# Resource Booker at the University of Manchester

Resource Booker is the online tool to request space across the University of Manchester.

Users will see different booking tiles, depending on what they have permission to. For example, all staff will have access to request and make bookings in central meeting and teaching rooms and the IT Services central PC clusters.

You may also see additional tiles for local spaces as these are added to Resource Booker, for example DSE Desk Sharing for DSE staff or SALC Music/Drama/Film Practice Rooms for the relevant students in that area.
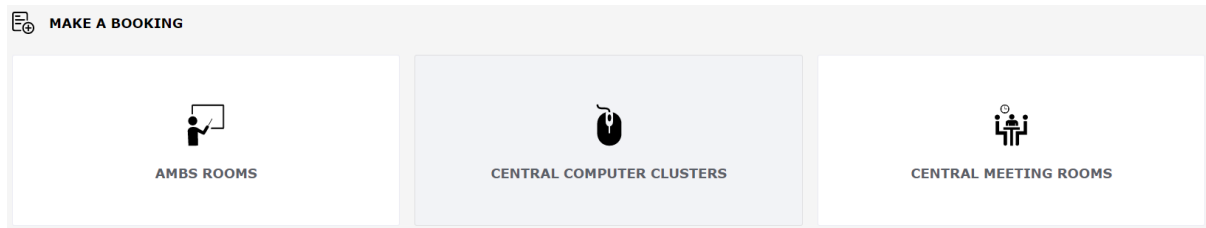
To access Resource Booker go to resourcebooker.manchester.ac.uk in any internet browser.
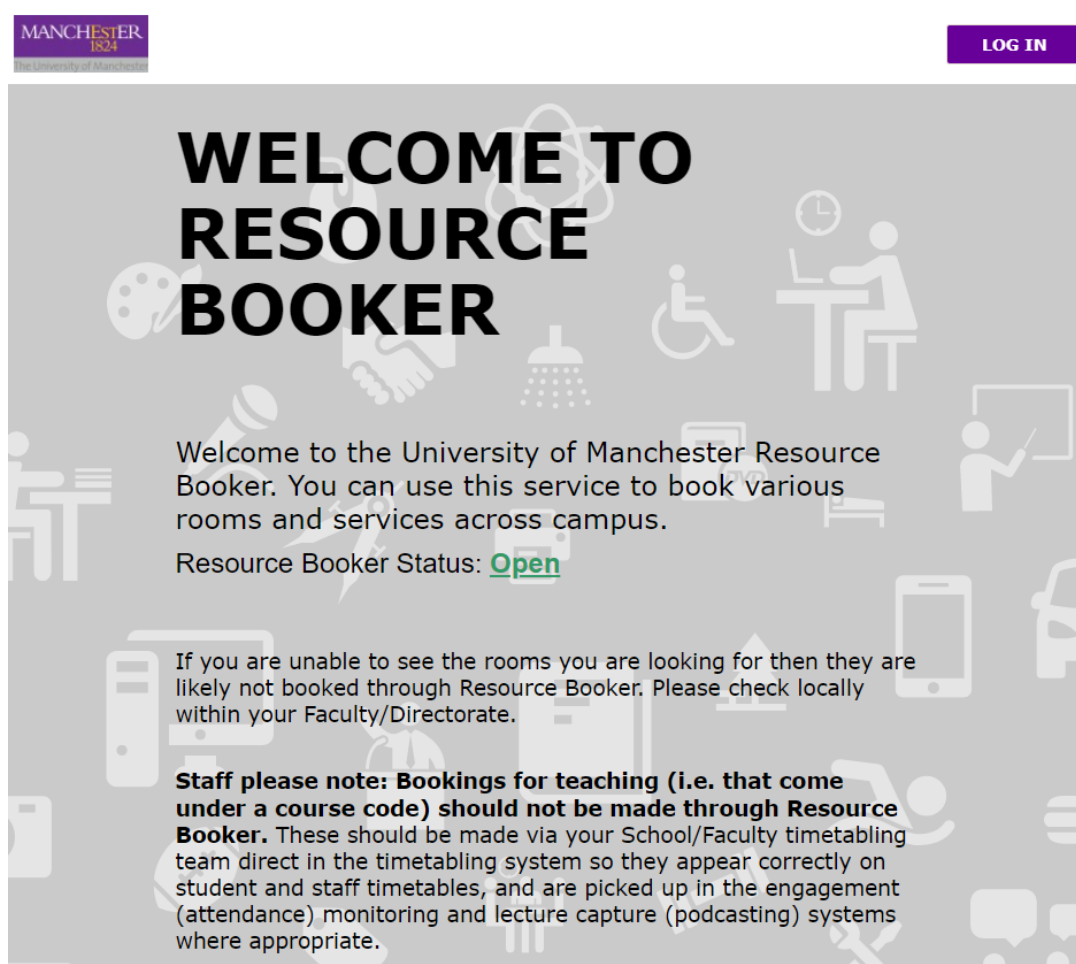
Click 'Log in' and use your normal University user name and password to log into the system. You will be taken to the main page titled 'Make a booking'.
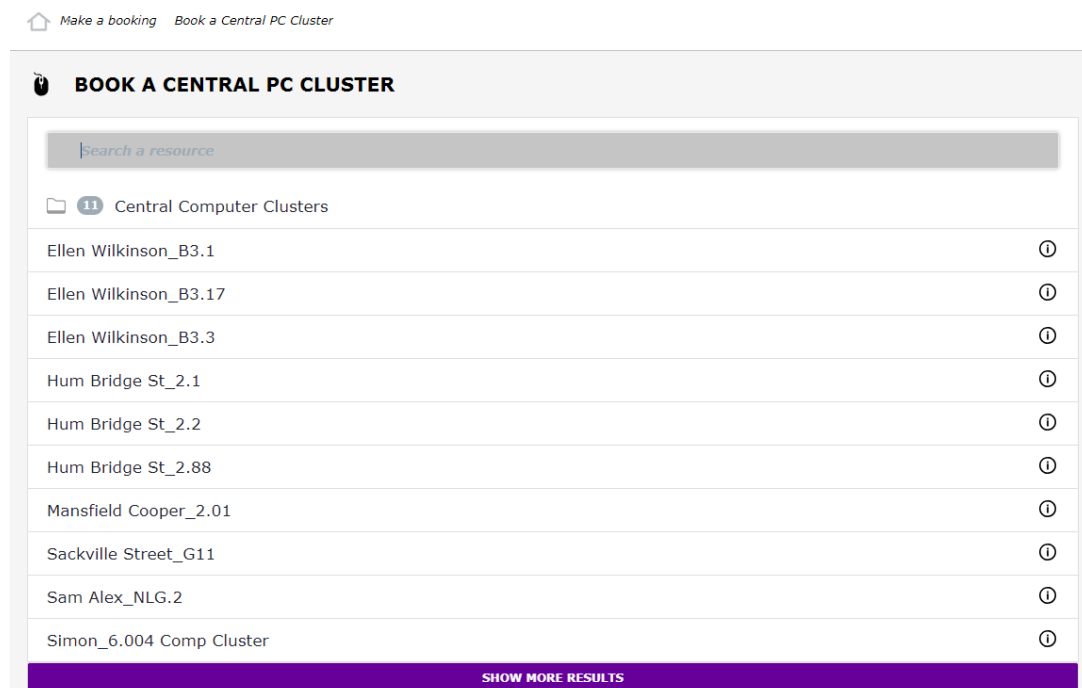
Make a booking

