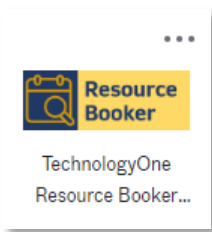


Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and Workstations at the City Campus.

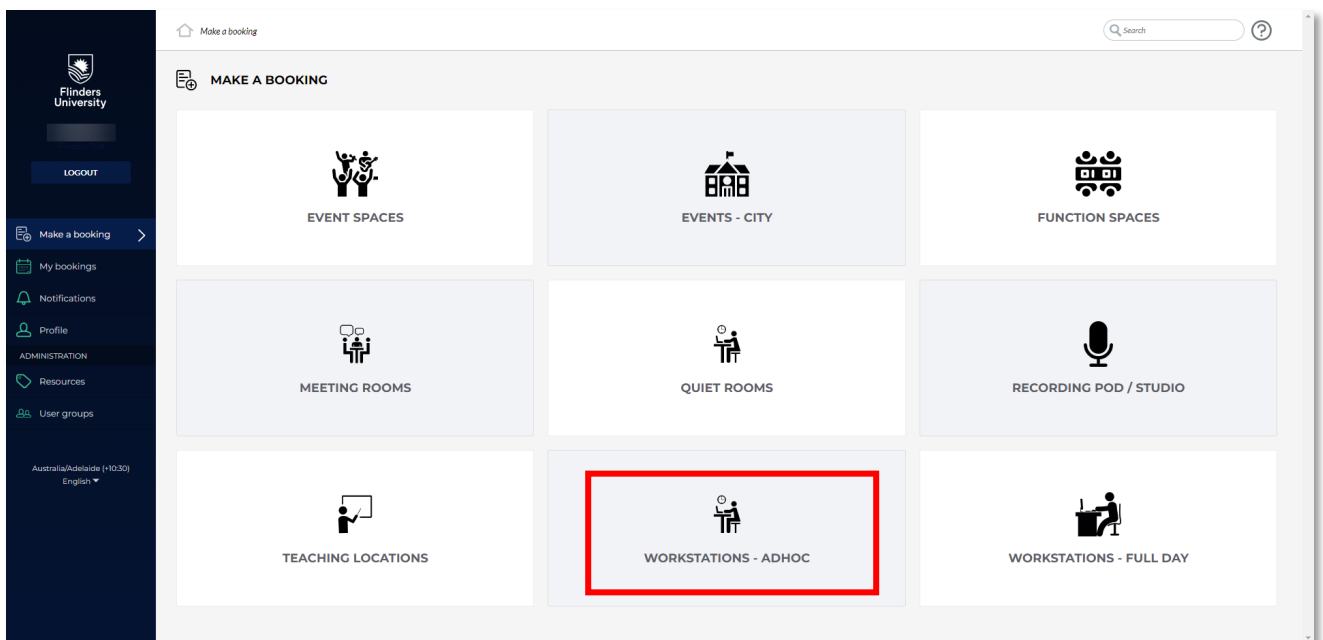
To open Resource Booker, Go to your Okta Dashboard and select *Resource Booker*



