



Resource Booker User Guide

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Updated Tuesday, 17 July 2018 by Martin Andersson

Log in

To access Resource Booker, please go to <http://resourcebooker.unimelb.edu.au>

Click on “Log-in” and log in with your University student username and password.

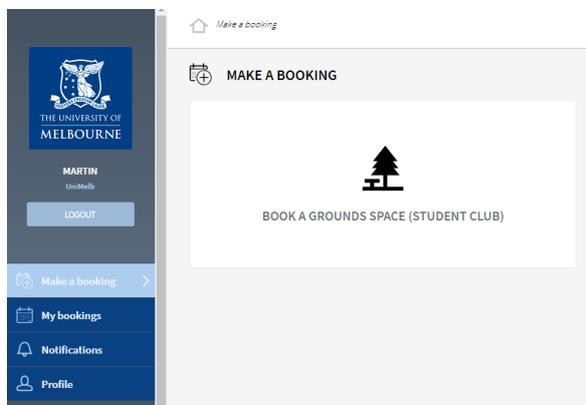
Interface

Once you have logged in you will land on the “Make a Booking” page.

Make a Booking page

On the “Make a Booking” page you will see booking templates that you have access to book. For the purpose of this trial, only shared grounds spaces and some of UMSU’s resources will be available.

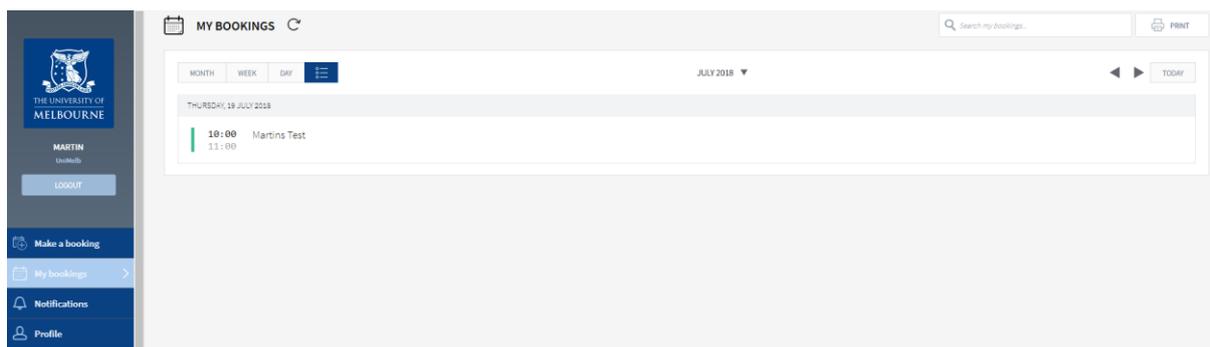
Figure 1.



My Bookings page

In the “My Bookings” page you will find a record of all your bookings. You can view them in a calendar view (month, week, day) or as a list, listing all bookings in a specific month.

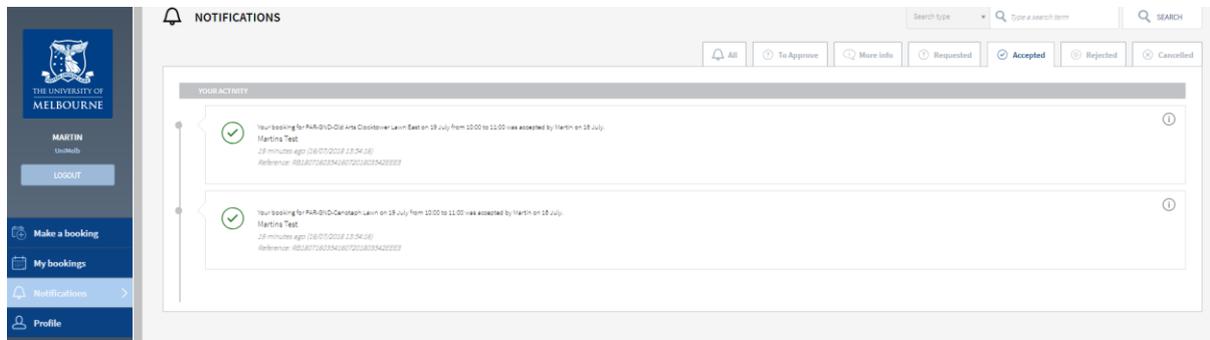
Figure 2.



Notifications Page

On the “Notifications page” you can see all notifications about your bookings. The type of notification will tell you the status of the booking.

Figure 3.



