


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/>

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**Concordia University Performing Arts
Dance Studios Schedule December 15, 2011**

PIR Log-Out

Dec 14, 2011 << Today >> Dec 16, 2011 Dance Studios

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

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.

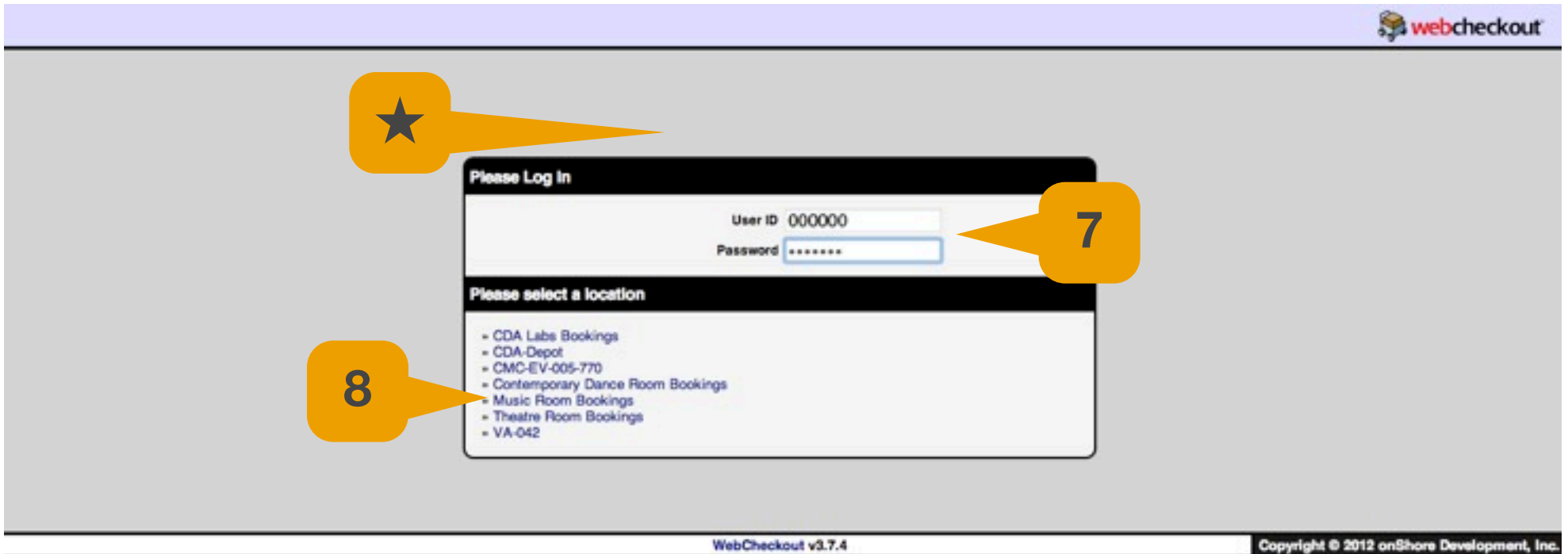
5- Take note of the time available in the selected room.

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

5

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

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The screenshot shows the 'webcheckout' login page. At the top right is the 'webcheckout' logo. The main content area has a black header 'Please Log In'. Below it are two input fields: 'User ID' with the value '000000' and 'Password' with masked characters '*****'. A yellow callout with the number '7' points to the password field. Below the login fields is a section titled 'Please select a location' with a list of options: 'CDA Labs Bookings', 'CDA-Depot', 'CMC-EV-005-770', 'Contemporary Dance Room Bookings', 'Music Room Bookings', 'Theatre Room Bookings', and 'VA-042'. A yellow callout with the number '8' points to this list. A yellow callout with a star symbol points to the top of the login form. The footer contains 'WebCheckout v3.7.4' and 'Copyright © 2012 onShore Development, Inc.'.

