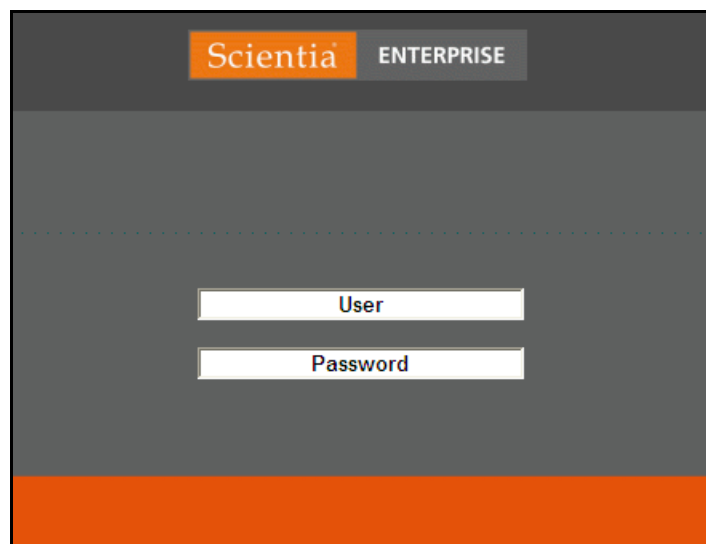


Introduction

This document is designed as a step by step guide to assist staff in placing casual bookings through the web room booking system. Any additional queries should be directed to timetabling@unitec.ac.nz

Basic Room Bookings

1. Open the Web Room Booking System from the Timetabling Hub or at <http://syllabusp3prd.unitec.ac.nz//Production/RoomBookingOdd/default.aspx>
2. Log in using your regular Novel username and password at the Sign In box



3. Once you login, you will be shown the following screen. From this window can set options for your locations, select the date, and the time.

Web Room Booking User Guide

The screenshot shows the '1 Location' and '2 Date' sections of the Web Room Booking User Guide. The '1 Location' section includes a 'room' icon, a 'Define the room using filters' link, and a 'View filtered rooms' link. The 'Expected Size of Booking' is set to 10. The 'Location Type' is set to Classroom. The 'Department' is set to UNITC. The 'Room Types and Equipment' section shows a list of rooms with wireless access: CLR BLCK CRSE/SEMINAR MT Albert, CLR BLCK CRSE/SEMINAR Waitakere, CLR Bldg 001, CLR Bldg 006 & 012, and CLR Bldg 023. The '2 Date' section includes a 'date' icon, a 'Choose a single date or book multiple days in multiple weeks' link, and a 'Select multiple days/weeks' link. The date selected is February 24, 2011. A calendar for February 2011 is shown with the 24th highlighted.

4. In the location section, you are able to set the expected size for your booking, the location type (classroom, lecture theatre, computer lab, etc), the required department. Bookable rooms are listed the department UNITC and other locations will be listed under their department. There is also the ability to select suitabilities from room types and equipment.

You can set any combination of filters that suit you. However, by using all the filters can lead to no rooms being available. If this occurs it is recommended to use fewer filters.

The screenshot shows the '1 Location' section of the Web Room Booking User Guide. The 'room' icon is visible. The 'Define the room using filters' link is present. The 'Expected Size of Booking' is set to 10. The 'Location Type' is set to Classroom. The 'Department' is set to UNITC. The 'Room Types and Equipment' section shows a list of rooms with wireless access: CLR BLCK CRSE/SEMINAR MT Albert, CLR BLCK CRSE/SEMINAR Waitakere, CLR Bldg 001, CLR Bldg 006 & 012, and CLR Bldg 023.

5. Click on 'View Filtered Spaces' to the left to display rooms matching your selection criteria.

The screenshot shows the '1 Location' section of the Web Room Booking User Guide. The 'room' icon is visible. The 'Define the room using filters' link is present. The 'Expected Size of Booking' is set to 10. The 'Location Type' is set to Classroom. The 'Department' is set to UNITC. The 'Room Types and Equipment' section shows a list of rooms with wireless access: CLR BLCK CRSE/SEMINAR MT Albert, CLR BLCK CRSE/SEMINAR Waitakere, CLR Bldg 001, CLR Bldg 006 & 012, and CLR Bldg 023. Below the filters, a table of filtered rooms is displayed.