All

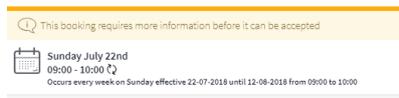
That is all your notifications.

To Approve

If you have the relevant permission, requests that you need to approve as a resource owner.

More Info

Notifications letting you know that more information about a booking has been requested.



Accepted

Notifications of confirmed bookings.



Requested

Booking request notifications that still need to be confirmed by the Resource Owner.



Rejected

Booking request notifications that have been rejected.



Cancelled

Notifications of bookings that have been cancelled by you or the Resource owner.



Profile Page

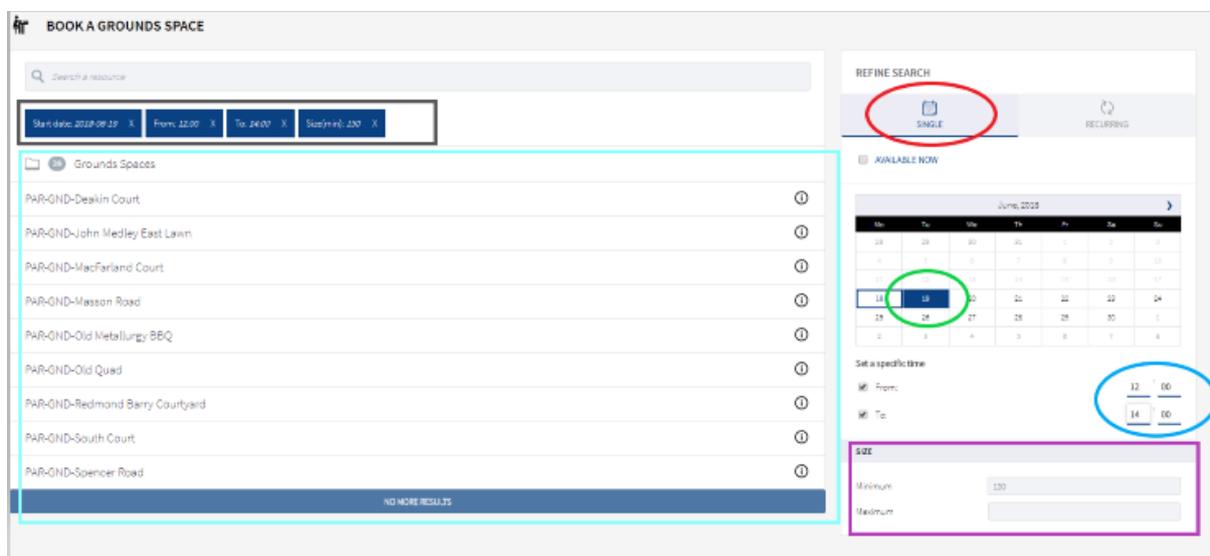
Here you can set the language of the application.

Make a booking for a single date

To make a booking for a single date, follow the steps below and refer to Figure 4 for extra information.

1. Click on the Booking template you want to make a booking for
2. Click on **Single** in the *Refine Search* section
3. Select the **date** in the calendar
4. Select the **start time and end time** of your booking
5. Select the minimum **size** you require the space to be. Consider if you are booking multiple spaces that you can leave this blank and select the location from the **location list**
6. The **filters** you have applied will show above the **list of the available locations**. The list will change when you change the date, times or the size.

Figure 4.

