Resource Booker | User Guide

resourcebooker.napier.ac.uk

Edinburgh Napier UNIVERSITY

How to Make a Booking

The Resource Booker dashboard you will see is customised to each user. This means that you will only see the resources that are available for you to book. This will include access to General Room Bookings, Open Access Computers, Library Space and, if available, Specialist Rooms or Equipment for your School.

1.	To request or book a resource, click on the relevant tile you would like to make a booking for.
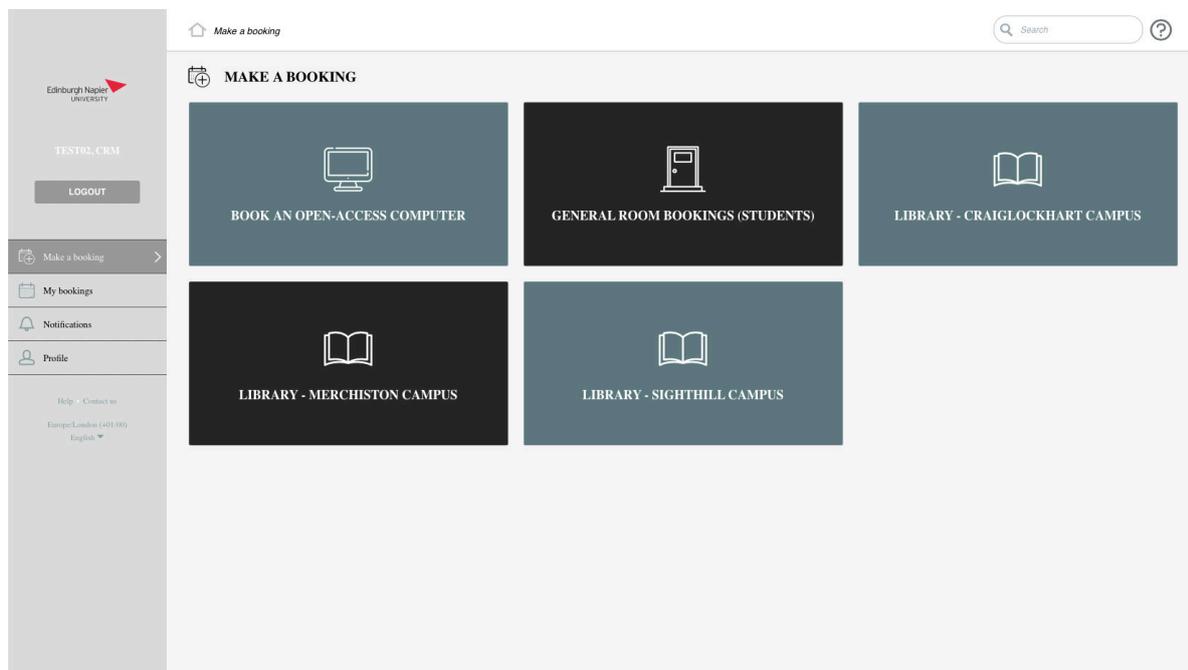
2.	The following screen that opens will show you a list of locations or assets sorted into groups. Below these groupings, you will find a full list of resources available for that option.

3.   To narrow down your options you can either filter using Refine Search (in this example on the right hand side) or select an individual resource on the left. Using the filters will narrow down the list of resources according to your criteria. If no resources are available, try adjusting some of your search criteria.

4.   If you would like further information about the Room or Resource, you can click on the information symbol to the right of its title.

5.   If you have used the Refine Search options you will now have a list of available resources. Click on the **Resource** you would like to book and this will open the booking form.

6.   If you decide to not to refine your search and select the resource you would like directly from the list, you will be presented with a calendar view. You can then search the calendar to find an available slot. Once you've found a suitable option, click on the available booking. This will open the booking form.


7.   To make your booking you will need to complete the form, ensuring you have filled in all of the mandatory fields.

8.   Please make sure that you have read the **Edinburgh Napier Room Booking Policy**, **Health and Safety Guidelines** and the **Edinburgh Napier Privacy Statement**. Links for these are below their respective radial buttons.

9.   Once you have added all of the required information, click **Book.**

10.   You will then see the Booking Confirmation window.

11.   If the request requires approval, it will show the message: **This booking requires approval.** Your request will send a notification to the relevant approver who will manage this appropriately.

12.   If your request does not require approval, it will show the message: **This booking has been accepted**.

13.   Click **Close** to complete the booking.

How to Review Your Bookings

You can review your bookings at any time by selecting **My Bookings** from the menu options.This will show you all of the bookings you have made and can be organised by Month, Week, Day or List. Each booking will be categorised by a colour.
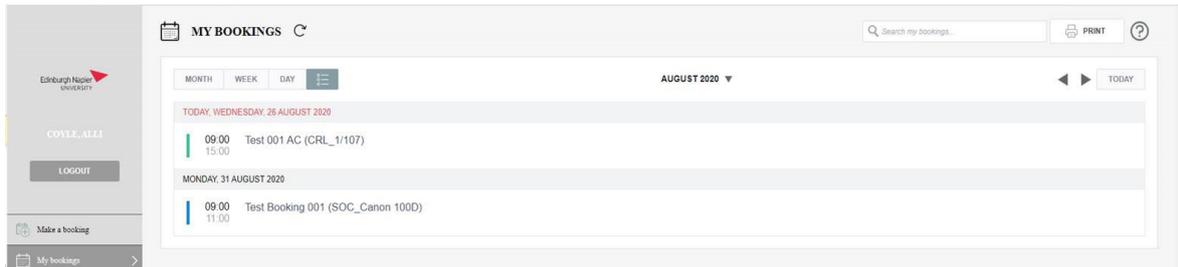
Blue is Awaiting Approval and Green is a Confirmed Booking

How to Amend Your Booking

You can amend your open bookings at anytime. Amending will allow you to update the Date, Description, Number of Attendees, Main Purpose of the Booking and the contact telephone number.

1.   First find and click on the booking you would like to amend through **My Bookings**.

2.   This opens up the Booking Confirmation Screen, select **Edit Booking**.

3.   Update the booking as needed and then select **Update**.

4.   If your changes are not possible you will receive an error message. Please revise your amendments accordingly or **Cancel** to keep the booking as it is.

5.   If your changes are successful, click **Close** to continue.

How to Cancel Your Bookings

If you are unable to attend your booking, please make sure that you cancel it through Resource Booker. This will free up the available resource, allowing other Students and Staff to make a booking.

1.   Find the booking you would like to cancel through **My Bookings.**

2.   This opens up the Booking Confirmation window, select **Cancel Booking.**

3.   You will then be asked if you wish to cancel the booking, select **Yes** to continue or **No** if you want to keep the booking as it is.

4.   The booking will then be removed from your account and you will receive an email confirming the cancellation.