

# Web Room Booker – user guide

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## 1 Introduction

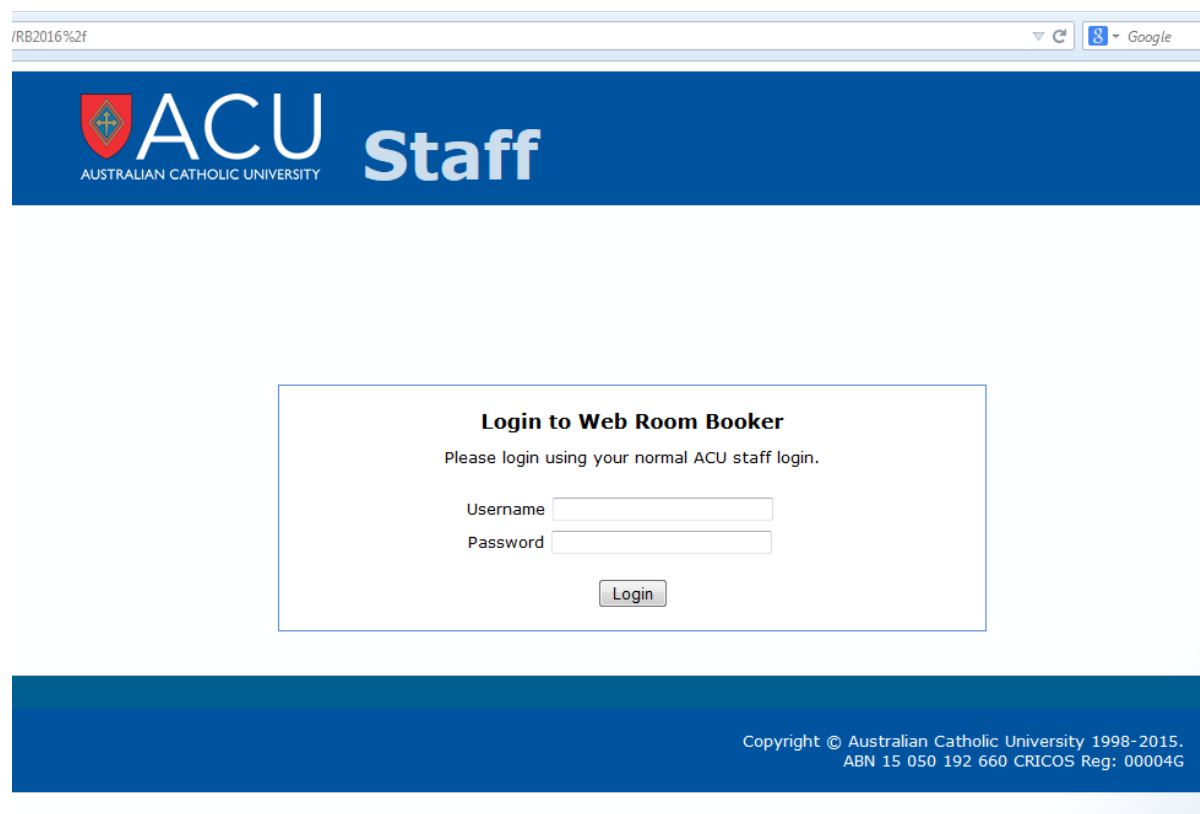
This manual explains how to make or request bookings using Web Room Booker (WRB).

## 2 Login

Click on the Web Room Booker link: <https://timetabling.acu.edu.au/WRB2016>

The link can also be found on the Room Bookings page <http://www.acu.edu.au/786013>

The WRB login page will load and to login you need to use your ACU credentials.



