

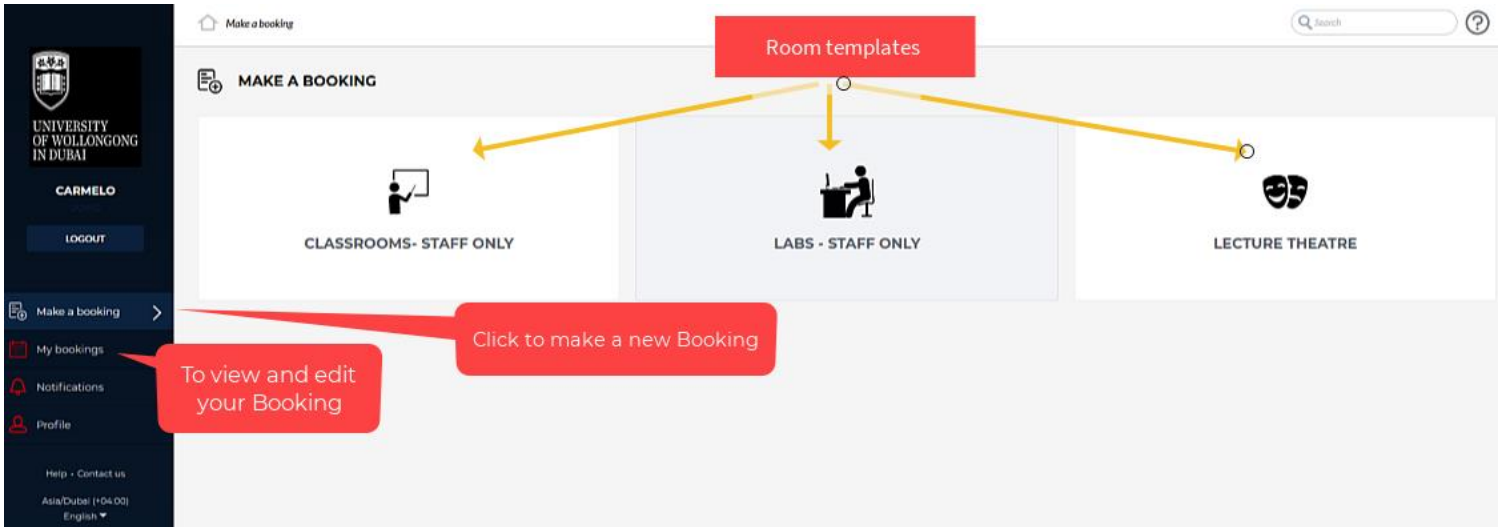


## **How to use Resource Booker**

- I. [How to login to Resource Booker](#)
- II. [What are the types of Rooms available](#)
- III. [How to Book](#)
- IV. [How to check your Booking \(Edit / Cancel\)](#)

# How to login to Resource Booker

- Resource Booker link: [resourcebooker.uowdubai.ac.ae](https://resourcebooker.uowdubai.ac.ae)
- Click on the **Login** button and enter your UOW email and password.



**Note:** If you get the message 'Sorry No Resources are available for you to book' when you log in, then you are not yet set up to use Resource Booker.

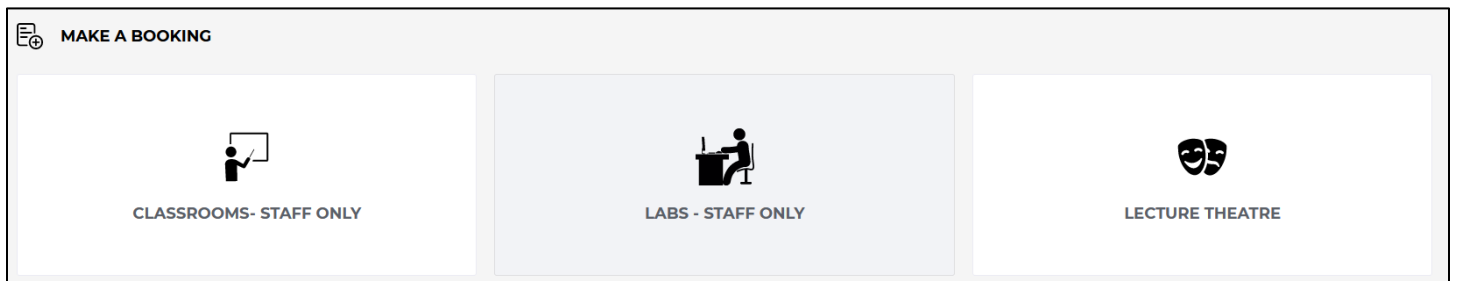
Please email [RoomBookings@uowdubai.ac.ae](mailto:RoomBookings@uowdubai.ac.ae) for assistance.

## What are the types of Rooms available

Once logged in, you will see the **MAKE A BOOKING** screen.

Different types of bookable rooms:

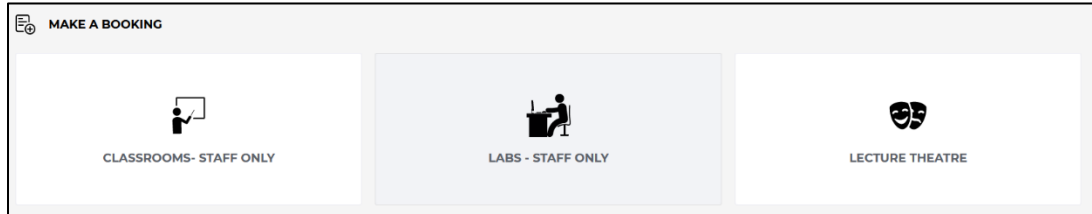
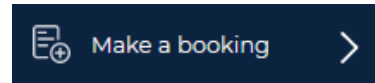
- 1. CLASSROOMS – STAFF ONLY:** To book Classrooms, and Tutorial rooms.
- 2. LABS – STAFF ONLY:** To book LABS.
- 3. LECTURE THEATRE:** To book the Lecture Theatre.



