



WELCOME TO RESOURCE BOOKER

User Guide

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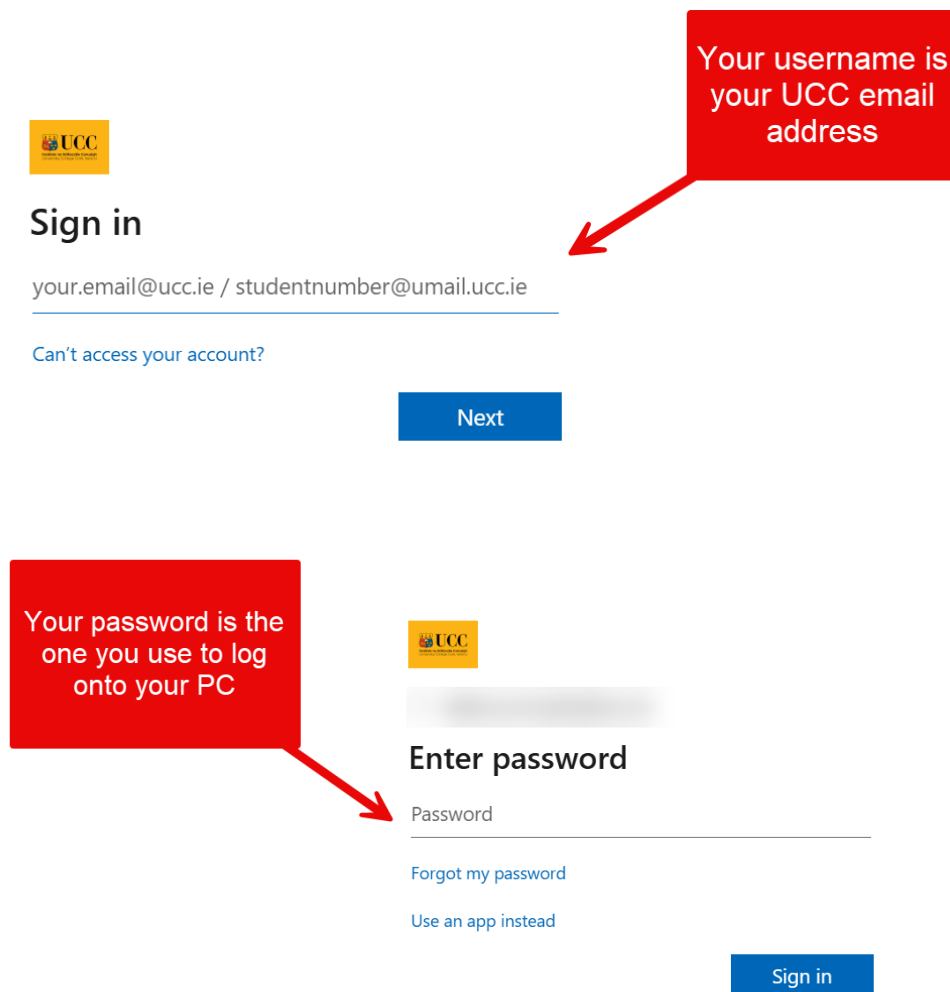
[Recurring Bookings](#)

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Log into Resource Booker

Go to <https://resourcebooker.ucc.ie>.

To enter the system, you simply enter your Username (this is your UCC email address) & password that you use to log onto your PC.



The screenshot shows the login interface for the UCC Resource Booker. It consists of two main sections: 'Sign in' and 'Enter password'. The 'Sign in' section has a text input field for the username, a 'Next' button, and a link for 'Can't access your account?'. The 'Enter password' section has a password input field, a 'Sign in' button, and links for 'Forgot my password' and 'Use an app instead'. Two red callout boxes with arrows provide additional instructions: one points to the username field stating 'Your username is your UCC email address', and the other points to the password field stating 'Your password is the one you use to log onto your PC'.

Sign in

your.email@ucc.ie / studentnumber@umail.ucc.ie

[Can't access your account?](#)

Next

Enter password

Password

[Forgot my password](#)

[Use an app instead](#)

