

# Yale University

## Room Reservation System (RRS) Web Application Quick Guide

### Getting to Know the *My Home* Screen

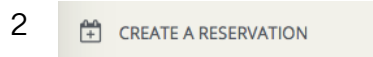
The screenshot displays the 'My Home' screen of the Yale Room Reservation System (RRS). The interface includes a dark blue header with the Yale logo and a user profile for 'Tucciarone III, James Julius'. A left sidebar contains navigation options: HOME (1), CREATE A RESERVATION (2), MY EVENTS (3), BROWSE (LOCATIONS (4)), and LINKS (5). The main content area features 'SITE HOME' (6) and 'HOME' tabs, a 'My Reservation Templates' section (7) listing 'RRS Test Space - Request', 'RRS Test Space - Reserve', and 'YSM - Lactation Room Reservation' with 'book now' (9) and 'about' buttons, and a 'My Bookings' section (8) for 'NOVEMBER 5, 2016'. The 'My Bookings' section shows a search bar and a message: 'There are no bookings for November 5, 2016' with a link to 'Take me to the next day containing bookings.' The date is displayed as 'Eastern Time [ET]' with navigation for 'Previous', 'Today', and 'Next'.

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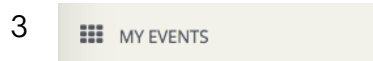
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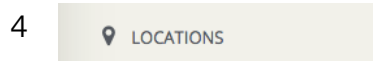
The *Home* button will return you to the *My Home* screen.



The *Create a Reservation* button will reload the page displaying on the *My Reservation Templates* list.



The *My Events* button will display current or past events and allow you to search within your reservations.



The *Locations* button will display a filterable list of spaces available to you and their reservations in a grid view.



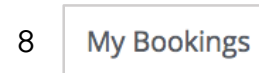
Links to relevant external sites are contained in this section.



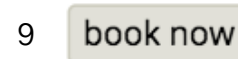
The *Site Home* button provides additional information about using the system.



*Reservation Templates* provide access to requesting or reserving spaces available to you.



The *My Bookings* area allows for browsing or searching upcoming and past bookings.



The *book now* button for a template allows you to begin the process of requesting or reserving a space.



The *about* button provides additional template-specific details or instructions for making a reservation.