Name	Description	Capacity	Area	Image	Video	Department	Area/Zone	
115-3018	CLR	22	46			UNITC	115	<input type="checkbox"/>
115-3012	CLR	25	52			UNITC	115	<input type="checkbox"/>
115-1023	CLR	30	62			UNITC	115	<input type="checkbox"/>
115-3016	CLR	30	60			UNITC	115	<input type="checkbox"/>
112-4001	CLR	34	66			UNITC	112	<input type="checkbox"/>
112-1002	CLR	35	79			UNITC	112	<input type="checkbox"/>

6. Select your room then the date, start time and duration of the activity and click the 'Next' button at the bottom right of your screen.

Web Room Booking User Guide

2 Date

Choose a single date or book multiple days in multiple weeks.
[Select multiple days/weeks](#)

Select from the calendar

January 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start: 8:30

Preferred End: 9:30

Duration: 1:00

[Make a New Request](#) [My Bookings](#) [Next >](#)

7. Check that your time, location and description details, and if required there are other options to set an earlier or later start, earlier or later day as well be able to list more rooms. Once finalised, select the required room(s), then click 'Next'.

4 Select from the following options available on 24/02/2011

Time	Name	Capacity	Description	Area	Image	Video
8:30-9:30	112-4009	50	CLR	88		

[Earlier Start](#) [Later Start](#) [Earlier Day](#) [Later Day](#) [Show More Options](#)

8. All fields in the information screen are mandatory. The email address and name fields. On this window, you can set other booking details, such as catering or IT equipment.

NOTE: You are required to provide an internal requisition number for catering purposes as part of your booking request.

5 Complete your booking request details

confirm

Location: 112-4009

Date: 24/02/2011

Start: 8:30

End: 9:30

Description:

Your Email: jhulls@unitec.ac.nz

No. of Attendees: 10

First Name: Jonathan

Surname: Hulls

UNITEC Extension: 8461

Other contact number:

Your Department: Te Puna Ako

Other Info:

Catering Required: No

Internal Requisition Number:

No. of people require catering:

Catering type:

Caters: Spotless

Laptop Required: No

Data Show Required: No

Polycom Required: No

Video Conferencing Required: No

Portable Screen Required: No

[< Back](#) [Request Booking](#)

9. Once requested, you will receive a "Booking Received" email to inform you that the booking has been sent to timetabling staff to be processed. The booking is not be treated as confirmed until you receive a confirmation email

which is sent when the activity has been scheduled. You will be contacted if there is a clash or query regarding your booking.

The Request Another button allows you to select another room or time without losing your information.

Location	Reference
112-4009	WRB30F587

10. If you receive a booking error, click the Back button on main Internet Explorer toolbar, wait 10 seconds and try again. It usually works the second time.
11. If the 'No Options Found' message appears after you select 'Next' from the main booking page this indicates that the room is not available for part or all of the time you have requested.
Click on the link 'check for other times' under the message to view alternative times the room is available that day. This enables you to click on the grey calendar icon which will take you to the room's timetable for the week you are booking into. You can then select an appropriate time or choose another room. Room availability timetables can also be generated via the web server.