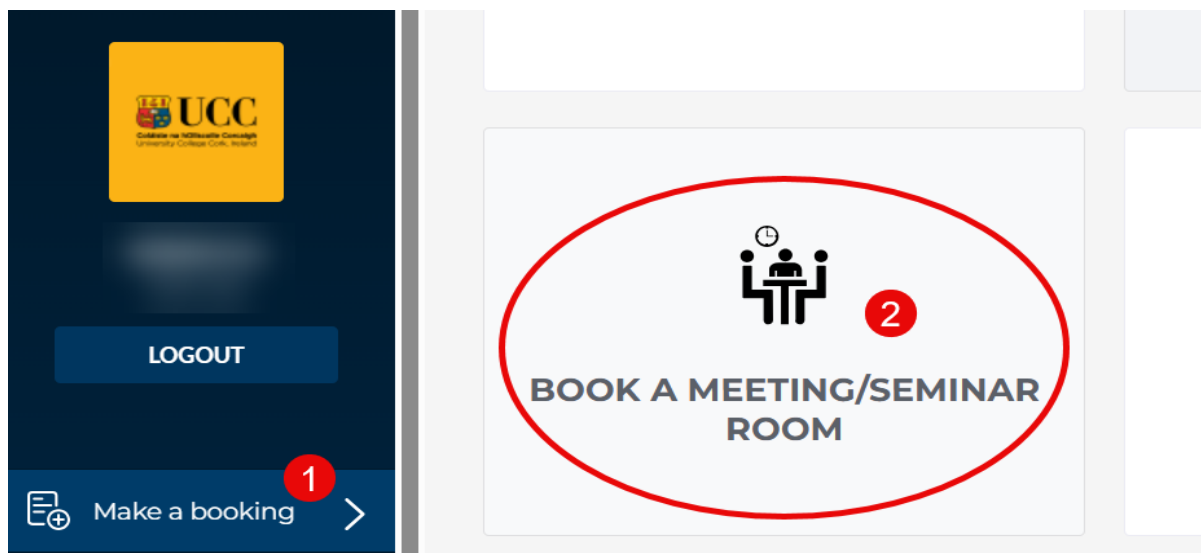
Sign in

Your username is your UCC email address

Your password is the one you use to log onto your PC

Make a Booking

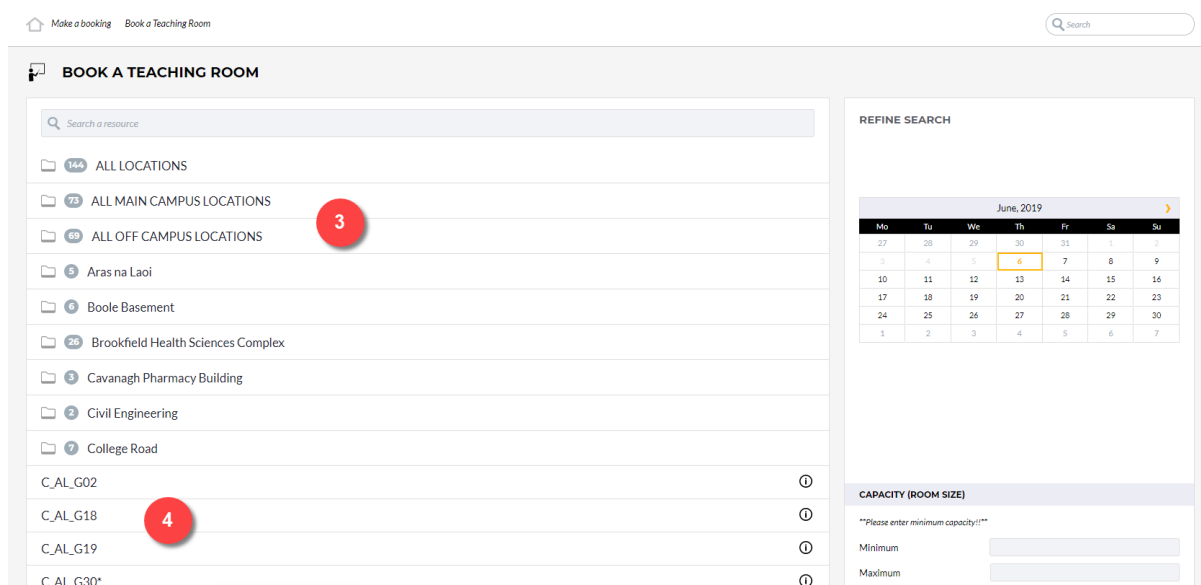
1. Once you have logged in you will find yourself in the **'Make a Booking'** Screen.
2. In the middle of the screen will be a choice of tiles for you to select the type of room you want to book.



Once you have selected a tile, a list of rooms will appear in the centre of the screen, with options to refine your search on the right-hand side.


The list in the centre of the screen contains:


3. Folders containing lists of rooms by location
4. Individual rooms that are available




Specific Room Search


1. Select a location folder

 [Make a booking](#) [Book a Teaching Room](#)


 **BOOK A TEACHING ROOM**

 144


 ALL LOCATIONS

 73


 ALL MAIN CAMPUS LOCATIONS

 69


 ALL OFF CAMPUS LOCATIONS

 5


 Aras na Laoi **1**

 6

 Boole Basement


 26


 Brookfield Health Sciences Complex

 3

 Cavanagh Pharmacy Building


2. Select a room from the list

 [Make a booking](#) [Book a Teaching Room](#) [Aras na Laoi](#)


 **BOOK A TEACHING ROOM**

ARAS NA LAOI


C_AL_G02 **2**




C_AL_G18




C_AL_G19



C_AL_G30*



C_AL_G32



NO MORE RESULTS

3. The calendar opens in week view format as default. There are tabs to change to day view, month view or list view at the top left-hand side of calendar
4. For more information about the room, select 'About' on the top right-hand side of screen
5. The 'Show Availability' tab will highlight all the available time slots in green
6. Click on an available timeslot in the calendar to open the booking form

Bookings Book o Teaching Room Aras na Looi C_AL_G02

Search

C_AL_G02

SHOW AVAILABILITY ABOUT: C_AL_G02

3 JUN - 9 JUN 2019

MONTH WEEK DAY

	Mon 3 Jun	Tue 4 Jun	Wed 5 Jun	TODAY	Fri 7 Jun	Sat 8 Jun	Sun 9 Jun
0:00 - 0:59	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
1:00 - 8:00	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
2:00 - 8:00				Unavailable			
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00		9:00 - 18:00 EXT USAC Summer School 2019	9:00 - 18:00 EXT USAC Summer School 2019	9:00 - 18:00 EXT USAC Summer School 2019			
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

Tip:

Ensure that the number of attendees does not exceed the capacity of the room!!

Refine Search (Single Booking)

If you refine your search using the filters on the right-hand side of the screen, the list of available rooms will update accordingly. The location folders will remain the same.

1. Select the required date from the calendar under **refine search**
2. Enter the **From** and **To** time
3. Refine your search by inputting **minimum room capacity** you wish to view
4. Further refine your search by selecting from the list of facilities and accessibility options

The screenshot shows the 'REFINE SEARCH' form. A red box highlights the 'SINGLE' button, with a red arrow pointing to it. Below the button is a calendar for August 2019. A red circle with the number '1' points to the date '8' in the calendar. Below the calendar is a 'Set a specific time' section with 'From' and 'To' time pickers. A red circle with the number '2' points to the 'To' time picker. Below this is a 'Duration' dropdown menu. Below that is a 'CAPACITY (ROOM SIZE)' section with a red box around the text '**Please enter minimum capacity!!**' and a red circle with the number '3' pointing to it. Below this are input fields for 'Minimum' and 'Maximum' capacity. Below that is a 'TYPE OF SEATING' section with checkboxes for 'Chairs and Tables', 'Fixed Seating', and 'Tiered Seating'. A red circle with the number '4' points to the 'Chairs and Tables' checkbox.

