



BEGINNER'S GUIDE TO FMS EMPLOYEE

UW Facilities IT Department

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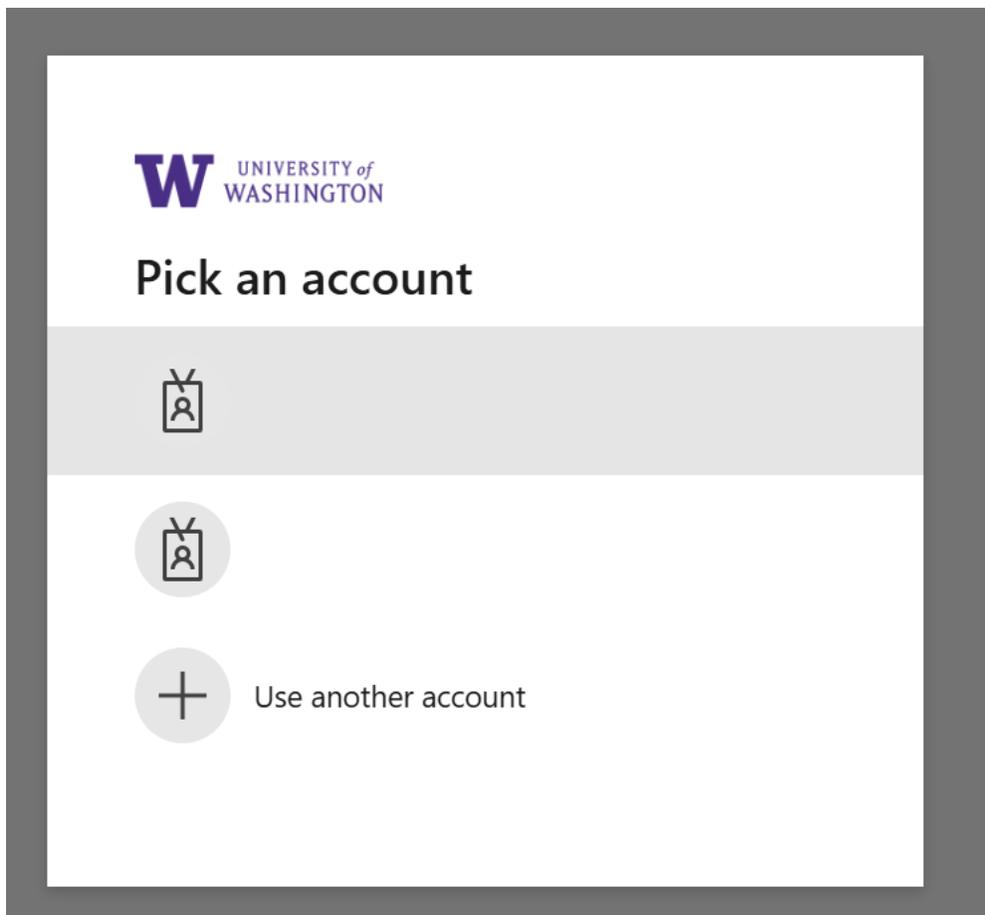
 Check Out..... 57

RESOURCE SCHEDULER (RS)

Resource Scheduler (RS) is the most powerful of the three options available for FMS:Employee. It enables users to efficiently manage recurring bookings, perform space administration (provided they have the necessary permissions), and access other essential functions.

LOG INTO RESOURCE SCHEDULER

Go to <https://uw.resourcescheduler.net/resourcescheduler/default.asp>. Login with UW credentials. Duo Authentication may be required.



Once logged in, the **Home** page will be displayed, showing the buildings, floors, and resource types accessible for viewing or reservations based on account permissions.

Active bookings will be listed under **My Reservations**.

For recurring bookings, using the **Reservation Wizard** is recommended. One-time bookings can be made using any method described in this document.

UNIVERSITY of WASHINGTON Resource Scheduler

HOME RESERVATION WIZARD PLANNER APPROVALS REPORTS QUICK LINKS

UW Tree

Search

- UW Seattle
 - Gateway
 - 4th Floor
 - Conference Rooms
 - Dedicated Offices
 - Huddle Rooms
 - 4100
 - 4111
 - Shared Offices
 - Workspaces

My Favorites

No user favorites selected...

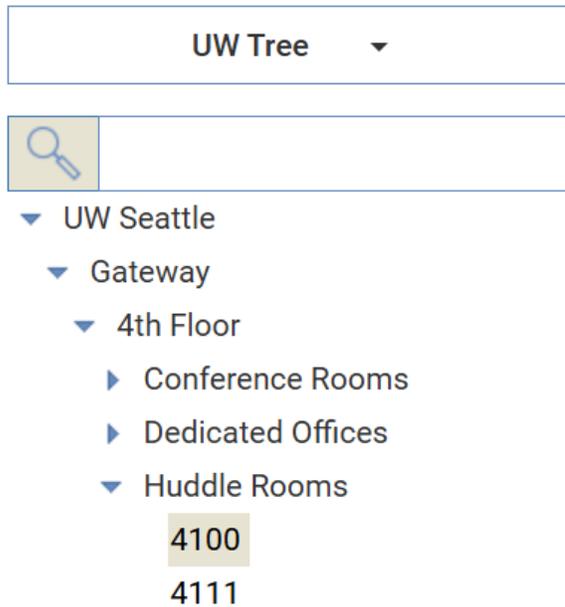
My Reservations

Yurika Harada
Apr 15, 2025 11:00 AM - 11:05 AM
Gateway; Conference Rooms; 4114

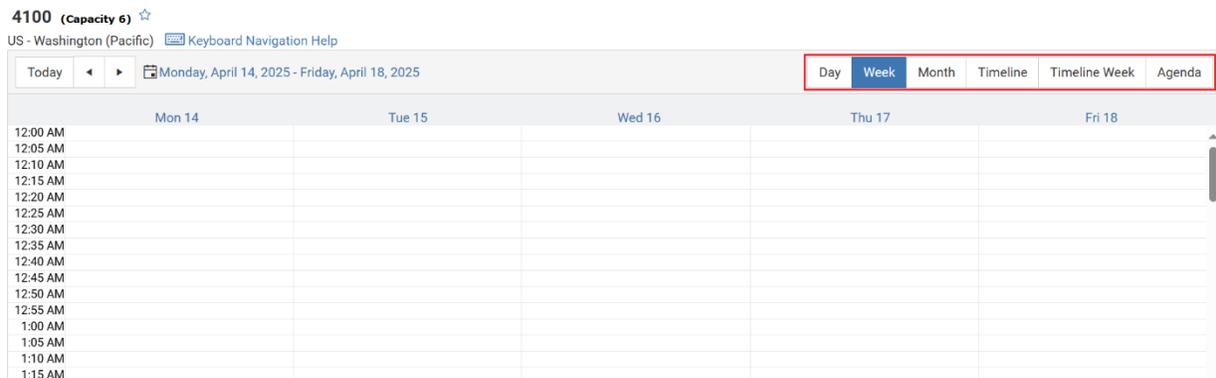
CREATE RESERVATION WITH TREE

This method is great for users who already know which space they want.

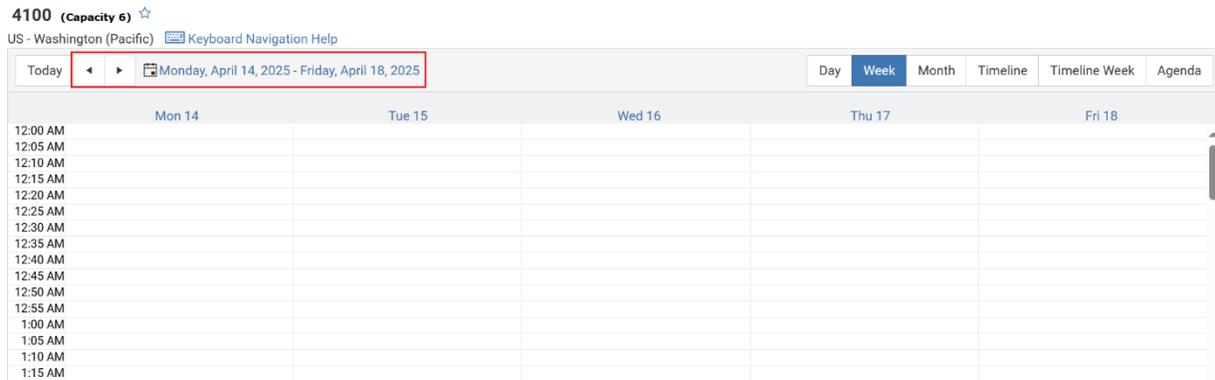
Staying on the landing page, select the Site>Building>Floor>Resource Type>Resource. For this example, this will be **UW Seattle>Gateway>4th Floor>Huddle Rooms>4100**.



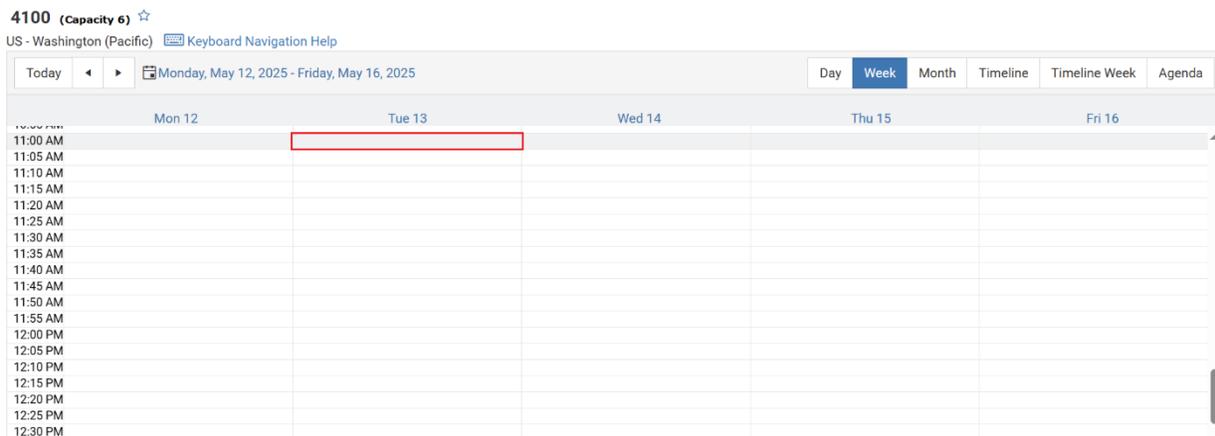
Once selected, a calendar should pop up on the right-hand side of the screen. The calendar view can be changed depending on preference.



If the preferred view is selected, adjust the date range using the arrow keys or by clicking the blue-highlighted dates to open the calendar pop-up window and select the correct range.



Use the scroll bar on the side of the calendar to find the correct starting time. Under the correct date, click the starting time.



This will open a pop-up window. Fill out the pop-up window as instructed and then click **SUBMIT**:

- Reservation Title:
 - *Hoteling Desks and Shared Offices*: Please leave your first and last name on the reservation
 - *Meeting Spaces*: Provide identifying information in the title

- **# Of Attendees:** Must be at least one person. Cannot exceed the max allowed for the space (capacity size can be found in the parenthesis next to the resource)
- **Resource:** Automatically populated based on previous selections.
- **Start Date/Time:** Automatically populated based on previous selections.
- **End Time:** Adjust as needed.
- **Requested For:** Do not fill out unless booking for someone else.
 - e.g., Sarah Smith is making a reservation for her coworker Tim Herold.

Quick Reserve ✕

Reservation Title	Yurika Harada - Test #1		
# Of Attendees	3		
Resource	4100 (6) ▾		
Start Date/Time	May 13, 2025 ▾	11 AM ▾	00 ▾
End Time		12 PM ▾	00 ▾
Requested For			

[MORE...](#)

Returning to the main screen, the reservation made should appear as expected.


