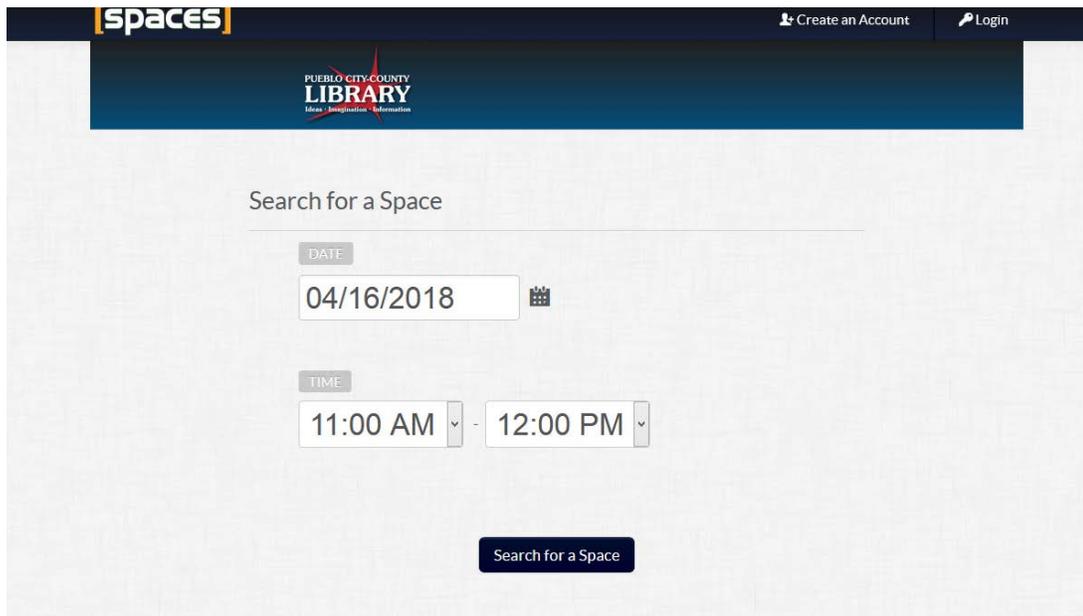# Reserving a room with Spaces
(Evanced Upgrade)

Overview

Demco Software, the company that produces Evanced, has updated the user interface (UI) significantly.   It is a little more intuitive and easier to use. The following will give you a brief overview of what the new interface looks like and how to get started using it.

A New Look/ Creating a user account

The first thing you will notice is the landing screen has changed. Enter the date on which you would like to book a room. Click **SEARCH FOR A SPACE**.

You will then be prompted to create a User Account (if you have not already created one). Fill in the requested information: Name, Email and Phone Number. Choose a password and a primary library location and click **CREATE ACCOUNT**. Creating a user account asks the same information that we normally would ask you when you reserve a room. This feature makes it very handy for the customer to view, cancel or edit any of their reservations in a much easier way than our old system.

Reserving Rooms

You will then be taken to a screen with a list of all the room available at the date and time you chose on the first screen. The menu on the left titled LOCATIONS lets you narrow your search by library branch and room. Choose your location

here. You may also adjust your date and time with the **Date/Time Filter** menu across the top. Notice the boxes correspond to the time slots above it. The **red boxes show the hours the library is closed**. The **gray boxes show the hours that are not available** and the **green shows what is available**. Notice the green correspond to any time changes you make. If the box is white, you may change your reservation time accordingly. In the example below for Barkman's Small Meeting Room, this reservation can begin at 2 pm if needed as the boxes representing that time are white.

1. Choose the location, room, date and time selected, Click on Pick Me!
2. Fill in the purpose of the reservation. If appropriate, enter an organization, if not leave blank.
3. Enter the number of people expected to attend, and your address (both required fields).
4. Note that the room must be left clean before you leave.
5. Click you understand that typing your name below means you agree to our Room Policy. Type your name.
6. When all information has been enter and verified, click on **Submit Reservation**.
7. Make note of the notice that states you **must VERIFY YOUR EMAIL** address in order to receive your room confirmation correspondence. Follow the instructions in the message that pops up. It is usually asking you to find and email from our Room Reservation system and clicking on it to verify a legit email address.
8. You will then be taken to a screen where you can see the details of the reservation you just made, choose in the left menu to make another reservation or view your history.

That's it, you have just reserved a room! A library staff person is available to help if you come in to one of our locations or call 719-562-5600.