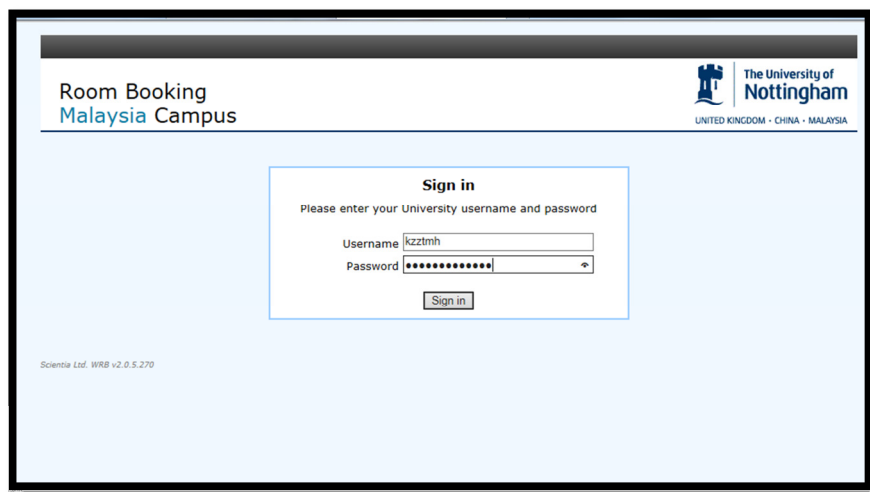


How to use the Web Room Booking System

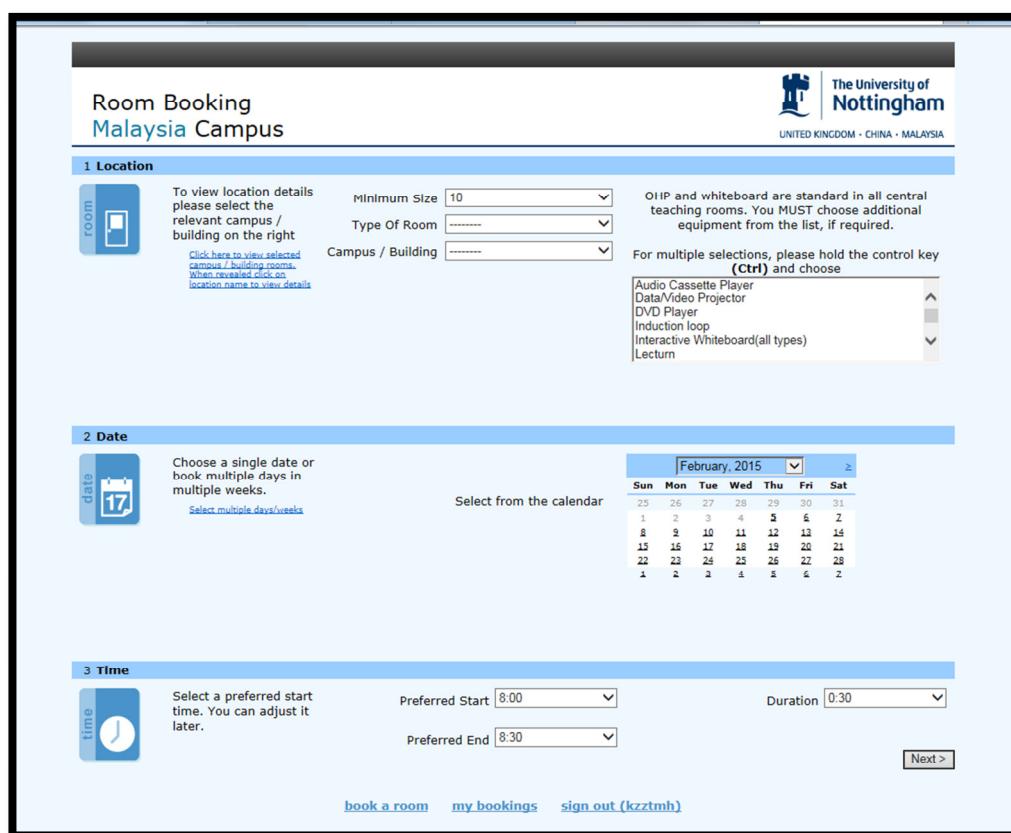


When you first go to the web room booking system you will need to sign in using your Username and Password.