Resource Scheduler

UW Tree ▾

- ▾ UW Seattle
 - ▾ Gateway
 - ▾ 4th Floor
 - Conference Rooms
 - Dedicated Offices
 - ▾ Huddle Rooms
 - 4100
 - 4111
 - Shared Offices
 - Workspaces
 - UW Tower Building O
 - UW Tower Building T

4100 (Capacity 6) ☆

US - Washington (Pacific) [Keyboard Navigation Help](#)

Today ◀ ▶ 📅 Monday, May 12, 2025 - Friday, May 16, 2025

	Mon 12	Tue 13
11:00 AM		Yurika Harada - Test #1
11:05 AM		
11:10 AM		
11:15 AM		
11:20 AM		
11:25 AM		
11:30 AM		
11:35 AM		
11:40 AM		
11:45 AM		
11:50 AM		
11:55 AM		
12:00 PM		
12:05 PM		
12:10 PM		
12:15 PM		
12:20 PM		
12:25 PM		
12:30 PM		
12:35 PM		
12:40 PM		
12:45 PM		
12:50 PM		
12:55 PM		

A confirmation email should arrive within a few minutes after the booking is successfully created.

Resource Scheduler Notification	
Subject: New Resource Use Notification	
General Information	
Action Performed By: Yurika Harada	
Meeting Contact: Yurika Harada,	
Reservation Title: Yurika Harada - Test #1	Location: Gateway, Huddle Rooms; 4100
Resources: Huddle Rooms: 4100	
For More Details Click: https://uw.resourcescheduler.net/ResourceScheduler/SchedDtl.asp?ID=	
Date and Time Information	
Tuesday, May 13, 2025 from 11:00 AM until 12:00 PM (Pacific)	
Additional Information	
Options: - No Options -	Tab Information: - No Options -
Recurring Details	
- No Options -	

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IS THIS A FAVORITE RESOURCE?

If this resource is frequently used, click the hollow star icon to mark it as a favorite.

- **Note:** Users can have multiple favorites, so feel free to add as many as needed.

Additional Note: Favorites saved in Resource Scheduler will sync across the mobile application and MapView, and vice versa.

4114 (Capacity 28) 

US - Washington (Pacific)  [Keyboard Navigation Help](#)

Today

◀

▶


Wednesday, April 16, 2025

Wed 4/16

When selected the star icon will turn green.

4114 (Capacity 28) 

US - Washington (Pacific)  [Keyboard Navigation Help](#)

Today

◀

▶


Wednesday, April 16, 2025

Wed 4/16

This resource will now be more easily accessible. Instead of having to navigate through the resource tree, the resource will appear in the **My Favorites** section of the **Home** page. The user can click on the resource name to get the resource calendar.

HOME

RESERVATION WIZARD

PLANNER

APPROVALS

REPORTS ▾

QUICK LINKS ▾

UW Tree ▾

- ▼ UW Seattle
 - ▼ Gateway
 - ▼ 4th Floor
 - ▼ Conference Rooms
 - 4114
 - 4128
 - ▶ Dedicated Offices
 - ▶ Huddle Rooms
 - ▶ Shared Offices
 - ▶ Workspaces
 - ▶ UW Tower Building O
 - ▶ UW Tower Building T

☆ My Favorites

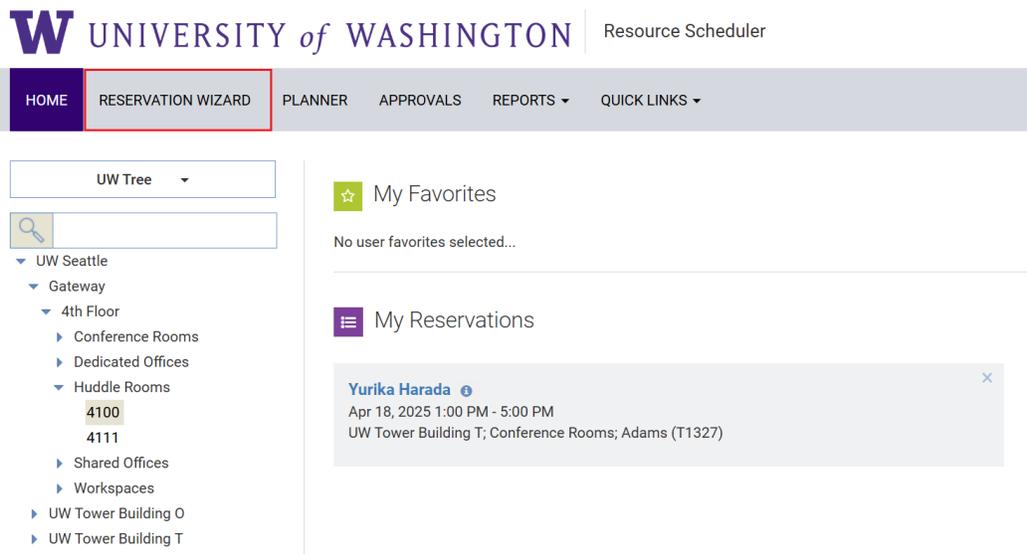
	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM
4114									

USE THE RESERVATION WIZARD

The Reservation Wizard allows users to create both one-off and reoccurring meetings. Below are the instructions for both. In addition, this method is great for users who are not sure which spaces they want as it allows users to check resource information.

ALL RESERVATION TYPES

Click **Reservation Wizard** tab.



Under **Scope**, ensure that the correct building, group, and resource type are selected. If unsure or flexible on group and resource types, feel free to select All. To select multiple resource groups or types, use the drop-down menu (as shown in the screenshot below).

Search Wizard

Scope



In the **Scope** section, ensure the correct number of users is specified in the **# of attendees** column.



Filtering

Lastly, if needed, click the **Filter** option. If reservations do not depend on specific Resource Characteristics, proceed to the next relevant section (either [Recurring Reservations](#) or [All Reservation Types \(Continued\)](#)).



Click the box under **Filter On** for the desired Resource Characteristic. Set the **Value** of the desired Resource Characteristic to **Yes** as shown below.

Resource Characteristic Options

UDF Type	Filter On	Resource Characteristic	Value	Text Search Type
	<input type="checkbox"/>	USB-C Docking Station	<input type="text"/>	
	<input type="checkbox"/>	White Boards	<input type="text"/>	
	<input type="checkbox"/>	Wireless Network Connection	<input type="text"/>	
*UW Furniture				
	<input checked="" type="checkbox"/>	Sit/Stand Desk	<input type="text"/>	
If selecting more than one value, select items that meet			<input type="text" value="Any"/>	criteria
			<input type="text" value="Yes"/>	
			<input type="text" value="No"/>	

After selecting all the desired filters, select which filtering mode is required.

- **Any:** if multiple filters are selected, the resources shown will have at least one of the filters selected as True.
- **All:** if multiple filters are selected, the resources shown will have all the filters set as True.

Once complete, click the **SUBMIT** button.

If selecting more than one value, select items that meet **Any** criteria

SUBMIT

CANCEL

Any

Any

All

- **Note:** If the **All** option is chosen and a filter that does not apply to the resource type is selected (e.g., TV monitor for a hoteling desk), no resources will appear in later search steps. Ensure that all selected filters are relevant to the desired resource.

Search Results

Yurika Harada

Private

"No Resources Found"

SUBMIT RETURN

Under Date/Time, confirm that the correct date, start time, and end time are selected.

Date/Time

04/28/2025 02:20 PM to 03:20 PM

Recurring

None Daily Weekly Monthly

Only Available Resources

NEXT CLEAR

03:05 PM

03:10 PM

03:15 PM

03:20 PM

03:25 PM

03:30 PM

03:35 PM

Recurring Reservations

skip this section if creating a single reservation

When creating a recurring event, verify the chosen recurrence type: **Daily** (every weekday or every day), **Weekly** (multiple occurrences within a week), or **Monthly** (intervals longer than a week but shorter than a year).

Recurring

None Daily Weekly Monthly

A new set of options will appear based on the selected recurrence type. Select the days the space will be needed. Under **Until**, choose the recurrence's end date.

- **Note:** regardless of the booking type, an error will occur if a user attempts to book more than a year in advance. Ensure the booking is for a year or less.

Recurring

None Daily Weekly Monthly

Until

04/28/2025 

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Tuesday, April 15, 2025

After selecting the **Until** option, adjust the **Every X Week(s)** setting if needed (when using the Weekly option, as shown in the screenshot below). Then, select the required days of the week.

Recurring

None Daily Weekly Monthly

Until

12/31/2025 

Every Week(s)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

ALL RESERVATION TYPES (CONTINUED)

Click **NEXT**.

Search Wizard

Scope

📍 Gateway × 📅 All Groups × 📄 Resource Types (2)

Date/Time

04/28/2025 📅 10:20 AM ⌚ to 11:20 AM ⌚

Recurring

None Daily Weekly Monthly

Until

12/31/2025 📅

Every Week(s)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

NEXT

CLEAR

The list of resources will be displayed. The blue-highlighted column represents the requested time slot. Grayed-out boxes within the schedule mean resources are unavailable

during that time frame.

Search Results

Yurika Harada | 1 | Private

Monday, April 28, 2025 (US - Washington (Pacific))

-- UW Seattle: Gateway --

	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM
<input type="checkbox"/> Workspaces: 4113-1 (1)													
<input type="checkbox"/> Workspaces: 4113-3 (1)													
<input type="checkbox"/> Workspaces: 4113-5 (1)													
<input type="checkbox"/> Workspaces: 4113-7 (1)													
<input type="checkbox"/> Workspaces: 4115-0 (1)													
<input type="checkbox"/> Workspaces: 4115-1 (1)													
<input type="checkbox"/> Workspaces: 4115-2 (1)													
<input type="checkbox"/> Workspaces: 4115-3 (1)													
<input type="checkbox"/> Workspaces: 4115-4 (1)													
<input type="checkbox"/> Workspaces: 4115-5 (1)													

Ensure that the **# of attendees** (person icon) box has the correct number of people using that reserved space.

Yurika Harada | 1 | Private

To see details of the workspace, select the blue text of the workspace of interest.

Yurika Harada | 1 | Private

Monday, April 28, 2025 (US - Washington (Pacific))

-- UW Seattle: Gateway --

	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM
<input type="checkbox"/> Workspaces: 4113-1 (1)													
<input type="checkbox"/> Workspaces: 4113-3 (1)													
<input type="checkbox"/> Workspaces: 4113-5 (1)													

A pop-up window will appear with details about the resource. If an image was provided to the technical team, it will be included in this window.

Description	4113-3
Location	Gateway:Workspaces
Resource Type	Hoteling Desk
Contact Info	
Capacity	1
Reservations require approval	No
Additional Information	
Time Fence	12 Months Rolling (Apply Limit to non-Recurring Schedules) (Location Level)
Long Term Hoteling Resource	No
Options	
Sit/Stand Desk	Yes
Docking Station	Yes
Dual Monitors	Yes

If the space has all the required amenities and is available during the requested time, click the checkbox next to the resource name.

Search Results

Yurika Harada

Private

	Monday, April 28, 2025 (US - Washington (Pacific))													
-- UW Seattle: Gateway --	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM
<input type="checkbox"/> Workspaces: 4113-1 (1)														
<input type="checkbox"/> Workspaces: 4113-3 (1)														
<input checked="" type="checkbox"/> Workspaces: 4113-5 (1)														

Scroll to the bottom of the screen and click **SUBMIT** in the bottom left corner.

The screenshot shows a mobile application interface with a list of workspace reservation options. Each option consists of an unchecked checkbox followed by the text "Workspaces: [ID] (1)". The IDs are 497-3, 497-4, 497-5, 497-6, 497-7, 498-1, 498-3, and 498-5. At the bottom of the screen, there is a navigation bar with two buttons: "SUBMIT" (a dark brown button with white text) and "RETURN" (a blue button with white text). A blue vertical bar is overlaid on the right side of the screen, and a grey arrow points to the bottom of the list.

