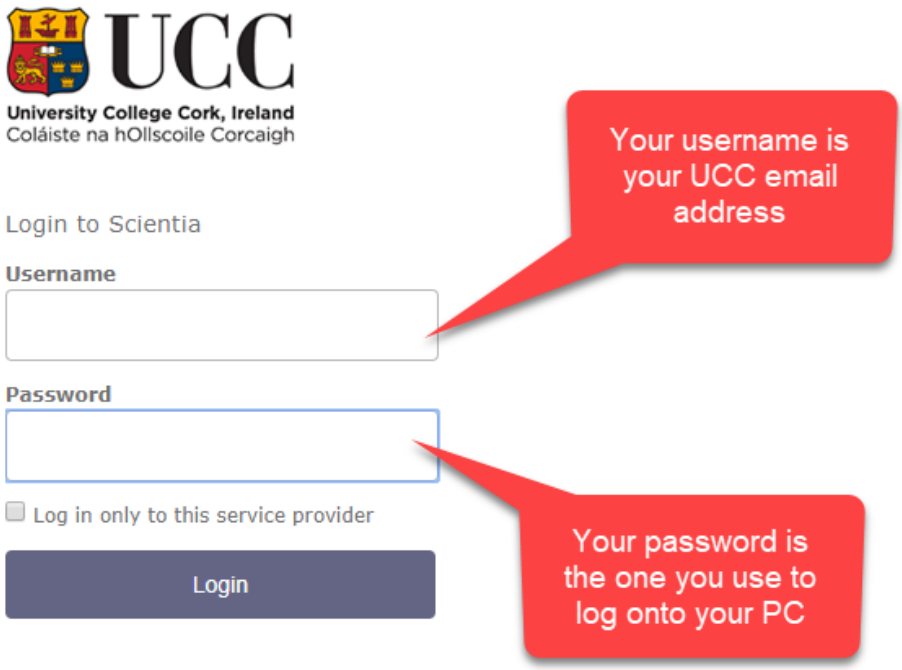
User Guide

Log into Resource Booker
Make a Booking
Specific Room Search
Refine Search (Single Booking)
Completing the Booking Form (Single Booking)
My bookings
Edit a Single Booking
Cancel a Single Booking
Recurring Bookings
Notifications

Log into Resource Booker

Go to Https://resourcebooker.ucc.ie.

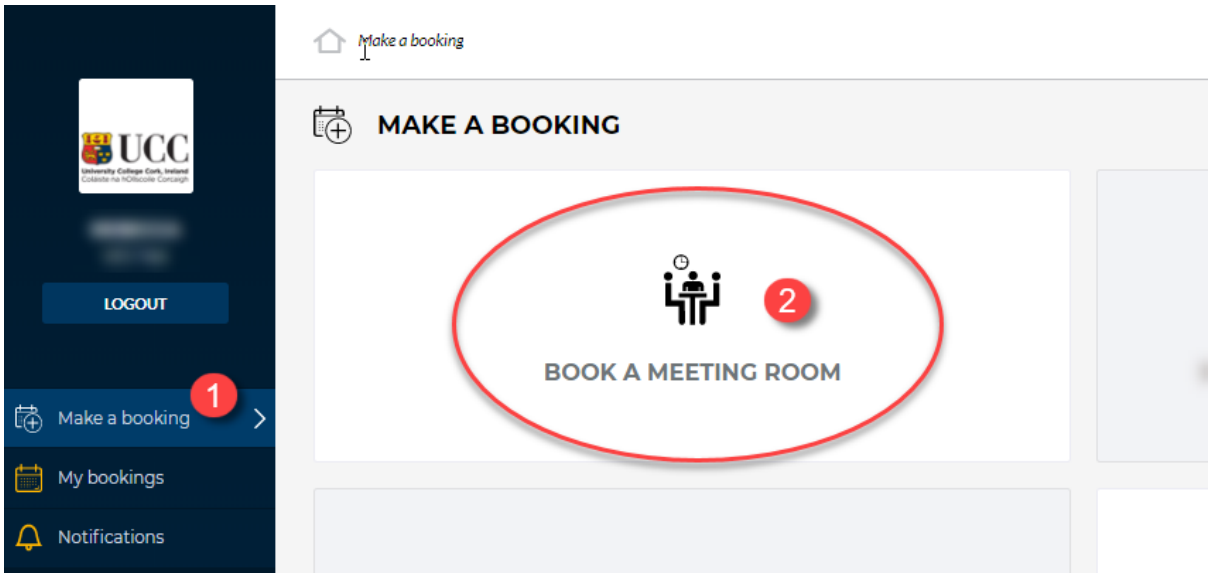
To enter the system, you simply enter your Username (this is your UCC email address) & password that you use to log onto your PC.



Make a Booking

Once you have logged in you will find yourself in the **'Make a Booking'** Screen.

1. In the middle of the screen will be a choice of tiles for you to select the type of room you want to book.

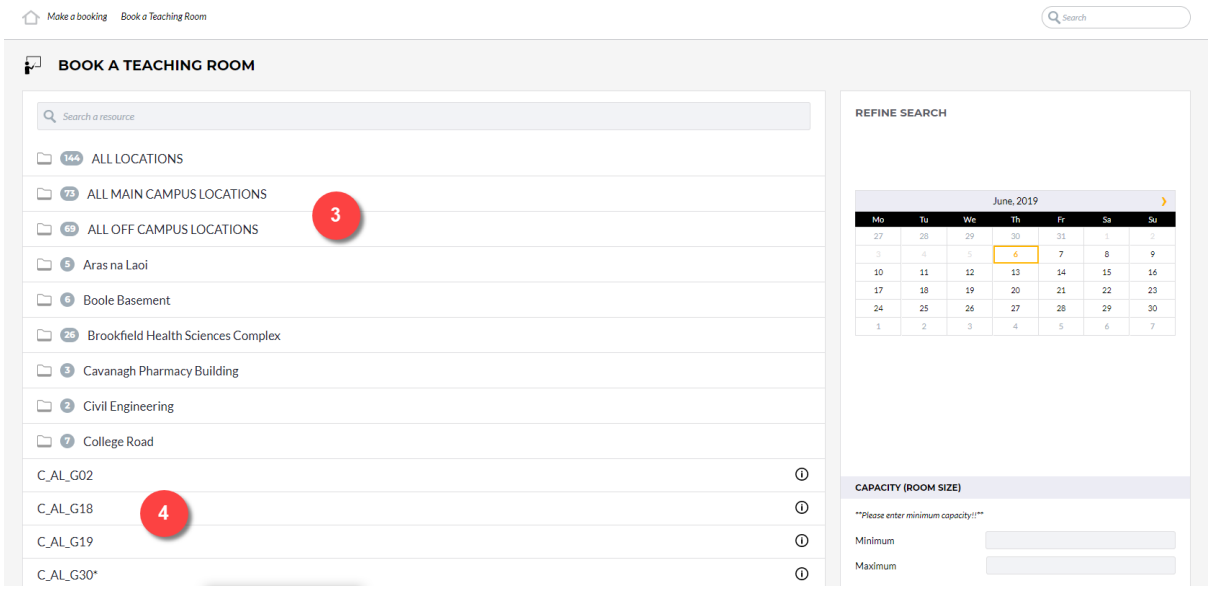


Once you have selected a tile, a list of rooms will appear in the centre of the screen, with options to refine your search on the right-hand side.

