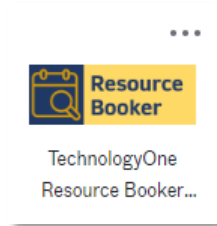


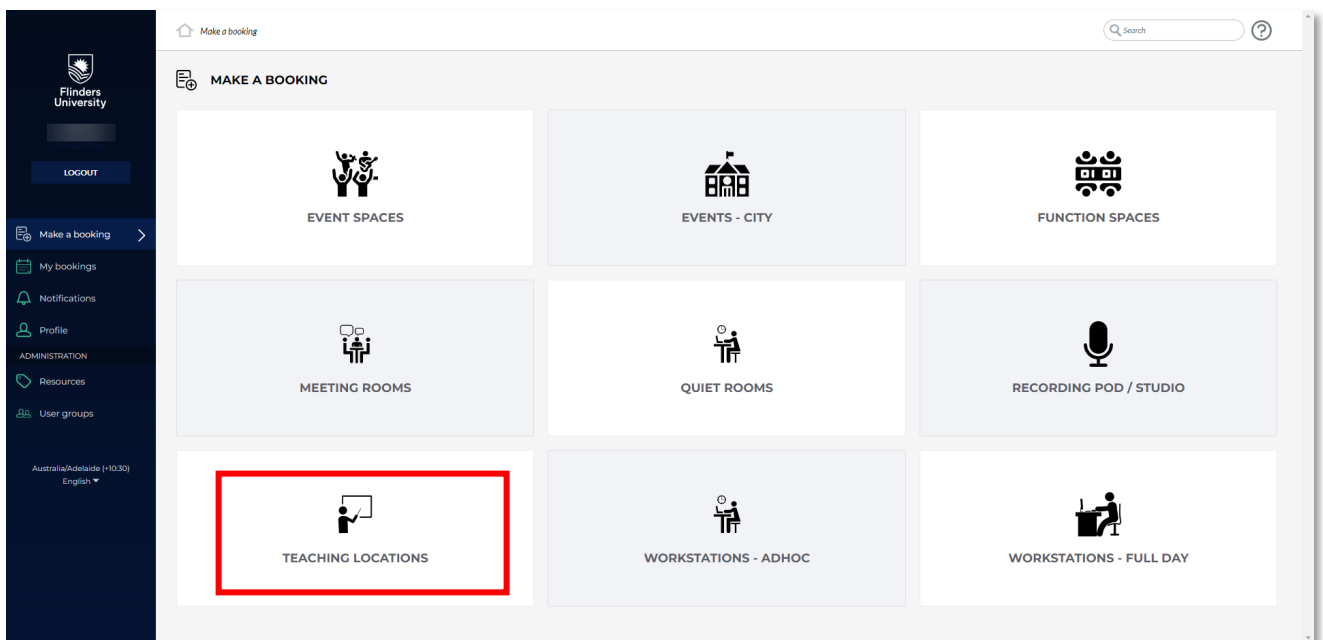
Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and Workstations at the City Campus.

