

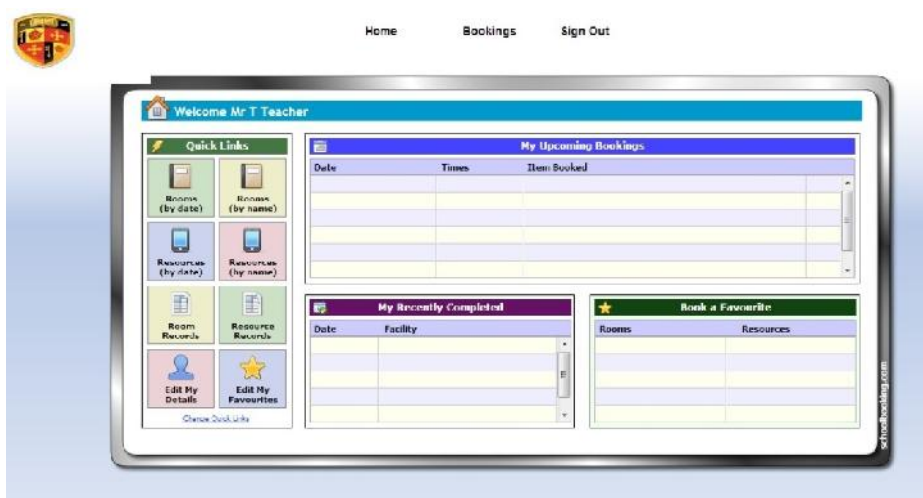
Room/Resource Booking System – Instructions

Our new room/resource booking system is very easy to use.

Once you have registered, it's very easy to create a booking for a particular room. Please follow the instructions below and have a look around the system to familiarise yourself.

1. Your Home Page

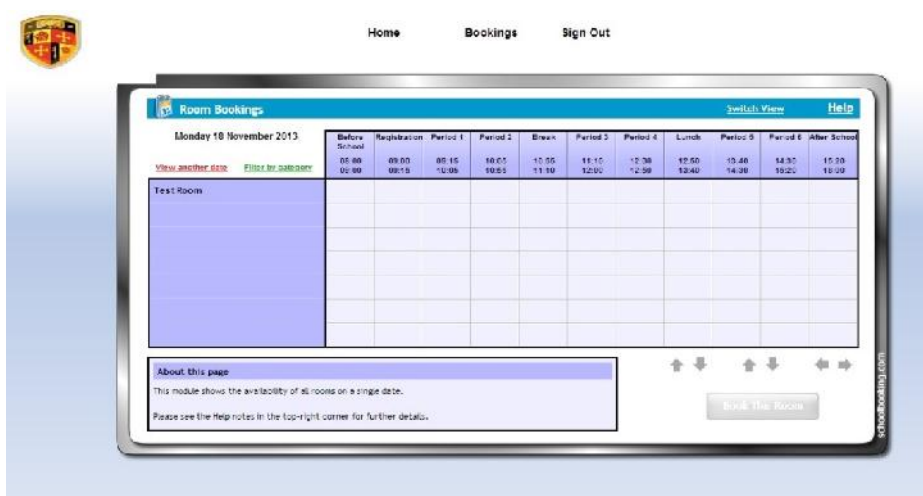
When you first log on to the system, you will see your home page. This home page shows you your upcoming bookings, your recent bookings and your favourites rooms/resources for easy booking. To the left are quick links to common areas of the system so you can quickly book, edit or view a booking.



