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](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.

7. Click on the location you would like to book
8. Complete the booking form (Figure 5):

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

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

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

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

- **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.

- Once you have completed all the required fields and attached any paperwork that is required, click on “BOOK” and the booking will be placed.

- 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

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<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is a test event</td>
</tr>
<tr>
<td>Booked By:</td>
<td>Karl (<a href="mailto:martin.andersson@unimelb.edu.au">martin.andersson@unimelb.edu.au</a>)</td>
</tr>
<tr>
<td>Reference:</td>
<td>RB18061803351806201803351CE00</td>
</tr>
<tr>
<td>Your Name:</td>
<td>Test Person</td>
</tr>
<tr>
<td>Your Mobile Number:</td>
<td>000000000</td>
</tr>
<tr>
<td>Club Name:</td>
<td>Test Club</td>
</tr>
<tr>
<td>Your Club Affiliation:</td>
<td>UMSU</td>
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<tr>
<td>Your Affiliated Department:</td>
<td>Union House theatre</td>
</tr>
<tr>
<td>Event Manager's Name:</td>
<td>Testing Person</td>
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</tr>
<tr>
<td>Event URL/Website:</td>
<td></td>
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<tr>
<td>Event Type:</td>
<td>Information Stall</td>
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<tr>
<td>Specify Type Of Event (If Other Above):</td>
<td>1</td>
</tr>
<tr>
<td>Number Of People Attending:</td>
<td>1</td>
</tr>
<tr>
<td>Number Of Internal Club Members Attending:</td>
<td>0</td>
</tr>
<tr>
<td>University Staff/Students That Are Not Club Members Attending:</td>
<td>0</td>
</tr>
<tr>
<td>Number Of People External To The University Attending:</td>
<td>0</td>
</tr>
<tr>
<td>Facilities Provided (Please Select All That Apply):</td>
<td>Nothing</td>
</tr>
</tbody>
</table>

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.**

10. Click on the location you would like to book
11. Complete the booking form (Figure 8):

**Figure 8.**

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

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

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

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

- **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.

- Once you have completed all the required fields and attached any paperwork that is required, click on "BOOK" and the booking will be placed.

- 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
   b. Finding 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 9

This is an automatically generated confirmation from the University of Melbourne Resource Booker System. Please do not reply to this email as this email address is not monitored.

Your booking has been confirmed with the following details:

- Event Name: [text]
- Booked by: [name]
- Reference: [ID]
- Description: [text]
- Resource: [location]
- Date(s): 24 Jun 2018
- Booking Start: 10:00
- Booking End: 11:00

You may view your booking here: https://use-resourcebooker.unimelb.edu.au/s/g726x2645/0/1?formRequestId=1684367547&orgId=750014065

Figure 10
4. You can then update the information and click update to finalise it.

Figure 11.