WELCOME TO RESOURCE BOOKER

How to use Resource Booker

About Resource Booker

Resource Booker is an online portal designed to allow users (staff or students) to book Resources, whether that be rooms for activities, study spaces, time slots for office hours or physical resources such as equipment.

At LSE it is primarily used as a room booking system, linked to the room booking system to allow departments, divisions and student societies to request rooms for events.

It is also used by other sections of the School for managing their own resources, but for the user, the procedure and experience is the same so this guide will focus on Room Bookings in its examples

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Before You Log Into Resource Booker

To request room bookings using Resource Booker, you need to be set up to use the system by the Room Bookings Office.

- If you are a new member of staff: email lse.roombookings@lse.ac.uk to let us know your name, department and the LSE ID number from your staff card.
- If you are a Committee Member of an LSE SU Society – you have to complete Society Registration with the SU and complete the online Room Booking Training before you will be granted Room Booking Privileges. Please see our website for details on how to register: http://www.lse.ac.uk/intranet/LSEServices/estatesDivision/Room-Booking/SUSocieties/RB-SUSocieties.aspx
- If you want to book the Music Practice Room, you firstly need to join the LSE SU Music Society then email lse.roombookings@lse.ac.uk to request use of the MPRs, letting us know your name and the LSE ID number from your LSE card. It can take up to two weeks between joining the Society and your MPR Privileges being granted. Use of the Music Practice Rooms is only available to current LSE students and LSE staff who are members of the LSE SU Music

Society. Membership of the Music Society has to be renewed each year from 1 August, and MPR permissions reapplied for.

If you are not in one of these three categories, you will not be able to request rooms online using Resource Booker

If you are booking departmental space or resources such as equipment or study space through Resource Booker you'll need to be set up by your departmental or division to do this.

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How To Log Into Resource Booker

- Resource Booker Works best in a Chrome or Firefox Browser, or in Internet Explorer versions 11 and above. On most LSE PCs we recommend you use Chrome or Firefox.
- Resource Booker can be found at mybookings.lse.ac.uk
- The "Welcome to Resource Booker" log in page will give up to date information on what rooms are currently available for users to request. You should check this every time you log in, especially in the summer months, and up to the start of the Michaelmas term, when the range of rooms available to request gets opened up to include dates in the following academic year.
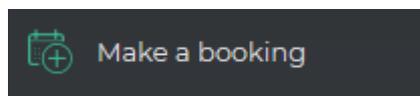
  LOG IN

- Click on the   button and log in with your LSE user name and password
- If you get the message 'Sorry No Resources are available for you to book' when you log in, then you are not yet set up to use Resource Booker. Go to **Before You Log into Resource Booker** for more information
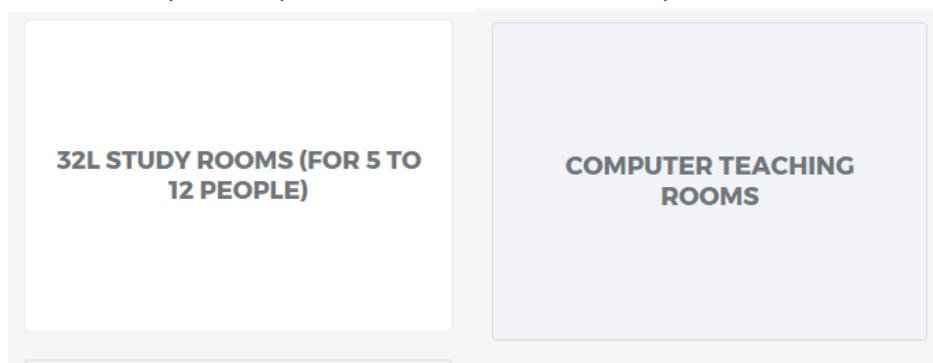
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Making a booking request

To book by Date and Time

- Click on

- This will bring up a screen of Option Boxes: these are boxes with the description of the type of Rooms and Resources you are eligible to request, sorted by size and type of room, or by a description of the Resource. For example:

- Clicking on the Option Box will bring up a list of the rooms of that type (known as Resources in Resource Booker) and a calendar grid for you to narrow down your search. Use the calendar to navigate to the date you want and enter the start and end time of the booking. This will shorten the list of rooms to those available within that slot.