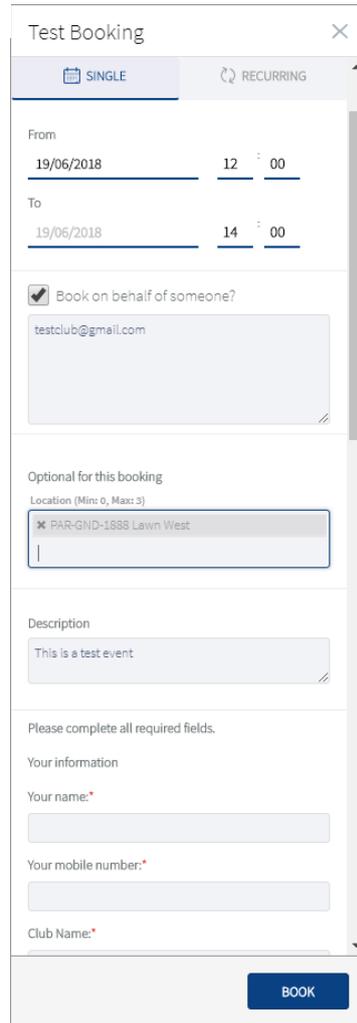


The screenshot shows the 'BOOK A GROUNDS SPACE' interface. At the top, there is a search bar and a filter bar with 'Start date: 2018-09-19', 'From: 12:00', 'To: 14:00', and 'Start min: 200'. Below this is a list of 'Grounds Spaces' including PAR-GND-Deskin Court, PAR-GND-John Medley East Lawn, PAR-GND-MacFarland Court, PAR-GND-Masson Road, PAR-GND-Old Metallurgy BBQ, PAR-GND-Old Quad, PAR-GND-Redmond Barry Courtyard, PAR-GND-South Court, and PAR-GND-Spencer Road. A 'NO MORE RESULTS' message is at the bottom of the list. On the right, the 'REFINE SEARCH' section has a 'SINGLE' button circled in red. Below it is a calendar for June 2018 with the 18th and 19th circled in green. Under the calendar, 'Set a specific time' has 'From: 12:00' and 'To: 14:00' circled in blue. At the bottom right, the 'SIZE' section has 'Minimum: 100' and 'Maximum' fields circled in purple.

7. Click on the location you would like to book

8. Complete the booking form (Figure 5):

Figure 5.



- a. *Event Name:* the name of your event, which will be part of the booking name
- b. *Book on behalf of someone:* please tick to copy anyone into the correspondence about this booking (confirmation emails, cancellations etc.)
- c. *Optional for this booking:* will list other resources you can book as part of the booking and how many
- d. *Description:* Not required, but can be used to add additional information about your event.
- e. *Specific form for grounds bookings:* This form relates to information about your event/booking that we need to

know to confirm the booking and all required fields will need to be completed.

- f. Once you have completed all the required fields and attached any paperwork that is required, click on “BOOK” and the booking will be placed.
- g. You will then see a message on the screen alerting you to the status of your booking and you can see the booking in the timetable (Figure 6).

Figure 6. Booking confirmation

TEST BOOKING

✕

✓ This booking is accepted

Tuesday June 19th
12:00 - 14:00

Resources

- Location - PAR-GND-1888 Lawn South
- Location - PAR-GND-1888 Lawn West

Description	This is a test event
Booked By:	Karl (martin.andersson@unimelb.edu.au)
Reference:	RB18061803351806201803351CE0D
Your Name:	Test Person
Your Mobile Number:	00000000
Club Name:	Test Club
Your Club Affiliation:	UMSU
Your Affiliated Department:	Union House theatre
Event Manager's Name:	Testing Person
Event Manager's Mobile Number:	0000000000
Number Of Event Staff:	1
Event URL/Website	
Event Type	Information Stall
Specify Type Of Event (If Other Above):	
Number Of People Attending:	1
Number Of Internal Club Members Attending	0
University Staff/Students That Are Not Club Members Attending:	0
Number Of People External To The University Attending:	0
Facilities Provided (Please Select All That Apply):	Nothing
Attach Your Alcohol Approval Forms	

↶

EDIT

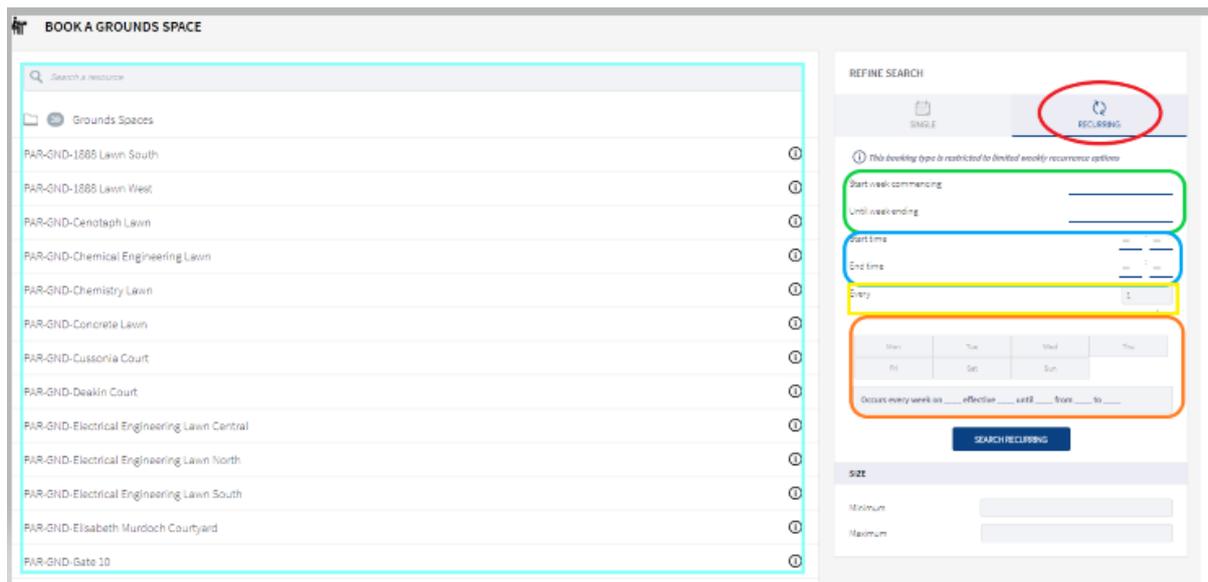
CANCEL

Make a recurring booking

To make a recurring booking, follow the steps below.