Tip: If you want further details about an available room, click on the ⓘ

The screenshot shows a list of rooms on the left and a filter sidebar on the right. A red arrow points from the room list to the filter sidebar. In the room list, the room 'C_BHSC_104*' is highlighted in red, and a red circle with an information icon ⓘ points to it. The filter sidebar on the right has sections for 'CAPACITY (ROOM SIZE)', 'TYPE OF SEATING', 'WHEELCHAIR ACCESSIBLE TYPES', and 'FACILITIES'. The 'CAPACITY (ROOM SIZE)' section has a red box around the text '**Please enter minimum capacity!!**' and a red circle with the number '3' pointing to it. The 'TYPE OF SEATING' section has checkboxes for 'Chairs and Tables', 'Fixed Seating', 'Tiered Seating', and 'Tablet Chairs'. The 'WHEELCHAIR ACCESSIBLE TYPES' section has checkboxes for 'Audience' and 'Podium'. The 'FACILITIES' section has a list of facilities with checkboxes: 'Data Projector', 'Blackout Facilities', 'DVD Facility', 'Document Camera', 'BluRay Player', 'Internet Access', and 'Lecture Capture Facility'.

Once you have decided which room you wish to book, click on the room name to see the calendar view. The calendar view has the **booking form** open and pre-populated with the date and time information from the previous screen. See the [Completing the Booking Form](#) section below.

The screenshot displays a web-based booking system. On the left, a calendar view for June 2019 is shown, with a time slot from 22:00 to 23:59 marked as 'Unavailable' for Monday, Tuesday, and Wednesday. A central modal window titled 'Booking title' is open, containing a form for booking room 'C_BHSC_101*'. The form includes fields for 'From' (13/06/2019, 13:00) and 'To' (13/06/2019, 14:00), a checkbox for 'Book on behalf of someone?', a 'Description' field, and sections for 'BOOKER INFORMATION' (Department, Tel/Fax), 'ROOM CAPACITY' (Number of attendees, with a link to check capacity), and 'BOOKING INFORMATION' (Is this booking open to members of the public?). A 'BOOK' button is at the bottom of the form. The background shows a search bar and navigation links at the top, and a 'SHOW AVAILABILITY' button and 'ABOUT C_BHSC_101*' link on the right.

Completing the Booking Form (Single Booking)

1. Enter the **Booking title**
2. Double check the date and from/to times
3. To **book on behalf of someone**, select the tick box and then add email address one line at a time in the box below
4. Use the **Description** field to enter any additional details you think might be necessary
5. Select what **Department** you belong to
6. Enter your contact **Tel/Ext**
7. Enter the expected **number of attendees**
8. Confirm that the number of attendees does NOT exceed the capacity of the room – If you are unsure as to the correct capacity of the room please use the link provided to check
9. Click Yes/No as to whether the booking is open for members of the public to attend
10. Click to agree to the room bookings terms and conditions

Once you have completed the booking form, Click the **Book** button once to make your booking.

The screenshot shows a web-based booking form with the following sections and elements:

- Booking title**: A text input field with a red circle '1' next to it.
- Main resource of this booking**: A dropdown menu showing 'C_AL_G18'.
- Booking type**: Two buttons, 'SINGLE' (highlighted with a red box and a red circle '2') and 'RECURRING'.
- From**: A date and time selector showing '07/08/2019 15:00' with a red circle '2'.
- To**: A date and time selector showing '07/08/2019 16:00'.
- Book on behalf of someone?**: A checkbox with a red circle '3' next to it.
- Description**: A text area with a red circle '4' next to it.
- BOOKER INFORMATION**: A section header with a dropdown arrow.
- Department**: A dropdown menu with a red circle '5' next to it.
- Tel/Ext**: A text input field with a red circle '6' next to it.
- ROOM CAPACITY**: A section header with a dropdown arrow.
- Number of attendees**: A text input field with a red circle '7' next to it.
- Click here to check room capacity**: A link below the number of attendees field.
- Does the number of attendees exceed the capacity of the room?**: A question with radio buttons for 'Yes' and 'No', with a red circle '8' next to the 'No' option.
- BOOKING INFORMATION**: A section header with a dropdown arrow.
- Is this booking open to members of the public?**: A question with radio buttons for 'Yes' and 'No', with a red circle '9' next to the 'Yes' option.
- Click here for Terms and Conditions**: A link below the public access question.
- Do you accept the room booking terms and conditions?**: A question with radio buttons for 'Yes' and 'No', with a red circle '10' next to the 'Yes' option.
- BOOK**: A yellow button at the bottom right, with a red arrow pointing to it.

When your booking is successfully made, you will receive an email notification of your booking, along with onscreen confirmation which will appear as a pop-up.

RESOURCE BOOKER MEETING

✓ This booking is accepted

Friday June 7th

09:00 - 10:00

Resources

Locations - C_AL_G02

Booked By:

Reference: 060619103910-RE

Booker Information

Department: BUILDINGS AND ESTATES OFFICE

Tel/Ext:

Room Capacity

Number Of Attendees: 10

[Click here to check room capacity](#)

Does The Number Of Attendees Exceed The Capacity Of The Room?: No

Booking Information

Is This Booking Open To Members Of The Public?: No

[Click here for Terms and Conditions](#)

