



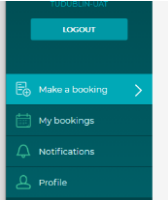
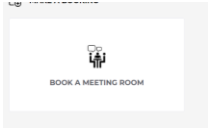
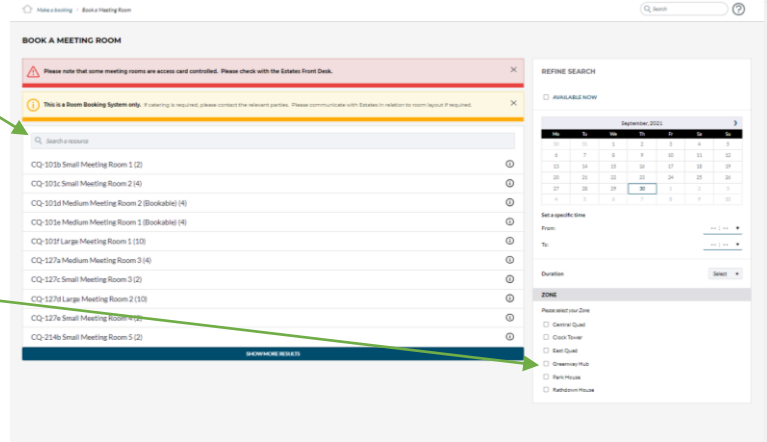


Using Resource Booker

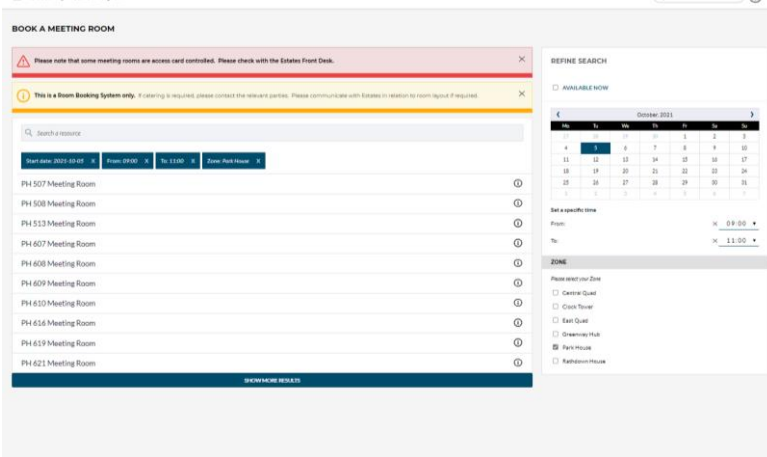
<p>Open Resource using any browser, click on the link to the right to open</p>	<p>https://roombookings.tudublin.ie/</p>		
<p>Log in Click on the “Log in” button</p> <p>If asked (it will ask you to sign in if you haven’t already signed in using Single Sign in)</p> <p>Enter your TUDublin email address, then click on the “Next” button</p> <p>Enter your TUDublin email password, then click on the “Sign in” button</p> <p>Click on Yes for Stayed signed in</p>			
			
<p>Click on Make a booking</p> <p>Click on “Make a booking” from the Menu located on the left pane of the window</p>			
<p>Click on “BOOK A MEETING ROOM”</p>			

You can type in the first three characters of a room (eg gw20, CQ-, RD) and the list will filter

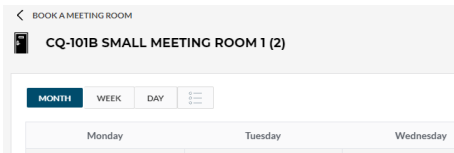
You can filter by Zone, by clicking inside the radio button in the Zone pane



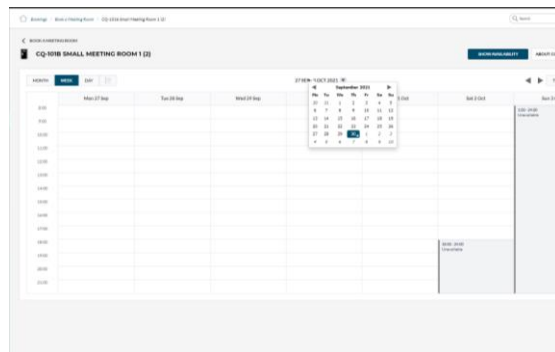
You can also Refine your search by clicking on the Calendar date, and entering a "From" and "To:" time



You can view the calendar by Month, Week, Day or by a listing



You may also just select the room without refining your search. Click on the arrow to the right of the week range located in the middle on the Calendar, and select a date