- Select the room that you want to request, this will show the schedule for that room for the week of the requested date. Click on the required date and time and that will generate the Booking Form for you to complete.

- Fill in the Booking Form. Many of the fields are compulsory: this is to give Room Bookings as much information as possible about your request, so that we can confirm requests quickly.

Booking Form

CON.7.05

Booking title

Test Booking

From

15/07/2020   11 : 00

To

15/07/2020   13 : 00

☐ Book as someone else?

Description

test booking in Resource Booker

▼ BOOKING FORM *

Description of the booking. This will appear on the Room Door Report, the list of each day's bookings displayed by the door of the room (please include the name of your department, division or society in both this box and the booking title)

Example of booking form

Are there any organisations outside the School involved in any way with this event?*

◯ Yes

CON.7.05

Are there any organisations outside the School involved in any way with this event? *

- ( ) Yes
- (●) No ✕

Have you received, or are trying to receive, any external funding from any organisations for this event? *

- ( ) Yes
- (●) No ✕

What audience are you expecting to attend this event? *

- (●) LSE Only ✕
- ( ) Other

What type of event is it? If answer is Other, please provide details in the description box below. *

| Internal committee/departmental/society meeting ▾ | ✕ |

Please provide details in the description box below.

[   ]

Catering: This Field allows Room Bookings to ensure your catering plans are suitable for the requested room. It does not place a catering order. Catering orders can only be placed by contacting Catering directly or using the online hospitality system. *

| None ▾ | ✕ |

BOOK

You need to put an accurate title for the event in the **Booking Title** box at the top of the form. Please include the name of your department or society. This allows Room Bookings to process bookings for you more efficiently. The title you put in this box is the one which will go on the Daily List and the Room Door Reports, so it needs to be recognisable and self-explanatory. Don't just put 'Meeting'.
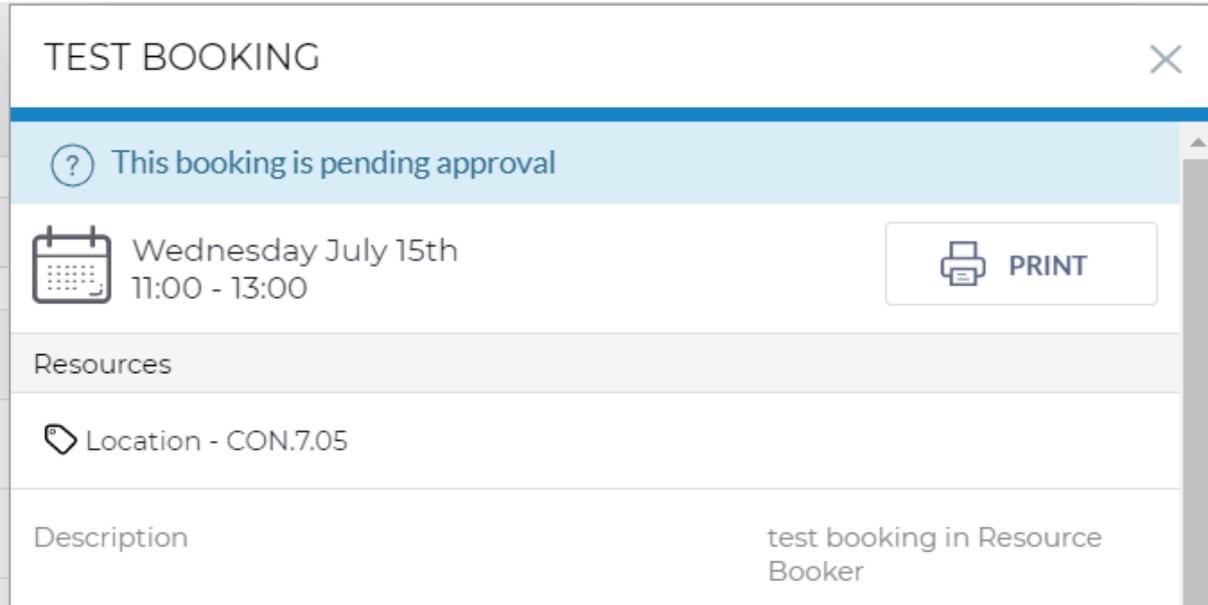
For Departmental Resources: The booking form will look different and may ask you different questions.