The list in the centre of the screen contains:

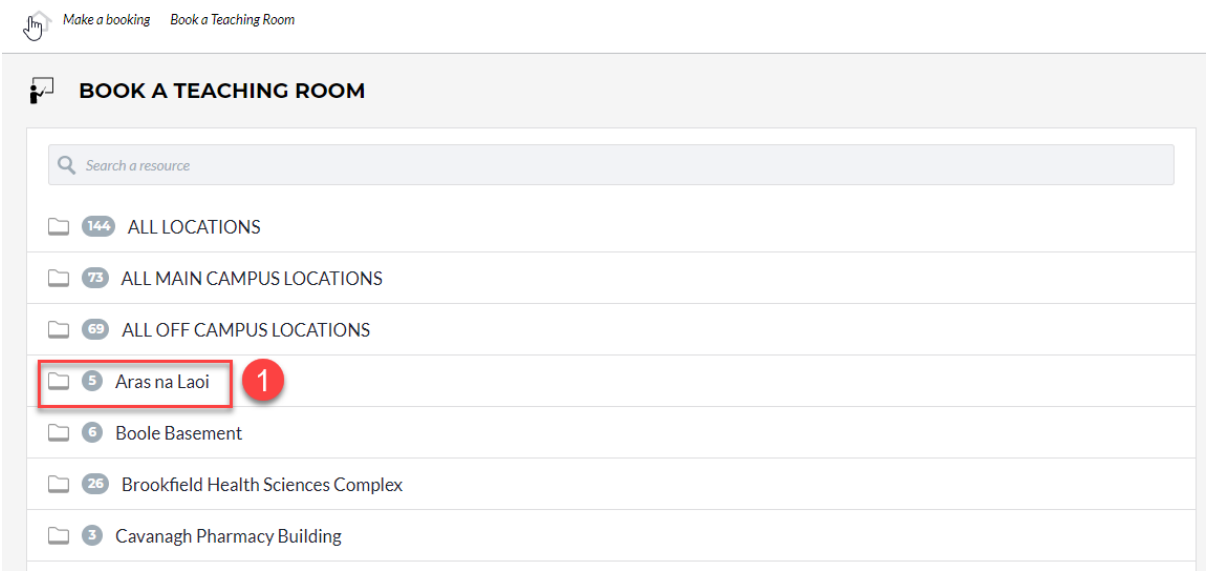
3. Folders containing lists of rooms by location

4. Individual rooms that are available

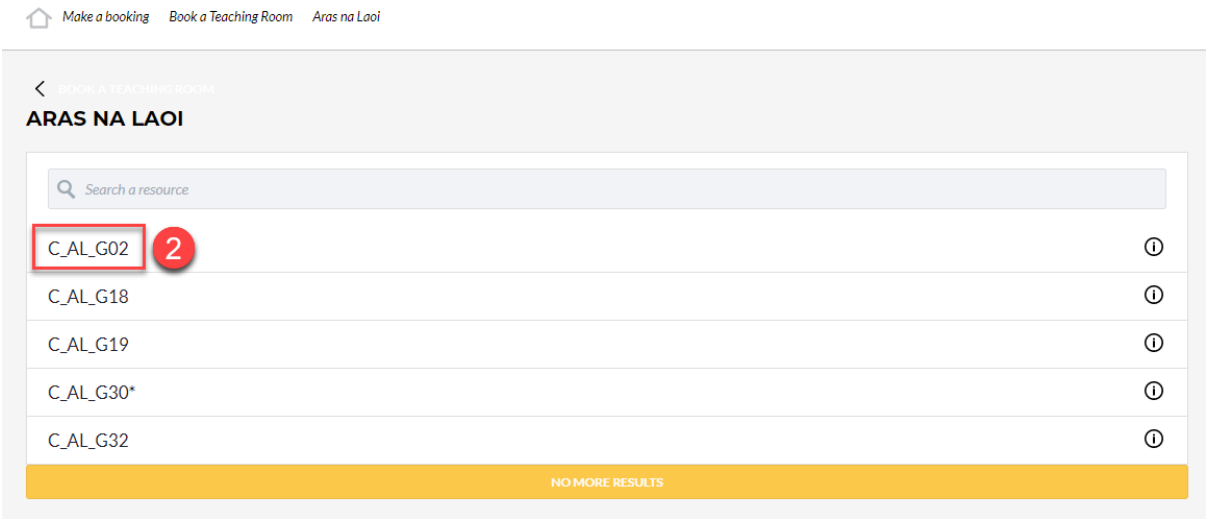


Specific Room Search

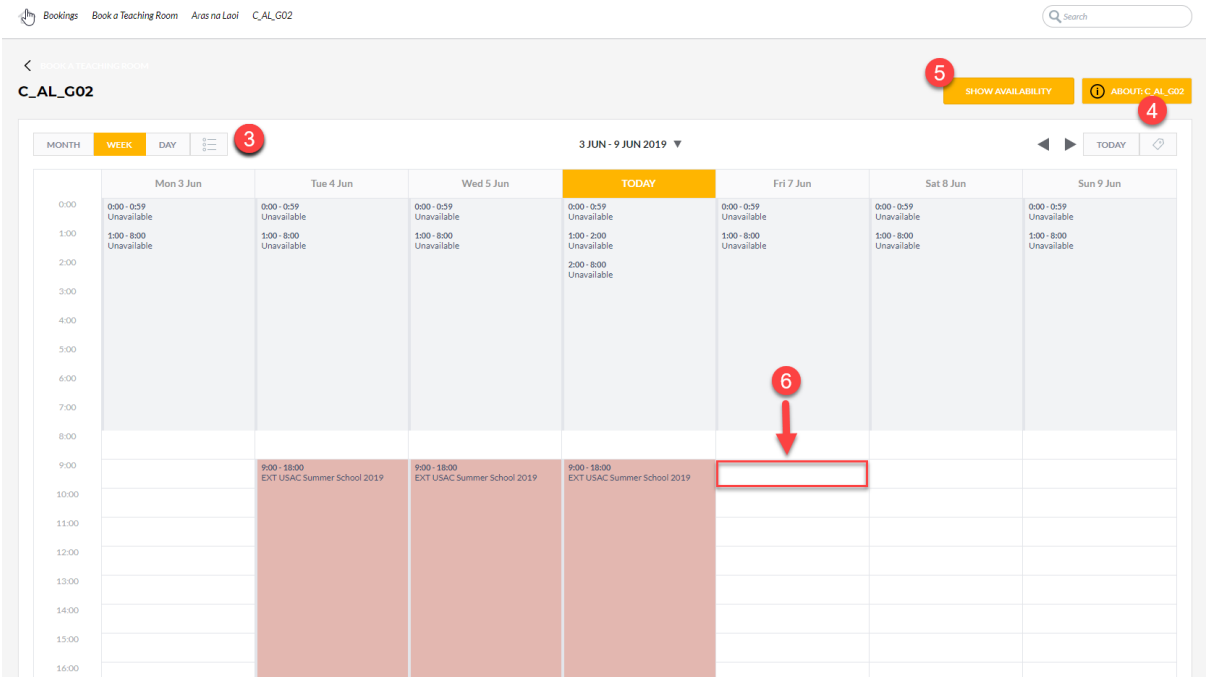
1. Select a location folder



2. Select a room from the list



3. The calendar opens in week view format as default. There are tabs to change to day view, month view or list view at the top left-hand side of calendar
4. For more information about the room, select 'About' on the top right-hand side of screen
5. The 'Show Availability' tab will highlight all the available time slots in green
6. Click on an available timeslot in the calendar to open the booking form



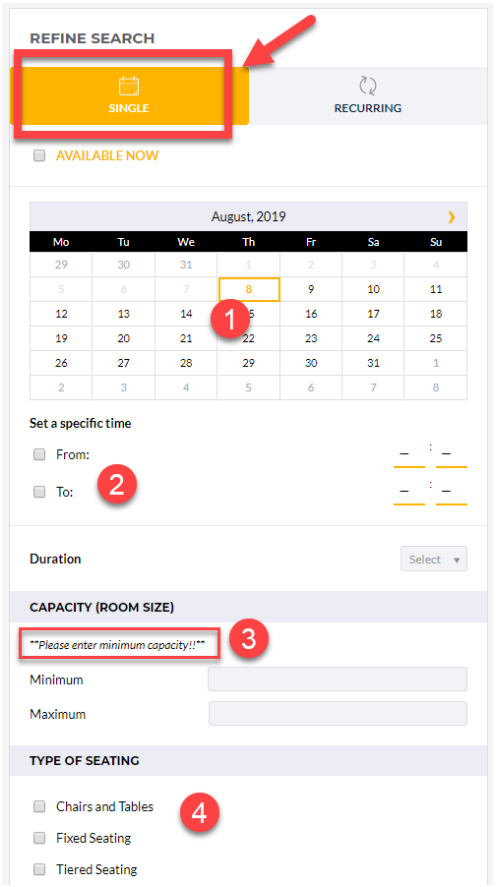
Tip:

Ensure that the number of attendees does not exceed the capacity of the room!!