Do You Accept The Room Booking Terms And Conditions?: Yes

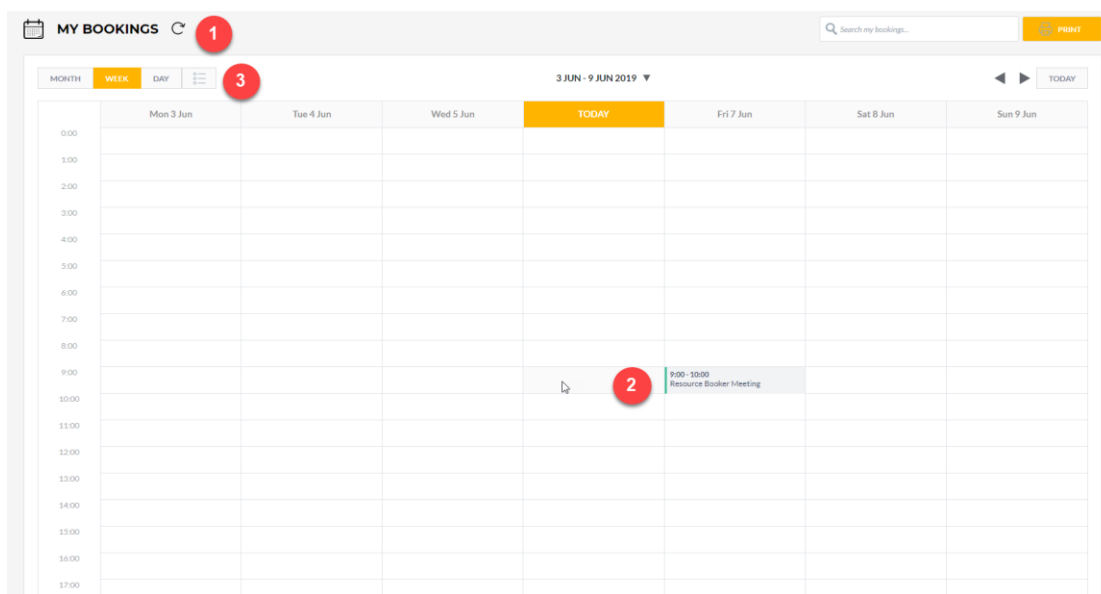
EDIT

CANCEL BOOKING

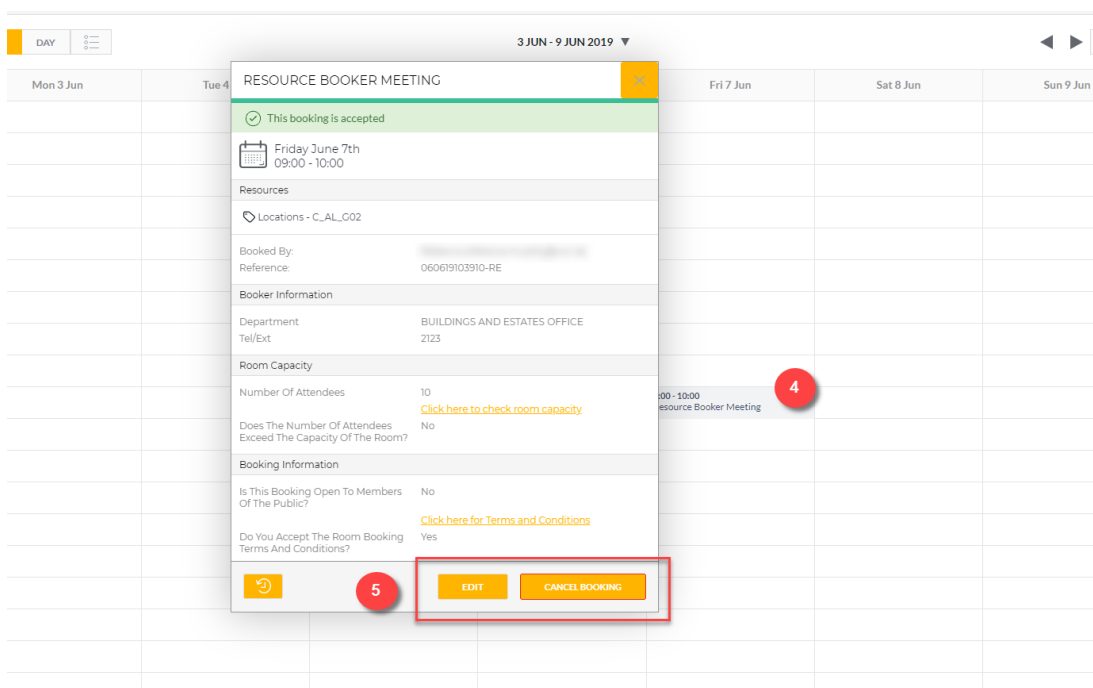
Exit Notification

My Bookings

1. Your bookings will appear in the My Bookings screen in a calendar view
2. The bookings are colour coded by booking status (green is accepted, blue is awaiting confirmation)
3. This calendar view can also be viewed in day, week, month or list view



4. Click on an event in the calendar to view the booking details
5. You can **edit** or **cancel bookings** using the buttons at the bottom of the booking details window



Edit a Single Booking

1. If you choose to edit a booking, the booking form reopens in your calendar view with the original booking details prepopulated

****If you are making changes to the number of attendees, please check the room capacity before doing so****

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

2. Click **update** to make changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details updated. You will also receive an email notification that your booking details have been updated.

The screenshot shows a web interface for editing a booking. The background is a calendar view for June, with columns for Mon 3 Jun, Tue 4 Jun, Fri 7 Jun, Sat 8 Jun, and Sun 9 Jun. The time slots range from 0:00 to 16:00. A modal form titled 'Resource Booker Meeting' is open in the center. The form has a red circle with the number '1' at the top. It contains the following fields:

- References: 06061903910-DE
- Status: Accepted
- Main resource of this booking: C_AL_G02
- From: 07/06/2019 09:00
- To: 07/06/2019 10:00
- Description: (empty text box)
- BOOKER INFORMATION: Department: BUILDINGS AND ESTATES OFFICE, Tel/Ext: (empty text box)
- ROOM CAPACITY: Number of attendees: (empty text box)
- UPDATE button (highlighted with a red circle and the number '2')

