

Web Room Booking (WRB)


The **Web Room Booking system (WRB)** is a quick and easy way to book, manage and cancel bookings online.

Please note: some of the dates refer to 2012 – this is just the training notes, the system is updated to 2015.

Web address

<http://bulgaria/WRB1516/>

Web Room Booking



Sign in

Please enter your signing in details

Username


Password

Login using your normal AD login.

Main Screen

Web Room Booking

1 Location



Define the room using filters.

[View filtered rooms](#)

Expected Size of Booking

Department of Event Location

Zone

Room Type

Atrium

AUDIO VISUAL


DRAMA STUDIO

Meeting Room

MUSIC PRACTICE ROOM

PC LAB

2 Date



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


[Select multiple days/weeks](#)

Select from the calendar

October 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	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

3 Time



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

Preferred Start

Preferred End

Duration

Location

This is the location where you require the room booking to be, this can either be a general area based on criteria or a specific room:

1 Location

Define the room using filters.

[View filtered rooms](#)

Expected Size of Booking: 10

Department of Event Location: -----

Zone: QUEENSGATE

Room Type:

- Atrium
- AUDIO VISUAL
- DRAMA STUDIO
- Meeting Room
- MUSIC PRACTICE ROOM
- PC LAB

In this example,

- **Size:** 10
- **Department:** not selected
- **Zone:** Queensgate
- **Room Type:** Meeting Room

View Filtered rooms

View filtered rooms: this will show you **specific** rooms you can pick:

1 Location

Define the room using filters.

[Hide filtered rooms](#)

Expected Size of Booking: 10

Department of Event Location: -----

Zone: QUEENSGATE

Room Type:


- Atrium
- AUDIO VISUAL
- DRAMA STUDIO
- Meeting Room
- MUSIC PRACTICE ROOM
- PC LAB

Name	Description	Size	Department of Event Location	Zone
BS3/26	MEETING - ACADEMIC	10	Business School	BS3 - THE BUSINESS SCHOOL FLOOR 3
CWG/03A	MEETING - ACADEMIC	10	Computing & Engineering	CWG - CANALSIDE WEST GROUD FLOOR
CWG/21	MEETING - ACADEMIC	10	Computing & Engineering	CWG - CANALSIDE WEST GROUD FLOOR
EBG/12	MEETING - SERVICE	10	Estates	EBG - ESTATES BUILDING GROUND
QSG/04	MEETING - ACADEMIC	10	Art Design and Architecture	QSG - QUEENS STREET STUDIOS GROUND FLOOR
R3/09	MEETING - ACADEMIC	12	Human & Health Sciences	R3 - RAMSDEN BUILDING FLOOR 3

Selecting your days

Using a simple calendar you can pick the day/s you want to book, Wed 3rd October 2012 selected:

2 Date



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

Select multiple days/weeks


October 2012

You've selected '03-Oct-2012'

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	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

Picking multiple rooms:

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

- 01 October 2012
- 08 October 2012
- 15 October 2012
- 22 October 2012
- 29 October 2012
- 05 November 2012
- 12 November 2012


Here you select the Week and the days, w/c 8th October 2012, Tuesday and Wednesday have been selected.

You can return to a single day by clicking back on "Select a single day" and returning to the previous screen.

Time

Select the duration of the event, use the drop downs:

3 Time



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

Preferred Start

Preferred End

Duration

Next >

Moving on

When you have chosen a:

- Location or location type;
- Day/s;
- Time (Duration).

then select **Next** to move to the next stage >

Message for invalid choice

If you have made an invalid room selection then this message will be displayed:

4 Select from the following options available on 02-Oct-2012

choose
○ ○ ○

No Options Found

The single location that matched your requirements was not available. Try relaxing your location or date criteria.

Or check for other times

Click on “other times” – to display what is available:

4 Select from the following options available on 02-Oct-2012

choose
○ ○ ○

	Time		Name		Size	Description
<input type="checkbox"/>	8:15-9:45	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	8:45-10:15	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	16:15-17:45	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	16:45-18:15	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	17:15-18:45	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	17:45-19:15	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	18:15-19:45	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	18:45-20:15	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	19:15-20:45	🕒	WG/28	🏠	24	CLASSROOM
<input type="checkbox"/>	19:45-21:15	🕒	WG/28	🏠	24	CLASSROOM

[Earlier Start](#)
[Later Start](#)
[Earlier Day](#)
[Later Day](#)
[Show More Options](#)

Or return to the previous screen to restart the booking.

Valid Room Selection

4 Select from the following options available on 03-Oct-2012

	Time		Name	Size	Description	UserText5
<input checked="" type="checkbox"/>	9:15-11:15		BS3/26	10	MEETING - ACADEMIC	
<input type="checkbox"/>	9:15-11:15		CWG/03A	10	MEETING - ACADEMIC	
<input checked="" type="checkbox"/>	9:15-11:15		CWG/21	10	MEETING - ACADEMIC	
<input type="checkbox"/>	9:15-11:15		QSG/04	10	MEETING - ACADEMIC	
<input type="checkbox"/>	9:15-11:15		CW5/18	20	MEETING - ACADEMIC	

[Earlier Start](#)
[Later Start](#)
[Earlier Day](#)
[Later Day](#)
[Show More Options](#)

Room selection – normally you would select one room – but in the example, I have shown how you can select more than one room at a time.

