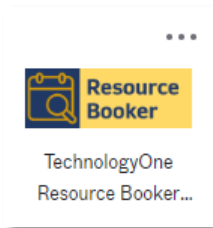


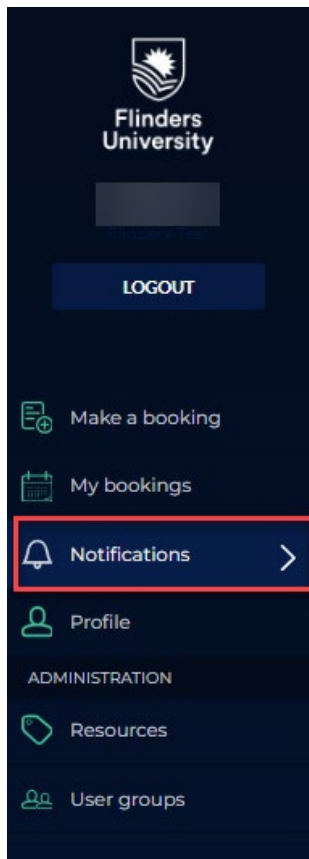
Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and Workstations at the City Campus.

If you are in an approver role and are responsible for approving requested bookings, follow the steps below after opening **Resource Booker** from your **OKTA** dashboard.

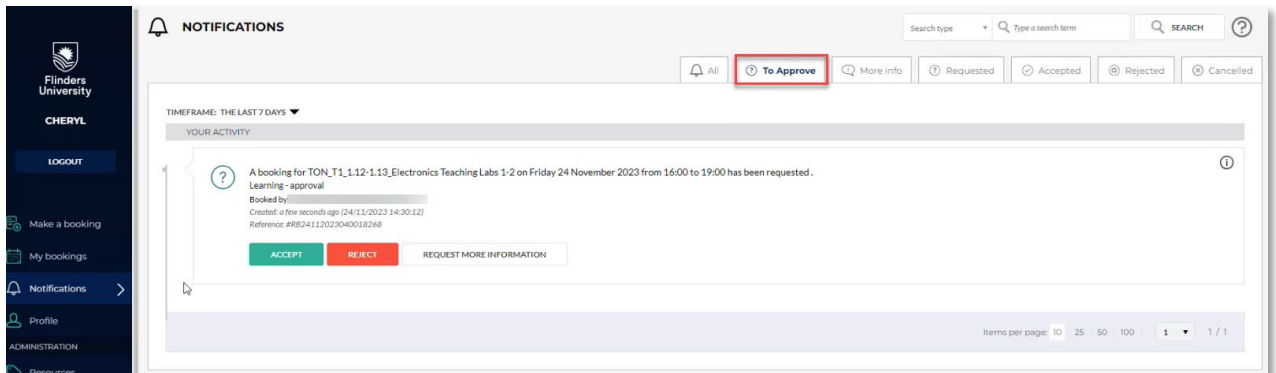


1. Approve a request to book

1.1 From the Resource Booker dashboard, select **Notification** on the left-hand side panel.



- 1.2 Under the **To Approve** tab will be a list of requests to book awaiting approval. An email will be received if there are any requests awaiting approval.

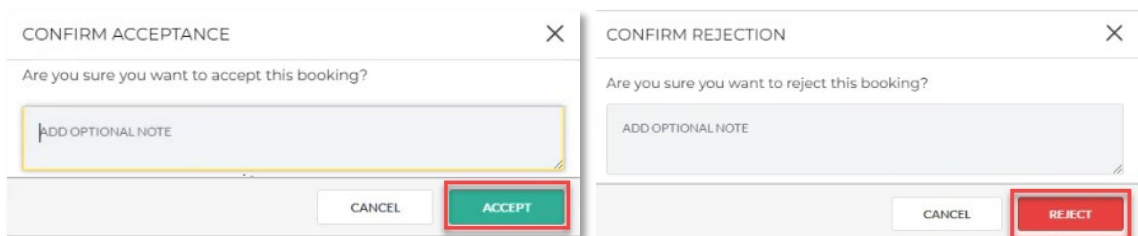


- 1.3 From the approval item, you can choose to accept, reject or request more information. This step shows Accept/Reject, see 1.4 for Request more information.



If the accept or reject options are used, the system will allow you to add notes such as a code key or more information on the space relevant to the requested after approval. A reject note option could be as there is building works occurring at that time etc.

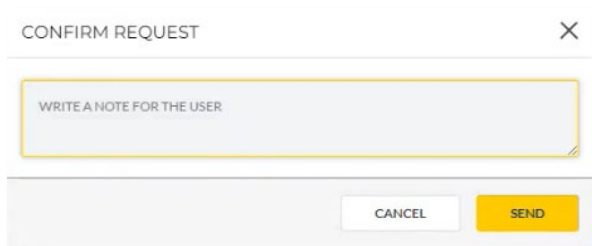
Then select **Accept** or **Reject**.



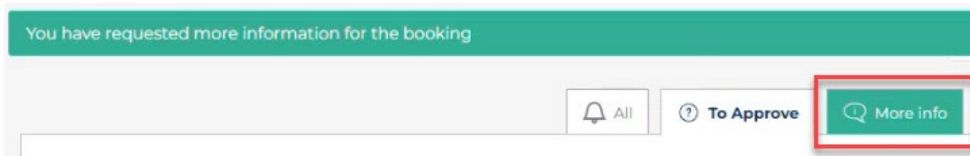
1.4 This step shows how to request more information. See 1.3 for accept/reject method.

