



Using the University Collaboration Suite Resource Creation Tool

UCS users that have been given rights to create new locations and resources within UCS can do so by utilizing the Resource Creation Tool. If you are not already an authorized user, contact your ITS Consultant to inquire about becoming one.

Create a New Location

Locations in UCS may include any physical space that is scheduled through an electronic calendar.

1. Select **Location** from the *Resource Type*: drop-down menu.

Migrating an Oracle Calendar (Optional)

2. Type the location's **Oracle Name** in the *Oracle Resource Search*: field, if known.

NOTE: If the Oracle Resource name is not known, type the Campus Code in the *Oracle Resource Search* field and the drop down list will prepopulate with all resources at that campus.

3. Select the **Appropriate Resource** from the *Oracle Resource for Calendar Migration*: field drop down list..

NOTE: The *Display Name* field is automatically generated with a pre-determined naming convention.

4. Select **your campus** from the *Campus* drop-down menu.
5. Select the **Building** from the *Building* drop-down menu.
6. Type a **room name** in the *Room Name* field, if the room has a common name associated with it rather than a room number and building name (i.e. Jones Lecture Hall instead of 113 Lecture Building)
7. Select a **room number** from the *Room Number* drop-down menu.

NOTE: Users are required to provide either a room name or room number for a location, but not both.

8. Type the **room's capacity** in the *Capacity* field, this is optional.

NOTE: Items marked with one star are required while two stars indicate one or the other is required, not both.

9. Check or uncheck the **Auto Decline Recurring** option, if you'd like to prevent users from scheduling recurring meetings at this location.
10. Select a **meeting invitation response option** from the *Schedule Policy* drop-down menu.
 - Auto accept if available, auto decline on conflict
 - Manual accept, auto decline on conflict
 - Auto accept always
 - No auto accept or decline (manual accept and decline)
11. Type the **e-mail addresses** of other UCS users in the *Forward Calendar Notifications to This Address(es)* field, if necessary.

NOTE: The forwarded notification is only a copy and cannot be accepted or declined using the e-mail message.

12. Type the **Contact Name, E-mail, and Phone Number** in their corresponding fields. This information will be visible to UCS users during scheduling.
 13. Insert a **description** of the location in the *Description* field.
 14. Type **any notes pertaining to the location should be placed** in the *Notes* field.
- NOTE:** The **description** of the location is public and will be visible to UCS users during scheduling. Location **notes** are private and should be used internally.
15. Click the **Create New UCS Resource** button.

Create a New Piece of Equipment

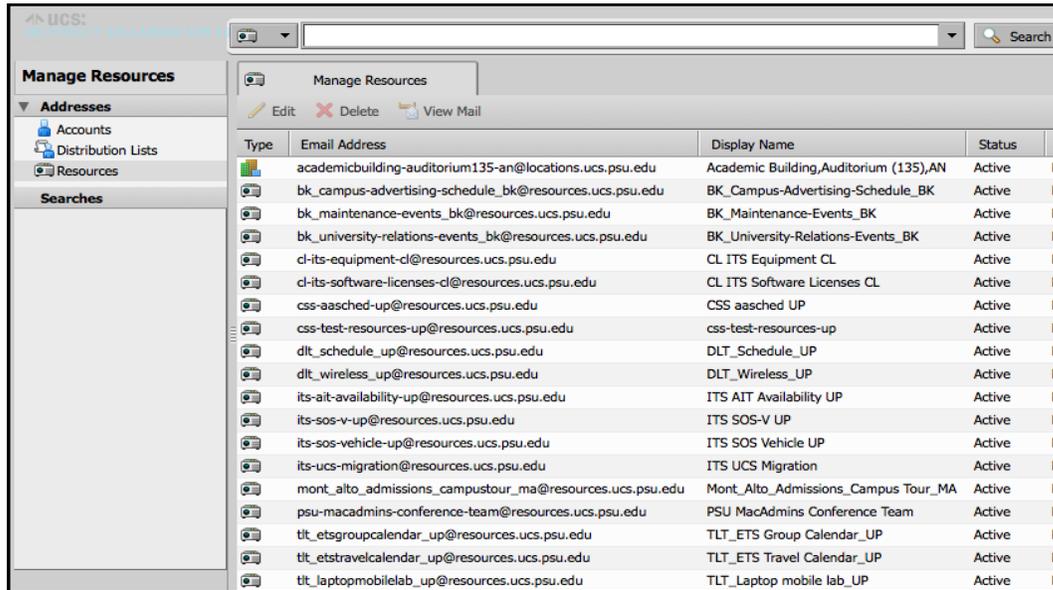
1. Select **Equipment** from the *Resource Type*: drop-down menu.
2. Follow **steps 2-12** of the *Create a New Location* instructions on this page.

