

WEB ROOM BOOKING PROCEDURES

1. When the WRBS is accessed the following dialogue box appears:

Sign in:

Please enter your signing in details:

Username

Password

2. Enter your QUT Username and Password to sign in. Once this has been done, the following screen will appear. There are three sections to this screen: **LOCATION**, **DATE**, and **TIME**.

The screenshot shows the main interface with three sections:

- 1. Location:** Includes fields for Minimum Size (2000), Department, and Campus. A list of requirements (AV1-5 Equipped Rooms) is shown on the right.
- 2. Date:** Features a calendar for May 2006 with the 17th highlighted.
- 3. Time:** Includes fields for Preferred start (0:00) and Duration (0:30).

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3. **Location.** In this section, set the parameters for the type of facility that you require, ie:

- **Minimum Size** – refers to the number of people you need the facility to accommodate.
- **Department** – refers to the section which controls the room you wish to book. For general classrooms/lecture theatres, grounds, The Gibson Room the Owen J Wordsworth Room, this will **ALWAYS** be Campus Services.
- **Campus** – refers to the campus that you would like the facility to be on (GP, KG).
- **Requirements** – refers to the type of facility required (flat, tiered, AV equipped, tables/chairs). For example:

Minimum Size

Department

Campus

My requirements are:

- AV1 Equipped Room
- AV2 Equipped Room
- AV3 Equipped Room
- AV4 Equipped Room
- AV5 Equipped Room

(For multiple requirements, hold down the CTRL key)

4. **Date.** In this field, choose when you would like to request the facility:

- **Multiple Dates.** To select multiple dates, click on the **blue** link to the left of the screen (the box below will appear). Now, select the days and/or weeks of your reoccurring request.

Please note that activities must run at the same time each day/week in order for this function to work

Weeks starting

Monday <input type="checkbox"/>	Monday, 15 May 2006
Tuesday <input checked="" type="checkbox"/>	Monday, 22 May 2006
Wednesday <input type="checkbox"/>	Monday, 29 May 2006
Thursday <input checked="" type="checkbox"/>	Monday, 5 June 2006
Friday <input type="checkbox"/>	Monday, 12 June 2006
Saturday <input type="checkbox"/>	Monday, 19 June 2006
Sunday <input type="checkbox"/>	Monday, 26 June 2006

- **Single Date.** Choose a single date from the calendar displayed in the centre of the screen (select a month from the drop down menu and then click on your required date). In this example, the request is for June 15:

June 2006

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 June	1	2	
3	4	5	6	7	8	9

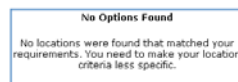
5. **Time.** In this field, choose the start time and duration, ie:

- **Preferred Start** (24-hour clock). Choose the start time from the drop-down (please note that this must include any set up time required).
- **Duration.** Select how long your activity will run (this must include clean up time). In this example, the activity will commence at 10.00am and run for 2 hours.

Preferred start: 10:00 Duration: 2:00

6. Click **NEXT** to continue with your booking request. From here, the following options could occur:

- If there are no facilities that meet your specified requirements, you will receive the following notice:



- In this case, click **BACK** to modify your choices.
- If your booking request is possible, a list of one or more options will appear on your screen:

4 Select from the following options available on Tue, Thu (week(s): Monday, 12 June 2006)

< Time >	Location		Capacity	Description	Location Picture	
10:00-12:00	GP-E207		90	Lecture Theatre (133.6)		<input type="button" value="Select >"/>
10:00-12:00	GP-O603		90	Lecture Theatre (98.24)		<input type="button" value="Select >"/>

[Expand the search to include other options](#)

7. At this stage, you should either choose one of the locations by clicking on the **SELECT** button of your preferred facility, or select **BACK** to go to the previous screen to change the specifications of your request.

8. You are now ready to make your request. Before you can finalise it, you must enter the intended use of the facility. This is done in the **BOOKING PURPOSE** field (in the example below, the facility is required for a seminar). At this stage you may also specify your second and third choices of facility (if any are offered) from the drop-down menus.

Now Booking: GP-E207 10:00-12:00 Tue, Thu (week(s): Monday, 12 June 2006)

Email:

Booking Size:

Second choice:

Third choice:

First Name:

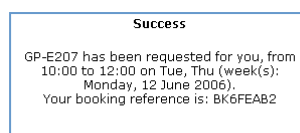
Last Name:

Telephone:

Booking Purpose:

Are you arranging catering?

9. Once you are satisfied with all the details of your booking request, click on the **MAKE BOOKING** button to finalise it. A summary of your request will be displayed.



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- When you have made your request, two emails will be automatically generated – one will be sent to you (with your Reference Number) and the other will be sent to the Timetabling Office. Once the Timetabling Office has processed the booking, a confirmation email message will be sent to you within one (1) working day.

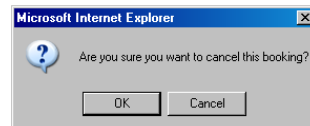
10. From the current screen, you can now choose to either **BOOK ANOTHER**, view **MY BOOKINGS**, or **SIGN OUT**. For this example, we will choose to look at my bookings.

You have the following bookings: Include cancelled bookings?

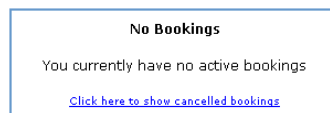
Reference	Date	Time	Location	Status	Last User Action
BK6FEA82	Tue, Thu (week(s): Monday, 12 June 2006)	10:00-12:00	GP-E207	Unconfirmed	Booked: 17/05/2006 <input type="button" value="Cancel"/>

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- This example shows that the status of the booking request is *unconfirmed*. Once this has been finalised by the Timetabling Office, the status of your booking request will change to *confirmed*.
- To cancel a requested or confirmed booking, click on the **CANCEL** button. The following dialogue box will appear on screen:



- Click on **OK**. Now, two emails will once again be generated – one will be sent to you advising that you have cancelled your booking, and the other will be sent to the Timetabling Office.
- To view your cancelled bookings, click on the **MY BOOKINGS** button. If you have no other current bookings, the message below will appear (you can view these by clicking on the [blue link](#)).



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- To view a current booking as well as a recently cancelled booking, click on the **MY BOOKINGS** button, and tick the **INCLUDE CANCELLED BOOKINGS** check box towards the top of the page. Your current *confirmed* booking as well as your *cancelled* bookings will be displayed.

You have the following bookings: Include cancelled bookings?

Reference	Date	Time	Location	Status	Last User Action
BK6FEA00	Friday, 19/05/2006	9:00-12:00	GP-A208	Confirmed	Booked: 18/05/2006 <input type="button" value="Cancel"/>
BK6FEA82	Tue, Thu (week(s): Monday, 12 June 2006)	10:00-12:00	GP-E207	Cancelled	Cancelled: 18/05/2006 <input type="button" value="Cancel"/>

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11. Once you have finished creating/cancelling your bookings, remember to **SIGN OUT**.

12. To **modify** an existing booking that has been made via the room booking website, please contact the Timetabling Office by emailing timetabling@qut.edu.au, and quote your Reference Number.