Depending on what permissions you have, you will see a number of different tiles on the main page when you log in.

To make a booking for a room or space, click on the relevant tile.

For this example we will use the 'Central Computer Clusters' tile. When you click on the tile, you will be taken to the booking page. Here you have a number of options to help you select a room/space to book.

If you know the room/space you want to book, you can just click on its name in the list. If there are a lot of rooms or spaces to search through you can filter this by typing some of the building or room/space name in the 'Search a resource' box on this page.

If you want to see more information about a room or other space in Resource Booker, for example the capacity of a room or find out what equipment is in a particular space, click the ⓘ icon next to the room or space name.

When you have decided which room/space to book, just click on the room/space name. This will open up a timetable for the room/space in question showing which slots are available and unavailable. Clicking the 'Show Availability' button in the top right of the screen also helps highlight the slots which are available:

You can click the 'About' button to see more information about the room/space you are looking at.

You can click on one of the free slots to bring up the booking form, where you will be asked for some information on the booking. Complete the fields as required, including the Booking Title, and note any additional information provided to you, then click Book.

Depending on the room/space you are booking this may be accepted straight away (for example when booking central PC clusters) or your booking maybe be provisional pending approval (for example when booking central teaching rooms). This will be highlighted on screen, and also in the e-mail confirmations you receive from Resource Booker.

You can click the buttons to 'Edit' or 'Cancel' the booking should you require.

Alternatively if you don't have a particular room/space in mind and want to see what is available that meet particular criteria or are available at a particular time, you can use the 'Refine Search' section to better define your requirements. Here you can select a date, start and end time, room capacity (if appropriate) and other search criteria:

Note: if you are searching for room by capacity and you need a room that holds at least 20 people, enter 20 in the Minimum field to see the rooms of size 20 and above. If you enter 20 in the Maximum field you will limit yourself to only rooms that hold a maximum of 20 people.

Resource Booker will update the list of rooms/spaces to those that meet the requirements you have specified. As it does this you will see a progress bar updating at the bottom of the screen:

This might take a few seconds to complete depending on the complexity of the search query and the number of rooms/spaces that need to be checked.

As you can see from the screenshot in the example below I am looking for a Computer Cluster that will hold a minimum of 50 people and is available on a certain date and time, and this has reduced the number of rooms I can choose from:

If you define a day and time in the search and then click on one of the available rooms or spaces, you are taken to that room or space's timetable with the booking form already open for you to complete as before.

My Bookings

You can click on the link on the left for 'My bookings' to see all the bookings you have made through Resource Booker. This defaults to the current week timetable, but you can use the options to change this to a month/week/day view, to scroll through different dates or to display the information in a list:

Clicking on one of the bookings in this view will give you some more information about it, and also allow you to edit or cancel that booking if needed.