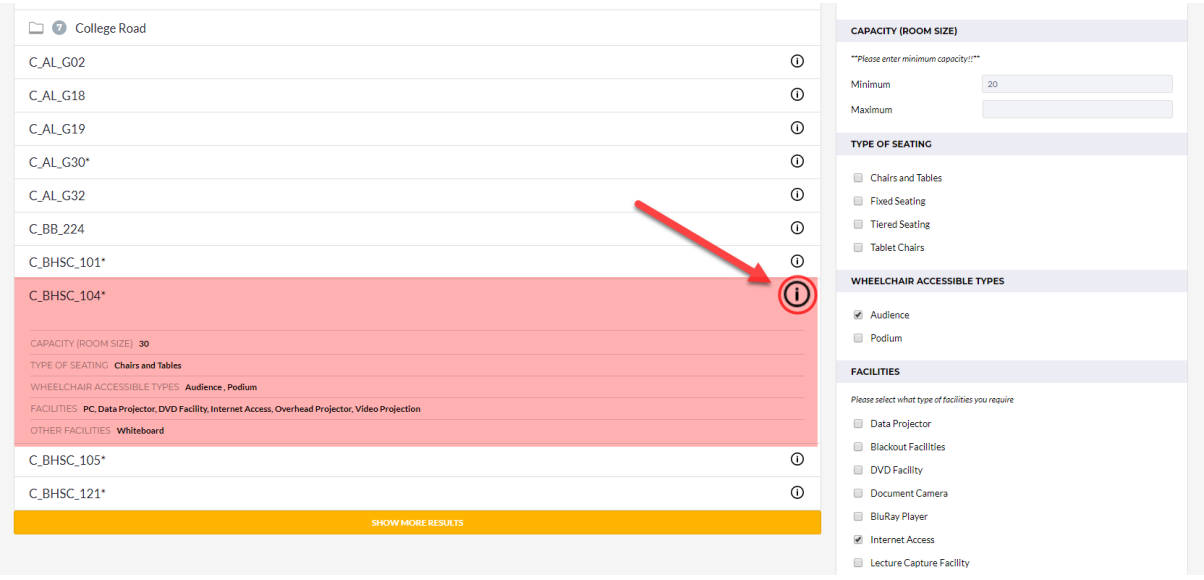
Refine Search (Single Booking)

If you refine your search using the filters on the right-hand side of the screen, the list of available rooms will update accordingly. The location folders will remain the same.

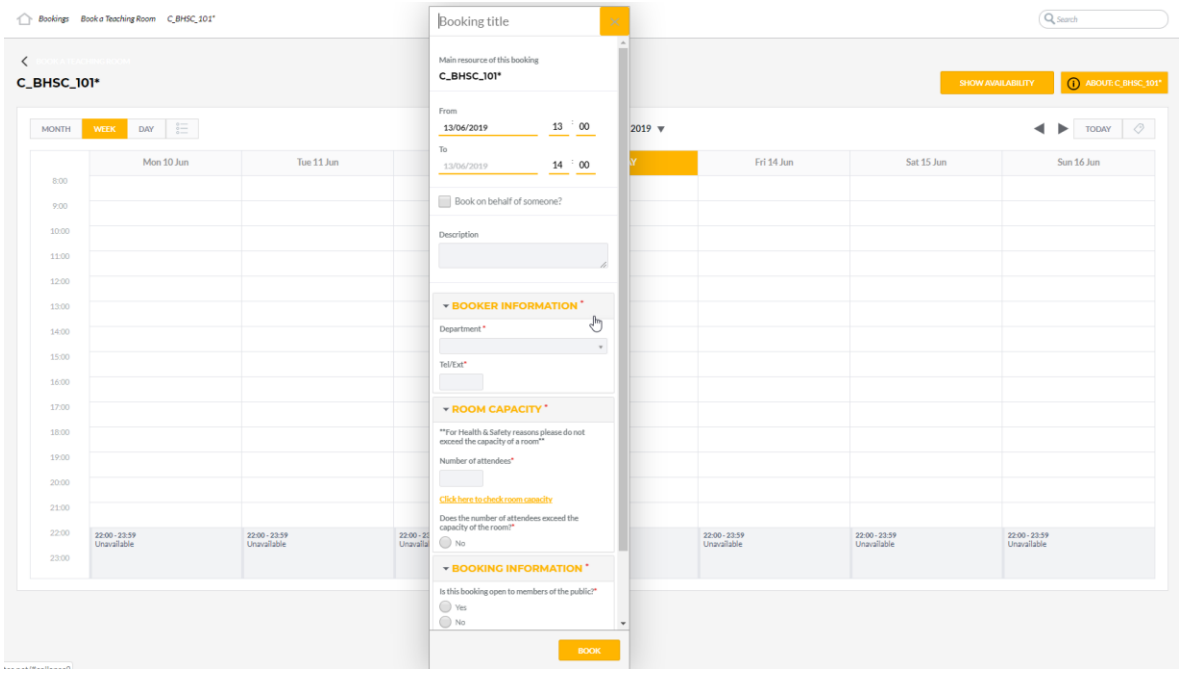
1. Select the required date from the calendar under **refine search**
2. Enter the **From** and **To** time
3. Refine your search by inputting **minimum** room **capacity** you wish to view
4. Further refine your search by selecting from the list of facilities and accessibility options



Tip: If you want further details about an available room, click on the ⓘ



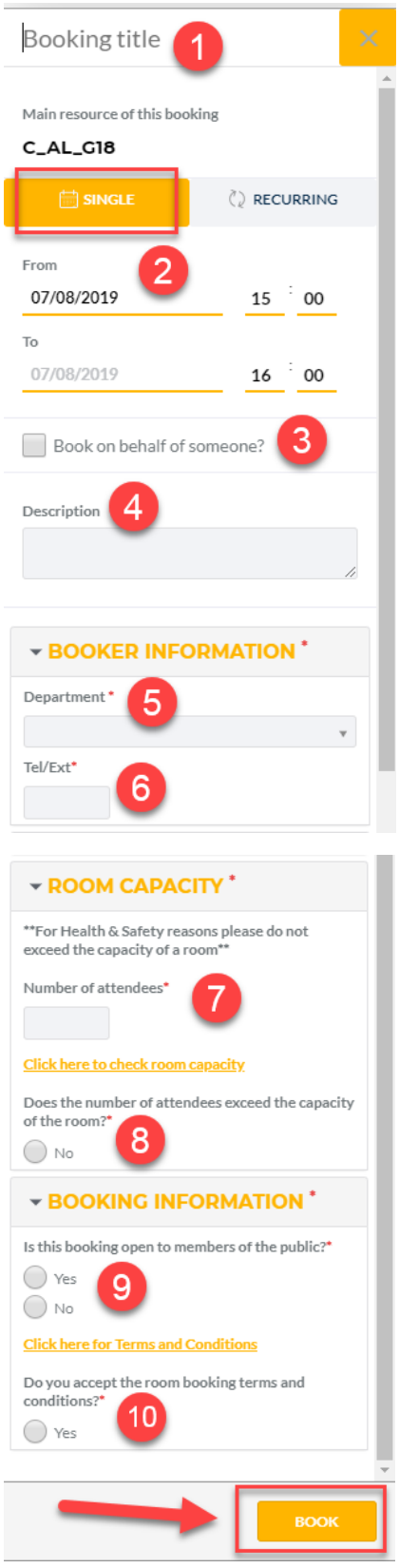
Once you have decided which room you wish to book, click on the room name to see the calendar view. The calendar view has the **booking form** open and pre-populated with the date and time information from the previous screen. See the Completing the Booking Form section below.