The screenshot shows a web browser window with the URL `/RB2016%2f` and a search bar containing "Google". Below the browser window is a blue header with the ACU logo and the text "ACU Staff AUSTRALIAN CATHOLIC UNIVERSITY". The main content area is a white box with a blue border containing the following text and form:

**Login to Web Room Booker**  
Please login using your normal ACU staff login.

Username   
Password

At the bottom of the page, there is a blue footer with the text: "Copyright © Australian Catholic University 1998-2015. ABN 15 050 192 660 CRICOS Reg: 00004G"

## 3 First screen

Once you are logged in WRB, the first screen that appears is divided in three sections. In the first section called *Venues* you need to select the venue properties such as capacity, location and room type/requirements. The second section is *Dates* and the third is *Time*.

It is important to select as minimum capacity the appropriate number. The search returns venues with capacity between your selected minimum capacity and double that number. For example, if you choose 100 as a minimum capacity the venues displayed are those with capacity between 100 and 200 people. If you require a venue that can accommodate more than 200 people, you have to increase the minimum capacity filter.

The next step is to select the location, which can be a specific campus, or multiple campuses for video conference bookings.

Then you need to select the type of venue such as meeting room, video conference, courtyard, specialised learning space, tiered space, etc. In particular, **teaching spaces** are categorised as:

- Large Learning Space (teaching venues with capacity usually bigger than 50 people)
- Specialised Learning Space (e.g. computer labs)
- Standard Learning Spaces (teaching venues with capacity smaller than 50 people)
- Tiered Spaces (e.g. auditorium with tiered floor – capacity usually bigger than 100 people)
- Videoconference Learning Space, i.e. teaching spaces with video conference facilities.

The new terminology has been introduced in accordance with the [Physical Teaching Space Standard](#) approved by Academic Board in December 2015.

On the [Room Bookings page](#) you can find a list of all teaching and non-teaching spaces available for ad hoc booking through Web Room Booker with detailed information including type of venue and capacity.

Clicking on the ‘*Show filtered venues*’ button the venues that match the selected requirements will be listed. In case you would like to make a booking in preferred venues, you can select them in this screen and only those venues will appear in the results as available rooms.

The first screen shot below shows Web Room Booker first screen and the second picture shows the filtered venues according to the selected search criteria.



Staff

**1 Venues**

**room** *Select venue requirements.*

Minimum Room Capacity

Campus

Please select your venue requirements.  
CTRL + Click to select more than one.

Art Gallery

BBQ

Courtyard, Deck or Alfresco Area

EQP-Hot Desk with PC

Kitchen

Laptop Connections

**2 Date**

**date** *Choose a single date or book multiple days in multiple weeks.*

Select from the Calendar:  
Please note, some Web Room Booker (WRB) dates are greyed out to allow scheduling of Semester classes and examinations.

December 2015 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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	29	30	31	1	2	3
4	5	6	7	8	9	10

**3 Time**

**time** *Select a booking start time and end time.*

Booking start time

Booking end time

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2


**ACU**  
 AUSTRALIAN CATHOLIC UNIVERSITY
 

# Staff

**1 Venues**

Select venue requirements.

Minimum Room Capacity:

Campus:

Please select your venue requirements. CTRL + Click to select more than one.

- BBQ
- Courtyard, Deck or Alfresco Area
- EQP-Hot Desk with PC
- Kitchen
- Laptop Connections
- Meeting Rm**

Name	Description	Capacity	Rules	Image	Campus	
BRI_xBC.02	xMeeting Room BC.02	6			BRI	<input type="checkbox"/>
BRI_xHUB12.1.04 Vd	xVid Con Meeting Room 1.04 - HUB12	6	Video Conference Room - not on main campus		BRI	<input type="checkbox"/>
BRI_xHUB2.1.10	xMeeting Room 2.10 - HUB2	6	not on main campus		BRI	<input type="checkbox"/>
BRI_xAC.21	xAC.21 Meeting Room	10			BRI	<input type="checkbox"/>
BRI_xPA.09	xMeeting Room PA.09 St Pauls Theological College	10			BRI	<input type="checkbox"/>

The following step is to select the date and time for your booking. In the picture below the chosen date is Thursday 24 March 2016 and the time between 2pm and 4pm.

