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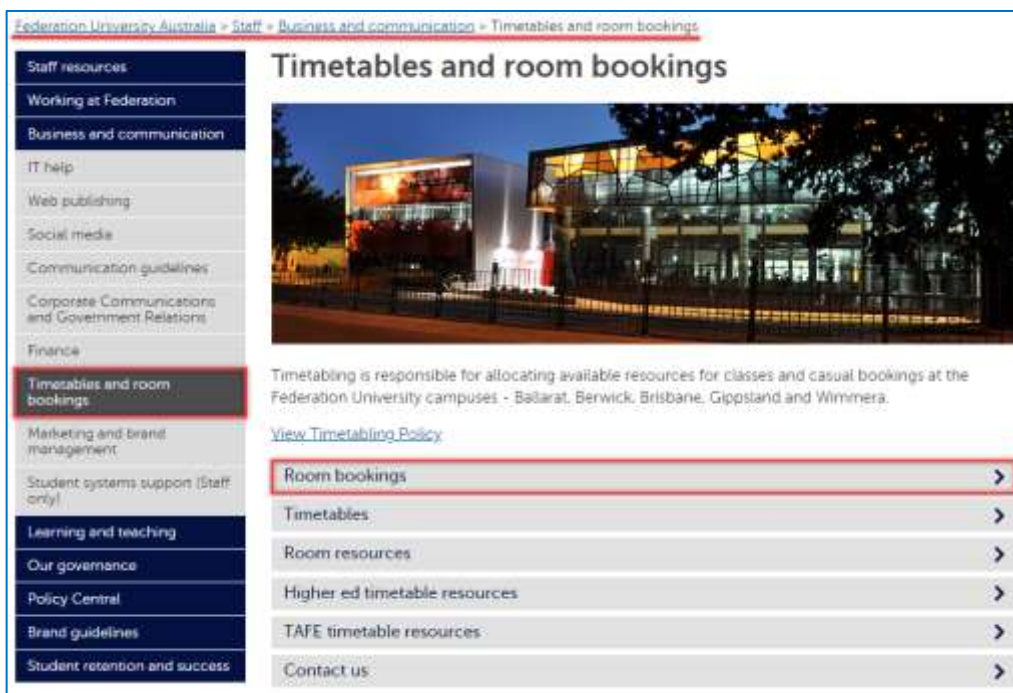
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How to use the Web Room Booking system

This guide is designed to assist staff in placing casual bookings through the web room booking system.

Accessing the Web Room Booking system

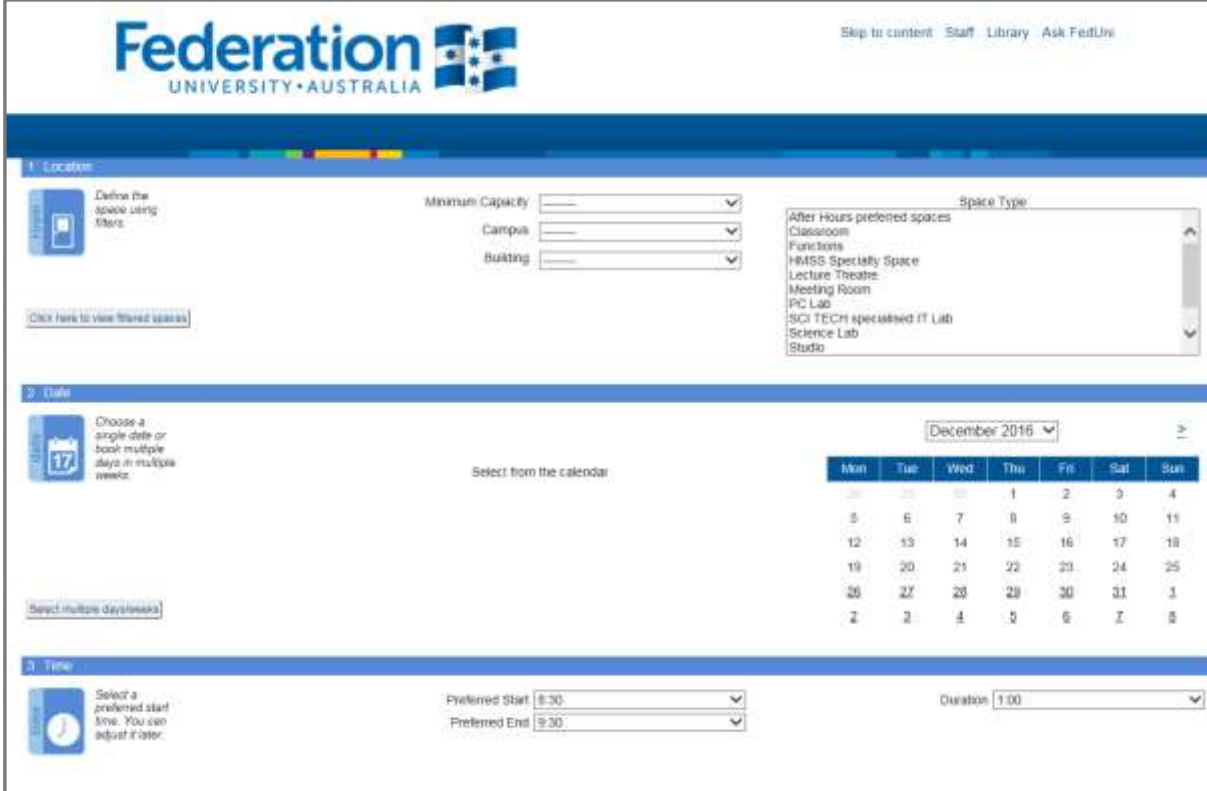
You can access the Web Room Booking system by clicking on the 'Timetabling and Room Bookings' link in the 'Staff resources' menu on the Federation University staff page and then selecting 'Room bookings'.