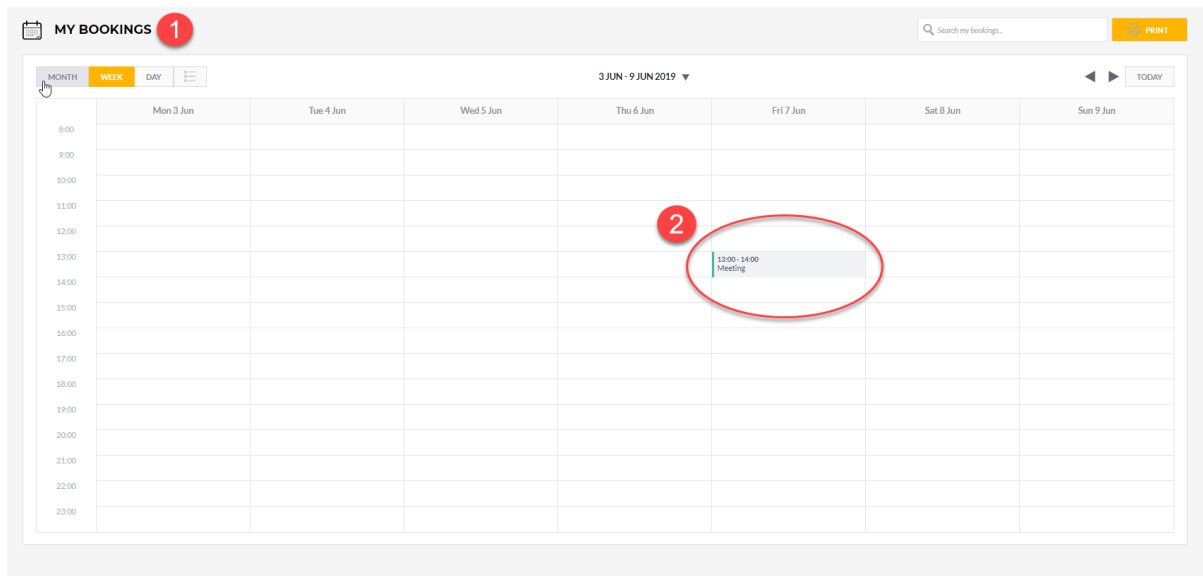
The calendar view shows that the room C_AL_G02 is unavailable from 0:00 to 8:00 on Mon 3 Jun and Tue 4 Jun. There is a red shaded area on Tue 4 Jun from 9:00 to 18:00.

3. Within the revised booking details, you can select the **revision** button to view the previous status of booking.

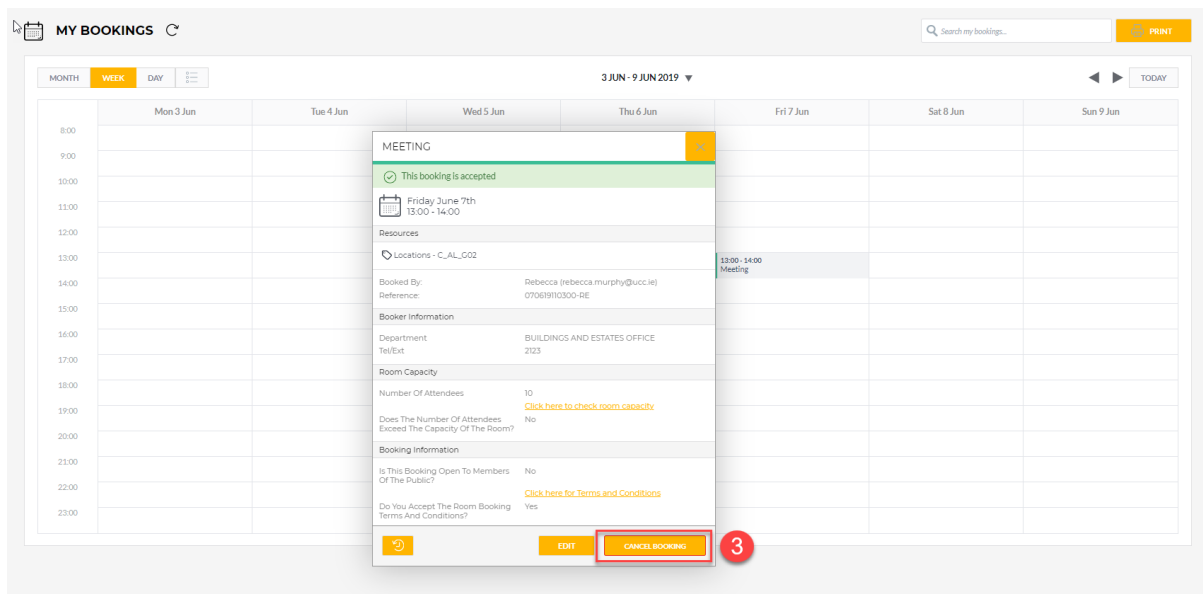
The screenshot displays a booking system interface. At the top, there are tabs for 'MONTH', 'WEEK', and 'DAY', with 'WEEK' selected. The date range is '3 JUN - 9 JUN 2019'. A calendar grid shows the days from Monday to Sunday. A modal window titled 'RESOURCE BOOKER MEETING' is open, showing booking details for Friday, June 7th, from 09:00 to 10:00. The modal includes sections for 'Resources' (Locations - C_AL_G02), 'Booked By', 'Revised By', 'Reference', 'Booker Information' (Department: BUILDINGS AND ESTATES OFFICE, Tel/Ext: 2123), 'Room Capacity' (Number Of Attendees: 10, Does The Number Of Attendees Exceed The Capacity Of The Room?: No), and 'Booking Information' (Is This Booking Open To Members Of The Public?: No, Do You Accept The Room Booking Terms And Conditions?: [Click here for Terms and Conditions](#)). At the bottom of the modal, there are three buttons: 'REVISION' (highlighted with a red box and a red circle with the number 3), 'EDIT', and 'CANCEL BOOKING'.

