

PHPSCHEDULEIT – HOW TO SCHEDULE!

This online scheduling tool will allow you to reserve various locations and / or equipment.

LOG IN

1. On a School Computer open a Web browser and type “WLSTeamwork” into the address bar.
2. Click on “WebTools”
3. Click on the desired building
4. Use your Novell username and password to login
5. Be sure to take a look at the “My Announcements” area to see if there is any news about scheduling
6. The “My Reservations” area will list any pending reservations (including the status if you need approval for a space.)

Please Log In

Logon name

Password

Language

Keep me logged in (requires cookies)

[Return to WLSTeamwork WebTools](#)

[View Schedule](#) | [Help](#)

MAKING A RESERVATION

1. Click on “Scheduling Calendar” under “My Quick Links”
2. Click on the date (the actual number) of the date you wish to reserve something
3. You will now see a grid listing all of the things / spaces that can be reserved. Click on the matrix for the correct date, resource and starting time slot.
 - a. NOTE: If the resource is already scheduled you will see the person’s name and recorded notes
 - b. NOTE: You can only request a reservation in the future
4. Confirm that you have selected the correct resource and the correct date.
5. Use the drop downs to select the starting and ending times.
6. Enter a short but meaningful description of what you are using the resource for in the summary box.
7. Click on “Save”
8. Click on the “Close” button – you will now receive a confirmation e-mail listing the reservation. If the resource requires approval the person responsible will also receive a copy of your request. Once they approve or deny you will once again receive an e-mail.
9. You can now logout.

> My Quick Links ?

- » Bookings
- » My Calendar
- » Schedule Calendar
- » Email Preferences
- » Email Administrator
- » Change Profile
- » Log Out

| | My Reservations | My Past Reservations | My Participation | My Past Participation | Other Reservations | Other Past Reservations | Pending Approval | Blocked Out Times |
|-----------------------|-----------------|----------------------|------------------|-----------------------|--------------------|-------------------------|------------------|-------------------|
| Wednesday, 11/03/2010 | | | | | | | | |
| Thursday, 11/04/2010 | | | | | | | | |

Basic Participants Accessories

Location

Phone

Notes

Please select the starting and ending times:

Start 11/04/2010 End 11/04/2010

10:30am 10:45am

Will be reserved for:

Name Conference9

Phone

Email conference9@wls4kids.org

Summary

Important Note: If you wish to cancel a scheduled time, login and click on the “DELETE” link at the end of your reservation. When the popup appears click on ‘Delete’ and then ‘Close.’

| Start Date | End Date | Resource | Start Time | End Time | Created | Modify | Delete |
|------------|------------|-------------------|------------|----------|--------------------------|--------|--------|
| 11/04/2010 | 11/04/2010 | Multipurpose Room | 10:30am | 11:30am | 10/29/2010 @ 02:14:21 PM | Modify | Delete |