# Check In to your reservation

Using the Booked Touch Client

## Touch the Check In button



#### Only the reservation creator can check in. Login with your netname and password



# Close the window



# The reservation status will change after a few seconds



# Make a new reservation

Using the Booked Touch Client

#### Touch the Reserve button



# Authenticate with netname and password



# Fill the appropriate information

Webs	Creat	te new reservation	<mark>ካuania</mark> )
	Name	JIM SMITH	
10	email	jsmith@gmail.com	
I U Wednes	Begin	Select a time	JIE
weates	End	Select a time	and the second
	Title		
10:00 11:00 12:00	Description	18.00	20:00 21:00
		Create Cancel	
Reserv		Modify	Check In

### Touch the create button



### The reservation has been created



# The new reservation will appear in the main screen after a few seconds



# Modify end time of an ongoing reservation

Using the Booked Touch Client

# Touch the modify button



Only the reservation creator is allowed to the adjust the duration. Login with netname and password.



# Adjust the end time for the reservation



#### Save the changes



## Close the window



The new updated times will appear in the main screen after a few seconds



# End a reservation

Using the Booked Touch Client

## Touch the End button



# Only the reservation creator is allowed to perform this action. Login with netname and password.



### Close the window



#### The reservation will disappear after a few seconds

