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Getting Started

In order to use the University of Cambridge Room Booking System you will need to have an account created for you by a system administrator.

The Room Booking System is accessed using the following link:
https://booker-web.azurewebsites.net/Account/Login

You will then be prompted to enter your username & password on the following screen:

Upon successful login you will see one of the following home screens:

Room Manager:

Room Requester:
Searching for a Room

Basic Searching

The searching tool can be found in the top left hand corner of the home screen:

Typing into the ‘Search’ box will action a search & return all results that contain the text entered:
Select the result you require from the auto-populated list you wish to search upon.

Click the ‘Search’ button and the results will be returned along with a map detailing the location of room(s):
Advanced Searching

When searching for a room to book you may wish to detail more specific criteria, such as date & time or other requirements such as room capacity, accessibility or room equipment.

Searching by Date & Time

Using the search function found in the top left hand corner and click into the first white box under the ‘Date’ heading:

The calendar will then appear below from which the required date can be selected, you can also type manually in this box for the date required using format dd/mm/yyyy:
After selecting the required date click into the ‘Start Time’ drop down list and pick the starting time you require the room from:

Click into the ‘End Time’ drop down list and pick the ending time from the list:
Clicking the ‘Search’ button will now return all available room(s) based on the time criteria selected along with a map detailing the location of the room(s):

**Searching by Capacity**

Using the search function found in the top left hand corner of the home screen under the ‘Capacity’ heading you can enter a minimum capacity amount:
At this stage you can also enter a maximum capacity amount by clicking ‘Add Range’ and typing into the box:

Clicking the ‘Search’ button will return all room(s) that match these criteria along with a map detailing the location of the room(s):
Booking a Room

Once you have found the room which you wish to book click on the ‘Book’ button found in the bottom right of the room tile:

The week calendar will then appear showing availability of the room, a small red line will denote the current date & time:

Click on the required available time slot for this room and the room booking form will appear along with a map detailing the location of the room:
Complete the form detailing as much information as known and click ‘Make Booking’ button found on the bottom right hand side of the screen:

This booking request will then be sent to the room manager to approve & complete the room booking.
Managing Your Bookings

Finding Your Bookings

From the home screen click the ‘Bookings’ option from the top options:

This will then return results of all room bookings that have been made:
Filtering and Searching My Bookings

Within the ‘My Bookings’ screen on the left hand side of the screen there is the option to filter the results shown by status or to search for a booking:

The search box can be used to search on any of the information contained within the booking information.

The filtering option allows you to display booking based on their status which will be either:

- Pending – awaiting approval by a room manager
- Approved – booking confirmed
- Cancelled – booking has been cancelled by requester
- Rejected – booking rejected by room manager

You can also identify the status of a booking by its colour & symbol:

- Pending
- Approved
- Cancelled
- Rejected
Amending a Booking

Editing an existing booking

Find the booking which you wish to edit within the ‘My Bookings’ menu and click the pencil icon within the booking information tile:

The edit booking screen will then appear:

Within this screen make any changes to the booking you need to, remember to click the ‘Save Changes’ button in the bottom right hand side of the screen or changes will be lost.
Cancelling a Booking

Find the booking which you wish to cancel within the ‘My Bookings’ menu and click the dustbin icon within the booking information tile:

The cancel booking screen will then appear:

Select a reason for cancellation from the drop down list & enter a description if required, click ‘Confirm Cancellation’ button in the bottom right hand corner of the form:
Favourites
If there are particular rooms which you book regularly you can mark these as favourites so that you do not need to search for them each time you wish to make a booking.

Adding a Favourite
Find the room which you wish to make a favourite and click the ‘star’ icon within the room information tile, this will turn yellow when selected:

Now by clicking on the ‘Favourites’ option from the top options bar this room will now appear in your favourites to create bookings:

Removing a Favourite
Navigate to favourites screen using the ‘Favourite’ option from the top options bar and click the yellow star icon next to the room you wish to remove as a favourite:
Data Management

Found by clicking on the arrow next to your profile picture the Data Management screen is used to access menu options for adding users & rooms to the system:

Adding a User

Navigate to the ‘Users’ sub menu and press the blue ‘+ Add User’ button:

The ‘Create User’ form will appear to complete:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
<td>Preferred e-mail address of user, notifications will go to this address</td>
</tr>
<tr>
<td><strong>Role</strong></td>
<td>Select the appropriate level of system access</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Select either Staff or Student</td>
</tr>
<tr>
<td><strong>Forename</strong></td>
<td>First name of user</td>
</tr>
<tr>
<td><strong>Surname</strong></td>
<td>Second name of user</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Select the Department where user is based</td>
</tr>
</tbody>
</table>

Once all fields are completed click the purple ‘Create User’ button to complete the user creation:

**Create User**

**Adding a Room**

Navigate to the Rooms sub menu and press the blue ‘+ Add Room’ button:

![Image of Rooms sub menu with 'Add Room' button highlighted]

The ‘Create Room’ form will appear to complete:

![Image of 'Create Room' form]

<table>
<thead>
<tr>
<th>ID</th>
<th>Unique ID for this room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The chosen name of this room</td>
</tr>
<tr>
<td>Capacity</td>
<td>The maximum capacity of this room</td>
</tr>
<tr>
<td>Building</td>
<td>Within which building the room is located</td>
</tr>
<tr>
<td>Type</td>
<td>Select from the list the type of room</td>
</tr>
<tr>
<td>Department</td>
<td>The Department which this room belongs to</td>
</tr>
<tr>
<td>Room Managers</td>
<td>Add any appropriate users with Room Manager access</td>
</tr>
<tr>
<td>Floor</td>
<td>The floor of the building this room is on</td>
</tr>
<tr>
<td>Latitude</td>
<td>Latitude co-ordinates of room location</td>
</tr>
<tr>
<td>Longitude</td>
<td>Longitude co-ordinates of room location</td>
</tr>
<tr>
<td>Inactive</td>
<td>Tick to mark this room as unable to take bookings</td>
</tr>
<tr>
<td>Local</td>
<td>Tick to mark room as use by local Departments only</td>
</tr>
</tbody>
</table>

Once the fields have been completed a picture of the room can be added using the purple ‘Browse’ button:

![Image of Browse button](image)

Locate the image you wish to use and click ‘Open’.

Once finished entering date press the purple ‘Create Room’ button at the bottom of the form:

![Create Room button](image)

**Amending a Room**

Navigate to the Rooms sub menu & using the scroll bars or search window locate the room you wish to make an amendment to:

![Room search](image)

Once you have found the room you wish to amend click the pencil icon found on the right hand side of the line:
The Edit Room form will then appear:

![Edit Room Form](image)

Make the changes you need to make and once finished click the purple ‘Update Room’ button to save the changes:
Amending Room Attributes

Navigate to the Rooms sub menu & using the scroll bars or search window locate the room you wish to make an amendment to:

Once you have found the room you wish to amend click the clipboard icon found on the right hand side of the line:

The Edit Room Attributes screen will appear & using the pencil icon the various attributes can be added or removed as require:

Click the Update button once finished to save changes to the room.
## Versions

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Author</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Rob Smith</td>
<td>Original document</td>
</tr>
<tr>
<td>02</td>
<td>Rob Smith</td>
<td>Updated for new menus</td>
</tr>
<tr>
<td>03</td>
<td>Rob Smith</td>
<td>Update for new login screen</td>
</tr>
<tr>
<td>04</td>
<td>Rob Smith</td>
<td>Update for room attributes</td>
</tr>
</tbody>
</table>