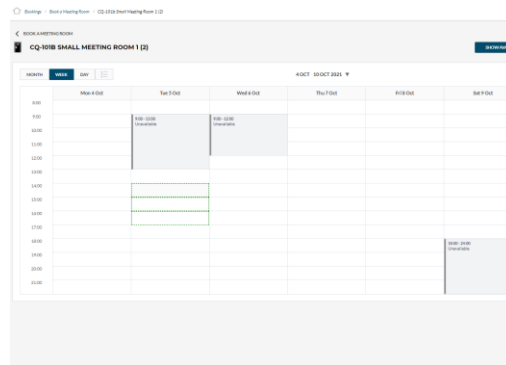


You may see confirmed bookings, select a time(s) which are available

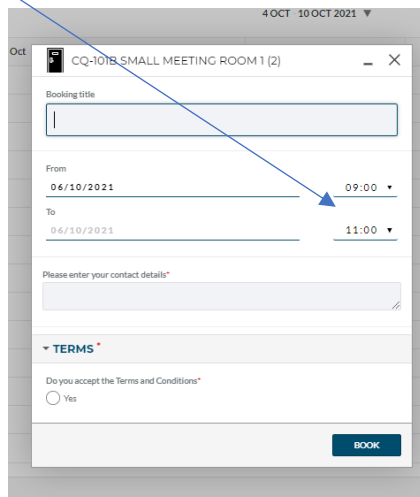
With your mouse click and drag from the Starting time to the end time, the cells to the right of the hours will be highlighted in green

Release the mouse and the next popup will appear for you to enter more information

If you want a booking that starts at 09:15 and finishes at 10:15, highlight the 09:00 and the 10:00 cells, and in the next screen you can adjust the start/end times



In the next popup window, Enter a Title for the Booking, The "Date" will be filled in, as will the "From:" and "To:", you may amend this or keep this. Enter your contact details



Terms and Conditions are located at the end of this document. Please read them, and click on the radio button to the left of "Yes" Click on "Book" to create your booking

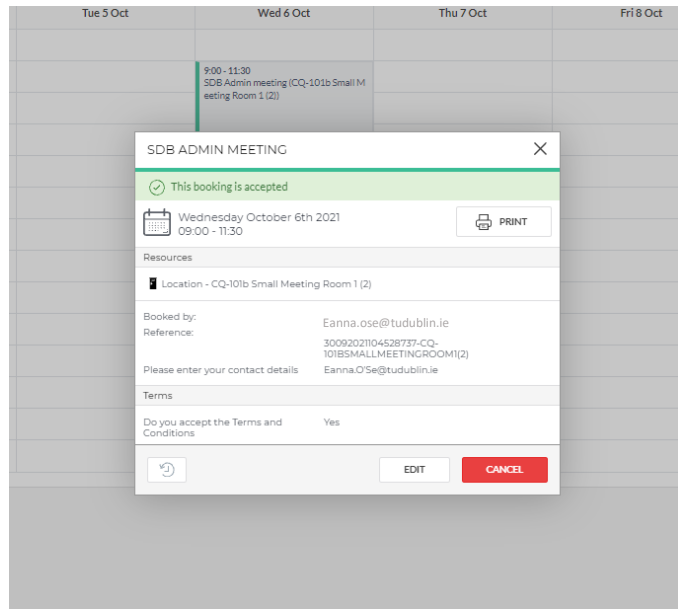
Your options are

You may print this

You may Edit the Date, the Start and the end times

You may cancel, which will delete the booking

Or you can click on the X to save and Close

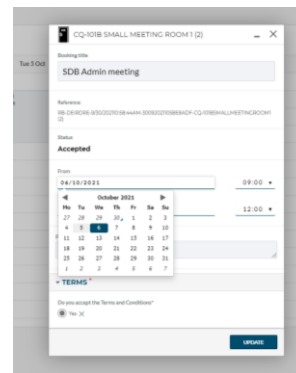


Editing the Date/times

Click on the "Edit" button, change the From (Calendar date) from the popup calendar

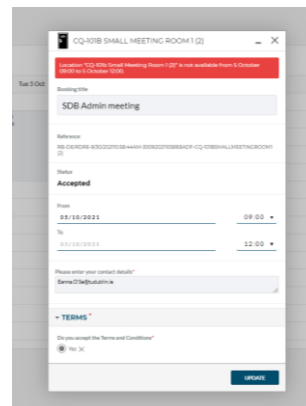
Click on the From: time and select a new time if desired, and the To: time if desired

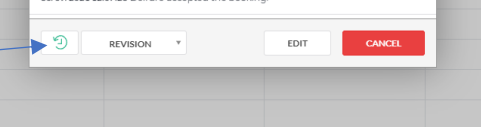
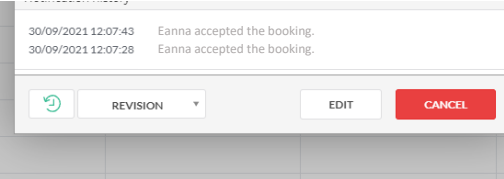

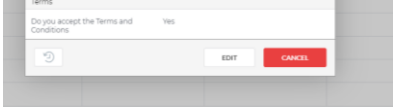
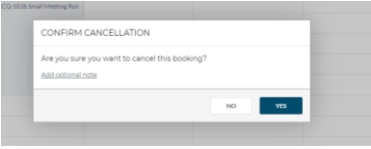
Click on the Update to make the change



If you have changed the Date, From and To and you update, if the room is not available, you will receive a message at the top of the booking popup that the location is not available

