

WELCOME TO RESOURCE BOOKER

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.



Login to Scientia

Username

Password

Log in only to this service provider

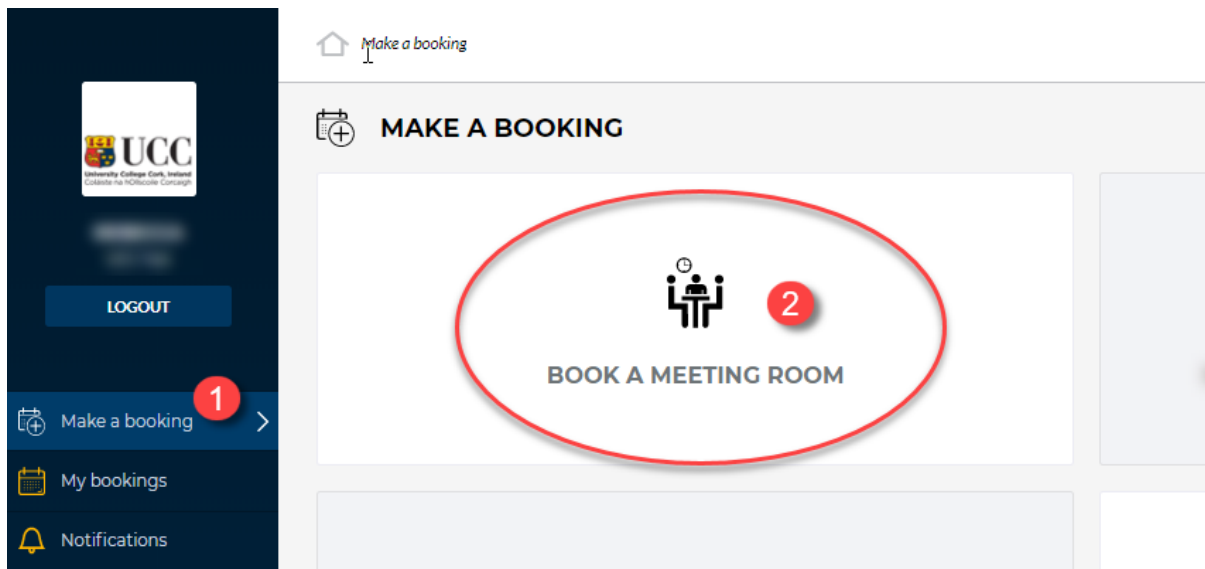
Your username is your UCC email address

Your password is the one 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.

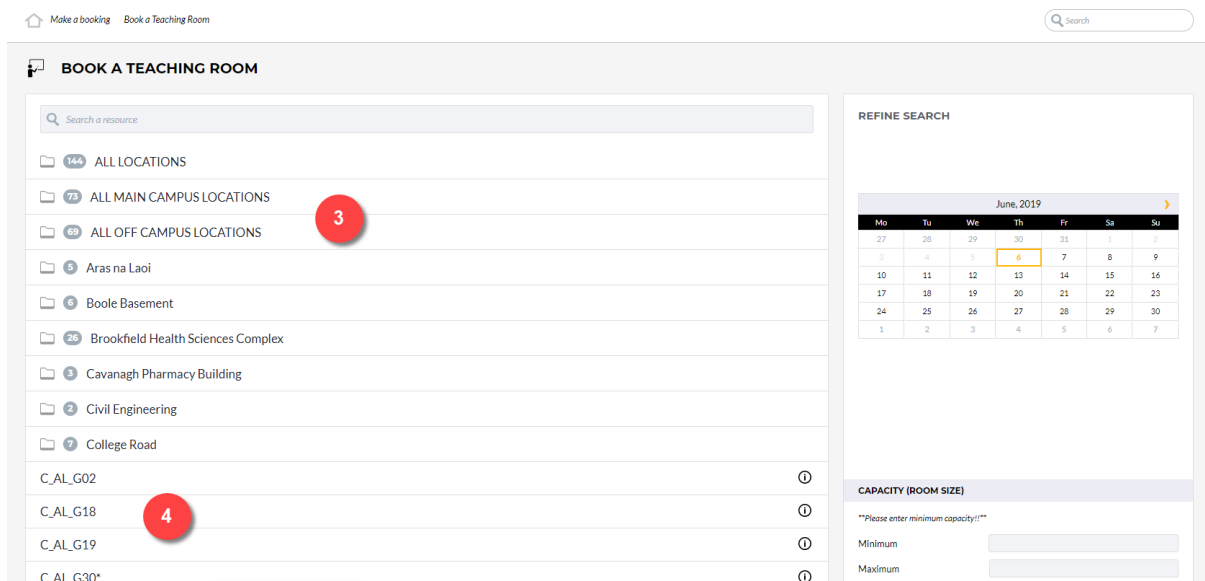
1. In the middle of the screen will be a choice of tiles for you to select the type of room you want to book.



