

## Tips for Quick Entry on the Room Booking Form

1. Depending on your browser and settings, you may be presented with auto fill options if you have used the form before.
2. Tab from one field to another instead of using the mouse.
3. If you know the first letter of your selection in the dropdown list, type that letter instead of selecting from the list.  
Examples:
  - a. tab to the Campus field, type "F" for Fort Garry or "B" for Bannatyne
  - b. tab to the Building field, type "D" for Drake Centre, "Du" for Duff Roblin
4. Start and end date fields
  - a. type the first letter of the month to have it populate
  - b. type the day rather than selecting from the list
  - c. type a 2 in the year field and it will populate with the current year
5. Start and end time fields
  - a. type the digits in the hours and minutes fields (two digits are required, ex., 08 and 00 for 8:00)
  - b. type "A" or "P" in the AM/PM field to change from one to the other

**Note:** Letter selections as in the above examples can be upper or lower case.