

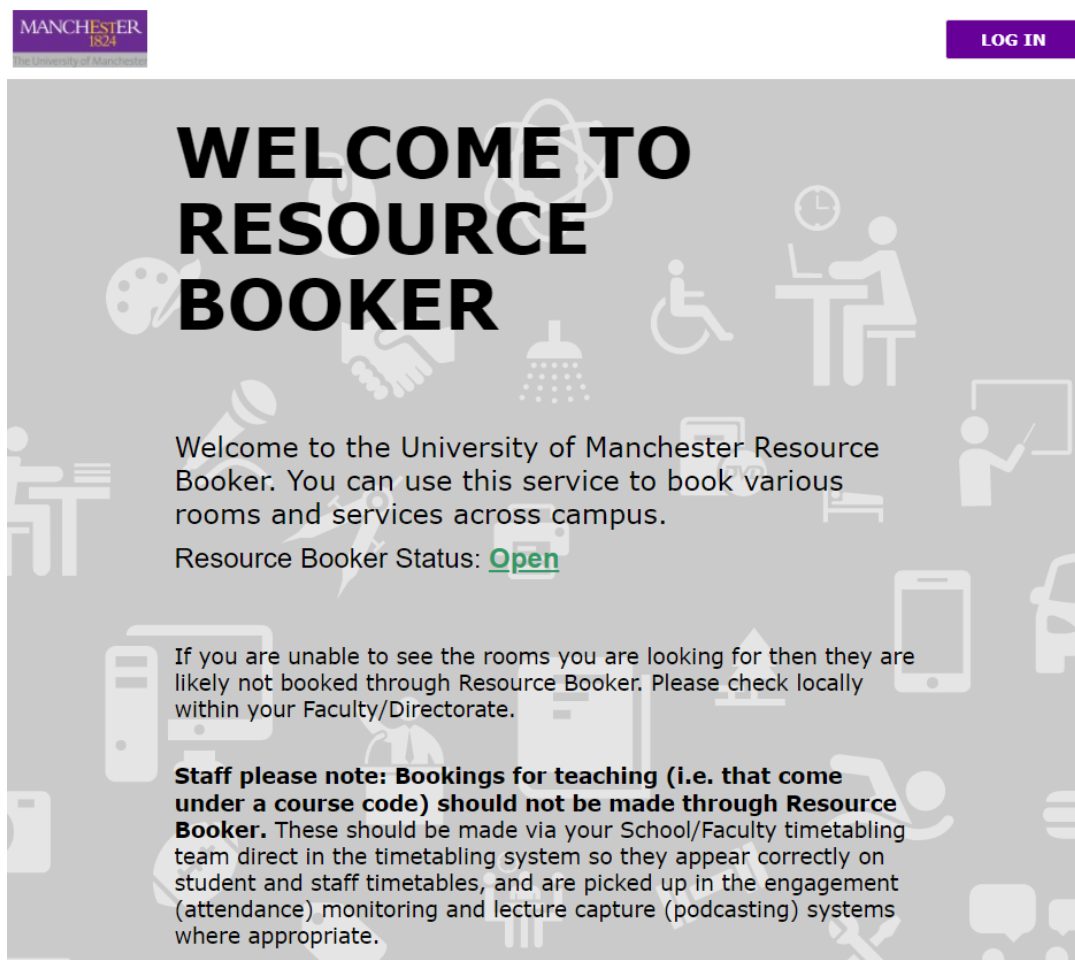
Resource Booker at the University of Manchester

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.