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


 [Make a booking](#) [Book a Teaching Room](#)

 **BOOK A TEACHING ROOM**







-  **144** ALL LOCATIONS
-  **73** ALL MAIN CAMPUS LOCATIONS
-  **69** ALL OFF CAMPUS LOCATIONS
-  **5** Aras na Laoi **1**
-  **6** Boole Basement
-  **26** Brookfield Health Sciences Complex
-  **3** Cavanagh Pharmacy Building

2. Select a room from the list

 [Make a booking](#) [Book a Teaching Room](#) [Aras na Laoi](#)

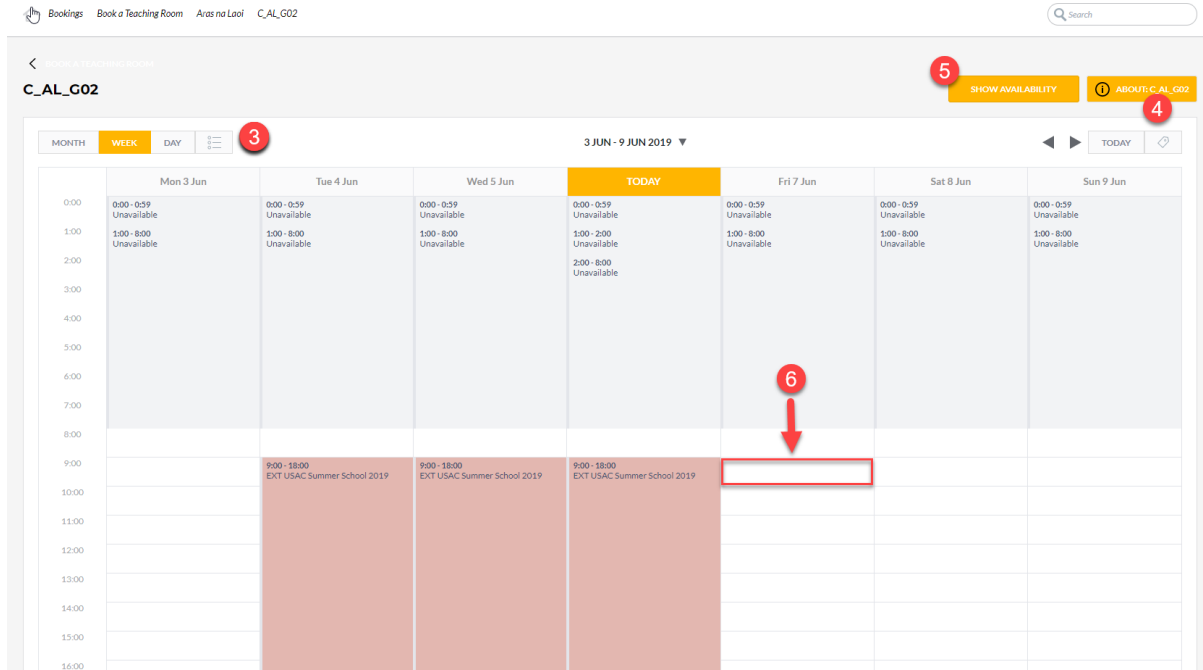
 **BOOK A TEACHING ROOM**

ARAS NA LAOI

 C_AL_G02 2	
C_AL_G18	
C_AL_G19	
C_AL_G30*	
C_AL_G32	

NO MORE RESULTS

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

REFINE SEARCH

SINGLE

RECURRING

AVAILABLE NOW

August, 2019

Mo	Tu	We	Th	Fr	Sa	Su
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	30	31	1
2	3	4	5	6	7	8

Set a specific time

From: -- : --

To: -- : --

Duration Select ▾

CAPACITY (ROOM SIZE)

Please enter minimum capacity!

Minimum

Maximum

TYPE OF SEATING

Chairs and Tables

Fixed Seating

Tiered Seating

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

College Road

- C_AL_G02 ⓘ
- C_AL_G18 ⓘ
- C_AL_G19 ⓘ
- C_AL_G30* ⓘ
- C_AL_G32 ⓘ
- C_BB_224 ⓘ
- C_BHSC_101* ⓘ
- C_BHSC_104* ⓘ
- C_BHSC_105* ⓘ
- C_BHSC_121* ⓘ

SHOW MORE RESULTS

CAPACITY (ROOM SIZE)

Please enter minimum capacity!