To open Resource Booker, Go to your Okta Dashboard and select *Resource Booker*

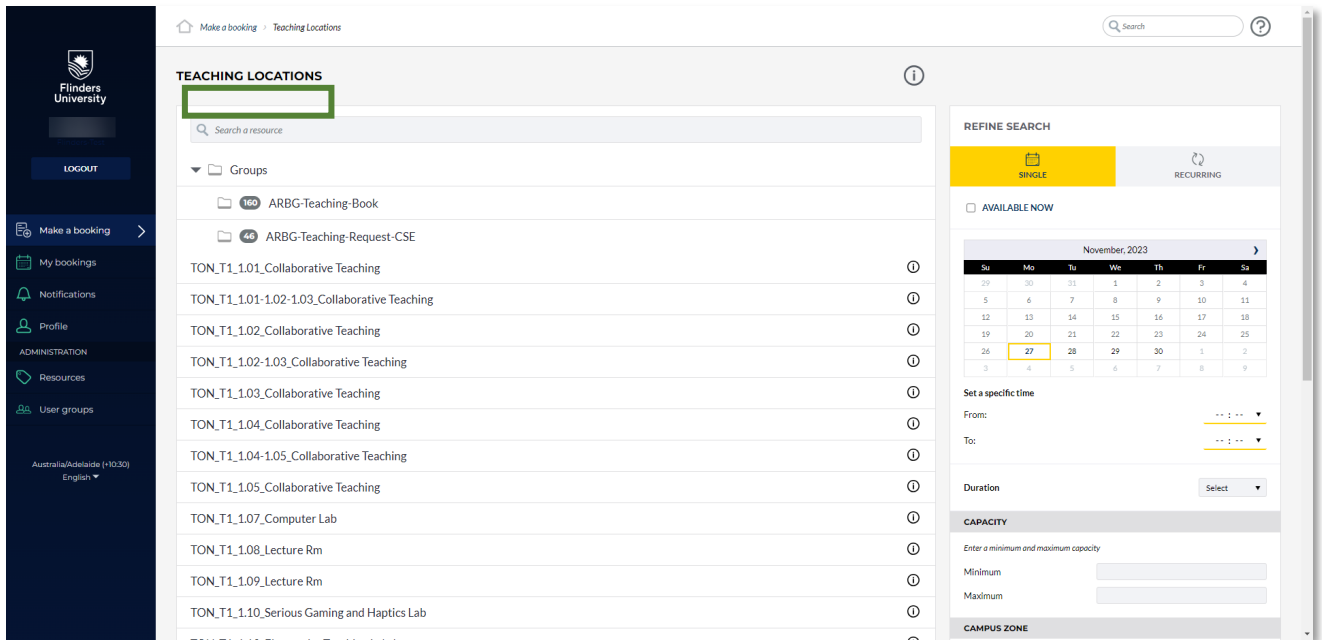


1. Booking a resource

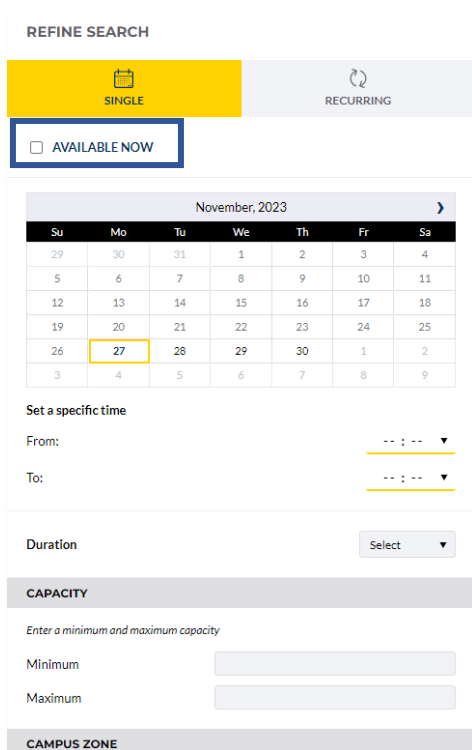
- 1.1 From the Resource Booker dashboard, select the type of resource you wish to book. This section will show a teaching space, the same step applies for meeting and quiet rooms.



1.2 The resource booking screen will appear. In this example it will show Teaching Locations.



1.3 There are a few different ways to search for a space to book. If you are looking for a space without a specific room in mind, use the **Refine Search** option on the right-hand side.



Note: If you know the name of the space, enter it in the Search a resource field. For example: U_LWCM for a teaching space at Bedford Park in Law & Commerce Building See green box in step 1.2.

Note: If you are looking for what room/s are available now, tick the *Available Now* box in the Refine Search area. See blue box on image in step 1.3.

- 1.4 Enter the date you wish to book; then set a specific time you wish the booking to be from and to. Filters will appear at the top of the locations list as you make different selections.

