

User manual for room reservation requests via Room Booking

Radboud University

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Preface

You have received a login account for Room Booking in order to book rooms at Radboud University or Radboudumc. You are personally responsible for these room reservation requests and therefore we expect you to book the rooms according to the guidelines and rules in place. Please carefully read the instructions below.

About these instructions

These instructions describe how to make reservations for rooms through Room Booking. These reservations are made in the Staff Portal of TermTime. Additionally, you will find the guidelines and rules that apply to these reservations.

1. Ground rules for requesting rooms

Use of account

The following rules apply regarding the use of the Room Booking account:

- Through Room Booking, you can book rooms that are under the control of Campus & Facilities/Faculties and during the opening hours of the Campus & Facilities/Faculty-premises.
- If you are an employee of the RU, only RU rooms can be requested. If you are an employee of Radboudumc, only rooms of Radboudumc can be requested.
- The account can only be used by the authorized user and requests can be made for internal use only.
- Reservations for educational/teaching activities should be requested through the scheduling office. This is not done through Room Booking.
- If any activity is cancelled, you are required to cancel the room reservation request. Canceling room reservation requests is your own responsibility.

Other requests

If you would like to make a room request that does not meet the aforementioned rules, please contact Campus & Facilities (zaalreservering-cf@ru.nl or 024-3611117).

When requesting

Please give an indication of the number of people as accurately as possible, also in the search query. Room requests are in blocks of 15 minutes.

When used

The room must be left clean and tidy.

2. Questions about application or rooms

If you have any questions, please consult one of the following:

- Timetables and information about rooms can be viewed after logging in to rooster.ru.nl via *Location view* (on the top right of the webpage). Make sure to select the correct academic year when adding location timetables.
- Authorization requests, reporting malfunctions, and questions about the operation of the application can be submitted via roosterhelpdesk@ru.nl.
- For other questions about rooms, room set-ups, AV services, and requesting rooms from affiliates and external parties, please contact zaalreservering-cf@ru.nl.

3. Dates of opening-up rooms

There are two moments during the year when the rooms are open to the Room Booking for the upcoming college year:

- Educational/Teaching rooms will be released after the teaching timetable for the upcoming semester is completed.
- The educational/teaching timetable is completed by July 1 for the first semester and by December 1 for the second semester (when the timetables are published). If these dates fall on weekends, it is completed on the Friday before. Room Booking can then be used for the upcoming semester from July 1/December 1. Furthermore, it is also possible to request rooms during the current semester.

These dates are part of the timetable script and will be coordinated with faculties.

4. Usage of room reservation requests

Login

1. Open Google Chrome (the interface is also available with the Microsoft Edge and Firefox browsers).
2. Open the Room Booking link for the given year, for instance:
<https://ttportalradboud1.com/staff2324/stafflogin.html>.
3. Enter your U-/E-/Z-number and corresponding password to log in.
4. After logging in, you will end up on the landing page of the TermTime Staff Portal, as shown in Figure 1.