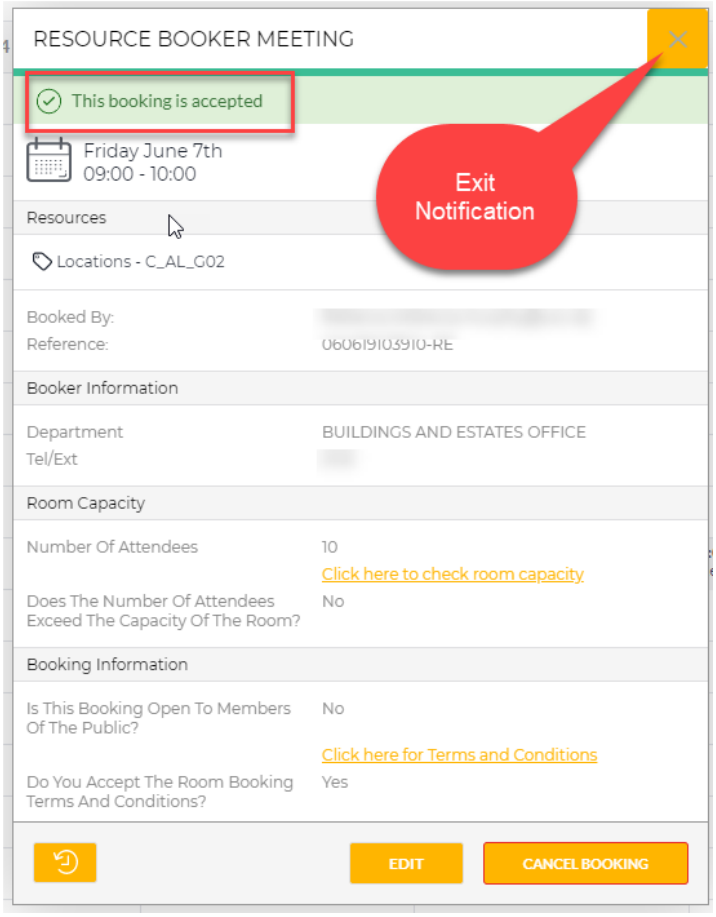
Completing the Booking Form (Single Booking)

1. Enter the **Booking title**
2. Double check the date and from/to times
3. To **book on behalf of someone**, select the tick box and then add email address one line at a time in the box below
4. Use the **Description** field to enter any additional details you think might be necessary
5. Select what **Department** you belong to
6. Enter your contact **Tel/Ext**
7. Enter the expected **number of attendees**
8. Confirm that the number of attendees does NOT exceed the capacity of the room – If you are unsure as to the correct capacity of the room please use the link provided to check
9. Click Yes/No as to whether the booking is open for members of the public to attend
10. Click to agree to the room bookings terms and conditions

Once you have completed the booking form, Click the **Book** button once to make your booking.

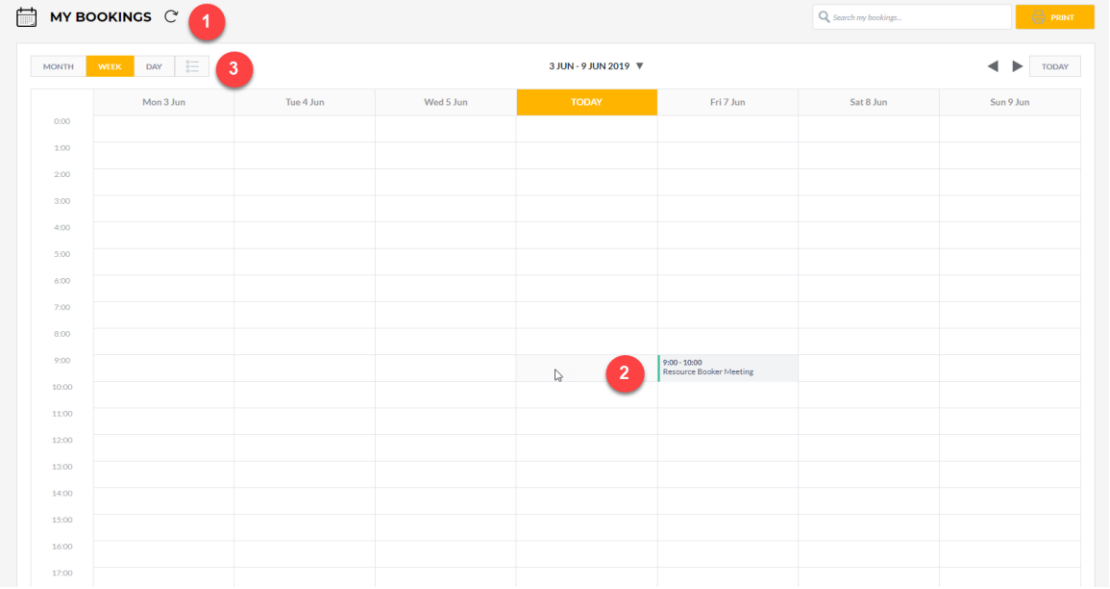


When your booking is successfully made, you will receive an email notification of your booking, along with onscreen confirmation which will appear as a pop-up.

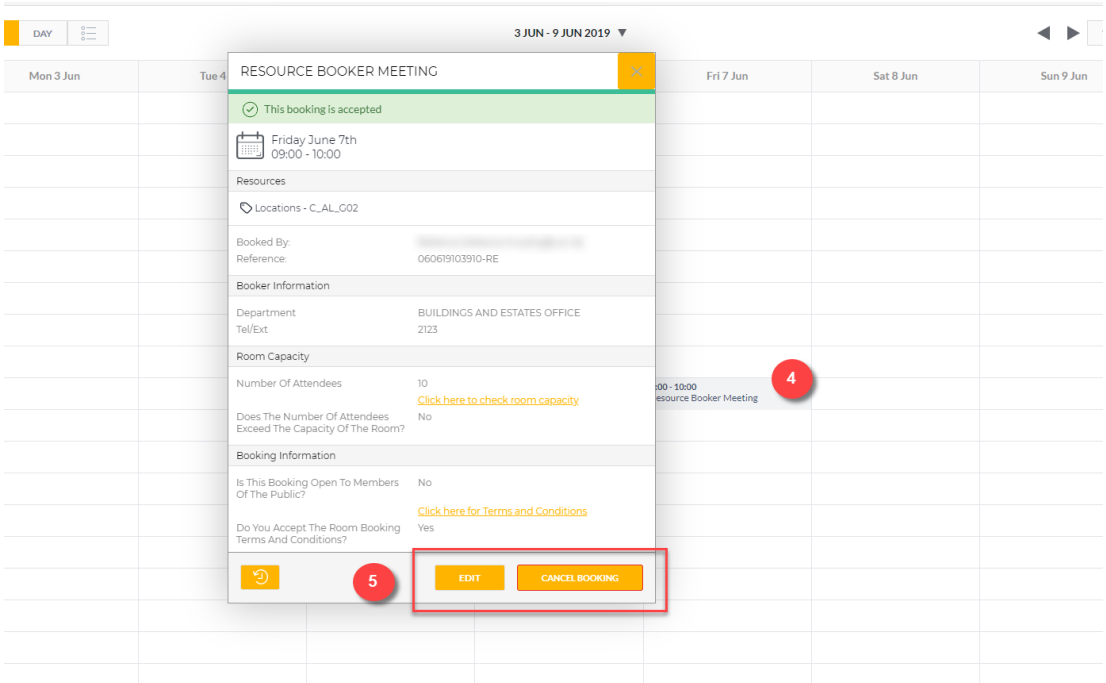


My Bookings

1. Your bookings will appear in the My Bookings screen in a calendar view
2. The bookings are colour coded by booking status (green is accepted, blue is awaiting confirmation)
3. This calendar view can also be viewed in day, week, month or list view



4. Click on an event in the calendar to view the booking details
5. You can edit or cancel bookings using the buttons at the bottom of the booking details window