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

December, 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Set a specific time

From:

To:

Note: Not all selections may be required as the list changes as filters/selections are added in the refine search area. These can be removed by click on the relevant x.

Start date: 2024-01-24 X Capacity(min): 15 X Capacity(max): 25 X

- 1.5 Enter the Minimum and Maximum Capacity, Campus Zone, Room Type and if you require Web Conferencing.

CAPACITY

Enter a minimum and maximum capacity

Minimum

Maximum

CAMPUS ZONE

Can select a campus zone

City Campus

Bedford Park - FMC & Health

Bedford Park - North Ridge

Bedford Park - South Ridge

Bedford Park - Sturt

Tonsley

Remote & Rural

ROOM TYPE

Select room type to filter the list of rooms

Teaching/Collaborative Space

Lecture Space

Computer Lab

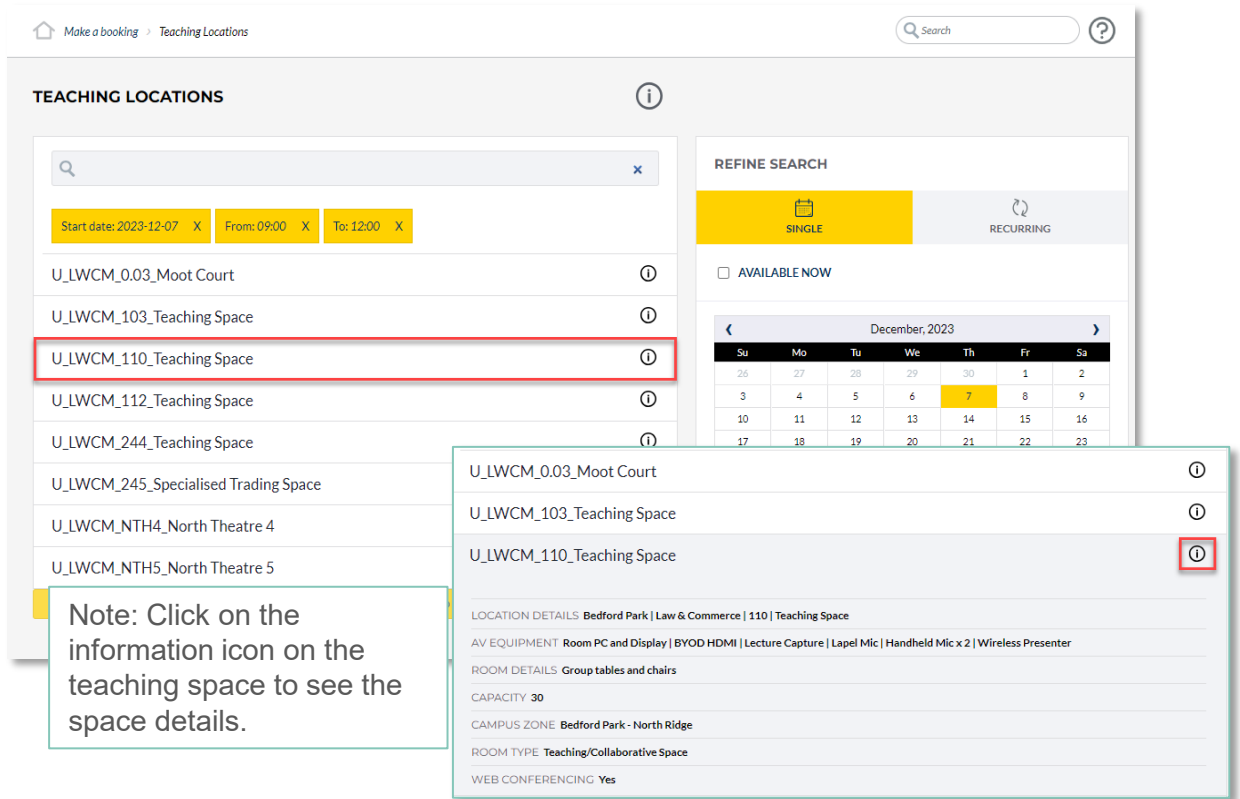
Practical Skills Suite/Lab

Clinical Skills Lab

WEB CONFERENCING

Web Conferencing

1.6 A list of bookable Teaching locations will be shown. Select a suitable space.