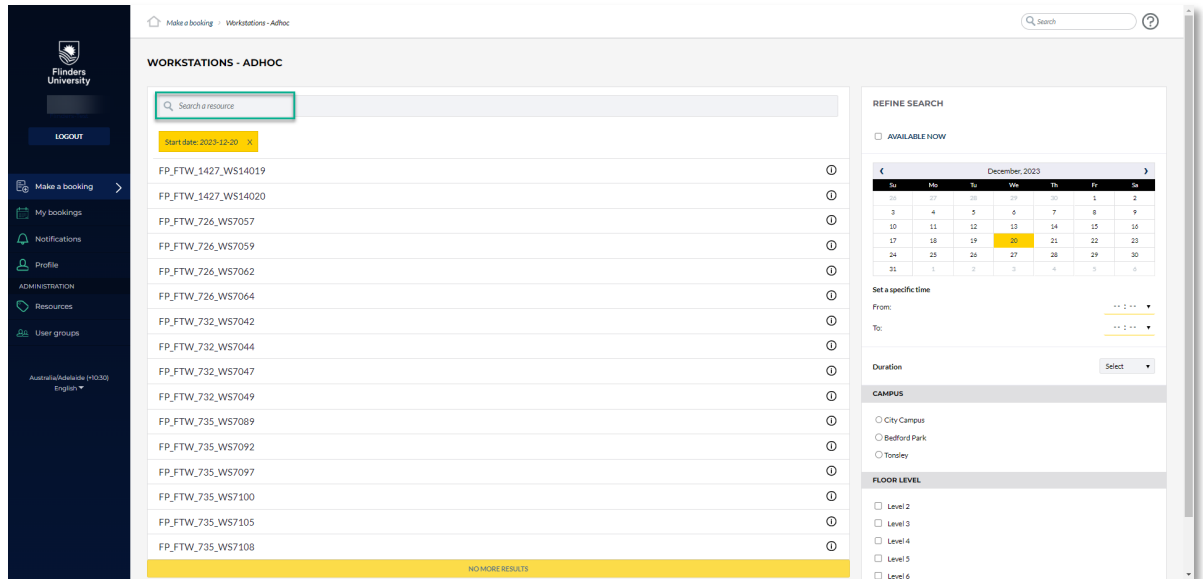
1. Booking a resource

1.1 From the Resource Booker dashboard, select either **Workstations – Adhoc** or **Workstations – Full Day**. This example will show Workstations - Adhoc.

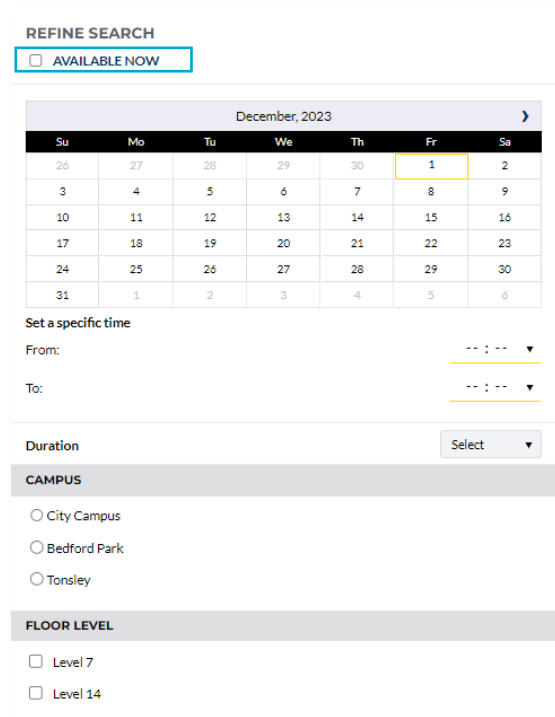
Note: Adhoc bookings can be made up to 4 hours, Full day bookings can be made from 5 hours to all day.



1.2 The booking screen will appear. In this example it will show Workstations – Adhoc.



1.3 There are a few different ways to book a workstation. If you are looking for a space without a desk 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. 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. Select the Duration from the drop-down list (noting Workstations – adhoc the Full Day option will error).

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
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Set a specific time

From:

To:

Duration

Select

- 30m
- 1h
- 2h
- 3h
- All day

CAMPUS

City Campus

Bedford Park

Tonsley

FLOOR LEVEL

Level 7

Note: The Duration option will disappear upon selection of specific time to and from.

- 1.5 A list of bookable workstations will be shown. Select a suitable option by selecting the line. Noting information about the workstation can be found by clicking on the information icon.

