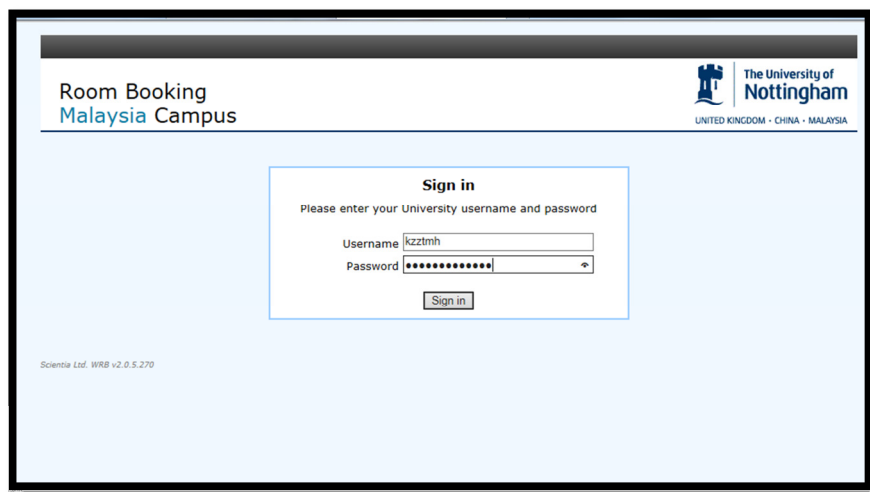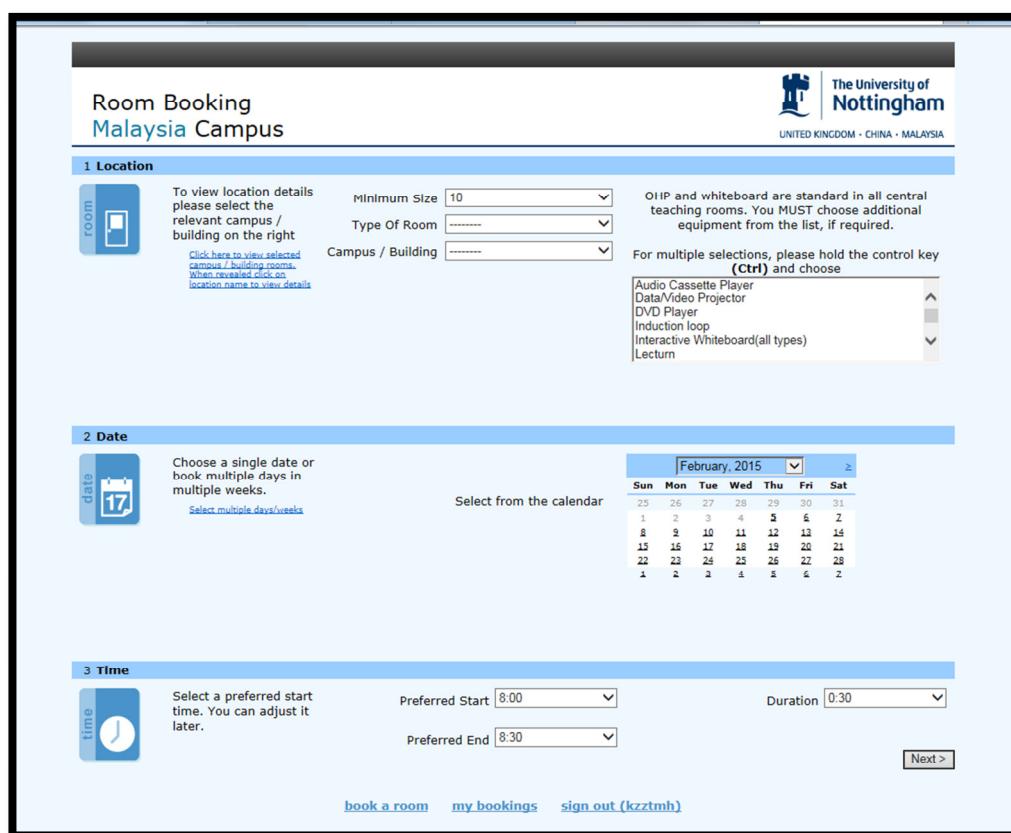# How to use the Web Room Booking System

When you first go to the web room booking system you will need to sign in using your Username and Password.

