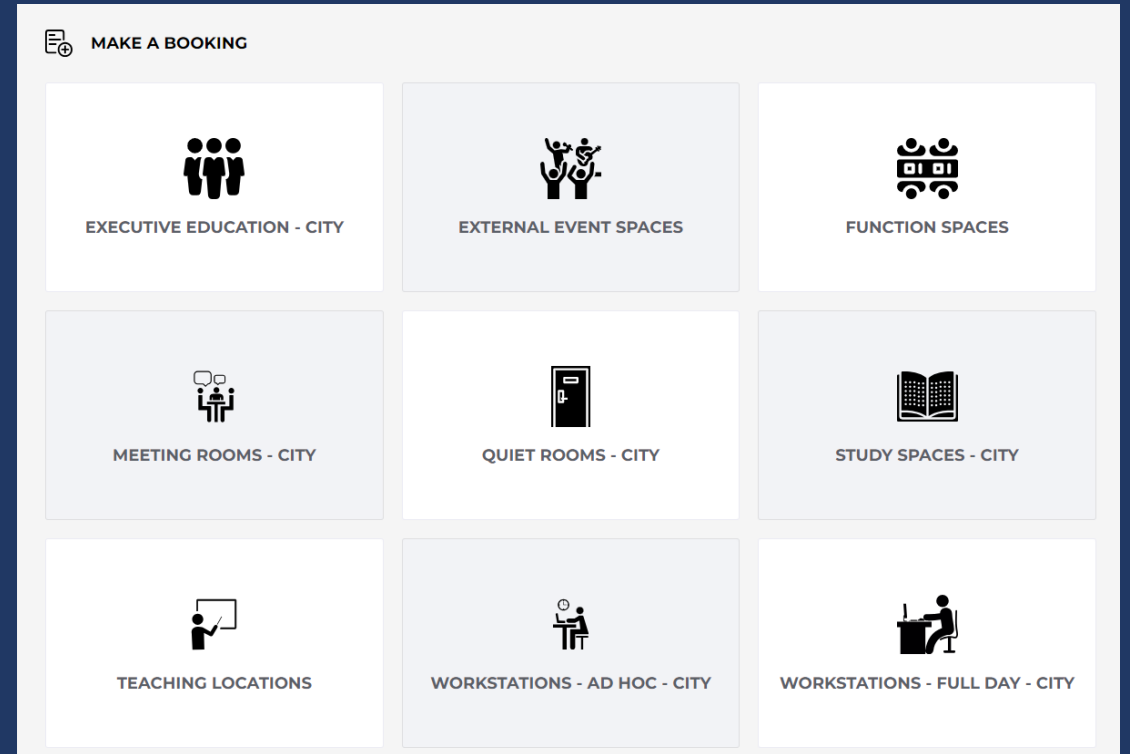


# Resource Booker:

## Quick Guide

- Bookings Report
- User Groups



# Bookings Report

1. Select Reports from Admin menu
2. Select resource type and click Add
  - a. All
  - b. Group
  - c. Individual resource
3. Set timeframe for report
4. Click Next
5. View report results on screen
6. Extract to csv



