Resource Booker User Guide

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Recurring Booking

Revision Date: 9Jjuly 2021 Version 1.3: amended screen shots in line with new version Added information about "Book on behalf" and its uses Resource Booker is the online tool to request rooms across the University of Otago.

NOTE: Resource Booker cannot be used to make bookings for any teaching activities (e.g. lectures, tutorials, labs). These requests must be made to <u>timetables@otago.ac.nz</u>; this will ensure a suitable room is booked and details are made available on student timetables.

Specific Points to note:

"Book on behalf of" feature: this option allows you to book on behalf of another person. The person the room is booked on behalf of will receive an email which can be dragged into their calendar. They will not, however, be able to edit the booking.

Recurring bookings on Tile 2 and Tile 3 (teaching space): It is not possible to edit a single occurrence. Recurrence is restricted to weekly recurrence options.

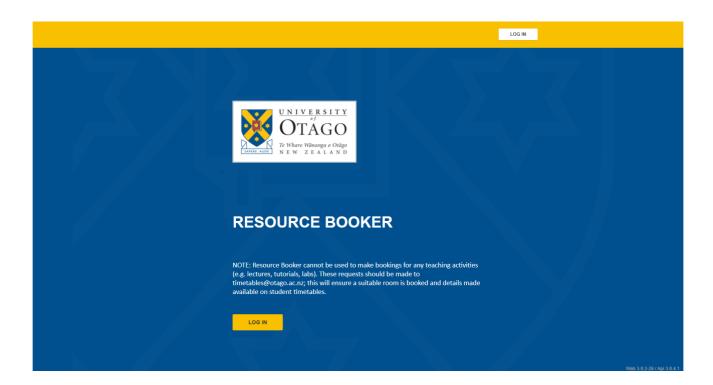
"Unavailable" showing in room calendar. You will not be able to see details of bookings made by others; these will appear as greyed out blocks with "unavailable" as the title. Approvers and Content Support for those rooms will be able see this information. You will see details for your own bookings (which are also visible in "My Bookings").

Log in to Resource Booker

Go to https://resourcebooker.otago.ac.nz

Resource Booker is a single sign-on application so if you are already logged in on a device on the university network, clicking **Log In** will take you straight to the Make a Booking screen.

If your device is not connected to the university network, you will be prompted to enter your University of Otago username and password after clicking **Log In**.



NOTE:

You will be able to view the Timetables managed spaces in Resource Booker by clicking on the **View bookings of Teaching Spaces** to check availability. Be aware however, that until the teaching timetable has been completed, availabilities shown are tentative only. Once the Timetable has been set, the **Request a Casual Booking of Teaching Space** tile will appear.

Make a Booking

The Resource Booker dashboard you will see is customised to each user. This means that you will only see the rooms available for you to book. This will include access to meeting room bookings, and casual bookings for teaching spaces.

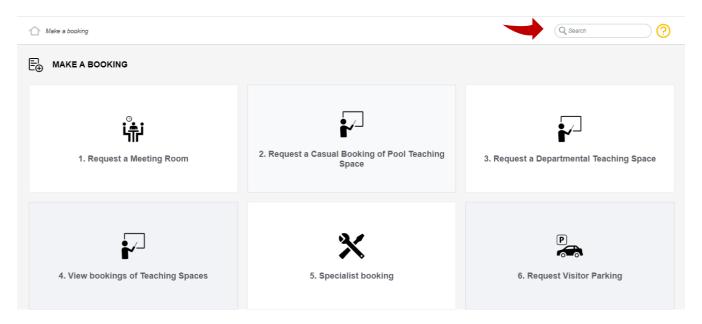
There are two ways to make a booking:

Checking for available rooms at a particular day and time (<u>Dynamic Search</u>) Checking a specific room or location for availability (<u>Specific Search</u>)

Both approaches allow you to make single or recurring bookings. Once you have logged in, you will see the **Make a booking screen**.

HINT:

If you know which room you want, but are not sure which tile it is in, use the top right hand search bar and enter the room name.