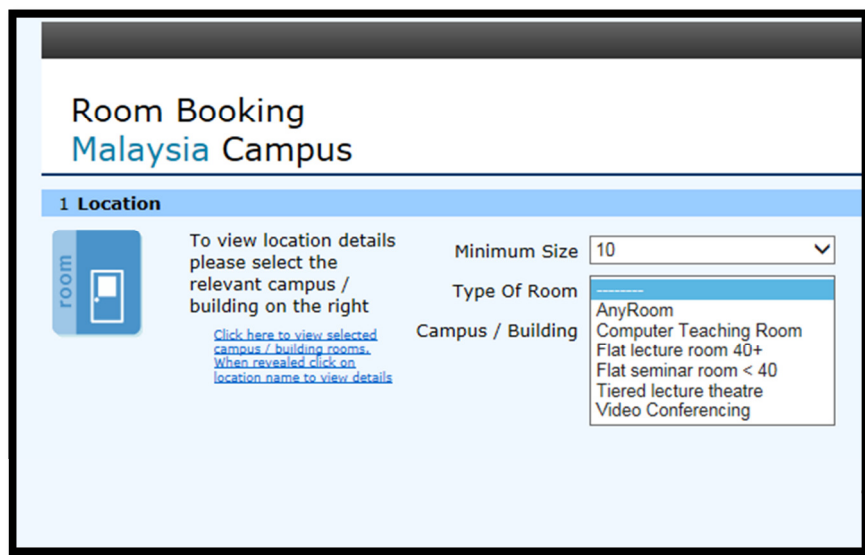Click on the **Sign In** button to gain access to the room booking system.

Nb: If you have any problems signing in, please contact IT SERVICE DESK ITServiceDesk@nottingham.edu.my

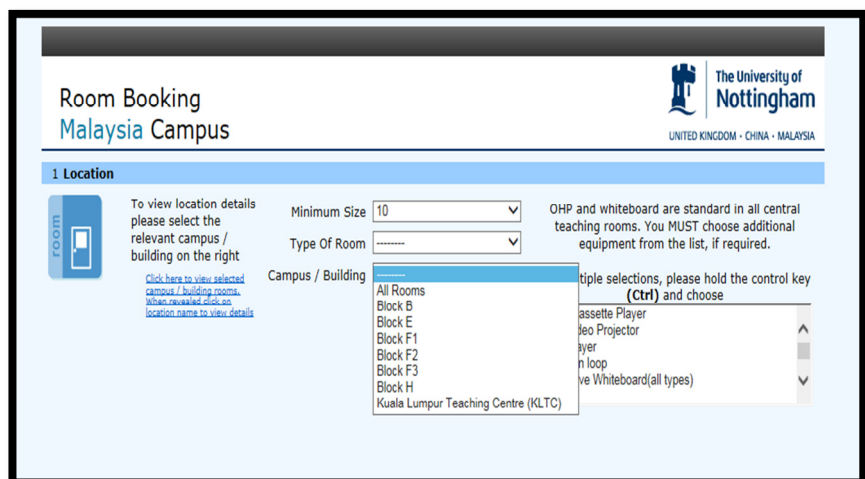This is the screen you will see when you gain access to the system.

In the first section, you must enter the minimum size of your group.

How to use the Web Room Booking System

The secod section asks for the type of room you are looking for. Please select by clicking on the down arrow. If you do not select the type of room, the system will show all rooms available for bookings.


You can also select which block you require your room in or select the zone you wish to book the room for i.e., Kuala Lumpur Teaching Centre (KLTC). If you do not select a block/zone, a list of all available rooms will show.

How to use the Web Room Booking System
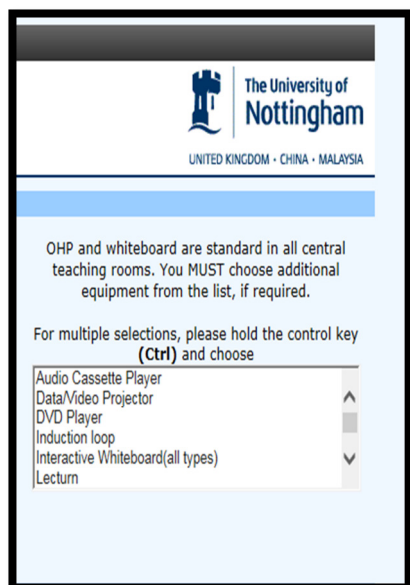
You may select any additional equipment required for your event. You can choose multiple selections by holding down the control key (CTRL).