If the room is available, the booking will be updated

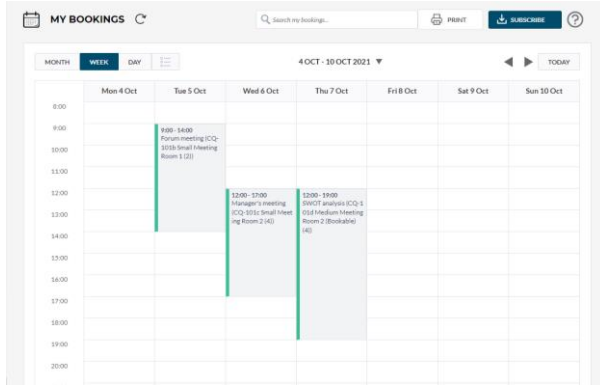


<p>The Notification button will allow you to see the history of the booking</p>	
	
<p>To cancel a booking</p> <p>Go to My bookings on the left pane</p> <p>Navigate to the booking (either by clicking on the Calendar drop down, or the left/right arrows</p>	
<p>Find your booking, click on it, and click n the "Cancel" button</p>	
<p>To confirm the cancellation, click on "Yes"</p>	
<p>View your bookings</p> <p>Click on the "My Booking" link on the left pane</p>	

Navigate to the date (select a date from the Calendar popup or user the right/left arrows



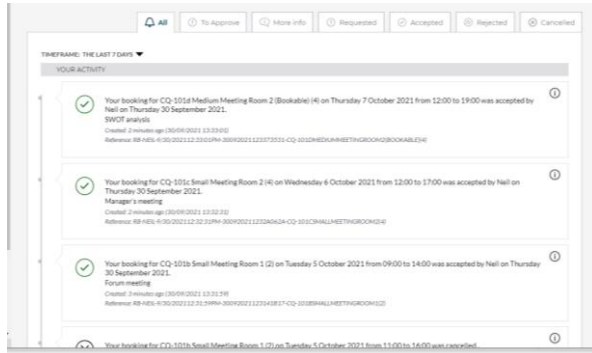
Your bookings for the day/week/month will be displayed



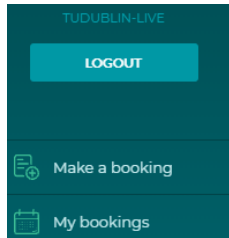
Notifications

You can view all notifications (accepted and Cancelled), click on Notifications in the left pane, click on the "All" tab

You can also filter to bookings (Accepted) or Cancelled bookings by click on the appropriate tab



To Log out, click on the "Logout" button beneath your name in the left pane



Resource Booker Guidelines

When booking a room through Resource Booker, please ensure that you follow the guidelines outlined below:

- Do not make or amend academic timetable bookings through Resource Booker;
- Do not block-book resources through resource booker;
- Book 3 days in advance when notice is known;
- To be aware that Specialised resources such as Laboratory, music, dance and event spaces are not managed through Resource Booker and require approval from relevant zone;
- Rooms booked within Resource Booker should be cancelled 24 hours prior to the booking time if no longer required. Regular non-compliance with this cancellation policy may result in a requester's permissions being withdrawn;
- It is recommended that designated meeting rooms are not used for Academic delivery;
- When booking meeting room designated tutorial/meeting room, the primary function of the room is for tutorial work. Requests for moving a one-off meeting to another available room to facilitate academic delivery should be accommodated;
- Priority given to booking of specialized spaces for TU Dublin in-house events;
- Please check opening hours of relevant zone and access arrangements before booking. Booking should be made at least 1 hour before the closing time of a zone.

Priority Booking

- Priority for resources given to Exam facilitation.
- Priority for resources given to TU Dublin events approved by President's Office.

Resource Requester Responsibilities

It is the responsibility of the Resource requester to ensure that the following are adhered to when utilising a resource they have booked:

- Occupies only rooms that they have officially booked;
- Where possible cancels a room within 24 hours if no longer required;
- Ensure attendees behave responsibly;
- Ensure attendees behave within TU Dublin policy guidelines for Health and Safety;
- Ensure that room is vacated by the end specified time slot;
- Ensure that specialised rooms are used for the specified purpose only, e.g. labs, music rooms, dance studio etc, with appropriate attire and risk assessments if required;
- Ensure that maximum capacity is not exceeded;
- Ensure furniture or specialised equipment is not removed; Ensure furniture is returned to original layout.
- Ensure that resource requester has appropriate access to rooms that are marked with 'access card required'.

Failure to attend

Repeated failure to attend space at allocated time without cancelling may incur an access lock in Resource Booker.

Access to Rooms

Access to some zones and resources may be restricted and may not be accessible with the current access on individual staff cards. If booking a resource outside your access zone, upon arrival please check in with Estates Front desk.

Building opening hours

Please check relevant campus link for opening hours. Ensure that all bookings are scheduled at least 1 hour before the closing time to facilitate the closure procedures.

<https://www.tudublin.ie/explore/our-campuses/>

Catering

Catering is not managed or organised through resource booker or resource booker coordinators for meetings or events.

Event spaces

Currently Event spaces are managed at a localised level within zones. External parties wishing to utilise event spaces must book through these local zones.