



Edit a FSUPC Facility Use Request

Please note: editing a request is not allowed after the request has been approved. Any changes necessary after the request is approved must be completed by contacting our Facility Use Coordinator at facilities@pc.fsu.edu.

To begin editing your pending web request, if you have not already done so log into the system by selecting the My Account menu and the Log In option. You will then enter your email address and password saved when you created your account.

After successfully logging into the system, you will **first**, mouse over the Reservations menu and select the View My Requests option. A screen similar to the one below appears.

Reservations						
Id	Name	Organization	First Booking	Last Booking	Status	Location
15	Testing	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bayside Building - Bay 115
17	Testing #3	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bland Conference Center - Bland Conference Center
16	Testing	Technical Services - FSU PC	11/13/2010 Sat	11/13/2010 Sat	Web Request	Bayside Building - Bay 115

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To begin, you will select the Name of the event you wish to edit. The summary for the request, like the one below appears.

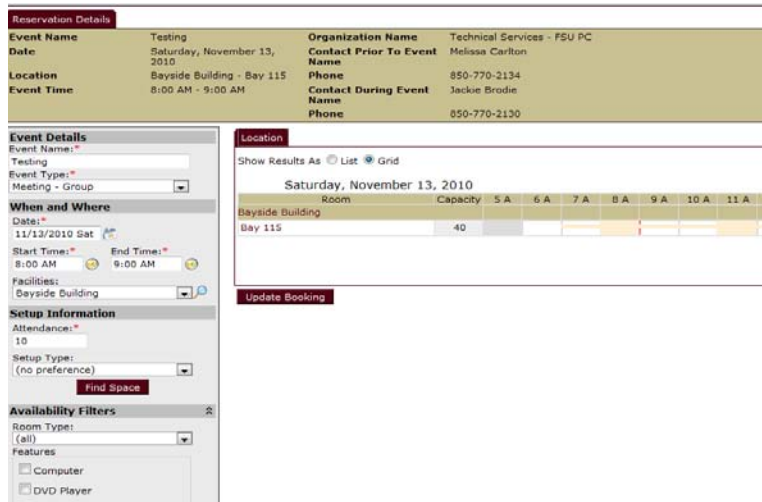
Reservation Details				Additional Information
Reservation Id	15	Organization Name	Technical Services - FSU PC	Edit Reservation Add Booking Cancel Services Cancel Bookings Cancel All Bookings View Reservation Summary Add booking to personal calendar
Event Name	Testing	Contact Prior To Event Name	Melissa Carlton	
Event Type	Meeting - Group	Phone	850-770-2134	
		Contact During Event Name	Jackie Brodie	
		Phone	850-770-2130	

All **Current** Historical

Bookings							
Actions	Services	Date	Time	Title	Location	Status	Setup
X	+	11/13/2010 Sat	8:00 AM - 9:00 AM	Testing	Bayside Building - Bay 115	Web Request	(none) (10)

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Next, select the Edit Booking icon , located under the Actions column. This allows you to make changes to the When and Where items, such as the particular building, room, or time you wish to hold your event. After your changes are made, select the Update Booking button to save those changes.



Reservation Details

Event Name	Testing	Organization Name	Technical Services - FSU PC
Date	Saturday, November 13, 2010	Contact Prior To Event Name	Melissa Carlton
Location	Bayside Building - Bay 115	Phone	850-770-2134
Event Time	8:00 AM - 9:00 AM	Contact During Event Name	Jackie Brodie
		Phone	850-770-2130

Event Details
 Event Name: *
 Testing
 Event Type: *
 Meeting - Group

When and Where
 Date: *
 11/13/2010 Sat
 Start Time: *
 8:00 AM
 End Time: *
 9:00 AM
 Facilities:
 Bayside Building