Cancel a Single Booking

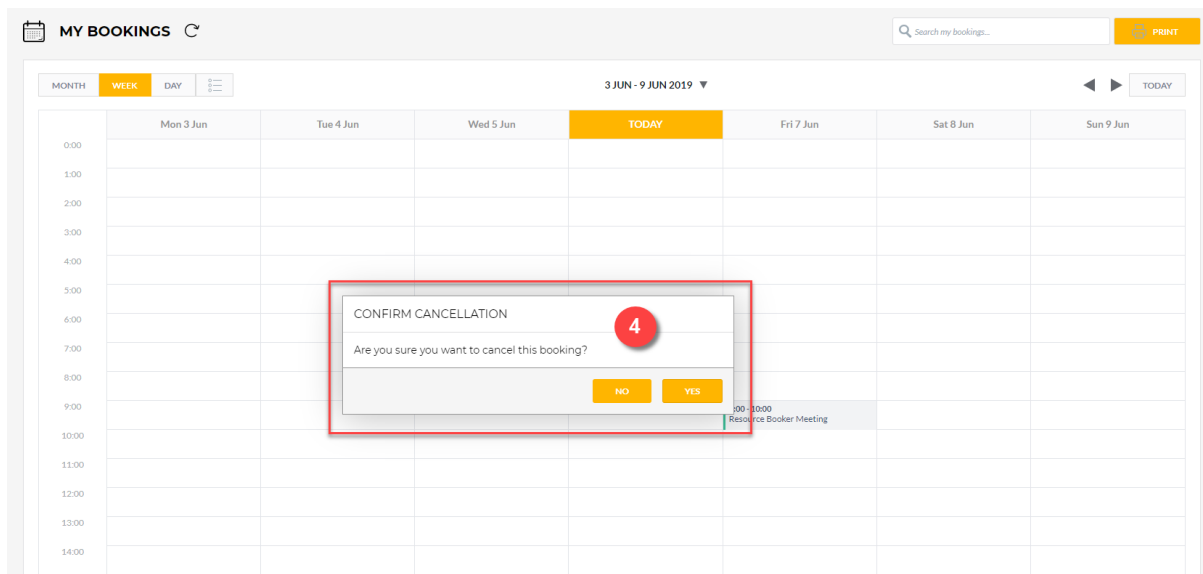
1. Your bookings will appear in the **My Bookings** screen in calendar view
2. Click on the booking you wish to cancel to view booking details



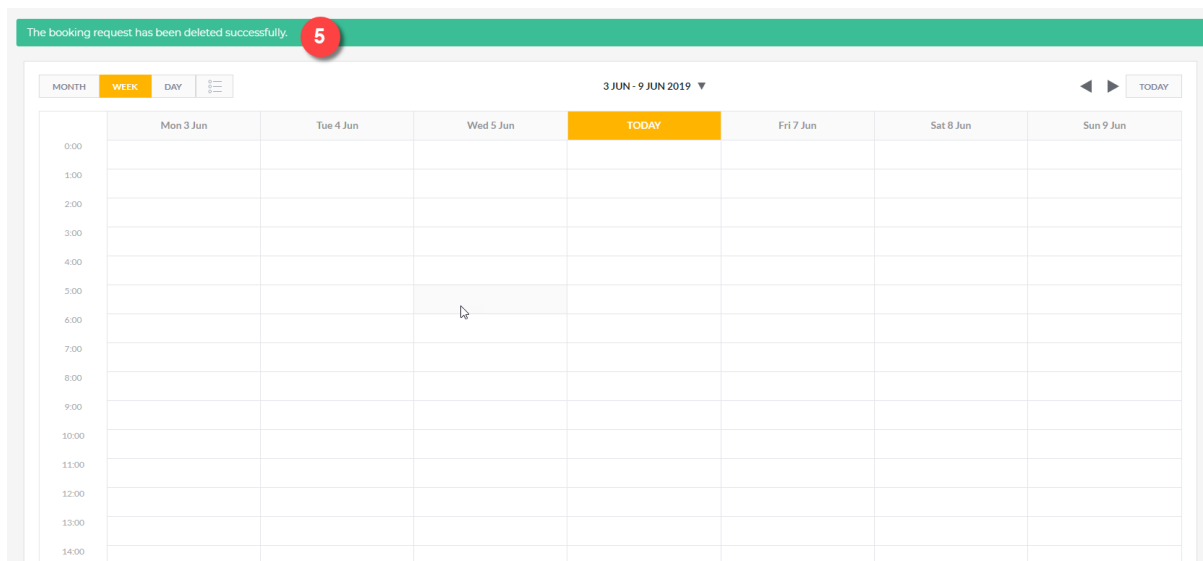
3. You can cancel booking using the button at the bottom of the booking details window



4. If you choose to cancel a booking, a confirmation screen appears above the calendar view



5. If you select **Yes** you receive a confirmation pop-up. You also receive an email notification. If you select **No** you return to the original screen



Recurring Bookings

REFINE SEARCH

☐ SINGLE ☒ **RECURRING** ¹

¹ This booking type is restricted to limited weekly recurrence options

Start week commencing ² _____

Until week ending _____

Start time ³ ____ : ____

End time ____ : ____

Every ⁴ week on

⁵

Mon	Tue	Wed	Thu
Fri	Sat	Sun	

Occurs every week on ____ effective ____ until ____ from ____ to ____

SEARCH RECURRING

CAPACITY (ROOM SIZE) ⁶ _____

1. Select the **Recurring** icon
2. Enter **Start date** and **End date** for your reoccurring booking. You cannot make more than 6 bookings during this time frame
3. Enter **Start time** and **End time** for booking
4. The **Every** function allows you to select how often you would like the booking to occur (eg. If you would like the booking to occur every week, then you select Every 1 week on. If you would like the booking to occur every 2 weeks, then you select Every 2 weeks on)
5. Select what Day/Days you would like the booking to be scheduled. **Please remember you cannot make more than 6 bookings at one time** – An error message will appear if you try to exceed the maximum number of bookings allowed (6)

The number of total occurrences requested (10) exceeds the maximum number allowed (6). Please adjust your recurring criteria.