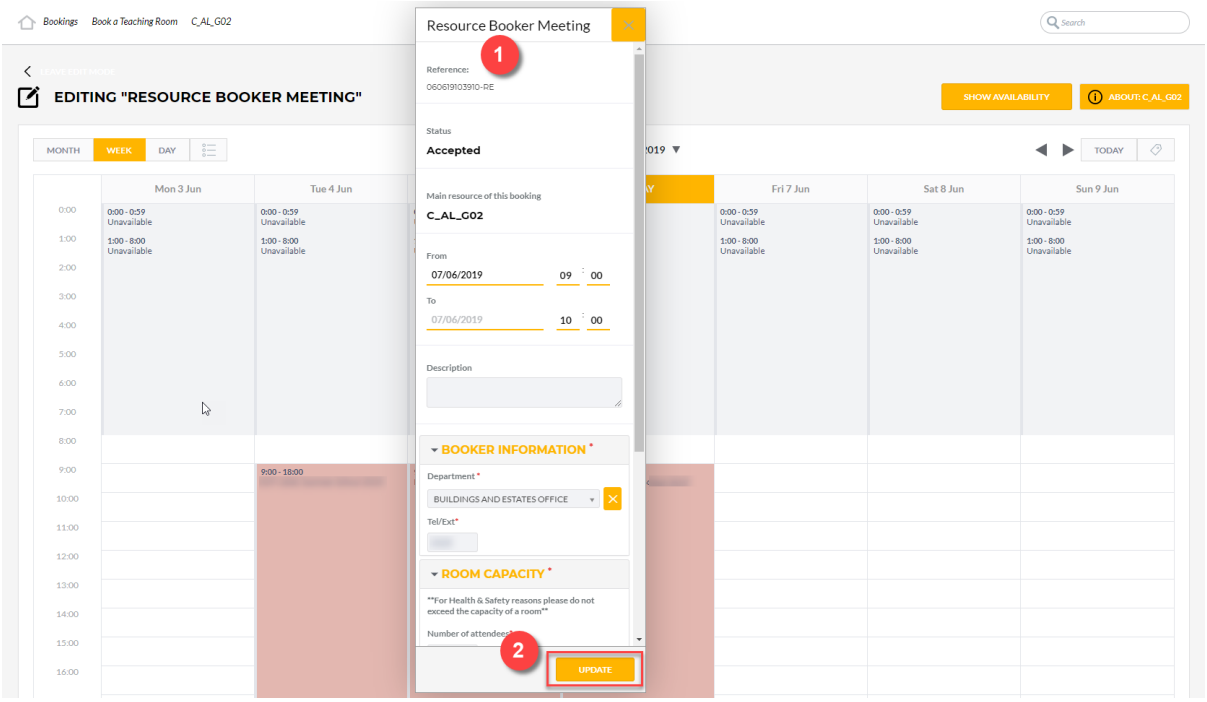
Edit a Single Booking

1. If you choose to edit a booking, the booking form reopens in your calendar view with the original booking details prepopulated

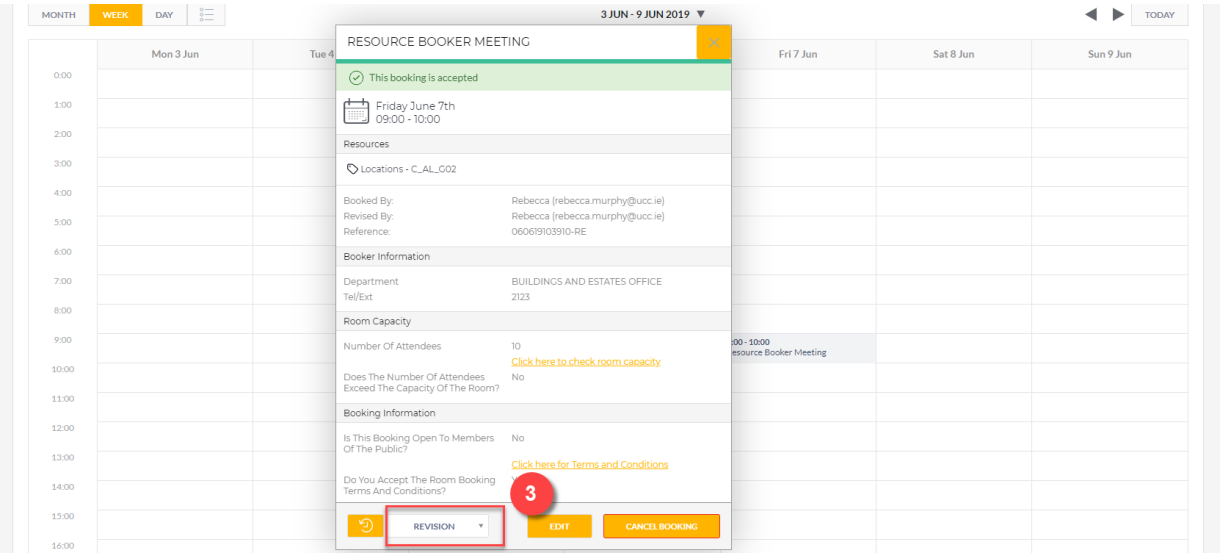
   ****If you are making changes to the number of attendees, please check the room capacity before doing so****

   You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

2. Click **update** to make changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details updated. You will also receive an email notification that your booking details have been updated.