Request more information will bring up a notes box for the requestor. This will provide an email advising the requestor of the request for more information, this is also found in the requestor's notifications **More Info** area.

It is suggested that any additional information is requested to be emailed to the approver directly and not through the system.

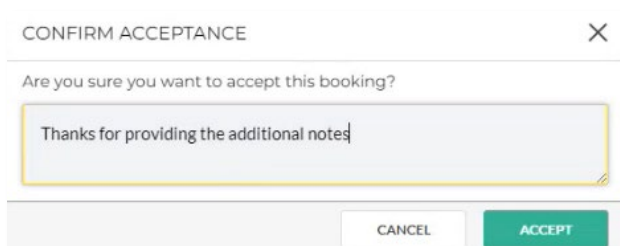


Once you add your note to the requestor and click **Send**, you will see the request item move to your **More Info** tab. A 'you have requested more information for the booking' bar will also appear.

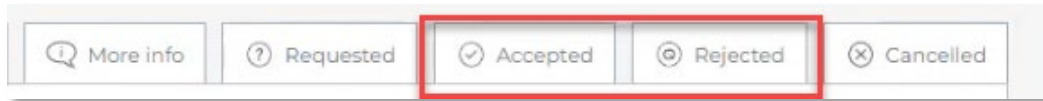


Upon receiving the additional information into your email inbox, go back into Resource Booker, open the Notifications tab on the left-hand side and go to **More Info**.

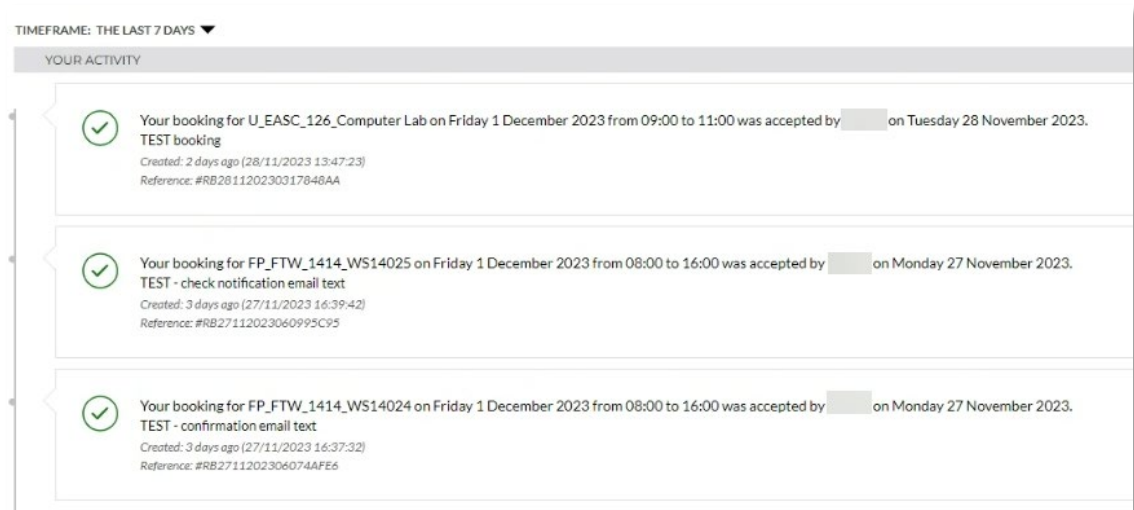
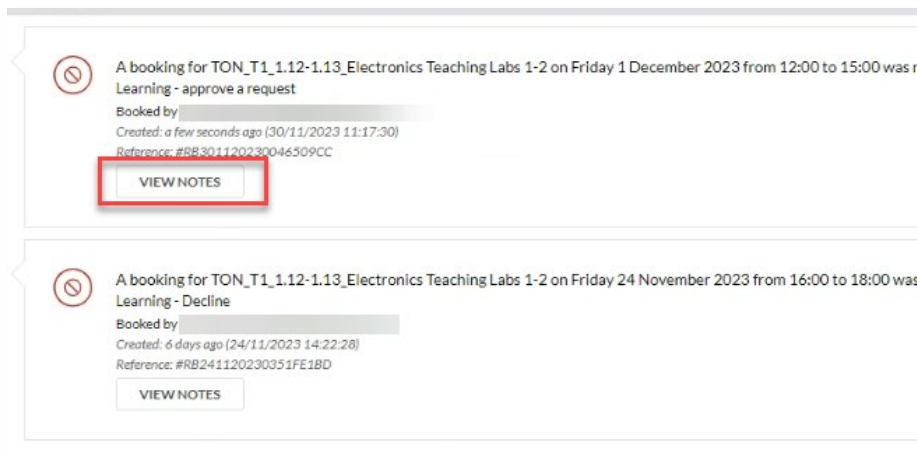
From here you can complete the **Accept** or **Reject** step as required by the booking. See 1.3 for how to complete these. Noting you can still add an additional note to the requestor at this point. An email will then be sent to the requestor with the result of accepted or rejected.



- 1.5** To find any bookings you have approved or rejected you will see these in the relevant tab, see image below.



A list will appear once you select a tab, and you can view any notes on the request by clicking **View Notes**.



The requestor will also be able to view their requests via their Accepted/ Rejected tabs.