

TANGO RESERVE - WEB

WEB ACCESS AND LOG-IN

Intranet:

Employee/School of Medicine Tools – Tango Reserve System

UCIH Reserve URL Web site:

<https://auth.agilquest.com/eas-saml/saml/web/auth/ucirvine>

Don't have SSO?

Click on the “Forgot Password” link to set your password.

MAKE A RESERVATION

From the Home screen:



1. Click
 - **Where** and choose a location, use site map to help identify building numbers
 - **What** and choose a space category
 - **Date and Time** field and choose Single/Multi Day or Recurring
 - Search by **List**, **Calendar** or **Floor Plan**
2. From the **List View**, find the space and click “BOOK”
3. From the **Calendar View**, click on the time
4. From the **Floor Plan View**, select space with a green hotspot
5. Fill in the information on the Reserve window including the reservation name and click **Submit**

RESERVATION GUIDE

Click on the link of each space to view **Space Details**, such as:

- Maximum Reservation Duration
- Check-In Grace Period; Check-in is required for all reservations. Be sure to check-in before the grace period expires
- Room Attributes

MANAGING RESERVATIONS

1. Scroll down to the **Upcoming Reservations**.
2. On the reservation tile, click **Check-in, Cancel or Check-out**.
3. To see more reservations, click **View Reservations**
4. To modify the **time**, click the tile to open the reservation. Click the date and time field to update the time.
5. Click **Change Asset**, to update the asset and book a different room

