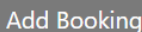



## Add a room booking

**Note:** You can add a booking clicking on , an empty space in a Calendar view or 

1. Select the **Booking Type** once in the booking window
2. Change **Schedule Colour** to dark blue, if an ad-hoc request
3. Select the **Specialty** where this is not a meeting room
4. Select the **Clinic** where this is not a meeting room

**Note:** Use **Miscellaneous** Specialty option, and then relevant description in Clinic, to block out the room

5. Select the **Location** to a particular room, if not already
6. Type in the full Clinician's name and Specialty in **Subject**
7. Add **Notes** to explain your request (not **More details**)
8. Type in the Booking **Owner / Clinical Lead** – only enter staff who are able to amend or cancel the room booking

9. Set the **1st Session Date**

10. Set the **Start** and **End Time** (the duration of the booking)

10. Set the **Recurrence** - defaults to **Once** for one-offs

- **Daily** – Sets more than one day in a week
- **Weekly** – Set specific day of the week
- **Monthly** – Set which specific week and day in a week the clinic runs

12. Select relevant option when set to Weekly or Monthly

- **Week Day** and **every x Weeks**
- **Interval** and **Day**
- Set the **Room Users** (if needed)




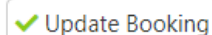
13. Select an **End date** for Daily, Weekly and Monthly

- **Ends by** [date one year later]
- **Ends by this date** – set the relevant end date
- Set the Room's Users with **Add Users** field (if reqd)

13. Click **Add Booking**

- See tips at the back for recurring room bookings -



## Amend an existing booking

- Updating a series of room bookings (marked with )
  1. Click any one of the booking series
  2. Select the  **This session onwards** then click OK
  3. Change the details that need updating
  4. Click 
- Updating a single room booking from a series
  1. Click the room booking you need to change
  2. Leave the  **Just this one** option selected then click OK
  3. Change the details that need updating
  4. Click 
- 3. Updating a one-off room booking
  - Click the room booking you need to change
  - Change the details that need updating
  - Click 

**Note:** You cannot amend: **Specialty, Clinic, Owner, Recurrence**

## Cancelling a room booking

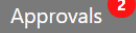



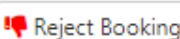
Use the Amend process above to access a room booking

- Once the room booking is selected, choose 
- A confirmation window will open; **Add a reason** if needed then click 

**Note:** You cannot cancel a room booking retrospectively. However, cancelling a whole series will also cancel the booking in the past even though it has happened.

Basic users cannot cancel a booking when they are not the named owner, but you can.

## Accepting / Rejecting a booking request/s

1. Check for Notifications 
2. Click the Approvals to open the list of requests:
3. Choose from the following options:
  - Click  to view the details of the request
  - Click  to **Approve** booking
  - Click  to **Reject** booking
    1. Reject reason window will open
    2. Select a **Reason** from the drop down
    3. Add comments ( optional)
  - 4. Click 

## Search for an existing room booking

1. Click **Search Existing Bookings**
2. Complete the following mandatory fields:
  - (Booking) Type - Clinic or Meeting
  - **From** and **To** dates of the booking
  - Days of the week
  - Time the clinic is running
3. Click **Search** - bookings display that match the criteria set. Location, Room Type, Subject and Owner displays
  - Use the **View** button for more details of the booking
  - Use the **Edit** or **Cancel** button accordingly



**Note:** If the speciality and/or clinic code is known, use these also, to reduce the results. **Times** are exclusive e.g. setting end time of 13:30 will exclude bookings starting at 13:30

## Search for an available room

1. Click **Search Availability - Advanced**
2. Complete the following mandatory fields:
  - (Booking) Type - Clinic or Meeting
  - Number of Rooms Required
  - Location
  - Date, Start and End time
3. **Recurrence** is Optional; Once, Daily, Weekly, Monthly
4. Set **Resources** (Optional)
5. Click **Search**
6. Select from the results showing a list of available slots that matches the criteria set

## Viewing Potentially Cancelled Clinics

When the number of patients in a clinic is reduced to zero, Room Manger will flag them as a potentially cancelled clinics.

1. Check for notifications **Potentially cancelled clinics** <sup>2</sup>
2. Click **Potentially Cancelled clinics**
3. View more details of each clinic by clicking the  icon
4. Cancel the clinic by clicking the  icon

**Note:** You need to confirm this with the clinician/users of the room before cancelling.

## Tips in setting recurring room bookings

When requesting a room booking that recurs , in the **Add Booking** window:

- **Setting up a Mon to Friday booking**
  1. Update the booking details, to what is required
  2. Set the **1st Session date** to a date that starts on a Monday
  3. Make sure the recurrence is set to **"DAILY"**
  4. Set **Ends by this date** to the Friday then click **Add Booking**

If the room booking is recurring for 6 weeks, repeat the process 6 times, using different **Start** and **End dates**.

- **Setting up a booking that occurs in 2 separate days of the same week (e.g. Mon and Thurs only)**
  1. Update the booking details, to what is required
  2. Set the **1st Session date** to the required day of the week
  3. Make sure the recurrence is set to **"Weekly"**
  4. Choose a **Week Day**; Set **Every** to "1" for every week; "2" for every 2 weeks *and so on...*
  5. Set the appropriate radio button to when the recurrence ends then click **Add Booking**

In a new **Add Booking** window, repeat the above steps, but change the **Week Day** to a different day and so on.

# Room & Resource Manager Reference Guide



## Room Administrators

**Have IT issues?**

**Contact IT Helpdesk on x65777**

### Opening Room Manager

1. Double-click the **BSUH Applications** folder