FP_FTW_726_WS7057	<input type="info"/>
FP_FTW_726_WS7059	<input type="info"/>
FP_FTW_726_WS7062	<input type="info"/>
FP_FTW_726_WS7062	<input type="info"/>
FP_FTW_732	
FP_FTW_732	
FP_FTW_732	
FP_FTW_732	
FP_FTW_735	
FP_FTW_735	

Note: The floorplan map can be found in the information section to show where the workstation is located.

FP_FTW_726_WS7062



LOCATION DETAILS City Campus | Festival Tower | Level 7 | Pod 726 | WS7062

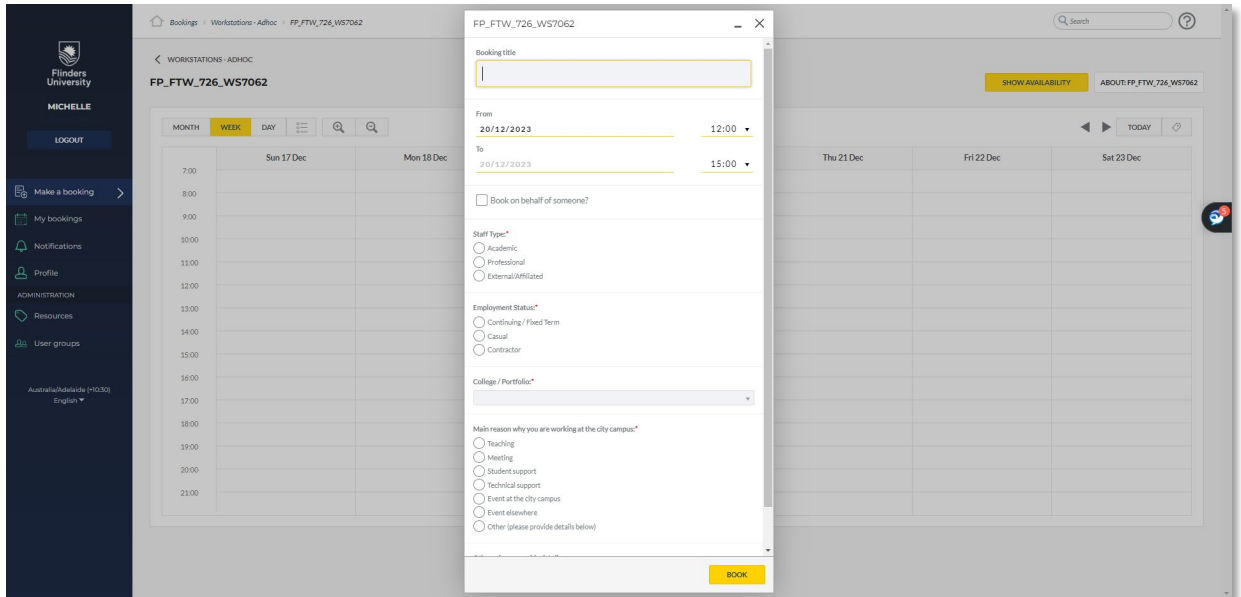
WHAT EQUIPMENT WILL YOU FIND AT THE WORKSTATION Monitor x 2 | Dock | Keyboard | Mouse

