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/

Login using your normal AD login.

Main Screen

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:

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:

Selecting your days

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

Picking multiple rooms:

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:

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:

Click on "other times" – to display what is available:

Or return to the previous screen to restart the booking.

Valid Room Selection

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

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:
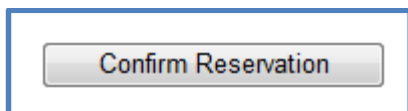
Making a successful request

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:

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":

Next stage and finishing off

- 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: