

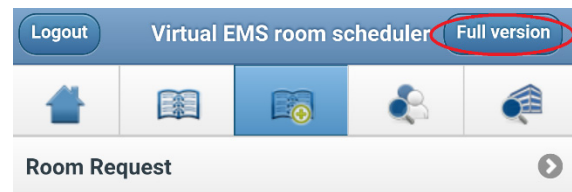
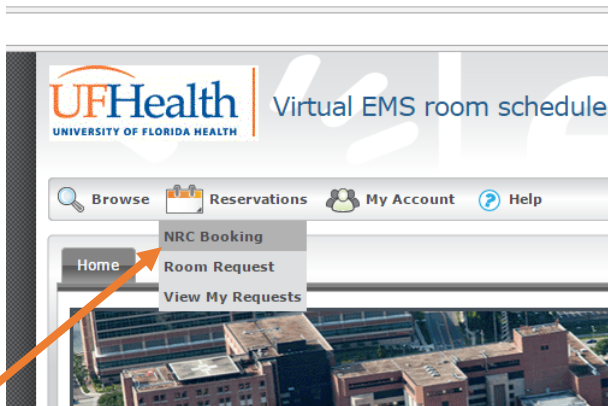
Guidelines and Directions for Student Open Lab Scheduling

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 | | | | | | | |
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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 (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 (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:

Location

Details

Selected Locations

| ✖ | DATE | HOLIDAYS | START ▲ | END | LOCATION | STATUS | CONFLICT |
|---|----------------|----------|---------|----------|---------------------|---------|----------|
| ✖ | 12/16/2016 Fri | | 9:00 AM | 10:00 AM | HPNP - 1203-10-9-10 | Request | |

List

Grid

◀ ▶ Friday, December 16, 2016
◀ ▶ 16 Hours

| Room | Cap | 7 | 8 | 9 | 10 | 11 | 12 PM | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
|--|-------------------------------|----|---|---|----|----|-------|---|---|---|---|---|---|---|---|---|----|--|
| GNV UF Health Prof, Nursing, Pharmacy 273- | | | | | | | | | | | | | | | | | | |
| + | HPNP 1203 - NRC (9:00-10:00) | NA | | | | | | | | | | | | | | | | |
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| + | HPNP 1203 - NRC (11:00-12:00) | NA | | | | | | | | | | | | | | | | |
| + | HPNP 1203 - NRC (11:00-12:00) | NA | | | | | | | | | | | | | | | | |

Continue

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](#)

| | | | | |
|-----------------------|-----------------|-------------------------|---------------|--|
| Reservation Id | 45693 | Groups Name | Nursing NRC | Edit Reservation |
| Event Name | Skills Training | 1st Contact Name | Alberta Gator | Add Booking |
| Event Type | Lab | Phone | 352-555-5555 | Cancel Bookings |
| | | | | Cancel All Bookings |
| | | | | Add booking to personal calendar |
| | | | | Booking Tools |
| | | | | Edit Additional Information |

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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