

NUI, Galway

User Manual

Version 2.0

Room Booking System, Áras Na Mac Léinn



NUI Galway
OÉ Gaillimh

Societies Room Booking System (SRBS)

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Revision

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Draft 2.0	17/08/2010	Group 10	Hand Over Release

2 Introduction

This online booking system supports all requests for room reservations for a number of rooms in Áras Na Mac Léinn. It supports the following functionality:

- Secure Login into the Societies Room Booking System through Your Space.
- Instant access to search room availability in Aras Na Mac Léinn.
- Online room request, via a simple to use booking form.
- Creation of reoccurring room reservations.
- Easy duplication of meeting request, to prevent re-entry of request information.
- Quick removal of requests.
- Modification of room requests.

3 Societies Room Booking System

2.1 Login

You must be registered with Your Space to request a room booking. Registration is quick and easy, click on [set up a new account](#), of the Your Space login.

Log into Your Space via the following link:

<http://auth.yourspace.nuigalway.ie/users/auth/roombooking/>

The following screen is displayed:

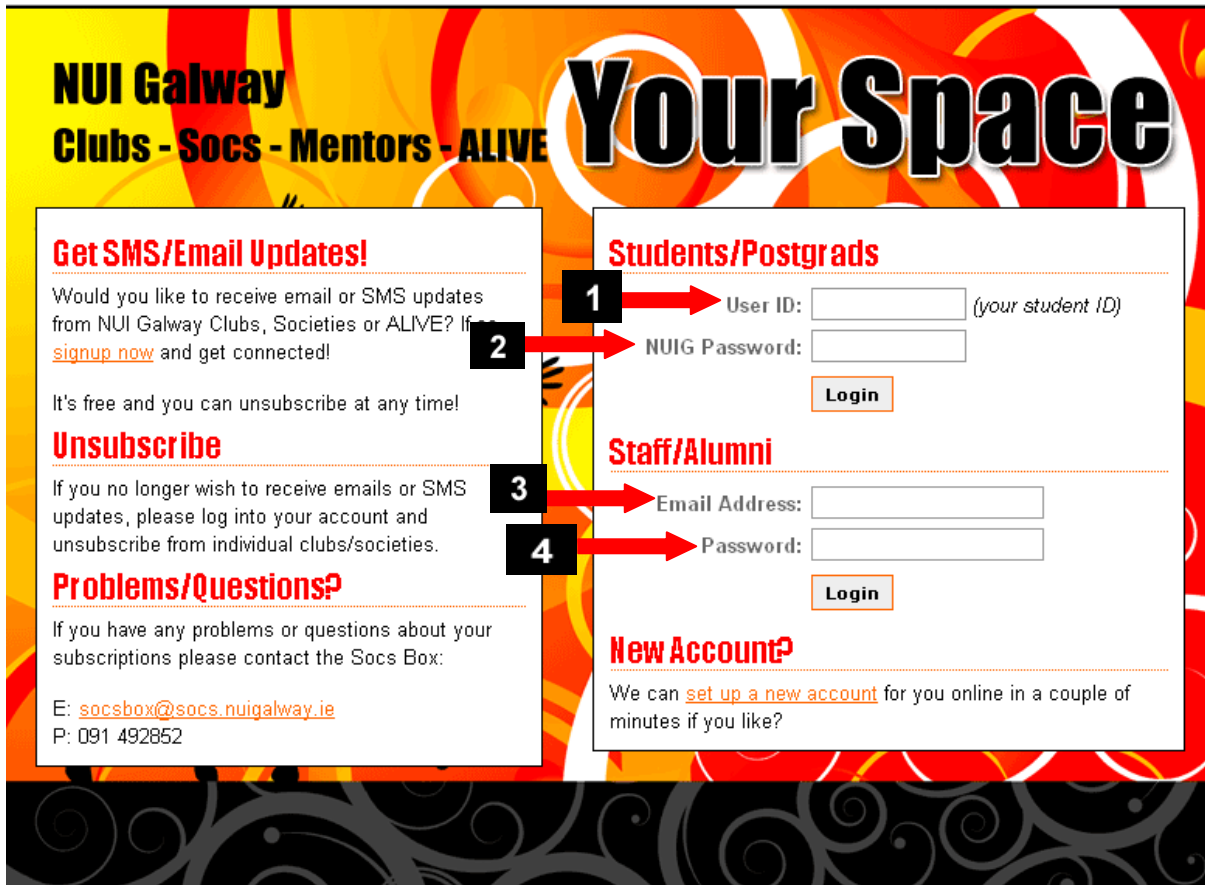


Fig2.1.1 Your Space Log-in.

