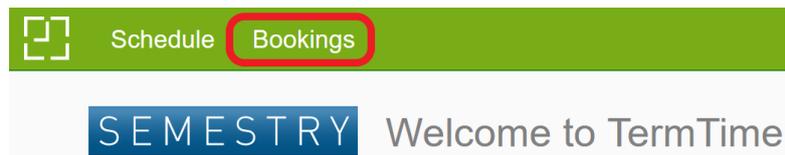
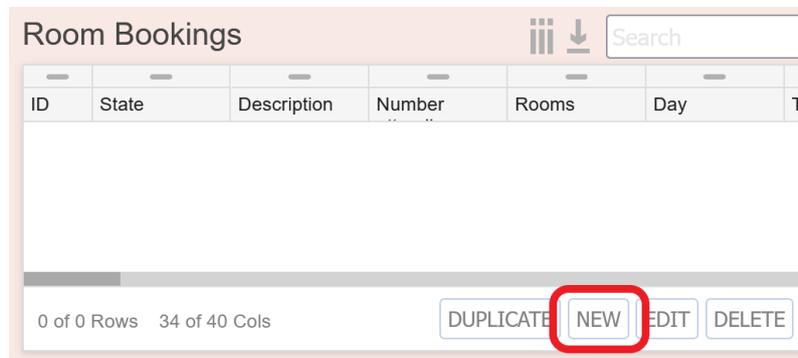


# Web Room Bookings: How to book a room in TermTime.

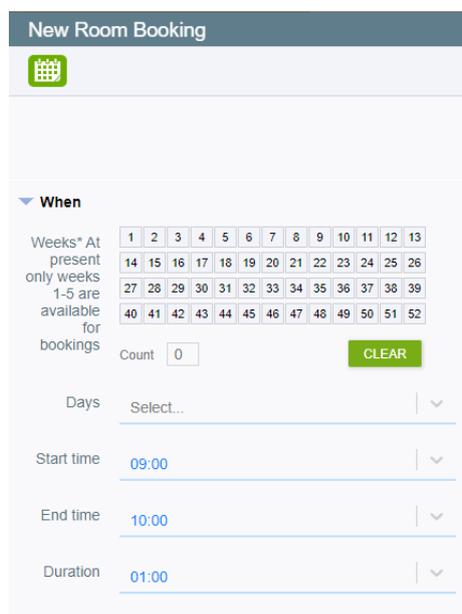
To book a room go into Termtime and select the **Bookings** tab at the top of the page.



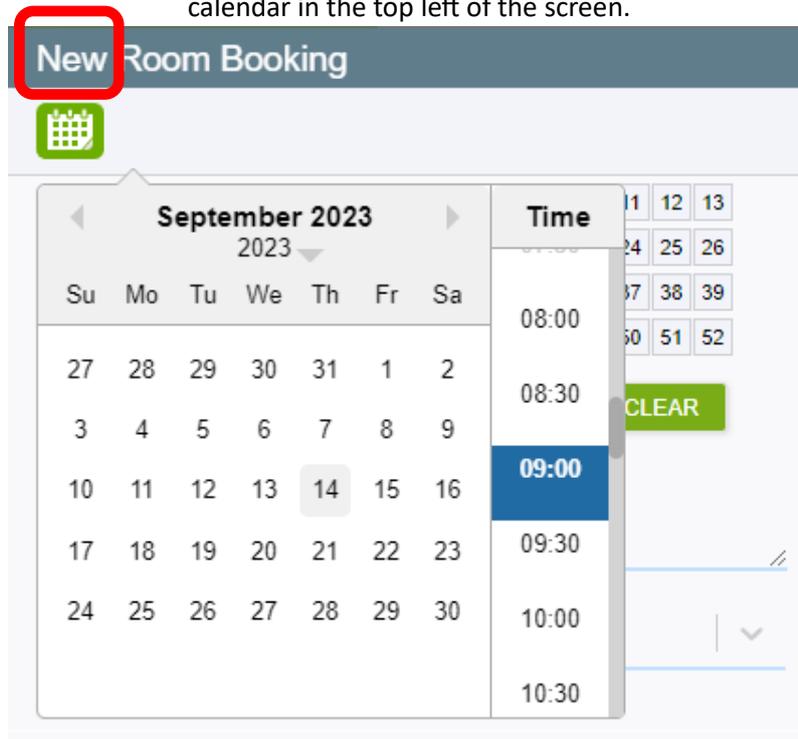
Once on the **Bookings** tab, click **New** towards the bottom right.