Once you have completed this form, press to submit the request.

You will then get a Booking Request Overview, which contains the information you submitted on the booking form.
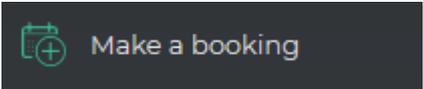
To close this window use the' x' in the top right hand corner.

You also have the option to Edit your booking at this point. Please see the section on Editing Bookings

Closing this Booking Request Overview window will automatically take you to your My Bookings window, showing all your bookings in the week of the booking you have just made. You can use the
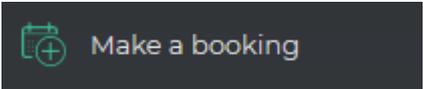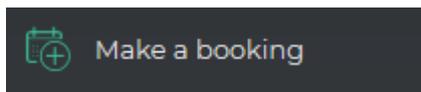
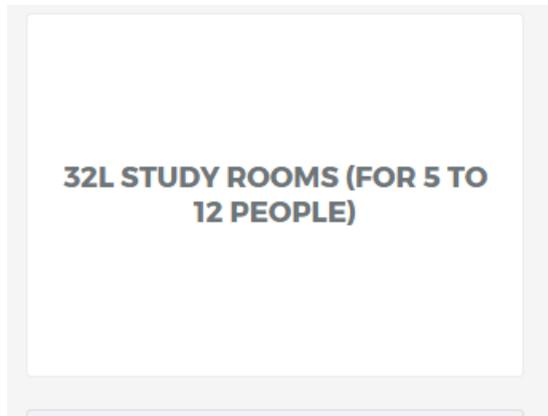arrow keys to browse your upcoming bookings, or click on to start making a new request.

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To book by room

You can also look at the schedule for your preferred room and request that room at times when it is free. To do this, select the Make a Booking tab

Then select the Option Box that describes the style and size of room you want to book, for example:

Then <u>without entering a date and time in the calendar</u>, select the room you are interested in from the list of available resources. You can also use the 'Search a Resource' box (highlighted below) to look up the room number you require.
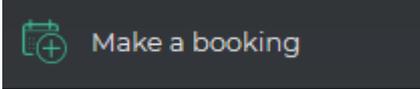
32L STUDY ROOMS (FOR 5 TO 12 PEOPLE)

For instance if you know you want a room in the New Academic Building, enter "NAB" into the search box and it will narrow down your search accordingly:

This will only bring back the selection of rooms that match the Option Box you are in: in this example, it is only bringing back the 'Small Teaching Rooms up to 33 capacity' in NAB. To check for a different style or size of room, click on to go back and make your choice from the available Option Boxes.

Clicking on the room name will take you to the schedule for that room, defaulting to the calendar for the current week: use the arrow keys to navigate to the week of the date you want to book. It will also open the Booking Form, but you can close this until you reach the date and time you are interested in requesting.

When you reach the required date, click on the time at which the booking starts and that opens the booking form, for you to fill in and submit to make your request.

