Log into Resource Booker

1. Go to [https://resourcebooker.le.ac.uk](https://resourcebooker.le.ac.uk) and click Log in.

Resource Booker is a single sign on application so if you are already logged in on a device on the university network, clicking Log in will take you straight into the Make a Booking screen.

If your device is not connected to the university network, you will be prompted to enter your University of Leicester username and password after clicking Log In.

Make a Booking

There are two ways to approach making a booking:

- Checking for available rooms at a particular day and time ([Dynamic Search](#))
- Checking a specific room or location for availability ([Specific Search](#))

Both approaches allow you to make single or recurring bookings.

1. Once you have logged in you will find yourself in the Make a booking screen

2. In the middle of the screen will be a choice of tiles for you to select the type of room you want to book
You will then see a list of rooms in the centre of the screen, with options to refine your search on the right hand side:

The list in the centre of the screen contains:

3. Folders containing lists of rooms by location
4. Individual rooms that are available

If you refine your search using the filters on the right hand side of the screen, the list of available rooms will update accordingly. The location folders will remain the same.
Dynamic Search

Single Booking

1. The system will automatically pre-select the single booking icon. Select the required date from the calendar. Alternatively you can click on the Available Now tick box to check real time room availability.

2. Enter the From and To time.

3. Refine your search by inputting minimum or maximum room capacities you wish to view.

4. Further refine your search by selecting from the list of room equipment and accessibility options.
6. If you want further details about an available room, click on the information icon.
7. Once you have decided which room you wish to book, click on the room name to see the calendar view.

The calendar view has the booking form open and pre-populated with date and time information from the previous screen. See the Completing the Booking Form section below.

Recurring Booking

1. Select the Recurring icon.
2. To enter the Start Date click beneath the Recurring icon and a date field will appear with a drop down calendar view.
3. Enter the Start Time and End Time for your recurring booking.
4. Select the Frequency (daily, weekly or monthly).
5 The **Every** function allows you to further specify the frequency of your booking (e.g. every 2 weeks)

6 Use the **Exclude Weekends** tick box if using daily frequency*

* Selecting different frequencies presents you with different views:

**Weekly view allows you to select specific days of the week:**

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Sat</td>
<td>Sun</td>
<td></td>
</tr>
</tbody>
</table>

**Monthly view allows you to select specific days or periods of the month:**

<table>
<thead>
<tr>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Fourth</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Tue</td>
<td>Wed</td>
<td>Thu</td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Sat</td>
<td>Sun</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Use **Repeat Until** to either enter the number of occurrences (up to a maximum of 12), or to make bookings up until a specific date. If using the date function, the menu will appear blank until clicking in the area as per point. 2 The grey text box below will provide details of the occurrences selected.

8 Refine your search further by inputting minimum or maximum room capacities, accessibility or equipment options as per the single booking process
Specific Search

1. Select a location folder

2. Select a room from the list
The calendar view opens in week view as default. You can use these buttons to change to day view, month view or list view.

Click on an available timeslot in the calendar to open the booking form.
Completing the Booking Form

Single Booking

1. Enter the Booking Title. The form will pre-populate Single booking module
2. Double check the date and from/to times
3. To book on behalf of someone, select the tick box and then add usernames one line at a time in the box that appears below
4. Use the Description field to enter any additional details you think might be necessary
5. Select a Type of Event from the drop down list
6. Enter the expected Number of Attendees
7. Enter your Contact Telephone Number
8. Click to agree to the Timetabling and Room Booking Policy

Once you have completed the booking form, click the Book button once to make your booking

You will receive an email notification of your booking, along with onscreen confirmation which will appear
Recurring Booking

1. Select the **Recurring** icon and then enter a **Booking Title**

2. Double check the **Start Date**, **Start Time** and **End Time**

3. Select the **Frequency** of the booking (daily, weekly or monthly) and further specify with the **Every** field. (This will be pre-populated if you originally performed a dynamic search)

4. Check the **Repeat until** details (either select number of occurrences up to 12 or a specific date). The grey box below will provide further details on the booking occurrences selected

5. **To book on behalf of someone**, select the tick box and then add usernames one line at a time in the box that appears below

6. Use the **Description** field to enter any additional details you think might be necessary

7. **Select a Type of Event** from the drop down list

8. Enter the expected **Number of Attendees**

The fields for entering a **Contact Telephone Number** and to agree to the terms of the **Timetabling and Room Bookings Policy** also need to be completed.

