How to Make a Room Booking in Syllabus+

1. Click on Booking Mode.

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2. Booking Requirements Screen will open. Select Location in the Views Pane

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3. Complete the Booking Requirement screen as follows: Name: (The name must contain a contact name) Host Key: Leave blank Activity Type: Select Meeting from the drop down menu Description: As per name Duration: In blocks of 15 minutes (e.g. 4 = 1 hour) Planned Size: No of people that will be attending (This number will be used to show you available locations) Department Name: Select your department from the dropdown menu Zone: Optional (if you require a specific zone – please complete) Choose Date: Select the date In the Day list, you can select all the days within the week that you require the room for.

Click on Match Requirement to see available locations.

Booking req	uirements						
					1 des	-	
Name	Meeting (Joe Bloggs)			Suit	abilities		Day
Host Key		Activity Type	Meeting ~		Name	3	Monday
Description	Meeting (Joe Bloggs)						Tuesday
Duration	4 🗘 01:00	Planned Size	5 ‡				Wednesday
Department	Chemical and Pharmaceutical Sciences.City - ×	Zone	[None] - ×				Thursday
	Match Requirements	Choose Date	28/09/2021				Friday
	i						Saturday
				•			
				×			

4. Right click on the time to schedule the booking, the suitable and available locations will automatically populate in the views pane.



- 5. Select the Location you require by clicking on it in the Views Pane.
- 6. Your booking will now show in the Graphical view

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ocations		-	Name	Meeting (Joe Bloggs)													Suitabilit	es						
Name	Capacity Zone Name	Suitabiliti 📤	Host Key					Activity	Type M	leeting						-	Na	ne		•		1 🗄		
9			Description	Meeting (los Blogge)						,														
CQ-103 Small Tutorial Room / Meeting	16 Central Quar	d Classroor	Duration	(see blogga)		4 *	01-00	Disease	d Size							e ^								
CQ-104 Small Tutorial Room / Meeting	16 Central Quar	d Classroor	Duraduri	at 1 1 101			01.00	Fidilite	0.3126															
CQ-201 Large Tutorial Room / Meeting	20 Central Quar	d Classroor	Department	Chemical and Pharma	ceutical Scien	ces.City		• × Zone	C	Central Quad	1					* X								
CQ-202 IT Classroom 1(25)	25 Central Qua	d PC Lab; F		Match Requirements				Choose	e Date 2	28/09/2021						* X								
CQ-208 Large Seminar / Classroom 1 (40)	40 Central Quar	d Classroor																				l l l l l l l l l l l l l l l l l l l		
CQ-212 Medium Lecture Theatre / Larg	. 64 Central Quar	d Classroor															•							
CQ-301 Large Tutorial Room / Meeting	. 20 Central Qua	d Classroor																						
CQ-303 Small Seminar Room / Classroo	32 Central Quar	d Classroor																						
CQ-305a Quad Shared IT Teaching 1 (25 Central Quar	d PC Lab; F																						
CQ-305b Quad Shared IT Teaching 2 (25 Central Quar	d PC Lab; F																						
CQ-307 Small Lecture Room / Large Cl	60 Central Qua	d Classroor																						
CQ-311 Small Lecture Room / Large Cl	60 Central Quar	d Classroor																						
CQ-345 Flexible Learning Laboratory 1	20 Central Quar	d Laborato																						
CQ-403 Small Seminar Room / Classroo	32 Central Quar	d Classroor																						
CQ-404 IT Classroom 3 (25)	25 Central Quar	d PC Lab; F	Booking A	tivities																				
CQ-408 Small Lecture Room / Large Cl	60 Central Quar	d Classroor	Booking Mode	Location: CQ-414f Bo	ardroom (20)																			
CQ-414f Boardroom (20)	20 Central Qua	d Meeting;	1	5		10		15		20			25		30			35		40			45	
CQ-416 Forensics Lab (16)	16 Central Quar	d Laborator																						
CQ-417 Small Tutorial Room / Meeting	16 Central Quar	d Classroor	Combined Tim	etable Master Timel	able Resor	urces Multi-	view Timetable	11.2		11.2			(1)		116		117		11.9		10	12		121
CQ-418 Advanced Chemistry Lab 1 (32)	32 Central Quar	d Laborato	AM [15]	30 45 00 115 13	145 00 1	15 30 45	00 115 130	145 PM 115	130 145	00 115	130 145 0	0 115 13	145 00	115 130	45 00	115 30	45 00 11	5 130 145	00 115 1	30 45	00 115 13	0 45 0	115 130	45 00 115
CQ-420 Chromatography Lab (32)	32 Central Quar	d Laborator 🕶			140 100 1	10 00 40	00 113 150		100 140	100 110	100 140 10		140 140	110 100	40 100	110 100	40 100 11	0 100 140				0 40 10	110 100	100 11
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7. If you are happy with your booking, click on confirm booking



8. If you wish to delete your booking, click on delete booking



9. Once you confirm your booking, you will get the following message

Enterprise Timetabler	
Booking 'Meeting (Joe Bloggs)' successfully create	ed
Multi-view Tir Yes No	2,5
11 12 13 14 45 00 15 30 45 PM 15 30 45 00	15 15 30 45 00

10. To continue booking, click on Yes

DON'T FORGET TO WRITEBACK (SAVE)