<input type="checkbox"/>	Workspaces: 497-3 (1)
<input type="checkbox"/>	Workspaces: 497-4 (1)
<input type="checkbox"/>	Workspaces: 497-5 (1)
<input type="checkbox"/>	Workspaces: 497-6 (1)
<input type="checkbox"/>	Workspaces: 497-7 (1)
<input type="checkbox"/>	Workspaces: 498-1 (1)
<input type="checkbox"/>	Workspaces: 498-3 (1)
<input type="checkbox"/>	Workspaces: 498-5 (1)

SUBMIT **RETURN**

This will show a confirmation screen. In addition, A confirmation email should arrive within a few minutes stating that the reservation was successfully created. Click **FINISHED** to

return to the **Reservation Wizard**.

Reservation Confirmation

Primary Information

Reservation Title	Yurika Harada
Reference Number	-1999999068
Created By	Yurika Harada

Reservation Description

Date and Time

Starting Monday, April 28, 2025 2:20 PM US - Washington (Pacific)

Ending Monday, April 28, 2025 3:20 PM US - Washington (Pacific)

Recurring Every Week On Monday, Wednesday & Thursday Until Wednesday, December 31, 2025

Additional Information

Options

- No Options -

[PIM](#)

[EDIT](#)

FINISHED

[PRINT](#)

RS: EDIT/DELETE RESERVATIONS

Ensure that the **Home** page is selected.



Resource Scheduler

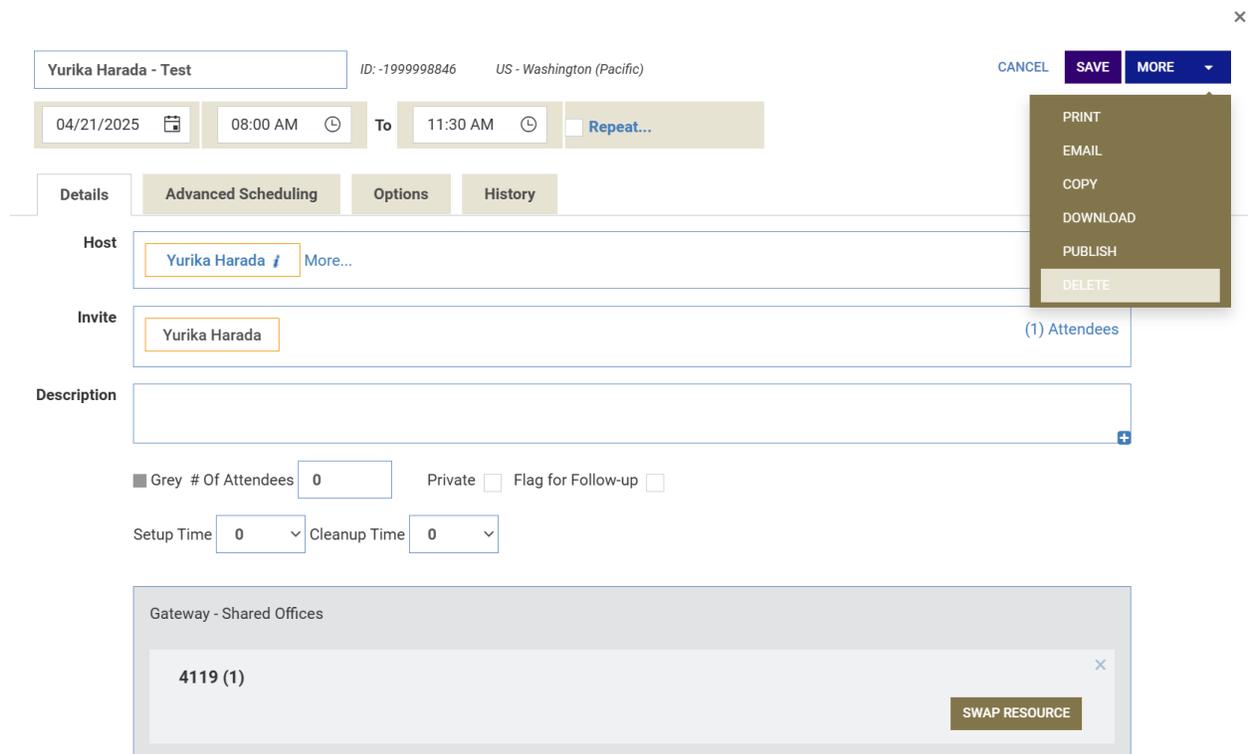
- HOME**
- RESERVATION WIZARD
- PLANNER
- APPROVALS
- REPORTS ▾
- QUICK LINKS ▾

Under the **My Reservation** section, click on the reservation name.



SINGLE RESERVATION

If editing the reservation, make the required edits and then click the purple **SAVE** button. Otherwise, if deleting the reservation, click the **MORE** button and select **DELETE**.



RESERVATION SERIES

If editing the reservation, make the necessary edits and then click the purple **SAVE** button. Otherwise, if deleting the reservation or series, click the **MORE** button and...

- Tap **DELETE EVENT** to remove only the currently selected booking.
- Tap **DELETE SERIES** to remove all bookings in the series.

Yurika Harada - Series ID: -1999999067 US - Washington (Pacific)

04/30/2025 02:20 PM To 03:20 PM Repeat...

Recurring Every Week On Monday, Wednesday & Thursday Until Wednesday, December 31, 2025

Details Advanced Scheduling Options History

Host Yurika Harada More...

Invite Yurika Harada (1) Attendees

Description

Grey # Of Attendees 1 Private Flag for Follow-up

Setup Time 0 Cleanup Time 0

Gateway - Workspaces

4113-5 (1) SWAP RESOURCE

Click **OK** if this window appears.

uw.resourcescheduler.net says

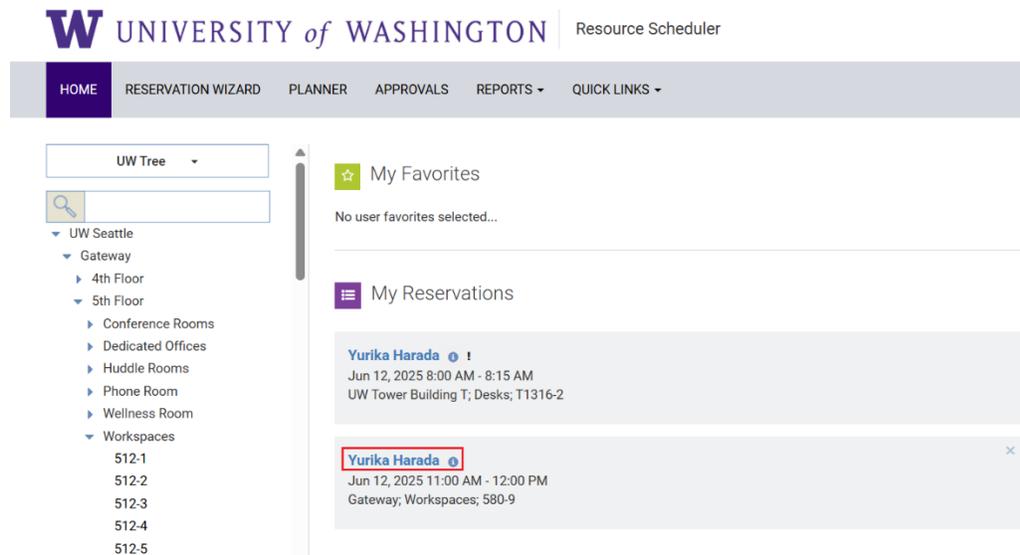
Continue with delete of this schedule?

OK Cancel

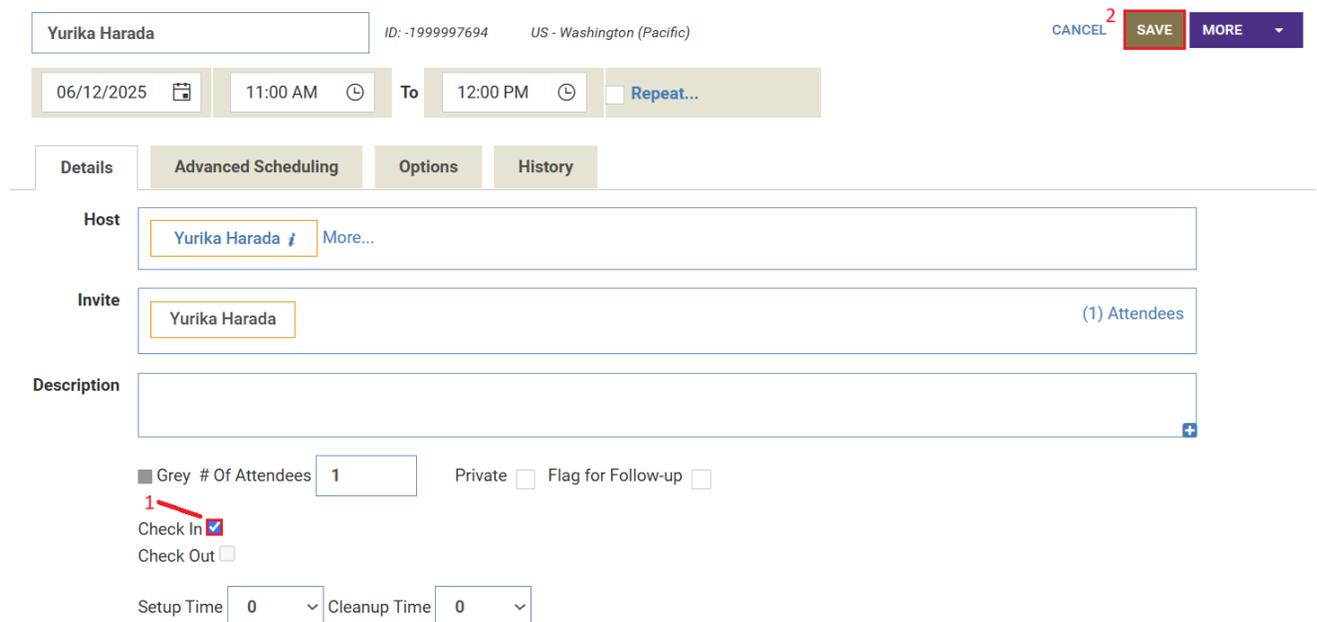
RS: RESERVATION INTERACTIONS

CHECK IN

Login to Resource Scheduler. Under the **My Reservations** section, click on the relevant hoteling desk booking.



Click on the **Check In** checkbox. Click **Save**.



If the reservation is selected again, the check in time appears next to the grayed out Checked In box.

Yurika Harada ID: -1999997694 US - Washington (Pacific) CANCEL SAVE MORE

06/12/2025 11:00 AM To 12:00 PM Repeat...

Details Advanced Scheduling Options History

Host Yurika Harada More...

Invite Yurika Harada (1) Attendees

Description

Grey # Of Attendees 1 Private Flag for Follow-up

Checked In - 11:13 AM Check Out

Setup Time 0 Cleanup Time 0

CHECK OUT

If logged out of Resource Scheduler, please log back in. Under the My Reservations section, Click the relevant hoteling desk booking.

UNIVERSITY of WASHINGTON Resource Scheduler

HOME RESERVATION WIZARD PLANNER APPROVALS REPORTS QUICK LINKS

UW Tree

UW Seattle

- Gateway
 - 4th Floor
 - 5th Floor
 - Conference Rooms
 - Dedicated Offices
 - Huddle Rooms
 - Phone Room
 - Wellness Room
 - Workspaces
 - 512-1
 - 512-2
 - 512-3
 - 512-4
 - 512-5

My Favorites

No user favorites selected...

My Reservations

Yurika Harada !
Jun 12, 2025 8:00 AM - 8:15 AM
UW Tower Building T; Desks; T1316-2

Yurika Harada !
Jun 12, 2025 11:00 AM - 12:00 PM
Gateway, Workspaces; 580-9

Click on the **Check Out** checkbox. Click **Save**.

