

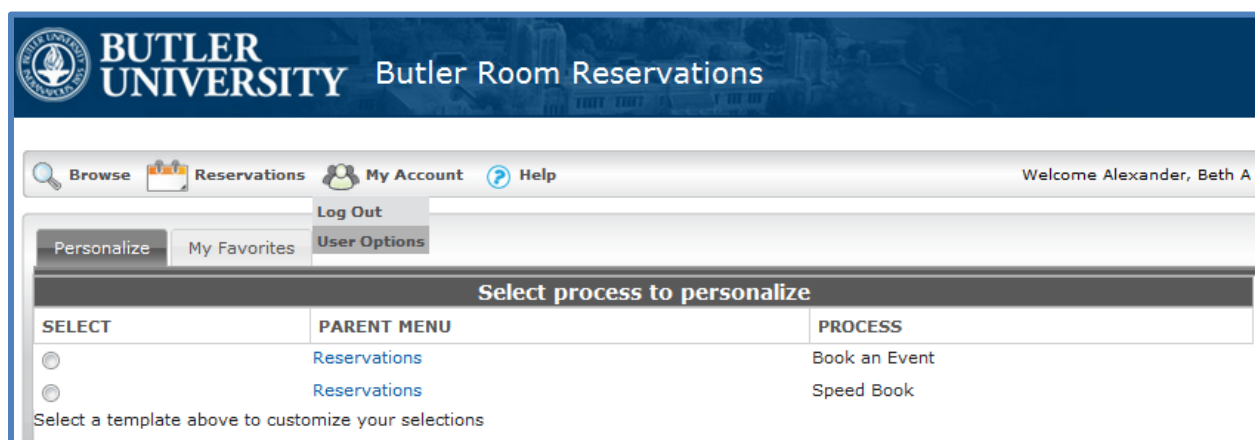


Setting Default Values for Room Requests

The My Account menu contains options for setting some default values (Start Time, End Time, and so on) for the different types of room requests. In doing this, any time you select this room during the request process on the Reservations menu, the default values that you enter here are automatically displayed when the Room Request page opens.

To set default values for room requests

1. Under My Account, click User Options. The User Personalization page opens. The Personalize tab is the active tab.



2. Select the room request process, either Book an Event or Speed Book, for which you want to set the default values. The tab is refreshed with a list of options for the room request for which you can set default values.

The screenshot shows the Butler University Room Reservations website. At the top, there is a navigation bar with the university logo and the text "Butler Room Reservations". Below this is a secondary navigation bar with links for "Browse", "Reservations", "My Account", and "Help", along with a user greeting "Welcome Alexander, Beth A".

The main content area is titled "Personalize" and "My Favorites". It features a section titled "Select process to personalize" with a table:

SELECT	PARENT MENU	PROCESS
<input checked="" type="radio"/>	Reservations	Book an Event
<input type="radio"/>	Reservations	Speed Book

Below the table is a "Personalization Options" section with various input fields and dropdown menus:

- Start Time: [input field]
- End Time: [input field]
- Event Name: [input field]
- Event Type: [dropdown menu]
- Facilities: [dropdown menu, value: (all)]
- Setup Type: [dropdown menu, value: (no preference)]
- Room Type: [dropdown menu, value: (all)]
- Show Time As: [dropdown menu]
- Reminder: [dropdown menu]

A "Save Preferences" button is located at the bottom of the options section.

3. Set the default values as needed for any and all of the displayed options, and then click Save Preferences.