Minimum

Maximum

TYPE OF SEATING

Chairs and Tables

Fixed Seating

Tiered Seating

Tablet Chairs

WHEELCHAIR ACCESSIBLE TYPES

Audience

Podium

FACILITIES

Please select what type of facilities you require

Data Projector

Blackout Facilities

DVD Facility

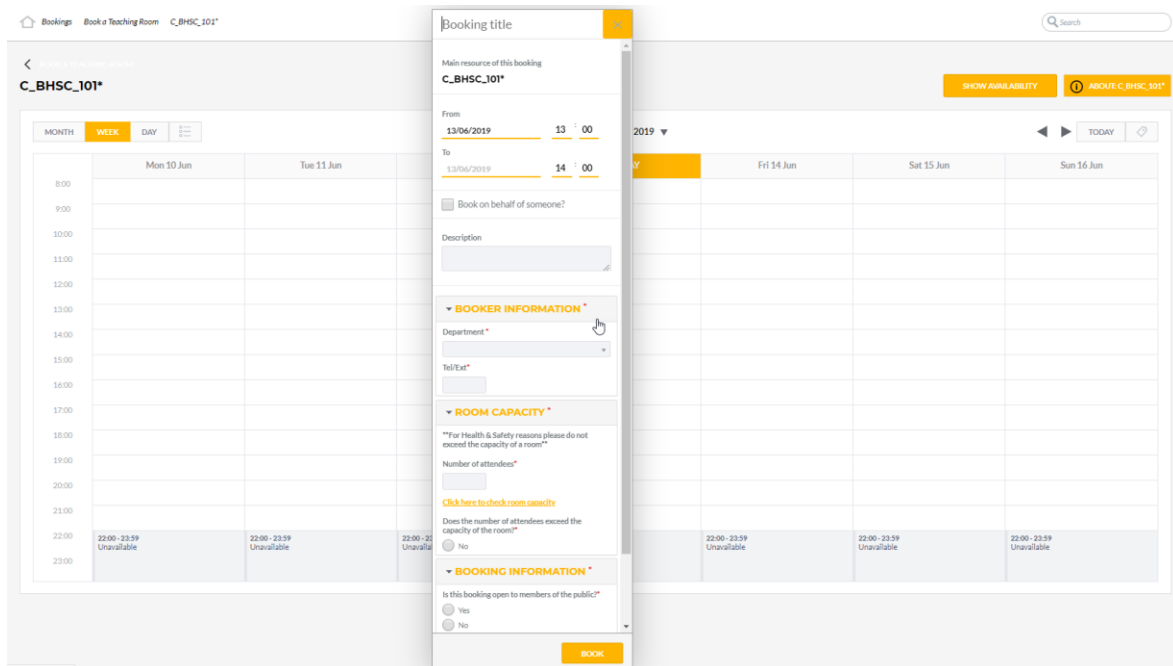
Document Camera

BluRay Player

Internet Access

Lecture Capture Facility

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.

The image shows a web-based booking form with the following sections and elements:

- Booking title:** A text input field with a red circle '1' next to it.
- Main resource of this booking:** A dropdown menu showing 'C_AL_G18'.
- Booking type:** Two buttons: 'SINGLE' (highlighted with a red box and a red circle '2') and 'RECURRING'.
- From:** A date and time field showing '07/08/2019 15:00' with a red circle '2'.
- To:** A date and time field showing '07/08/2019 16:00'.
- Book on behalf of someone?:** A checkbox with a red circle '3' next to it.
- Description:** A text area with a red circle '4' next to it.
- BOOKER INFORMATION:** A section with a dropdown for 'Department' (red circle '5') and a text field for 'Tel/Ext' (red circle '6').
- ROOM CAPACITY:** A section with a text field for 'Number of attendees' (red circle '7'), a link 'Click here to check room capacity', and radio buttons for 'Does the number of attendees exceed the capacity of the room?' (red circle '8').
- BOOKING INFORMATION:** A section with radio buttons for 'Is this booking open to members of the public?' (red circle '9') and radio buttons for 'Do you accept the room booking terms and conditions?' (red circle '10').
- BOOK button:** A yellow button at the bottom right, highlighted with a red box and a red arrow pointing to it.

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.

RESOURCE BOOKER MEETING

✓ This booking is accepted

Friday June 7th
09:00 - 10:00

Resources
Locations - C_AL_G02

Booked By:
Reference: 060619103910-RE

Booker Information
Department: BUILDINGS AND ESTATES OFFICE
Tel/Ext: [redacted]

Room Capacity
Number Of Attendees: 10
[Click here to check room capacity](#)