3. Select a **departmental prefix** from the *Departmental Prefix* drop-down menu.
4. Type a **descriptive name** in the *Equipment Name* field.
5. Click the **Create a New UCS Resource** button.

NOTE: Group calendars should be created as equipment and not locations.

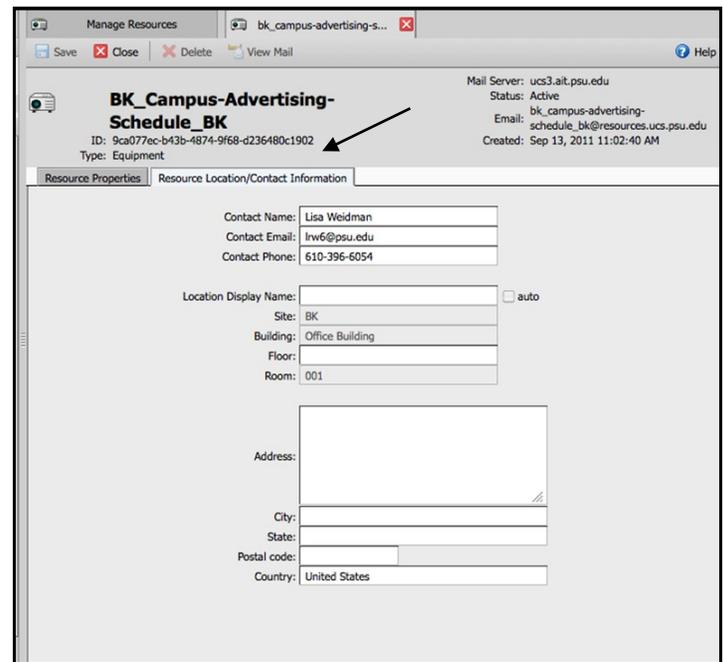
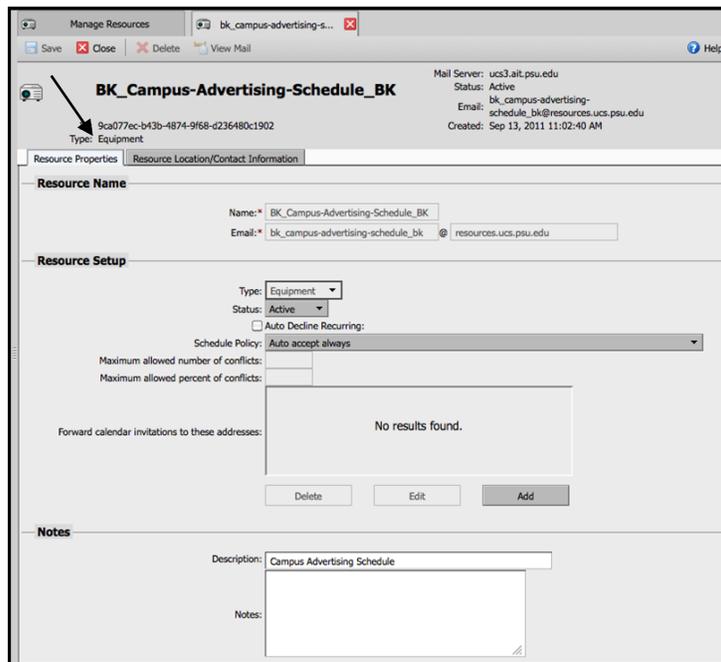
Using the University Collaboration Suite Admin Console

Once a UCS user has been given administrator rights to existing locations and resources or has created a new resource by following the steps on Page 1, they will have access to the Admin Console within the UCS Web Client. To access the console, click the **Admin Console** link next to your name in the UCS Web client.



Searching for a Resource

1. Select **Resources** from the left-hand menu.
 2. Select an **icon** from the drop-down menu to the left of the *Search* bar.
- NOTE:** The building icon represents a location and the projector icon represents a piece of equipment.
3. Type the **name of the resource** in the *Search* bar.
 4. Click the **Search** Button.
 5. Double-click the **resource** to view its properties and contact information.



Resource Properties Tab

The Resource Properties tab allows you to change the following fields:

- Status
- Auto Decline Recurring Invitations
- Schedule Policy
- Description
- Notes

Resource Location/Contact Information Tab

The Resource Location/Contact Information tab allows you to change the following fields:

- Contact Name, E-mail, and Phone Number
- Location Display Name
- Floor
- Address
- City, State, Zip Code