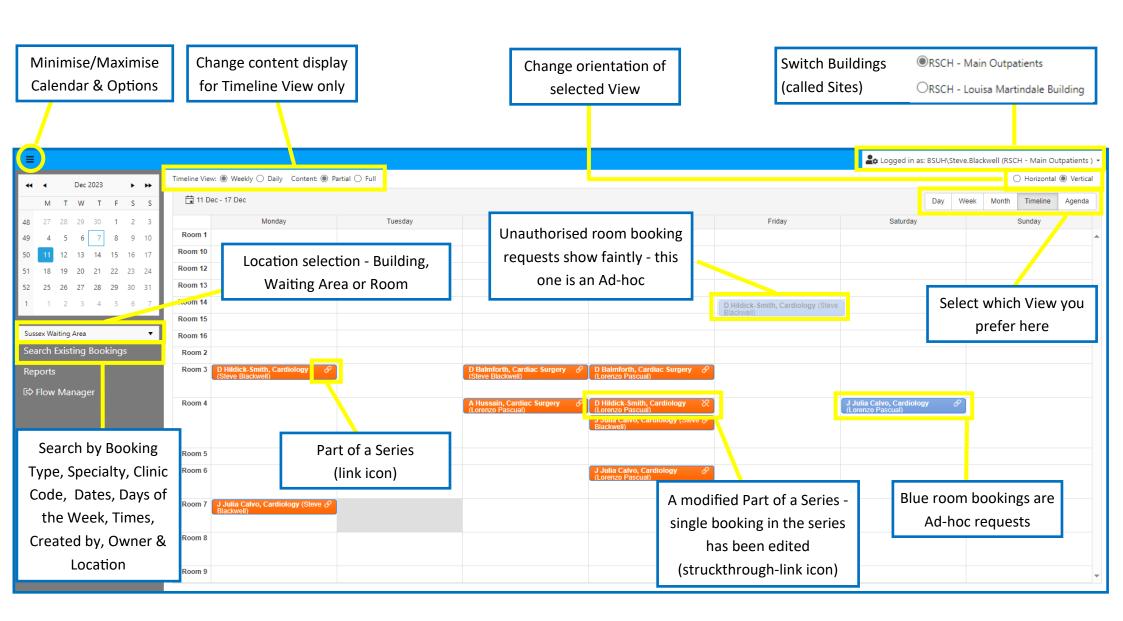


# Room & Resource Manager for View Only Users







# Room & Resource Manager for View Only Users



## **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:

- 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



**View Only Users** 

Have IT issues?

Contact IT Helpdesk on x65777

**Opening Room Manager** 

1. Double-click the BSUH Applications folder