# How to Book

Bookings can be made by either **Date and Time** or **Room**.

1. From the left-hand menu, click on:
2. Select the type of room:



This will display a list of the rooms (on the left) and a calendar (on the right) for you to narrow down your search.

**CLASSROOMS- STAFF ONLY**

Search a resource

Groups

- Tutorial Rooms
- Type A Classroom
- Type B Classroom

3.42-Classroom B

3.44-Classroom B

3.45-Classroom B

3.46-Classroom A

3.48-Classroom B

4.44-Classroom B

4.45-Classroom B

4.467-Classroom A 4.46 & 4.47

4.46-Classroom A

4.47-Classroom A

SHOW MORE RESULTS

**REFINE SEARCH**

SINGLE

RECURRING

AVAILABLE NOW

September, 2021

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	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	1	2
3	4	5	6	7	8	9

Set a specific time

From: -- | -- ▾

To: -- | -- ▾

Duration  Select ▾

Calendar to enter date

Folders containing lists of Classrooms by Location

Enter Start and End Time

1. **Optional:** To filter the list of rooms, from the calendar choose the **Date** and specific **Start** and **End** time of the booking.  
**Alternatively:** You can also use **Search a resource** to look up the room number you require.

**CLASSROOMS- STAFF ONLY**

Search a resource

Start date: 2021-09-22 X From: 09:00 X To: 10:00 X

Groups

- Tutorial Rooms
- Type A Classroom
- Type B Classroom

4.467-Classroom A 4.46 & 4.47

4.46-Classroom A

4.47-Classroom A

4.48-Classroom B

4.50-Classroom B

Displays the selection made

Once you refine your search, the list of available rooms will update accordingly

**REFINE SEARCH**

SINGLE RECURRING

AVAILABLE NOW

September, 2021

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	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	1	2
3	4	5	6	7	8	9

Set a specific time

From: 09:00

To: 10:00

Date and Time Selected

- Clicking on the room name will take you to the schedule for that room, defaulting to the calendar for the current week, use the **arrow keys** to navigate to the week of the date you want to book

**CLASSROOMS- STAFF ONLY**

4.50-CLASSROOM B

SHOW AVAILABILITY ABOUT: 4.50-CLASSROOM B

19 SEP - 25 SEP 2021

MONTH WEEK DAY

TODAY

	Sun 19 Sep	Mon 20 Sep	Tue 21 Sep	TODAY	Thu 23 Sep	Fri 24 Sep	Sat 25 Sep
8:00							8:00 - 12:30 OET (Shipa)
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Use the arrows keys to navigate to the required date

Click on the time at which your booking starts

- Select the timeslot for your booking, which will open the **Booking Form**.

Bookings > Classrooms- STAFF ONLY > 4.50-Classroom B

CLASSROOMS- STAFF ONLY

4.50-CLASSROOM B

MONTH WEEK

Sun 19 Sep Mon 20 Sep

8:00

9:00

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

4.50-CLASSROOM B

Booking title

SINGLE RECURRING

From 22/09/2021 12:00

To 22/09/2021 13:00

Optional for this booking

Multiple Bookings (Min: 0, Max: 5)

Multiple Bookings

State your full name\*

Contact number\*

Subject code\*

Purpose of the booking\*

Make up class

Class extension

Other

BOOK

Add Title without space and special charaters

Add the End time

Enter all the mandatory fields

4. Complete the Booking Form with the following minimum details:

- Booking title: Enter an accurate title description without spaces or special characters.
- Date and Time: Date and start finish times of the booking
- Full name Name of the person hosting the booking
- Contact number: Preferred phone number of the booking host
- Subject code: The subject code relevant to the booking host
- Purpose: Select from the drop-down list

5. Once you have completed this form, press **Book** to submit the request.

You will then see the confirmation pop-up **Booking Request Overview**, which contains the information you submitted on the Booking Form. Close this window using the 'X' at the top right-hand corner.

TESTBOOKING
✕

✓ This booking is accepted

Wednesday September 22nd 2021

08:00 - 09:00

PRINT

Resources

Locations - 2.50-Computer Lab Single [↗](#)

Booked by:	Shilpa (schaly@uow.edu.au)
Reference:	20210922-SHIL2.50-COMPUTERLABSINGLE-2209
State your full name	Shilpa Chaly
Contact number	042781880
Subject code	ABC12
Purpose of the booking	Class extension

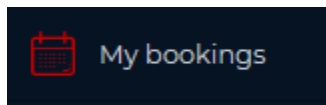
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EDIT

CANCEL

## To review your Booking:

1. You can check and edit/cancel your bookings in the **My bookings** tab.



2. Use the top **arrow keys** (highlighted below) to navigate to the week of your booking. You can also view the information on a Monthly, Weekly or Daily scale by using the buttons at the top left.



3. Select the previous booking that you made

4. In the pop-up window select to either **Edit** or **Cancel**.

TESTBOOKING
✕

✓ This booking is accepted

Wednesday September 22nd 2021

08:00 - 09:00

PRINT

Resources

Locations - 2.50-Computer Lab Single [↗](#)

Booked by:	Shilpa (schaly@uow.edu.au)
Reference:	20210922-SHIL2.50-COMPUTERLABSINGLE-2209
State your full name	Shilpa Chaly
Contact number	042781880
Subject code	ABC12
Purpose of the booking	Class extension

↶

EDIT

CANCEL

click to Edit

click to Cancel