CRC Booking System

A UMass Chan Medical School email address is required to reserve a room.

To request a room reservation in the **Clinical Research Center**, you must request the room through the UMMS Resource Scheduler software application. Please note that Resource Scheduler works best when accessed via **GOOGLE CHROME** as your browser.

Steps on how to setup your profile:

- 1. Go to www.umassmed.edu/roomreservations
- 2. Click on BOOK A ROOM.
- 3. Enter your full work email address. (If you don't add your email address you will get **LOCKED OUT** of resource scheduler)
- 4. Enter your complete business phone number.
- 5. For BUSINESS UNIT, please select UMMS/School from the drop down.
- 6. FOR ACCOUNT CODE, please enter UMMS.
- 7. FOR DEPARTMENT, select CRC.
- 8. Scroll down and click on SUBMIT.

🗀 General Options	Personal Address Book
Personal Inf	ormation - User ID: 6942
Name	Sanger, Ashley
Email	Ashley.Sanger@umassmed.edu
Mobile Password	CHANGE
NTLM Login	SangerA
Phone	508-856-1952 (Ext.)
Business Unit	UMMS/School
Account Code	
Department	CCTS
Hear Dicture	

 Please email Bethany Trainor (<u>Bethany.Trainor@umassmed.edu</u>), Rafael Fernandes (<u>Rafael.Fernandes@umassmed.edu</u>), or Kenny Cordoba-Llanos (<u>Kenny.CordobaLlanos@umassmed.edu</u>) after completing your profile so we can ask Room Reservations to give you access to schedule rooms in the CRC. Once you have access, please see below on how to request a CRC room. To access the resource scheduler, please go to <u>www.umassmed.edu/roomreservations/</u> or <u>https://umassmed.sharepoint.com/sites/intranet</u>.

Scroll down on the page and click on **Room Reservations** under the Quick Links (See illustration below).



Then click on Book a Room.

FAQ'S	ROOM RESERVATIONS	BOOK A ROOM	MOTHER'S ROOMS	RESOURCE SCHEDULER TRAINING	PROCEDURES	EXTERNAL REQUESTS	PARKING	DIRECTIONS	STAFF	POLICIES	
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Once you click on the CRC. The CRC schedule will open to that current day on your right-hand side. You may switch to weekly view and change days to help you find open rooms.

University of Massachusetts UMASS Medical School	eduler											Hello As	hley Sanger 👻	He
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CRC Room 1-059B Room 2-059D Decem 2.059D														
Room 3-059E Room 4-062B Room 5-062D Room 6-062E Room 7-068 Room 8-070	8 am	C DMD PT table room only	Clinic	Clinic					C Restricted - contact Beth Trainor to book			Clinic	Clinic	C
Room 9-069 Room 11-043 Room 12-047 Room 14-049 Room 15-057	9 ам				Alzheimer's Dementia Microbiome Study		Alzheimer's Dementia Microbiome Study							
Room 037 Room 044 Albert Sherman Center	10 ам	4												ļ,
 Benedict Building Lazare Research Building 	©Show	full day												

Click on the time/ day to the room you would like to reserve that is available and the **Quick Reserve** will pop up for you to fill out (See picture below).

Quick Reserve					
Reservation Title					
# Of Attendees					
Reserving Group	General				~
Resource	Room 5-062D				~
Start Date/Time	Sep 9, 2021 🗸	1 PM	~	00	~
End Time		2 PM	~	00	~
Requested For					
MORE					

- At the **Reservation Title**, enter the name of your reservation, include the related OnCore protocol number. Please do not include the patients initials. If it's a study subject visit, enter the corresponding subject OnCore sequence number.
- Enter # of Attendees.
- Reserving Group: Keep as General.
- Resource: The room you are requesting.
- Enter the Start Date/Time.
- Enter the End Time.
- Requested For: Enter your email address to receive the reservation notification.

Click on **MORE...** under requested for to review your reservation information for accuracy.

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09/1	3/2021 🕒 01:15 PM	To 🕑 02:15 PM	Repeat			
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Invite	Ashley Sanger				(1) Attendees	
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	General	✓ # Of Attendees 1	Private Flag for	r Follow-up		
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	ADD RESOURCES + REMOV	EALL				
	ACC Building - CRC			ADD SERVICES		
	Room 11-043 - Approv	ed		×		
				SWAP RESOURCE		

In the **Description** section, you can add a brief description of what kind of visit it is or what preparation is needed. Please indicate if it's **ROOM ONLY** or if a **CRC RN** is needed.

If you no longer need the room or a nurse, please email Bethany Trainor

(Bethany.Trainor@umassmed.edu), Rafael Fernandes (Rafael.Fernandes@umassmed.edu), or Kenny Cordoba-Llanos (Kenny.CordobaLlanos@umassmed.edu). Please completely delete the reservation if the appointment is canceled. This can be done by clicking MORE in the top right corner and then selecting DELETE. (This will help the CRC staff to be prepared for visits and open rooms to be rebooked)

At the **Add Resources +** section or **Swap Resource**, you can change a room that you have previously requested. Next, click on the drop-down menu to show resources from location/group select **CRC**. Click **SHOW** (this will show you the rooms that are available for that day/time (see images below).

• Select on a room that you prefer then click **SUBMIT**. This will bring you back to the Reservation page.

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• At the reservation page under **ADD RESOURCE+** you will see both rooms that you have requested. To remove a room, you no longer need. Click on the **X** at the top right corner (See picture below).

ACC Building - CRC		
Room 12-047 - /	Approved	(
Room 8-070 - Aj	proved	

• When done reviewing your reservation, click **SAVE** at the top right corner of page (see illustration below).

ONCORE-PRO 001	ID:-1999628168 US-Massachusetts (Eastern)	CANCEL SAVE MORE
05/26/202	0 O 08:30 AM To O 11:00 AM Repeat	
Details 0	ptions History	
Host	Sanger, Ashley ore	
Invite	Sanger, Ashley	(1) Attendees
Description		
	UMMS/Administration V # Of Attendees 2 Private Flag for Follow-up Setup Time 0 V Cleanup Time 0 V	0
	ACC Building - CRC	
	Room 11-043 - Pending	

Once finished, you will receive email confirmation that you have requested this date/time for your meeting in the CRC. It will then be reviewed by an authorized CRC staff approver, and if accepted you will receive a confirmation email indicating the same. If there is a conflict or you have not completed the process correctly, you will receive an email indicating that your request cannot be approved. CRC staff will work with you to identify an alternate time/room.

Key Terms

- **Room 1 059B** = AC1-059B Exam Room
- Room 2 059D = AC1-059D Exam Room
- **Room 3 059E** = AC1-059E Exam Room
- Room 4 062B = AC1-062B Exam Room
- Room 5 062D = AC1-062D Exam Room
- **Room 6 062E** = AC1-062E Exam Room
- Room 7 068 = AC1-068 Exam Room stretcher available
- **Room 8 070** = AC1-070 Exam Room- stretcher available
- Room 9 069 = AC1-069 Exam Room Contact Bethany/ Rafael or Kenny to book- Neg pressure
- **Room 11 043** = AC1-043 Exam Room
- Room 12 047 = AC1-047 Exam Room
- Room 14 049 = AC1-049 Exam Room
- **Room 15 057** = AC1-057 Exam Room
- Room 037 = AC1-037 Phlebotomy Room stretcher available
- **Room 044** = AC1-044 Large PT Room

The web site has an online manual that you can print and follow as well.