Introduction / Background

The Central Timetabling Unit has recently introduced a new facility for making casual room booking requests. The new “Web Room Booking System” allows booking of central teaching spaces on all campuses. It is anticipated that ALL spaces will be booked via the University central system.

The Web Room Booking (WRB) system is intuitive to use, however this document has been devised to answer any questions you may have in the process. (See also a Quick Reference and FAQs on the website).

1 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’ dependent upon the setup of the institution.

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

2 Definitions

Request = Making a request for a non-central room booking
Provisional = Making a request for central room booking
My bookings = Summary of your bookings
Cancelled = Booking Cancelled –Not Active
Confirmed = Booking Confirmed - Active

3 Instructions

3.1 How to Begin

1. From the web browser select Staff.
2. Sign onto the Intranet
3. Select ‘Book a Room’ through Web Room Booking’

This will navigate to a Login page as below:

4. Login using your LTU staff username and password.

5. Select Logon

OR

The **Web Room Booking** Direct booking Screen will appear.
3.2 Choosing Venue Criteria

Minimum Size

From the drop down menu choose the minimum size you require for your activity. (The University has Video conferencing rooms of size 1)

Campus

Select the required campus from the drop down menu.

Room Criteria

Select required room criteria (if appropriate) (LA-Location Attribute, LE-Location Equipment, LF-Location Furniture, LOC-Campus Bldg, LT-Location Type)

Viewing relevant Rooms

If you select view filtered rooms you are able to view all rooms under the criteria you have entered.
Date

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

Select multiple days/weeks as in Figure 2 below by clicking Select multiple days/weeks. Use your CNTRL Key to select all required dates (maximum of 4 weeks). Select the Day/s the booking is required within those weeks.

Figure 1

Preferred Start Time + Preferred End Time = Duration

1. Select your preferred start time and preferred end time the duration will automatically amend itself. Or you can select preferred start time and duration and the end time will automatically amend itself.
2. Select Next

Choosing the Venue

After you have selected your criteria, a list of locations that match your requirements and selected time will be generated.

<table>
<thead>
<tr>
<th>Time</th>
<th>Name</th>
<th>Size</th>
<th>Description</th>
<th>Photo</th>
<th>Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-12:00</td>
<td>EDU224 (Educ)</td>
<td>20</td>
<td>Education Bendigo</td>
<td>Link</td>
<td>Map</td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>Glenn College Seminar 7</td>
<td>20</td>
<td>Glenn College Seminar Room 7</td>
<td>Link</td>
<td>Map</td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>Glenn College Tute 2</td>
<td>20</td>
<td>Glenn College Tute 2</td>
<td>Link</td>
<td>Map</td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>HU2 523</td>
<td>20</td>
<td>Humanities 2 Building, Rm 523</td>
<td>Link</td>
<td>Map</td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>HU3 105</td>
<td>20</td>
<td>Humanities 3 Building, Rm 105</td>
<td>Link</td>
<td>Map</td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>MAR 342</td>
<td>20</td>
<td>Martin Building, Room 342</td>
<td>Link</td>
<td>Map</td>
</tr>
</tbody>
</table>

a) Select a location for booking by checking the checkbox (above)

If location options given are not suitable you can reselect your criteria by selecting from three options:

1. Earlier Start
2. Later Start
4. Show more options

b) After making your selection press Next.

Otherwise

Other Information

Toggle between ‘other times’ for a venue and ‘other locations’ for a time specified.
You will be asked to supply ‘additional’ booking details. Also note you will be supplied information on the venue you have selected, date you have chosen, start and finish time, and as many as five other options as alternative locations, you can amend by using the drop down venue.

You need to supply the following ‘mandatory’ fields:

a. Reason for Booking, (i.e. Staff Seminars, Open Day, Orientation(13/6), Subject make up class etc.)
   Keep to 25 characters or less. Keep the name meaningful to you. It appears on your own ‘My Bookings’ records.

b. Booking Department or relevant Department for the booking

c. Brief Description of the Booking

d. Other Information (i.e. Note for approver or note for self, appears later)

e. Booked for (First Name); if you are booking for another person, staff member

f. Booked for (Last Name); if you are booking for another person, staff member

g. Contact Number/ E-mail address

h. Specify Booking Category (Ad Hoc or Subject Related Activity)

i. Subject Code, whenever relevant

Do not use this WRB facility for formal subject bookings for students. Your ad hoc subject bookings will not be listed formally on the Timetable website. Use WRB only if the subject booking is a makeup class, one off date extra booking. Timetable bookings must be placed formally through the Timetable process. See http://www.latrobe.edu.au/timetable/timetable_forms.php

If the mandatory information is not supplied you are unable to continue with your booking.