CAMPUS City Campus

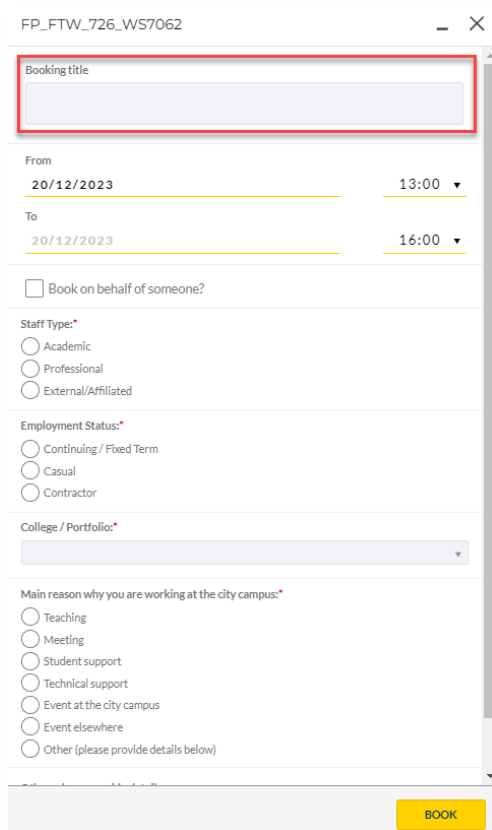
FLOOR LEVEL Level 7

FLOORPLAN MAP [Festival Tower WS7062](#)

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



- 1.7 Complete the pop-up form. Ensure the items marked with a * are completed as these are mandatory. Note the **Booking title** could be your Name or if booking on behalf of someone, their name. Then click **Book**.

A close-up view of the booking form. The 'Booking title' field is highlighted with a red rectangular box. Below it are the 'From' and 'To' date and time fields, a checkbox for 'Book on behalf of someone?', and several radio button options for 'Staff Type', 'Employment Status', and 'Main reason why you are working at the city campus?'. A 'BOOK' button is visible at the bottom.

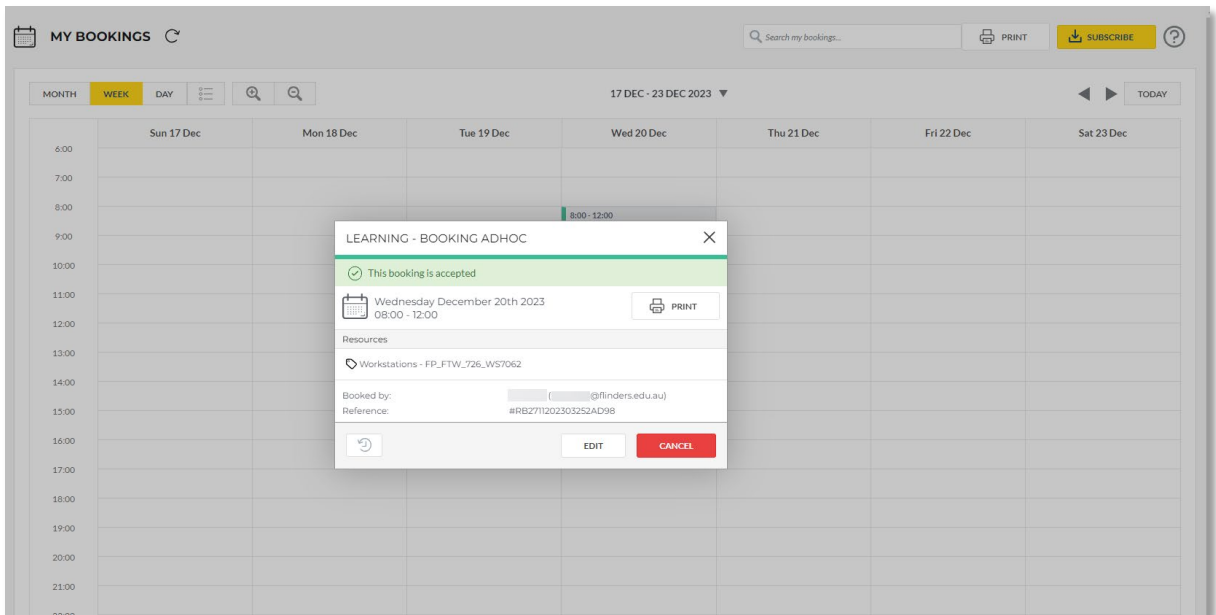
Note: Ensure you enter the form details for the person you are booking the workstation for if you are booking on behalf of someone.

Book on behalf of someone?