Students:

1. Enter your student ID.
2. Enter your NUIG password (same as your CASS password).

Staff:

3. Enter your staff email address.
4. Enter your password.

Societies Room Booking System (SRBS)

2.2 Home

Following correct entry of username and password you will be logged into the Societies Room Booking System. The screen displays the calendar view of rooms in Áras Na Mac Léinn.

Societies Room Booking System

NUI Galway
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18 Aug 2010 goto

Calendar Help Rooms Report Search: Unknown user
Log in

You Are Here: Home

Please note:
If you have any other queries or problems, please contact Riona at Ext. 2088
Email: socsbox@socs.nuigalway.ie. Alternatively just call over to the Societies Box.

July 2010 August 2010 September 2010

[Please select the time slot you require below](#)

Wednesday 18 August 2010

<< Go To Day Before Go To Today Go To Day After >>

Time:	Large Acoustic room	Meeting Room 1	Meeting Room 2	Small Acoustic Room	The Art Room	The Cube	The Space	The Stage	The View
08:00									est
08:30									
09:00									
09:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

Fig2.2.1 Societies Room Booking System Home Page.

Societies Room Booking System (SRBS)

2.3 Browse the Áras Na Mac Léinn Calendar

1. Use the “goto” facility to go the date you require.

Societies Room Booking System

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18 Aug 2010 goto

Calendar Help Rooms Report Search: Unknown user Log in

You Are Here: Home

Please note:

If you have any other queries or problems, please contact Riona at Ext. 2088

Email: socsbox@socs.nuigalway.ie. Alternatively just call over to the Societies Box.

[Please select the time slot you require below.](#)

Wednesday 18 August 2010

<< Go To Day Before Go To Today Go To Day After >>

Time:	Large Acoustic room	Meeting Room 1	Meeting Room 2	Small Acoustic Room	The Art Room	The Cube	The Space	The Stage	The View
08:00									est
08:30									
09:00									
09:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

Fig2.3.1 Societies Room Booking System Home Page.

Societies Room Booking System (SRBS)

2.3.1 Browse by Room

2. Select the Room you require, for example “The Art Room”.

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Societies Room Booking System

18 Aug 2010 goto

Calendar Help Rooms Report Search: Unknown user Log in

You Are Here: Home

Please note:
If you have any other queries or problems, please contact Riona at Ext. 2088
Email: socsbox@socs.nuigalway.ie. Alternatively just call over to the Societies Box.

July 2010 August 2010 September 2010

18

Wednesday 18 August 2010 2

<< Go To Day Before Go To Today Go To Day After >>

Time:	Large Acoustic room	Meeting Room 1	Meeting Room 2	Small Acoustic Room	The Art Room	The Cube	The Space	The Stage	The View
08:00									est
08:30									
09:00									
09:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

Fig2.3.1.1 Browse availability by selecting a room.

Societies Room Booking System (SRBS)

The screenshot displays the SRBS interface. At the top, the NUI Galway logo and 'Societies Room Booking System' are on the left. The navigation bar contains a date selector (18 Aug 2010), a 'goto' button, and links for Calendar, Help, Rooms, Report, Search, and Log in. A list of rooms is on the left, with 'The Art Room' highlighted. A calendar view shows the current week (Aug 15-21, 2010) with 'Áras na Mac Léinn - The Art Room' selected. Navigation buttons for '<< Go To Week Before', 'Go To This Week', and 'Go To Week After >>' are visible. A time slot table is shown below the calendar.

Time:	Sun Aug 15	Mon Aug 16	Tue Aug 17	Wed Aug 18	Thu Aug 19	Fri Aug 20	Sat Aug 21
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							
15:00							

Fig2.3.1.2 Using the goto, Go to Week Before and Go to Week After.

3. Use the “Go to Week After”
4. Alternatively use the “Go to Week Before” to navigate to the required date.
5. Alternatively use the “Goto” facility.

