

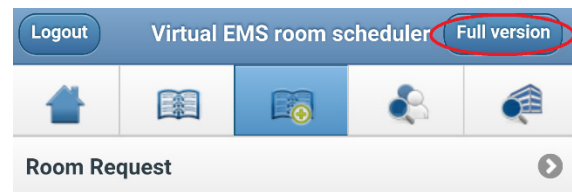
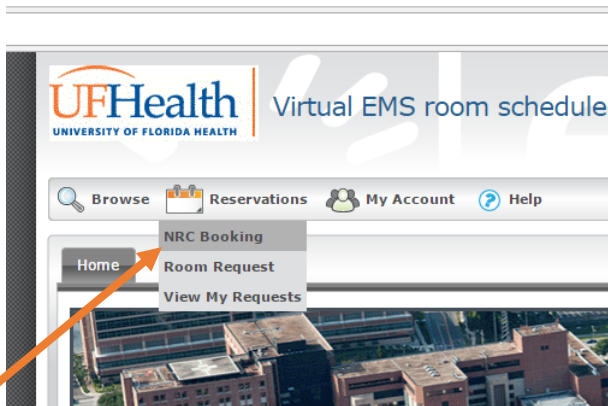
## Guidelines and Directions for Student Open Lab Scheduling

**The cut off time for NRC Open lab reservations each week is 6pm the Thursday prior to the Friday open lab.**

- Open Lab is 9am to 12 noon
- Students can schedule a one-hour slot
- Students will specify skill(s) in the drop down menu
- One to three skills can be selected per one-hour time slot

### Directions for students accessing the site:

- 1- Click this link: <http://rooms.ahc.ufl.edu/virtualems/>
- 2- Login with your Gatorlink Username and Password. Note: You do NOT need to be on the UF network to access this site.
- 3- Click “Reservations” then in the drop down chose “NRC Booking”. On a mobile device you’ll need to choose “Full Version” first:



- 4- Pick the Friday you’d like to attend open lab using the calendar (📅). Pick the start time (9:00am, 10:00am, 11:00am) using the clock icon (🕒). Then click “Find Space”

**Find Space**

- 5- Look for an open room reservation for your selected time slot (note: open time slots will show up as a white box).

## NRC Booking

Location Details

### When and Where

Date: \*

Start Time: \*  
 End Time: \*

Facilities:

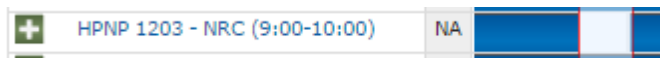
### Selected Locations

No rooms currently selected

List Grid

		Cap	7	8	9	10	11	12 PM	1
GNV UF Health Prof, Nursing, Pharmacy 273-									
<input type="checkbox"/>	HPNP 1203 - NRC (9:00-10:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (9:00-10:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (9:00-10:00)	NA							
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<input type="checkbox"/>	HPNP 1203 - NRC (9:00-10:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
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<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (10:00-11:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (11:00-12:00)	NA							
<input type="checkbox"/>	HPNP 1203 - NRC (11:00-12:00)	NA							

Click the green plus icon next to an available slot:



If no slot is available in your first choice time change the start time to a time slot that is available.

Once your request has been made click the yellow continue button:

The screenshot shows a reservation system interface with the following components:

- Location** and **Details** tabs at the top.
- Selected Locations** table with columns: DATE, HOLIDAYS, START, END, LOCATION, STATUS, CONFLICT. A single entry is shown for 12/16/2016 Fri, 9:00 AM to 10:00 AM at HPNP - 1203-10-9-10, with a status of Request.
- List** and **Grid** buttons below the table.
- Friday, December 16, 2016** header with a **16 Hours** range indicator.
- Room** and **Cap** columns, followed by a grid of time slots (7-10 AM).
- Room**: GNV UF Health Prof, Nursing, Pharmacy 273-
- Cap**: NA
- Grid**: Shows availability for HPNP 1203 - NRC from 9:00-10:00 and 10:00-11:00. Blue bars indicate reserved slots, and white bars indicate available slots.
- Continue** button at the bottom.

If this is your first time making a reservation, then the “Groups” field will be blank. Click on the magnifying glass next to the groups field:

In the search box type in “**Nursing NRC**” and then click the magnifying glass. Then click the green plus next to Nursing NRC followed by the Done button:

ADD	GROUPS NAME	GROUPS TYPE	CITY
+	Nursing NRC	Nursing NRC	

Then in the Groups drop down menu select the “Nursing NRC” option. Fill out the rest of the form with your contact information. Also select the skills you’d like to practice. The first skill is required to submit the form but you can select up to three skills total:

Location Details

### Event Details

Event Name: \* Skills Training      Event Type: \* Lab

### Groups Details

Groups: \* Nursing NRC

1st Contact: \* (temporary contact)

Name: \* Alberta Gator

Phone: \* 352-555-5555      Fax:

Email: \* call\_me\_al@ufl.edu

### Other Information

What skill do you need to practice?: \* Abdominal Assessment

What other skill do you need to practice?: Adding Items to a Sterile Field

What other skill do you need to practice?: Transferring from Bed to Stretcher

**Submit**



You will then see a page with your reservation details. You will also receive an email notifying you that the request was received. **Please note that a follow-up email from an NRC faculty or staff member is necessary to verify that your request is confirmed. DO NOT ASSUME YOUR RESERVATION HAS BEEN FULFILLED UNLESS YOU RECEIVE A FOLLOW-UP EMAIL.**

Reservation Details    Additional Information    Attachments    [Back to My Requests](#)

<b>Reservation Id</b>	45693	<b>Groups Name</b>	Nursing NRC	<a href="#">Edit Reservation</a>
<b>Event Name</b>	Skills Training	<b>1st Contact Name</b>	Alberta Gator	<a href="#">Add Booking</a>
<b>Event Type</b>	Lab	<b>Phone</b>	352-555-5555	<a href="#">Cancel Bookings</a>
				<a href="#">Cancel All Bookings</a>
				<a href="#">Add booking to personal calendar</a>
				<a href="#">Booking Tools</a>
				<a href="#">Edit Additional Information</a>

All    **Current**    Historical

### Bookings

ACTIONS	SERVICES	DATE ^	TIME	TITLE	LOCATION	STATUS	SETUP
 		12/16/2016 Fri	9:00 AM - 10:00 AM	Skills Training	HPNP - 1203-10-9-10	Pending Web request	(none) (1)

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