**2 Date**

Choose a single date or book multiple days in multiple weeks.

You've selected 'Thursday, 24/03/2016'

Select multiple days/weeks

March 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	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	29	30	31	1	2	3
4	5	6	7	8	9	10

**3 Time**

Select a booking start time and end time.

Booking start time:

Booking end time:


**Please note** times are always local times. **During day light saving**, i.e. until Saturday 2 April 2016 and after Sunday 4 October 2016, if you need to make a booking for a video conference that includes a venue in Brisbane and venues in other states/territories, **you must make a separate booking for Brisbane.**

In case you need to select multiple days/weeks, click on the related button and then you can select weekdays and the related weeks. To select more than one week use the CTRL button when selecting.

The system is setup that you cannot select more than 4 weeks. If you try to select five or more weeks an error message will appear.

See below for an example of multiple dates booking for the same venue/s on Tuesday and Friday for the weeks starting on 11 January and 29 February 2016.

2 Date



Choose a single date or book multiple days in multiple weeks.

Select a single date

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Weeks commencing

28 December 2015

04 January 2016

11 January 2016

18 January 2016

25 January 2016

01 February 2016

08 February 2016


15 February 2016

22 February 2016

29 February 2016

07 March 2016

3 Time



Select a booking start time and end time.


Booking start time

Booking end time

Then you can click on the 'Next' button to see the available venues.









## 4 Second screen

The second screen will show all the available venues that match the selected criteria, including time and date/s. The example below lists the results for meeting rooms in Brisbane with minimum capacity 5 available on Thursday 24 March from 2pm to 4pm.



4 Select from the following venues available on Thursday, 24/03/2016

Choose

Time	Name	Venue Timetable	Capacity	Description	Rules	Image
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xHUB12.1.04 Vd</a>		6	xVid Con Meeting Room 1.04 - HUB12	Video Conference Room - not on main campus	
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xHUB2.1.10</a>		6	xMeeting Room 2.10 - HUB2	not on main campus	
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xAC.21</a>		10	xAC.21 Meeting Room		
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xPA.09</a>		10	xMeeting Room PA.09 St Pauls Theological College		
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xOB.13</a>		12	xMeeting Room OB.13		
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xEC.01</a>		14	xEC.01 Meeting Room		
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xEB.01</a>		15	xEB.01 Meeting Rm		
<input type="checkbox"/> 14:00-16:00	<a href="#">BRI_xAC.22 Vd</a>		16	xVideo Conf Rm AC.22	Video Conference Room	

Previous Day
Earlier Start
Later Start
Next Day
Show More Options

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The venue name is a link to the related room information page in ACUSIS and contains details about the space and, where available, a photo of the venue. Clicking on the link, the login page of ACUSIS appears. Use your

4

ACU credential to login. Please note: the link might not work for combined room. For example, to check details of meeting room *NSY\_xTWH.15.39-40 Vd*, you can check *NSY\_xTWH.15.39 Vd* and *NSY\_xTWH.15.40*.

The message below appears when attempting to book a venue and no options are available that match the search criteria.



**No Options Found**

None of the 17 venues that matched your criteria, were available. Try relaxing your venue or date criteria.

< Back

Next >

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Suggestion for amending the criteria:

- Adjust the minimum room capacity (up to capture more potential space).
- Change/remove some of the venue requirements.
- Check alternative times or the availability of rooms using the [Timetabling System](#).

At the bottom of the screen there are options to include more venues, show results for earlier or later start time, and the previous or next day.

Once the chosen venue is selected, click on the 'Next' button to finalise the booking.

## 5 Third screen

To complete the booking request, you need to select the booking type, request additional services when relevant and agree with the Room Bookings Terms and Conditions.

The first step is to choose the booking type. If the booking is for a video conference you have to select video conference. In this case a pop-up message will appear to remind that during day light saving you need to make a separate booking for Brisbane.

Then you have the option of selecting additional services. More information about the available additional services can be found on the [Room Bookings page](#) in the Additional Services section. Please be aware that **additional services requests have to be submitted at least 3 working days in advance**.