Societies Room Booking System (SRBS)

2.4 Create a meeting request for a specific date

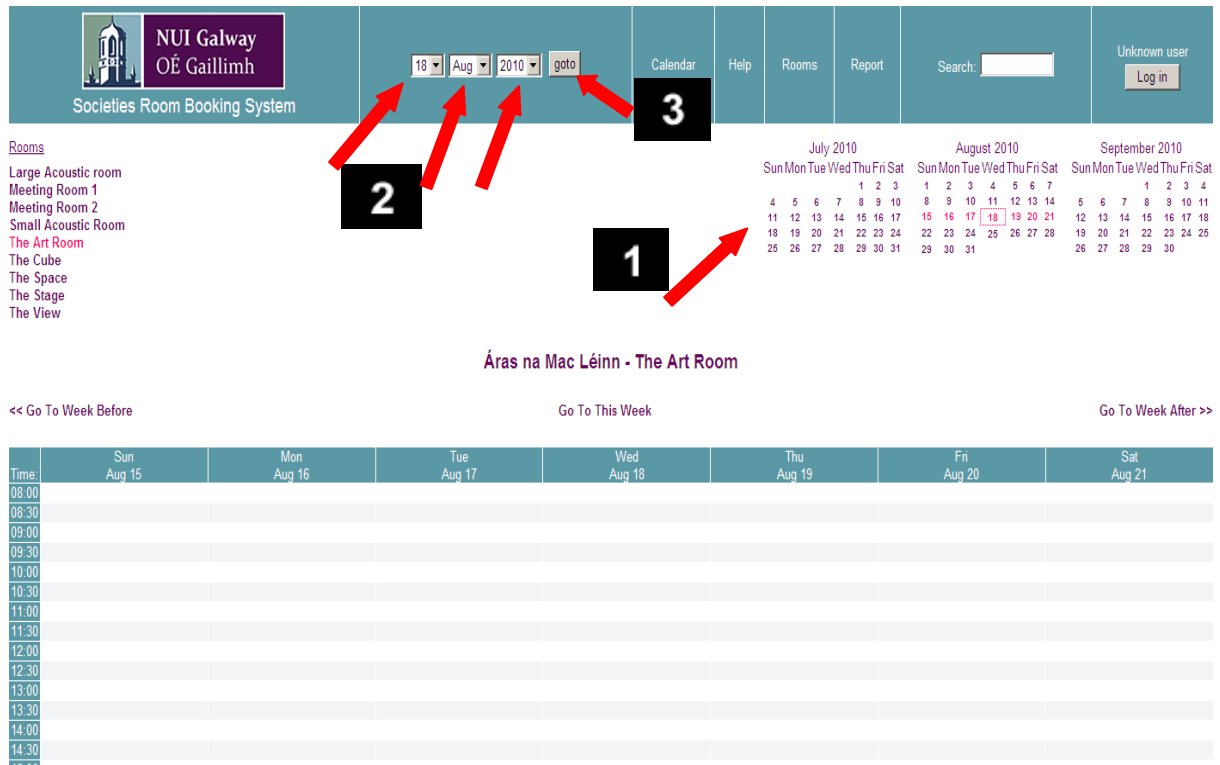


Fig 2.4.1 Book a room using the drop down calendar for a specific date.

1. Click on the date required on the calendar view on the right hand side of the screen.
2. If the date is not available on the calendars displayed, use the drop down date option located in the centre of the screen.
3. Select your required date and click “goto”.

View availability and click on the time slot you require for a specific room.

(If you are currently not logged in, you will be prompted to login.)

Societies Room Booking System (SRBS)

2.4.1 Create a meeting request for a specific room

Societies Room Booking System

18 Aug 2010 goto

Calendar Help Rooms Report Search: Unknown user Log in

You Are Here: Home

Please note:
 If you have any other queries or problems, please contact Riona at Ext. 2068
 Email: socsbox@socs.nuigalway.ie. Alternatively just call over to the Societies Box.

July 2010 August 2010 September 2010

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

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 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

Please select the time slot you require below.

Wednesday 18 August 2010

<< Go To Day Before Go To Today Go To Day After >>

Time:	Large Acoustic room	Meeting Room 1	Meeting Room 2	Small Acoustic Room	The Art Room	The Cube	The Space	The Stage	The View
08:00									
08:30									
09:00									
09:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

Fig2.4.1.1 Book a room by clicking on a specific room.

Click on the room you require (illustrated above in the red arrows).

This will display the week view of the specific room, in this case The Art Room is displayed below.