The next process of booking a room is selecting the date and time of your booking:
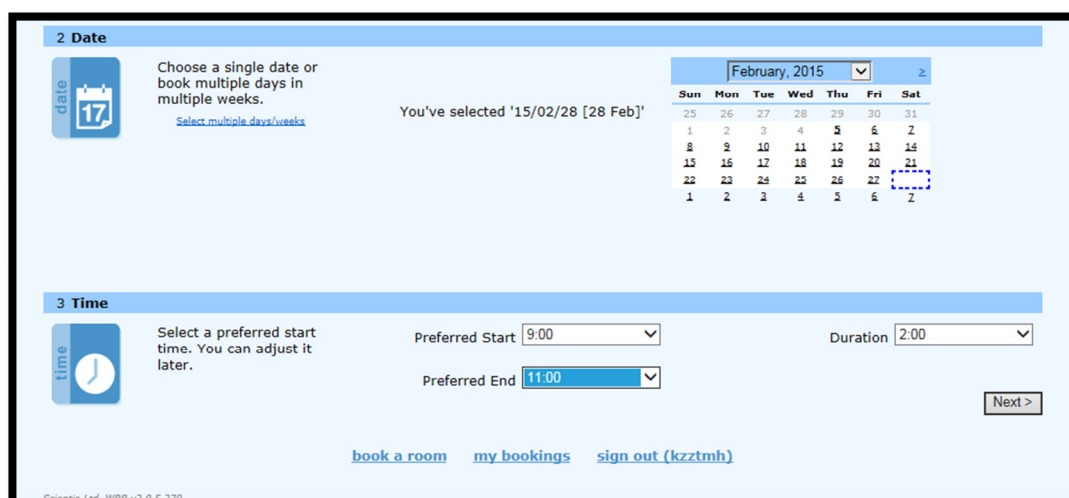
Select the **date** you wish to book a room for by using the calendar above. If you wish to book a different month use the drop down menu (click on the down arrow key by the month) or click on the forward arrow (≥). You can also select multiple weeks/days by clicking on the **Select multiple days/weeks**.

Select the **preferred start** and **Preferred End** times you wish to book the room for. Duration is in half hourly periods.

When you have completed all the fields satisfactory, please click on **next** to find out what rooms are available.

How to use the Web Room Booking System

For example: I have selected a minimum size of 100, type of room is tiered lecture theatre and the Campus/Building is All Rooms. The chosen equipment is a Data/Video Projector. The date I have chosen is 28 Feb 2015 and the time is 9:00 for two hours.

Here are the results:

There are six rooms available in the selected area with all the requirements. You can view the location details by clicking the **Location** name. You can also expand the search to incorporate other options.

If you press the clock symbol, this will bring up list of other available times for that particular room.

If you press the grid symbol, this will bring up a timetable of the room on the date(s)/week(s) requested.

How to use the Web Room Booking System

You will need to click on the selection box to be able to book the room you have chosen.

Please fill in all the details as above and click on the **Confirm Request**. You will then be taken to the request submitted page which will be sent to the room booking system. A confirmation email will be sent when the booking has been scheduled on the room booking system.
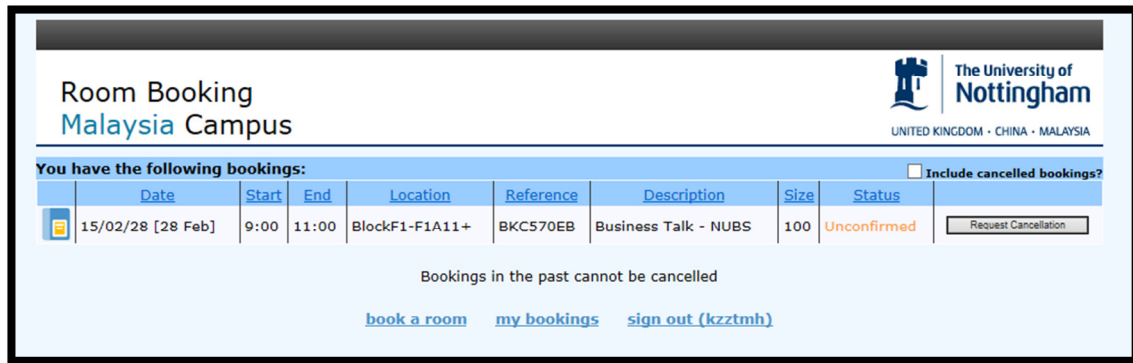
Once you are signed in, you are able to check the current bookings you have made by click on **my bookings.**

How to use the Web Room Booking System

If you wish to cancel a booking, you can click on **Request Cancellation** and a confirmation email will be sent.