User Manual

Version 2.0

Room Booking System, Áras Na Mac Léinn
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1 COPYRIGHT

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Revision

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<th>Date</th>
<th>Author</th>
<th>Comments</th>
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<td>Draft 2.0</td>
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<td>Group 10</td>
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2 Introduction

This online booking system supports all requests for room reservations for a number of rooms in Áras Na Mac Léinn. It supports the following functionality:

- Secure Login into the Societies Room Booking System through Your Space.
- Instant access to search room availability in Aras Na Mac Léinn.
- Online room request, via a simple to use booking form.
- Creation of reoccurring room reservations.
- Easy duplication of meeting request, to prevent re-entry of request information.
- Quick removal of requests.
- Modification of room requests.

3 Societies Room Booking System

2.1 Login

**You must be registered with Your Space to request a room booking. Registration is quick and easy, click on set up a new account, of the Your Space login.**

Log into Your Space via the following link:

http://auth.yourspace.nuigalway.ie/users/auth/roombooking/

The following screen is displayed:
Students:

1. Enter your student ID.
2. Enter your NUIG password (same as your CASS password).

Staff:

3. Enter your staff email address.
4. Enter your password.

Fig 2.1.1 Your Space Log-in.
2.2 Home

Following correct entry of username and password you will be logged into the Societies Room Booking System. The screen displays the calendar view of rooms in Áras Na Mac Léinn.

![Societies Room Booking System Home Page](image)

*Fig 2.2.1 Societies Room Booking System Home Page.*
2.3 Browse the Áras Na Mac Léinn Calendar

1. Use the “goto” facility to go the date you require.

![Societies Room Booking System Home Page.](image)

**Fig2.3.1 Societies Room Booking System Home Page.**
2.3.1 Browse by Room

2. Select the Room you require, for example “The Art Room”.

*Fig 2.3.1.1 Browse availability by selecting a room.*
Fig 2.3.1.2 Using the goto, Go to Week Before and Go to Week After.

3. Use the “Go to Week After”

4. Alternatively use the “Go to Week Before” to navigate to the required date.

5. Alternatively use the “Goto” facility.
2.4 Create a meeting request for a specific date

1. Click on the date required on the calendar view on the right hand side of the screen.
2. If the date is not available on the calendars displayed, use the drop down date option located in the centre of the screen.
3. Select your required date and click “goto”.

View availability and click on the time slot you require for a specific room.

(If you are currently not logged in, you will be prompted to login.)
2.4.1 Create a meeting request for a specific room

**Fig 2.4.1.1 Book a room by clicking on a specific room.**

Click on the room you require (illustrated above in the red arrows).

This will display the week view of the specific room, in this case The Art Room is displayed below.

**Fig 2.4.1.2 Week view of the room.**
1. Use the small calendar view located on the top right hand corner of the screen to select your date.
2. Alternatively use the drop down calendar option to select your specific date.
3. Or you can also just click on the time slot and date on the actual calendar itself e.g. Mon Aug 16th at 9am (as illustrated above).

(If you are currently not logged in, you will be prompted to login.)

2.4.2 Complete the Booking Request Form

1. Fill out all the required fields as indicated in red text on the above screenshot. ** indicates mandatory entry.
2. The “Event Title” must be completed.
3. The “Organised by” field must be completed. If wish to request a room for personal use enter your name or if you are requesting a time slot on the Societies behalf enter the Society name, e.g.”BizSoc” or if you are making the booking for yourself then enter your name e.g Joe Bloggs. Alternatively, if you are making a booking on behalf of an organisation then enter the organisation name e.g. Cope Galway.
4. You may also enter a Brief Description of the event if you wish.
5. Choose the date you wish to book the event for using the drop down list provided.
6. Alternatively, if you require a daylong meeting (8am to 12am), please select the day long check box.

7. Enter the Start time for your event

8. Enter the End time you require for your event.

9. Select the room you wish to book from the list provided. If you wish to book more than one room at once use **ctrl-click** to highlight more than one room.

10. Please enter other room preferences in the text box provided, although the Societies Office strives to provide you with the room requested, on some occasions the office may have to place you in a different room than your request. Entering other room preferences should limit any dissatisfaction.

### 2.4.3 Create a Reoccurring Booking Request

![Fig2.4.2.2 Creating a Repeat Booking.](image)

11. If this is a once off room booking request, select Repeat Type none as illustrated above. Alternatively if you request a daily booking then click daily, for a weekly booking click weekly, and for a monthly booking click monthly.

12. If your booking is a repeat booking then you must use the drop down list provided and select what date you wish this repeat booking to end.

13. You may also select what day you wish to hold your repeat booking e.g. If you wanted a weekly booking on a Wednesday then you would:
   (a) Select “Repeat Type” as Weekly.
   (b) Enter your “Repeat End Date”.
   (c) Choose Wednesday as your “Repeat Day”.

**A Daily** selection requests the room at that specific time, every day.

**A Weekly** selection will request the room at that specific time to repeat for the days you have selected for Repeat Day. For example, use Weekly Repeat Type to request a room every Monday, Wednesday, and Friday. Select the days under Repeat Day. Enter the end date that you no longer require the room.
If the Repeat Days are not selected, you will request the room on the same day of the week each week as the day your first requested day.