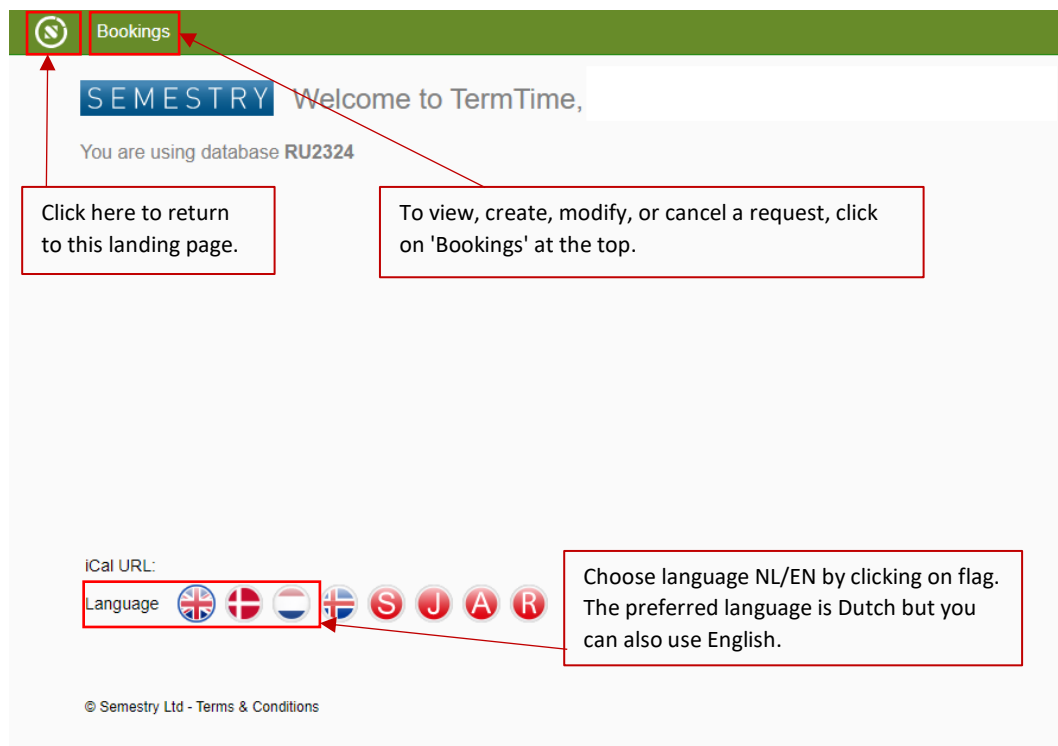


Figure 1 Landing page

5. New room reservation request

To create a new request, click on the 'New' button at the bottom right of the Bookings page. This opens a pop-up screen, as shown in Figure 2.

Figure 2 shows the 'New Room Booking' form. The form is divided into several sections. On the left, there is a date picker for date and time, and a table of room preferences. On the right, there is a search results table. The form includes a 'Submit' button at the bottom right. Callouts point to various parts of the form: 'Button to hold the selected room on the left', 'Button to hide unavailable rooms', 'Date picker for date and time', 'Table preferences', 'On the left side you can fill in the required information', 'On the right side, search results are displayed according to the entered information', and 'Submit button to submit the request'.

Figure 2 New request

The different parts are discussed step by step below.

Step 1: Selecting date and time

Figure 3 shows the date and time selection process. The calendar for September 2023 is displayed, with the date '20' selected. The time '09:00' is selected from a list of times: 08:30, 08:45, 09:00, 09:15, 09:30.

Click on the calendar icon  to select the desired date. This will open a pop-up as shown on the left. You can use the arrows next to 'September 2023' to select the correct month. To select a day, you can click on the day in the calendar. If the days in the calendar are grayed out and do not correspond to your click, it means that you cannot place a request in the system on these days. As a final step, select the desired start time on the right side. **Please note that this week view starts on Sunday.**

After selecting the start time, you will return to the screen with your request (see Figure 2). The request is automatically created for one hour, so the field 'End time' is also automatically set one hour later than the starting time. You can adjust this manually which will automatically adjust the field 'Duration' along with it. You can also adjust the duration manually which will automatically adjust the field 'End time'.

Step 2: Room reservation request details

Figure 4 shows the room reservation request details. The form displays the selected date 'woensdag' and the selected time '09:00'. The 'End time' is set to '10:00' and the 'Duration' is set to '01:00'.

Fill in the field 'Filter by Buildings'. This will immediately change the buildings of the proposed rooms in the overview of (un)available rooms on the right, as shown in Figure 3. The desired day, selected start time, and duration of the requests are automatically selected.

Fill in the field 'Capabilities'. This immediately displays the rooms that meet the selected capabilities in the overview.

Fill in the field 'Number attending' with the expected number of participants. Note: the capacity of the rooms displayed in the overview will not be adjusted. To adjust the capacity of the proposed rooms in the overview, use the Min and Max sliders (at the top of the screen).