Flexibility

The meeting can be moved around after the initial criteria are entered. You can look at other options that are available:

- **Earlier start** – looks at early time in the day to have the event;
- **Later start** – looks at later starts for the event;
- **Earlier days** – moved the whole event back a day;
- **Later days** – moves the whole event forward a day;
- **Show more option** – gives the user a larger list of available events times.

Further Details

5 Confirm your booking details

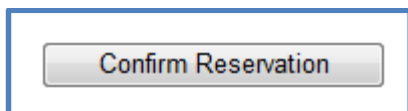
Location	BS3/26 CWG/21
Date	03-Oct-2012
Start	9:15
End	11:15
First Name	Huw
Last Name	Thomas
Email	h.thomas@hud.ac.uk
Telephone	3091
Department of Event Location	Planning and Information Services
Second choice	Please select an alternative
Third choice	Please select an alternative
Booking Size	10
Booking Description	Test meeting for HUw Thomas
Internal Attendees Only?	Yes
Name of primary attendee if different	John Smith
Email of primary attendee if different	j.smith@hud.ac.uk
Contact number of primary attendee if different	01484471234
VIP Attending?	No
Disability Access Required?	No

**Please note that the VIP option is mandatory

All the details will be picked up from the criteria added previously, but from **Booking Description to Disability Access Required** – you will need to include information so the School or Service who own the room, where the booking is taking place in can ensure it is set up in the correct way.

This is particularly the case with Estates bookings and this level of information has always been gathered.

Make the booking by clicking on:



Making a successful request

When a successful request is made this form is displayed with your reference number.



Checking and managing bookings

Clicking on “my bookings” brings up this screen:

Date	Start	End	Location	Reference	Size	Status	Cancel
03-Oct-2012	9:15	11:15	BS3/26, CWG/21	BK069706	10	Provisional	Cancel
03-Oct-2012	9:15	11:15	CWG/21, BS3/26	BK069703	10	Provisional	Cancel

Bookings in the past cannot be cancelled

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

Here you can see your active bookings and view the status, note both of these are provisional bookings and have not been made firm on the system. The bookings can be **cancelled** here if needed – click on the “cancel” button.

Stage 1: Provisional

When you have made a request – you will be sent an email receipt containing some details, such as your booking numbers and times. Note this is a **provisional** booking:

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

You have been provisionally allocated: Room: CWG/21, BS3/26 Date(s): Wednesday, 03/10/2012 Time: 9:15-11:15

Please contact Estates-roombooking@hud.ac.uk, quoting Booking Ref **BK069703** if you have any queries.

This email does not guarantee your requested room and you may be allocated a different room, or your request may be refused. A following confirmation email will notify you when the location has been reserved for you.

Stage 2: Confirmation

When the school/estates have confirmed the booking and put it on the timetable you will receive a second email:

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

You have been allocated: Room: CWG/21, BS3/26 Date(s): Wednesday, 03/10/2012 Time: 9:15-11:15

***Note: The location you have been allocated may differ from the one you requested**

Please contact Estates-roombooking@hud.ac.uk, quoting **Booking Ref BK069703** if you have any queries.

Cancelation of booking message

If you **cancel** a booking, you will get this automated message:

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

This scheduled booking request has been cancelled: Room: CWG/21, BS3/26 Date(s): Wednesday, 03/10/2012 Time: 9:15-11:15

Please contact Estates-roombooking@hud.ac.uk quoting **Booking Ref BK069703** if you have any queries.

And the status will change on “my bookings”:

You have the following bookings:								<input checked="" type="checkbox"/> Include cancelled bookings?
Date	Start	End	Location	Reference	Size	Status		
03-Oct-2012	9:15	11:15	BS3/26, CWG/21	BK069706	10	Provisional	<input type="button" value="Cancel"/>	
03-Oct-2012	9:15	11:15	BS3/26, CWG/21	BK069703	10	Cancelled	<input type="button" value="Cancel"/>	

Next stage and finishing off

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

- book a room – continue making bookings
- my bookings – review the bookings you have made and the status
- sign out – you have finished and you want to leave the system

Additional Information to be displayed on the **Stage 1** and **Stage 2** emails:

Location	BS3/26
Date	27-Oct-2012
Start	9:15
End	10:45
First Name	Huw
Last Name	Thomas
Email	h.thomas@hud.ac.uk
Telephone	3091
Department of Event Location	Planning and Information Services
Second choice	Please select an alternative
Third choice	Please select an alternative
Booking Size	10
Booking Description	A general meeting about timetabling (HGT test)
Internal Attendees Only?	Yes
Name of primary attendee if different	Huw Thomas
Email of primary attendee if different	h.thomas@hud.ac.uk
Contact number of primary attendee if different	3091
VIP Attending?	No
Disability Access Required?	No