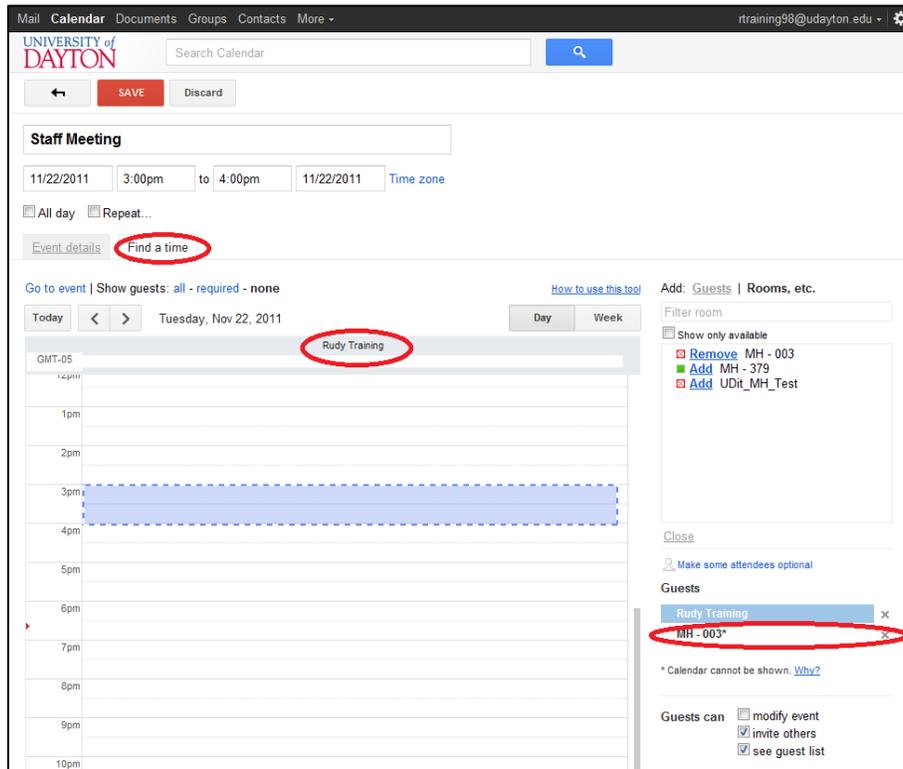


Figure 5

6. Adjust your event details as needed, then click **Save**

When you reserve a restricted resource, you will automatically receive a Declined notice.

- If the restricted resource requires owner approval (i.e., you were able to see free/busy time when requesting the resource), you will receive a notification when the owner has officially approved/declined your request.
- If the restricted resource is not available for you to reserve (i.e., you were NOT able to see free/busy time when requesting the resource), you will have to contact the resource owner and ask them to reserve the resource for you.