The picture on the next page shows how the third and last screen appears. The option 'Public lecture/workshop' was selected as a booking type.

If you would like the event/meeting to be advertise on the board at reception, please specify in the relevant field the event name you would like to be displayed.

If you require a special room setup, including audio/video equipment (other than the portable video conference unit), please select YES for special room setup and specify your request in the relevant text field. There is a link to the possible room layout. Not all venues can be setup with a different layout. Please contact the local [Campus Concierge](#) to enquiry about room layouts and which venues can accommodate a different furniture arrangement.

When choosing 'video conferece', more additional services are avialable.

## 5 Complete your booking details


**Venue, Date and Time**

	NSY_C3.12
Date	Monday (week(s): 18 January 2016, 01 February 2016, 15 Feb 2016)
Start	8:00
End	8:30
Booking Type	Public lecture / workshop

**Contact Details**

First Name	Betty
Last Name	Trezzi
Email	Betty.Trezzi@acu.edu.au
Contact number	+61297392865

**Additional Services**

Do you require catering? (not available for teaching spaces)	No
Would you like to advertise the event/meeting on the board at reception? (not available for teaching spaces)	No
Do you require a special <a href="#">room setup</a> ?	No
Please confirm that you agree to abide by the <a href="#">Bookings Terms and Conditions</a>	No

&lt; Back

Submit Request

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If you require ICT support, select YES for the relevant option and specify the campuses in which ICT support is required. Servicedesk will receive a notification of your request and IT duty officers will be notified to be at the venue for the start time of your video conference. For information on how to dial your virtual meeting room ID number and for instructions on how to use the equipment in each room please refer to [Video Conference and Audio Visual User Guides](#).

If can also request that the video conference will be recorded.

If you would like to book a portable video conference, please visit the [ACU Portable Video Conferencing page](#) for information on portable video conference units.

As final step, you need to agree to abide by the Bookings Terms and Conditions. There is a link to the [document](#) that lists the terms and conditions to abide to and agree with in order to book a venue. Please read the document and familiarise with the terms and conditions.

The picture below shows how the third and last screen appears when the option 'Video conference' was selected as a booking type.

If you click on the 'Submit' button the booking request will be finalised.

## 5 Complete your booking details


**Venue, Date and Time**

Venue	NSY_C3.12
Date	Monday (week(s): 18 January 2016, 01 February 2016, 15 F
Start	8:00
End	8:30
Booking Type	Video conference

**Contact Details**

First Name	Betty
Last Name	Trezzi
Email	Betty.Trezzi@acu.edu.au
Contact number	+61297392865

**Additional Services**

Do you require catering? (not available for teaching spaces)	No
Would you like to advertise the event/meeting on the board at reception? (not available for teaching spaces)	No
Do you require a special <a href="#">room setup</a> ?	No
Do you require ICT support?	No
Would you like for the video conference/ video lecture to be recorded?	No
Do you require portable video conference equipment?	No
Please confirm that you agree to abide by the <a href="#">Bookings Terms and Conditions</a>	No

[< Back](#)
[Submit Request](#)
[book a venue](#) [my bookings](#) [logout \(betrezzi\)](#)

## 6 Confirmation or notification message

Availability of teaching spaces for ad hoc bookings is limited before the Class Timetable and the Examination Timetables are finalised. Therefore booking requests of teaching spaces might not be confirmed until the end of the embargo period. For details see the [Space Booking Procedures](#).

The list of teaching space available through Web Room Booker can be found on the [Room Bookings page](#).

Non-teaching spaces are venues which are not scheduled for timetabled classes therefore they are available for ad hoc bookings all year around. Some designated venues, such as board rooms, might require approval to be booked. The list of non-teaching space available through Web Room Booker with information on approval can be found on the [Room Bookings page](#).

When you submit your booking request you either receive a confirmation message or a notification of the request.