A Monthly selection, requests the room at that specific time, on the same day of each month. For example: the 17th of each month. If you select the 29th, 30th or 31st of the month, if that day does not exist for a month the last day of that month will be requested instead.

14. Click “Save” to process your booking.
15. Alternatively click “Cancel” if you have made a mistake or do not require the booking.
This will take you back to the Calendar Home Page of the Societies Room Booking System.

External Organisation or Staff members, who have special equipment requirements, please email the buildings office at naomh.cassidy@nuigalway.ie.

NOTE: Your room booking request is provisional, whilst it awaits approval from an Administrator/ member of staff at the Societies Office. You will receive one of the following emails requesting additional information about your booking, a confirmation notification of your booking or a rejection notification. In some circumstances you may receive a phone call.
2.5 Amend Booking Details
You may only change details of booking requests you created. You do not have access to alter other person’s room requests.

1. Select your room booking request that you wish to change from the calendar e.g. test in this example.

*Fig 2.5.1 Select the booking you wish to change from the calendar.*
2. When you click on the room booking the screen below will appear with all the booking details of the booking.

![SRBS Interface](image)

**Fig2.5.2 Click Edit Entry to edit your booking details.**

3. Select “Edit Entry” (located on the bottom left hand side).
The Screen below appears when you click on “Edit Entry”. Modify the details of your booking as required.

**Edit Entry**

*Fig2.5.3 Modify the details you wish to change as required.*

**NOTE:** If there is a scheduling conflict a notice will appear. View the calendar and modify your room details to an unrequested (available) timeslot and Select “Save”.

Click Save as illustrated below with the red arrow to save your new updated booking.

Alternatively click cancel to return to the Calendar Home Page as illustrated by the red arrow.

*Fig2.5.4 Click Save or Cancel.*
2.6 View Room Details

1. Click on Rooms, located on the top right hand side of your screen.

Fig. 2.6.1 View Room Details.
Societies Room Booking System (SRBS)

When you click the Rooms tab the screen below appears and displays all room details for Áras na Mac Léinn.

![Societies Room Booking System (SRBS)](image)

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Capacity</th>
<th>Room admin email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Acoustic room</td>
<td>specially designed for the aural and orally-minded</td>
<td>70</td>
<td>madden <a href="mailto:robert@gmail.com">robert@gmail.com</a></td>
</tr>
<tr>
<td>Meeting Room 1</td>
<td>Part of a pair of meeting rooms</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Meeting Room 2</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Small Acoustic Room</td>
<td>Specially designed for the aural and orally-minded</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>The Art Room</td>
<td>Perfect space for creativity</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>The Cube</td>
<td>perfect for rehearsals and dance</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>The Space</td>
<td>perfect for events that need that extra bit of seclusion</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>The Stage</td>
<td>Perfect for rehearsals and dance</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>The View</td>
<td>Perfect for large meetings</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Area: Áras na Mac Léinn

**Fig2.6.2 To return back to the calendar click the Societies Room Booking System link or the calendar tab.**

2. Click on “Societies Room Booking System” located below the NUIG logo.
3. Alternatively click on the calendar tab to return to the calendar.
2.7 View Provisional bookings awaiting approval

1. Click on Pending bookings link located under the drop down calendar.

Fig2.7.1 View provisional pending bookings.
2.7.1 Edit Provisional bookings awaiting approval

2. Click on the entry name.

Fig2.7.1.1 Click on the entry name.

3. Select Edit Entry, located to the bottom left.

Then follow the instructions detailed in Section 2.5, Amend Booking Details.

Fig2.7.1.2 Select Edit Entry.
2.8 Delete Booking Request
You may only delete booking requests you created.

1. Select your room booking request from the calendar.

   ![Fig2.8.1 Select the booking you wish to delete from the calendar.]

2. Select delete entry as indicated below with the red arrow.

   ![Fig2.8.2 Click Deleted Entry to delete a booking.]
3. Click “OK” to proceed with the deletion.
4. Alternatively click “Cancel” to cancel the deletion.

![Image](http://www.roombooking.ralph.nuigal...)

*Fig 2.8.3 Click OK to confirm deletion or cancel to cancel deletion.*

The room request will be removed from the calendar.

### 2.8.1 Delete an instance of a recurring Booking Request

If you have created the booking request, follow the instructions above detailed in “Delete Booking Request”.

Navigate to the required request you wish to delete.

Select the booking request.

Select Delete Entry.
2.8.2 Delete a recurring Booking Request

If you have created the booking request:

Navigate to the required request you wish to delete.

Select the booking request.

![Deleting a series of bookings.]

1. Select “Delete Series” as illustrated above with the red arrow.
2.9 Duplicate a Room Reservation/Request

You may duplicate any room reservation in the calendar by:

Selecting the reservation you wish to duplicate.

1. Select “Copy Entry” as illustrated below with the red arrow.

Modify the dates, time and details as required.

Fig. 2.9.1 Copy a room booking.