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

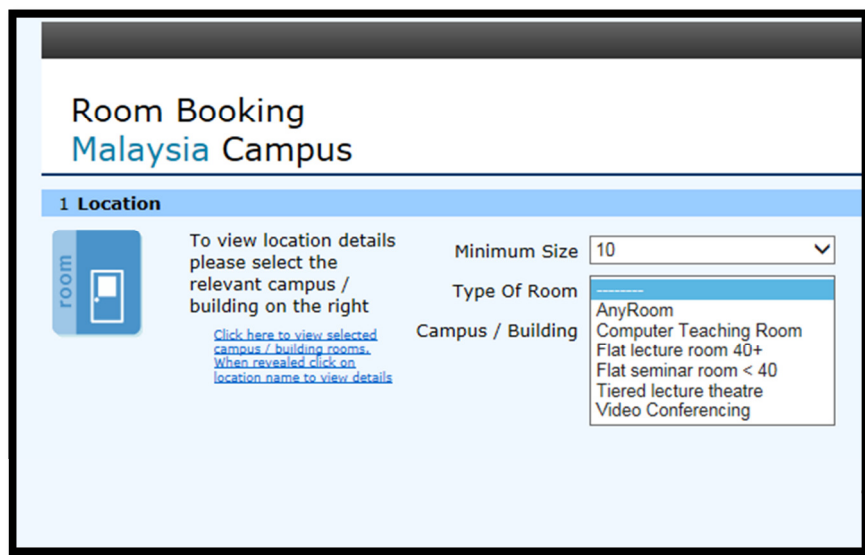
Nb: If you have any problems signing in, please contact IT SERVICE DESK ITServiceDesk@nottingham.edu.my

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

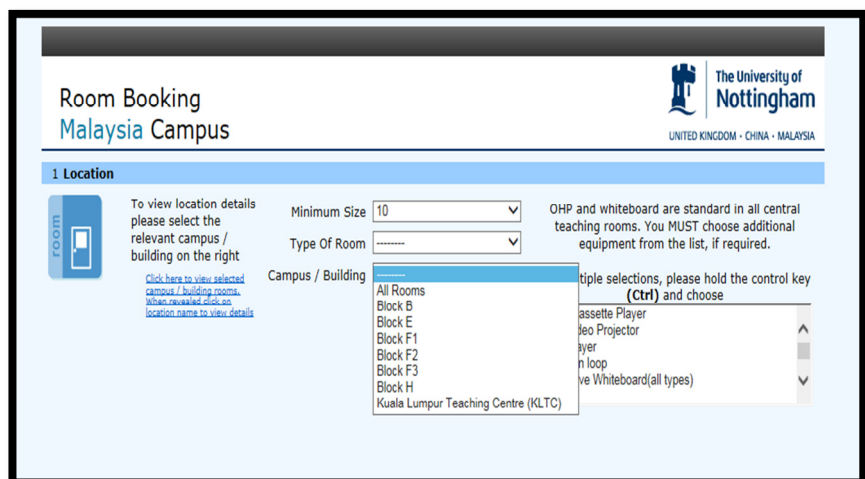


In the first section, you must enter the minimum size of your group.