Societies Room Booking System

18 Aug 2010 goto

Calendar Help Rooms Report Search: Unknown user Log in

Rooms

- Large Acoustic room
- Meeting Room 1
- Meeting Room 2
- Small Acoustic Room
- The Art Room
- The Cube
- The Space
- The Stage
- The View

July 2010 August 2010 September 2010

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

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 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

Áras na Mac Léinn - The Art Room

<< Go To Week Before Go To This Week Go To Week After >>

Time:	Sun Aug 15	Mon Aug 16	Tue Aug 17	Wed Aug 18	Thu Aug 19	Fri Aug 20	Sat Aug 21
08:00							
08:30							
09:00							
09:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30							

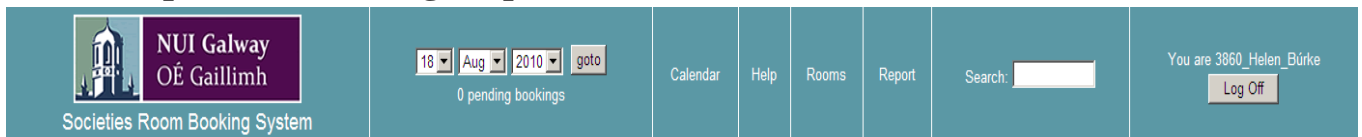
Fig2.4.1.2 Week view of the room.

Societies Room Booking System (SRBS)

1. Use the small calendar view located on the top right hand corner of the screen to select your date.
2. Alternatively use the drop down calendar option to select your specific date.
3. Or you can also just click on the time slot and date on the actual calendar itself e.g. Mon Aug 16th at 9am (as illustrated above).

(If you are currently not logged in, you will be prompted to login.)

2.4.2 Complete the Booking Request Form



You Are Here: Home > Booking Request Form

Fig2.4.2.1 Complete the Booking Request Form following the instructions given below.

1. Fill out all the required fields as indicated in red text on the above screenshot. ** indicates mandatory entry.
2. The “Event Title” must be completed.
3. The “Organised by” field must be completed. If wish to request a room for personal use enter your name or if you are requesting a time slot on the Societies behalf enter the Society name, e.g.”BizSoc” or if you are making the booking for yourself then enter your name e.g. Joe Bloggs. Alternatively, if you are making a booking on behalf of an organisation then enter the organisation name e.g. Cope Galway.
4. You may also enter a Brief Description of the event if you wish.
5. Choose the date you wish to book the event for using the drop down list provided.

Societies Room Booking System (SRBS)

- Alternatively, if you require a daylong meeting (8am to 12am), please select the day long check box.
- Enter the Start time for your event
- Enter the End time you require for your event.
- Select the room you wish to book from the list provided. If you wish to book more than one room at once use **ctrl-click** to highlight more than one room.
- Please enter other room preferences in the text box provided, although the Societies Office strives to provide you with the room requested, on some occasions the office may have to place you in a different room than your request. Entering other room preferences should limit any dissatisfaction.

2.4.3 Create a Reoccurring Booking Request

The screenshot shows a form with three sections. The first section is labeled 'Repeat Type:' and has four radio button options: 'None' (selected), 'Daily', 'Weekly', and 'Monthly'. A red arrow points from a black box containing the number '11' to the 'None' radio button. The second section is labeled 'Repeat End Date:' and has three dropdown menus: the first shows '19', the second shows 'Aug', and the third shows '2010'. A red arrow points from a black box containing the number '12' to the '2010' dropdown. The third section is labeled 'Repeat Day:' and has seven checkbox options: 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'. A red arrow points from a black box containing the number '13' to the 'Wednesday' checkbox.

Fig2.4.2.2 Creating a Repeat Booking.

- If this is a once off room booking request, select Repeat Type none as illustrated above. Alternatively if you request a daily booking then click daily, for a weekly booking click weekly, and for a monthly booking click monthly.
- If your booking is a repeat booking then you must use the drop down list provided and select what date you wish this repeat booking to end.
- You may also select what day you wish to hold your repeat booking e.g. If you wanted a weekly booking on a Wednesday then you would:
 - Select “Repeat Type” as Weekly.
 - Enter your “Repeat End Date”.
 - Choose Wednesday as your “Repeat Day”.

A **Daily** selection requests the room at that specific time, every day.

A **Weekly** selection will request the room at that specific time to repeat for the days you have selected for Repeat Day. For example, use Weekly Repeat Type to request a room every Monday, Wednesday, and Friday. Select the days under Repeat Day. Enter the end date that you no longer require the room.

