

Meeting Room Booking System (MRBS)

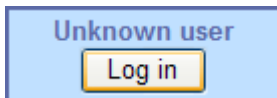
Faculty and staff are able to reserve I.T. public computer labs for class lab time.

There are four ways to access MRBS

1. The For Faculty tab in MyYcp (<http://www.ycp.edu>) click on the link in the MRBS channel
2. The For Employees tab in MyYcp (<http://www.ycp.edu>) click on the link in the MRBS channel
3. Directly accessing the site <https://www.mrbs.ycp.edu>
4. Clicking the link on the I.T. MRBS page <http://www.ycp.edu/it/1288.htm>

If you are looking for a Conference room (faculty) or study room (students) in the Library, please go to <http://www.ycp.edu/library/index.html> .

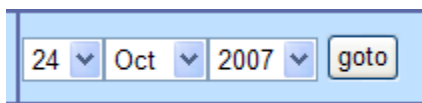
1. Make sure you log in.




2. You will see a calendar. Navigate to the date you are looking to reserve. Navigation can be done by clicking on a date on one of the calendars or by using the drop down menu and selecting a date.

September 2007							October 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			

or

A screenshot of a date selection interface. It consists of a light blue rectangular box with a thin border. Inside the box, there are three dropdown menus. The first dropdown shows the number "24", the second shows the month "Oct", and the third shows the year "2007". To the right of these dropdowns is a yellow button with a black border and the text "goto" in black.

- Once you have selected the date and the room you wish to reserve, click on the  that corresponds to the time the reservation should start.
- A screen will open asking you to fill in the information on your reservation. (Note: If you have not previously logged in, you will then be prompted to enter your user name and password.)

York College of Pennsylvania
Meeting Room Booking System

24 Oct 2007 goto Help Adm

Add Entry

1 Description:

Full Description: (Number of people, Internal/External etc)

2

3 Date: 24 Oct 2007

Time: 08 :30 am pm 4

5 Duration: 1 hours All day

Rooms: BA100 Lab w/Projection
BA207 Lab w/Projection
BA304 Lab *NO* Projection
McKay135 Lab w/Projection 6

Type: Internal

Repeat Type: None Daily Weekly Monthly Yearly Monthly, corresponding day n-Weekly

Repeat End Date: 24 Oct 2007

Repeat Day: (for n-weekly) Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Number of weeks (for n-weekly)

Save

Items to Note:

- Title for reservation*
- A more detailed explanation*
- The date of the class*
- The start time of the class*
- The length of the class in hours or minutes*
- The room you are booking (make sure the correct lab is selected).*