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Rules

If a rule applies to the type of room you are requesting, or the notice period you need to give, an error message in a red box will prevent you from submitting the request, such as in this example:

You will need to change your plans so that your request is not breaking the rule detailed in the red box.

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Room Info

If you want more information about the room you are requesting, click on the ⓘ near the room name, this opens an information box showing the capacity, floor and name of the room, with a link to the Timetables Room Information page for the room.

The information listed in the RESOURCEURL link is drawn from the Timetables teaching room guide which can also be browsed at http://www.lse.ac.uk/admin/timetables/confirmed/ttrooms.htm
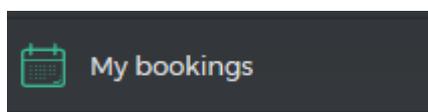
You will be prompted to log in when you click on this link as the Timetables Room Information is only visible to LSE Students and Staff
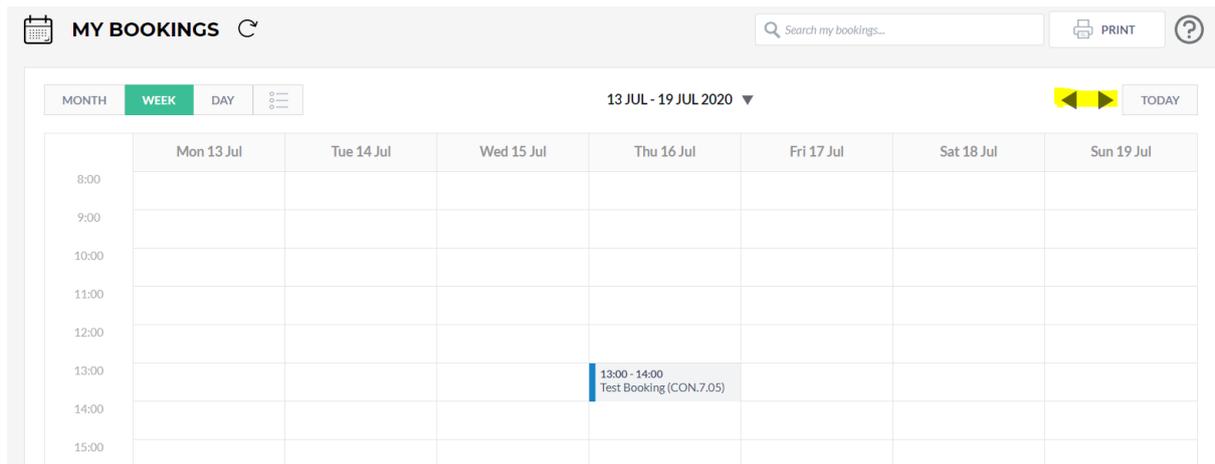
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Checking and cancelling bookings

Checking

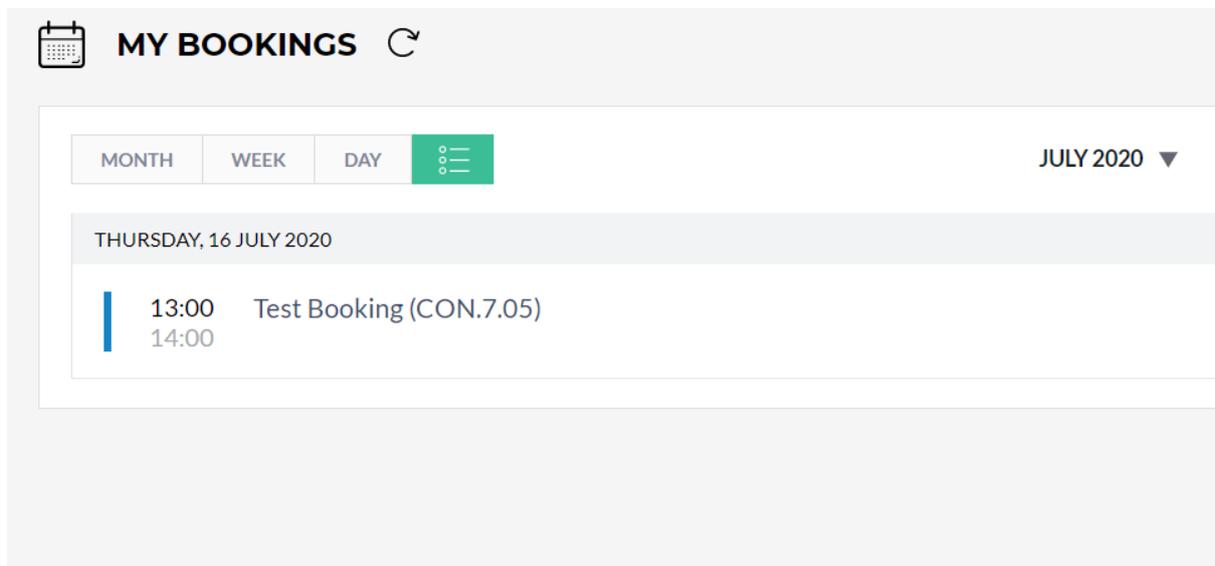You can browse your upcoming bookings in the My Bookings tab