TEACHING LOCATIONS

REFINE SEARCH

AVAILABLE NOW

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

U_LWCM_0.03_Moot Court

U_LWCM_103_Teaching Space

U_LWCM_110_Teaching Space

U_LWCM_112_Teaching Space

U_LWCM_244_Teaching Space

U_LWCM_245_Specialised Trading Space

U_LWCM_NTH4_North Theatre 4

U_LWCM_NTH5_North Theatre 5

Note: Click on the information icon on the teaching space to see the space details.

U_LWCM_110_Teaching Space

LOCATION DETAILS Bedford Park | Law & Commerce | 110 | Teaching Space

AV EQUIPMENT Room PC and Display | BYOD HDMI | Lecture Capture | Lapel Mic | Handheld Mic x 2 | Wireless Presenter

ROOM DETAILS Group tables and chairs

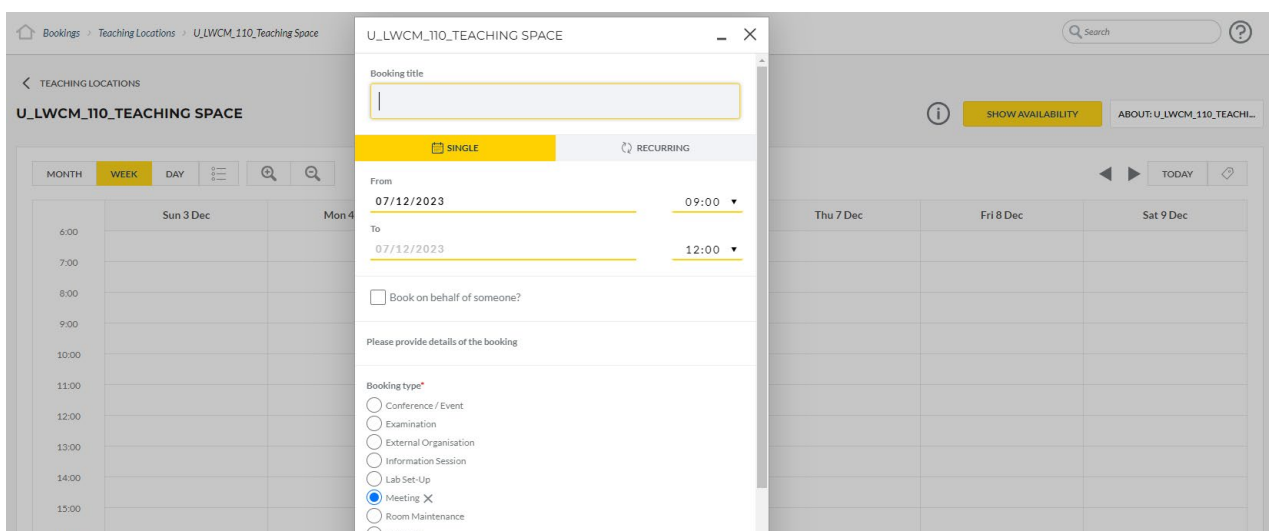
CAPACITY 30

CAMPUS ZONE Bedford Park - North Ridge

ROOM TYPE Teaching/Collaborative Space

WEB CONFERENCING Yes

1.7 Once you select a suitable space, a pop-up window will appear with the calendar of the space in the background.



U_LWCM_110_TEACHING SPACE

Booking title

SINGLE

RECURRING

From 07/12/2023 09:00

To 07/12/2023 12:00

Book on behalf of someone?