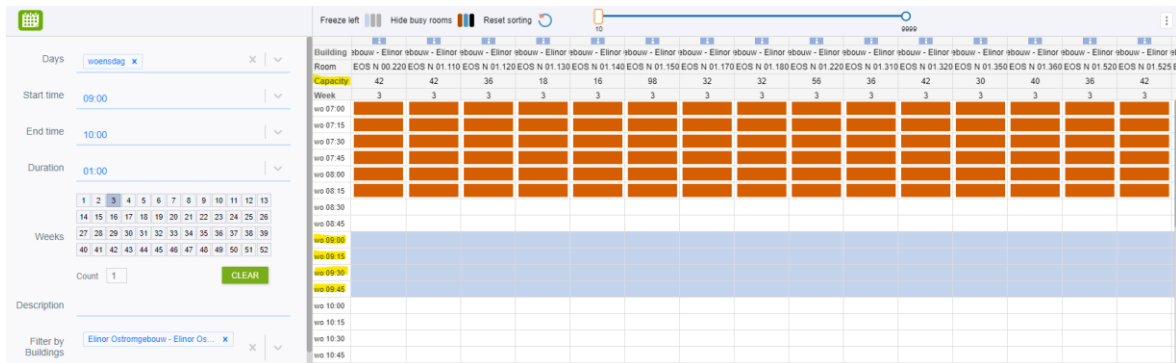


Figure 3 (Un)available rooms

One room is displayed per column. At the top of the table, information can be found about the building, room, capacity, and the week in which the request will take place. You can adjust the width of the columns by placing your mouse on the line between two columns and dragging your mouse. The width of the column will be remembered so it will be the same next time.

By clicking on the blue icon with the small 'i', you will get more information about a room. Here, you can find, for example, the room's capabilities.

If you do not want to see any information in the table, you can click on the button with the three vertical dots (⋮). If you cannot see the button, make the window larger by dragging the sides to the right. This will open the pop-up as shown on the right. **Note: It is strongly recommended to leave all the information checked.**

Headers

☒ building
 ☒ room
 ☒ capacity
 ☒ week

The list of rooms is initially ordered by name (alphabetically). You can also choose to order by capacity. This can be done by clicking on 'capacity' (as shown on the right) and thereby adjusting the ordering.

Building	Huygensgebouw - Huygens Building
Room	HG00.023 (PC-zaal)
Capacity	40
Week	3

The button  allows you to reset the sorting to the original settings.

The red areas (dark orange) in the overview indicate that the corresponding room is unavailable. Therefore, requesting this room is not possible. When many rooms are available or when you have applied only a few filters, the list of available rooms may be quite extensive. To avoid having to drag the bar at the bottom of the page to the right too much, you can choose to apply more filters.

Week	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
wo 07:00															
wo 07:15															
wo 07:30															
wo 07:45															
wo 08:00															
wo 08:15															
wo 08:30															
wo 08:45															
wo 09:00															
wo 09:15															
wo 09:30															
wo 09:45															
wo 10:00															
wo 10:15															
wo 10:30															

Figure 4 Overview room(s)

You can click on the top blue-colored field in the table column to select a room for the request. Figure 4 shows what the field will look like after selecting it (orange in the blue bars). You will also see the selected room in the Rooms field on the left side of the screen.

Rooms CC 3 — CC 3 x

Note: If you entered 9:00 as the start time, but accidentally click on the area in the table corresponding to 8:45, this will become the new start time. You will not receive a warning that the time has been changed. Therefore, after selecting a room, check the information again to ensure that all data is correct.

It is possible that no room is displayed on the right-hand side at the selected time. In this case, there is no room available with a capacity around the expected number of participants, in the selected building, and/or with the selected capabilities.

Multiple rooms

If you want to request multiple rooms at once, you can do so by selecting multiple rooms at once on the right side of the screen. However, in the 'Rooms' field, you can also add a second (or more) room(s) by selecting them from the list. By typing in the first letters, you can search for the desired room faster. Tip: It may be convenient to make a reservation for one room first (submit) and then edit the request. When editing the request, the requested room will remain in the first column and the other requested rooms will appear in the columns immediately next to it. This makes the request for several rooms at once more manageable.

Hide busy rooms

The second icon above the search result () toggles the display to show all rooms or only the rooms that are available. Initially, when a request is made, all rooms will always be shown. Clicking the icon will remove unavailable rooms from the display.

Freeze left

The first icon above the search result () toggles the display to always hold the selected room on the left side while sliding the bar at the bottom to the right to show other rooms.

Step 3: Confirm details of the room reservation request

After selecting the appropriate room, you can finish the request by entering a few more details. Below a brief explanation for each field is given:

- 'Description': here you should note a brief description of the activity taking place in the corresponding room(s). Example: 'Bottleneck meeting'. Be specific, do not just enter

‘meeting’.

