



WEB ROOM BOOKING SYSTEM

Manual

Basic Guide to using the Web Room Booking System

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Step1:

1.1 How to log on to the Web Room Booking System:

- Go to the UCT website
- Click on the Staff & HR tab
- Click on Course Timetable enquiry
- Click the Online Ad hoc Venue Bookings

Please note: You are only able to make bookings for the current year.

1.2 Enter your UCT staff number and network password and click Sign in

A screenshot of a "Sign in" form. The form has a title "Sign in" and a prompt "Please enter your signing in details". It contains two input fields: "Username" with the value "01428035" and "Password" with masked characters "••••••••". Below the fields is a "Sign in" button. Two callout boxes with arrows point to the input fields: "Input Staff number" points to the Username field, and "Input network password" points to the Password field.

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For queries please contact

Upper, Middle & Hiddingh Campus: venues@uct.ac.za

Health Science Campus: frederick.pick@uct.ac.za

Step2:

There are three sections on this screen:

- Location
- Date
- Time

LOCATION

In this section, set the parameters for the type of facility that you require, ie:

1 Location



Define the room using filters.

[View filtered rooms](#)

Venue Capacity

Campus

Building

Room Attributes and Equipment

01_LECTURE THEATRE
02_TUTORIAL ROOM
03_DEPARTMENTAL VENUE
05_DRAWING OFFICE
07_STUDIO
90_MED_LECTURE_THEATRE

- **Venue Capacity**

Refers to the number of people you need the facility to accommodate.

- **Campus**

Refers to the Campus that you would like the facility to be on, e.g. Upper, Middle, Health Science or Hiddingly.

- **Room Attributes & Equipment**

Refers to the type of facility required (flat, wheelchair access)



For multiple requirements, hold down the CTRL key on your key board and select

Step 3:

DATE

In this field, choose when you would like to request the facility.

2 Date



Choose a single date or book multiple days in multiple weeks.

[Select multiple days/weeks](#)

You've selected 'Wednesday, 2013/10/23'

October 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7	8	9

- **Single Dates**

Choose a single date from the calendar display. Select a month from the drop down menu and then click on your required date (in this example the request is for 23 October 2013)

- **Multiple Dates**

To select multiple dates, click on the **BLUE** link to the left of the screen (the box below will appear). Now, select the days and/or week of your reoccurring request.



Please note that the activities **MUST** run at the same time each day/week in order for this function to work

2 Date



Choose a single date or book multiple days in multiple weeks.

[Select a single date](#)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Weeks starting


11 November 2013
18 November 2013
25 November 2013
02 December 2013
09 December 2013
16 December 2013
23 December 2013

Step 4:

TIME

In this field, choose when you would like your request to start and end.

3 Time

 Select a preferred start time. You can adjust it later.

Preferred Start:

Duration:


Preferred End:

- **Preferred Start – (24 Hour Clock)**
Choose the start time from the drop-down (please note that this must include any set up time required)
- **Preferred End – (24 Hour Clock)**
Choose the end time from the drop-down

Click **NEXT** to continue with your booking request. From here the following options could occur:

If there are no facilities that meet your specified requirement, you will receive the following notice:

4 Select from the following options available on Wednesday, 2013/10/23



No Options Found


The single location that matched your requirements was not available. Try relaxing your location or date criteria.

[Or check for other times](#)

In this case click **BACK** to modify your choices as you may have too many selected criteria in the location selection or attributes and requirements.

If your booking request is possible, a list of one or more options will appear on your screen:

4 Select from the following options available on Wednesday, 2013/10/23



Time	Name	Size	Description	Request?
8:00-9:00	EM5	120	ELECTRICAL & MECHANICAL ENG BLDG LT EM5	P
8:00-9:00	CS2A	173	COMPUTER SCIENCE BLDG LECTURE THEATRE 2A	P

[Earlier Start](#) [Later Start](#) [Earlier Day](#) [Later Day](#) [Show More Options](#)

Click one of these boxes to choose the preferred room

At this stage, you should either choose one of the locations by clicking on one of the boxes as shown above, or select **BACK** to go to the previous screen to change the specification of your request if the room you require does not show up

Step 5:

You are now ready to confirm your request.



The image shows a confirmation form for a web room booking. At the top, there is a blue header with the University of Cape Town logo and the text "Web Room Booking". Below the header, a dark blue bar contains the text "5 Confirm your booking details". To the left of the form is a "confirm" button with a checkmark icon. The form fields are as follows:

Location	EM5
Date	Wednesday, 2013/10/23
Start	8:00
End	9:00
Email	belmira.carreno@uct.ac.za
Booking Size	100
First Name	Belmira
Last Name	Carreno
Telephone	
UCT Student Society/Department	
Purpose of reservation	

At the bottom of the form, there are two buttons: "< Back" on the left and "Confirm Reservation" on the right.

Before you can finalise your request, you are required to fill in the following fields:

- **Telephone**
Please enter a reliable contact number, e.g. cellphone number or office number.
- **UCT Student Society / Department**
Include the Department or Student Society that you are affiliated to.
- **Purpose of reservation:**
Please specify what the room will be used for, e.g. BUS3018F make-up Lecture

Once you are satisfied with all the details of your booking request, click **CONFIRM REQUEST**.

