Contents

1. General Information .................................................................................................................. 2
   Links ......................................................................................................................................... 3
2. Access to Resource Booker ...................................................................................................... 3
   Logging in .................................................................................................................................. 4
3. My bookings ............................................................................................................................ 19
   4.1 Type of display .................................................................................................................... 20
   4.2 Refresh+ ............................................................................................................................. 20
   4.3 Move forward/back ............................................................................................................ 20
   4.4 Today ................................................................................................................................. 20
   4.5 Search ............................................................................................................................... 20
   4.6 Print ................................................................................................................................... 20
4. Notifications ........................................................................................................................... 20
   5.1 Types of notification .......................................................................................................... 20
   5.2 Search ............................................................................................................................... 21
5. Profile ....................................................................................................................................... 21
6. Appendices 1 ........................................................................................................................... 22
7. Appendices 2 ............................................................................................................................ 23
1. General Information

Resource Booker, replacing ‘Web Room Bookings’, is a web application allowing Curtin Staff to book resources on Campus, in this instance the resources are venues. Resource Booker is available for staff to access, on campus, off campus, and on any device. (N.B. the images presented throughout this training documentation reflect images displayed on a PC, functionality on alternative devices remain the same with the appearance adapting to suit the smaller screen resolution.)

Through Resource Booker staff will be able to book venues as a once off, book reoccurring, provide information such as catering, alcohol, music and filming information, and view notifications throughout the booking process, including editing an existing booking i.e. changing day/time.

General information about the resource booking system will be displayed on the introductory page, as seen below. From time to time, specific information, particularly relating to system availability will be displayed on the introductory page, as indicated by the change in font colour.
Links

Useful links relevant to the resource booking system are available from the introductory page

- Room booking terms and conditions, a hyperlink to the Terms and Conditions of Use of Facilities on Curtin Campus.
- Academic calendar and class timetabling manual, a hyperlink to the consolidated policies and procedures related to Academic Calendar, Class Timetabling, Scheduling, Responsibilities, and Availabilities etc.
- Training Guide (later), a hyperlink to this documentation.

2. Access to Resource Booker

All Curtin Staff have access to request Centrally Allocated Teaching Space venues at several of Curtin University’s location such as Bentley Campus, Kalgoorlie Campus and Technology Park, with some staff having access to request and/or book Specialist Space on Bentley Campus.

The Resource Booker portal can be found in the Staff Oasis Portal; under the University Wide Search Bar (as highlighted below)

Alternatively can be found via the link on the Room Bookings Website;

Once the user has followed these steps, a log in page will appear.
Logging in

To make a booking the user must first click on the ‘log in’ button.

Clicking on the ‘Log In’ button, as seen above, the log in screen, below, will appear. The log in required is the Staff Member’s ID and Password.
Once logged in, to make a booking:

Select **Make a Booking** from the left hand panel; this will then display a screen of venue resource options known as templates.

Click on the required template, the venue required for the booking i.e. Collaborative Venue, Computer Suite, Outdoor Area etc. (See **Appendices 1** for Learning Space descriptions)

In this example a Tiered Lecture Theatre is required.
Note:

- Not every user has access to the same templates, therefore the screenshot above may appear differently to others.

After selecting the ‘Book a Tiered Lecture Theatre’, it will display venues listed on the Resource Booker site matching the Tiered Theatre request, as displayed in the below screenshot. It is from this stage that the user will begin to refine the request.

![Screenshot of Resource Booker](image)

The list of venues can be increased by selecting **Show More Results**

ℹ️ Information: provides useful information relating to the resource *(See Appendices 2 for expanded information)*
If a specific venue is sought the ‘Search a resource’ can be utilised, this can be as specific as typing in the individual venue i.e. 201.322 or limit to a specific building to display all ‘Tiered Lecture Theatres’ within the building i.e. 201, to display all four Lecture Theatre venues in Building 201.

Using the filter panel on the right hand side the user is able to refine the search.

As selections are made, the venues meeting the selected requirements will change. Essential information required for the booking are the date, start/end times can be made after a resource has been selected. All other selections are all optional.

There are three modes of venue bookings. Single once off bookings for the future, Available Now Bookings and Recurring bookings.

The default selection is a single occurrence, however we will explore how to book a recurring booking first.
If the activity repeats with a regular frequency, such as weekly meetings, then:

1. Select **Recurring**
2. Select **Start week commencing** from calendar
3. Select **Until week ending** from calendar
4. Select **Start time**
5. Select **End time**
6. Select **Every** to identify week frequency
7. Select days of week that repeat

Recurring Bookings requirements will appear similar to the screenshot below.
The other two modes of bookings are the ‘Single’ and the ‘Available Now’ function. The single booking is utilised for planned bookings, i.e. bookings in advance. The ‘Available Now’ function is for the last minute bookings whereby a space is required immediately.

For ‘Available Now’ function the user will ensure the ‘Available Now’ box is ticked:

1. Enter the duration required
2. Enter the minimum capacity required
3. Enter the maximum capacity required
Next is the Room Type requirements:

- **Collaborative**
- **Computer Suite**
- **Specialist Space**
- **Flat Floor**
- **Tiered Lecture venue**
- **Meeting Room**
- **Informal Space**
- **Outdoor**

4. If the booking template (i.e. if Tiered Lecture Theatre was selected) being used is for a specific room type, it is recommended to not make a selection here, **OR**

5. If a generic booking template is being used e.g. Book a Location, then identified the preferred type of venue e.g. Collaborative, Flat Floor etc. (see appendices 2 for Learning Space Types and Furniture)

Note than only one selection can be made

Venue Suitabilities requirements are also required:

- **iLecture**
- **Distributed**
- **WebEx**
- **Music Licence**
6. Some venues have been identified as having the ability to have presentations recorded (ilecture) or distributed to external venues, Webex capabilities and only certain venues on Campus will support the playing of Audio therefore Music Licence is required to be selected.

