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
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.

- Please email Bethany Trainor (Bethany.Trainor@umassmed.edu), Rafael Fernandes (Rafael.Fernandes@umassmed.edu), or Kenny Cordoba-Llanos (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/ or https://umassmed.sharepoint.com/sites/intranet.

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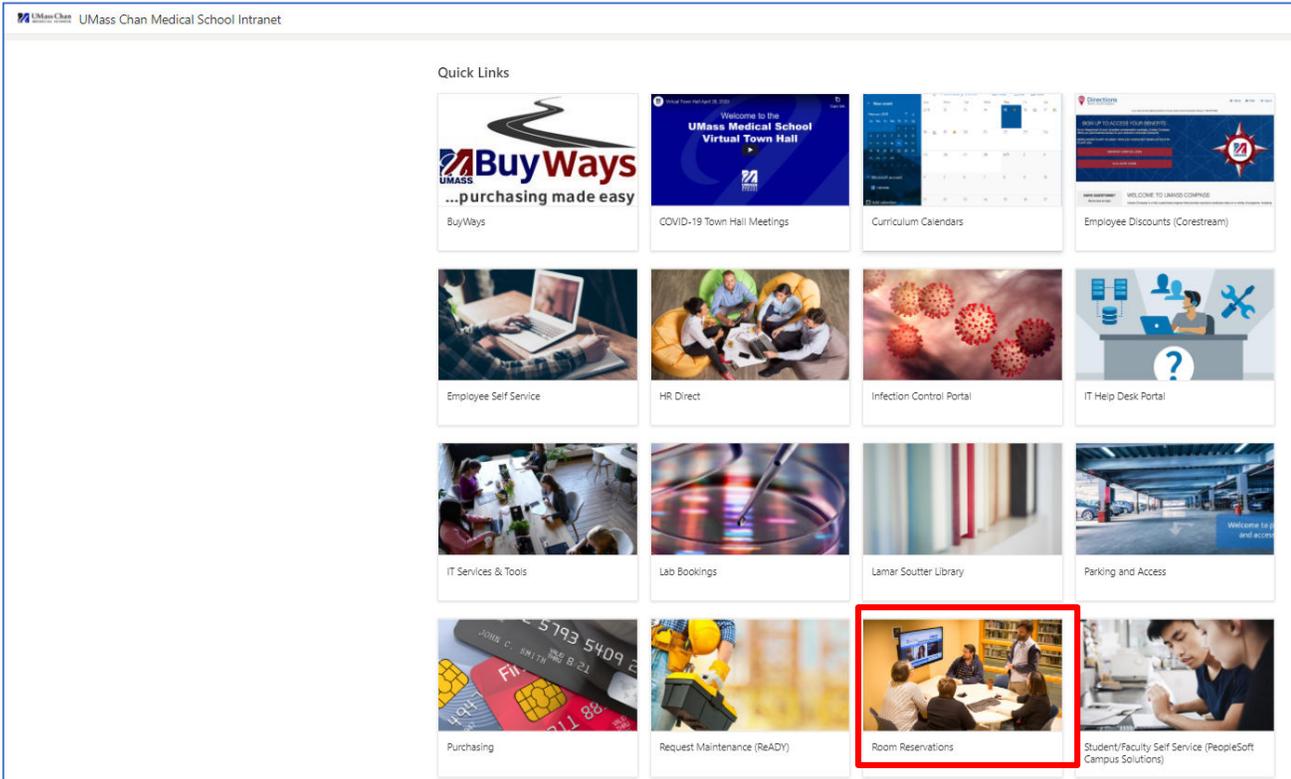
Then click on Book a Room.

