Web Room Booking Instructions
Scheduling Services

Contents

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.
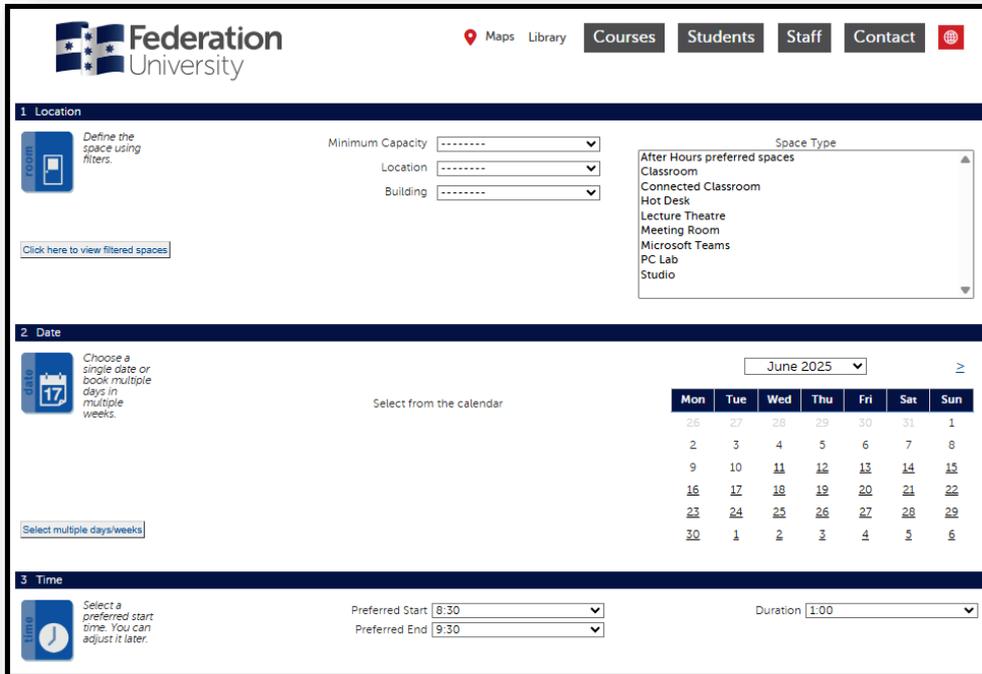
Accessing the Web Room Booking system

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'.
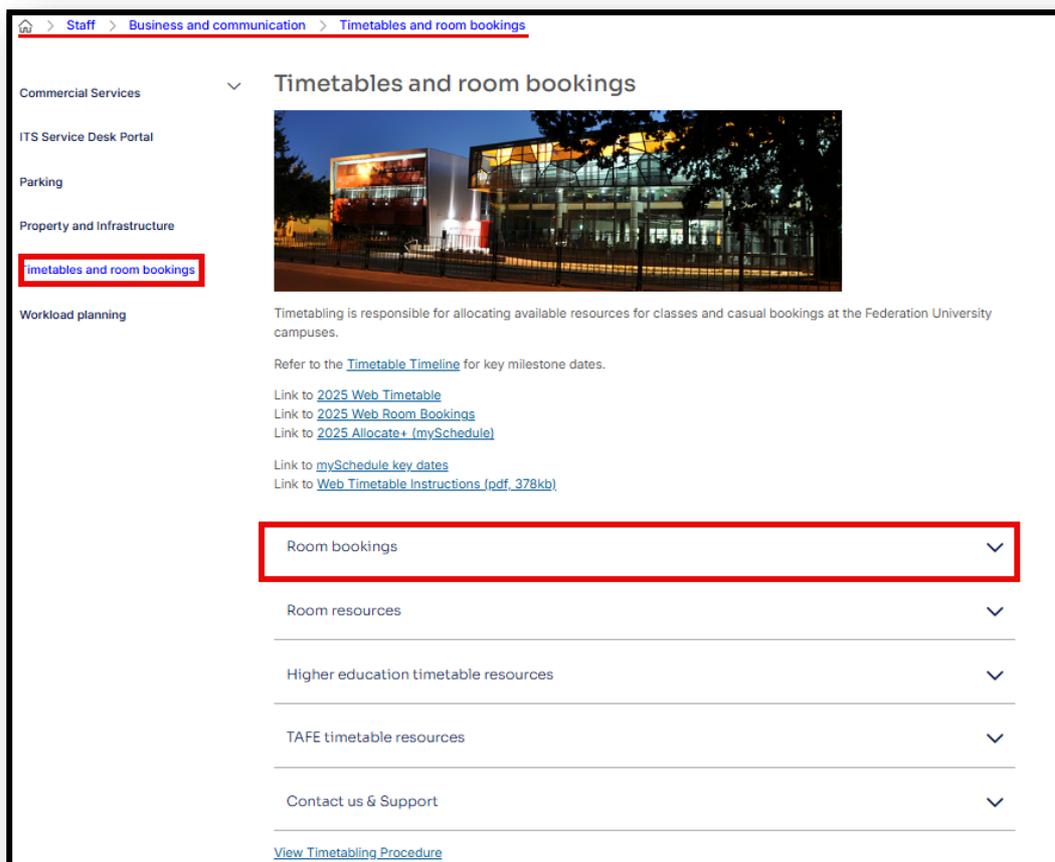
If you have any queries, please contact Timetabling via the Staff Portal Scheduling Services Support Request or via phone 5327 8084.