Societies Room Booking System (SRBS)

If the Repeat Days are not selected, you will request the room on the same day of the week each week as the day your first requested day.

A **Monthly** selection, requests the room at that specific time, on the same day of each month. For example: the 17th of each month. If you select the 29th, 30th or 31st of the month, if that day does not exist for a month the last day of that month will be requested instead.



Fig2.4.2.3 Click Save to save your repeat booking or click cancel to return to the Calendar Home Page.

14. Click “Save” to process your booking.
15. Alternatively click “Cancel” if you have made a mistake or do not require the booking. This will take you back to the Calendar Home Page of the Societies Room Booking System.

External Organisation or Staff members, who have special equipment requirements, please email the buildings office at naomh.cassidy@nuigalway.ie .

NOTE: Your room booking request is provisional, whilst it awaits approval from an Administrator/ member of staff at the Societies Office. You will receive one of the following emails requesting additional information about your booking, a confirmation notification of your booking or a rejection notification. In some circumstances you may receive a phone call.

Societies Room Booking System (SRBS)

2.5 Amend Booking Details

You may only change details of booking requests you created. You do not have access to alter other person's room requests.

1. Select your room booking request that you wish to change from the calendar e.g. test in this example.



Fig2.5.1 Select the booking you wish to change from the calendar.

Societies Room Booking System (SRBS)

- When you click on the room booking the screen below will appear with all the booking details of the booking.

Societies Room Booking System

18 Aug 2010 goto
1 pending bookings

Calendar Help Rooms Report Search: You are 3860_Helen_Burke

You Are Here: Home > Booking Details

Test

Created By: 3860_Helen_Burke
Telephone: 0876179035
Email address: h.deburca1@nuigalway.ie

Organised By: Helen
Description: sdfs
Status: Provisional booking
Room: Áras na Mac Léinn - Small Acoustic Room

Room preferences:
Start Time: 20:00:00 - Wednesday 18 August 2010
Duration: 1 hours
End Time: 21:00:00 - Wednesday 18 August 2010
Last Updated: 16:29:50 - Wednesday 18 August 2010
Repeat Type: None

Edit Entry
Copy Entry
Delete Entry
Return to previous page

July 2010							August 2010							September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
18	19	20	21	22	23	24	25	26	27	28	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
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Fig2.5.2 Click Edit Entry to edit you booking details.

- Select "Edit Entry" (located on the bottom left hand side).

Societies Room Booking System (SRBS)

The Screen below appears when you click on “Edit Entry”. Modify the details of your booking as required.

Edit Entry

Required Fields **

Event Title **:

Organised By **:

Brief Description :

Date: All day

Start Time: :

End Time: :

Rooms:
(Use Control-Click to select more than one room)

Specify other room preferences:

Repeat Type:

Meeting Room 1
Meeting Room 2
Small Acoustic Room
The Art Room

Fig2.5.3 Modify the details you wish to change as required.

NOTE: If there is a scheduling conflict a notice will appear. View the calendar and modify your room details to an unrequested (available) timeslot and Select “Save”.

Click Save as illustrated below with the red arrow to save your new updated booking.

Alternatively click cancel to return to the Calendar Home Page as illustrated by the red arrow.



View Day: Aug 13 | Aug 14 | Aug 15 | Aug 16 | Aug 17 | Aug 18 | **Aug 19** | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24 | Aug 25 | Aug 26
View Week: Jul 18 | Jul 25 | Aug 01 | Aug 08 | **Aug 15** | Aug 22 | Aug 29 | Sep 05 | Sep 12 | Sep 19 | Sep 26 | Oct 03 | Oct 10 | Oct 17 | Oct 24
View Month: Jun 2010 | Jul 2010 | **Aug 2010** | Sep 2010 | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011

Fig2.5.4 Click Save or Cancel.

