

## 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 to see more details of the booking
  - Use the **Edit** or **Cancel** button against bookings that you are the **Owner** of

**Note:** If the specialty 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. Select **Resources** (Optional)
5. Click **Search**
6. Select from the results showing a list of available slots that matches the criteria set

## Request a room booking

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

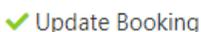
1. Select the **Booking Type** once in the booking window
  2. Change the **Schedule Colour** to dark blue, if ad-hoc request
  3. Select the **Specialty** where this is not a meeting room
  4. Select the **Clinic** where this is not a meeting room
- Note:** Use **Miscellaneous** Specialty option, and 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 (**More details** not reqd)
  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 room booking)
  11. 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**
  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)
  14. Click **Add Booking** to confirm the booking request

## 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
  5. Click **Add Booking**
  6. 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
  6. Click **Add Booking**
  7. In a new **Add Booking** window, repeat the above steps, but changing **Week Day** to a different day and so on.

## 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 
- Updating a one-off room booking
  1. Click the room booking you need to change
  2. Change the details that need updating
  3. Click 

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

## Cancel 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
- You cannot cancel a booking when you are not the named owner

## Room & Resource Manager Reference Guide



## Room Requesters

**Have IT issues?**

**Contact IT Helpdesk on x65777**

### Opening Room Manager

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