

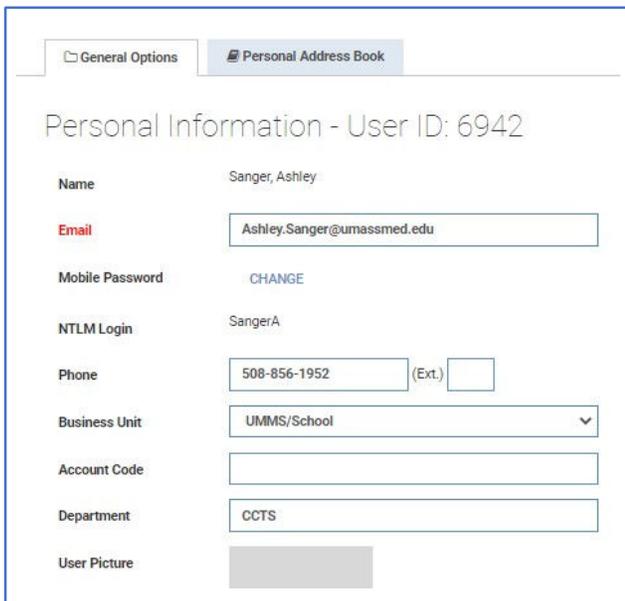
## CRC Booking System

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](http://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.



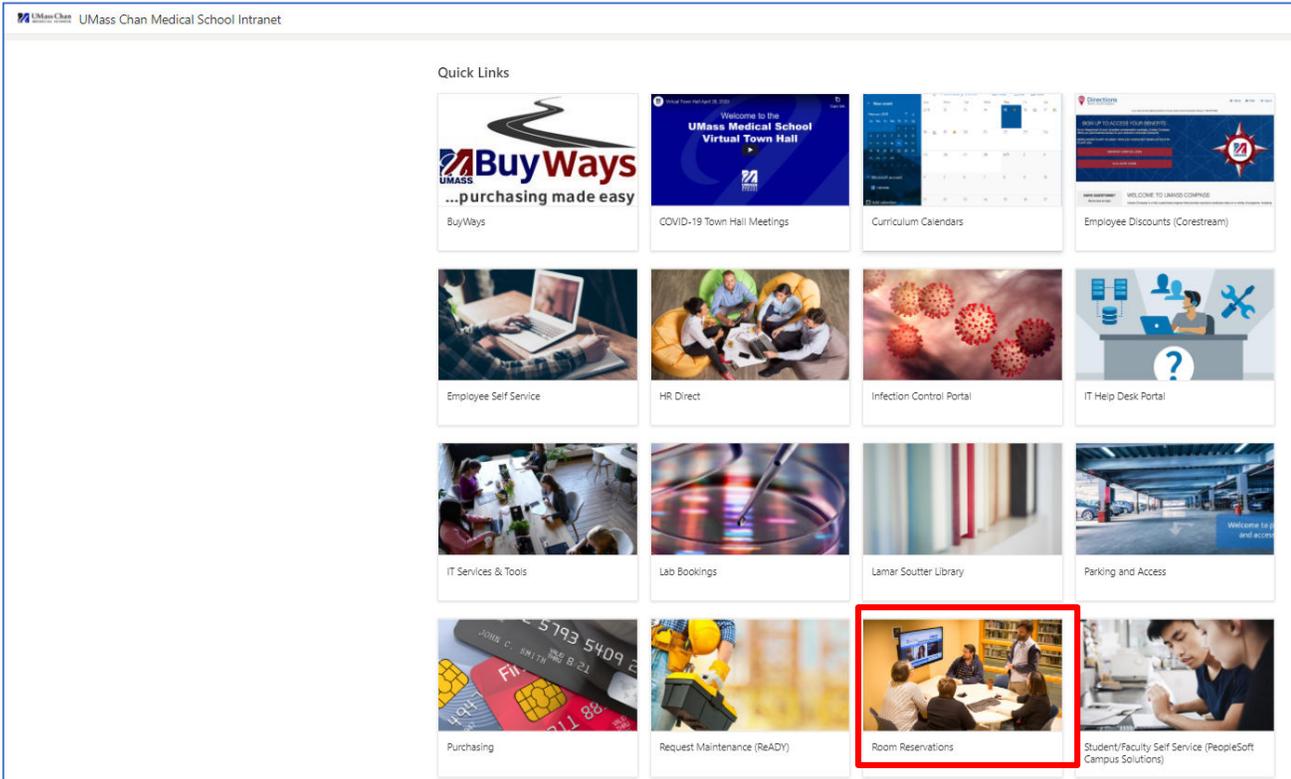
The screenshot shows a web form titled "Personal Information - User ID: 6942". At the top, there are two tabs: "General Options" and "Personal Address Book". The form fields are as follows:

Name	Sanger, Ashley
Email	<input type="text" value="Ashley.Sanger@umassmed.edu"/>
Mobile Password	<a href="#">CHANGE</a>
NTLM Login	Sanger/A
Phone	<input type="text" value="508-856-1952"/> (Ext.) <input type="text"/>
Business Unit	<input type="text" value="UMMS/School"/>
Account Code	<input type="text"/>
Department	<input type="text" value="CCTS"/>
User Picture	<input type="text"/>

- Please email Bethany Trainor ([Bethany.Trainor@umassmed.edu](mailto:Bethany.Trainor@umassmed.edu)), Rafael Fernandes ([Rafael.Fernandes@umassmed.edu](mailto:Rafael.Fernandes@umassmed.edu)), or Kenny Cordoba-Llanos ([Kenny.CordobaLlanos@umassmed.edu](mailto:Kenny.CordobaLlanos@umassmed.edu)) 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 [www.umassmed.edu/roomreservations/](http://www.umassmed.edu/roomreservations/) or <https://umassmed.sharepoint.com/sites/intranet>.