Societies Room Booking System (SRBS)

2.6 View Room Details

1. Click on Rooms, located on the top right hand side of your screen.

The screenshot shows the SRBS interface. At the top, there is a navigation bar with the NUI Galway logo and the text 'Societies Room Booking System'. To the right of the logo are date selection dropdowns (18, Aug, 2010) and a 'goto' button. Further right are menu items: 'Calendar', 'Help', 'Rooms', and 'Report'. A red arrow points to the 'Rooms' menu item, which is also highlighted with a black box containing the number '1'. To the right of the 'Rooms' menu is a search box and a 'Log in' button for an 'Unknown user'. Below the navigation bar, the text 'You Are Here: Home' is displayed. A 'Please note:' section follows, with contact information for Riona at Ext. 2068 and an email address: socsbox@socs.nuigalway.ie. To the right of the note is a calendar for August 2010, with the 18th highlighted. Below the calendar, the text 'Please select the time slot you require below:' is shown. The main content area displays 'Wednesday 18 August 2010' and navigation buttons: '<< Go To Day Before', 'Go To Today', and 'Go To Day After >>'. A table below shows room availability for the day. The table has columns for room types: 'Large Acoustic room', 'Meeting Room 1', 'Meeting Room 2', 'Small Acoustic Room', 'The Art Room', 'The Cube', 'The Space', 'The Stage', and 'The View'. The 'The View' column is highlighted in green. The 'Meeting Room 2' column has a pink highlight for the 09:00-09:30 slot.

Time:	Large Acoustic room	Meeting Room 1	Meeting Room 2	Small Acoustic Room	The Art Room	The Cube	The Space	The Stage	The View
08:00									est
08:30									
09:00									
09:30									
10:00									
10:30									
11:00									
11:30									
12:00									
12:30									
13:00									
13:30									
14:00									
14:30									

Fig2.6.1 View Room Details.

Societies Room Booking System (SRBS)

When you click the Rooms tab the screen below appears and displays all room details for Áras na Mac Léinn.

Societies Room Booking System

18 Aug 2010 goto
1 pending bookings

Calendar Help Rooms

You Are Here: Home > Rooms

Room Details

Rooms in Áras na Mac Léinn

Name	Description	Capacity	Room admin email
Large Acoustic room	specially designed for the aural and orally-minded	70	madden.robert@gmail.com
Meeting Room 1	Part of a pair of meeting rooms	0	
Meeting Room 2		0	
Small Acoustic Room	Specially designed for the aural and orally-minded	20	
The Art Room	Perfect space for creativity	20	
The Cube	perfect for rehearsals and dance	0	
The Space	perfect for events that need that extra bit of seclusion	60	
The Stage	Perfect for rehearsals and dance	0	
The View	Perfect for large meetings	100	

Area: Áras na Mac Léinn

Fig2.6.2 To return back to the calendar click the Societies Room Booking System link or the calendar tab.

2. Click on “Societies Room Booking System” located below the NUIG logo.
3. Alternatively click on the calendar tab to return to the calendar.

Societies Room Booking System (SRBS)

2.7 View Provisional bookings awaiting approval

1. Click on Pending bookings link located under the drop down calendar.

The screenshot shows the SRBS interface. At the top is a navigation bar with the NUI Galway logo, a date selector (18 Aug 2010), and a 'goto' button. Below the navigation bar, there is a 'You Are Here: Home' link and a 'Please note:' section. A calendar for August 2010 is displayed, with the 18th highlighted. Below the calendar, there is a link to 'Please select the time slot you require below:'. The main part of the screenshot is a room booking grid for Wednesday 18 August 2010. The grid has columns for different rooms: Large Acoustic room, Meeting Room 1, Meeting Room 2, Small Acoustic Room, The Art Room, The Cube, The Space, The Stage, and The View. The rows represent time slots from 08:00 to 15:30. A red arrow points to the '32 pending bookings' link in the navigation bar, which is labeled with a '1' in a black box.

Fig2.7.1 View provisional pending bookings.

Societies Room Booking System (SRBS)

2.7.1 Edit Provisional bookings awaiting approval

2. Click on the entry name.

The screenshot shows the SRBS interface with a navigation bar at the top. The main content area displays a table of provisional bookings. A red arrow points to the 'Arts' entry name in the first row of the table.