2. Booking a room/resource

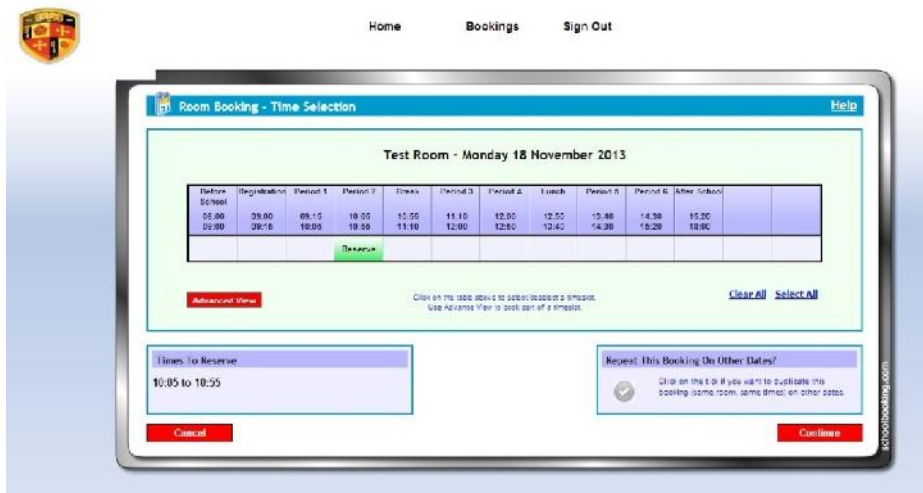
To book a room or resource, click on one of the quick links on the left of your home page. The most common will be Rooms (by date), which gives you a list of bookable rooms on a particular date. The alternative is Rooms (by name), which gives a list of bookable dates for a particular room. Clicking on these options takes you to the main booking page.

On this page you'll see the date you've selected along with all the bookable rooms and a list of times across the top. To book, click on an available space and click Book This Room.



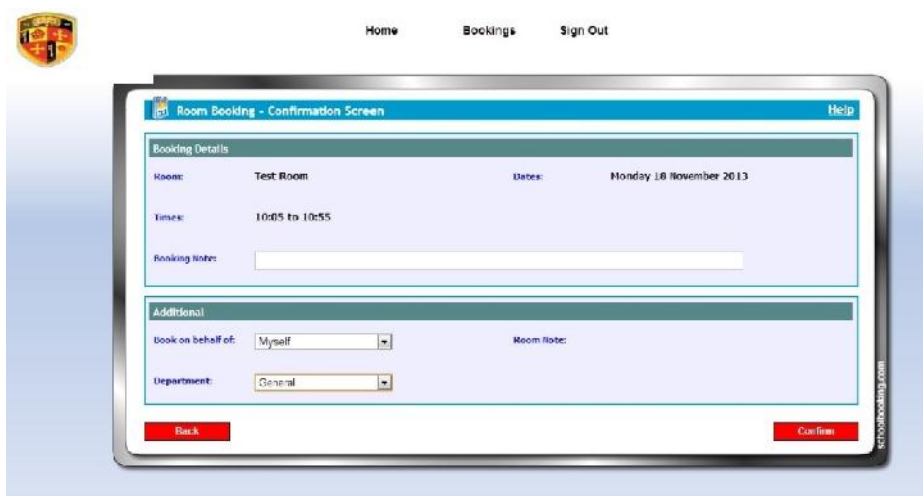
3. Time Selection

When you click Book This Room you are taken to the time selection screen. This confirms the time you wish to book the room/resource. If you wish, you can click on Advanced View to book a partial period or click on more than one period through the day for multiple bookings. When ready, click continue.



4. Adding Details and Confirmation

The next screen allows you to add details to the booking such as year group/class. Your department is already filled in at the bottom. Click Confirm



5. Booking Details

After confirmation, your booking is complete and you are shown details of your booking. From here you can cancel or amend your booking. You can go back to the booking page or sign out.

Home Bookings Sign Out

Room Booking - Full Details

Booking Details

Room:	Test Room	Date:	Monday 18 November 2013
Times:	10:05 to 10:55		
Booked By:	Mr T Teacher	Booked On:	18-11-2013 (1:15 pm)
Booking Ref:	Test Booking	Booking Status:	OK

You can revisit this module at any time by highlighting the relevant grid on the main booking page and selecting Edit.

Options

- Cancel This Booking
- Amend Booking
- Add To Calendar
- Email Invites

Return to the initial booking page

6. Email Confirmation

Every booking is confirmed by email so you have a record of the booking you have made. You will also receive a reminder close to your booking.

From: noreply@schoolbooking.com
To: P Sharpe
Cc:
Subject: Room Booking Confirmation

Room Booking Confirmation

Booked By: Mr T Teacher
Room: Test Room
Date of booking: Monday 18 November 2013
Time of booking: 10:05 to 10:55
Booking note: Test Booking

If you no longer require this reservation, it can be cancelled at any time via the Bookings menu within SchooBooking.