ONE EMAIL ADDRESS PER LINE

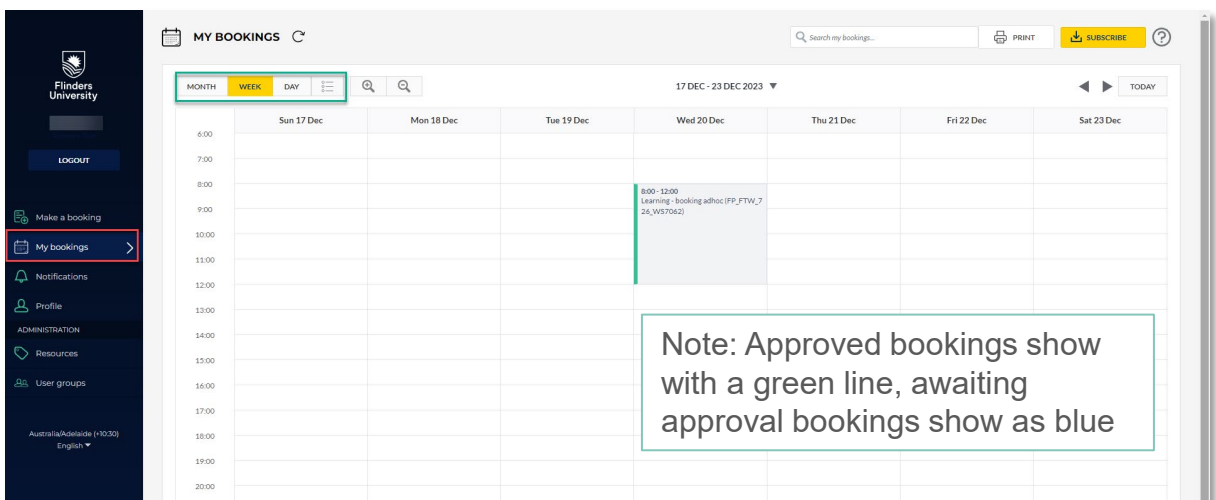
Note: Error messages will occur if you are trying to book for longer than 4 hours, too far into the future or if you have missed typing in the title of the booking.

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



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.

- 1.9** 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.

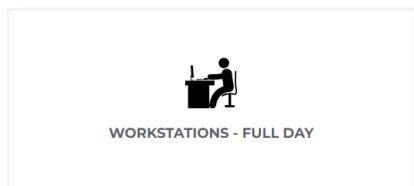


2. Booking a workstation – recurring booking

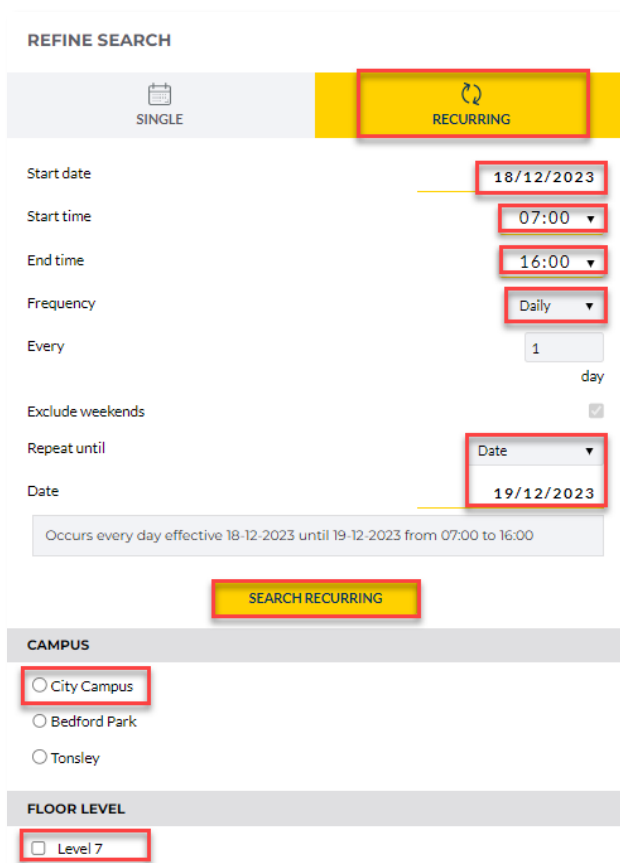
Recurring bookings can be made in Resource Booker depending upon the options selected. For example, Workstations – Adhoc is unable to have recurring bookings however, Workstations – Full day can.

