Room bookings – update December 2016

Online room bookings was updated on 19th December – this is a summary of key changes.

Issues:

At the moment (20 December 2016) when a new booking is made the user will receive a confirmation email and the booking will be made as normal. But, the new booking is not being immediately added to the users My Bookings list, nor is the new booking displaying in timetables for rooms. The bookings will show after the system’s overnight refresh but are not showing immediately.

Room bookings will continue to confirm bookings from the room bookings database and we will resolve this issue as soon as possible.

Requested room size:

The previous version of the software presented the user with a ‘slider-bar’ to select a room size. The upper value entered via this slider would give you a list of rooms up to the upper value of the slider.

This has now been replaced with a ‘Number of attendees’ box which you simply enter the minimum size of the room that you require; the list of rooms returned will show rooms available that are at least that size.

Please note: number of attendees is required when making a booking.

![Image of room booking interface](image-url)
**Booking reference:**

On the final page of the room booking wizard there was a box allowing a Reference to be entered. Booking references are automatically generated by the booking system and so there is no need for the user to enter this information so this box has been removed from the booking wizard.

Notes can still be entered as before.
Remove weeks:

If you make a booking which runs for several weeks it is now possible to remove weeks that fall in the future if they are no longer required. This avoids the necessity of cancelling a booking and then creating a new one if part of the booking needs to be changed.

Once a booking has been made and shows in the user’s My bookings screen; if a booking contains more than one date/week, and some of those weeks are in the future, then a button at the bottom of the screen allows the user to ‘Remove weeks’.

Simply select the event you wish to modify and click the Remove weeks button.
Rooms with ‘parts’

Room parts are used when a room can be either used as a whole space or else used for different activities simultaneously. These are described as room parts.

Online timetables previously would only display the whole room but as part of this upgrade the room parts may also now be displayed.

To view these timetables, on the homepage, click the icon ‘Toggle timetable list’
A side panel opens where you can Add other timetable views to your window.

By clicking the Add button you can select different types of timetable to view: Programme, Class Group, Unit, Lecturer, Student, Room.

Select the Room tab.
Start typing the name of the room you want to view and then select from the list.

The selected room is now added to your timetable list.

If a room has parts then you will see a + next to the room in the list. Click on this + to see the room parts.
By ticking/unticking the boxes next to each room or room part you can toggle them on/off in your display.

Click the Save button to save your list of timetables to view any time you need to.
Please note that when looking at Module and Class group timetables any sub-groups will also be displayed in the same way with sub-groups able to be shown or hidden as required.

Module sub-groups

Class group sub-groups