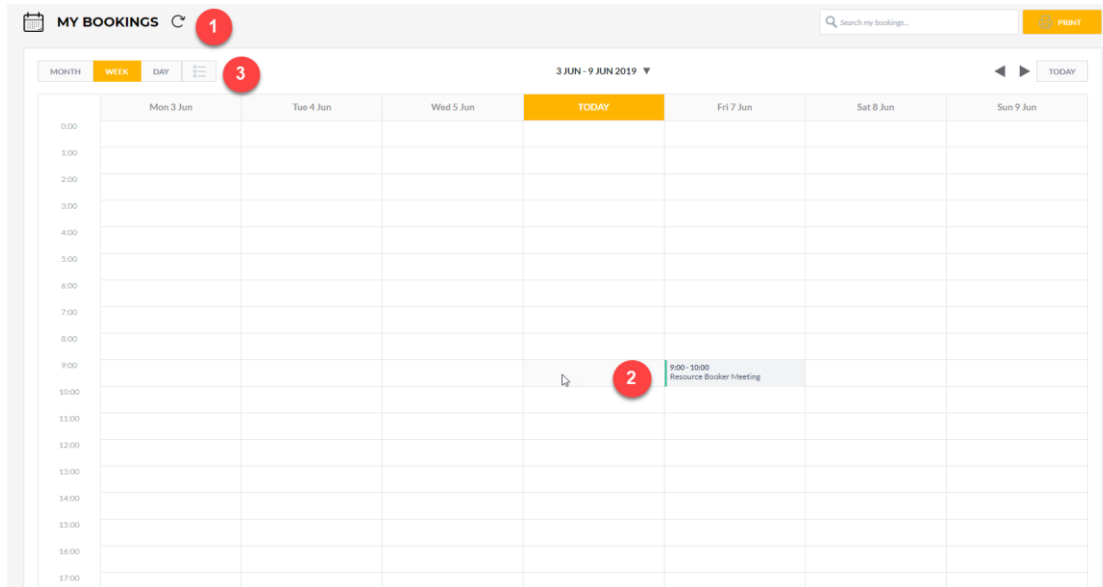
Does The Number Of Attendees Exceed The Capacity Of The Room? No

Booking Information
Is This Booking Open To Members Of The Public? No
[Click here for Terms and Conditions](#)
Do You Accept The Room Booking Terms And Conditions? Yes

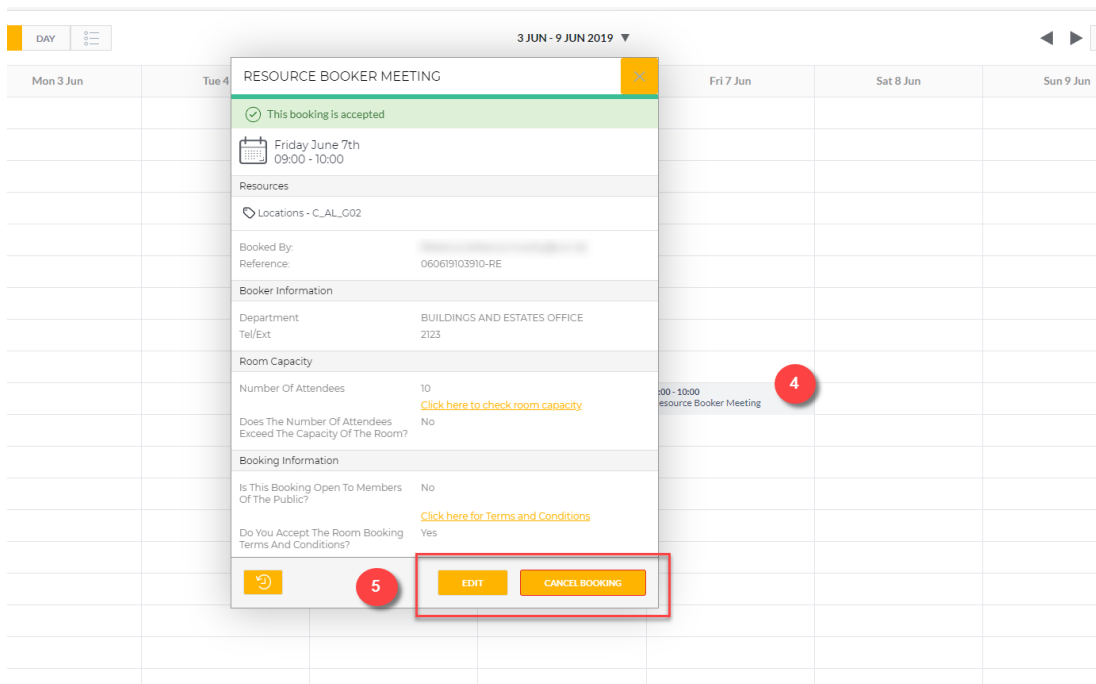
EDIT CANCEL BOOKING

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 repopulated

****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.

The screenshot shows a web interface for editing a booking. The background is a calendar view for June 2019, showing availability for room C.AL.G02. Overlaid on this is a 'Resource Booker Meeting' form. The form has a title bar with a close button and a red circle with the number '1' next to it. The form contains the following fields and sections:

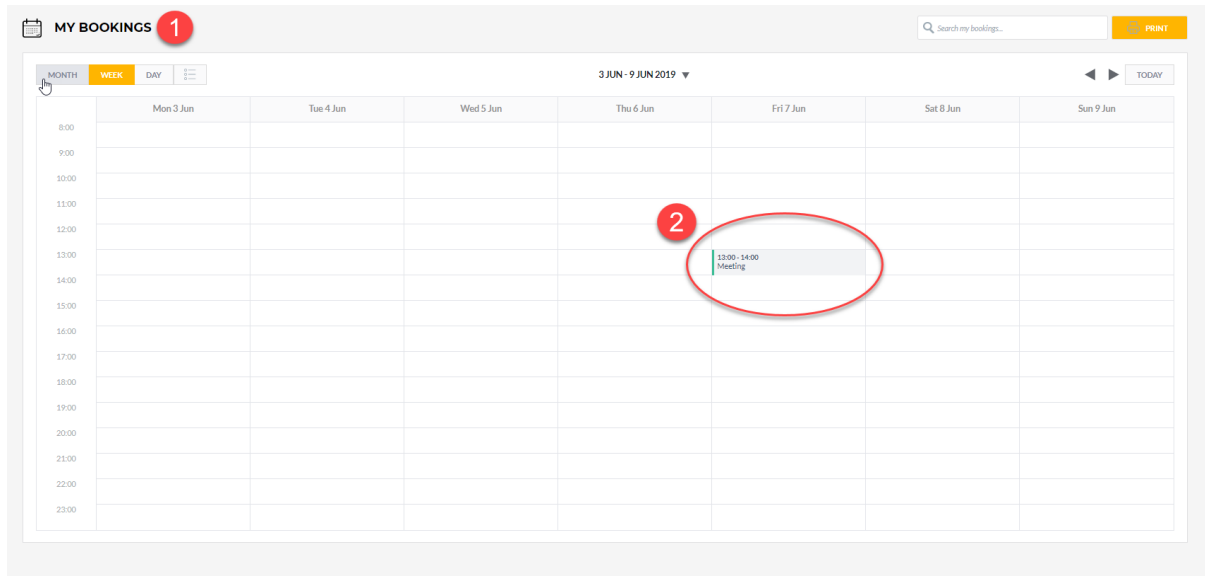
- References: 06069103910-RE
- Status: Accepted
- Main resource of this booking: C.AL.G02
- From: 07/06/2019 09:00
- To: 07/06/2019 10:00
- Description: (empty text area)
- BOOKER INFORMATION:
 - Department: BUILDINGS AND ESTATES OFFICE
 - Tel/Ext: (empty text area)
- ROOM CAPACITY:
 - Number of attendees: (empty text area)
- UPDATE button (highlighted with a red circle and the number '2')

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

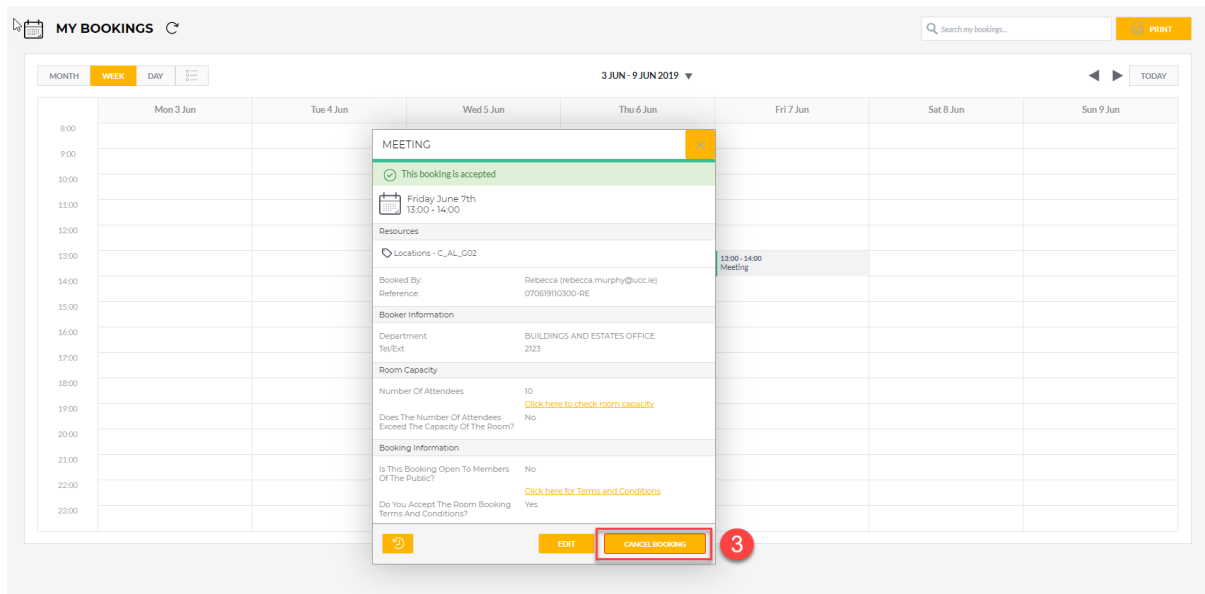
The screenshot displays a room booking interface. At the top, there are navigation tabs for 'MONTH', 'WEEK', 'DAY', and a date range '3 JUN - 9 JUN 2019'. A 'TODAY' button is also present. The main area is a calendar grid showing days from 'Mon 3 Jun' to 'Sun 9 Jun' and times from 0:00 to 16:00. A modal window titled 'RESOURCE BOOKER MEETING' is open, showing booking details for 'Friday June 7th' from 09:00 - 10:00. The modal includes sections for 'Resources' (Locations - C_AL_G02), 'Booked By', 'Revised By', 'Reference', 'Booker Information' (Department: BUILDINGS AND ESTATES OFFICE, Tel/Ext: 2123), 'Room Capacity' (Number Of Attendees: 10, Does The Number Of Attendees Exceed The Capacity Of The Room?: No), and 'Booking Information' (Is This Booking Open To Members Of The Public?: No, Do You Accept The Room Booking Terms And Conditions?: [Click here for Terms and Conditions](#)). At the bottom of the modal, there are three buttons: 'REVISION' (highlighted with a red box and a red circle with the number 3), 'EDIT', and 'CANCEL BOOKING'.