Bookings in non-teaching spaces that do not require approval will be instantly confirmed. Requests to book teaching spaces or non-teaching spaces that require approval will generate a provisional booking. An acknowledgment message will appear and within 10 minutes the system will send you e confirmation email or a notification email from the address [donotreply@acu.edu.au](mailto:donotreply@acu.edu.au).

See below an example of the confirmation message.

### Request Submitted

NSY\_x21BerrySt.3.06 has been requested for you, from 16:30 to 17:00 on Wednesday, 24/02/2016.

Thank you for your booking request. Within 10 minutes you will receive a confirmation email.

Venue	Reference
NSY_x21BerrySt.3.06	BK4D311C

[Book Another](#)

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See below an example of the notification message

### Booking Requested

NSY\_CH6.01 has been requested for you, from 8:00 to 8:30 on Wednesday, 20/07/2016.

Thank you for your booking request. Within 10 minutes you will receive notification the status of your booking.

Venue	Reference	Status
NSY_CH6.01	BK4D312A	SUBMITTED




[Book Another](#)

[book a venue](#) [my bookings](#) [logout \(betrezzi\)](#)

The confirmation and notification emails are sent by the address donotreply@acu.edu.au. The subject line contains the status of the booking, the booking number or booking request number and the booking type. The additional service section lists all requested additional services. The list is blank when no additional service was requested. See below a copy of the confirmation email.



**CONFIRMATION of Booking BK4D311C - Meeting - Staff**

 donotreply@acu.edu.au  
Sent: Tue 23/02/2016 10:10 AM  
To:  Betty Trezzi  
Cc:  Room Bookings

Dear Betty Trezzi,

You requested the following Booking BK4D311C:  
Venue(s): NSY\_x21BerrySt.3.06  
Date(s) required: Wednesday, 24/02/2016  
Time required: 16:30-17:00  
Booking Type: Meeting - Staff

Additional Services:

Your contact number is +61297392865.

**THIS BOOKING IS CONFIRMED.**

If circumstances change and you no longer require this booking you must cancel it through [Web Room Booker](#).

Thank you

\*\*\*\*\*

This is an automatically generated email from Web Room Booker.  
**Do not reply to this address!**




For meeting room booking enquiries contact the Facilities Coordinators Team by email at [RoomBookings@acu.edu.au](mailto:RoomBookings@acu.edu.au) quoting the booking number BK4D311C.  
For teaching space booking enquiries contact the Academic Team by email at [book\\_teaching\\_room@acu.edu.au](mailto:book_teaching_room@acu.edu.au) quoting the booking number BK4D311C.

For catering, signage or special room setup enquiries contact the local campus concierge quoting the booking number BK4D311C.

For IT support, recording or the portable unit for a video conference contact Service Desk at [servicedesk@acu.edu.au](mailto:servicedesk@acu.edu.au) quoting the booking number BK4D311C.

See below a copy of the provisional booking email.

**PROVISIONAL Booking Request BK4D312A - Other**

 donotreply@acu.edu.au  
Sent: Tue 23/02/2016 10:10 AM  
To:  Betty Trezzi  
Cc:  Book Teaching Space

Dear Betty Trezzi,

You requested the following Booking BK4D312A:  
Venue(s): NSY\_CH6.01  
Date(s) required: Wednesday, 20/07/2016  
Time required: 8:00-8:30  
Booking Type: Other  
Additional Services:

Your contact number is +61297392865.

**This booking is PROVISIONAL and is not finalised.**

If circumstances change and you no longer require this booking you must cancel it through [Web Room Booker](#).

Thank you.

The Academic Space Booking Team

\*\*\*\*\*

This is an automatically generated email from Web Room Booker.  
**Do not reply to this address!**

## 7 Manage and cancel future bookings

When you log in Web Room Booker, at the bottom of the page there is a link to 'my bookings' (see any previous screen shot).





When you click on the 'my bookings' link you will see the list of all your future bookings. Past bookings are not displayed.

See below for an example of how the page looks like.