Please provide details of the booking

Booking type*

Conference / Event

Examination

External Organisation

Information Session

Lab Set-Up

Meeting X

Room Maintenance

Seminar

SHOW AVAILABILITY

ABOUT: U_LWCM_110_TEACH...

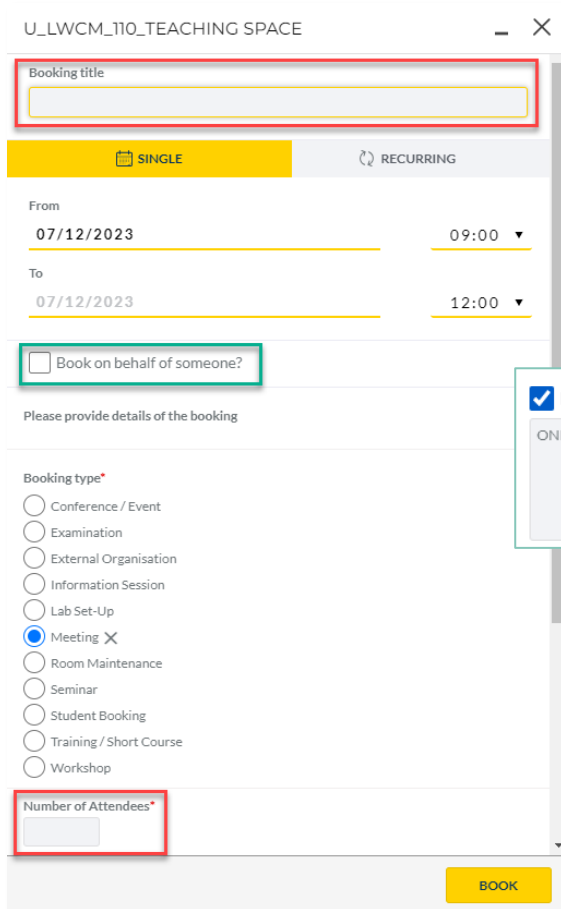
TODAY

Thu 7 Dec

Fri 8 Dec

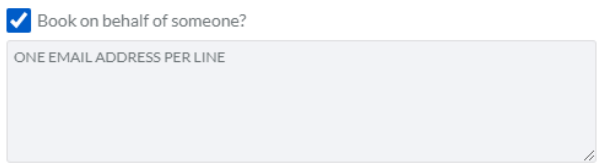
Sat 9 Dec

1.8 The booking screen will appear. In this example it will show Teaching Locations.

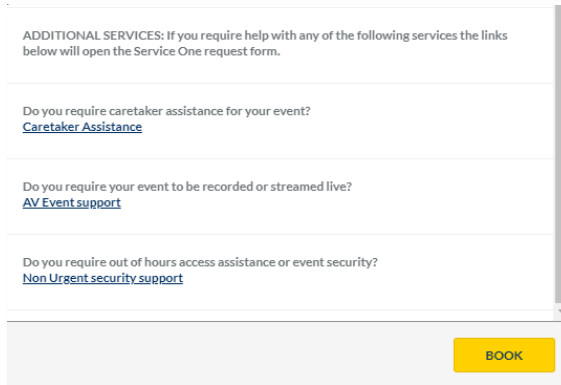


The screenshot shows a booking form for 'U_LWCM_T10_TEACHING SPACE'. The form includes a 'Booking title' field, a 'SINGLE' button, and a 'RECURRING' button. The 'From' date is 07/12/2023 at 09:00, and the 'To' date is 07/12/2023 at 12:00. There is a checkbox for 'Book on behalf of someone?'. Below this, there is a section for 'Please provide details of the booking' with a 'Booking type*' dropdown menu. The 'Meeting' option is selected. There is also a 'Number of Attendees*' field. A yellow 'BOOK' button is at the bottom right.

Note: If you select *Book on behalf of someone*, you'll need to add the person's Flinders email address in the box that appears.