How to use the Web Room Booking System

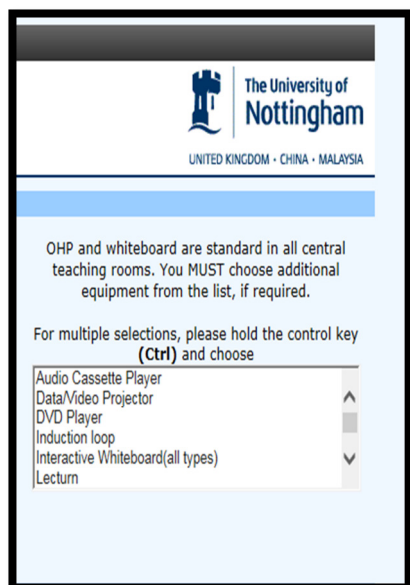


The second section asks for the type of room you are looking for. Please select by clicking on the down arrow. If you do not select the type of room, the system will show all rooms available for bookings.



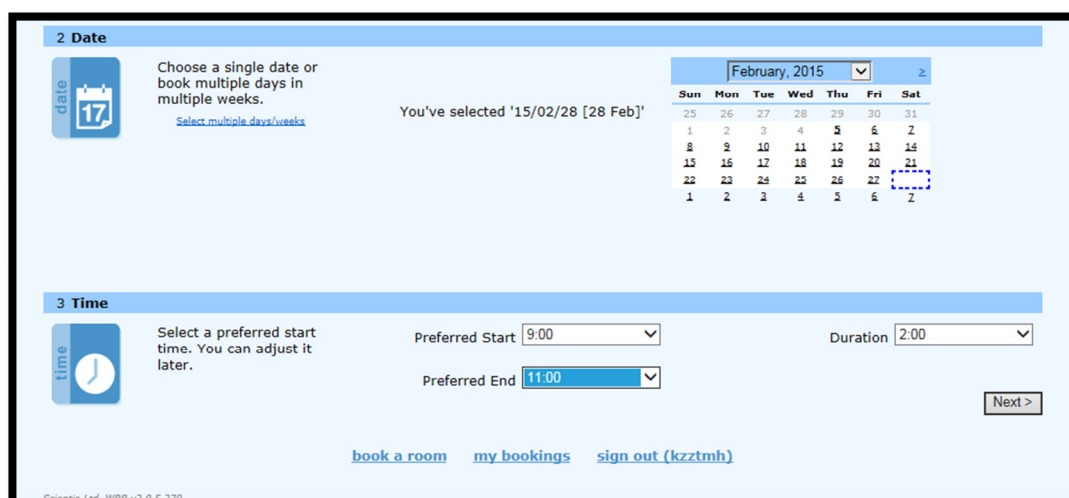
You can also select which block you require your room in or select the zone you wish to book the room for i.e., Kuala Lumpur Teaching Centre (KLTC). If you do not select a block/zone, a list of all available rooms will show.

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 (\geq). 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.

1 Location

To view location details please select the relevant campus / building on the right
[Click here to view selected campus / building rooms.](#)
[When revealed click on location name to view details](#)

Minimum Size:

Type Of Room:

Campus / Building:

OHP and whiteboard are standard in all central teaching rooms. You MUST choose additional equipment from the list, if required.

For multiple selections, please hold the control key (**Ctrl**) and choose

- Audio Cassette Player
- Data/Video Projector**
- DVD Player
- Induction loop
- Interactive Whiteboard(all types)
- Lecturn

2 Date

Choose a single date or book multiple days in multiple weeks.
[Select multiple days/weeks](#)

You've selected '15/02/28 [28 Feb]'

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start:

Duration:

Preferred End:

[Next >](#)

[book a room](#) [my bookings](#) [sign out \(kzztmh\)](#)

Here are the results:

Room Booking
Malaysia Campus

The University of Nottingham
 UNITED KINGDOM · CHINA · MALAYSIA

4 Select from the following options available on 15/02/28 [28 Feb]

	Time	Name	Size	Description
<input type="checkbox"/>	9:00-11:00	BlockF1-F1A11+	150	Building - Block F1 - F1A11 Tiered Lecture Theatre
<input type="checkbox"/>	9:00-11:00	BlockF3-F3A04+	184	Building - Block F3 - F3A04 Tiered Lecture Theatre
<input type="checkbox"/>	9:00-11:00	BlockF3-F3A08+	184	Building - Block F3 - F3A08 Tiered Lecture Theatre
<input type="checkbox"/>	9:00-11:00	BlockF1-F1A13+	260	Building - Block F1 - F1A13 Tiered Lecture Theatre
<input type="checkbox"/>	9:00-11:00	BlockF3-F3A12+	260	Building - Block F3 - F3A12 Tiered Lecture Theatre
<input type="checkbox"/>	9:00-11:00	BlockF1-F1A15+	350	Building - Block F1 - F1A15 Tiered Lecture Theatre