- ‘Rooms’: this is automatically filled with the chosen room(s). You can also add a room by selecting it from the list. By typing in the first letters, you can search for the desired room faster.
- ‘Staff owner’: this is automatically entered, namely with the name of your own account.
- ‘Kostenplaats/verbijzondering’: here you need to enter the cost center number or description code.
- ‘Telefoonnummer’: this field asks for the phone number of the main user of the room. This user can be contacted by Campus & Facilities with questions about facility support for the event/activity.
- ‘Notities’: here you can put other notes and comments.

Step 4: Room reservation request submission

Once you have filled everything in, you can check the request for any clashes by clicking on the green ‘check’ button.

A green rectangular button with the word 'CHECK' in white capital letters.

You can then enter the reservation into the system by clicking the green ‘submit’ button. After this, the reservation will appear in your list of reservations as shown in Figure 5. If any required fields have not been filled in, the fields will turn red.

A green rectangular button with the word 'SUBMIT' in white capital letters.

You will receive confirmation of your request within a few minutes. This email will also explain how to proceed. **Please note that these emails may end up in the spam box.**

After you have created the request, you can still edit it. This is possible by clicking the ‘edit’ button.

6. Managing room reservation requests

On the Bookings page you can find an overview of all your requests.

Period in which request(s) occur. The list of requests is displayed by default for the entire academic year (week 1 to 52).

On the left side, you can filter by:

1. Department (this is unnecessary)
2. States (status of your request):
 - a. Approved
 - b. Pending
 - c. Declined
3. Temporal
 - a. Future (future requests)
 - b. Past (requests from the past)

Button to adjust table settings on this page.

To show a specific week or multiple weeks, use the calendar icon on the right side. Please note that this refers to the academic year and not a calendar year. Week 1 therefore refers to the first week of the academic year.

Buttons to create, edit, duplicate, and cancel requests.

Figure 5 Overview requests

Adjust columns on overview page requests

In the columns you can find the details of your request. It is possible to adjust or change the order of the columns displayed. It is useful to adjust the columns the first time so that you have a good overview of your requests from then on.

You can customize the columns using Table preferences (see Figure 5 ) and selecting the desired columns and changing the order as shown below.

Table preferences

Columns

Settings

Find

↓

Off

On

Filter

ID

↑

Off

On

Filter

State

↓

Off

On

Filter

Description

↑

Off

On

Filter

Number attending

↑

Off

On

Filter

Rooms

↓

Off

On

Filter

Day

↑

Off

On

Filter

Time

↓

Off

On

Filter

End time

↑

Off

On

Filter

Duration

CLOSE

After clicking on table preferences, the display and the order of columns can be determined at Columns.

By setting the slider at the appropriate column to Off or On, you can determine whether the column is shown or not.

The arrows on the left side can be used to determine the order of the columns by clicking them up or down. TIP: Shift-click on an arrow to put the column directly at the top or bottom of the row.

Useful columns to display along with a useful order:

ID
State
Description
Number attending
Rooms
Day
Time
End time
Duration
Dates
Timeframe weeks
Owner
Staff
Contact details
Created at
Updated at

Duplicate

You can also duplicate a request to make it easier to create multiple requests. To do this, select the request you want to duplicate and then click on the 'duplicate' button. If you cannot see this, click on the three dots (⋮) at the bottom of the table. The request form opens with the same information which you can now modify for a new request.

Cancel

As a room requester, you are responsible for managing your requests. If a particular activity does not take place, you should cancel the activity/room request as soon as possible. This way, someone else can use this room.

In the overview of the requests, you will see a 'delete' button at the bottom. By clicking this button, the request will be canceled.

NB: It may be useful to sort your requests by date, time, or e.g., booking code. You can sort/filter the requests by clicking on the heading of the appropriate column.

By clicking the dash in a column, the column can be sorted:

- 1st click: from low to high
- 2nd click: from high to low
- 3rd click: column deselected

Clicking a column header displays a search bar that allows you to search/filter that specific column.

There is a filter on the column.

There is a filter (or multiple filters) somewhere on the page.

Room Bookings

ID	State	Description	Number	Rooms	Day	Time	End time	Duration	Timeframe	Dates	Owner