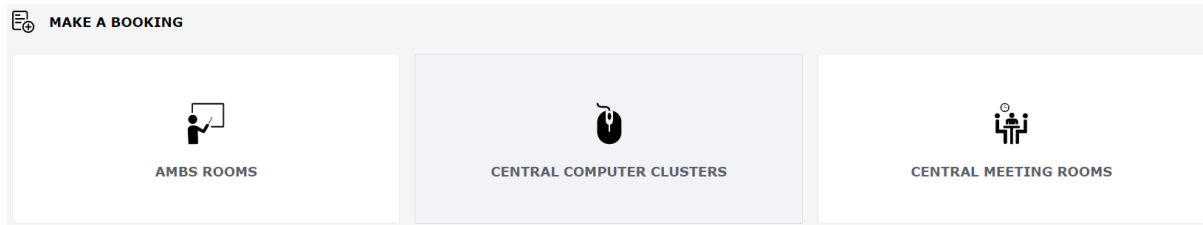


The screenshot shows the login page for the University of Manchester Resource Booker. At the top left is the University of Manchester logo (MANCHESTER 1824). At the top right is a purple 'LOG IN' button. The main heading is 'WELCOME TO RESOURCE BOOKER' in large, bold, black letters. Below this, a welcome message states: 'Welcome to the University of Manchester Resource Booker. You can use this service to book various rooms and services across campus.' The status is shown as 'Resource Booker Status: **Open**'. A note follows: 'If you are unable to see the rooms you are looking for then they are likely not booked through Resource Booker. Please check locally within your Faculty/Directorate.' A final note for staff reads: 'Staff please note: Bookings for teaching (i.e. that come under a course code) should not be made through Resource Booker. These should be made via your School/Faculty timetabling team direct in the timetabling system so they appear correctly on student and staff timetables, and are picked up in the engagement (attendance) monitoring and lecture capture (podcasting) systems where appropriate.' The background features a grey overlay with various white icons representing different campus facilities like a wheelchair, a desk, a shower, a clock, a person at a desk, a person at a whiteboard, a smartphone, and a car.

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.

Ellen Wilkinson_B3.1 ⓘ

LOCATION NAME **Ellen Wilkinson_B3.1**

CAPACITY **12**

ROOM LAYOUT **Computer cluster.**

LOCATION DESCRIPTION **Ellen Wilkinson_B3.1**

AREA **28**

CATERING ALLOWED? **No**

GEOGRAPHIC LOCATION **South Campus (Oxford Road)**

MAP LINK [Google Maps](#)

UNIT DIRECTIONS **Ellen Wilkinson_B3.1 is located on the third floor of the Ellen Wilkinson Building, Block B.**

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:

🏠 Bookings [Book a Central PC Cluster](#) [Mansfield Cooper_2.01](#) Search

← BOOK A CENTRAL PC CLUSTER

MANSFIELD COOPER_2.01 [SHOW AVAILABILITY](#) ⓘ [ABOUT: MANSFIELD COOPER_2.01](#)

MONTH WEEK DAY 8 OCT - 12 OCT 2018 ▼ TODAY

	Mon 8 Oct	TODAY	Wed 10 Oct	Thu 11 Oct	Fri 12 Oct
8:00	1:00 - 9:00 Unavailable	1:00 - 9:00 Unavailable	1:00 - 9:00 Unavailable	1:00 - 9:00 Unavailable	1:00 - 10:00 Unavailable
9:00					
10:00			10:00 - 14:00 Unavailable	10:00 - 16:00 Unavailable	
11:00					
12:00		12:00 - 16:00 Unavailable			
13:00					
14:00					
15:00					
16:00					
17:00					
18:00	18:00 - 23:59 Unavailable	18:00 - 23:59 Unavailable	18:00 - 23:59 Unavailable	18:00 - 23:59 Unavailable	18:00 - 23:59 Unavailable
19:00					
20:00					

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.

TEST BOOKING
✕

✔ This booking is accepted

📅

Friday October 5th

17:00 - 18:00

Resources

📍 Location - Hum Bridge St_2.1

Booked By: John

Reference: RB-031020181306BE5A6

Number Of Attendees: 10

↻
EDIT
CANCEL

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:

REFINE SEARCH

AVAILABLE NOW

October, 2018

Mo	Tu	We	Th	Fr	Sa	Su
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
5	6	7	8	9	10	11

Set a specific time

From: :

To: :

Duration Select ▾

CAPACITY

Minimum

Maximum

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:

BOOK A CENTRAL PC CLUSTER

Search a resource

Start date: 2018-11-30 X From: 17:00 X To: 18:00 X Capacity(min): 50 X

Central Computer Clusters

- Hum Bridge St_2.1 ⓘ
- Hum Bridge St_2.2 ⓘ
- Simon_6.004 Comp Cluster ⓘ

NO MORE RESULTS

REFINE SEARCH

AVAILABLE NOW

November, 2018

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	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	1	2
3	4	5	6	7	8	9

