

Web Room Booking Systems Quick guide

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Sign in	Locations (Size)	Locations (Department)	Locations (Campus)	Locations (Requirements)	Date/Time/Duration	Room Select	Booking purpose	Make Booking by clicking on Confirm Request
Notes								
<p>Sign In Using your QUT Username &amp; password</p> <p>The WRBS is intended for internal use only. If you want to use from an external location, please contact the Timetabling office for advice.</p> <p>The WRBS is intended for Internet Explorer, which is QUT's standard web browser.</p>	<p>Minimum size refers to the number of people you expect the room to accommodate.</p>	<p>You should always select Campus Services, unless you specifically want a BEE or Business School specialist space.</p>	<p>Select which campus you want your activity to take place on.</p> <p>The WRBS is only intended for use on the Gardens Point or the Kelvin Grove Campuses</p>	<p>Click on the room requirements.</p> <p>If you have more than one requirement, you can select multiples by holding the control key down.</p> <p>The majority of spaces booked Through the Timetabling Office are General Classroom/Lecture Theatre</p>	<p>Select your preferred date &amp; time, and click the next button when finished.</p> <p>Please note that the WRBS Operates on a 24 hour clock. (ie. If you want a booking at 2pm, you will need to select 14:00)</p> <p>Most general teaching spaces are only available between 8am-10pm. If required outside of these times a request should be made to book the rooms by emailing: <a href="mailto:timetabling@qut.edu.au">timetabling@qut.edu.au</a></p>	<p>Provided that the type of room exists &amp; is available, you should get one or more rooms appearing</p> <p>If your search doesn't result in any rooms being suggested, play around with the room size. If you list 20 people, it will not suggest a room that holds 300.</p>	<p>To finalise your request, you will need to complete the information on this page.</p> <p>Please note that catering is not permitted in general teaching spaces during teaching periods or examination periods.</p>	<p>This will generate a booking request. The booking is not confirmed until you receive a booking confirmation from the Timetabling office (within one standard working day).</p> <p>You can cancel your booking in the "my bookings" section of the WRBS.</p> <p>Log out when finished.</p>