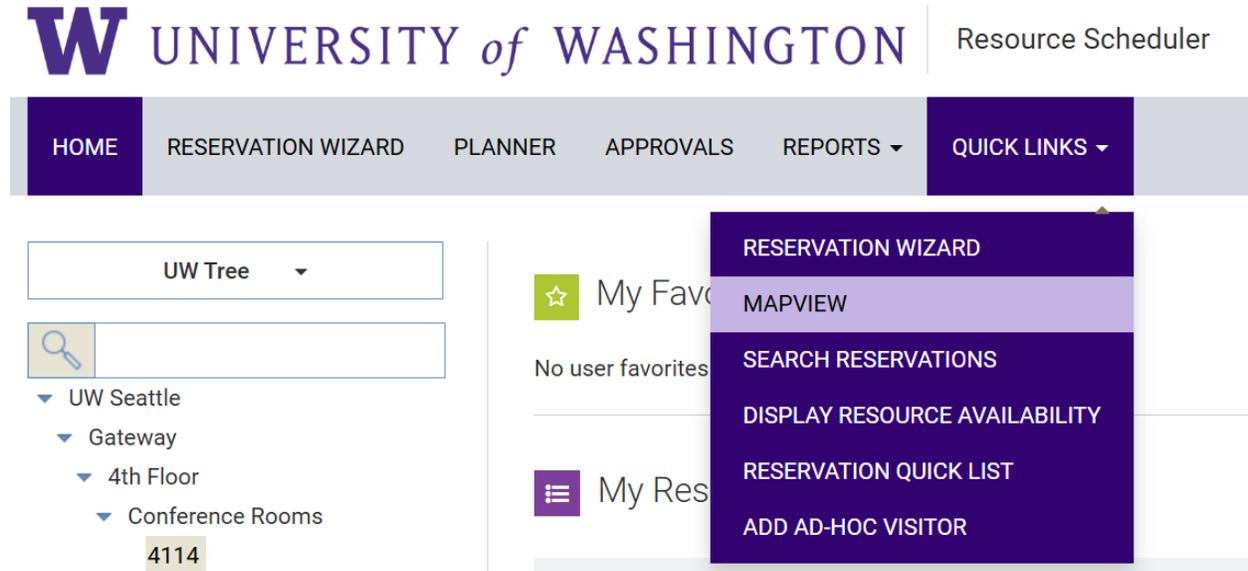
The screenshot shows a reservation form for 'Yurika Harada' with ID -1999997694 in 'US - Washington (Pacific)'. The reservation is for 06/12/2025 from 11:00 AM to 12:00 PM. The form has tabs for 'Details', 'Advanced Scheduling', 'Options', and 'History'. The 'Host' field contains 'Yurika Harada / More...'. The 'Invite' field contains 'Yurika Harada' and '(1) Attendees'. The 'Description' field is empty. Below the description, there are checkboxes for 'Checked In - 11:13 AM' (checked) and 'Check Out' (checked). There are also dropdowns for 'Setup Time' (0) and 'Cleanup Time' (0). At the bottom, a 'Gateway - Workspaces' section shows '580-9 (1)' with a 'SWAP RESOURCE' button. A red box highlights the 'Check Out' checkbox, and a red number '2' points to the 'SAVE' button.

If the reservation is selected again, the **Checked In** and **Checked Out** times will appear next to their respective labels.

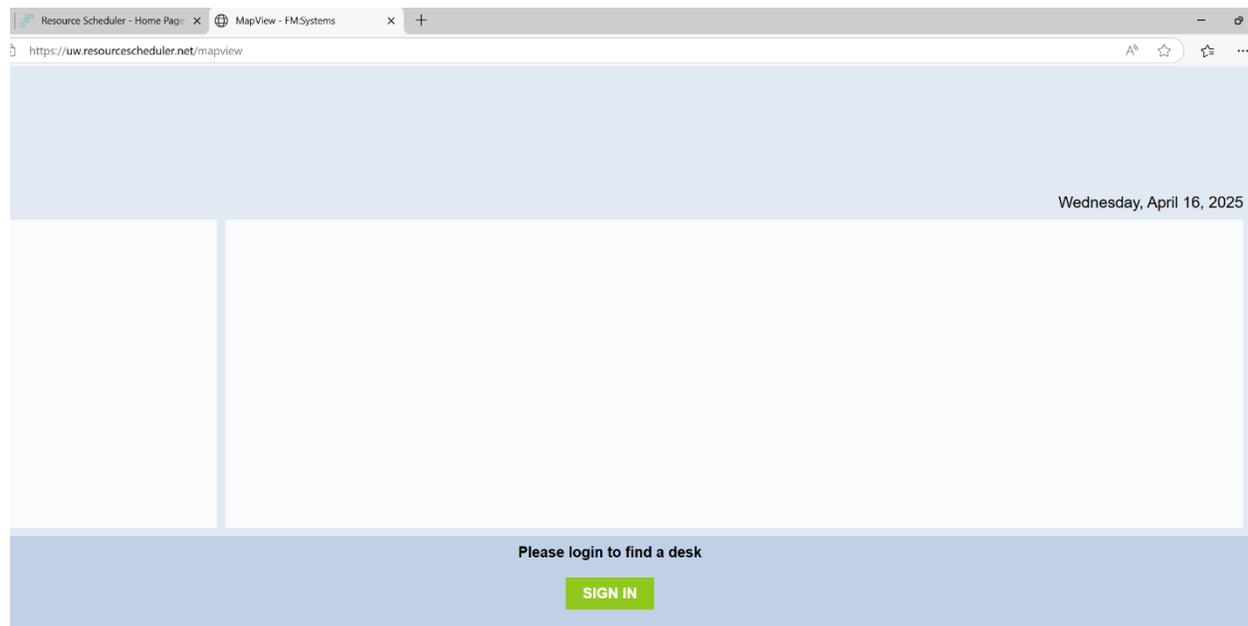
This screenshot shows the same reservation form as above, but now the 'Checked In' and 'Checked Out' times are populated. The 'Checked In' time is 11:13 AM and the 'Checked Out' time is 11:44 AM. Both are next to their respective labels. The 'Check Out' checkbox is still checked. The rest of the form remains the same.

NAVIGATE TO MAPVIEW FROM RS

Select the **QUICK LINKS** tab. Click on **MAPVIEW**.



This will open a new tab in the browser. Click the **SIGN IN** button.



Log in with credentials. Duo Authentication may be required.

The screenshot shows a sign-in interface for the University of Washington. At the top left is the University of Washington logo, consisting of a large purple 'W' followed by the text 'UNIVERSITY of WASHINGTON'. Below the logo is the heading 'Sign in' in a large, bold, black font. Underneath the heading is a text input field containing the email address 'uwnetid@uw.edu'. A horizontal blue line is positioned below the input field. To the left of the input field, there is a blue link that reads 'Can't access your account?'. To the right of the input field is a blue rectangular button with the white text 'Next'. Below the main sign-in area is a light gray rectangular box containing the text: 'This is the sign-in to UW Office 365. Go to <http://itconnect.uw.edu/security/uw-netids/about-uw-netids/> to learn about UW NetIDs.' At the bottom of the page is a white rectangular box with a rounded top-left corner. It contains a key icon on the left and the text 'Sign-in options' to its right.

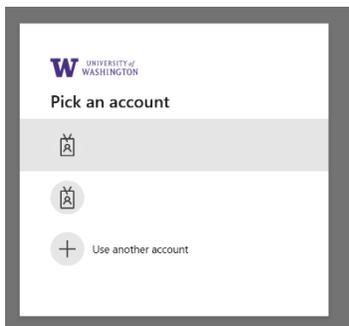
MAPVIEW

MapView is ideal for users who want to be near a coworker or know their preferred location but not the name assigned to it in Resource Scheduler. MapView works well for non-recurring reservations; however, it does not support true recurring bookings.

Note: the URL is different for MapView than the previous two options. Please follow the instructions listed in [Navigate to MapView from RS](#) or [Log into MapView](#).

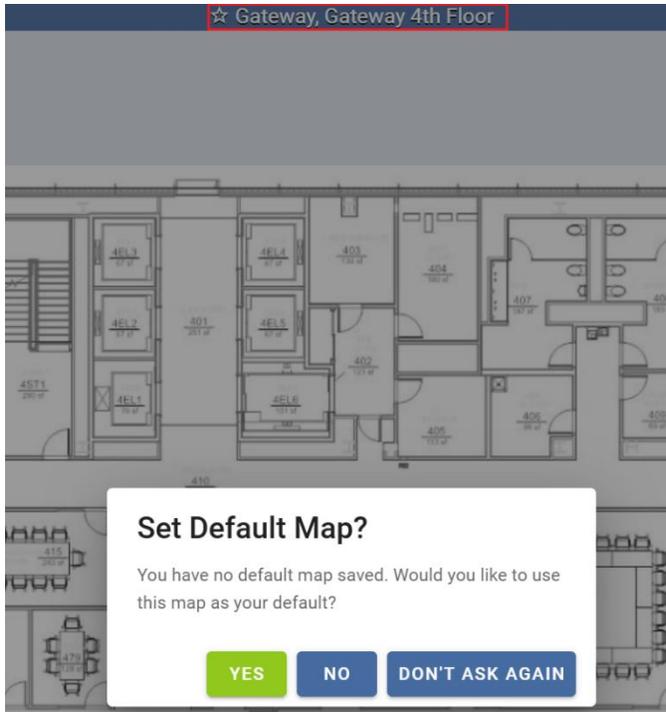
LOG INTO MAPVIEW

If the Reservation Scheduler hasn't been accessed beforehand, go directly to this link: <https://uw.resourcescheduler.net/MapView>. Log in with credentials. Duo Authentication may be required.



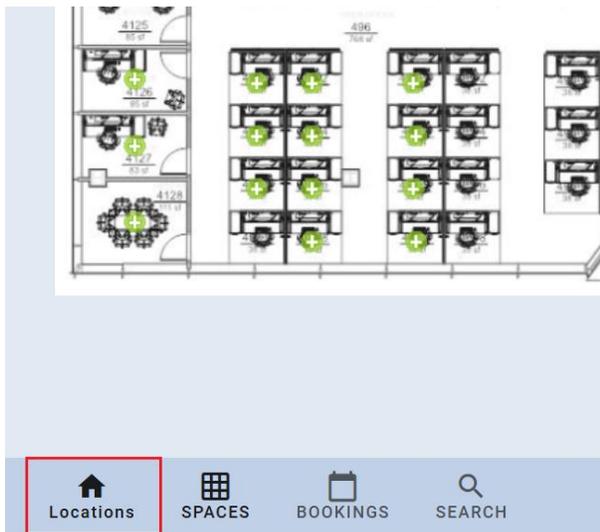
If a default map is not set, this screen will appear.

- If the selected floorplan (marked in the red box in the image below) is the desired default floor, tap **YES**.
- If the selected floorplan is not the desired default floor and this message should not appear again, tap **DON'T ASK AGAIN**.
- Otherwise, tap **NO**.



SELECT THE DESIRED BUILDING AND FLOOR

If the building and floor selected are incorrect, click on **Locations**.



Click on the correct floor listed under the correct building.

The image shows a screenshot of a web application interface. At the top, there is a dark blue header bar. Below it, a white dropdown menu is open, displaying the text "All Regions". Underneath the dropdown, a white box contains the word "Gateway". Below this box, a blue button with a red border is highlighted, containing the text "GATEWAY 4TH FLOOR". The background of the interface is a light blue gradient.

SELECT DATES AND TIMES OF BOOKINGS

Look at the bottom section of the screen and click on the date.

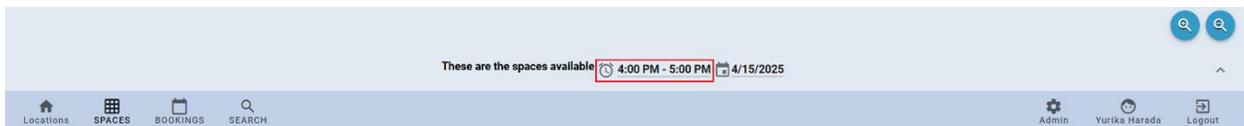


Choose at least one date. If multiple dates are needed, they can be selected at the same time provided that the booking times remain the same. When finished, click once anywhere on the screen except the lightest blue section.

- **Note:** Do not choose dates that go beyond a year from the current date because the bookings will be automatically rejected by the system.



Choose the time slot.