On the left-hand side of the page click on the **ACC Building** arrow then click on **CRC**.
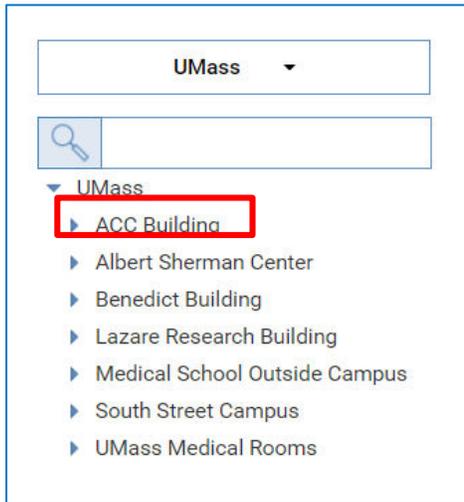
Once you click on the CRC. The CRC schedule will open to that current day on your right-hand side. You may switch to weekly view and change days to help you find open rooms.
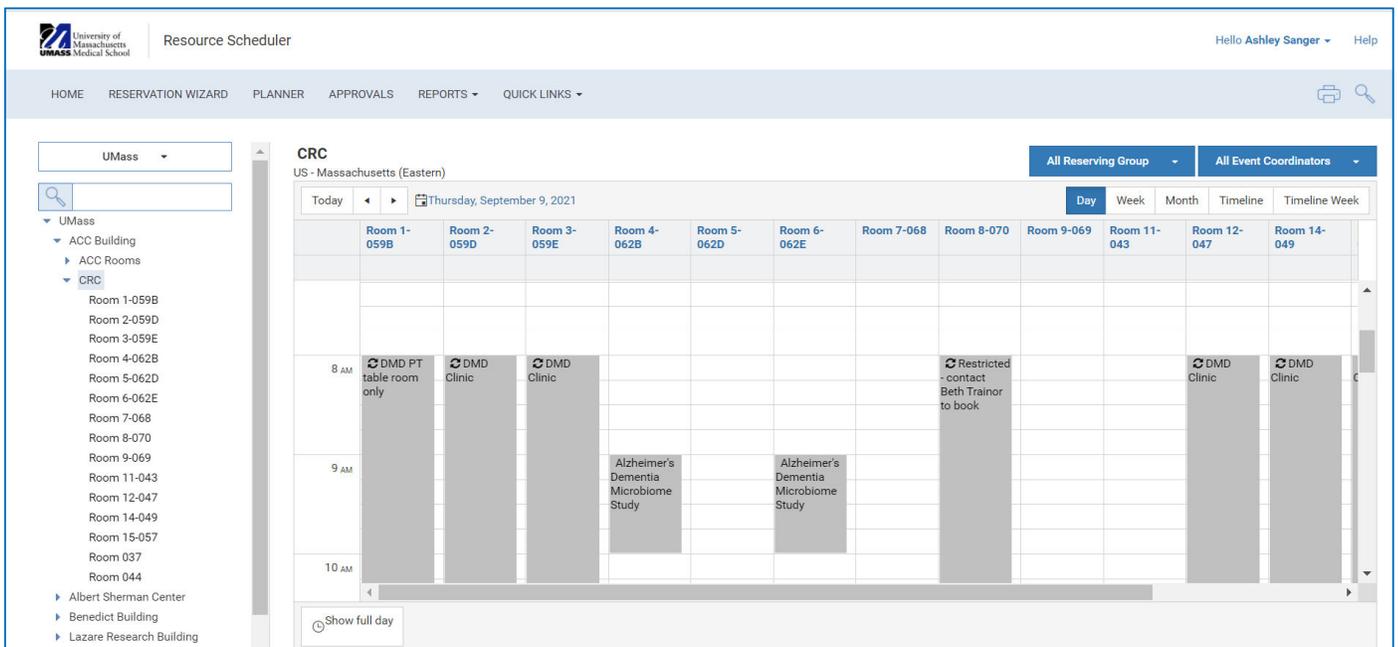
Click on the time/ day to the room you would like to reserve that is available and the **Quick Reserve** will pop up for you to fill out (See picture below).

- 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), Rafael Fernandes (Rafael.Fernandes@umassmed.edu), or Kenny Cordoba-Llanos (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.