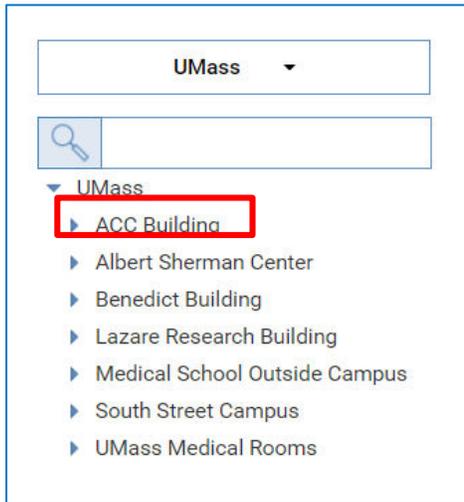
Scroll down on the page and click on **Room Reservations** under the Quick Links (See illustration below).



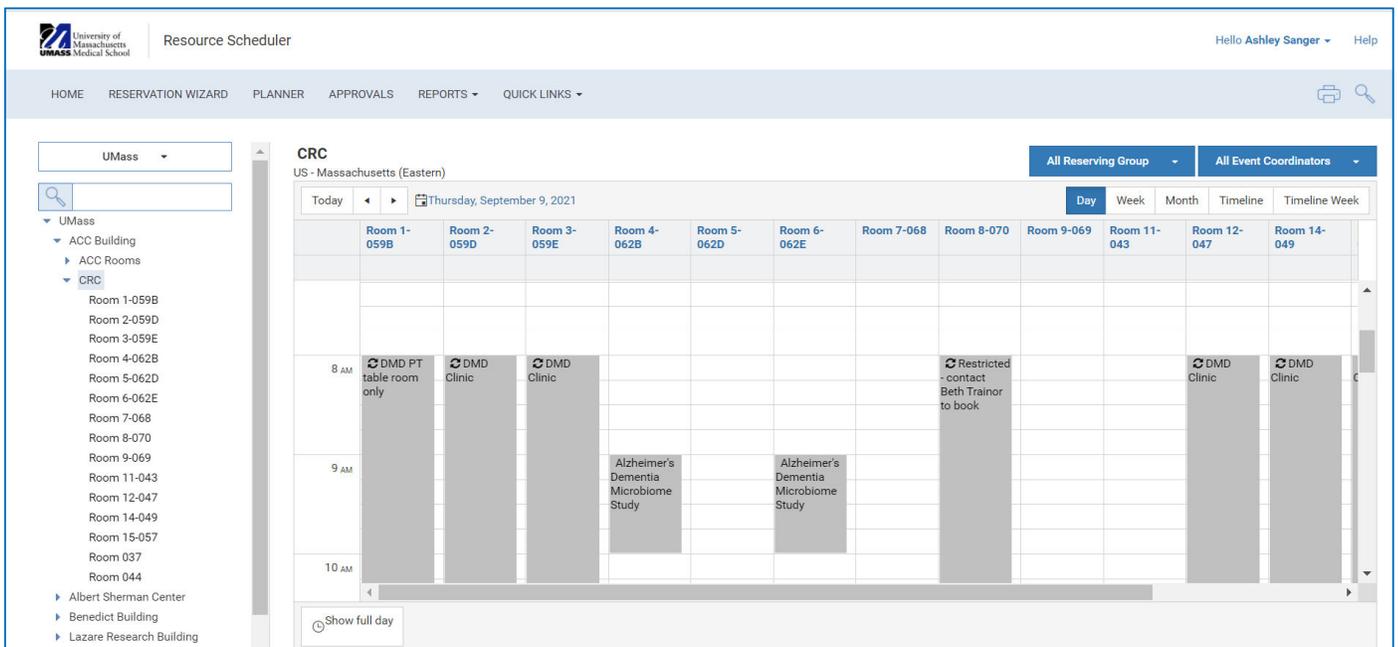
Then click on Book a Room.



On the left-hand side of the page click on the **ACC Building** arrow then click on **CRC**.



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.



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.

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](mailto:Bethany.Trainor@umassmed.edu)), Rafael Fernandes ([Rafael.Fernandes@umassmed.edu](mailto:Rafael.Fernandes@umassmed.edu)), or Kenny Cordoba-Llanos ([Kenny.CordobaLlanos@umassmed.edu](mailto: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.