SELECT A RESOURCE

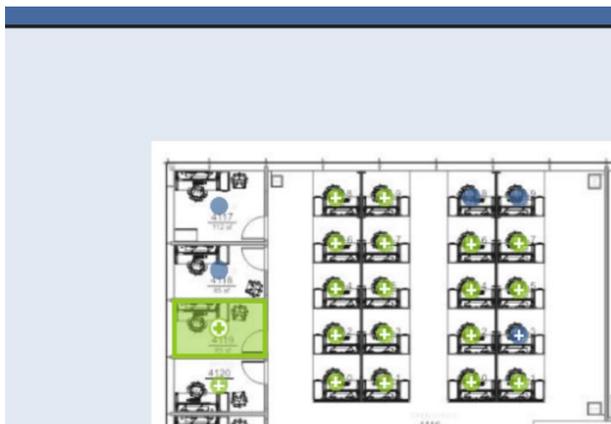
There are multiple symbols on the map that represent different availability for the resources. The icons are as follows:

-  : spaces that can be booked. This is an available resource.
-  : spaces that are partially available during the requested time frame. Please hover over the icon to see more details about when the space is not available.
-  : spaces that are booked long-term by an employee. Not a hoteling space.
-  : spaces that are booked short-term by an employee.
-  : spaces that cannot be booked due to Space Administrator intervention.

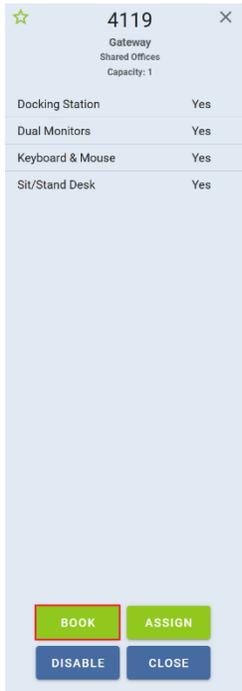
Below is an example of how symbols may appear on a floorplan:



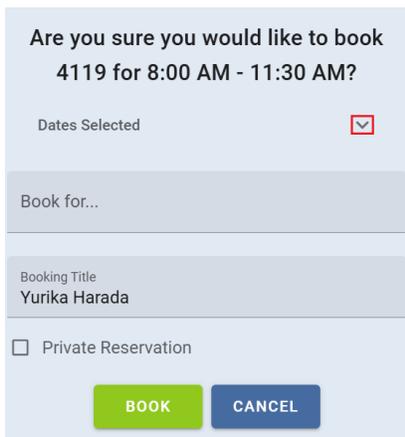
Click the available resource of interest. This will highlight the resource in a green box.



If the resource has the required amenities, click the **BOOK** button.



In the new pop-up window, to ensure that the correct dates are chosen, tap the downward arrow.



If making the booking on behalf of another user, fill out the **Book for...** text box with the user's name. Once done, click **BOOK**.

Are you sure you would like to book
4119 for 8:00 AM - 11:30 AM?

Dates Selected ^

4/21/2025, 4/24/2025, 4/28/2025

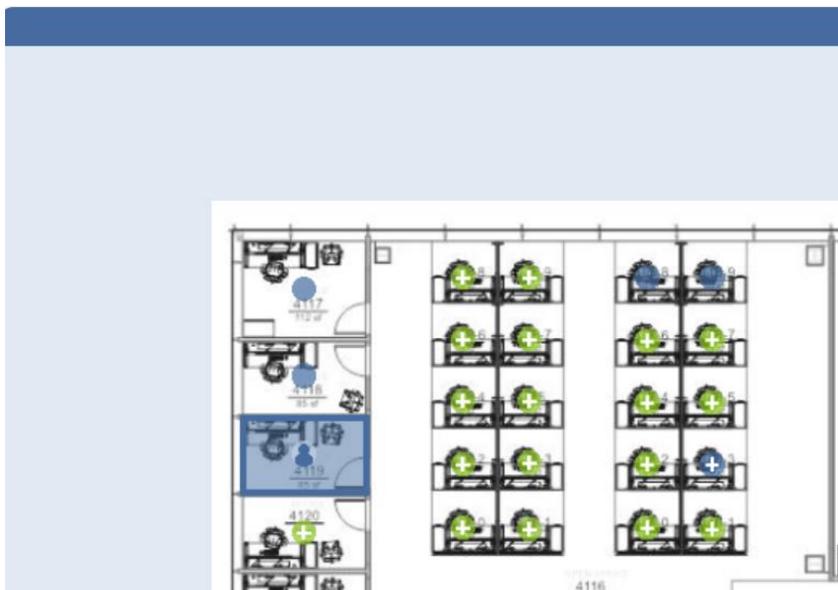
Book for...

Booking Title
Yurika Harada

Private Reservation

BOOK **CANCEL**

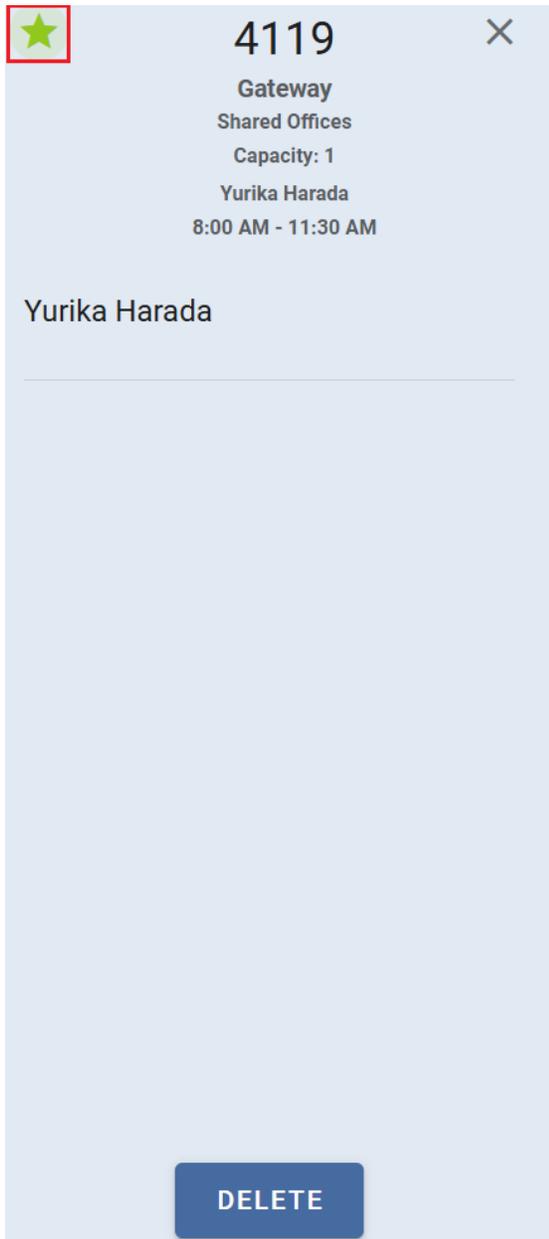
This will change the selected box from green to blue.



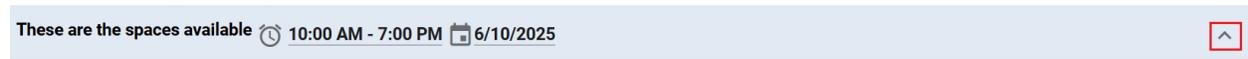
IS THIS A FAVORITE RESOURCE?

If this resource is frequently used, choose the star icon. This will flag the resource as a favorite.

- **Note:** Favorites saved in MapView will sync across the mobile application and Resource Scheduler, and vice versa.



This provides an alternative way to book a favorite resource. Choose the desired date and time for the booking. To focus on favorite resources, click the lightest blue section of the screen or tap the upward arrow in the same area.



This menu will show favorite resources first if they are available.



If a favorite resource is unavailable, it will not be listed first in the list.



DELETE BOOKING IN MAPVIEW

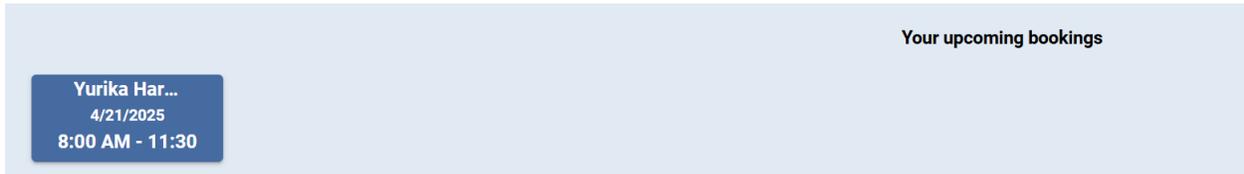
In the bottom left-hand corner, click the **BOOKINGS** tab.



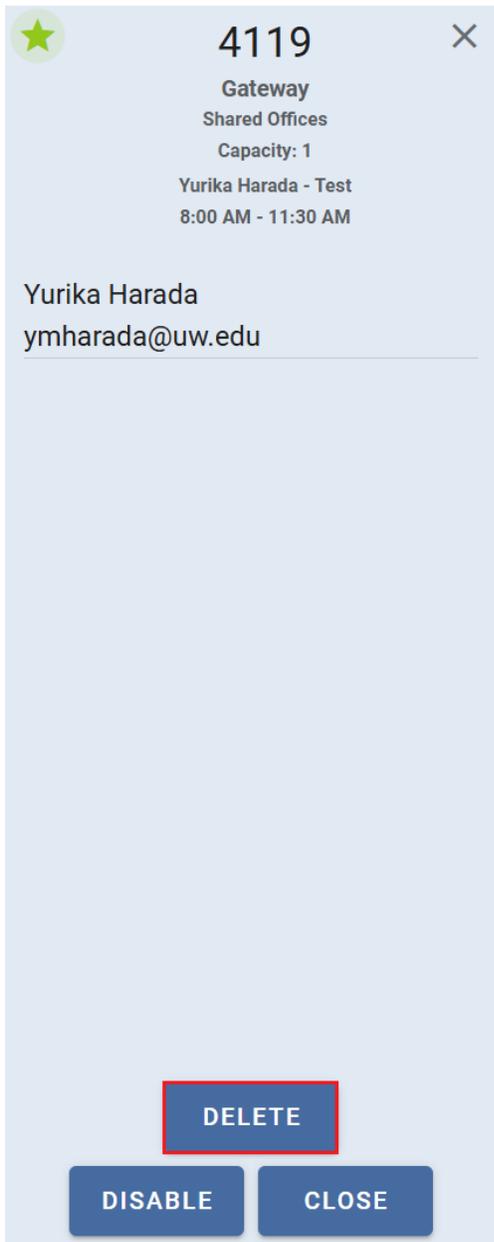
Tap the upwards-pointing arrow in the bottom right-hand corner.



This will show all single reservations. Click on the desired reservation.



On the right side of the browser, click the **DELETE** button.



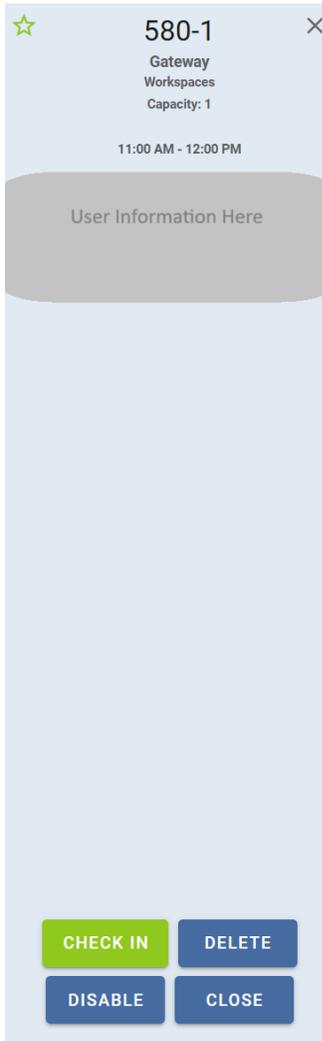
MAPVIEW: RESERVATION INTERACTIONS

Check In

Login to Map View. Choose the building and floor associated with the booking. Once those are selected, click on the hoteling desk reservation linked to the logged-in account.



Click the green **CHECK IN** button.