6. Refine your search further by inputting minimum capacities, accessibility or facilities as per the single booking process

Completing the Booking Form (Recurring Booking)

1. Select the **Recurring** icon and then enter a **Booking Title**
2. Double check the **Start date, End date, Start time & End time**
3. Select how often you want the booking to occur eg. **Every 1 week** on
4. Select which day you would like the booking to be scheduled (this will be pre-populated if you originally performed a dynamic search)
5. To book on behalf of someone, select the tick box and then add email address one line at a time in the box below
6. Use the Description field to enter any additional details you think might be necessary

The screenshot shows a 'Booking title' form with the following elements and numbered callouts:

- 1**: 'Main resource of this booking' field with the value 'C_BHSC_101*'. Below it are 'SINGLE' and 'RECURRING' buttons, with 'RECURRING' selected.
- 2**: 'Start week commencing' field with the value '02/09/2019'.
- 3**: 'Until week ending' field with the value '06/10/2019'.
- 4**: 'Start time' and 'End time' fields with values '17 : 00' and '18 : 00' respectively.
- 5**: 'Every' field with the value '1' and 'week on' label.
- 6**: A table of days (Mon, Tue, Wed, Thu, Fri, Sat, Sun) with 'Fri' selected.
- 7**: A red box containing the text: 'Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00'.
- 8**: A checkbox labeled 'Book on behalf of someone?'.
- 9**: A 'Description' field.

▼ BOOKER INFORMATION *

Department * **7**

Tel/Ext* **8**

▼ ROOM CAPACITY *

For Health & Safety reasons please do not exceed the capacity of a room

Number of attendees* **9**

[Click here to check room capacity](#)

Does the number of attendees exceed the capacity of the room?* **10**

☐ Yes **11**

☐ No **11**

[Click here for Terms and Conditions](#)

Do you accept the room booking terms and conditions?* **12**

☐ Yes **12**

☐ No

BOOK

7. Select what Department you belong to
8. Enter your contact Tel/Ext
9. Enter the expected number of attendees
10. Confirm that the number of attendees does NOT exceed the capacity of the room – If you are unsure as to the correct capacity of the room please use the link provided to check
11. Click Yes/No as to whether the booking is open for members of the public to attend
12. Click to agree to the room bookings terms and conditions

Once you have completed the booking form, click the **Book** button once to make your booking. If the booking cannot be made due to an issue with one or more of the reoccurring bookings, you will see an error message at the top of the booking form.

Meeting

Locations "C_AL_G02" is not available from 14 October 09:00 to 14 October 10:00.

Main resource of this booking

C_AL_G02

SINGLE **RECURRING**

MEETING

✕

This booking is accepted

3

Friday September 6th
17:00 - 18:00

Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00

Occurrences (5)

06/09/2019 17:00-18:00

13/09/2019 17:00-18:00

20/09/2019 17:00-18:00 ... Show all

Resources

Locations - C_BHSC_101*

Booked By:

Reference:

Booker Information

Department

BUILDINGS AND ESTATES OFFICE

Tel/Ext

Room Capacity

Number Of Attendees

10

[Click here to check room capacity](#)

Does The Number Of Attendees Exceed The Capacity Of The Room?

No

Booking Information

Is This Booking Open To Members Of The Public?

No

[Click here for Terms and Conditions](#)

Do You Accept The Room Booking Terms And Conditions?

Yes

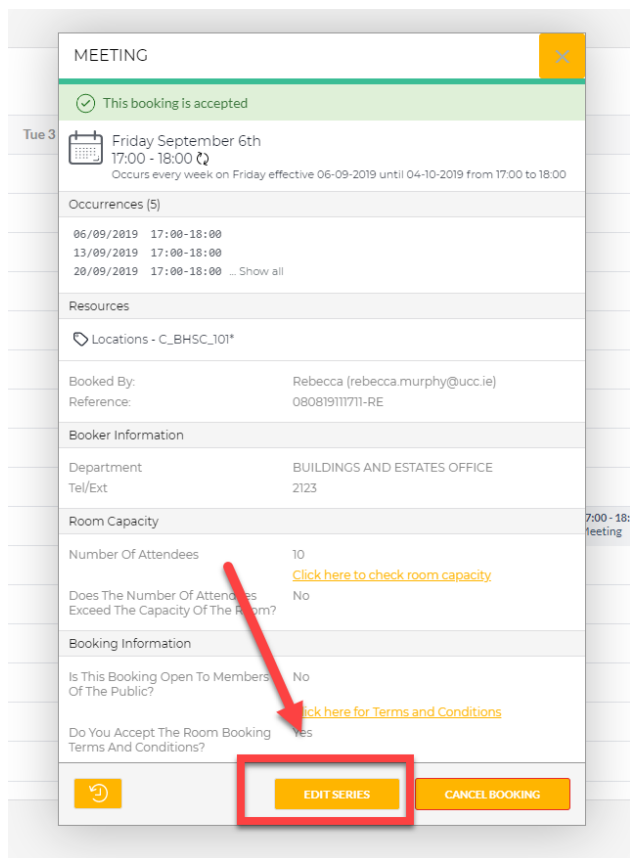
EDIT SERIES

CANCEL BOOKING

When your booking is successfully made, you will receive an email notification of your booking, along with onscreen confirmation which will appear.

If you have made a reoccurring booking, the occurrences will be listed in your on-screen booking confirmation

Edit a Recurring Booking



The screenshot shows a 'MEETING' form with the following details:

- Status:** This booking is accepted
- Date:** Friday September 6th
- Time:** 17:00 - 18:00
- Frequency:** Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00
- Occurrences:** 5 (06/09/2019 17:00-18:00, 13/09/2019 17:00-18:00, 20/09/2019 17:00-18:00, ... Show all)
- Resources:** Locations - C_BHSC_101*
- Booked By:** Rebecca (rebecca.murphy@ucc.ie)
- Reference:** 080819111711-RE
- Booker Information:** Department: BUILDINGS AND ESTATES OFFICE, Tel/Ext: 2123
- Room Capacity:** 10
- Number Of Attendees:** 10
- Does The Number Of Attendees Exceed The Capacity Of The Room?:** No
- Booking Information:** Is This Booking Open To Members Of The Public?: No, Do You Accept The Room Booking Terms And Conditions?: Yes

At the bottom, there are three buttons: a circular arrow icon, **EDIT SERIES** (highlighted with a red box and a red arrow), and **CANCEL BOOKING**.