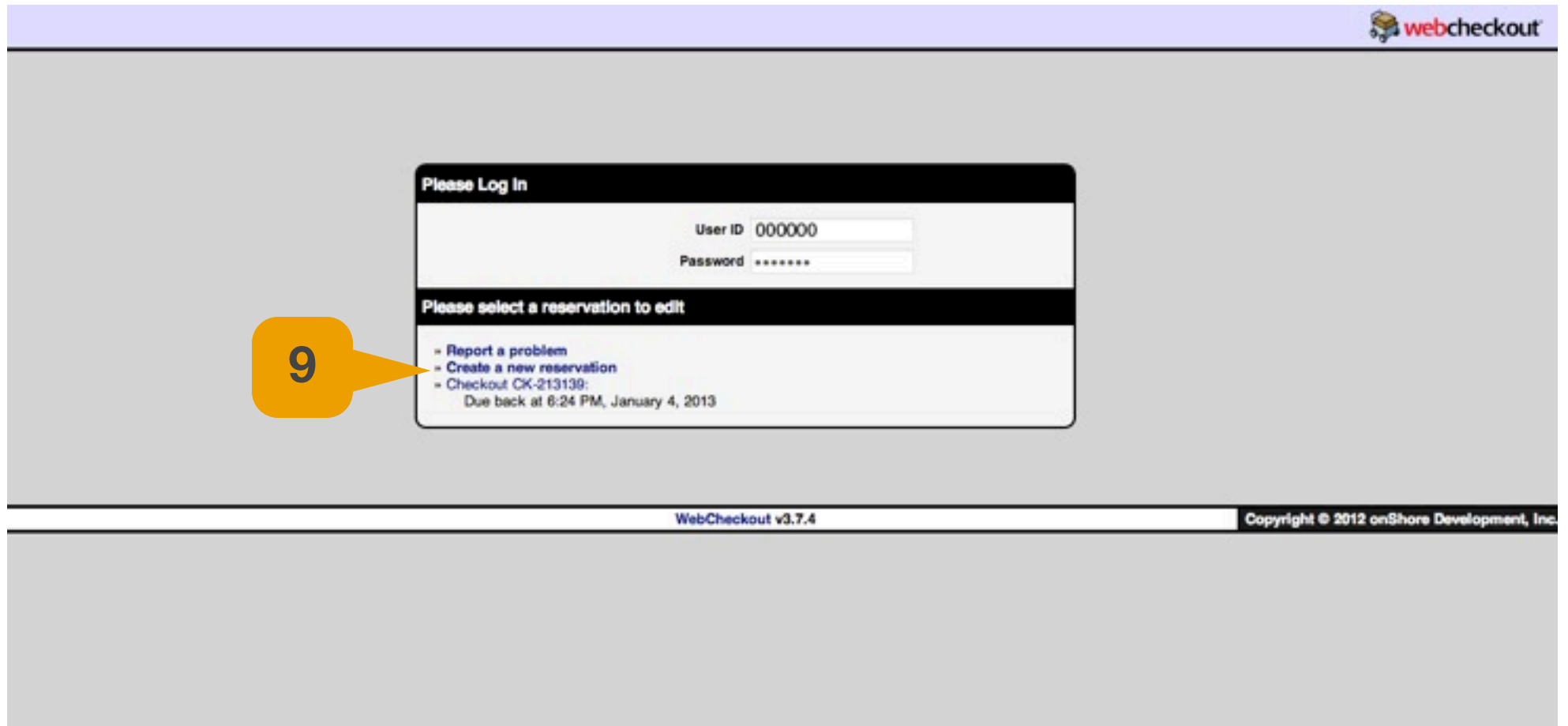
7- Input your student number and “pir” password in the fields and press the return key ↵ on the keyboard.


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

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 webcheckout

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

WebCheckout v3.7.4

Copyright © 2012 onShore Development, Inc.

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”

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The screenshot shows the PIR web interface. At the top is a navigation bar with links: Set Times, Add Resources, Add Media Titles, View Other Reservations, Report a Problem, Logout, and User's Guide. A 'webcheckout' logo is on the right. The main content area is divided into two columns. The left column has a 'Reservation Information' section with 'Reservation Start' and 'Reservation End' fields, each with a date and time picker. Below these is a 'Notes' text area and buttons for 'Confirm', 'Reset', 'Delete', and 'New'. The right column has a 'New Reservation' section with instructions and a 'Reservation Contents' section. Callout 12 points to the 'Add Resources' link in the navigation bar. Callout 10 points to the 'Reservation End' time field. Callout 11 points to the 'Notes' text area.

12 Add Resources

10 Reservation End: 2012-12-14 at 1:00 PM

11 Notes:

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.

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The screenshot shows the PIR webcheckout interface with several tabs at the top: 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:** Contains fields for Reservation Starts (PM, December 14, 2012), Reservation Ends (PM, December 14, 2012), and Reservation Contents (No Items in Reservation). A red box labeled "Reservation Problems:" lists errors: "Minimum reservation length is 15 minutes.", "No resources or resource types selected.", and "Allocation has no duration." It also states "Errors must be fixed before reservation can be confirmed." and has buttons for Confirm, Reset, Delete, and New.
- Resource Type List:** Shows "Theatre Acting Studios" and a "Search for Resources:" field. A link for "Advanced Resource Search" is also present.
- Resource Type: Acting Studios:** Includes a "Reserve one of this type" button and a list of "Specific Items of this Type" with "Add" buttons: 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). Below this is a "Timeline for Acting Studios:" calendar scale showing reservations for 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. A legend at the bottom indicates reservation status: Open, Closed, Reserved, Reserved For You, Checked Out, and Offline.

Numbered callouts point to specific elements: 17 points to the "Set Times" tab; 13 points to the "Theatre Acting Studios" link; 14 points to the "Add" button for MB-7.401 Acting Studio 1; 15 points to the "Reservation Problems:" section; 16 points to the red error box; and 13 points to the "Search for Resources:" field.

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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[Set Times](#) [Add Resources](#) [Add Media Titles](#) [View Other Reservations](#) [Report a Problem](#) [Logout](#) [User's Guide](#) 

Reservation Information

Reservation Start:
2012-12-14 at 1 : 00 PM
Enter date in any format or click calendar icon.

Reservation End:
2012-12-14 at 1 : 00 PM
Enter date in any format or click calendar icon.

Notes:

[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.

Repeat Scheduling

Sun Mon Tue Wed Thu Fri Sat
☐ ☐ ☐ ☐ ☐ ☒ ☐

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

[Add Rule](#)

Reservation Contents

No Resources Selected.

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 displays 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:
[Text area]
Buttons: Confirm, Reset, Delete, New

Reservation Confirmed

Sun Mon Tue Wed Thu Fri
[Radio buttons]
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

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.

Reservation Contents

No Resources Selected.

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.