Setup Information
 Attendance: *
 10
 Setup Type:
 (no preference)
 Find Space

Availability Filters
 Room Type:
 (all)
 Features
 Computer
 DVD Player

Location
 Show Results As List Grid
 Saturday, November 13, 2010

Room	Capacity	5 A	6 A	7 A	8 A	9 A	10 A	11 A
Bayside Building								
Bay 115	40							



Update Booking

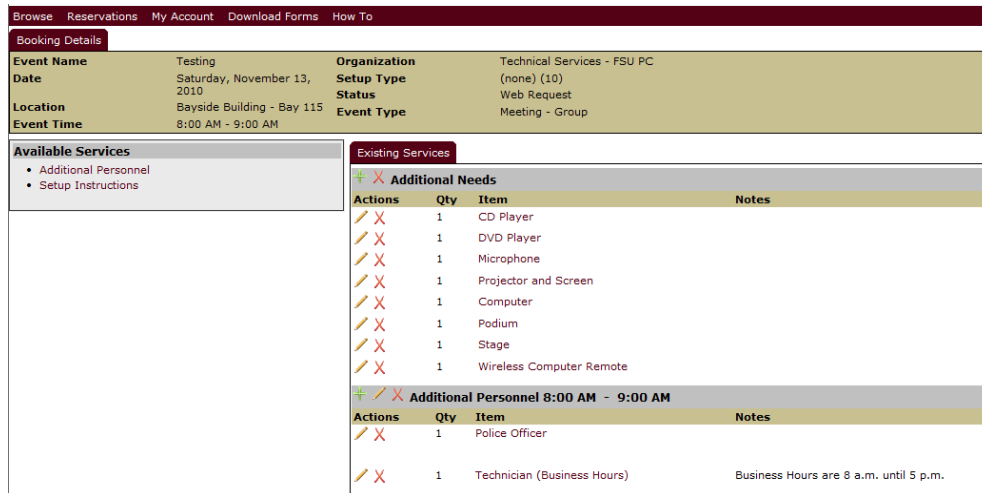
To make changes to the services you requested (Microphone, Computer or Personnel, etc.), Select the Back to Reservation Summary link just above the menu for making changes on the right.

Welcome Firstname Lastname

[Back to My Requests](#)

- Edit Reservation
- Add Booking
- Cancel Services
- Cancel Bookings
- Cancel All Bookings
- View Reservation Summary
- Add booking to personal calendar

Once the screen returns to the Request Summary, select the name of the event you wish to change. You may view the services you requested by selecting the View Services icon . Should any of those services need adjusting or you need to add additional services, select the Add or Edit Services icon , this will open a screen similar to the one below.



Browse Reservations My Account Download Forms How To

Booking Details

Event Name	Testing	Organization	Technical Services - FSU PC
Date	Saturday, November 13, 2010	Setup Type	(none) (10)
Location	Bayside Building - Bay 115	Status	Web Request
Event Time	8:00 AM - 9:00 AM	Event Type	Meeting - Group

Available Services

- Additional Personnel
- Setup Instructions

Existing Services

Additional Needs


Actions	Qty	Item	Notes
	1	CD Player	
	1	DVD Player	
	1	Microphone	
	1	Projector and Screen	
	1	Computer	
	1	Podium	
	1	Stage	
	1	Wireless Computer Remote	

Additional Personnel 8:00 AM - 9:00 AM

Actions	Qty	Item	Notes
	1	Police Officer	
	1	Technician (Business Hours)	Business Hours are 8 a.m. until 5 p.m.

To cancel an Additional Need or an Additional Personnel request, select the red X icon  next to the appropriate item.

To edit an Additional Need or an Additional Personnel request, select the pencil icon next to the appropriate item.

To add an Additional Need or an Additional Personnel request, select the green plus icon , next to the header of the item you wish to add. You may also select the links under Available Services on the left for adding Additional Personnel or Setup Instructions. Please remember to select the save button at the bottom of the screen when available; this ensures your changes are accepted.

To select a different reservation for editing, select the Reservations menu and then the View My Requests option. This will return the screen to the list of reservations your account has on file.

Once you have completed all your changes, remember to Logout of your account by selecting the My Account menu and then the Logout option. See our How To menu for instructions on canceling a request if needed.