Getting Started: Room Reserve Documentation

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Room Reserve - Getting Started Your first step in Room Reserve <u>is to sign up for a training session</u>.

  Product Overview Welcome to Room Reserve, a web-based reservation management system. This highly efficient system transforms paper-based and ad-hoc computer-based reservation procedures into a streamlined, organized system accessible to libraries and their patrons. Room Reserve Allows libraries to maintain a computer database of rooms and locations (non-traditional meeting spaces) Maintain an inventory of equipment that can be reserved together with or separately from rooms Maintain a reservations calendar Create a cost basis for reserving rooms, equipment and catering Maintain a record of fees and deposits paid Run reservation schedules and usage reports

   Understanding of Security Access Security determines the password authority level to create or act on reservations (edit, delete, archive etc.). Initial passwords are set by Evanced and provided to the project contact. **Simple Security Access** Simple Security Access is defined in allowing the system to maintain shared levels of access into the Event Maintenance system. Within in Events passwords would be shared instead of assigning specific user name and passwords.

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Multi-Branch Library System Note: Security impacts both individual branches and
All Branches. We recommend that initial passwords be configured and applied at
the All Branches level and then reset as necessary at the individual branch
level. Individual Branch configuration overrides All Branches configuration and
cannot be reset at the All Branches level.
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 Once you receive your software the default setup is based on Simple Security Access. These are defined below: **Administrator - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive, System Configuration, Branch List, System Wide List General Staff - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive Create Only - Will give the staff user access to the following: Add, Edit, Copy, Read, Register, Publish, Reports, Bulk Archive Read Only - Will give the staff user access to the following: Read, Register, Reports User Name Login** User Name Login allows the administrator to define a specific level of access per each staff user by configuring a user name and password. Options for configuring each staff user include: **Administrator - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive, System Configuration, Branch List, System Wide List General Staff - Will give the staff user access to the following: Add, Edit, Copy, Delete, Read, Register, Publish, Reports, Archive Create Only - Will give the staff user access to the following: Add, Edit, Copy, Read, Register, Publish, Reports, Bulk Archive Read Only - Will give the staff user access to the following: Read, Register, Reports**