If you click on a recurring booking, you are presented with the option to **edit** the entire series.

If you select to edit the entire series, the full booking form re-opens in your calendar view with the booking details for the series pre-populated.

****If you are making changes to the number of attendees, please check the room capacity before doing so****

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

1. If you select the Update occurrence pattern tick box, the booking form changes to show the details relating to frequency and repeat occurrences.
2. You can turn a booking into a single booking in **edit** mode simply by selecting the **Single** icon. This works both ways – you can also turn a single booking into a recurring one in **edit** mode.
3. Click **Update** to make the changes to the booking. You will return to the My Bookings calendar with the revised booking details superimposed, showing details of each occurrence. You will also receive an email notification.

Meeting

Reference:
080819111711-RE

Status
Accepted

Main resource of this booking
C_BHSC_101*

2 ☐ SINGLE ☒ **RECURRING**

☒ **Update occurrence pattern** **1**
This booking type is restricted to limited weekly recurrence options

Start week commencing **02/09/2019**

Until week ending **06/10/2019**

Start time **17 : 00**

End time **18 : 00**

Every **1** week on

Mon	Tue	Wed	Thu
Fri	Sat	Sun	

Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00

3 **UPDATE**

4. Within the revised booking details, you can select the **Revision** button to view the previous status of the booking.

Notification history

08/08/2019 14:15:08 Rebecca accepted the booking

08/08/2019 12:17:12 Rebecca accepted the booking

4 **REVISION** **EDIT SERIES** **CANCEL BOOKING**

Cancel a Recurring Booking

The screenshot shows a 'MEETING' modal window. At the top, a green banner states 'This booking is accepted'. Below this, the booking details are listed: 'Friday September 6th 17:00 - 18:00' with a repeating icon, and a note 'Occurs every week on Friday effective 06-09-2019 until 04-10-2019 from 17:00 to 18:00'. A section titled 'Occurrences (5)' lists three dates: '06/09/2019 17:00-18:00', '13/09/2019 17:00-18:00', and '20/09/2019 17:00-18:00', followed by a 'Show all' link. The 'Resources' section shows 'Locations - C_BHSC_101*'. The 'Booked By' field shows 'Rebecca (rebecca.murphy@ucc.ie)' and the 'Reference' field shows '08081911171-RE'. The 'Booker Information' section includes 'Department: BUILDINGS AND ESTATES OFFICE' and 'Tel/Ext: 2123'. The 'Room Capacity' section shows 'Number Of Attendees: 10' and a link 'Click here to check room capacity'. The 'Booking Information' section includes 'Is This Booking Open To Members Of The Public?' (No) and 'Do You Accept The Room Booking Terms And Conditions?' (Yes), with a link 'Click here for Terms and Conditions'. At the bottom, there are three buttons: a circular arrow icon, 'EDIT SERIES', and 'CANCEL BOOKING'. A red arrow points from the 'Room Capacity' section to the 'CANCEL BOOKING' button, which is also highlighted with a red rectangle.

If you click on a recurring booking, you are presented with the option to **cancel** the entire series.

If you select to cancel the entire series, you are presented with the option to confirm the cancellation:

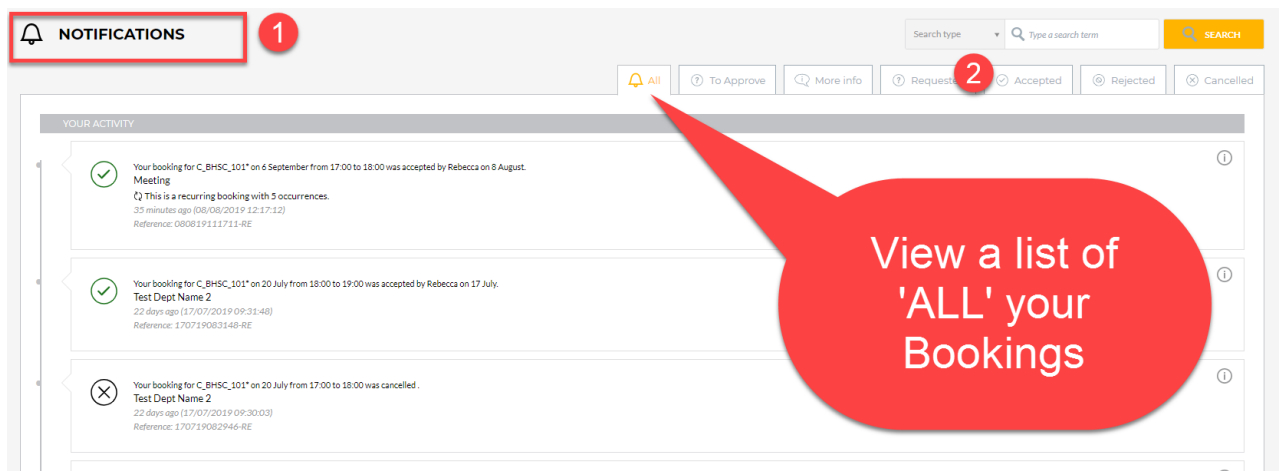
The screenshot shows a 'CONFIRM CANCELLATION' dialog box. It contains a red banner with the text 'Are you sure you want to cancel all 5 occurrences of this booking?'. At the bottom, there are two buttons: 'NO' and 'YES'.

If you select **NO** you will return to the previous screen. If you select **YES** you are taken back to the **My Bookings** calendar, with the green banner at the top of the screen confirming the deletion.

The screenshot shows a green banner with the text 'The booking request has been deleted successfully.'

The booking will no longer be visible in the **My Bookings** screen.

Notifications



1. The **Notifications** screen contains a log of all notifications you have received through Resource Booker.
2. These are filtered into various categories at the top of the screen.