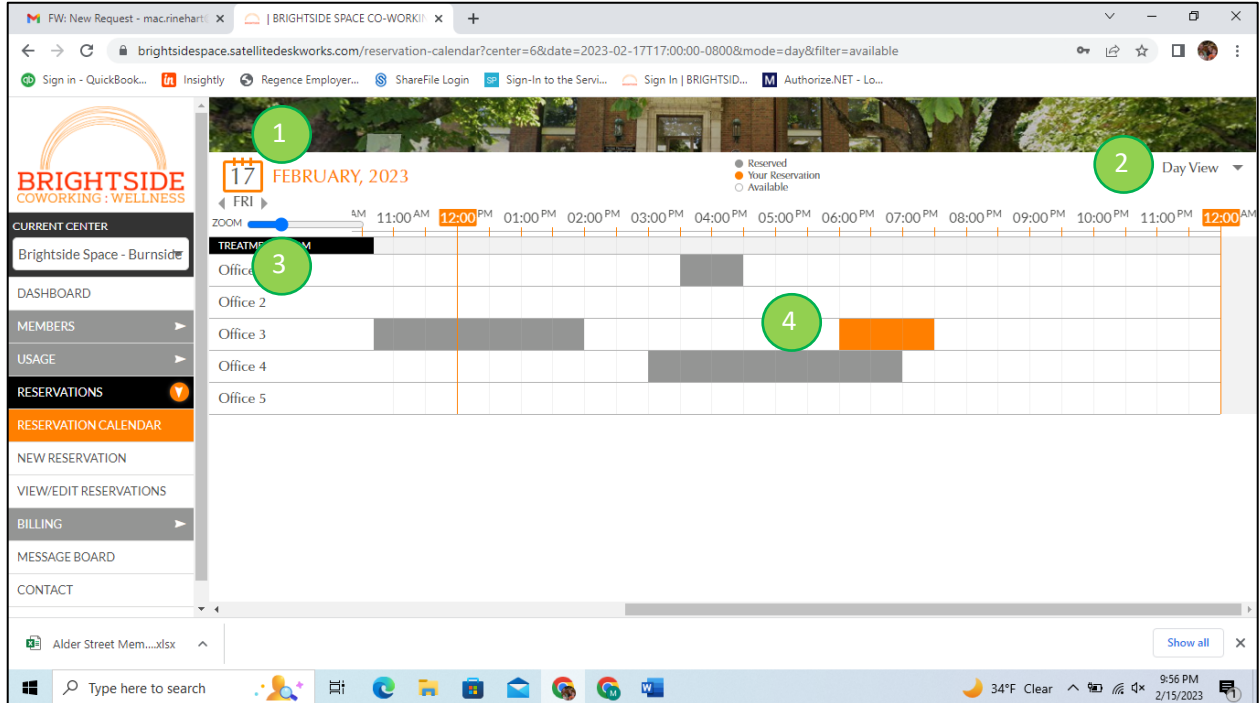# Reading & Using the Reservation Calendar

The Reservation Calendar provides a list of all the rooms in your facility with the ability to get an overview of their availability. To view the reservation calendar navigate to the RESERVATIONS > RESERVATION CALENDAR menu item. You can initiate a new reservation by clicking on the white (Available) space in the reservation calendar for the room and time you want to reserve.

1. **Calendar Date Control.** The calendar date control displays the current date or date range that is shown in the Reservation Calendar window. You can click on this control to display a calendar control that allows you to choose different dates.
2. **Calendar View Selector.** The default calendar view is **Day View**, which displays a single day at a time. Click the drop down to choose the **Week View**, which allows you to see a week at a glance. When the **Day View** is selected, the Calendar Date Control selects individual days. With the **Week View** the Calendar Date Control selects a week at a time.
3. **Zoom Slider.** The zoom slider controls the amount of space between each hour on the calendar. It's meant to improve legibility if needed.
4. **Reservation Block.** Reservations are shown in two styles. Orange highlighted reservations below to you, the gray reservations belong to someone else. You can view reservation details by hovering over the reservation block. Available time on the schedule is shown in white.

   Tip! If you hover over the office you want to reserve and click on white area in the time frame you want to reserve a room, the NEW RESERVATION dialog will launch with your desired room selected and focus set to the time you clicked.

   Tip! If you want to cancel and existing reservation, you can click on the orange reservation block to launch the reservation dialog from the Reservation Calendar.