Use the arrow keys at the top (highlighted below) to navigate to the week of your booking

You can also view the information on a Monthly, Weekly or Daily scale by using the push buttons top left

The fourth button provides an agenda view showing all your bookings in the current selected month:

If a booking has the status "Requested" in the Booking Request Overview window, then LSE Room Bookings have not yet accepted the request, or are waiting for a response from you. Check your
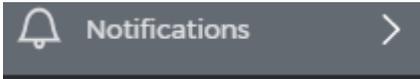
Notifications tab to check progress.

Only bookings with the Status "Accepted" are confirmed bookings which will show on the Daily List and the Room Door Reports.

Cancelling

If you no longer require a booking, click on it in your My Bookings window to open the Booking Request Overview and click on

This will prompt you as follows:

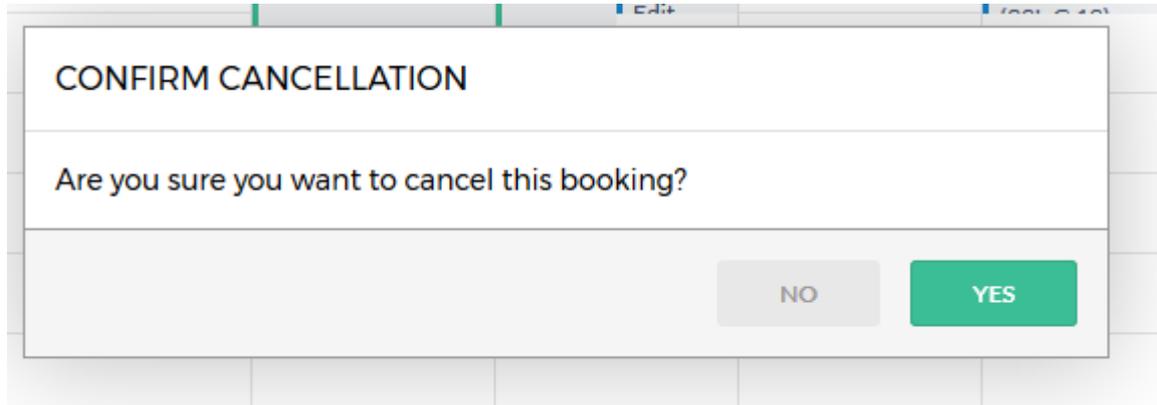If you hit 'Yes', the booking will be cancelled and the room made available for others to book. There is no Undo function on this, so if you cancel a booking in error, you will need to request it again as a new booking request.

Cancelling bookings frees up useful space and resources for other users, so please make regular checks on your My Bookings page and release any bookings you no longer need.