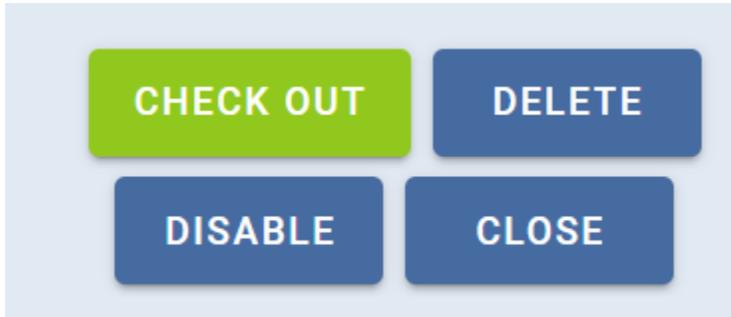


After checking in, the **CHECK IN** option will no longer be available on the pop-up screen.



Check Out

After several minutes, the **CHECK OUT** option will replace the **CHECK IN** option. Click **CHECK OUT** if the space is no longer needed.



At the top of the pop-up screen, the duration of space occupancy will be displayed for the logged-in account.



FMS: NOW!

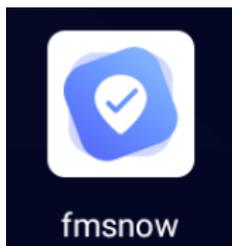
fms:now, the mobile application for this system, is great to use for one-off same-day reservations or to check into already reserved spaces. It does not support booking recurring events or accessing reports, as it is designed as a lightweight mobile solution.

LOG INTO MOBILE APP

Download the mobile application if it has not already been installed.

- **Note:** These apps are not highly rated in their respective app stores but have been verified as the correct ones for this system and are fully functional.
 - a. iOS: <https://apps.apple.com/gb/app/fms-now/id1587613939>
 - b. Android:
https://play.google.com/store/apps/details?id=com.fms.fmsnow&hl=en_US&pli=1

On a mobile device, Tap the fms:now (**fmsnow**) app.



On the first screen, confirm that the correct URL is entered in the text box:
<https://uw.resourcescheduler.net/rsmcp>. Once entered, it will automatically populate for future logins.



Sign in to make reservations



✓

Login

Enter the correct login credentials in the next few windows. If prompted, complete Duo Authentication.

**UNIVERSITY of WASHINGTON**

Sign in

uwnetid@uw.edu

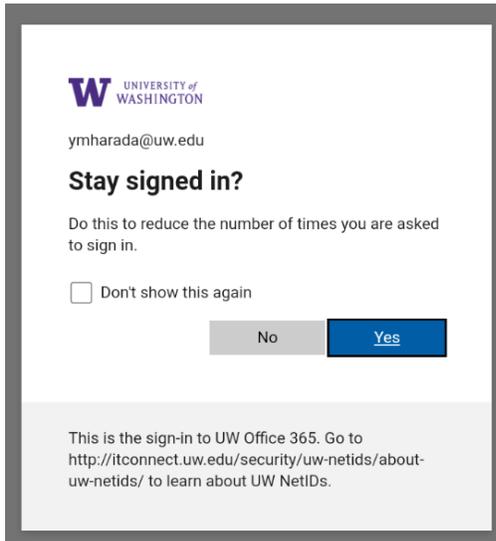
[Can't access your account?](#)

Next

This is the sign-in to UW Office 365. Go to <http://itconnect.uw.edu/security/uw-netids/about-uw-netids/> to learn about UW NetIDs.

Sign-in options

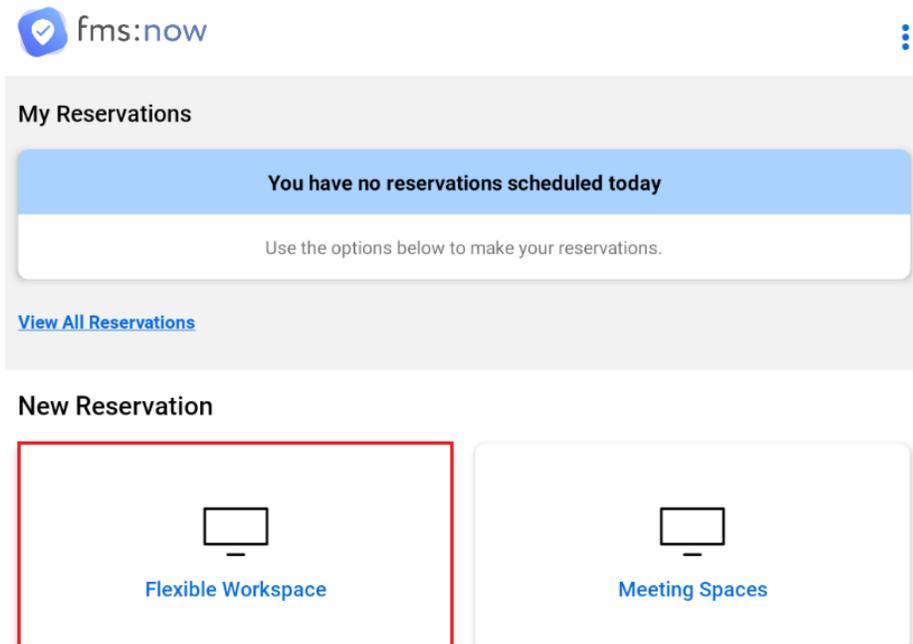
Tap **Yes** or **No** depending on preference.



NEW RESERVATION

Single Person Desks/Office

On the Home page for fms:now, tap the **Flexible Workspace** option.



Select the top row to change the site, building, or floor for the reservation.

 UW Seattle > Gateway > All Floors 

 Wed, Apr 16

 01:00 PM - 01:05 PM PDT

- **Note:** Even if the Site and Building are the same, users must manually select Site>Building>Specific Floor to get the desired results. Alternatively, they can use the Recently Selected section after querying for results at least once.



Location

 UW Seattle > Gateway >

 [Back](#)

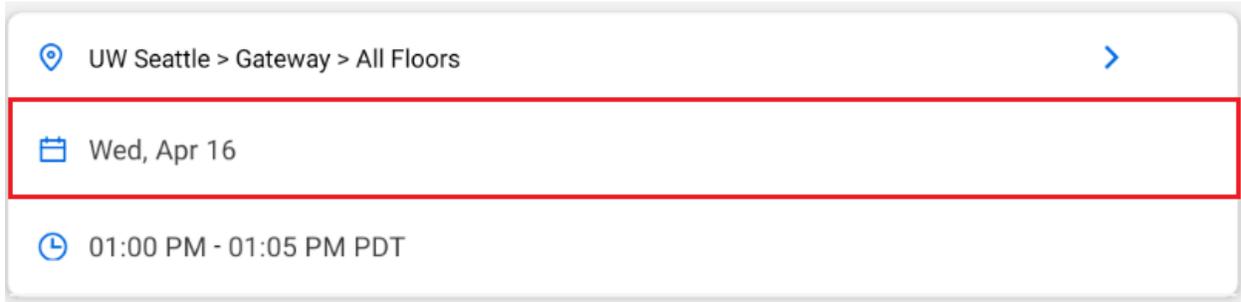
UW Seattle > Gateway >

[All Floors](#)

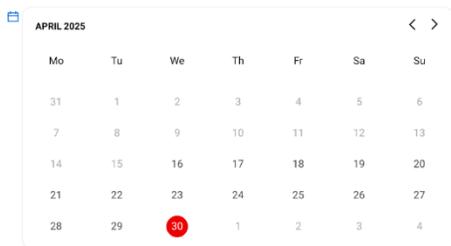
[4th Floor](#)

[5th Floor](#)

Choose the date row.

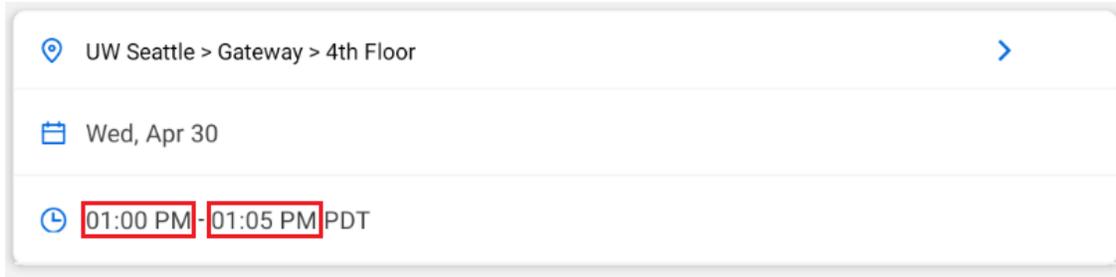


Tap the singular desired date. Once finished, press **Select** at the bottom of the screen.

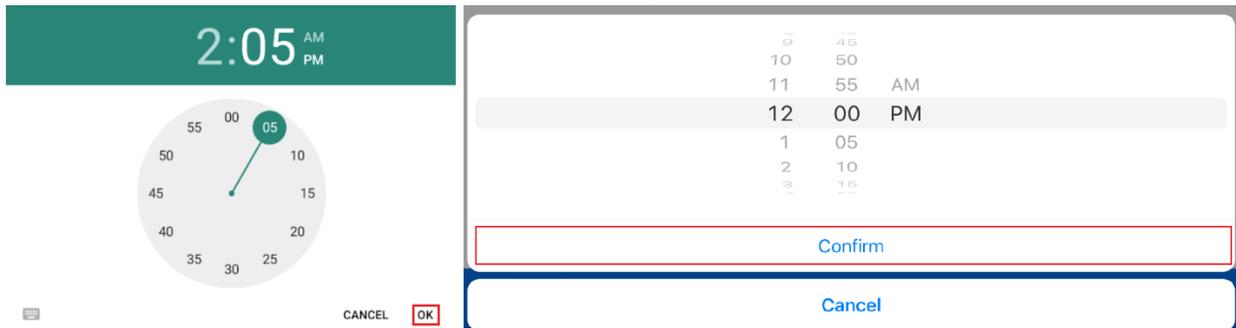


Tap each individual time listed in the last row to modify the start and end time respectively.

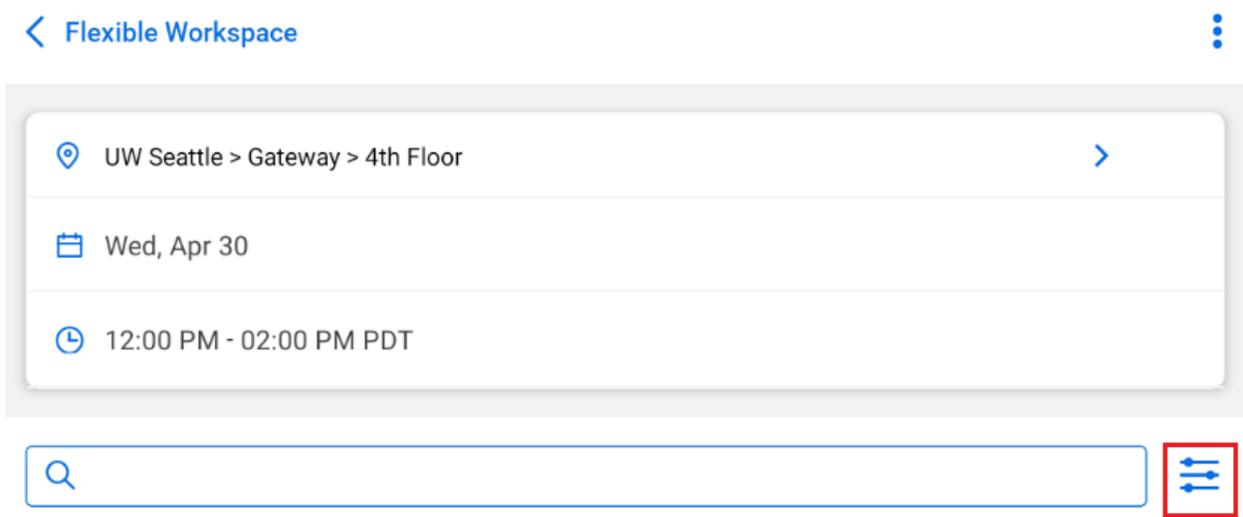
- **Note:** If the time must be edited, begin with editing the start time because it will reset if end time is edited first.