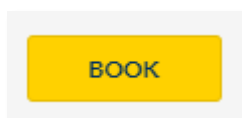
This screenshot shows a form for 'Book on behalf of someone?'. It has a checked checkbox and a text input field with the placeholder 'ONE EMAIL ADDRESS PER LINE'.



This screenshot shows the 'ADDITIONAL SERVICES' section. It contains three questions with links to request forms: 'Do you require caretaker assistance for your event?' with link [Caretaker Assistance](#), 'Do you require your event to be recorded or streamed live?' with link [AV Event support](#), and 'Do you require out of hours access assistance or event security?' with link [Non Urgent security support](#). A yellow 'BOOK' button is at the bottom right.

Note: If you require Caretaker Assistance, AV Event Support or out of hours security, scroll down the pop-up window and select the required link. This will take you to the Service One form for the related service.

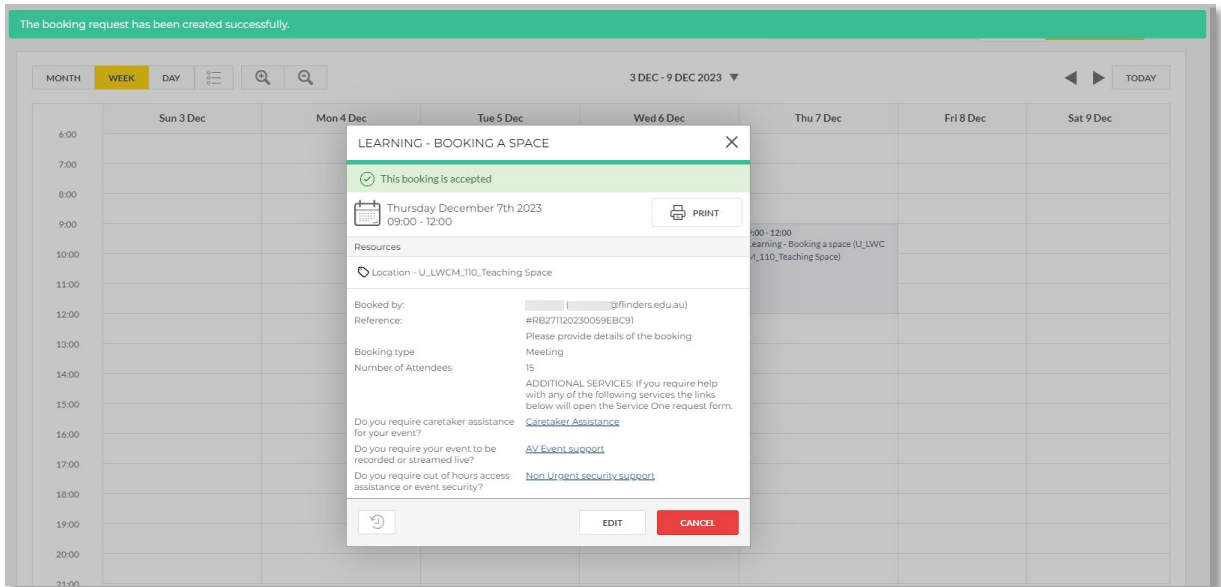
1.9 Select **Book**.



A close-up of a yellow button with the text 'BOOK' in black capital letters.

Note: a red message will appear at the top of the pop-up window if unsuccessful. Check your data and try again

1.10 The booking accepted screen will appear if successful and an email will be sent to your inbox.



At this point, if you still require to book additional services as mentioned in 1.9 the links are available at the bottom of the pop-up window.

At any time if you need to make a change to your booking, open the booking, select the **Edit** button. Or, if you wish to remove your booking select the **Cancel** button.

1.11 Your bookings will appear under the **My Bookings** tab on the left-hand side of the screen. Note you can view this in **Month, Week, Day** or **List** by selecting the relevant option.