- 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).
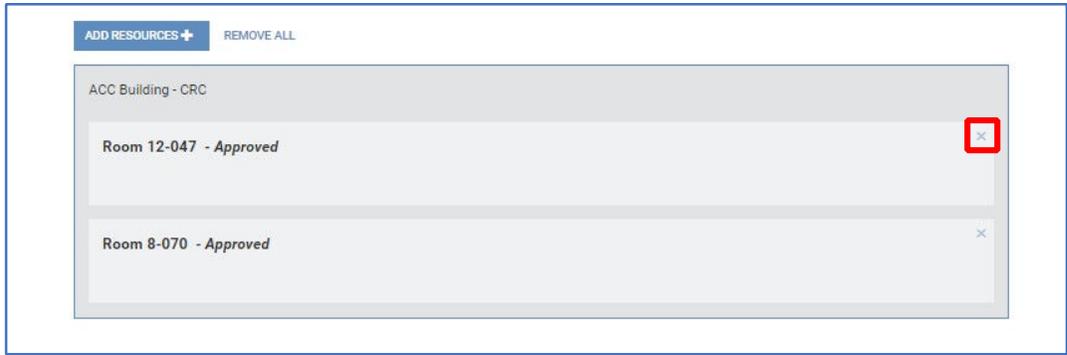
- When done reviewing your reservation, click **SAVE** at the top right corner of page (see illustration below).
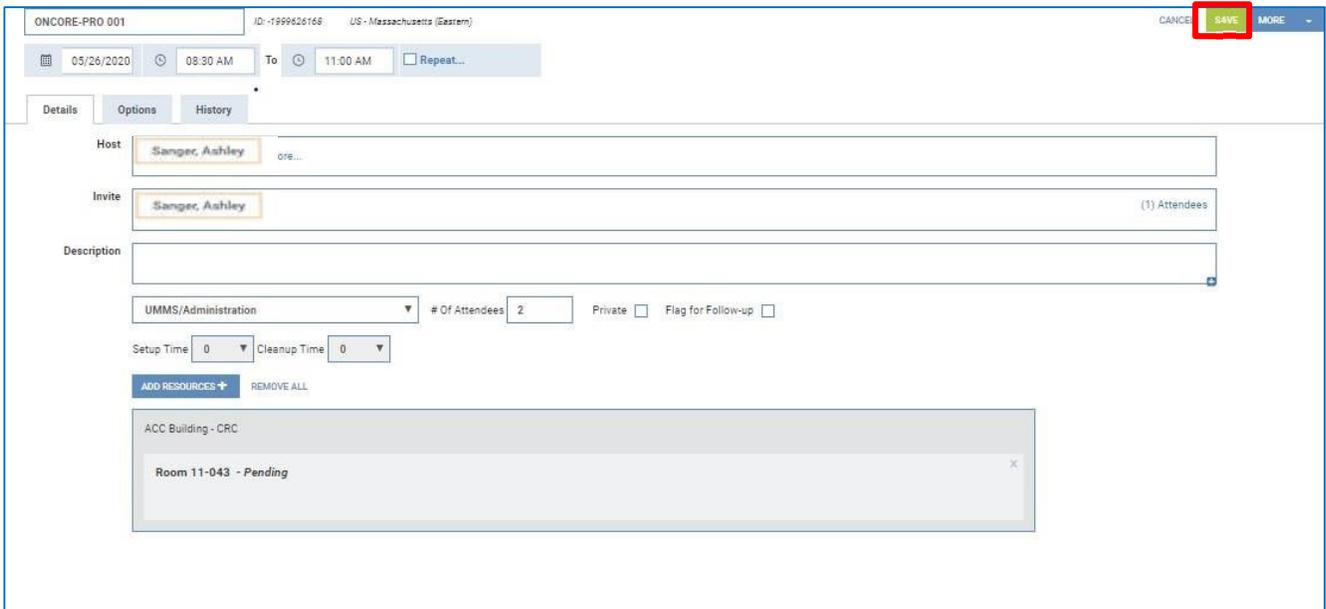
Once finished, you will receive email confirmation that you have requested this date/time for your meeting in the CRC. It will then be reviewed by an authorized CRC staff approver, and if accepted you will receive a confirmation email indicating the same. If there is a conflict or you have not completed 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.

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.