This example shows recurring bookings for a Workstation – Full day option.

2.1 Selection Workstation – Full day from the dashboard



2.2 Under *Refine Search* select *Recurring*.



REFINE SEARCH

SINGLE **RECURRING**

Start date: 18/12/2023

Start time: 07:00

End time: 16:00

Frequency: Daily

Every: 1 day

Exclude weekends:

Repeat until: Date

Date: 19/12/2023

Occurs every day effective 18-12-2023 until 19-12-2023 from 07:00 to 16:00

SEARCH RECURRING

CAMPUS

City Campus

Bedford Park

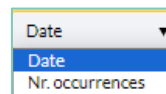
Tonsley

FLOOR LEVEL

Level 7

Enter in the following:

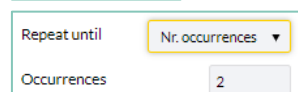
Start Date
Start Time
End Time
Frequency
Every (number of times)
Repeat until



Date

Date

Nr. occurrences



Repeat until: Nr. occurrences

Occurrences: 2

Date (repeat until date if date selected - *recommended*) or, **Number of occurrences** (if Nr.occurrences selected).

Then Select **Search Recurring**.

Note you may find it easier to search if you select the Campus and Floor Level as well.

2.3 A list of available workstations for your selection will appear, if any are available. Note, there may be a need to remove days and/or choose different workstations to suit as spaces are filled. Selecting individual days/weeks via the calendar or single selection option may be required. If available, select the suitable workstation from the list.

FP_FTW_726_WS7058	ⓘ
FP_FTW_726_WS7060	ⓘ
FP_FTW_726_WS7061	ⓘ
FP_FTW_726_WS7063	
FP_FTW_735_WS7090	
FP_FTW_735_WS7091	
FP_FTW_735_WS7092	
FP_FTW_735_WS7094	
FP_FTW_735_WS7095	
FP_FTW_735_WS7096	

Noting information about the workstation can be found by clicking on the information icon.

FP_FTW_726_WS7060 ⓘ

LOCATION DETAILS **City Campus | Festival Tower | Level 7 | Pod 726 | WS7060**

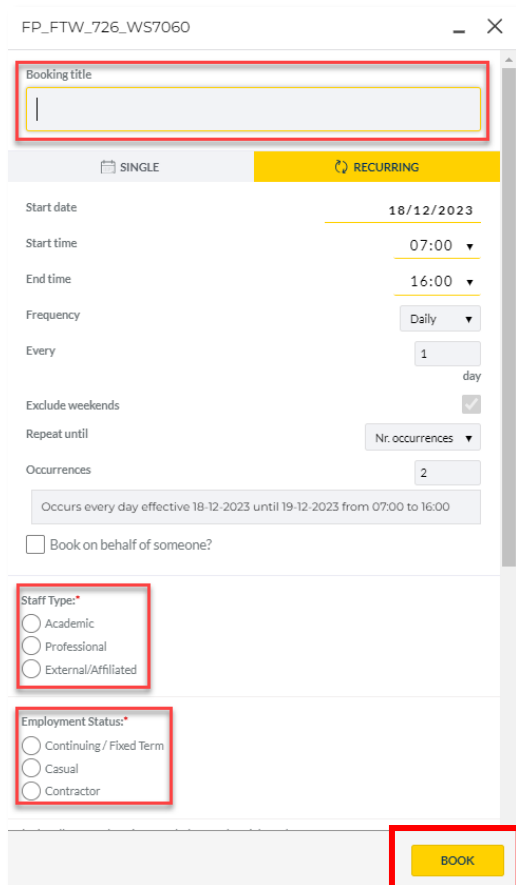
WHAT EQUIPMENT WILL YOU FIND AT THE WORKSTATION **Monitor x 2 | Dock | Keyboard | Mouse**

