Room & Resource Manager for View Only Users

Minimise/Maximise Calendar & Options

Change content display for Timeline View only

Change orientation of selected View

Switch Buildings (called Sites)
- ○ RSCH - Main Outpatients
- ○ RSCH - Louisa Martindale Building

Logged in as: BSUH\Steve.Blackwell (RSCH - Main Outpatients)

Timeline View: ◉ Weekly ○ Daily   Content: ◉ Partial ○ Full

○ Horizontal ◉ Vertical

11 Dec - 17 Dec

Day | Week | Month | Timeline | Agenda

Dec 2023

	M	T	W	T	F	S	S
48	27	28	29	30	1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31
1	1	2	3	4	5	6	7

Sussex Waiting Area

Search Existing Bookings

Reports

Flow Manager

Location selection - Building, Waiting Area or Room

Unauthorised room booking requests show faintly - this one is an Ad-hoc

Select which View you prefer here

D Hildick-Smith, Cardiology (Steve Blackwell)

Part of a Series (link icon)

Search by Booking Type, Specialty, Clinic Code, Dates, Days of the Week, Times, Created by, Owner & Location

A modified Part of a Series - single booking in the series has been edited (struckthrough-link icon)

Blue room bookings are Ad-hoc requests

Monday | Tuesday | Friday | Saturday | Sunday

Room 1, Room 10, Room 12, Room 13, Room 14, Room 15, Room 16, Room 2, Room 3, Room 4, Room 5, Room 6, Room 7, Room 8, Room 9

D Hildick-Smith, Cardiology (Steve Blackwell)

D Balmforth, Cardiac Surgery (Steve Blackwell)
D Balmforth, Cardiac Surgery (Lorenzo Pascual)

A Hussain, Cardiac Surgery (Lorenzo Pascual)
D Hildick-Smith, Cardiology (Lorenzo Pascual)
J Julia Calvo, Cardiology (Steve Blackwell)
J Julia Calvo, Cardiology (Lorenzo Pascual)

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J Julia Calvo, Cardiology (Steve Blackwell)

Search Existing Bookings

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

   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

Using the Calendar View

Once you have selected the correct option from the Switch Building drop-down - see main picture:

1. Change the location accordingly between whole Building, Waiting Area and Room, as required

2. Select the date you wish to view from, in the Calendar

3. Set the View (and Orientation) that works best here:

   - Day, Week, Month, Timeline, Agenda

     * Horizontal, Vertical

     * If using Timeline; Weekly, Daily, Partial/Full content

   Note: Timeline is a good all-round option

3. View the Room Bookings for your selection

   - Click on a booking to view More Details

   - Click **Close** to return to the Calendar view underneath

Room & Resource Manager Reference Guide

intouch
with health
A VitalHub Company

View Only Users

Have IT issues?
Contact IT Helpdesk on x65777

Opening Room Manager

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