You have the following bookings:

Include cancelled bookings?

	Date	Start	End	Venue	Reference	Capacity	Status	
	Monday, 11/01/2016	11:00	12:00	NSY_x21BerrySt.3.06	BK0D86C5	1	Confirmed	<input type="button" value="Cancel"/>
	Friday, 29/01/2016	12:30	15:30	CAN_xS.G.1.10 Vd	BK6CCD2C	1	Confirmed	<input type="button" value="Cancel"/>
	Tuesday, 02/02/2016	10:30	11:00	CAN_B8	BK6CCD5A	25	Submitted	<input type="button" value="Cancel"/>
	Tuesday, 07/06/2016	9:30	11:00	CAN_xS.2.316	BK6CCD34	1	Confirmed	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled

[book a venue](#) [my bookings](#) [logout \(betrezzi\)](#)

If need to cancel a confirmed booking or a submitted booking request, click on the 'Cancel' button. Booking cannot be modified. If you wish to change date or time or venue, or delete one of the venues you need to cancel the booking and make a new one. In case you made a video conference booking with multiple location and you wish to cancel only one of the venues, please contact [room.booking@acu.edu.au](mailto:room.booking@acu.edu.au) specifying the booking number and the venue that need to be released.

When you cancel a confirmed booking you will receive a cancellation email. See below a copy of a cancellation email.

**Cancellation of Booking BK4D312A - Other**
 donotreply@acu.edu.au

Sent: Tue 23/02/2016 10:20 AM

 To:  Betty Trezzi

 Cc:  Book Teaching Space

Dear Betty Trezzi,

The following Booking BK4D312A has been cancelled:

Venue(s): NSY\_CH6.01

Date(s) required: Wednesday, 20/07/2016

Time required: 8:00-8:30

Booking Type: Other

Additional Services:

Your contact number: +61297392865

Thank you.

\*\*\*\*\*

This is an automatically generated email from Web Room Booker.

**Do not reply to this address!**

 For meeting room booking enquiries contact the Facilities Coordinators Team by email at [RoomBookings@acu.edu.au](mailto:RoomBookings@acu.edu.au) quoting the booking number BK4D312A.

 For teaching space booking enquiries contact the Academic Team by email at [book.teaching.room@acu.edu.au](mailto:book.teaching.room@acu.edu.au) quoting the booking number BK4D312A.

For catering, signage or special room setup enquiries contact the local campus concierge quoting the booking number BK4D312A.







 For IT support, recording or the portable unit for a video conference contact Service Desk at [servicedesk@acu.edu.au](mailto:servicedesk@acu.edu.au) quoting the booking number BK4D312A.

When you select the box 'include cancelled bookings' the list of all future bookings contains also the cancelled bookings. See below for an example of how the page looks like.



You have the following bookings:

 Include cancelled bookings?

	Date	Start	End	Venue	Reference	Capacity	Status	
	Monday, 11/01/2016	11:00	12:00	NSY_x21BerrySt.3.06	BK0D86C5	1	Confirmed	<input type="button" value="Cancel"/>
	Wednesday, 13/01/2016	11:00	13:00	NSY_xTWH.18.17-19 Vd	BK112377	20	Cancelled	<input type="button" value="Cancel"/>
	Thursday, 28/01/2016	8:00	8:30	NSY_x21BerrySt.3.06	BK5FE04D	1	Cancelled	<input type="button" value="Cancel"/>
	Friday, 29/01/2016	12:30	15:30	CAN_xS.G.1.10 Vd	BK6CCD2C	1	Confirmed	<input type="button" value="Cancel"/>
	Tuesday, 02/02/2016	10:30	11:00	CAN_B8	BK6CCD5A	25	Submitted	<input type="button" value="Cancel"/>
	Tuesday, 07/06/2016	9:30	11:00	CAN_xS.2.316	BK6CCD34	1	Cancelled	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled

[book a venue](#) [my bookings](#) [logout \(betrezzi\)](#)