Entry	Created By	Area	Room	Start Time	Action
allfalse	asd	Áras na Mac Léinn	Meeting Room 1	19:00:00 - Thursday 08 July 2010	Accept Reject More Info
Arts	bob	Áras na Mac Léinn	Meeting Room 2	10:00:00 - Tuesday 13 July 2010	Accept Reject More Info
tets	gro	Áras na Mac Léinn	Meeting Room 1	11:30:00 - Friday 16 July 2010	Accept Reject More Info
request	group10	Áras na Mac Léinn	Meeting Room 2	11:30:00 - Friday 16 July 2010	Accept Reject More Info
yellow test	aisling	Áras na Mac Léinn	Small Acoustic Room	08:30:00 - Monday 19 July 2010	Accept Reject More Info
time test	group10	Áras na Mac Léinn	The Stage	18:00:00 - Wednesday 21 July 2010	Accept Reject More Info
test	test	Áras na Mac Léinn	The Stage	21:00:00 - Monday 26 July 2010	Accept Reject More Info
test	staff	Áras na Mac Léinn	The Stage	08:00:00 - Thursday 29 July 2010	Accept Reject More Info
Test	3860_Helen_Burke	Áras na Mac Léinn	Small Acoustic Room	20:00:00 - Wednesday 18 August 2010	Accept Reject More Info
+ Arts	bob	Áras na Mac Léinn	The Cube	SERIES	Accept Reject More Info
+ AGM DanSoc	group10	Áras na Mac Léinn	Small Acoustic Room	SERIES	Accept Reject More Info
+ n-weekly	group10	Áras na Mac Léinn	The Space	SERIES	Accept Reject More Info

View Day: Aug 12 | Aug 13 | Aug 14 | Aug 15 | Aug 16 | Aug 17 | **Aug 18** | Aug 19 | Aug 20 | Aug 21 | Aug 22 | Aug 23 | Aug 24 | Aug 25
View Week: Jul 18 | Jul 25 | Aug 01 | Aug 08 | **Aug 15** | Aug 22 | Aug 29 | Sep 05 | Sep 12 | Sep 19 | Sep 26 | Oct 03 | Oct 10 | Oct 17 | Oct 24
View Month: Jun 2010 | Jul 2010 | **Aug 2010** | Sep 2010 | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011 | Mar 2011 | Apr 2011 | May 2011 | Jun 2011

Fig2.7.1.1 Click on the entry name.

3. Select Edit Entry, located to the bottom left.

Then follow the instructions detailed in Section 2.5, Amend Booking Details.

The screenshot shows the SRBS interface with a navigation bar at the top. The main content area displays the details of a booking. A red arrow points to the 'Edit Entry' link at the bottom left.

time test

Created By: group10
Telephone: Not Supplied
Email address: madden.robert@gmail.com

Organised By:
Description:
Status: Provisional booking
Room: Áras na Mac Léinn - The Stage

Room preferences:
Start Time: 18:00:00 - Wednesday 21 July 2010
Duration: 1.5 hours
End Time: 19:30:00 - Wednesday 21 July 2010
Last Updated: 17:52:05 - Wednesday 21 July 2010
Repeat Type: None

Entry:

[Edit Entry](#)
[Copy Entry](#)
[Delete Entry](#)
[Return to previous page](#)

July 2010
Sun Mon Tue Wed Thu Fri Sat
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 31

August 2010
Sun Mon Tue Wed Thu Fri Sat
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 31

September 2010
Sun Mon Tue Wed Thu Fri Sat
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

Fig2.7.1.2 Select Edit Entry.

Societies Room Booking System (SRBS)

2.8 Delete Booking Request

You may only delete booking requests you created.

1. Select your room booking request from the calendar.

The screenshot shows the SRBS interface. At the top, there's a navigation bar with the NUI Galway logo, a date selector (18 Aug 2010), and a 'goto' button. Below this, there are links for 'Calendar', 'Help', 'Rooms', and 'Report'. A search bar and a 'Log Off' button are also present. The main content area shows a calendar for August 2010. A booking is highlighted on Wednesday, 18 August 2010, at 09:00 in 'The Stage' room. A red arrow points to the 'Delete' button in the booking details.

Fig.2.8.1 Select the booking you wish to delete from the calendar.

2. Select delete entry as indicated below with the red arrow.

The screenshot shows the SRBS interface displaying booking details. The booking is for 'The Stage' room on Wednesday, 18 August 2010, from 18:00:00 to 19:30:00. The booking is provisional. A red arrow points to the 'Delete Entry' button in the 'Entry' section.

Fig.2.8.2 Click Deleted Entry to delete a booking.

