Using the University Collaboration Suite Resource Quick Start Guide

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 drop-down menu.

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.
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