Set a specific time

From: 17 : 00

To: 18 : 00

CAPACITY

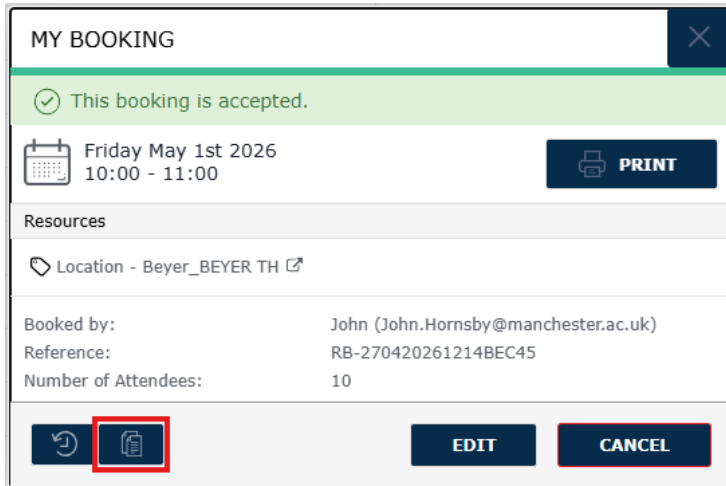
Minimum 50

Maximum

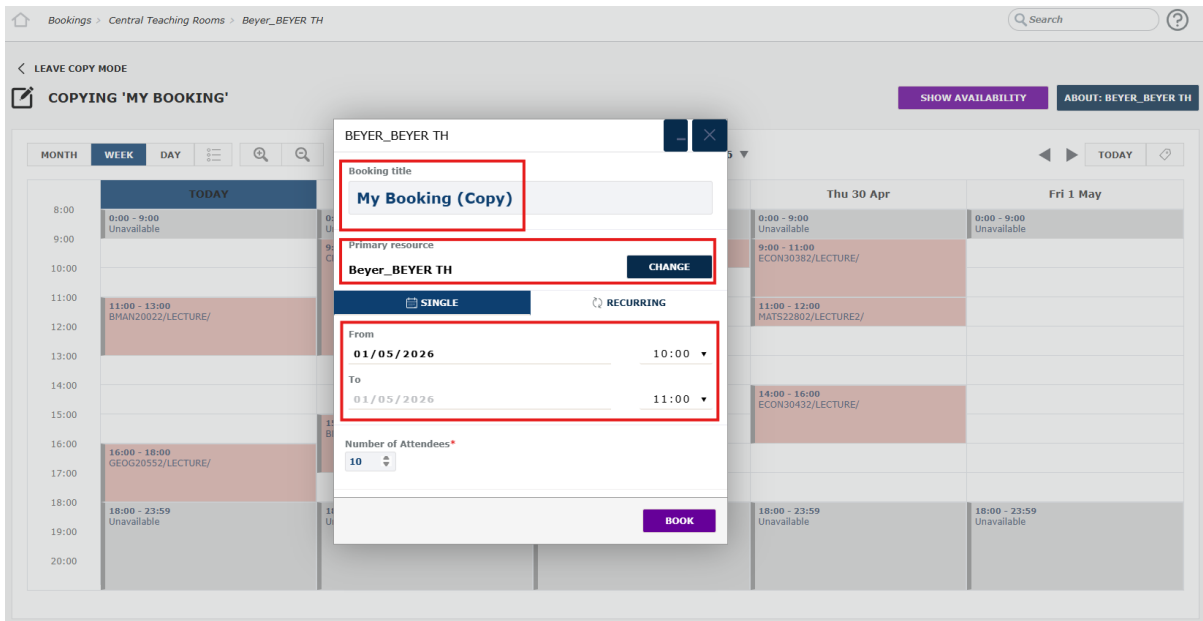
If you define a day and time in the search and then click on one of the available rooms or spaces, you are taken to that room or space's timetable with the booking form already open for you to complete as before.

Copy Booking

On some tiles users might have the ability to copy a booking. When you have made a booking and are taken to the booking confirmation screen, if you see the button highlighted in the screenshot below you can copy this booking:



Clicking this button takes you to the Copy Booking screen, which works in a similar way to the booking form. The booking details will be replicated, with the booking title getting (Copy) added to the end. You can change the booking name if you wish, and then change either the resource or the day/time of the booking:



Click Book, and if your copied booking is ok you will get the booking confirmation message. If there is an issue, for example the resource is unavailable at the new time you will get an appropriate message.

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:

The screenshot displays the 'MY BOOKINGS' page. On the left is a dark purple sidebar with the University of Manchester logo and user name 'JOHN'. Navigation options include 'Make a booking', 'My bookings' (highlighted), 'Notifications', and 'Profile'. The main content area is titled 'MY BOOKINGS' and shows a weekly view for '8 OCT - 12 OCT 2018'. The view is set to 'WEEK'. The timetable grid shows two bookings:

	Mon 8 Oct	Tue 9 Oct	Wed 10 Oct	Thu 11 Oct	Fri 12 Oct
8:00					
9:00					
10:00					
11:00				11:00 - 12:00 Resource Booker Demo 2	
12:00					
13:00					
14:00		14:00 - 15:00 Resource Booker Demo 1			
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					

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