Making a Room Booking

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

3. In the Location section, you can narrow the list of available rooms by entering values into the filters:

   – Minimum Capacity (Mandatory)

   – Campus (Optional)

   – Building (Optional)

   – Space Type (Optional)

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

4. 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 location 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.

> This list does not indicate if the room is free only that it is a bookable location.

5. 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.

6. 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.
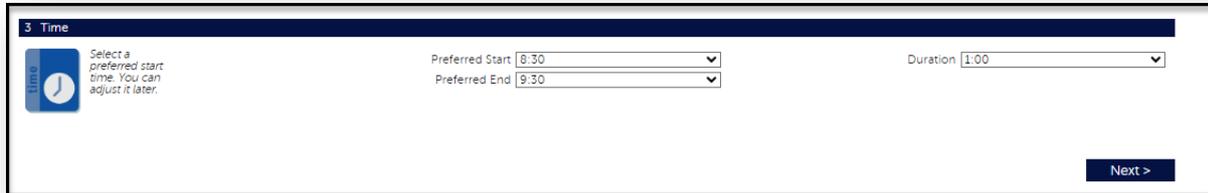
7. When all the booking information has been entered, click the *'Next'* button at the bottom right of the page.

8. The locations 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.
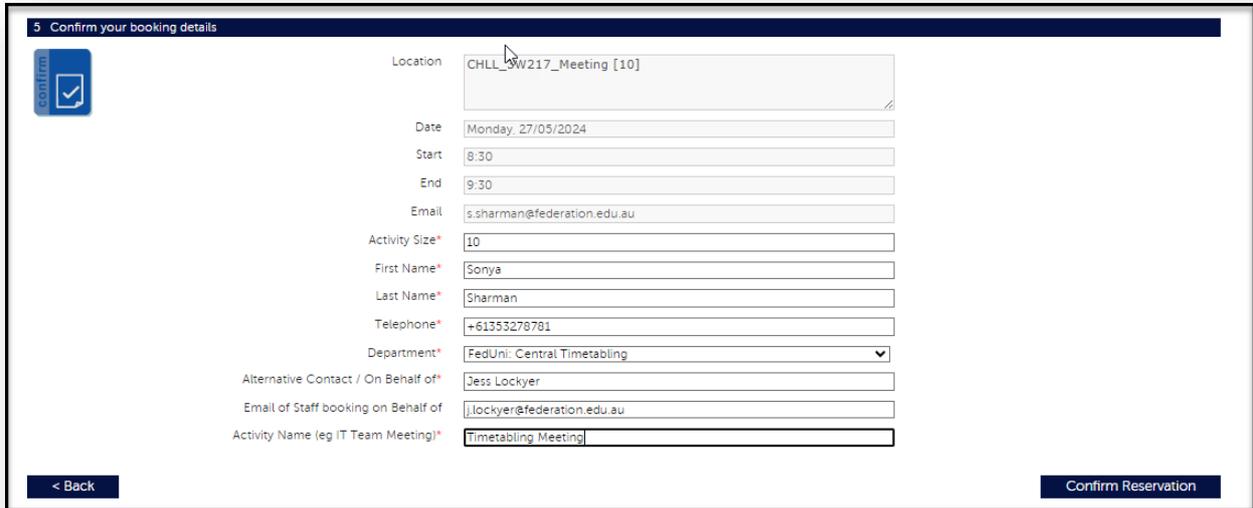
    –   *'Comments' column:* When there is a comment for a room e.g. a room has restrictions, timetabling have been advised that a lectern is not working. This information will be displayed in the comments column.