Cancel a Single Booking

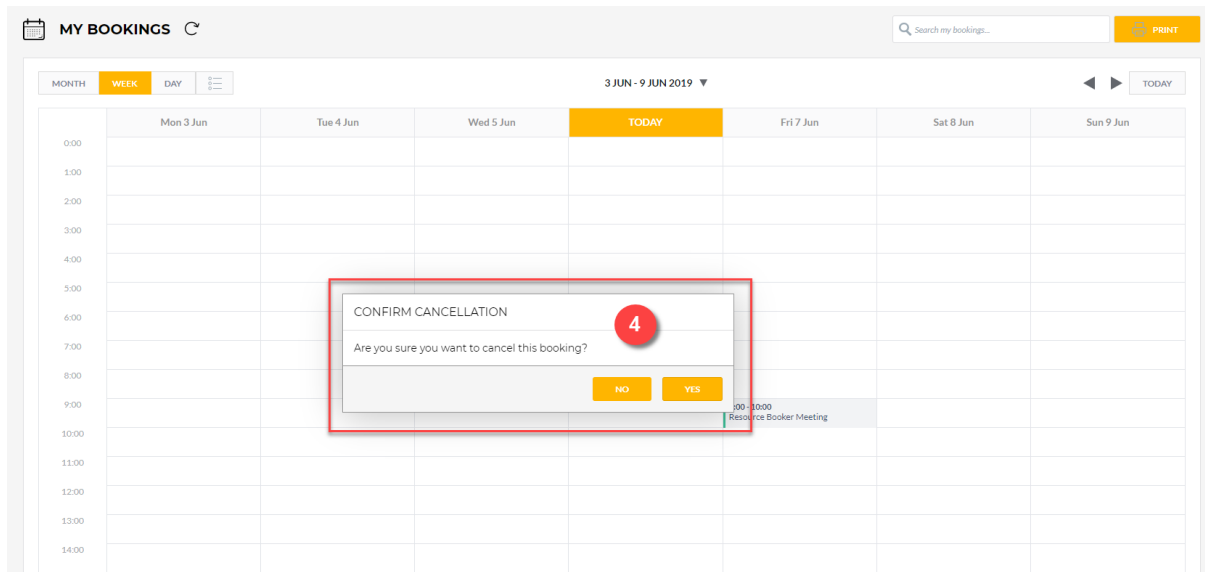
1. Your bookings will appear in the **My Bookings** screen in calendar view
2. Click on the booking you wish to cancel to view booking details



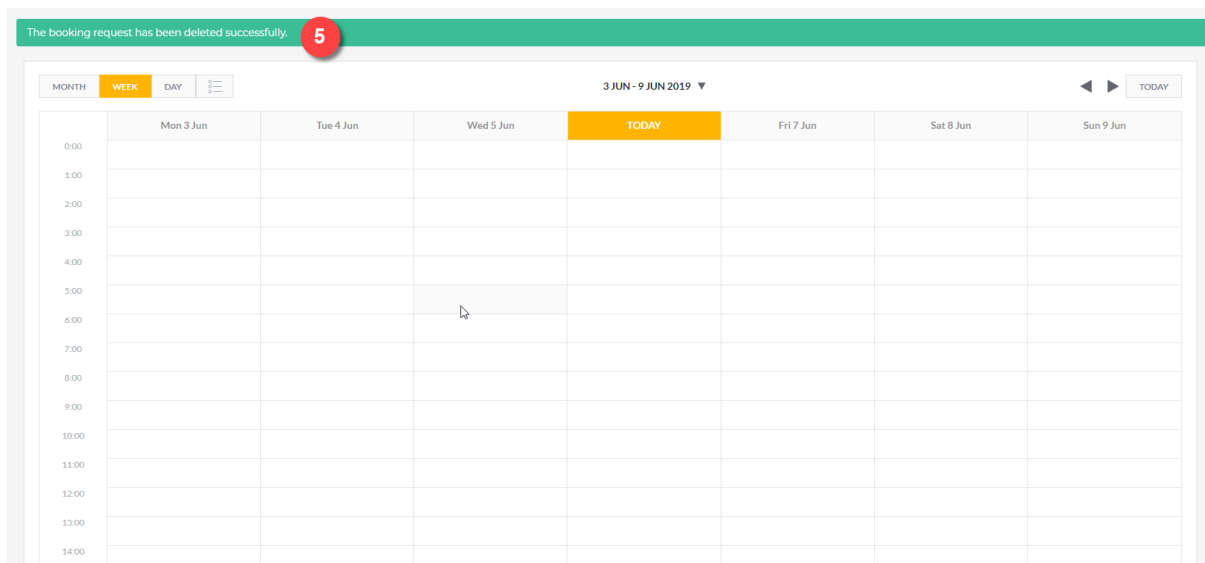
3. You can cancel booking using the button at the bottom of the booking details window



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

REFINE SEARCH

SINGLE RECURRING 1

① This booking type is restricted to limited weekly recurrence options

Start week commencing 2

Until week ending

Start time 3

End time

Every 4 1 week on

5 Mon Tue Wed Thu
Fri Sat Sun

Occurs every week on ___ effective ___ until ___ from ___ to ___

SEARCH RECURRING

CAPACITY (ROOM SIZE) 6

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)

The number of total occurrences requested (10) exceeds the maximum number allowed (6). Please adjust your recurring criteria.

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 performed 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

The screenshot shows a booking form interface. At the top is a text input field for 'Booking title' with a close button. Below it, the 'Main resource of this booking' is set to 'C_BHSC_101*'. There are two buttons: 'SINGLE' and 'RECURRING', with 'RECURRING' selected. A red callout '1' points to the resource name. Below the buttons is a red-bordered warning box: 'This booking type is restricted to limited weekly recurrence options'. The form fields include: 'Start week commencing' (02/09/2019), 'Until week ending' (06/10/2019), 'Start time' (17:00), 'End time' (18:00), and 'Every' (1 week on). A day selector shows 'Fri' selected, with a red callout '4' pointing to it. A red-bordered box below the selector states: 'Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00'. There is a checkbox 'Book on behalf of someone?' with a red callout '5' pointing to it. At the bottom is a 'Description' field with a red callout '6' pointing to it.

▼ BOOKER INFORMATION *

Department * **7**

Tel/Ext* **8**

▼ ROOM CAPACITY *

For Health & Safety reasons please do not exceed the capacity of a room

Number of attendees* **9**

[Click here to check room capacity](#)

Does the number of attendees exceed the capacity of the room?*

No **10**

▼ BOOKING INFORMATION *

Is this booking open to members of the public?*


Yes **11**

No

[Click here for Terms and Conditions](#)

Do you accept the room booking terms and conditions?*

Yes **12**

 **BOOK**

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.

Meeting ✕

Locations "C_AL_G02" is not available from 14 October 09:00 to 14 October 10:00.

Main resource of this booking

C_AL_G02

SINGLE RECURRING

MEETING
✕

✔ This booking is accepted

3

3

Friday September 6th

17:00 - 18:00 ↻

Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00

Occurrences (5)

06/09/2019	17:00-18:00
13/09/2019	17:00-18:00
20/09/2019	17:00-18:00 ... Show all

Resources

📍 Locations - C_BHSC_101*

Booked By: [REDACTED]

Reference: [REDACTED]

Booker Information

Department	BUILDINGS AND ESTATES OFFICE
Tel/Ext	[REDACTED]

Room Capacity

Number Of Attendees	10
	Click here to check room capacity
Does The Number Of Attendees Exceed The Capacity Of The Room?	No

Booking Information

Is This Booking Open To Members Of The Public?	No
	Click here for Terms and Conditions
Do You Accept The Room Booking Terms And Conditions?	Yes

↻
EDIT SERIES
CANCEL BOOKING

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

The screenshot shows a meeting booking form titled "MEETING" with a close button (X) in the top right corner. A green banner at the top states "This booking is accepted". The meeting details include "Friday September 6th" from "17:00 - 18:00" and a recurrence pattern "Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00". The "Occurrences (5)" section lists dates from 06/09/2019 to 20/09/2019. The "Resources" section shows "Locations - C_BHSC_101*". The "Booked By" field is "Rebecca (rebecca.murphy@ucc.ie)" with reference "080819111711-RE". The "Booker Information" section lists "Department: BUILDINGS AND ESTATES OFFICE" and "Tel/Ext: 2123". The "Room Capacity" section shows "Number Of Attendees: 10" and a link "Click here to check room capacity". The "Booking Information" section includes "Is This Booking Open To Members Of The Public? No" with a link "Click here for Terms and Conditions" and "Do You Accept The Room Booking Terms And Conditions? Yes". At the bottom, there are three buttons: a refresh button, an "EDIT SERIES" button (highlighted with a red box and a red arrow), and a "CANCEL BOOKING" button.