If you have any queries, please contact Timetabling via email timetabler@federation.edu.au or via phone 5327 8084.

Making a Room Booking

1. Log into the Web Room Booking System using your FedUni User Name and Password.
2. The room booking home page is displayed

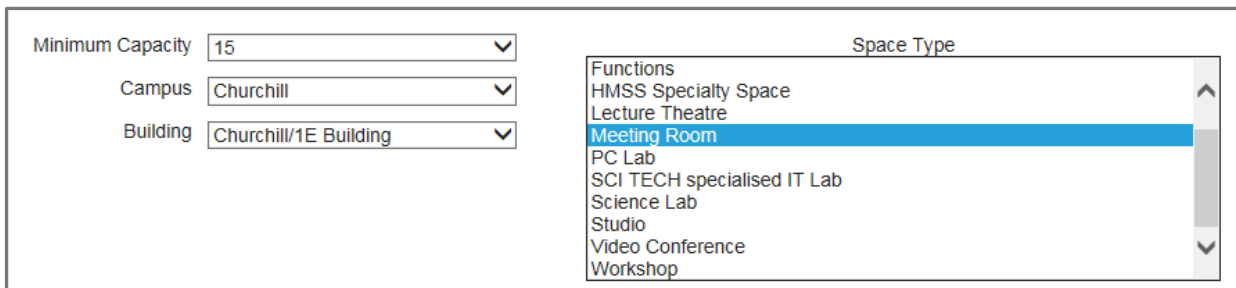


The screenshot shows the Federation University Web Room Booking System interface. It features a header with the university logo and navigation links. The main content area is divided into three sections:

- 1. Location:** Includes filters for Minimum Capacity, Campus, Building, and Space Type. A 'Click here to view filtered spaces' link is also present.
- 2. Date:** Includes a calendar for December 2016 and a 'Select multiple days/weeks' link.
- 3. Time:** Includes Preferred Start, Preferred End, and Duration dropdown menus.

3. In the Location section, narrow the list of available rooms by entering values into the filters:
 - Minimum Capacity
 - Campus
 - Building
 - Space Type

You can use any combination of filters that suit your requirements. However less detail is better if you are having trouble locating the room.



The screenshot shows the Federation University Web Room Booking System filters. The Minimum Capacity is set to 15, Campus is Churchill, and Building is Churchill/1E Building. The Space Type dropdown menu is open, showing options like Functions, HMSS Specialty Space, Lecture Theatre, Meeting Room (highlighted), PC Lab, SCI TECH specialised IT Lab, Science Lab, Studio, Video Conference, and Workshop.

- Click on 'Click here to view filtered spaces' button to view rooms matching the selection criteria entered into the filters.

If you require a specific room it may be selected here by selecting the check box to the right of the room details. Otherwise all rooms will be searched and returned based on their availability at the day/time you have specified.

If the room you have selected is not appearing in the filtered spaces list, you may need to re-adjust your filters accordingly.



	Location	Description	Size	Comments	Building	Automatic Confirmation?
<input type="checkbox"/>	CHLL_1E110_Meeting/110	Meeting - Centre for Goodland Studies	15		CHLL/1E Building	Yes
<input type="checkbox"/>	CHLL_1E213_PC Lab/24	Computer Laboratory	24		CHLL/1E Building	No
<input type="checkbox"/>	CHLL_1E214_PC Lab/24	Computer Laboratory	24		CHLL/1E Building	No

- In the Date section, select the date you wish to make the room booking for.

