

GT Events News Letter



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Winter 2018 Edition

Georgia Tech Campus Reservation System implements Mobile App Instant Reservations

Georgia Tech Campus Reservation System (GT Events) users are able to make instant space reservations from Android and Apple mobile device. With the all new Mobile App, instant as-is room reservations are available from your phone using an interface specifically designed for mobile screen sizes.

Visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for information on downloading, configuring and using the new Mobile App.

Georgia Tech Campus Reservation System implements enhancements

The Georgia Tech Campus Reservation System (GT Events) has implemented the following enhancements.

1. GT Events users are able to start the reservation process from the BROWSE LOCATIONS page. Visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for information on using this enhancement.
 2. Enhanced notification messages.
 - When users tried to book a space at a date and time prior to the booking cutoff time, the message "First available booking date violation" was displayed. This message has been enhanced to be more descriptive and provide guidance on how to correct the error.
 - When a room was added to a reservation request, the message "Booking Added" was displayed. This message will now display as "Room Added to Reservation" to be more descriptive of what is actually occurring.
 - When a user requests a Reservation Template they do not have access to, the message "You do not have access to the requested page" will be displayed.
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Georgia Tech Campus Reservation System offers Weekend and School Breaks Classroom Reservations

Georgia Tech Campus Reservation System (GT Events) faculty and staff users are now able to request classrooms on the weekend and school breaks for two semesters in advance. This feature is available for classrooms in Clough, Instructional Center, Klaus and West Village Music Annex buildings.

This functionality is available using the "Request Classroom space-weekend & breaks use only" reservation template. Currently, these classrooms are available on the weekend and school breaks through December 31, 2018. CPSM will roll this date forward by semester on April 1, August 1 and December 1.

Georgia Tech Campus Reservation System adds Calendar Invite Functionality

Faculty and staff who reserve space using the Georgia Tech Campus Reservation System are now able to share details more efficiently with their event attendees. Schedulers are able to invite attendees and send Outlook Calendar invites as part of the reservation request process.

As part of creating a reservation, you are able to add meeting attendees, compose a personal message and then send an Outlook Calendar invite email to the selected attendees.

Please visit the GT Events Training Materials webpage < <http://space.gatech.edu/gt-events-training-material>> for information on using the reservation system.

Questions may be directed to:

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LINKS!

Links!

- [GT Events Reservation System](#)
- [GT Events Training Materials](#)

[Resources](#)