1. Click on the booking template you want to make a booking for
2. Click on **Recurring** in the *Refine Search* section
3. Select the **start week commencing** and the **until week ending** in the drop-down calendar
4. Select the **start time and end time** of your booking
5. Select the weeks, e.g. **Every 2 weeks** would mean the booking takes place every fortnight
6. Select what **days of the week** you want the booking, in the time period you selected
7. Select the minimum **size** you require the space to be. Consider if you are booking multiple spaces that you can leave this blank and select the location from the **location list**
8. Click “SEARCH RECURRING”
9. The filters you have applied will show above the **list of the available locations**. The list will change when you change the date period, times or the size.

Figure 7.

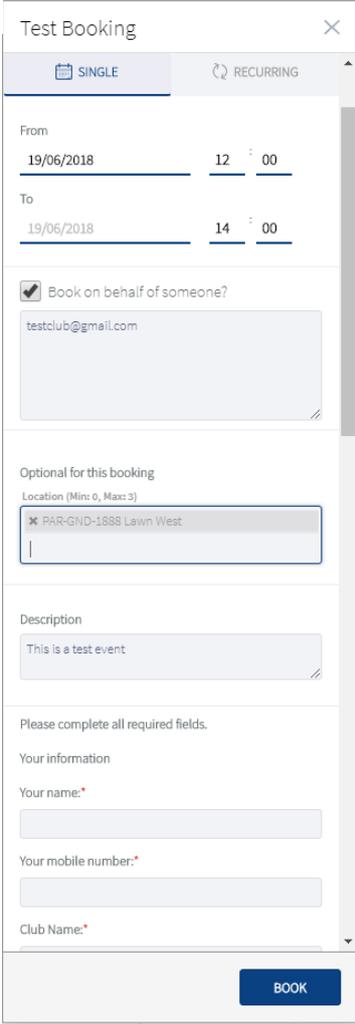


The screenshot shows the 'BOOK A GROUNDS SPACE' interface. On the left is a list of grounds spaces, and on the right is a 'REFINE SEARCH' panel. The 'REFINE SEARCH' panel has a 'SINGLE' button and a 'RECURRING' button (circled in red). Below these are several input fields: 'Start week commencing' and 'Until week ending' (circled in green), 'Start time' and 'End time' (circled in blue), and 'Every' (circled in yellow). There is also a table for selecting days of the week (circled in orange) and a 'SEARCH RECURRING' button. At the bottom, there are 'SIZE' filters for 'Minimum' and 'Maximum'.

10. Click on the location you would like to book

11. Complete the booking form (Figure 8):

Figure 8.



a. *Event Name:* the name of your event, which will be part of the booking name

b. *Book on behalf of someone:* please tick to copy anyone into the correspondence about this booking (confirmation emails, cancellations etc.)

c. *Optional for this booking:* will list other resources you can book as part of the booking and how many

d. *Description:* Not required, but can be used to add additional information about your event.

e. *Specific form for grounds bookings:* This form relates to information about your event/booking that we need to

know to confirm the booking and all required fields will need to be completed.

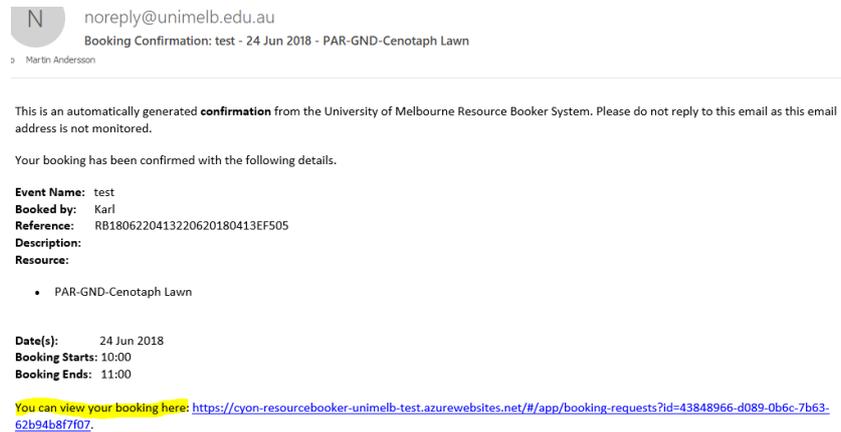
- f. Once you have completed all the required fields and attached any paperwork that is required, click on “BOOK” and the booking will be placed.
- g. You will then see a message on the screen alerting you to the status of your booking and you can see the booking in the timetable (Figure 6).