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.

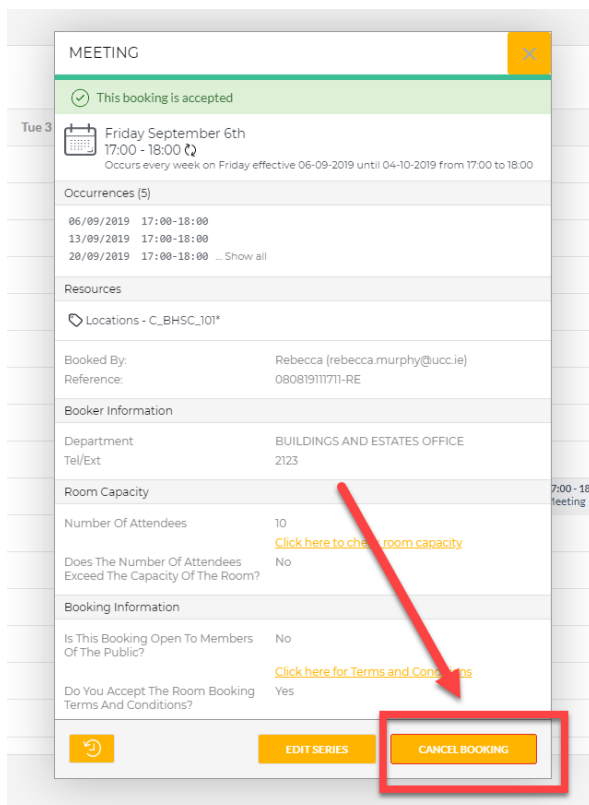
****If you are making changes to the number of attendees, please check the room capacity before doing so****

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.

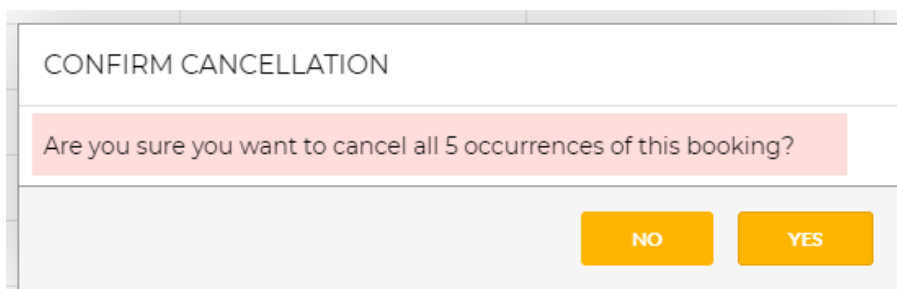
4. Within the revised booking details, you can select the **Revision** button to view the previous status of the booking.

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:

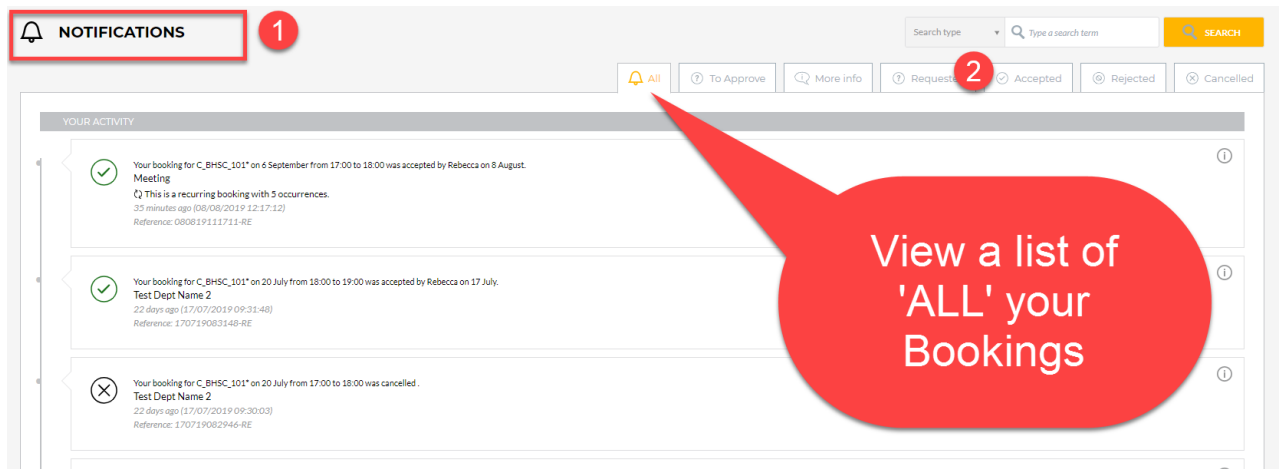


If you select **NO** you will return to the previous screen. If you select **YES** you are taken back to the **My Bookings** calendar, with the green banner at the top of the screen confirming the deletion.

The booking request has been deleted successfully.

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.