

PIR Tutorial

Welcome to the CDA Calendars

Log In

[MyConcordia.ca](https://myconcordia.ca) Username:

MyConcordia.ca Password:



1- Open the CDA-Calendars page and log in with your “MyConcordia” netname and password.

<https://cda-admin.concordia.ca/calendars/>

PIR Tutorial

Concordia University Performing Arts
Dance Studios Schedule December 15, 2011

PIR Log-Out

3

2

6

Time	MB 7.251	MB 7.255	MB 7.265	EV S3.215	EV S3.211	Time
08:00						08:00
08:30						08:30
09:00						09:00
09:30						09:30
10:00						10:00
10:30				Ariane Dube-Lavigne	Therese Kenny	10:30
11:00				11:00
11:30				11:30
12:00				Le Gym	...	12:00
12:30				12:30
13:00		Alexandra Blumas			Marie-Christine Boucher	13:00
13:30		...		Melinda Ellerton	...	13:30
14:00		Levana Prud'Homme		...		14:00
14:30				...		14:30

4

5

5- Take note of the time available in the selected room.

5

MB-7.265
Dec 15 free from 9 am to 11 am

2- Select the calendar for the area you want to book time for.

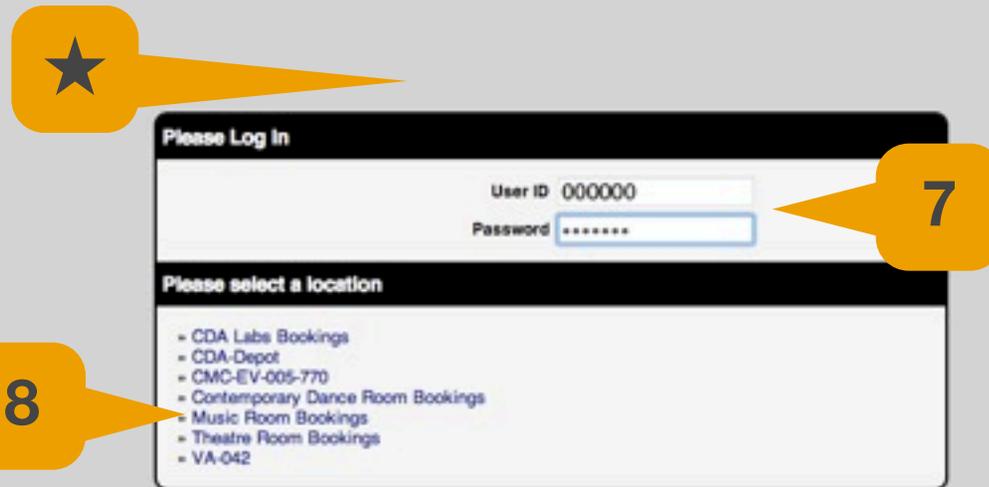
3- Select the date you desire.

4- View the availability of the room in the day you selected.

5- Take note of the time available in the selected room.

6- Open the PIR website . <http://wco.hexagram.ca/webcheckout/pir>

PIR Tutorial



Please Log In

User ID: 000000

Password: [REDACTED]

Please select a location

- CDA Labs Bookings
- CDA-Depot
- CMC-EV-005-770
- Contemporary Dance Room Bookings
- Music Room Bookings
- Theatre Room Bookings
- VA-042

7- Input your student number and “pir” password in the fields and press the return key ↵ on the keyboard.

8- Select the location of your reservation. The locations available may differ depending on your level of access.

★- If you do not have a password you can request it through the link at the top of the page. If you still have difficulties logging in you can ask for help at:

- MB CDA Depot: MB 8325

- EV CDA Depot: EV 5770

PIR Tutorial

Please Log In

User ID

Password

Please select a reservation to edit

- Report a problem
- Create a new reservation
- Checkout CK-213139:
Due back at 6:24 PM, January 4, 2013



9- Select to modify a previous reservation or create a new one.

**** If you do not have previous reservations or checkouts you will be automatically directed to the next step:

“Creating a new reservation”

PIR Tutorial

The screenshot shows the PIR web interface with a navigation bar at the top containing links: Set Times, Add Resources, Add Media Titles, View Other Reservations, Report a Problem, Logout, and User's Guide. The webcheckout logo is in the top right corner. The main content area is divided into several sections:

- Reservation Information:** Contains fields for Reservation Start and Reservation End, both set to 2012-12-14 at 1:00 PM. Below these are a Notes field and buttons for Confirm, Reset, Delete, and New.
- New Reservation:** Contains instructions on how to make a reservation, including Step 1 (selecting dates and times), Step 2 (selecting resources or media titles), and Step 3 (clicking the Confirm button).
- Repeat Scheduling:** Contains a weekly schedule grid with radio buttons for each day (Sun, Mon, Tue, Wed, Thu, Fri, Sat), with Fri selected. Below the grid are fields for 'from' (2012-12-15) and 'to' (2012-12-15), and an Add Rule button.
- Reservation Contents:** A section for listing reservation contents, currently showing 'Resources Selected'.