Fill in the resulting form in the **When** drop down with details of your booking. The **Day, Time, Duration, Description** and **Weeks** fields are mandatory and must be filled in. All other fields on the form are optional and help to refine the list of suitable rooms.

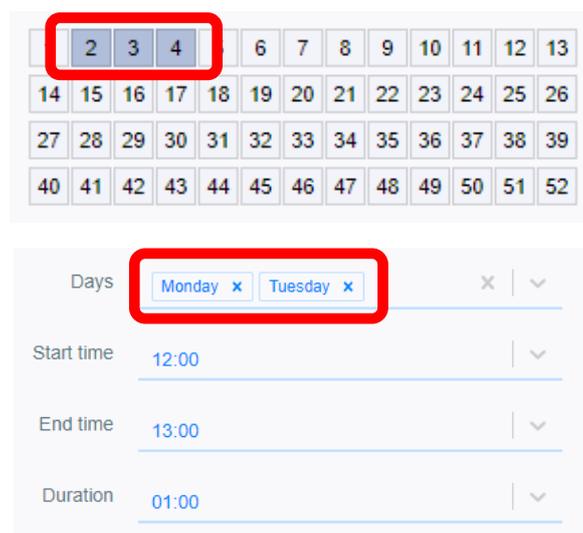
A screenshot of the 'New Room Booking' form. The form has a dark blue header with the text 'New Room Booking'. Below the header is a green calendar icon. The main section of the form is titled 'When' and contains a grid of weeks. The grid has 13 columns and 4 rows. The first row contains weeks 1 through 13. The second row contains weeks 14 through 26. The third row contains weeks 27 through 39. The fourth row contains weeks 40 through 52. Below the grid is a 'Count' field with the value '0' and a 'CLEAR' button. Below the count field are several dropdown menus: 'Days' (Select...), 'Start time' (09:00), 'End time' (10:00), and 'Duration' (01:00).

Auto filling of the **Day, Time, Duration**, and a singular **Week** can be done also by selecting the calendar in the top left of the screen.



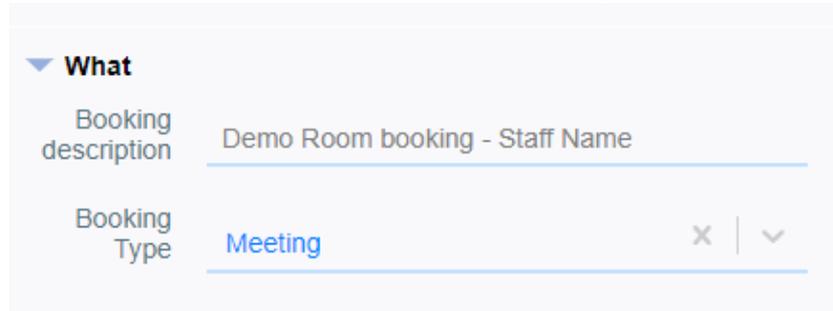
If you wish to book multiple weeks or multiple days in a week, this is possible also.

*Please note: if you do enter multiple weeks and there is no free space, it is not possible to split your booking across multiple locations. You will have to edit your booking to remove the blocked week and submit an additional booking for an alternative room.*



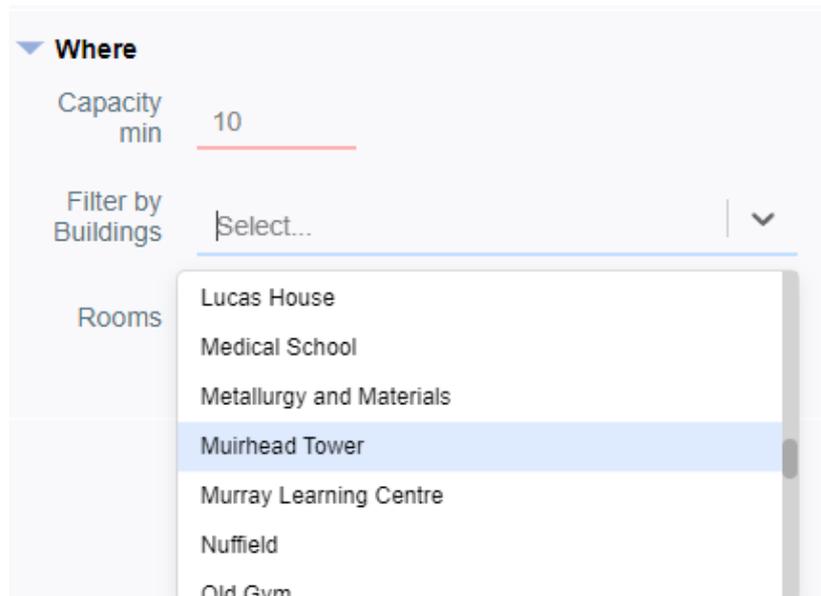
In the **What** drop down put the **Description** and **Type** of booking.