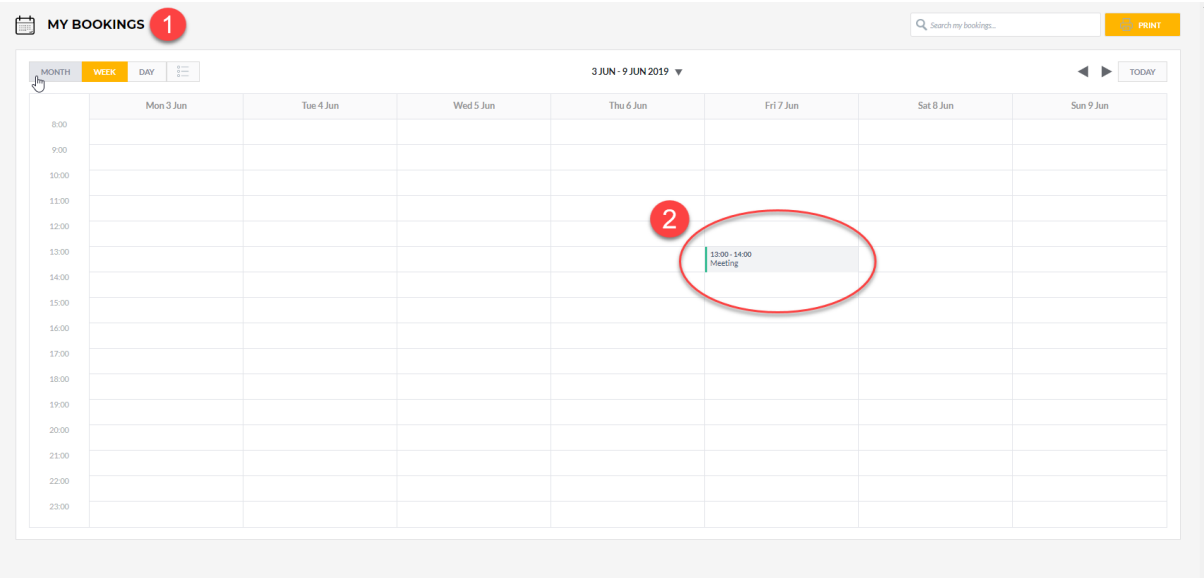


3. Within the revised booking details, you can select the **revision** button to view the previous status of booking.

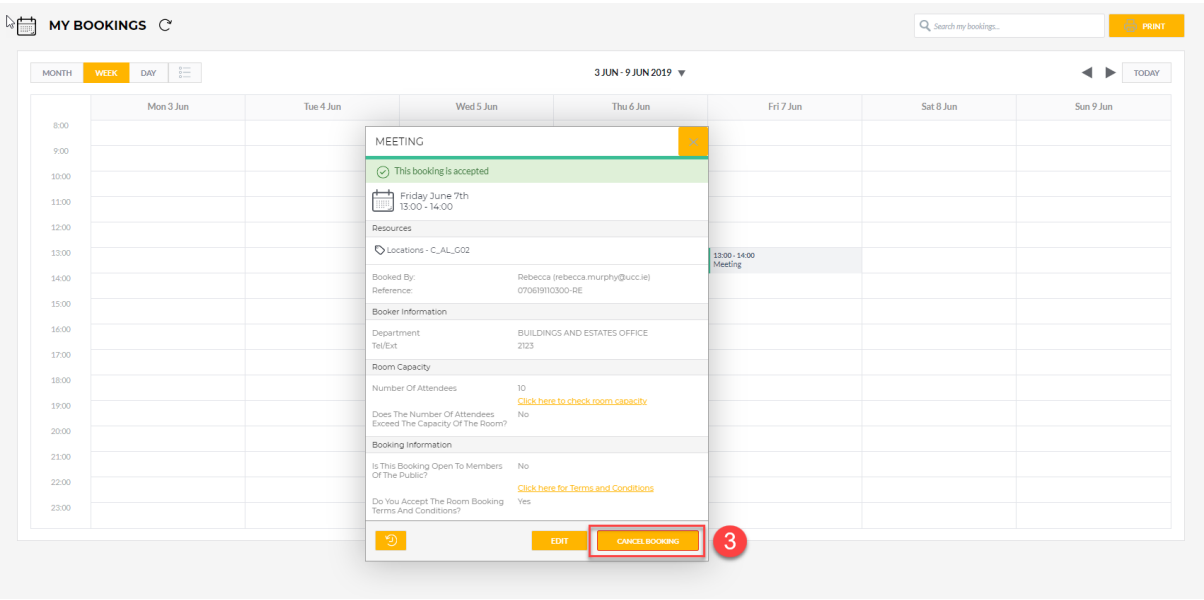


Cancel a Single Booking

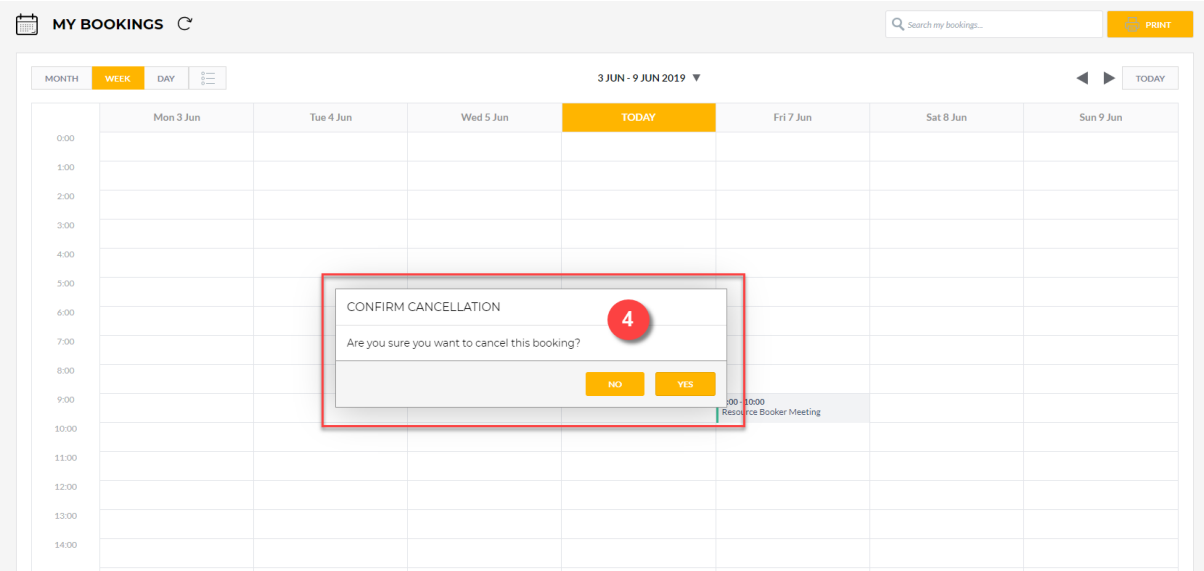
1. Your bookings will appear in the **My Bookings** screen in calendar view
2. Click on the booking you wish to cancel to view booking details



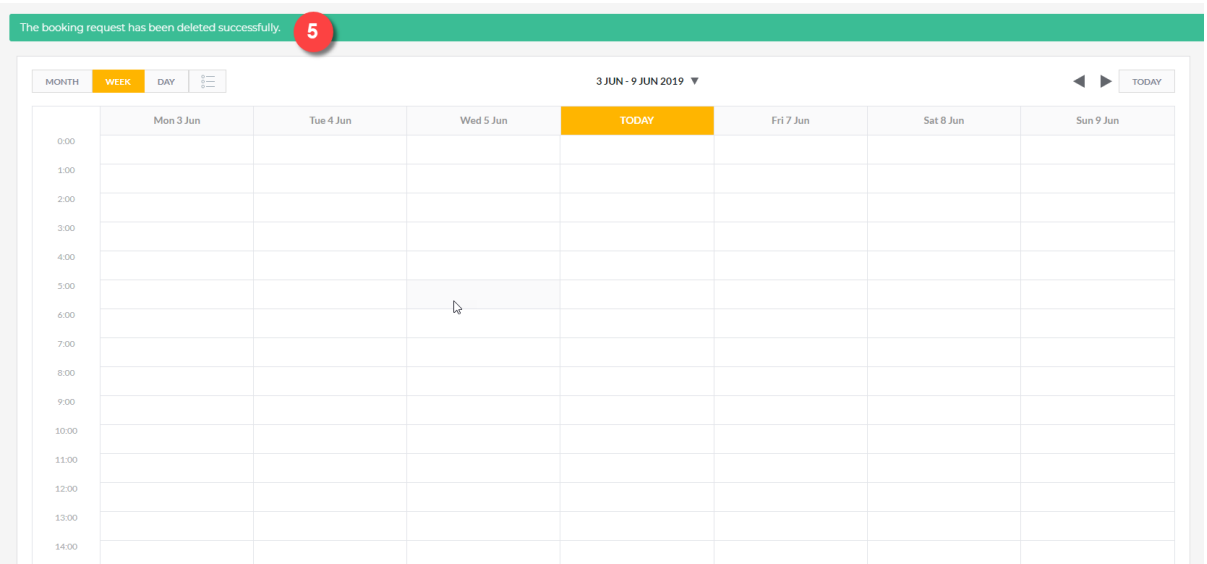
3. You can cancel booking using the button at the bottom of the booking details window



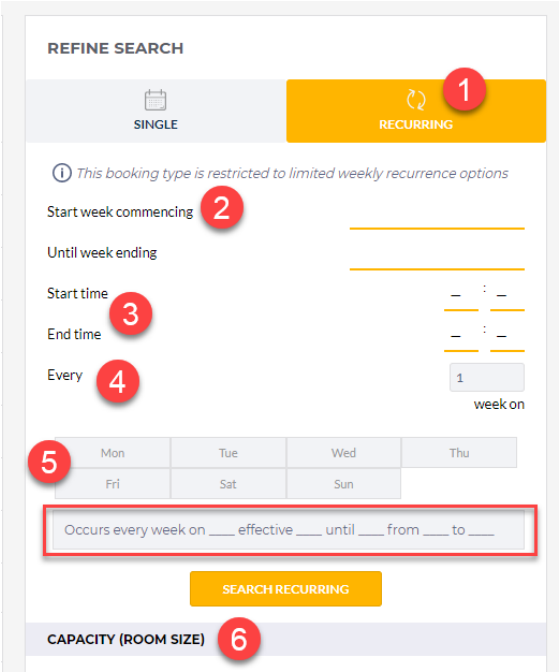
4. If you choose to cancel a booking, a confirmation screen appears above the calendar view



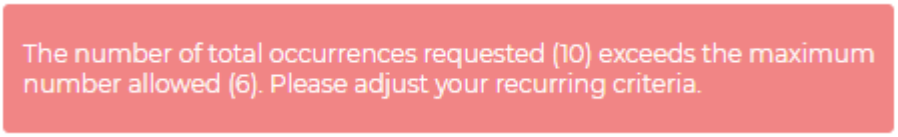
5. If you select **Yes** you receive a confirmation pop-up. You also receive an email notification. If you select **No** you return to the original screen



Recurring Bookings



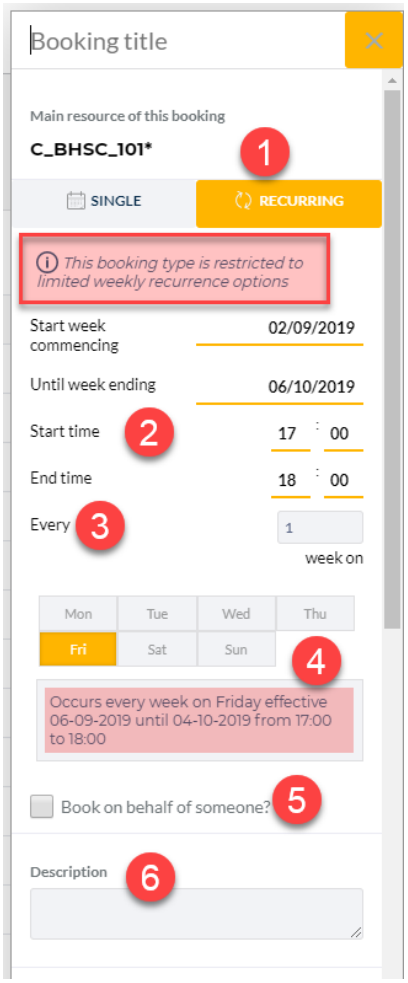
1. Select the **Recurring** icon
2. Enter **Start date** and **End date** for your reoccurring booking. You cannot make more than 6 bookings during this time frame
3. Enter **Start time** and **End time** for booking
4. The **Every** function allows you to select how often you would like the booking to occur (eg. If you would like the booking to occur every week, then you select Every 1 week on. If you would like the booking to occur every 2 weeks, then you select Every 2 weeks on)
5. Select what Day/Days you would like the booking to be scheduled**. Please remember you cannot make more than 6 bookings at one time** – An error message will appear if you try to exceed the maximum number of bookings allowed (6)

