Web Room Booking Procedure

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Introduction / Background

The Central Timetabling Unit has recently introduced a new facility for making casual room booking requests. This system is called “The Web Venue Booking System”.

Scope / Purpose

- Allows searching for suitable rooms by selection of a number of criteria including capacity, type and department.
- Browsing of dates by calendar or by a list of weeks.
- Users can select single or multiple days and weeks.
- Presents a list to the user of all the available rooms that match the selection criteria.
- Provides automatic email notification of a booking and any subsequent changes to the booking.
- Allows actual bookings or just requests for rooms’ dependant upon the setup of the institution.

Further developments will see the functionality of this application expanded to incorporate a wider range of booking parameters.
Definitions

Request = Making a request for a booking
My bookings = Summary of your bookings
Cancelled = Booking Cancelled
Confirmed = Booking Confirmed

How to Start

1. Select Staff from UOW home page

2. Sign into the UOW Intranet select GO
3. Select Web Venue Booking

4. Select Web Venue Booking for 2007

5. Use your email log in to sign into Web Venue Booking
How to Choose a Room

1. Select the location criteria for your booking
   a. Choose the minimum size you require for your activity
   b. For now, select the department “University of Wollongong”.
   c. Select room criteria “use the CTRL” key to select more than one criteria eg Casual booking and flat room with Tables and Chairs.

2. Select dates required for your booking
   a. Select a single date by adjusting the calendar, use the drop down menu to select the required month and click on a single date.
   OR
   b. Or select multiple days/weeks as in graph B below by clicking Select multiple days/weeks use your CTRL key to select all required dates as week starting. Click the days booking is required within the week.

   a. Single Date
   b. Multiple Dates
3. Select your preferred start time of your activity. Also select the duration of your activity, eg. 2 hours. Your booking would then be for example 9:30 – 11:30 am.

4. After inputting your requirements select next.
Choosing a Room

After selecting your required criteria a list of locations which match your requirements and are available at your required time will show.

1. Select a location from the options available.

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
<th>Size</th>
<th>Description</th>
<th>Request Only</th>
<th>View Venue</th>
</tr>
</thead>
</table>

If location options given are not suitable you can reselect your criteria by selecting from below four options

A. Earlier Start
B. Later Start
C. Later Day
D. Show more options

2. Once you have selected your location click Next
3. You will be asked to supply your booking details. Also note you will be supplied information on the venue you have selected, date you have chosen, start and finish time, and two other options as back up locations you can amend by using the drop down venue.

4. You need to supply.
   a. Your first name
   b. Your last name
   c. Your department
   d. In student number, supply your staff number
   e. Your land line number
   f. Your mobile number
   g. The reason for your booking.

If the below is not filled in you are unable to continue with your booking.

5. Once you have supplied all relevant criteria select Make Booking
Your Booking Submitted

Booking Request Submitted
67.202 has been requested for you, from 10:30 to 13:30 on Tuesday, 26/06/2007. Your booking reference is: BK640C39

book a venue  my bookings  sign out (nikkib)

After making your booking, you will receive an email booking request subject line Booking Request. This will show the location you have requested, start and finish time day and date of booking.

Also note you are given a booking reference number. Please keep this number until booking has expired.

You will receive via email a booking request notice. This will take approx 10 minutes. This is NOT your confirmation, just a summary of your request.

After the Central Timetabling Unit has received your booking and made your booking, you will receive an automated booking confirmation.

This is an automatically generated email from the Web Venue Booking System.

You requested:
Venue: 67.202
Date(s): Tuesday, 26/06/2007
Time: 10:30-13:30

A follow up email will be sent confirming this booking.

Please contact room_bookings@uow.edu.au, quoting Booking Ref BK640C39 if you have any queries.

Regards

Central Timetabling Unit
Your Confirmation

After the Central Timetabling unit has made your booking you will receive an email subject Booking Confirmation.

Please take note of the venue you were allocated. In a small amount of instances you may not receive the venue requested.

This is an automatically generated email from the Web Venue Booking System.

You requested:
Venue: 67.202
Date(s): Tuesday, 26/06/2007
Time: 10:30-13:30

You were allocated:
Venue: 67.202
Date(s): Tuesday, 26/06/2007
Time: 10:30-13:30

Please contact room_bookings@uow.edu.au, quoting Booking Ref ER640CBS if you have any queries.

Regards
Central Timetabling Unit
Cancelling a Booking

Booking Request Submitted
67.202 has been requested for you, from 10:30 to 13:30 on Tuesday, 26/06/2007. Your booking reference is: BK640CB9

1. Select my bookings

![Book Another]
book a venue  my bookings  sign out (nikkib)

2. You may be asked to sign in, once more use your email login.

![Sign in]
Please enter your signing in details

Username
Password

Sign in

A summary of all your bookings will be displayed

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Venue</th>
<th>Reference</th>
<th>Size</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 25/06/2007</td>
<td>14:00</td>
<td>17:30</td>
<td>41.203</td>
<td>BK99955E</td>
<td>20</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Tuesday, 26/06/2007</td>
<td>10:30</td>
<td>13:30</td>
<td>67.202</td>
<td>BK640CB9</td>
<td>40</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Wednesday, 25/07/2007</td>
<td>12:30</td>
<td>13:30</td>
<td>3.121</td>
<td>BK999554</td>
<td>50</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

3. Select the booking you wish to cancel. You will be asked if you are sure you want to cancel the booking.

![Tree]
4. Your booking is no longer listed. If you do wish to view your cancelled bookings tick “Include cancelled bookings”

<table>
<thead>
<tr>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Venue</th>
<th>Reference</th>
<th>Size</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 25/06/2007</td>
<td>14:00</td>
<td>17:30</td>
<td>41.203</td>
<td>BK99865E</td>
<td>20</td>
<td>Confirmed</td>
<td>Cancel</td>
</tr>
<tr>
<td>Tuesday, 26/06/2007</td>
<td>10:30</td>
<td>13:30</td>
<td>67.202</td>
<td>BK48CB69</td>
<td>40</td>
<td>Cancelled</td>
<td>Cancel</td>
</tr>
<tr>
<td>Wednesday, 25/07/2007</td>
<td>12:30</td>
<td>13:30</td>
<td>3.121</td>
<td>BK998654</td>
<td>50</td>
<td>Confirmed</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

5. You will receive an automatic email subject Booking Cancellation

This is an automatically generated email from the Web Venue Booking System.

This booking request has been cancelled:
Venue: 67.202
Date (s): Tuesday, 26/06/2007
Time: 10:30–13:30

Please contact room_bookings@uow.edu.au, quoting Booking Ref BK48CB69 if you have any queries.

Regards

Central Timetabling Unit

Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
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<tbody>
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<td>1.0</td>
<td>070625</td>
<td>David Ryan – Timetabling Coordinator ARD</td>
<td>1st Copy</td>
</tr>
</tbody>
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Version Control Table

Hardcopies of this document are considered uncontrolled please refer to UOW website or intranet for latest version