While there is no rule to what you can put as a description, we advise that you add a staff contact name for if we need to contact you regarding your booking.



The image shows a form section titled "What" with a downward arrow. It contains two input fields: "Booking description" with the text "Demo Room booking - Staff Name" and "Booking Type" with a dropdown menu showing "Meeting". There is an "x" icon to the right of the "Meeting" dropdown and a downward arrow below it.

In the **Where** drop down fill in the capacity minimum (how many people are attending the booking) and select a building and room. You can either type the building or room, or can select from a drop down.



The image shows a form section titled "Where" with a downward arrow. It contains three input fields: "Capacity min" with the value "10", "Filter by Buildings" with a dropdown menu showing "Select...", and "Rooms" with a dropdown menu showing a list of buildings: Lucas House, Medical School, Metallurgy and Materials, Muirhead Tower (highlighted), Murray Learning Centre, Nuffield, and Old Gvm.

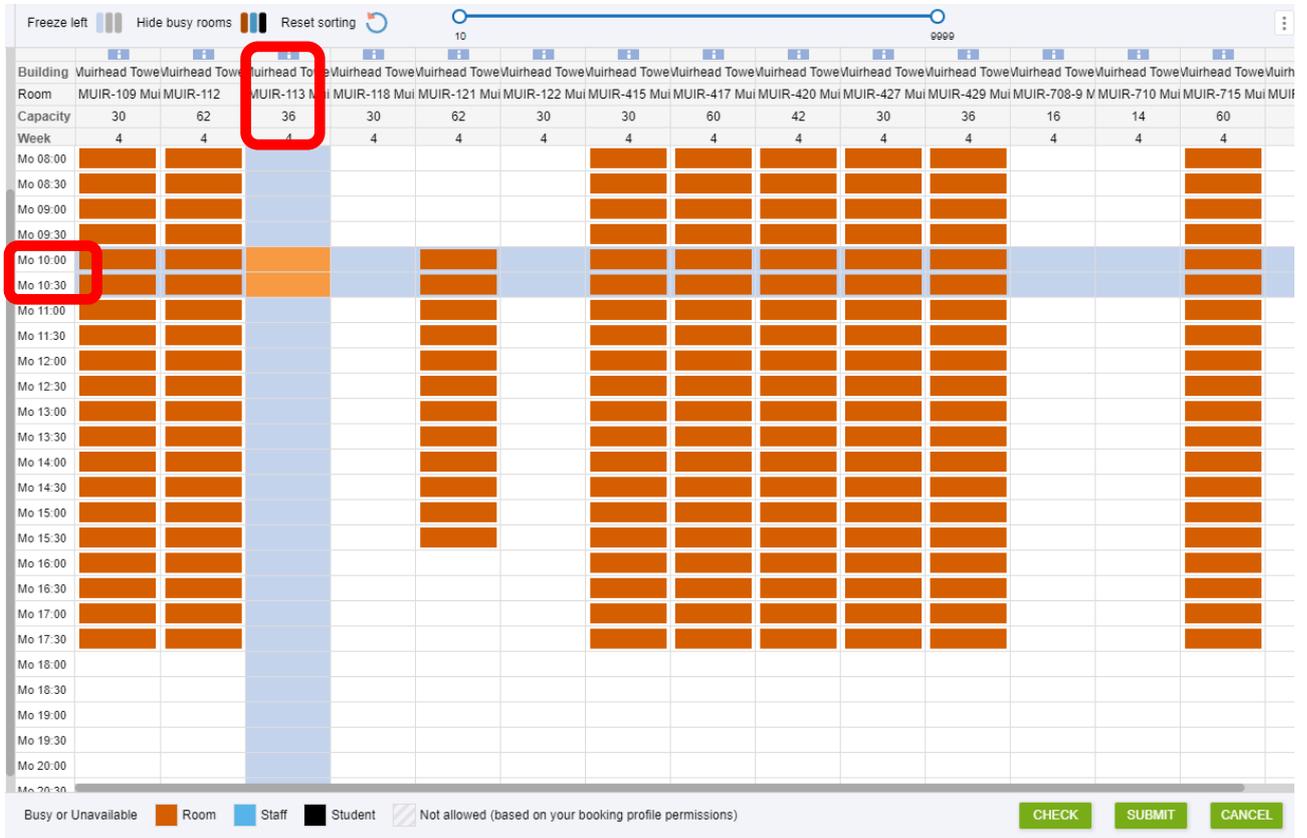
Once you have entered the details into the form, select your room and the start time of your booking by clicking on the relevant cell in the grid on the right of the page.