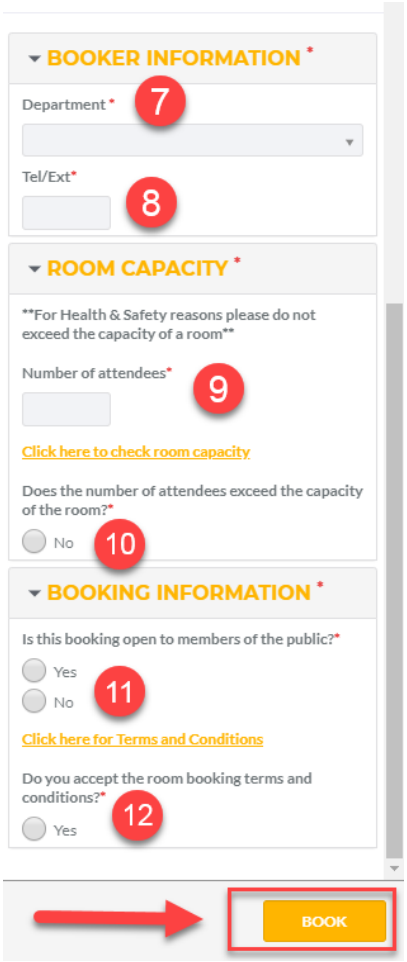


6. Refine your search further by inputting minimum capacities, accessibility or facilities as per the single booking process

Completing the Booking Form (Recurring Booking)

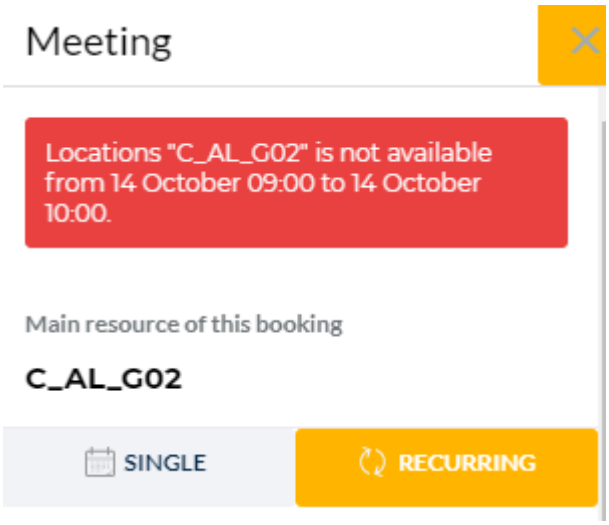
1. Select the **Recurring** icon and then enter a **Booking Title**
2. Double check the **Start date**, **End date**, **Start time** & **End time**
3. Select how often you want the booking to occur eg. **Every** 1 week on
4. Select which day you would like the booking to be scheduled (this will be pre-populated if you originally preformed a dynamic search)
5. To book on behalf of someone, select the tick box and then add email address one line at a time in the box below
6. Use the Description field to enter any additional details you think might be necessary

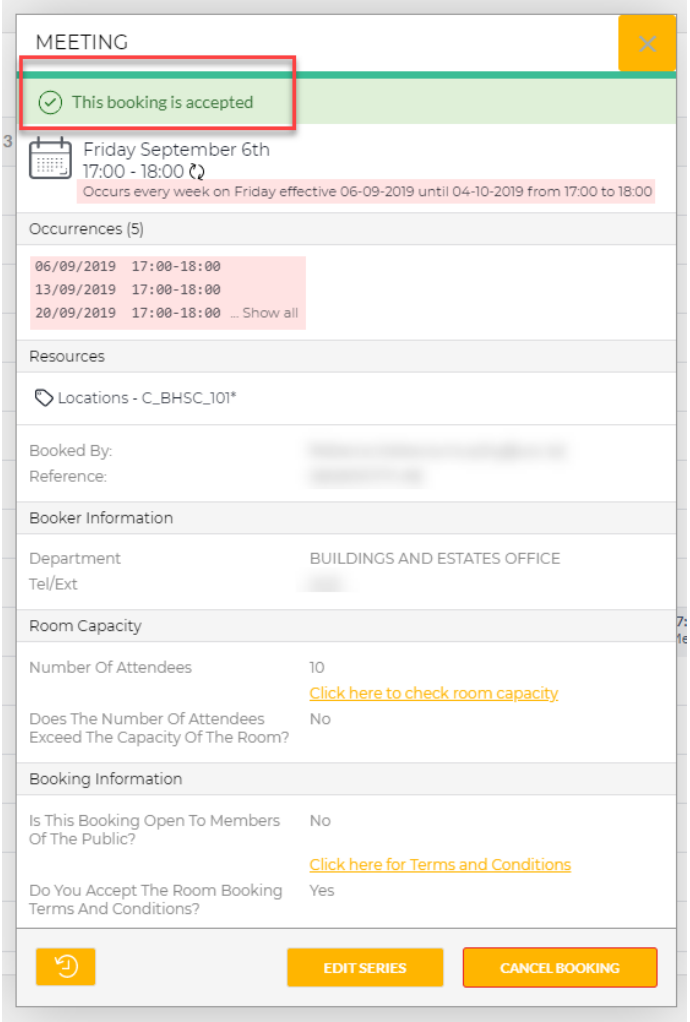




7. Select what Department you belong to
8. Enter your contact Tel/Ext
9. Enter the expected number of attendees
10. Confirm that the number of attendees does NOT exceed the capacity of the room – If you are unsure as to the correct capacity of the room please use the link provided to check
11. Click Yes/No as to whether the booking is open for members of the public to attend
12. Click to agree to the room bookings terms and conditions

Once you have completed the booking form, click the **Book** button once to make your booking. If the booking cannot be made due to an issue with one or more of the reoccurring bookings, you will see an error message at the top of the booking form.

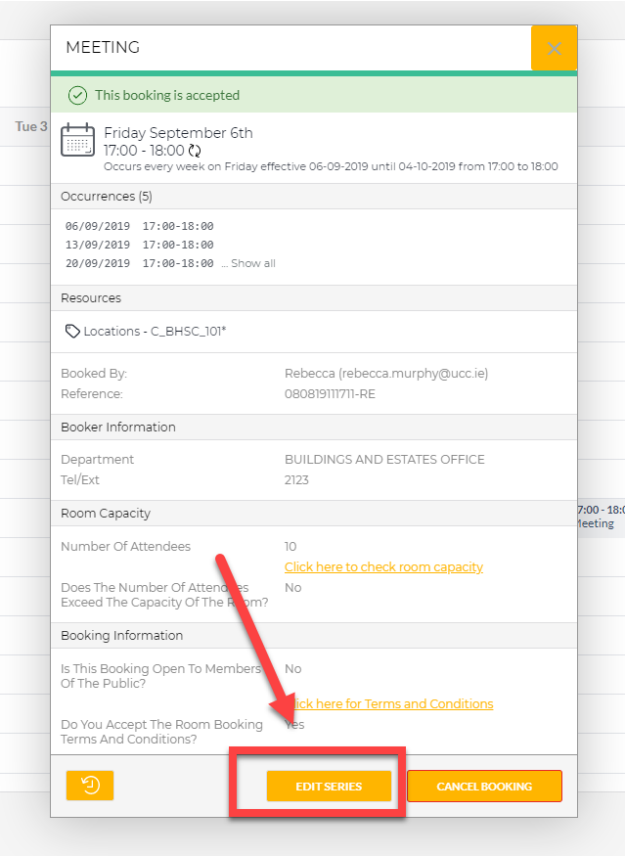




When your booking is successfully made, you will receive an email notification of your booking, along with onscreen confirmation which will appear.