Edit / Cancel a Booking

You can edit or cancel a booking in the Resource Booker interface. To edit or cancel a booking:

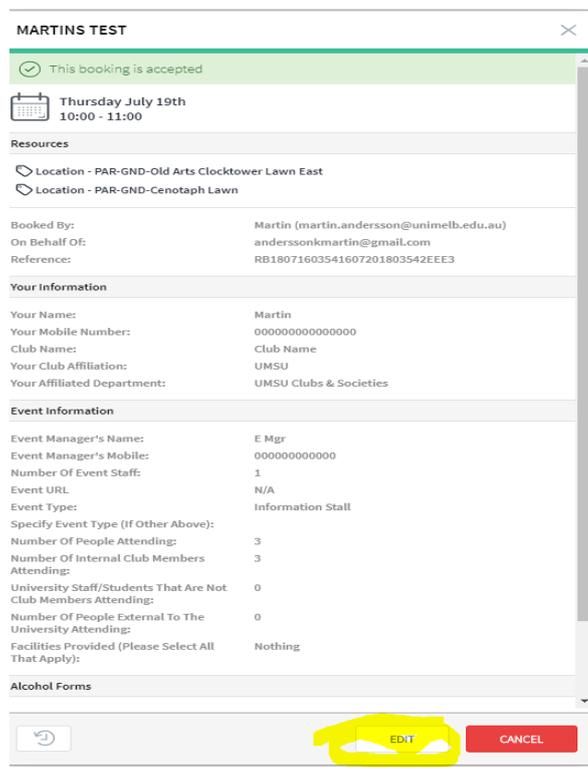
1. Go to the booking confirmation slip in Resource Booker, either by:
 - a. Clicking on the link in your email notification, or

Figure 9.



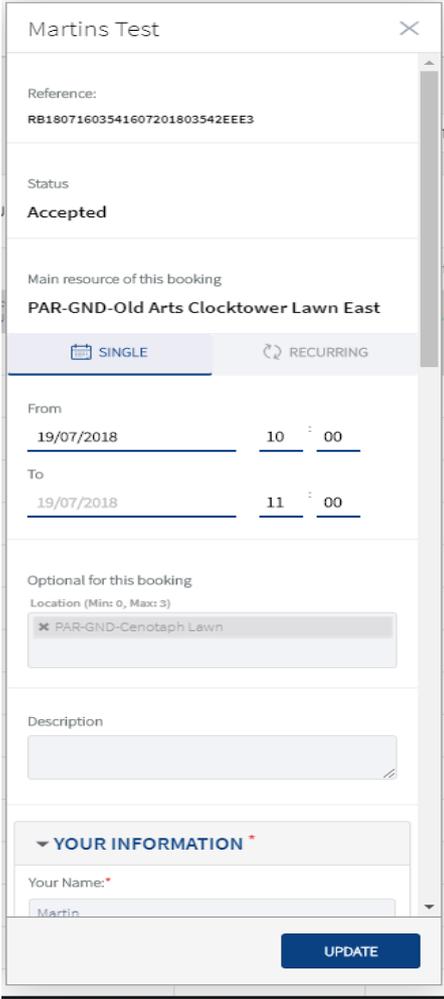
- b. Find your booking in Resource Booker in your “My Bookings” window.
2. When you have found your booking, click on it, to open up the booking details.
3. At the bottom of the booking details window, click “Cancel” to cancel the booking or “Edit” to make changes and update the booking.

Figure 10.



4. You can then update the information and click update to finalise it.

Figure 11.



Martins Test

Reference:
RB18071603541607201803542EEE3

Status
Accepted

Main resource of this booking
PAR-GND-Old Arts Clocktower Lawn East

SINGLE RECURRING

From
19/07/2018 10 : 00

To
19/07/2018 11 : 00

Optional for this booking
Location (Min: 0, Max: 3)
 PAR-GND-Cenotaph Lawn

Description

▼ YOUR INFORMATION *

Your Name: *
Martin

UPDATE