A cute analog clock or a scrolling dial will appear—use it to choose the correct time. Adjust as needed, then press **OK** or **Confirm**. Don't forget to set both the start and end times!



If needed, tap the filtering icon to filter by resource type.



Check the types that are needed. Tap **Apply Filters** when finished.

The filter panel includes a close button (X) and a 'Filter' title. Under 'Sort By', there are two buttons: 'A to Z' (selected) and 'Z to A'. The 'Type' section has four checkboxes: 'All' (unchecked), 'Single Person Office' (checked), 'Meeting Pods' (checked), 'Hoteling Desk' (unchecked), and 'Shared Office' (unchecked). Below this is a 'Seats' slider ranging from 0 to 16+, with the slider currently positioned at 16+.

A blue bar containing a 'Clear all' button on the left and an 'Apply Filters' button on the right.

Option A: Learn more about the resource

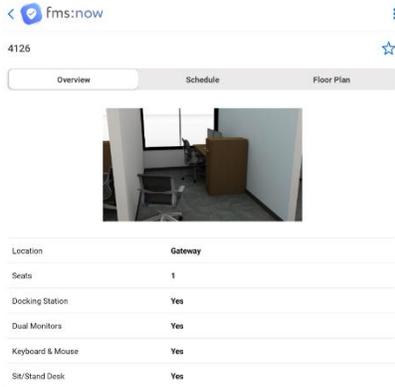
If desired tap on the resource name to learn more about that resource.

The 'Flexible Workspace' section shows a search for 'UW Seattle > Gateway > 4th Floor' on 'Wed, Apr 30' from '12:00 PM - 02:00 PM PDT'. Below the search bar, two office options are listed:

- Office 4126: Dedicated Offices, Single Person Office, 1 seats. Book button.
- Office 4127: Dedicated Offices, Single Person Office, 1 seats. Book button.

Using the tabs at the top of the screen, users can see general information (**Overview & Schedule** tabs) about the room and its location on the floorplan (**Floor Plan** tab).

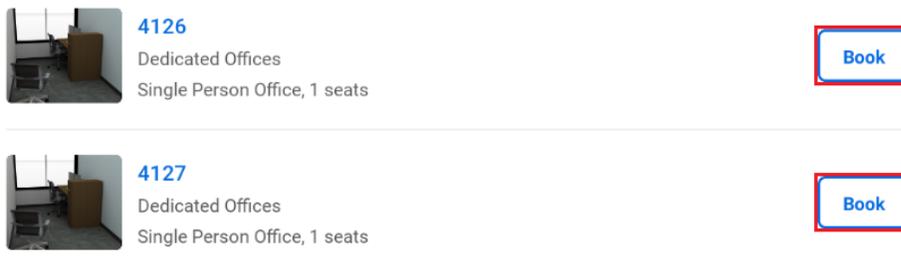
- If the room is acceptable, tap the **Book** button at the bottom of the screen.



Book

Option B: Nah, let's book it!

Tap the **Book** button on the same row as the resource.



Continue Booking

Whichever option is chosen, the next page will always be the same. Ensure all the booking details are correct. If changes are needed, adjustments can be made on this screen; however, availability is not guaranteed.

- Press **Book** when all details are correct.

< New Booking ⋮

 **4126 (1)**
Gateway (Dedicated Offices)
Single Person Office

Yurika Harada

Wed, Apr 30

12:00 PM - 02:00 PM PDT

1 Attendees

Invite Attendees (optional) 

Description (optional)

Is Private **Book**

A confirmation screen will be displayed, and an email confirmation will be sent within a few minutes of booking. To exit the screen, hit the < icon at the top or the **Home** button at the bottom.

< Confirmation ⋮

✓ Your Booking has been scheduled.

Yurika Harada

 **4126 (1)**
Gateway (Dedicated Offices)
Single Person Office

Wed, Apr 30

12:00 PM - 02:00 PM PDT

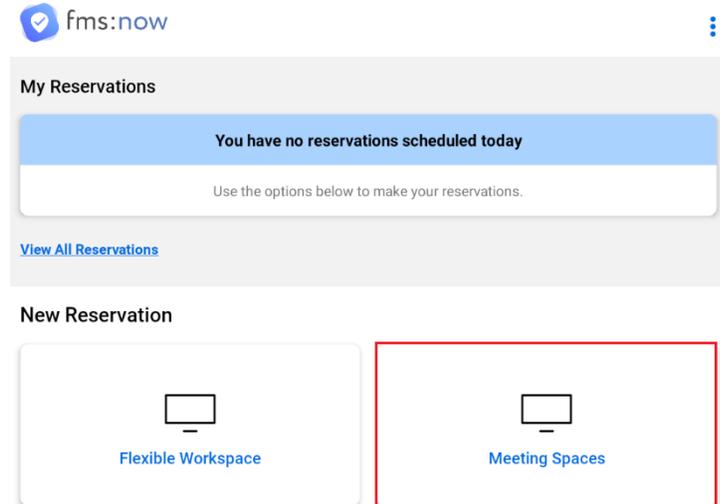
1 Attendees

(1) Invited attendees

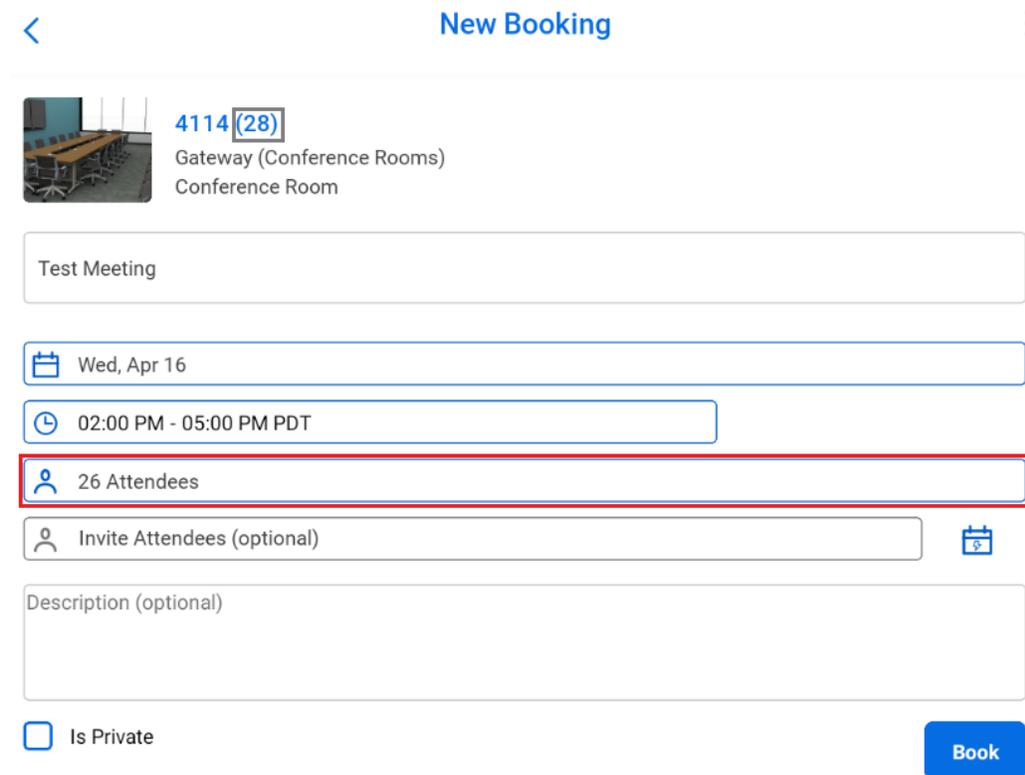
 You

Meeting Rooms

The instructions for [Single Person Desks/Office](#) can mostly be followed; however, at the start, tap Meeting Spaces instead of Flexible Workspace.



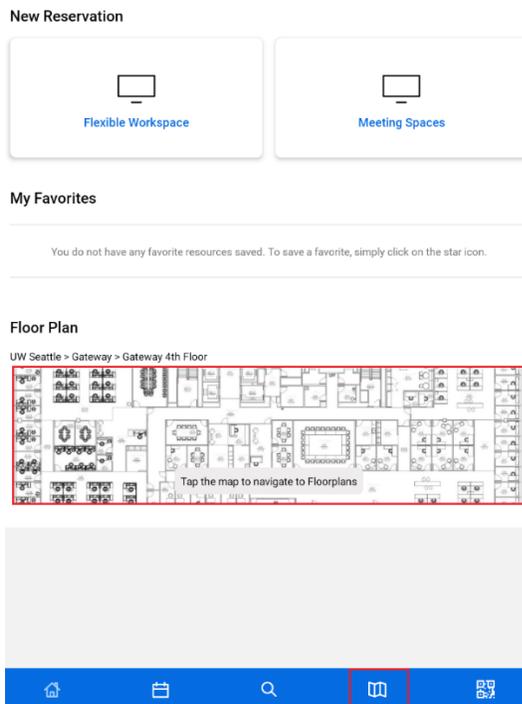
In addition, **always remember to mark the number of attendees for any meeting!** The number of attendees (marked in the red box) should always be equal to or lower than the room capacity (marked in the gray box).



RESERVE THROUGH FLOORPLAN VIEW

The Floorplan view is a great option for quickly booking a reservation needed as soon as possible.

Either tap the **Floorplan preview** on the **Home** screen or tap the **Map** icon on the bottom of the screen (both options in a red box, respectively).



The default space, set at the account level, appears as a floor plan in the map view. The symbols represent space availability and do not match one-to-one with those in the MapView application. The symbols are as follows:

-  : spaces that can be booked. This is an available resource.
-  : spaces that are booked long-term by an employee. Not a hoteling space.
-  : spaces that are booked short-term by an employee.
-  : spaces that cannot be booked due to Space Administrator intervention.

Below is an image of what some of the icons look like on the floorplan:



On the Floorplan, tap the desired space. This will open the booking screen. Adjust the title, date, and time as needed. Hit the **Book** button once finished.

< **New Booking** ⋮

 **4116-0 (1)**
Gateway (Workspaces)
Hoteling Desk



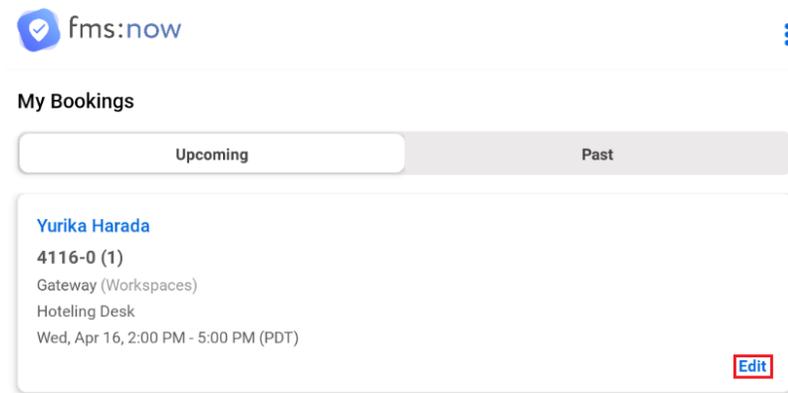
Is Private **Book**

DELETE RESERVATIONS

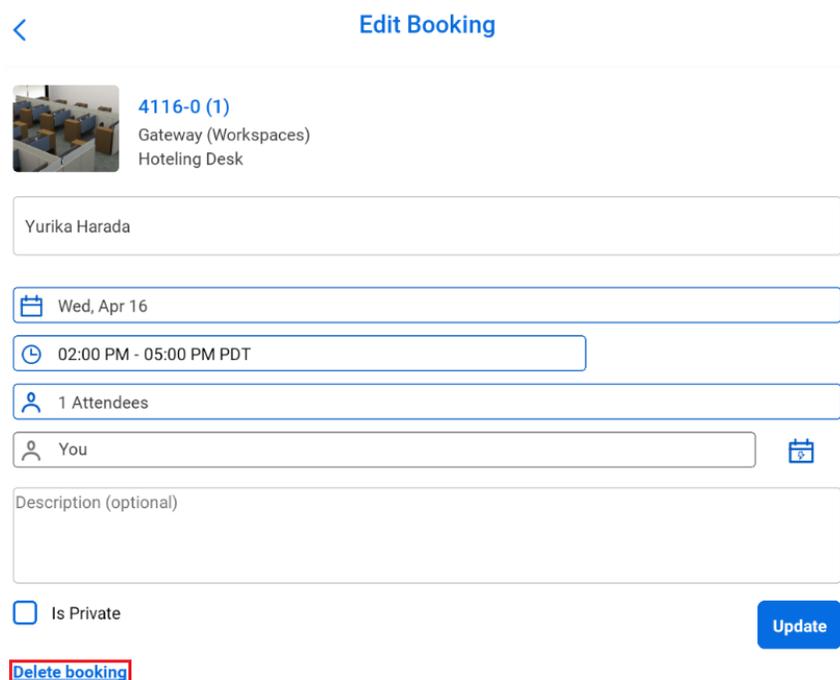
Click the **Calendar** icon at the bottom of the screen.



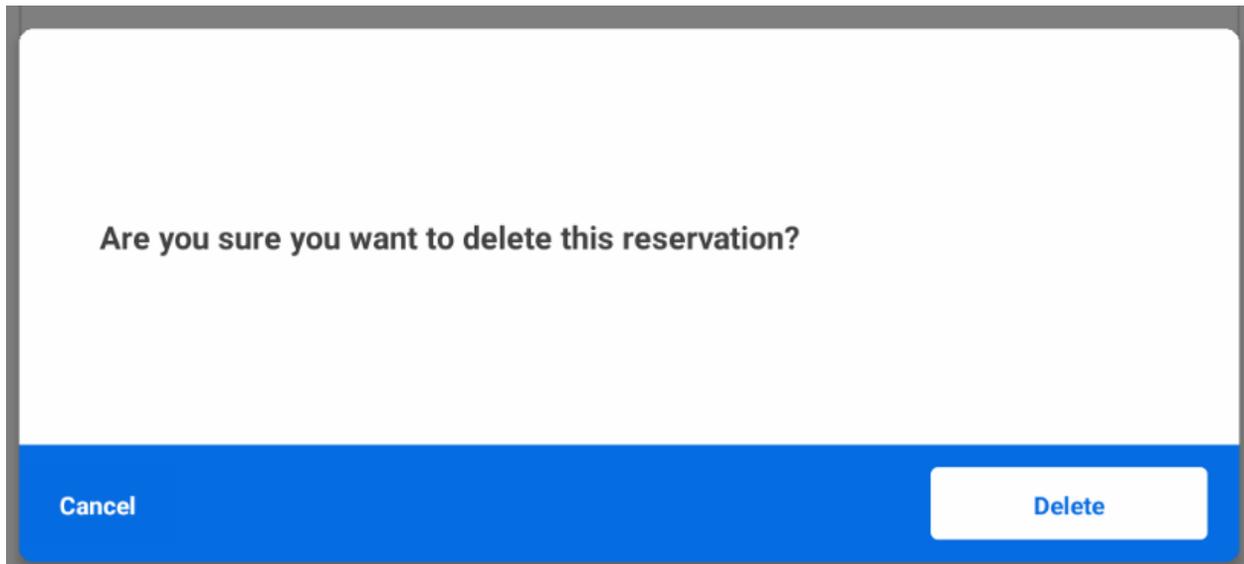
A list of current bookings will be displayed, ordered by soonest to latest. Find the reservation that needs to be changed and tap **Edit**.



Tap the **Delete booking** option.



Tap **Delete**.

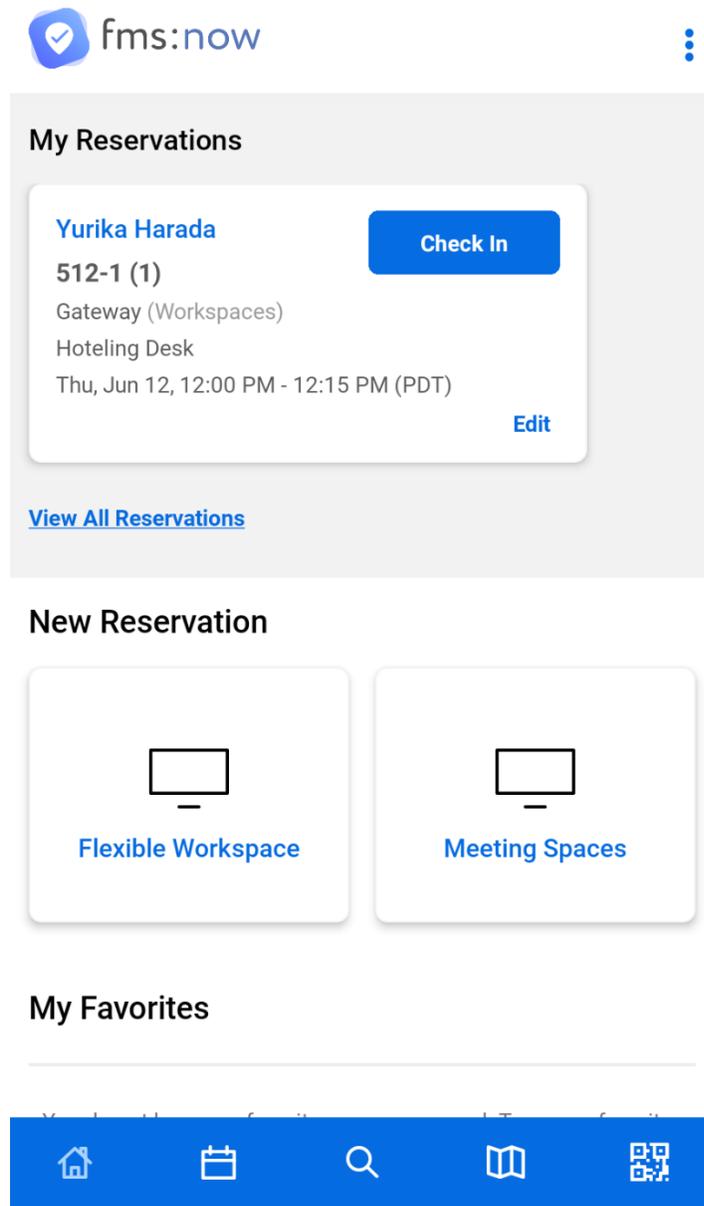


Note: Individual reservations within a series can be deleted through the mobile app. However, deleting the entire series requires logging into Resource Scheduler.

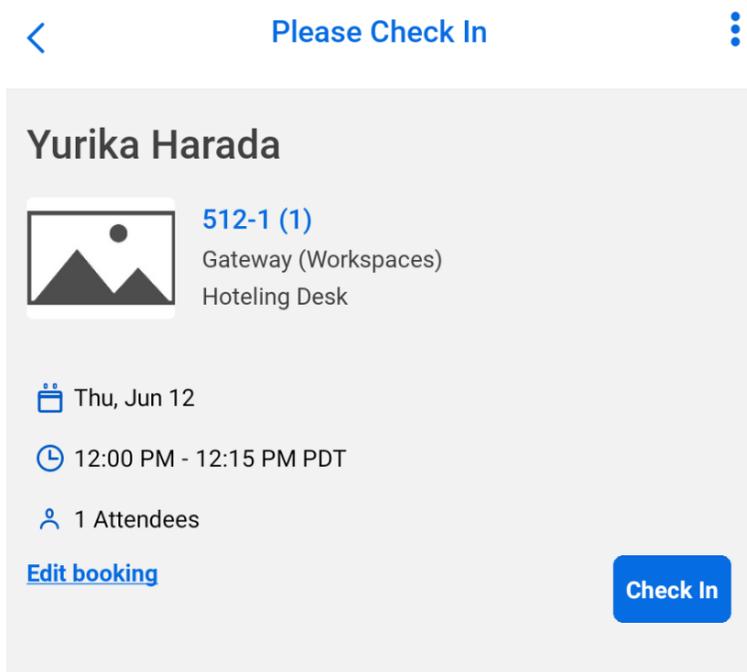
MOBILE: RESERVATION INTERACTIONS

Check In

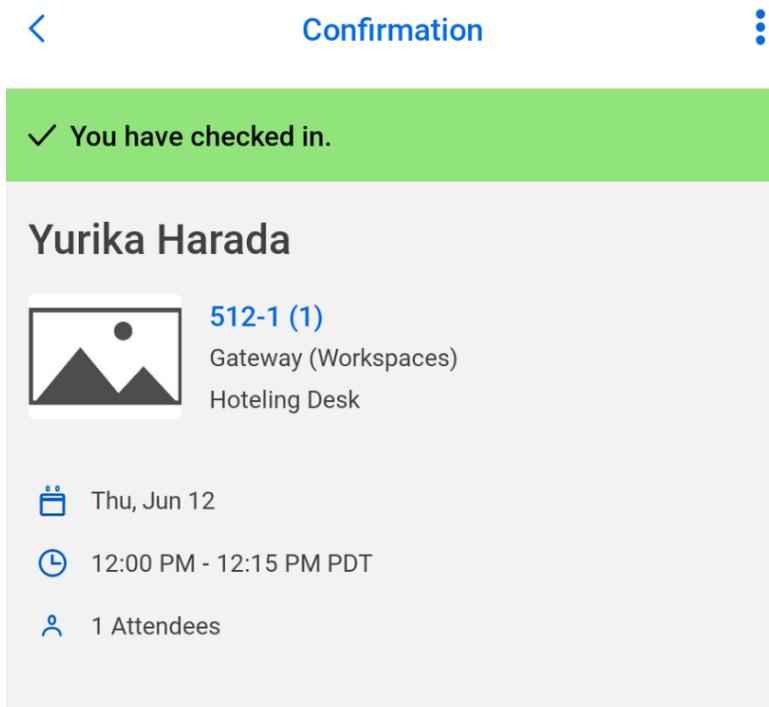
Login to FMS: Now. Under the My Reservations section, tap the blue **Check In** button for the appropriate booking.



In the new screen, tap the blue **Check In** button.

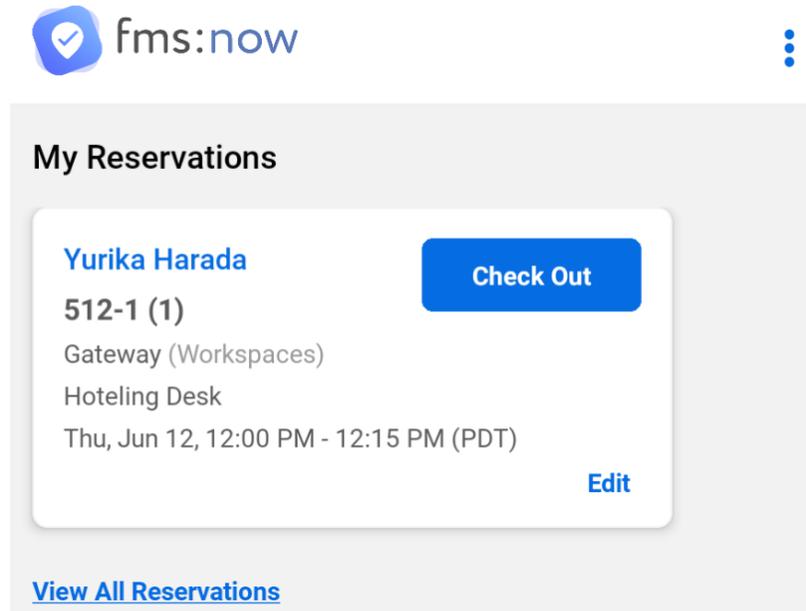


A confirmation screen will appear. Leave the page by hitting the **Home** or **Map** buttons at the bottom of the screen.



Check Out

If the instance of FMS: Now has timed out, please log back in. Under the My Reservations section, tap the **Check Out** button.



In the pop-up screen, tap the white **Check Out** button.