If you have made a reoccurring booking, the occurrences will be listed in your on-screen booking confirmation

Edit a Recurring Booking



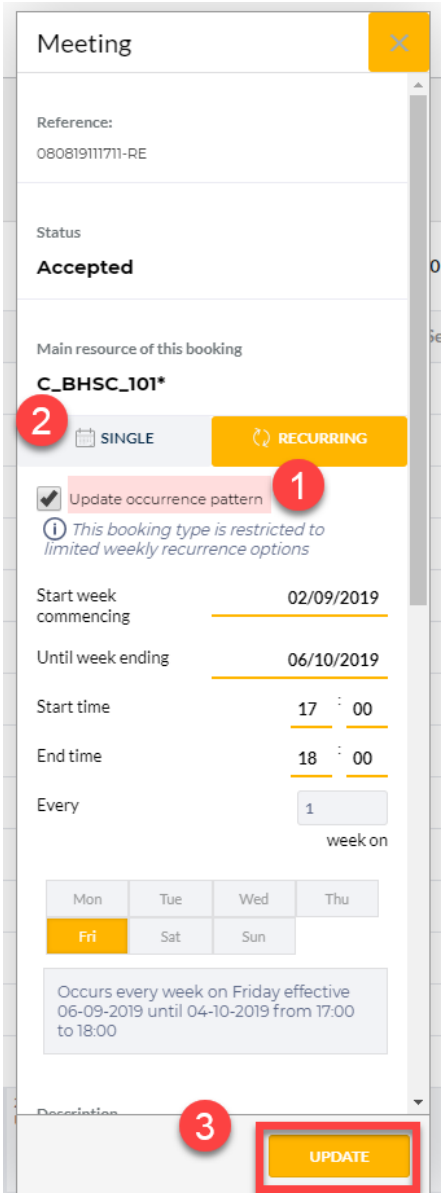
If you click on a recurring booking, you are presented with the option to **edit** the entire series.

If you select to edit the entire series, the full booking form re-opens in your calendar view with the booking details for the series pre-populated.

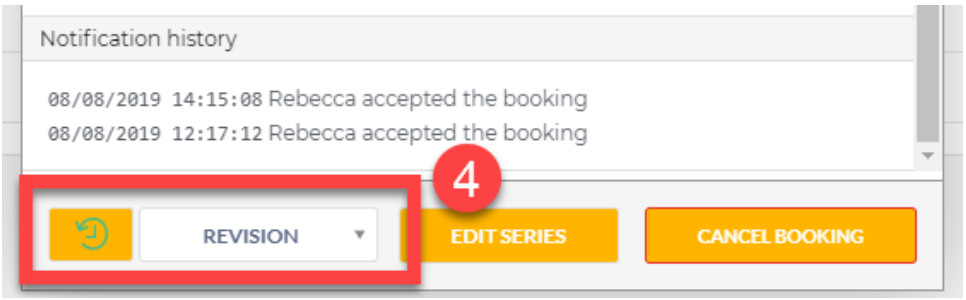
****If you are making changes to the number of attendees, please check the room capacity before doing so****

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

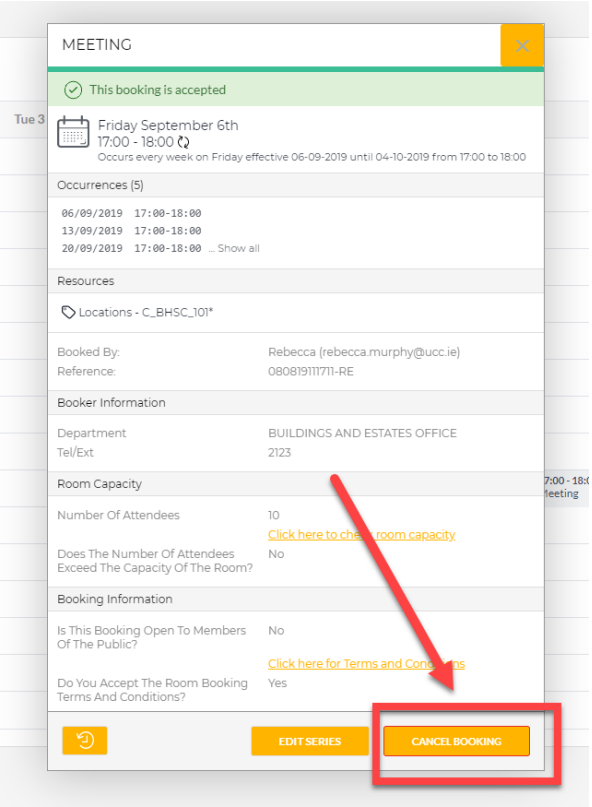
1. If you select the Update occurrence pattern tick box, the booking form changes to show the details relating to frequency and repeat occurrences.
2. You can turn a booking into a single booking in **edit** mode simply by selecting the **Single** icon. This works both ways – you can also turn a single booking into a recurring one in **edit** mode.
3. Click **Update** to make the changes to the booking. You will return to the My Bookings calendar with the revised booking details superimposed, showing details of each occurrence. You will also receive an email notification.



4. Within the revised booking details, you can select the **Revision** button to view the previous status of the booking.

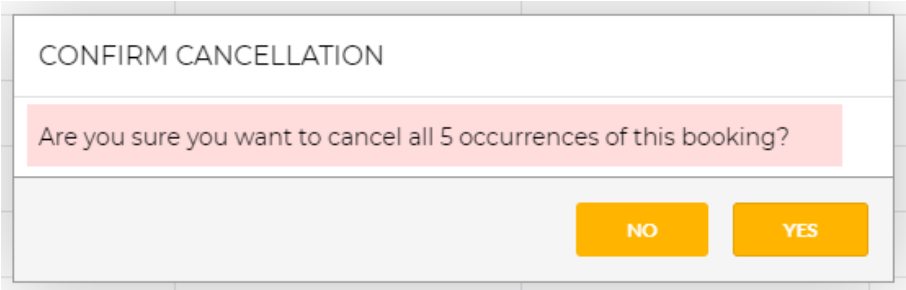


Cancel a Recurring Booking

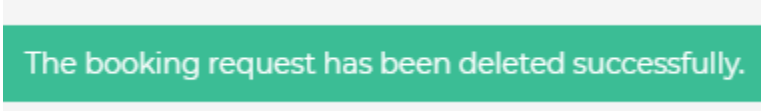


If you click on a recurring booking, you are presented with the option to **cancel** the entire series.

If you select to cancel the entire series, you are presented with the option to confirm the cancellation:

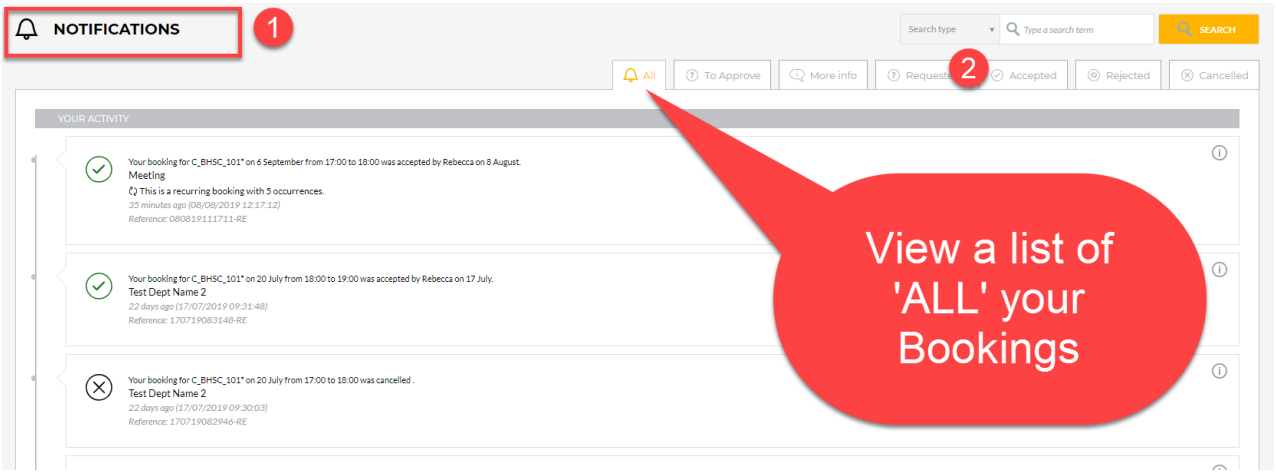


If you select **NO** you will return to the previous screen. If you select **YES** you are taken back to the **My Bookings** calendar, with the green banner at the top of the screen confirming the deletion.



The booking will no longer be visible in the **My Bookings** screen.

Notifications



1. The **Notifications** screen contains a log of all notifications you have received through Resource Booker.
2. These are filtered into various categories at the top of the screen.