    –   *'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.

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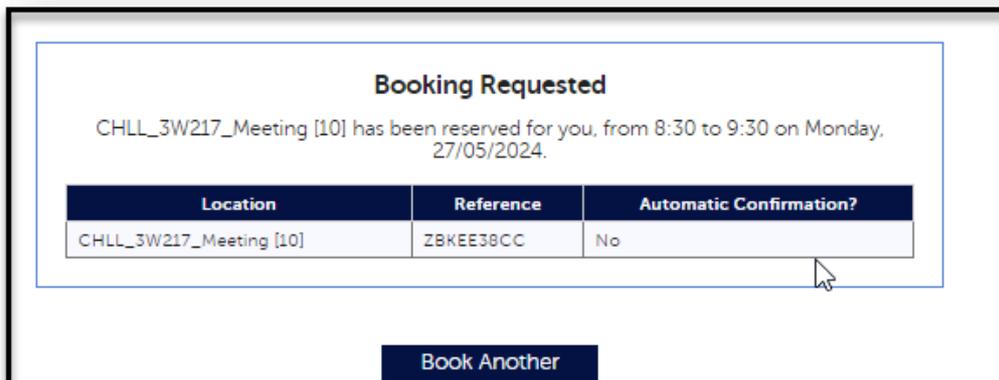

   For provisionally booked rooms you will receive two emails. One stating the room has been booked provisionally and if the booking is confirmed you will also receive a confirmation email.

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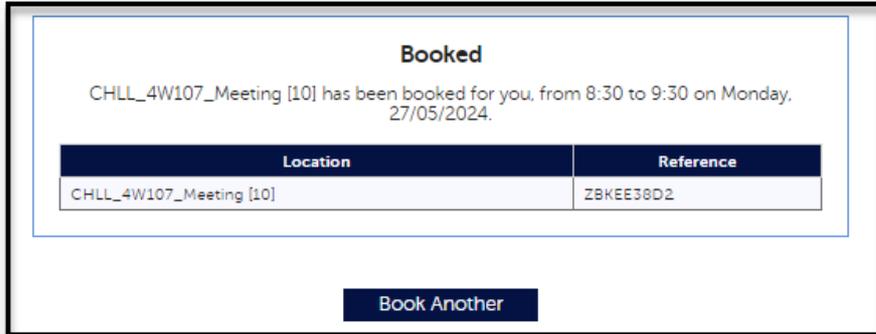
For rooms that are confirmed straight away you will only receive one email which is the confirmation email.

13. 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.

Booking a TEAMS capable location

1. Once your booking has been confirmed, and if the space if a Connected Classroom/Hub or MS TEAMS capable meeting room, then you will to create a meeting booking and invite your allocated room. This enable you to utilize connective technologies in the room.

2. Instructions on how to complete an Outlook Booking can be accessed Knowledge - Microsoft Teams - Scheduling and running a meeting (service-now.com)

Viewing or Cancelling a Room Booking

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

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

3. *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.

4. *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 via the Staff Portal Scheduling Services Support Request 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.