Step 6:

A Summary of your request will be displayed as follows:



The image shows a confirmation summary for a booking request. At the top, there is a blue header with the University of Cape Town logo and the text "Web Room Booking". Below the header, a white box contains the following information:

Booking Requested

EM5 has been reserved for you, from 8:00 to 9:00 on Wednesday, 2013/10/23.

Location	Reference	Request?
EM5	BK4119D6	P

Below the table, there is a "Book Another" button.

At the bottom of the page, there are three links: [book a room](#), [my bookings](#), and [sign out \(01428923\)](#).

When you have made your request, two emails will be automatically generated, one will be sent to you (with your Reference Number) and the other will be sent to the Venue Allocation Office. Once the Venue Allocation Office has processed the booking, a confirmation email will be sent to you within two (2) working days.

From the current screen, you can choose to either **BOOK ANOTHER ROOM** or view **MY BOOKINGS**

Step 7:

Viewing **MYBOOKINGS**



The screenshot displays the 'Web Room Booking' interface. At the top, there is a blue header with the University of Cape Town logo on the left and the text 'Web Room Booking' on the right. Below the header, a section titled 'You have the following bookings:' contains a table with columns for Date, Start, End, Location, Reference, Size, Status, and a Cancel button. The table lists three bookings: one on 2013/05/24 (Unconfirmed), one on 2013/05/31 (confirmed), and one on 2013/06/07 (Unconfirmed). Below the table, there is a note 'Bookings in the past cannot be cancelled' and navigation links for 'book a room', 'my bookings', and 'sign out (01258036)'. A red text prompt 'For queries please contact' is followed by email addresses for Upper, Middle & Hidding Campus and Health Science Campus.

	Date	Start	End	Location	Reference	Size	Status	
	Friday, 2013/05/24	15:00	17:00	HOERI 3C	BKB8290E	50	Unconfirmed	<input type="button" value="Cancel"/>
	Friday, 2013/05/31	8:00	9:00	MB LT 2	BKB8290A	100	confirmed	<input type="button" value="Cancel"/>
	Friday, 2013/06/07	10:00	11:00	JAMES C	BKB82906	100	Unconfirmed	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled

[book a room](#) [my bookings](#) [sign out \(01258036\)](#)

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When viewing **MY BOOKINGS**, you will be able to see the status of your entire booking request. The status of your NEW booking request will show as **unconfirmed**. Once this has been finalised by the Venue Allocation Office, the status of your request will be changed to **confirmed**.

Step 8:

Cancelling Bookings

To cancel a request click on MY BOOKINGS the following screen will appear.



The screenshot shows the 'Web Room Booking' interface. At the top, there is a blue header with the University of Cape Town logo and the text 'Web Room Booking'. Below the header, a section titled 'You have the following bookings:' contains a table with columns: Date, Start, End, Location, Reference, Size, Status, and a 'Cancel' button. The table lists three bookings: one on 2013/05/24 (Unconfirmed), one on 2013/05/31 (confirmed), and one on 2013/06/07 (Unconfirmed). A callout box labeled 'Click Cancel' points to the 'Cancel' button for the 2013/06/07 booking. Below the table, there is a message: 'Bookings in the past cannot be cancelled'. At the bottom, there are links for 'book a room', 'my bookings', and 'sign out (01258036)', along with contact information for Upper, Middle & Hiddingh Campus and Health Science Campus.

Date	Start	End	Location	Reference	Size	Status	Cancel
Friday, 2013/05/24	15:00	17:00	HOERI 3C	BKB8290E	50	Unconfirmed	Cancel
Friday, 2013/05/31	8:00	9:00	MB LT 2	BKB8290A	100	confirmed	Cancel
Friday, 2013/06/07	10:00	11:00	JAMES C	BKB82906	100	Unconfirmed	Cancel

Bookings in the past cannot be cancelled

[book a room](#) [my bookings](#) [sign out \(01258036\)](#)

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Click the **CANCEL** button. The following screen will appear.



Click **OK** to confirm cancellation of this booking. Please note that you cannot amend a booking; if you wish to make changes, cancel the original booking and make a new one.

To view a current booking as well as a recently cancelled booking, click on the **MY BOOKINGS** Button above and tick the **INCLUDE CANCELLED BOOKING** check box towards the top of the page. Your current **confirmed** bookings as well as your **cancelled** bookings will be displayed.



Web Room Booking

You have the following bookings:

Include cancelled bookings

	Date	Start	End	Location	Reference	Size	Status	
	Friday, 2013/05/24	15:00	17:00	HOERI 3C	BKB8290E	50	Unconfirmed	<input type="button" value="Cancel"/>
	Friday, 2013/05/31	8:00	9:00	MB LT 2	BKB8290A	100	confirmed	<input type="button" value="Cancel"/>
	Friday, 2013/06/07	10:00	11:00	JAMES C	BKB82906	100	Cancelled	<input type="button" value="Cancel"/>

Bookings in the past cannot be cancelled

[book a room](#) [my bookings](#) [sign out \(01258036\)](#)

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Tick check box to view cancelled bookings

Once you have finished creating/cancelling your bookings, remember to **SIGN OUT**.