You can only cancel bookings in Resource Booker which have been made in Resource Booker. Bookings which Room Bookings have made on your behalf may show in your My Bookings but you will be unable to cancel these in Resource Booker: you will get an error message if you try. Contact lse.roombookings@lse.ac.uk to cancel these.

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Editing Bookings

You can edit existing bookings to make changes to the title, extend the hours, change the date or amend the details on the booking form.
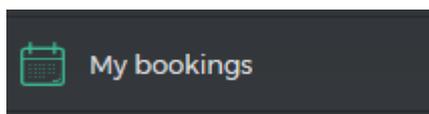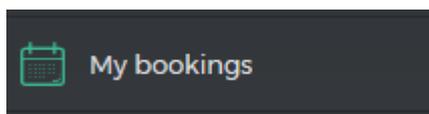
Go to   , select a booking and click on it to open the Booking Request Overview.

Select 'Edit' from the options at the bottom of the overview box

This will reopen the Booking Form, where you can make your changes then hit

If the change you want to make is not possible, you will get an error message such as this example

Location "Directors Dining Room" is not available from 6 June 14:00 to 6 June 21:15.

You can cancel your edit by closing the booking form, using the X in the top right corner. When you

have hit or closed the Editing window, you need to click on

 to get back to your

Important Points to remember if you are editing a booking

1) Editing a booking always changes its status back to Requested, and your request will need to go through the Room Bookings approval process detailed below, even if it has previously been Accepted, as making an edit always turns a booking into a new enquiry.
2) Rules may prevent you from making an edit, especially if it is a last minute change. You will get an error message in a red box when you hit Update if that is the case.
3) There is no undo, or revert function. However, if you want to check what a booking was like before you edited it, you can use the Booking History functions described above, and Edit the booking back to how it was (assuming the resource is still available)

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Booking History
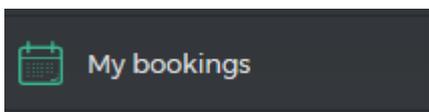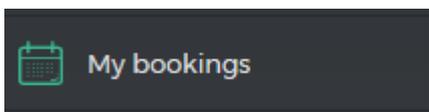
Go to , select a booking and click on it to open the Booking Request Overview.

Click on the button and this will tell you when you made your request, and when it was Accepted by Room Bookings.

If you have edited a booking, clicking on the pull down menu will show you the previous versions of your request.

How the booking process works (Room Bookings)

1. You submit your request (or make an edit to an existing booking) in Resource Booker: You will get an automatic email detailing the request entitled "LSE Room Bookings: Room Booking Request Received". Your request will also be visible in your My Bookings with the status 'Requested'.

2. Room Bookings Office will check the request.

   - If they have all the information required to confirm the booking, they will accept it and you'll get an email entitled "LSE Room Bookings: Room Booking Confirmed" and the booking status will change to 'Accepted' when you look up the booking in your My Bookings. Only bookings which have been confirmed in advance of the day of the booking and are showing as Accepted in Resource Booker will show up on the Daily List at Reception and the Room Door Reports outside the rooms.
   - If Room Bookings have questions about your plans, you'll get an email headed "LSE Room Bookings: Request for More Information" which advises you what information is required
   - **For Staff -** this email includes a link to the Room Booking Information Form which you'll need to complete to tell Room Bookings about the plans.
   - **For LSE SU Societies** – you'll be advised to submit an Event Form on the LSE SU web page so the event request can be approved by the SU.

- The booking status in your My Bookings will read 'More info requested'. These bookings are still provisional and won't show up on the Daily List or the Room Door Reports.
- Once this information is received, Room Bookings will either accept it or cancel it. You'll receive an email notification detailing the result.

You can follow the Booking process by selecting which will have details of all of your current Resource Booker requests, and information on their current status.

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This Guide to Resource Booker v.3.0.0-1 was produced July 2020 by LSE Room Bookings

Please send any comments you have about the guide to lse.roombookings@lse.ac.uk