CAMPUS **City Campus**

FLOOR LEVEL **Level 7**

FLOORPLAN MAP [Festival Tower WS7060](#)

2.4 Fill in the form that appears in the pop-up window.



FP_FTW_726_WS7060

Booking title

SINGLE RECURRING

Start date 18/12/2023

Start time 07:00

End time 16:00

Frequency Daily

Every 1 day

Exclude weekends

Repeat until Nr. occurrences

Occurrences 2

Occurs every day effective 18-12-2023 until 19-12-2023 from 07:00 to 16:00

Book on behalf of someone?

Staff Type:*

Academic

Professional

External/Affiliated

Employment Status:*

Continuing / Fixed Term

Casual

Contractor

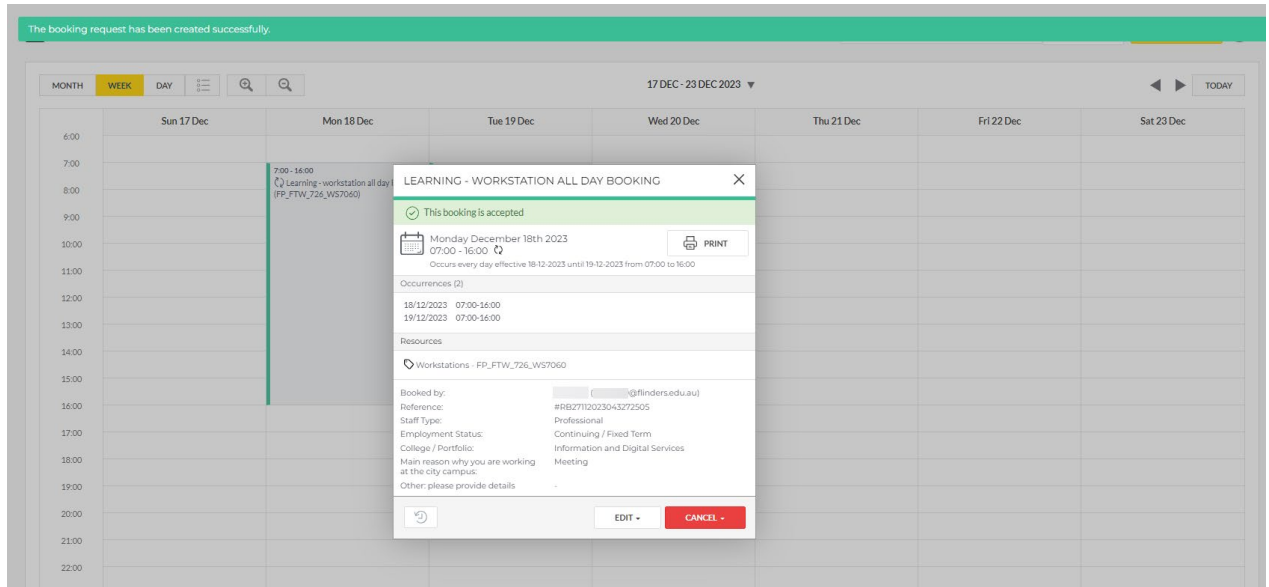
BOOK

Enter in the following:

Booking Title (Your name)
Staff type
Employment status
College/Portfolio
Main reason why you are working at the City Campus,
and Any other details

Then select **Book**.

2.5 A booking successful screen will appear showing you the full details of your booking, including all occurrences.



2.6 As with all other booking processes, 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.

