

Easy Resource Planner (ERP) Instructions

Accessing ERP:

1. Double click on "My Computer" on the Desktop
2. Navigate to the O drive: "shared on TTclass\Support"
3. Enter the "Resource Planner" folder
4. Open the appropriate resource file for the facility

Note: ERP allows only one instance of a given file to be writable. Therefore, make sure you open only the facility document for the facility you are at currently. Do not open other facility's schedules as it will not allow the other facility to make reservations.

Viewing/Printing Schedules:

1. Go into "Booking List" mode (Ctrl + B)
2. Click on "Options" on the menu bar
3. Under "Date Range"
 - a. choose "Fixed Date Range"
 - b. enter today's date for both start date and end date
 - c. confirm the changes with "OK"
4. Print the schedule via the print button on the menu bar

Reserving Equipment:

1. Find the equipment on the left hand side and go to the reservation date
2. Right click and "Add Bookings"
3. Under the "Task" menu, choose the room where the equipment will be used
4. If multiple items are being reserved, check the corresponding boxes under "Resources"
5. Fill out the date and times
6. Under "Notes," the following information should be listed:
 - a. instructor's name
 - b. room number
 - c. equipment reserved
 - d. date(s) and time(s)
7. Save the file

NOTE: ERP cannot fill in reservations for multiple dates at a time. The best way around this is to create one booking, select and copy the entry, and paste it for any other dates that it needs to occur.

WARNING: ERP will not correct you if multiple reservations on the same equipment are made at the same time. The easiest workaround is to go into "Preferences" (F7) and check "Confirm Double Booking" before reservations are made.