[Or check for other times](#)

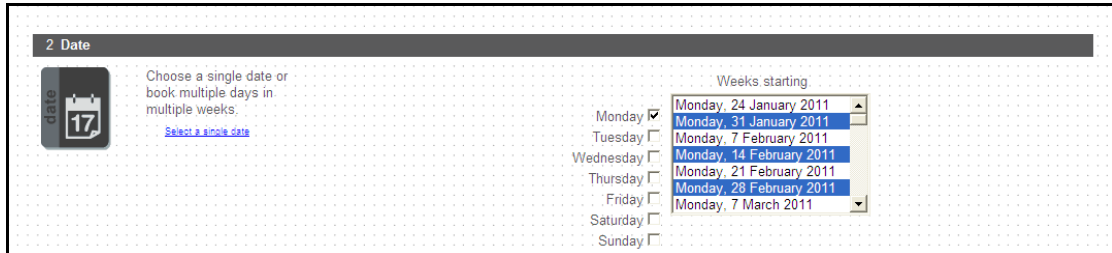
12. You can view or cancel your current bookings by clicking on the "my bookings" link at the bottom of each page. To change an existing booking, either cancel and rebook it or send an email to timetabling@unitec.ac.nz with the reference number, date and time and the required changes. "Make a New Request" will take you back to the beginning of the process.

[Make a New Request](#) [My Bookings](#)

MAKING MULTIPLE AND RECURRING BOOKINGS

Recurring bookings on the same day

- Follow the steps in the basic room booking instructions above
- When selecting the date at step 2, click on the Select Multiple Days/Weeks link to the left, eg; for a meeting that occurs fortnightly on Mondays, select Monday and the weeks the meeting occurs in. ***You must hold down the CTRL key to select multiple weeks.*** Continue as per basic room booking instructions.



2 Date

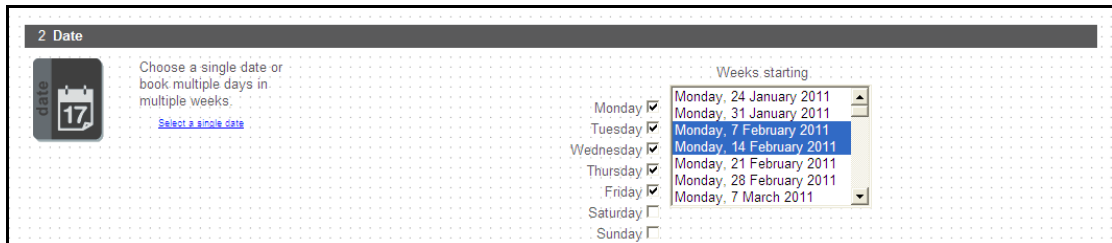
Choose a single date or book multiple days in multiple weeks.
[Select a single date](#)

Weeks starting:

Day	Weeks starting
Monday <input checked="" type="checkbox"/>	Monday, 24 January 2011
Tuesday <input type="checkbox"/>	Monday, 31 January 2011
Wednesday <input type="checkbox"/>	Monday, 7 February 2011
Thursday <input type="checkbox"/>	Monday, 14 February 2011
Friday <input type="checkbox"/>	Monday, 21 February 2011
Saturday <input type="checkbox"/>	Monday, 28 February 2011
Sunday <input type="checkbox"/>	Monday, 7 March 2011

Week block or multiple day bookings

- Follow the steps in the basic room booking instructions above
- When selecting the date at step 2, click on the Select Multiple Days/Weeks link to the left. Select the days and the week/s you required the booking Eg; for a two week block mode booking, select Monday – Friday and the two weeks you require. ***You must hold down the CTRL key to select multiple weeks.*** Continue as per basic room booking instructions.



2 Date

Choose a single date or book multiple days in multiple weeks.
[Select a single date](#)

Weeks starting:

Day	Weeks starting
Monday <input checked="" type="checkbox"/>	Monday, 24 January 2011
Tuesday <input checked="" type="checkbox"/>	Monday, 31 January 2011
Wednesday <input checked="" type="checkbox"/>	Monday, 7 February 2011
Thursday <input checked="" type="checkbox"/>	Monday, 14 February 2011
Friday <input checked="" type="checkbox"/>	Monday, 21 February 2011
Saturday <input type="checkbox"/>	Monday, 28 February 2011
Sunday <input type="checkbox"/>	Monday, 7 March 2011

Note: you can not book different days over more than one week – eg Monday this week and Tuesday next week. This must be done in two separate bookings