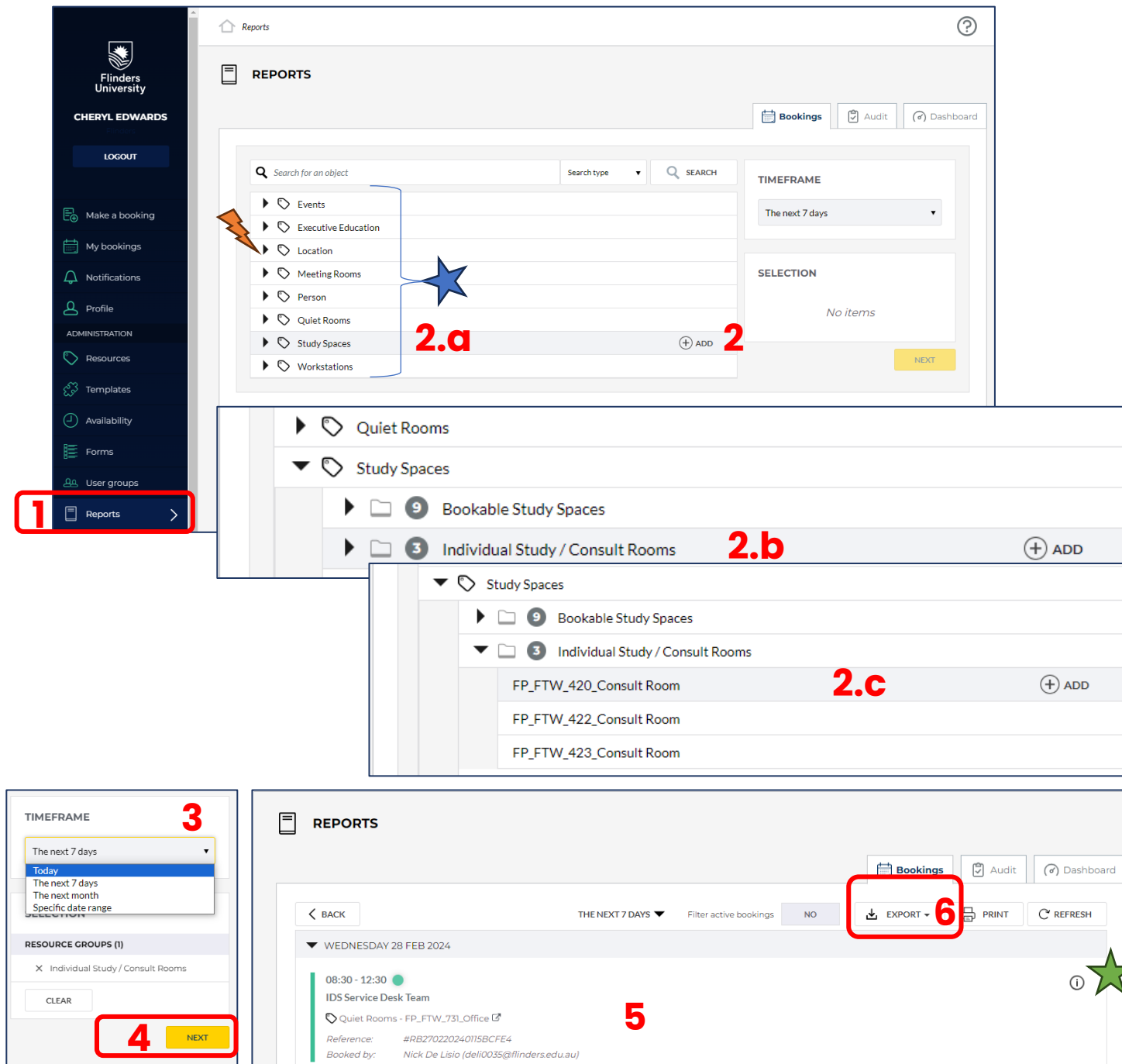
A resource type will only be visible if you have permissions to run bookings report for that space



Click to view booking details



Location reports only include bookings made in Resource Booker (no timetabled teaching). To access a full report, run from [Syllabus Plus Report Manager](#).



The screenshot shows the 'Reports' interface in the Flinders University system. The left sidebar contains the 'Reports' menu item, highlighted with a red box and the number '1'. The main content area shows a search bar and a list of resource types. A blue star icon is placed over the 'Study Spaces' resource type, with a red '2.a' next to it. The 'Study Spaces' resource type is expanded, showing 'Bookable Study Spaces' (9) and 'Individual Study / Consult Rooms' (3), with a red '2.b' next to the latter. The 'Individual Study / Consult Rooms' is further expanded, showing three specific rooms: 'FP\_FTW\_420\_Consult Room', 'FP\_FTW\_422\_Consult Room', and 'FP\_FTW\_423\_Consult Room', with a red '2.c' next to the first one. The 'TIMEFRAME' dropdown is set to 'The next 7 days', with a red '3' next to it. The 'NEXT' button is highlighted with a red box and the number '4'. The report results for 'WEDNESDAY 28 FEB 2024' are shown, with a green star icon next to the first booking entry, '08:30 - 12:30 IDS Service Desk Team', and a red '5' next to it. The 'EXPORT' button is highlighted with a red box and the number '6'.

# User Groups

1. Select User Group from Admin menu
2. Click on pencil icon to update
3. Select Claims tab
4. To remove a member, select bin icon
5. Save change
6. To add select Add a Claim
7. Select Email Address
8. Enter FAN@flinders.edu.au
9. Click Done
10. Save change



Use Save if you are making multiple changes or Save & Close for a single change



Show permissions will show all the resource admin and booking permissions for the user group

The screenshot shows the 'User groups' management interface. On the left is a dark sidebar with the Flinders University logo and user name 'CHERYL EDWARDS'. The main content area is titled 'USER GROUPS' and contains a table of user groups. A red box labeled '1' highlights the 'User groups' link in the sidebar. A red box labeled '2' highlights the pencil icon next to the 'Study Spaces-Consult Rooms-SLSS Book' group. A red box labeled '3' highlights the 'Claims' tab in the 'EDIT A USER GROUP' modal. A red box labeled '4' highlights the 'Email address' field in the 'SPECIFY CLAIMS' section. A red box labeled '5 & 10' highlights the 'SAVE' button. A red box labeled '6' highlights the 'ADD A CLAIM' button. A red box labeled '7' highlights the dropdown menu for selecting a claim type, with 'Email address' selected. A red box labeled '8' highlights the text 'FAN@flinders.edu.au' entered in the email address field. A red box labeled '9' highlights the 'DONE' button.