Callout boxes are present: 12 points to the 'Add Resources' link; 10 points to the 'Reservation End' field; 11 points to the 'Notes' field.

10- Set the start and ending time of your reservation. Always leave 5 to 10 minutes between the previous reservation and the start time of your reservation.

11- Write the details of your reservation in the “Notes” field. Eg: “Rehearsal THEA211”

12- Go to “Add Resources” to select your room.

PIR Tutorial

The screenshot shows the 'webcheckout' interface with several tabs: 'Set Times', 'Add Resources', 'Add Media Titles', 'View Other Reservations', 'Report a Problem', 'Logout', and 'User's Guide'. The main content area is divided into three sections:

- Reservation Info:** Shows reservation start and end times (PM, December 14, 2012) and 'Reservation Contents' with a callout 17 pointing to the 'No Items in Reservation' message.
- Resource Type List:** Lists 'Theatre Acting Studios' with a search box and a callout 13 pointing to the list.
- Resource Type: Acting Studios:** Offers to 'Reserve one of this type' or 'Specific Items of this Type'. The 'Specific Items' list includes 'CC-318', 'MB-7.101 Acting Studio 2', 'MB-7.270 Acting Studio 4', 'MB-7.401 Acting Studio 1', and 'MB-7.425 Acting Studio 3 - Unavailable for selected time'. Callout 14 points to the 'Add' button for MB-7.270. Below is a 'Timeline for Acting Studios' calendar scale (Day or Week) showing reservations for CC-318, MB-7.101, MB-7.270, MB-7.401, and MB-7.425. Callout 15 points to the 'Reservation Problems' section, which contains a red box with error messages: 'Minimum reservation length is 15 minutes.', 'No resources or resource types selected.', and 'Allocation has no duration.' Callout 16 points to this red box. At the bottom are buttons for 'Confirm', 'Reset', 'Delete', and 'New'.

13- Select a resource type from the list available.

14- Click on "Add" to select the room you want.

15- The room you selected will appear on the Reservation Contents

16- If there are any errors they will be displayed in the red box and you will not be able to finish your reservation until the error is corrected. If you can't resolve the errors ask for help at MB or EV depot.

17- Click on "Set Times" tab if you need Repeat Scheduling and go to step 19. If not go to step 18

18- Click confirm to finish your reservation.

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- Reservation Information:** Includes fields for 'Reservation Start' and 'Reservation End', both set to 2012-12-14 at 1:00 PM. Below these are 'Notes' and buttons for 'Confirm', 'Reset', 'Delete', and 'New'.
- New Reservation:** Contains instructions on how to make a reservation in three steps: selecting dates and times, choosing resources/media titles, and clicking 'Confirm'.
- Reservation Contents:** Shows a message: 'No Resources Selected.'

The 'Repeat Scheduling' section is highlighted with two callouts:

- 19:** Points to the 'Add Rule' button in the first section of the repeat scheduling area.
- 20:** Points to the 'Repeat once on' field in the second section of the repeat scheduling area.

19- For reservations that repeat through the entire term: fill in the information on the first section and click “add Rule”.

The day of the week MUST MATCH the day of the original booking. The “from” date should be the beginning of term and the “to” date should be the end of term.

20- For reservations that repeat only once : fill in the information on the second field and click “add Rule”.

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The screenshot shows the PIR web interface with a navigation bar at the top containing links: Set Times, Add Resources, Add Media Titles, View Other Reservations, Report a Problem, Logout, and User's Guide. The webcheckout logo is in the top right corner.

Reservation Information

Reservation Start:
2012-12-14 at 1 : 29 PM
Enter date in any format or click calendar icon.

Reservation End:
2012-12-14 at 2 : 29 PM
Enter date in any format or click calendar icon.

Notes:

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Confirm Reset Delete New

New Reservation

How to Make a Reservation:

Step 1: Using the window to the left, select the dates and times for your reservation. Tip: To enter the date, click the calendar icon or just enter the dates into the text in any format. The following formats all work: "10/2/11", "2-10-11", "feb 2", or just "Friday".

Step 2: Browse and select Resources or Media Titles to add to your reservation. Use the navigation bar at the top of the screen to locate the add resources and media interfaces.

Step 3: Click the "Confirm" button in the left column on any screen to finish and save your reservation. Note: The confirm button will not be active if you have not yet chosen any resources for your reservation, or if the red reservation problems box is shown. Most problems can be fixed by changing your reservation times or selecting alternate resources.

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Reservation Contents

No Resources Selected.

Reservation Confirmed

Sun Mon Tue Wed Thu Fri
○ ○ ○ ○ ○ ●

from 2012-12-15 to 2012-12-15
yyyy-mm-dd yyyy-mm-dd

Add Rule

—OR—

Repeat once on 2012-12-15
yyyy-mm-dd

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21- Press "Confirm"

22- Wait for confirmation.



Depending on the amount of times your reservation repeats the system will take between a few seconds to a minute to process all the repeats.

23- Don't forget to log out. Verify your booking(s) appear in the calendar at the CDA-Calendars website.