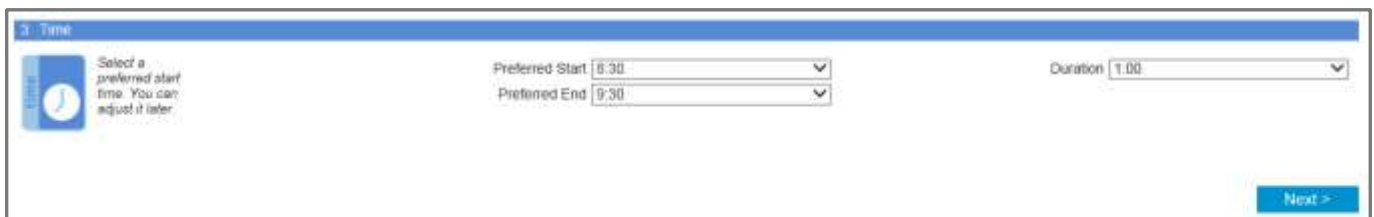
Hint! If you are making a booking that is on multiple days/weeks click on the 'Select multiple days/weeks' button and select the day/s and week/s you wish to make the room booking for.

To select multiple weeks hold down the 'Ctrl' key when selecting the relevant weeks.





- In the Time section, select the 'Preferred Start Time' and 'Preferred End Time' or 'Duration' of the room booking.

Hint! If you add a value in the 'Preferred Start Time' and 'Preferred End' fields, the 'Duration' will automatically populate and vice versa.



- When all the booking information has been entered, click the 'Next' button at the bottom right of the page.

8. The rooms that are available are displayed based on the values entered into the filters.
 - *Location Timetable column:* To view the timetable for a room, press the  icon for the relevant room.
 - *Other Times column:* To view other times that the room is available, press the  icon for the relevant room.
 - *'Comments' column:* When there is a comment for a room e.g. a room has restrictions, timetabling have been advised that a lectern is not working. This information will be displayed in the comments column.
 - *'Automatic Confirmation?' column:* Bookings made in locations with a value of 'Yes' in this column will be confirmed straight away. If the value is 'No' the booking will be placed provisionally and sent to timetabling for confirmation.
 - *Show More Options button:* If you are unable to find a suitable/specific room, the room may not be available. Click the 'Show More Options' button to show other times rooms are available.

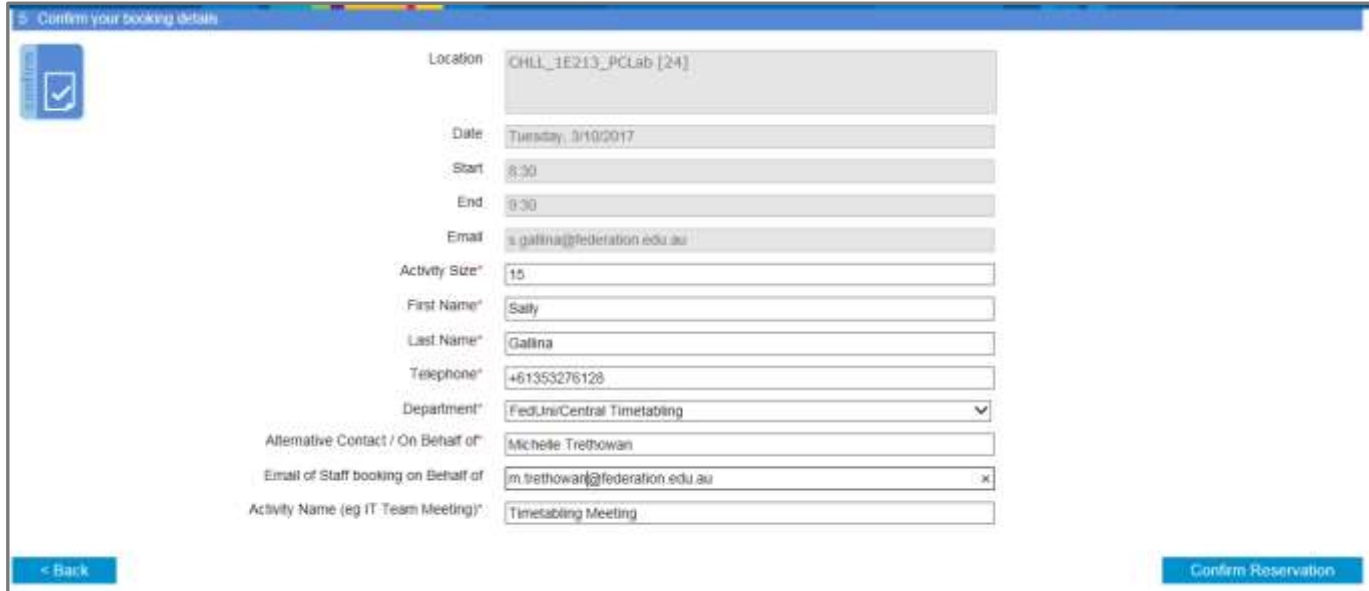
Select from the following options available on Tuesday, 3/10/2017

