

A BASIC GUIDE TO USING THE WEB ROOM BOOKING SYSTEM

Step 1: Selecting the size and type of room



UCC

Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland

Web Room Booking

1 Location



Define the room using filters.

Minimum Size

Building / Area

Room Facilities
Hold down CTRL and click with mouse to select multiple items

- Blackboard
- Blackout Facility
- Blue Ray DVD Player
- Data Projector
- DVD Facility
- Overhead Projector

Select the size of the room required & desired building/area from the drop down menus.

Specify the room facilities required.

Step 2a: Selecting the date of your booking

2 Date



Choose a single date or book multiple days in multiple weeks.

[Select multiple days/weeks](#)

You've selected 'Thu 29 Jul 2010'

July 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	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

If you want to make a booking for the same day in multiple weeks or the same time on multiple days, click the link to select multiple days/weeks (see step 2b).

If you are making a booking for one date, select the month from the drop down menu and the date from the calendar

Step 2b: Selecting multiple days and weeks

2 Date



Choose a single date or book multiple days in multiple weeks.

[Select a single date](#)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Weeks starting
Use CTRL and click to select multiple weeks

- Mon 19 Jul 2010
- Mon 26 Jul 2010
- Mon 02 Aug 2010
- Mon 09 Aug 2010
- Mon 16 Aug 2010

Select the day or days of the week you want to book.

Select the week or weeks you want to book. For the purposes of room bookings the week begins on a Monday.

Step 3: Selecting the time and duration of your booking

3 Time



Select a preferred start time. You can adjust it later.

Preferred Start 9:00

Preferred End 12:00

Duration 3:00

Next >

Select the time you want your booking to start and end from the drop down menus.

Alternatively, select the number of hours you will want the room from the drop down menu. Note: you must still select a start time.

Step 4: Selecting the room

4 Select from the following options available on Tuesday (week(s): Mon 26 Jul 2010)



	Time		Booking Title		Size	Description
<input type="checkbox"/>	9:00-12:00		C_BHSC_230*		10	Brookfield Health Sciences Complex 230
<input type="checkbox"/>	9:00-12:00		C_BHSC_231*		10	Brookfield Health Sciences Complex 231
<input type="checkbox"/>	9:00-12:00		C_BHSC_232*		10	Brookfield Health Sciences Complex 232
<input type="checkbox"/>	9:00-12:00		C_BHSC_233*		10	Brookfield Health Sciences Complex 233
<input type="checkbox"/>	9:00-12:00		C_BHSC_234*		10	Brookfield Health Sciences Complex 234
<input type="checkbox"/>	9:00-12:00		C_BHSC_235*		10	Brookfield Health Sciences Complex 235
<input type="checkbox"/>	9:00-12:00		C_BV6_G02		10	6 Brighton Villas G02
<input type="checkbox"/>	9:00-12:00		C_NW_TOWER_2		10	Tower Room 2 (Upper Floor)
<input checked="" type="checkbox"/>	9:00-12:00		C_ORB_137*		11	O'Rahilly 137
<input type="checkbox"/>	9:00-12:00		C_LP_G02*		14	Lucan Place G02
<input type="checkbox"/>	9:00-12:00		C_PERR3_SR*		14	3 Perrott Avenue
<input type="checkbox"/>	9:00-12:00		C_BV6_G01		15	6 Brighton Villas G01
<input type="checkbox"/>	9:00-12:00		C_ORB_185*		15	O'Rahilly 185
<input type="checkbox"/>	9:00-12:00		C_BL4_G02		16	4 Bloomfield Terrace G02
<input type="checkbox"/>	9:00-12:00		C_BV6_11		16	6 Brighton Villas 1.1

[More options](#)

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Next >

Select the room you require by clicking in the adjacent box. Once a room is selected the "Next" button becomes active. Note: Only 1 room can be booked at a time.

You can view the Timetable of each room by clicking here.

Step 5: Your contact details

5 Confirm your booking details



Location	C_ORB_137*
Date	Tuesday (week(s): Mon 26 Jul 2010)
Start	9:00
End	12:00
Email	e.omahony@ucc.ie
Booking Size	10
First Name	Esther
Last Name	O'Mahony
Tel / Ext No	2123
Booking Title	Departmental Meeting
Department	BUILDINGS AND ESTATES OFFICE
Other Information	
Do you accept room booking terms and conditions?	Yes

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Confirm Booking

Enter a title for the booking. Please ensure Ext No. & Department are also filled in.

After reading the Terms of the Booking by following the link on the left, ensure "Yes" is selected from the drop down menu. You will not be able to confirm the request without "Yes" appearing in this option.

Step 6: Your Booking Confirmation

Booked

C_ORB_137* has been booked for you, from 9:00 to 12:00 on Tuesday (week(s): Mon 26 Jul 2010).

[Print page](#)

Location	Reference
C_ORB_137*	BKE8F14B

[Book Another](#)

This is your booking confirmation.

OTHER INFORMATION

You have the following bookings: Include cancelled bookings?

	Date	Start	End	Location	Reference	Booking Title	Size	Status	
	Tue 27 Jul 2010	9:00	12:00	C_ORB_137*	BKE8F14B	BE_Departmental Meeting	10	Confirmed	Cancel

[book a room](#) [my bookings](#) [sign out \(estheromahony\)](#)

At the end of each screen, you will see the 3 options above. If you click "my bookings", it lists all bookings made by you using Web Room Booking.

If you wish to cancel a booking, click "Cancel" next to the relevant booking. Note: You cannot amend a booking; if you wish to make a change, cancel the original booking and make a new booking.