TEST SANGER | ID: -1999579642 | US - Massachusetts (Eastern) [CANCEL] [SAVE] [MORE]

09/13/2021 01:15 PM To 02:15 PM Repeat...

Details | **Scheduling Assistant** | Options | History

Host: ashley.sanger@umassmed.edu

Invite: Ashley Sanger (1) Attendees

Description:

General # Of Attendees: 1 Private Flag for Follow-up

Setup Time: 0 Cleanup Time: 0

**ADD RESOURCES+** REMOVE ALL

ACC Building - CRC [ADD SERVICES]

Room 11-043 - Approved [X] [SWAP RESOURCE]

### Resources

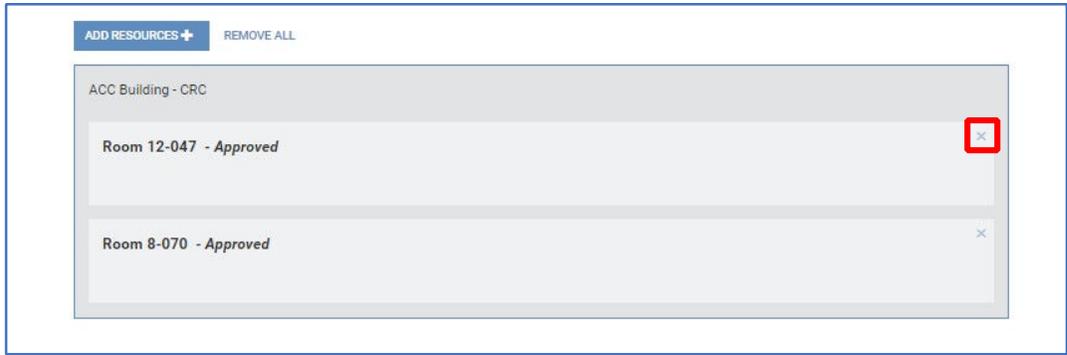
Test Sanger | Jun 26, 2020 8:45 AM - Jun 26, 2020 9:45 AM | US - Massachusetts (Eastern)  
ACC Building; CRC; Room 15-057

Show resources from location/group: CRC [SHOW]

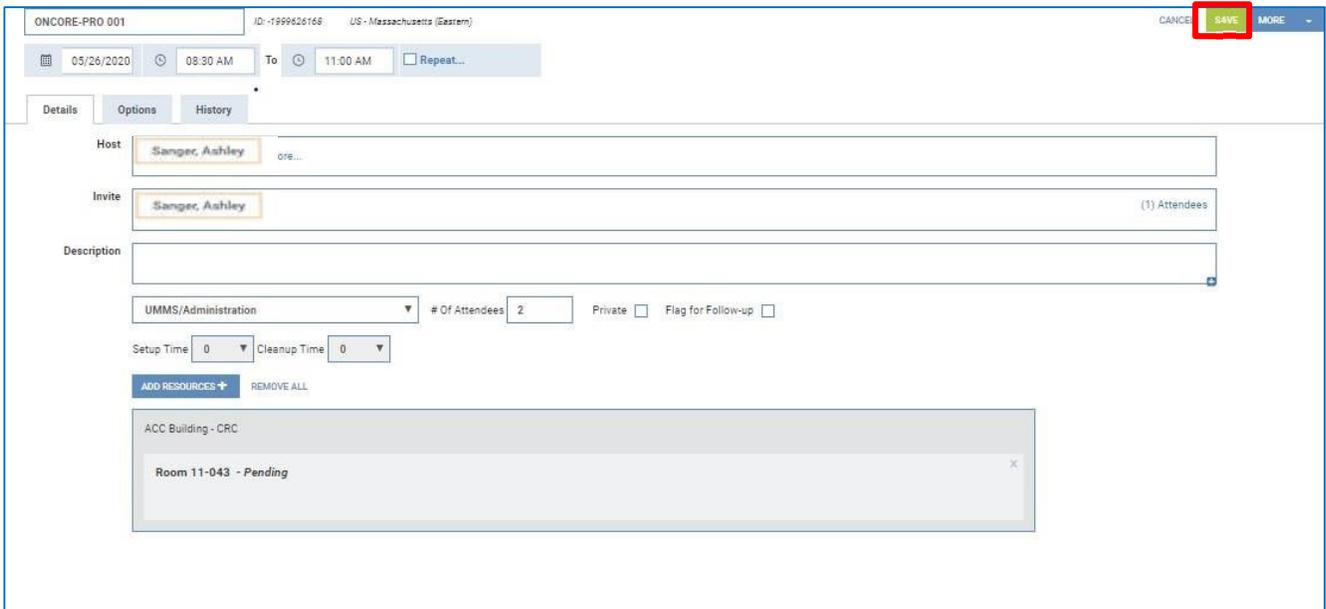
Resource	Capacity	Setup	Type
<input type="checkbox"/> Room 036G	0		Small Conference Room
<input checked="" type="checkbox"/> Room 037	0		Phlebotomy Room
<input type="checkbox"/> Room 1-059B	0		Exam Room
<input type="checkbox"/> Room 11-043	0		Small Conference Room

[SUBMIT] RETURN

- 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).



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



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.