

# Book Study Space

Quick Guide



## 1 Location



Define the room using filters.

[Show rooms that meet selected criteria](#)

Capacity\*

Zone

OR Building

Suitabilities

- 1. Centrally Allocated Space
- 1. Locally Allocated Space
- 2. General Teaching
- 2. Laboratory
- 2. Meeting Room
- 2. Training Room

Click here to show the rooms that meet your requirements – these are not guaranteed to be available.

To refine your search select the capacity of the room required (if you want you can also specify a zone or building).

To refine your search select suitabilities (that reflect the attributes of the room) – hold control or shift select multiple values



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

[Select multiple days/weeks](#)

Select from the calendar

May 2012

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	10

For recurring bookings click here to open the weekdays and weeks view that allow you select recurring days

For single bookings Choose the date of your booking

## 3 Time



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

Preferred Start

Preferred End

Choose the start and end time for your booking – then click Next> to continue

Next >

This page returns the available rooms that meet your requirements.



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# Web Room Booking

4 Select from the following options available on Mon 28 May 2012

choose

	Time	Building	Name	Size	Description
<input type="checkbox"/>	08:00-09:00		Laigh Room	70	Function Area
<input type="checkbox"/>	08:00-09:00		St Cecilia's Concert Hall	200	Theatre Style: Fixed tiered and flat seating

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

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Use the tick boxes to select the room you wish to book or use the buttons to view other available days and times for these rooms

[request a room](#) [my bookings](#) [Scientia Enterprise](#)

Click Next> to make your room booking

Next





5 Confirm your booking details



Location	<input type="text" value="St Cecilia's Concert Hall"/>
Date	<input type="text" value="Mon 28 May 2012"/>
Start	<input type="text" value="08:00"/>
End	<input type="text" value="09:00"/>
Email	<input type="text" value="Craig.Middlemass@ed.ac.uk"/>
First Name	<input type="text" value="Craig"/>
Last Name	<input type="text" value="Middlemass"/>
Telephone	<input type="text"/>
Address	<input type="text"/>
Department*	<input type="text" value="Business School"/>
Event Title*	<input type="text" value="Quick Guide Booking"/>
Booking Size	<input type="text" value="10"/>

Complete your telephone number, the department you are booking for and the event title (please note the event title will appear on web timetables and outside rooms with booking display monitors)



Click "Confirm Booking" to submit a request to the system



←Back

Next ▶



Confirmation of your booking request or where you have permission to book directly this will book the room

**Booking Requested**

St Cecelia's Concert Hall has been requested for you, from 08:00 to 09:00 on Mon 28 May 2012.

Your request will be dealt with as soon as possible.

You will receive a confirmation email once your request is processed.

Location	Reference	Request?
St Cecelia's Concert Hall	BK833941	Requested

Click **Request a Room** to start another booking from the first page.

Click **My Bookings** to view all the booking requests you have made and see if they have been confirmed

This page includes all the bookings you have request so far. Where they are **Unconfirmed** they booking has not been agreed with the Timetabling Unit or the Local Gatekeeper

When a request is granted or denied you will be emailed confirmation, but you can check here too!



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## Web Room Booking

To view your cancelled booking tick "Include Cancelled Bookings"

You have the following bookings:

Include cancelled bookings?

	<u>Date</u>	<u>Start</u>	<u>End</u>	<u>Building</u>	<u>Location</u>	<u>Reference</u>	<u>Size</u>	<u>Status</u>	
	Mon 28 May 2012	08:00	09:00	St Cecelia's Hall	St Cecelia's Concert Hall	BK833941	10	Unconfirmed	<a href="#">Cancel</a>

[request a room](#)   [my bookings](#)   [Scientia Enterprise](#)

Click **Cancel** if you wish to cancel an existing booking.