If the booking is to be held on the Bentley Campus user have the option request venues either ‘North’ or ‘South’ of the Campus, this is actioned under the heading ‘Bentley zone’

- **BENTLEY ZONE**
  
  Optionally filter by north or south of campus

- South Campus
- North Campus

7. Many venues have been identified as being south or north within Bentley campus

8. There are some venues, including those in building 105 and 300 that are identified as being in both zones; therefore either zone will suffice

9. **Lecture theatres have not been zoned**, this is due to their size and location

Campus heading is the next section:

- **CAMPUS**
  
  - Bentley
  - Kalgoorlie
  - Perth City
  - Tech Park

10. Select the location the venue is required (not all staff will have this list)
If at any point the user would like to remove any of the individual above filtering, it is as simple as clicking on the ‘x’. Select the ‘X’ for the criteria to be removed.

11. Select desired resource
   a. A timetable grid is displayed, defaulting to weekly timetable.
b. To change the timetable display, select the type of display

The below will show the display for the Month

![Month Display Example](image1)

The below will show the display for the Week

![Week Display Example](image2)
Resource Booker.

The below will show the display for the Day

Agenda will display the unavailable times/ bookings already in the current venue selection
12. If additional resources can be booked using the selected template, then select from the right hand panel
   a. Select the start date and time and the booking form will pop up
c. Enter a title for the booking. (Alternatively enter a helpful description for the event, which you can later use to search)

d. Enter mandatory information, displayed with a *. The booking cannot be created if mandatory information is not provided.

e. ‘Optional for this booking’ – this field specifically refers to additional, not optional venues required i.e. if multiple venues are required this is the space to use. The ‘optional’ resource will be confirmed with the original venue selected.
f. If ‘Yes’ is selected in a mandatory field, then open up the section and provide the necessary information. The booking will not be approved without this information.

g. Catering: If catering of any description is being provided, then:
   i. Select from one of the listed caterers
   ii. If Other is selected, then enter the name of the caterer and attach a copy of their Public Liability Insurance certificate (in PDF format)

h. Alcohol: If alcohol is being consumed, then:
   i. Select from one of the listed providers
   ii. If organiser/other is selected, then enter the name of the provider and attach a copy of the liquor licence (in PDF format) or details of the alcohol being supplied
   iii. There is a link to the relevant university by-law

i. Music/film: if music will be played or film/video screened, then:
   i. Attach a copy of the licence/permission (in PDF format)

j. Terms and Conditions
   i. Select Yes to indicate that the terms and conditions have been read and understood
   ii. There is a link to the terms and conditions

k. If the booking has been successfully submitted and approval is required before it can be scheduled, then ‘This booking is pending approval’ will be displayed across the top of the booking form
1. If the booking has been successfully submitted and does not need approval to be scheduled, then "This booking is accepted" will be displayed across the top of the booking form.

![Booking Form Example](image-url)
3. My bookings

1. Select My Bookings from the left hand panel.

2. Select booking
   a. The information provided is displayed on the booking form. Immediately after the booking has been made, the booking form is displayed.
b. Select Cancel to cancel the booking

c. Select Edit to edit the booking

   i. Changing some fields may require approval to be re-granted

b. Provides information about revisions to the booking

c. If the booking has been edited, information relating to the different revisions can be viewed

4.1 Type of display

   MONTH WEEK DAY

   (Agenda)

4.2 Refresh+

4.3 Move forward/back

4.4 Today
   
   • The selected grid displays the timetable for today

4.5 Search
   
   • Searches in name and description fields

4.6 Print
   
   • A hard copy of the displayed timetable can be printed

5. Notifications

5.1 Types of notification
   
   • All
   
   • To Approve: bookings will only appear here if you have been set up as an approver of the requested resource
   
   • More Info: the approver will advise what information is required before the booking can be approved
   
   • Requested: the booking has been created, but has yet to be approved

   • Accepted: the booking has been approved i.e. the booking has been scheduled

Further reference material can be found at http://studentcentral.curtin.edu.au/training
- Rejected: the approver has rejected the booking and will provide a reason i.e. the booking will not be scheduled
- Cancelled: bookings that the user has cancelled

5.2 Search

- Select Search type from drop down list
- Type characters to search
- Select Search

6. Profile

This is where the User will be able to change the set Language = English
### 7. Appendices

<table>
<thead>
<tr>
<th>Learning Space Types</th>
<th>Computer</th>
<th>Whiteboard</th>
<th>Data Projection</th>
<th>iLecture</th>
<th>Video Conferencing</th>
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</tbody>
</table>

**Collaborative -** Group work set up with a lectern, main computer, whiteboard, data projection and high density wireless.

**Collaborative with Pod PC’s -** Group work set up with pod computers at the end of each group (either a mocow or fixed computer) with a lectern, main computer, whiteboard, data projection and high density wireless.

**Collaborative – Distributed** - Group work set up with a lectern, videoconferencing (distributed), main computer, whiteboard, data projection and high density wireless.

**Collaborative – Distributed with Pod PC’s** - Group work set up with pod computers at the end of each group (either a mocow or fixed computer), lectern, videoconferencing (distributed), main computer, whiteboard, data projection and high density wireless.

**Furniture**

Fixed - the desks in the venue are fixed and cannot be reconfigured.

Semi Flexible – refers to venues with pod PC’s that can be reconfigured if the PC’s are not utilised. (Only applicable to Collaborative venues)

Flexible - the furniture in the venue can be reconfigured.
8. Appendices 2

<table>
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This is the complete training documentation for ‘Resource Booker’.