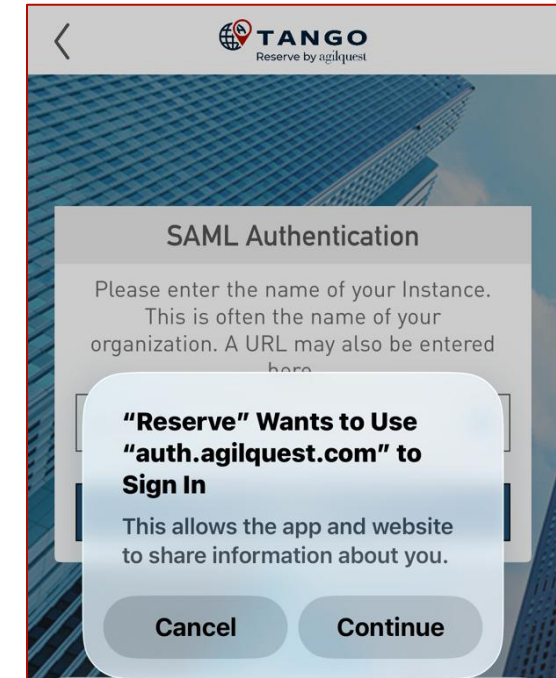
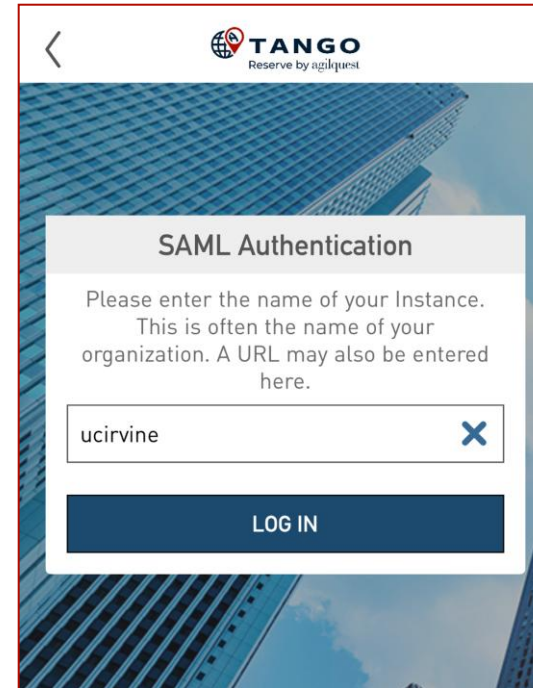
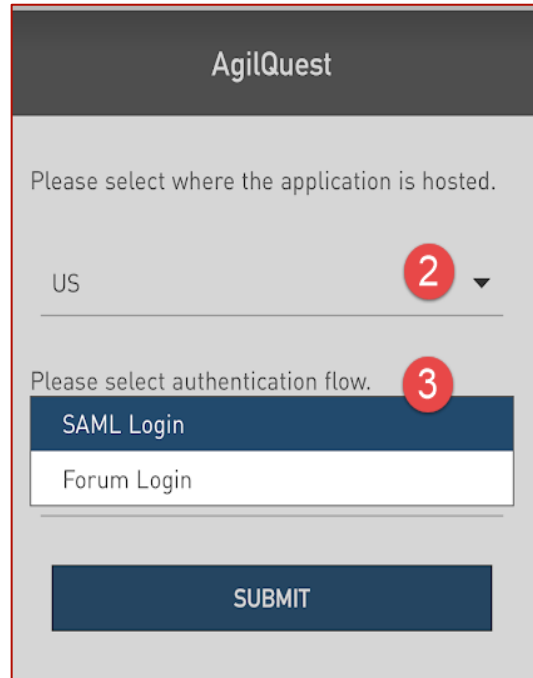
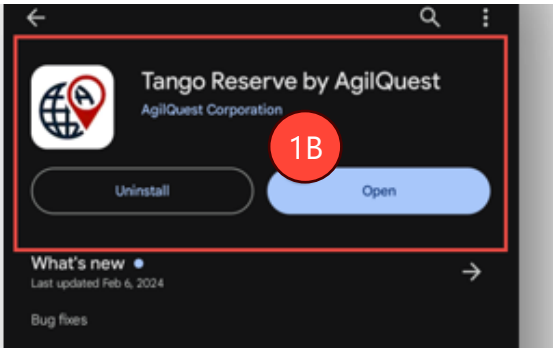
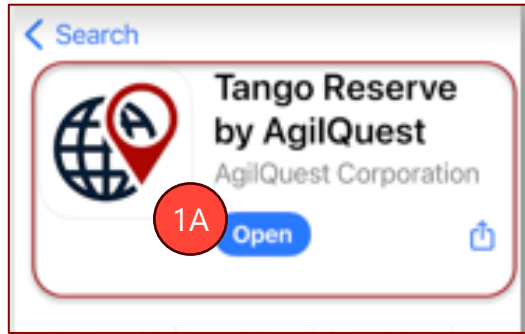
QUICK TIPS/IDEAS

- Set your preferences by clicking on the down carat next to your name on the upper right corner of the screen and click **My Profile**
 - Add your picture in the details page
 - Go to **Preferences** add your reservation preferences.
 - Adjust your email preferences on this page as well

NEED HELP?

Email: FacConfRmHelp@hs.uci.edu with any questions and visit the [Facilities Management](#) Share Point site for training materials

TANGO RESERVE - MOBILE APP (SAML)



(1) Download the App

From the public app store, search for **Tango Reserve** and download the app
1A – iOS
1B – Android

(2) Select Environment

Select **US**

(3) Select Authentication

Select SAML Login

(4) Enter Reserve Instance Name or URL

Enter **ucirvine**

(5) Authenticate

Click 'Continue'
You may need to do an initial sign in through DUO Mobile

APP HOME SCREEN

(A) Make a Reservation

Need to make a new reservation? Click the option to Make a Reservation

(B) Manage Reservations

From the Manage Reservations option, you can check-in, check-out, cancel or modify a reservation

(C) Check in

You can check in to a reservation that starts in the next 30-mins.

Tip: to check in to a reservation further out, select the Manage Reservations option instead,

(D) Floor Plans

View available spaces through the Floor Plan option and select one of the green “hotspots” to book the space.

(E) Scan QR Code

See a QR code at a space? Scan it with your mobile app to check in to your reservation, or to see the schedule and book it if it's available.

(F) My Profile

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