Societies Room Booking System (SRBS)

3. Click “OK” to proceed with the deletion.
4. Alternatively click “Cancel” to cancel the deletion.

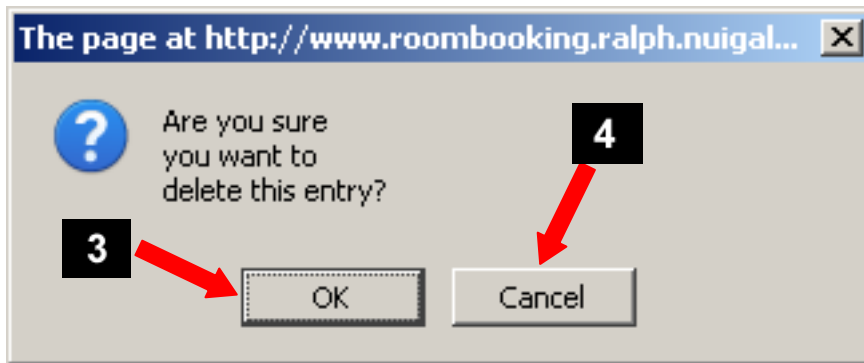


Fig2.8.3 Click OK to confirm deletion or cancel to cancel deletion.

The room request will be removed from the calendar.

2.8.1 Delete an instance of a recurring Booking Request

If you have created the booking request, follow the instructions above detailed in “Delete Booking Request”.

Navigate to the required request you wish to delete.

Select the booking request.

Select Delete Entry.

Societies Room Booking System (SRBS)

2.8.2 Delete a recurring Booking Request

If you have created the booking request:

Navigate to the required request you wish to delete.

Select the booking request.

The screenshot shows the SRBS interface. At the top, there is a navigation bar with the NUI Galway logo, a date selector (18 Aug 2010), and a search bar. Below the navigation bar, the user is logged in as '20564_Aisling_Garrett'. The main content area displays booking details for a recurring request. The details include:

- Created By:** bob
- Telephone:** Not Supplied
- Email address:** Not Supplied
- Organised By:**
- Description:** Provisional booking
- Status:** Provisional booking
- Room:** Áras na Mac Léinn - The Cube
- Room preferences:**
 - Start Time:** 10:30:00 - Tuesday 13 July 2010
 - Duration:** 1 hours
 - End Time:** 11:30:00 - Tuesday 13 July 2010
 - Last Updated:** 14:07:36 - Thursday 24 June 2010
 - Repeat Type:** Weekly
 - Repeat Day:** Tuesday
 - Repeat End Date:** Saturday 31 July 2010

At the bottom of the details, there are three buttons: 'Accept', 'Reject', and 'More Info'. Below these buttons, there are four links: 'Edit Series', 'Copy Series', 'Delete Series', and 'Return to previous page'. A red arrow points to the 'Delete Series' link, and a black box with the number '1' is placed next to it.

Fig2.8.2.1 Deleting a series of bookings.

1. Select “Delete Series” as illustrated above with the red arrow.

Societies Room Booking System (SRBS)

2.9 Duplicate a Room Reservation/Request

You may duplicate any room reservation in the calendar by:

Selecting the reservation you wish to duplicate.

1. Select "Copy Entry" as illustrated below with the red arrow..

The screenshot shows the SRBS interface. At the top, there is a navigation bar with the NUI Galway logo, a date selector (18 Aug 2010), and a search bar. Below the navigation bar, the page title is "Societies Room Booking System". The main content area is divided into two columns. The left column contains booking details for a reservation titled "tets". The right column contains a calendar view for July, August, and September 2010. A red arrow points to the "Copy Entry" link in the left column.

Navigation Bar: NUI Galway OÉ Gaillimh, Societies Room Booking System, 18 Aug 2010, 32 pending bookings, Calendar, Help, Rooms, Report, Search: [input], You are 20564_Aisling_Garrett, Log Off

You Are Here: Home > Booking Details



tets

Created By: group10
Telephone: Not Supplied
Email address: madden.robert@gmail.com

Organised By:
Description: 0
Status: Provisional booking
Room: Áras na Mac Léinn - Meeting Room 1

Room preferences:
Start Time: 11:30:00 - Friday 16 July 2010
Duration: 1 hours
End Time: 12:30:00 - Friday 16 July 2010
Last Updated: 18:40:25 - Wednesday 14 July 2010
Repeat Type: None

Entry:

[Edit Entry](#)
[Copy Entry](#)  
[Delete Entry](#)
[Return to previous page](#)

Calendar: July 2010, August 2010, September 2010

Fig2.9.1 Copy a room booking.

Modify the dates, time and details as required.