Select	Time	Location	Location Timetable	Other Times	Size	Description	Comments	Automatic Confirmation?
<input type="checkbox"/>	8:30-9:30	CHLL_1E119_Neefns [15]			15	Meeting - Centre for Gippsland Studies		Yes
<input type="checkbox"/>	8:30-9:30	CHLL_1E213_POLAB [24]			24	Computer Laboratory		No
<input type="checkbox"/>	8:30-9:30	CHLL_1E214_POLAB [24]			24	Computer Laboratory		No

- *No options found?* If the 'No Options Found' message appears this indicates that the room is not available for part or all of the time you have requested or there is no suitable room based on the filters you have selected on the previous page. If you receive this you can either press the back button to return to the main page where you can relax your filters or by pressing the 'Or check for other times' link to see what other times are available based the filters you have already selected.
9. After reviewing click the 'Select' tick box for up to three rooms you wish to make the booking for and press the 'Next' button.

10. The booking page is displayed for you to enter your booking details.

Complete the booking form. All fields on this page are mandatory apart from the 'Email of Staff booking on behalf of' field.



– **Booking on behalf of someone else:** If you are making a booking on behalf of someone else you can enter their name in the 'Alternative Contact/On Behalf of' field and their email is the 'Email of Staff booking on behalf of' field. This contact will then also be copied into the booking emails.

11. Once all the booking details are entered on the booking form. Press the 'Confirm Reservation' button.

12. The room booking has now been successfully requested.

– **Provisional Bookings:** If the 'Automatic Confirmation?' column is populated with 'No' for the requested room,



Location	Reference	Automatic Confirmation?
CHLL_1E213_PCLab [24]	ZBK6321D2	No

the room is booked provisionally and sent to timetabling for confirmation.

For provisionally booked rooms you will receive two emails. One stating the room has been booked provisionally and if the booking is confirmed you will also receive a confirmation email.

- **Automatically Confirmed Bookings:** If the 'Automatic Confirmation?' column is populated with 'Yes' for the requested room, the room is automatically booked straight away and does not need to be confirmed by timetabling.

Booked

CHLL_1E110_Meeting [15] has been booked for you, from 8:30 to 9:30 on Tuesday, 3/10/2017.

Location	Reference
CHLL_1E110_Meeting [15]	ZBK6321D6

[Book Another](#)

For rooms that are confirmed straight away you will only receive one email which is the confirmation email.

- To make another booking, press the '*Book Another*' button. This allows you to select another room or time retaining your information from the previous booking.

Viewing or Cancelling a Room Booking

- You can view or cancel your current bookings by clicking on the '*my bookings*' link at the bottom of each page.

book a space
my bookings
Scientia Enterprise

- All bookings and the status of the booking are displayed on the '*my bookings*' page

You have the following bookings:

Show All Bookings Including Cancelled Show All Bookings Including Team Bookings

	Date	Start	End	Location	Reference	Size	Booking Details	Status	Action Date	
	Thursday, 5/01/2017	7:30	13:00	HCR_M028_Classroom [40]	ZBKD6047B	10	Provisional/Request/Confirmation - Sally Galina - Ext +61353276128	Confirmed	19/10/2016	Cancel
	Thursday, 5/01/2017	12:00	17:00	MTH_H125_Classroom [30]	ZBKD60471	30	Provisional Booking Test - Sally Galina - Ext +61353276128	Provisional	19/10/2016	Cancel
	Thursday, 5/01/2017	12:00	17:00	MTH_H122_Classroom [30]	ZBKD6046D	30	Provisional Booking Test - Sally Galina - Ext +61353276128	Confirmed	19/10/2016	Cancel
	Friday, 6/01/2017	8:00	9:00	MTH_B001_Lecture [67]	ZBKD60485	30	Out of Hours Booking - Before Exam - Sally Galina - Ext +61353276128	Confirmed	19/10/2016	Cancel
	Friday, 6/01/2017	8:30	14:00	HCR_M058_PCLab [20]	ZBKD60479	10	Provisional/Request/Confirmation - Sally Galina - Ext +61353276128	Confirmed	19/10/2016	Cancel

- Cancel a booking:** To cancel a booking, press the '*Cancel*' button for the relevant booking. When you press the 'Cancel' button the status of the booking will change to 'Cancelled' and you will receive an email stating the booking has been cancelled.
- Change a booking:** To change an existing booking, either cancel the current booking and make another room booking by completing the steps above or contact Timetabling on 5327 8084 or timetabler@federation.edu.au with the reference number, date and time and the required changes.

Important Note: If you cancel a booking, there is approximately a 15 minute delay before another request can be submitted for the same location.