*Please note: If the room you require is not showing, this could be due to the room capacity. The system will not allow you to go over the capacity, E.g., 15 people in a room for 10.*

For more information about a room, click the “i” icon at the top of the room’s column.

If the room you are looking for is showing as orange, this means that the room is already in use.

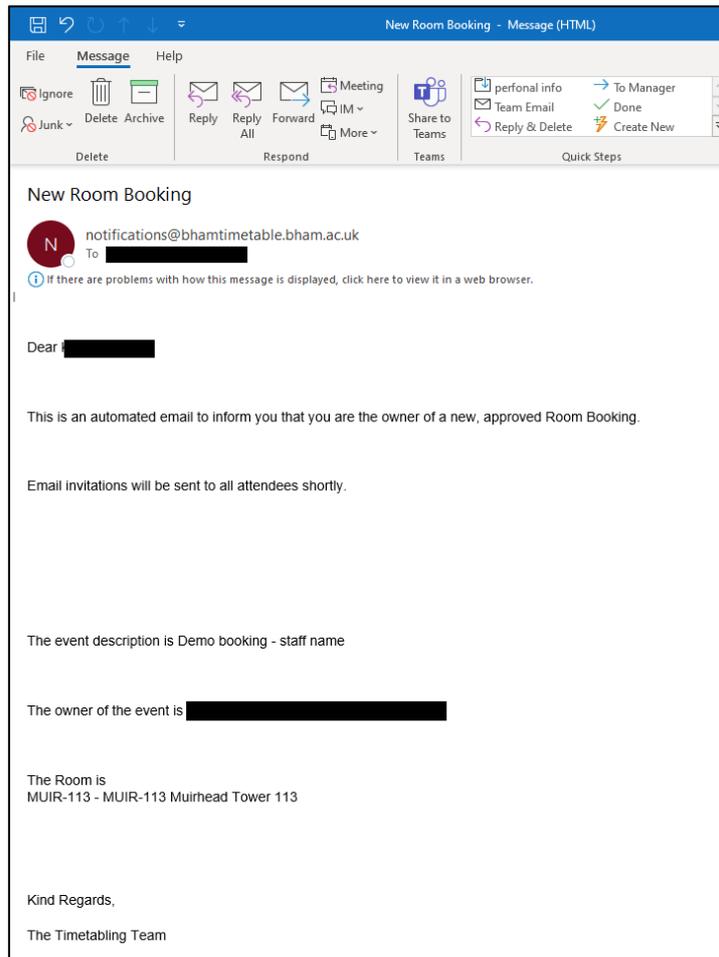
A free space is white. The blue lines indicate the time and room you have previously selected.



Once you have selected the room and you are happy, click the **Submit** button towards the bottom right to submit your booking request.



Once you have submitted your room booking, you will receive an email to confirm.



To View your booking, it will show in the list of your room bookings.

Room Bookings

ID	State	Description	Number	Rooms	Day	Time	End time	Duration	Timeframe	Dates	Owner	Owner Type	Room Booking	Booking Type	Contact detail
300	Approved	Demo booking	10	MUIR-113	Mon	09:00	10:00	01:00	4	Mon Sep 11	[Redacted]	Staff booking		Meeting	
306	Approved	Demo booking	10	ARTS-103 Arts	Mon	09:00	10:00	01:00	2,3,4	Mon Aug 28	[Redacted]	Staff booking		Meeting	

If once you have submitted a booking you wish to either duplicate, edit, or delete it; simple select the booking in question and click whichever option you need. You also have the option again to create a new booking.