Once you have completed the booking form, click the **Book** button once to make your booking. If the booking cannot be made due to an issue with one or more of the recurring bookings, you will see an error message at the top of the booking form:

When your booking is successfully made, you will receive an email notification of your booking, along with onscreen confirmation which will appear.
Resource Booker will automatically take you to your My Bookings window, with the booking confirmation superimposed. You will also receive an email notification.

If you have made a recurring booking, the occurrences will be listed in your on-screen booking confirmation:

Recurring bookings are also visible in the My Bookings calendar view due to the recurring symbol:

**My Bookings**

1. Your bookings will appear in the **My bookings** screen in a calendar view.
2. The bookings are colour coded by booking status (green is accepted, blue is awaiting confirmation).
3. This calendar view can also be viewed in day, week, month or list view.

Recurring bookings can be identified in calendar view by the recurring symbol:

4. Click on an event in the calendar to view the booking details.

5. You can edit or cancel bookings using the buttons at the bottom of the booking details window.
If you choose to edit a booking, the **booking form** re-opens in your calendar view with the original booking details pre-populated.

If you are making changes to the number of attendees, please check the room capacity before doing so. The system does not prevent you from exceeding capacity in this window.

You will not be able to edit the room using this function. If you need an alternative room you will need to cancel the original booking and make a new one.

Click **Update** to make the changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details superimposed. You will also receive an email notification.
Within the revised booking details you can select the Revision button to view the previous status of the booking.

Recurring Booking

If you click on a recurring booking and hover the cursor over the Edit button, you are presented with the option to edit the occurrence you have selected, or the entire series:

Editing this Occurrence

If you select to edit this occurrence, a condensed version of the booking form re-opens in your calendar view with the details of this occurrence pre-populated:
You are able to edit the date and time of the booking, but not the room. Once you have made any necessary changes, click **Update**. If successful, you will be taken back to the My Bookings calendar view, with the revised booking details superimposed. You will also receive an email notification. The on-screen confirmation will highlight the occurrence that has been edited from its original date/time:

### Editing the Entire Series

If you select to edit the entire series, the full booking form re-opens in your calendar view with the booking details for the series pre-populated:
If you select the **Update occurrence pattern** tick box, the **booking form** changes to show the details relating to frequency and repeat occurrences:

If you are making changes to the number of attendees, please check the room capacity before doing so. The system does not prevent you from exceeding capacity in this window.

You will not be able to edit the room using this function. If you need an alternative room you will need to cancel the original booking and make a new one.

You can turn a recurring booking into a single booking in **edit** mode simply by selecting the **Single** icon. This works both ways – you can also turn a single booking into a recurring one in **edit** mode.

Click **Update** to make the changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details superimposed, showing details of each occurrence. You will also receive an email notification.
Within the revised booking details you can select the Revision button to view the previous status of the booking.

Cancel a Booking

Single Booking

If you choose to cancel a booking, a confirmation screen appears above the calendar view.

If you select Yes you receive a confirmation message above the calendar view. You also receive an email notification. If you select No you return to the original booking details screen.
Recurring Booking

If you click on a recurring booking and hover the cursor over the Cancel button, you are presented with the option to cancel the occurrence you have selected, or the entire series:

Cancelling this Occurrence

If you select to cancel this occurrence, you are presented with the option to confirm the cancellation:
If you select **No** you will return to the previous screen. If you select **Yes** you are taken back to the **My Bookings** calendar view, with the green banner at the top of the screen confirming the deletion:

The booking will no longer be visible in the **My Bookings** screen.

**Cancelling the Entire Series**

If you select to cancel the entire series, you are presented with the option to confirm the cancellation:

If you select **No** you will return to the previous screen. If you select **Yes** you are taken back to the **My Bookings** calendar view, with the green banner at the top of the screen confirming the deletion:

The bookings will no longer be visible in the **My Bookings** screen.

**Notifications**

The **Notifications** screen contains a log of all notifications you have received through Resource Booker. These are filtered into various categories at the top of the screen.