Once you have supplied all relevant criteria select **Confirm Booking.**
Booking Request Submitted

After making your booking, you will receive an email with Booking Confirmation details. This will show the Booking Reference Number, location you have requested, start and finish time day and date of booking.

Occasionally, venues are bookable by request only. If you select such a venue, you will receive a Booking Request Notification email. This will take approx. 5 minutes. This is NOT your confirmation, just a summary of your Provisional Request.

After the Central Timetabling Unit/venue managing area has received your booking request and made your booking, you will receive an automated booking confirmation.

Booking Confirmation

Under **my bookings** you are able to view the details of your booking and view whether your booking has been confirmed or still in the request stage.

<table>
<thead>
<tr>
<th>Booking Date</th>
<th>Start</th>
<th>Finish</th>
<th>Room</th>
<th>Size</th>
<th>Booking Reference</th>
<th>Reason for Booking</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 1/4/2013</td>
<td>10:00</td>
<td>12:00</td>
<td>HU3</td>
<td>105</td>
<td>BK1158C9</td>
<td>Orientation</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Tuesday, 2/4/2013</td>
<td>10:00</td>
<td>11:00</td>
<td>HS3</td>
<td>434</td>
<td>BK78D873</td>
<td>Examination</td>
<td>Confirmed</td>
</tr>
<tr>
<td>Tuesday, 3/4/2013</td>
<td>12:00</td>
<td>13:00</td>
<td>MAR342</td>
<td>20</td>
<td>BK1158CF</td>
<td>Staff Meeting</td>
<td>Unconfirmed</td>
</tr>
<tr>
<td>Tuesday, 6/4/2013</td>
<td>13:00</td>
<td>16:00</td>
<td>HU2</td>
<td>523</td>
<td>BK1158D3</td>
<td>Class Revision</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

**Bookings in the past cannot be cancelled**
After the Central Timetabling unit has activated your booking, you will receive an automatic email subject heading ‘Booking Confirmation’.

Please take note of the venue you were allocated. In a small amount of instances you may not receive the venue requested, instead being offered an alternative.

Note for some smaller venues and meeting rooms, your booking may be automatically confirmed. Read your email carefully.

**Cancelling a Booking**

1. Select ‘my bookings’.

2. You may be asked to sign in, once more using your personal LTU login. (The system may timeout after 10 minutes of inactivity)
3. Select the booking you wish to cancel. You will be asked if you are sure you want to cancel the booking.

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

5. You will receive an automatic email for your Booking Cancellation (See Example)

This is an automatically generated email from the Web Room Booking (WRB) System.

This confirmed booking has been cancelled:

Room: ENG211-CLT, HHS101-MLT
Date(s): Saturday, 4/05/2013
Time: 20:00-23:00

Booking reference: BK144371
Reason for Booking: Other (provide brief description below)
Booking Department: Human Communications BGO

Room Size: 185
Attendees: 150
Other Information: Wanted it in the evening
Please note: Your cancelled booking cannot be reinstated. To replace this booking, please use the WRB system to initiate a new booking.

Regards
Room Bookings

4 Roles & Responsibilities

The requester is responsible for ensuring that the non-teaching booking does not impact other activities scheduled in the immediate area (eg. A noisy meeting next to a lecture) Loud Music or singing etc

Central Timetabling Unit is responsible for confirming venue booking, and also ensuring that the requested venue is suitable for activity.

5 Related Documents and References

- Related web site http://www.latrobe.edu.au/timetable/

6 Version Updates

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td>10/04/2013</td>
<td>Timetable Coordinator Sharron Worth</td>
<td>Various Updates</td>
</tr>
<tr>
<td>1.4</td>
<td>03/10/2013</td>
<td>Timetable Coordinator Sharron Worth</td>
<td>URL and other text updates</td>
</tr>
</tbody>
</table>