[Earlier Start](#) [Later Start](#) [Earlier Day](#) [Later Day](#) [Show More Options](#)

[Back](#) [Next >](#)

[book a room](#) [my bookings](#) [sign out \(kzztmh\)](#)

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.

The screenshot shows the 'Confirm your booking details' page. It features a 'confirm' button with a checkmark icon on the left. The form fields are as follows:

Location	BlockF1-F1A11+
Date	15/02/28 [28 Feb]
Start	9:00
End	11:00
Email	Nick.Name@nottingham.edu.my
Booking Size	100
First Name	NICK
Last Name	NAME x
Telephone	X1234
Event Description	Business Talk
Department	NUBS

At the bottom left is a '< Back' button, and at the bottom right is a 'Confirm Request' button. Navigation links at the bottom center include [book a room](#), [my bookings](#), and [sign out \(kzztmh\)](#).

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.

The screenshot shows the 'Booking Requested' confirmation page. It features a central box with the following text:

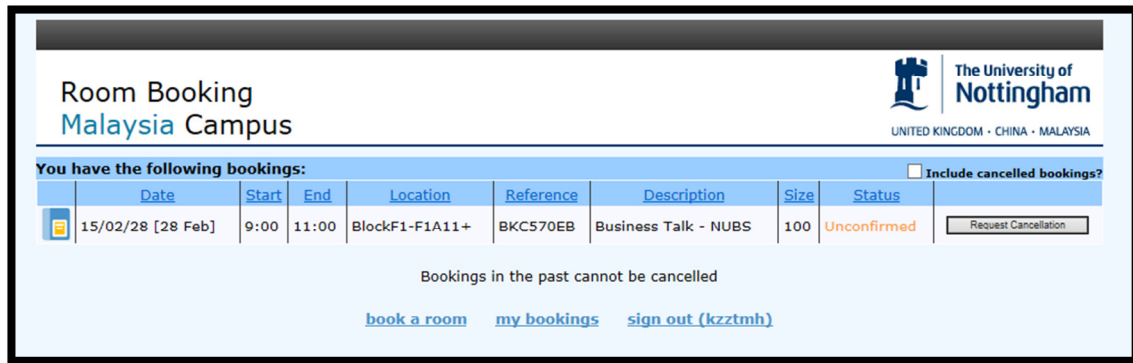
Booking Requested
BlockF1-F1A11+ has been requested for you,
from 9:00 to 11:00 on 15/02/28 [28 Feb].

Location	Reference	Request?
BlockF1-F1A11+	BKC570EB	R


Below the table is a 'Book Another' button. Navigation links at the bottom center include [book a room](#), [my bookings](#), and [sign out \(kzztmh\)](#).

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



The screenshot displays the 'Room Booking Malaysia Campus' web interface. At the top right, the University of Nottingham logo and name are visible, along with the text 'UNITED KINGDOM · CHINA · MALAYSIA'. Below the header, a blue bar indicates 'You have the following bookings:' with a checkbox for 'Include cancelled bookings?'. A table lists the booking details:

	Date	Start	End	Location	Reference	Description	Size	Status	
	15/02/28 [28 Feb]	9:00	11:00	BlockF1-F1A11+	BKC570EB	Business Talk - NUBS	100	Unconfirmed	<input type="button" value="Request Cancellation"/>

Below the table, a message states 'Bookings in the past cannot be cancelled'. At the bottom, there are three navigation links: [book a room](#), [my bookings](#), and [sign out \(kzztmh\)](#).

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