In the middle of the screen will be a choice of tiles for you to select the type of room you want to book.

Tile 1 Request a Meeting Room is for bookings in rooms that are managed by departments.

Tile 2 Request a casual booking of Pool Teaching Space is for **casual** booking of rooms/lecture theatres etc managed by Timetables. These rooms are normally only available to book from mid-March once the student timetable has been confirmed. Click on the relevant tile.

Tile 3 Request a Department Teaching Space is for requesting a booking in teaching spaces managed by departments (not Timetables).

NOTE: Resource Booker cannot be used to make bookings for any timetabled teaching activities (e.g. lectures, tutorials, labs). These requests must be made to <u>timetables@otago.ac.nz</u>; this will ensure a suitable room is booked and details are made available on student timetables.

The following screen shows you a list of rooms with options to refine your search are on the righthand side. The list in the centre of the screen contains:



Folders containing lists of rooms by location



4

Individual rooms that are available

If you want a date in the following month (e.g. in the calendar below, if you want to select 17 July) you will need to click the > to move the month to July. That is, only dates in the month showing can be selected.

If you refine your search using the filters on the right-hand side of the screen, the list of available rooms will update accordingly. The location folders will remain the same.

Make a booking → 1. Request a Meeting Room				Q	Search) (?
1. REQUEST A MEETING ROOM	í							
When booking a room outside your department, please contact the relevant CS Administrator to check on any specific access requirements such as collect door key.	ting a \times	REFINE	E SEAR	сн				
	_					R	ر) ecurrin	G
Q Search a resource			ILABLE	NOW				
							4	
Anatomy Department		🗋 Spa	n multiple		June, 202	21		>
IT Services		Mo 31	Tu 1	We 2	Th 3	Fr 4	Sa 5	Su 6
OBS Boardroom Workstations		7	8	9	10 17	11	12	13 20
OBS Rooms		21	22 29	23	24	25	26	20
🗀 🚳 OMS Dean's Office		5	6	7	8	9	10	11
Pathology Department		Set a sp From:	ecific tin	ne				: •
S Psychology Department		To:						:
Dunedin Hospital Dean's Meeting Room 1.04	0							1
Dunedin Hospital Foyer Meeting Room 1902	0	Duration					56	elect 🔻
Dunedin Hospital Lecture Theatre Foyer 1802	0	CAMPUS For Dune		ON us, "East" i	includes #	e Collego	of Educat	ion and
Dunedin Hospital Octagonal Room 1805	0	Stadium	while "Sou	npus - Ce	es Health	Sciences a	and Surve	ving.

Dynamic Search

Single Booking

REFINE	REFINE SEARCH						
1				RE	ر) ECURRING	6	
ava 🗌	ILABLE N	10W	2				
🗌 Spar	n multiple	days					
	June, 2021						
Мо	Tu	We	Th	Fr	Sa	Su	
31	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14 21	15 22	16 23	17 24	18 25	19 26	20	
21	22	30	1	23	3	4	
5	6	7	8	- 9	10	11	
	ecific time						
From:						•	
To:		3				🔻	
Duration					Se	lect 🔻	
CAMPUS	LOCATIO	N					
Stadium v Dun Dun Dun	din campus while "Sout edin Cam edin Cam edin Cam rcargill Ca	h" include pus - Cer pus - Eas pus - Sou	es Health S ntral St				
PROPER	TY SERVIC	CES ROO	M CODE				
Refer to h	ttps://www	otago.ac.	.nz/maps/	for buildin	g codes.		
Property	Services	room cod	le				
ROOM C	APACITY						
	Minimum Maximum						
ROOM AT	TRIBUTE	s					
 Proje Tea/ 	Coffee Ma eboard	aking	5				

The system will automatically pre-select the single booking icon. Select the required date from the calendar. Note that the system will not allow you to book in the past (prior day)

Alternatively, you can click on the **Available Now** tick box to check real time room availability

Enter the **To** and **From** times

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Refine your search by inputting minimum or maximum room capacities you wish to view

Further refine your search by selecting from the list of room equipment, accessibility options, and room layout.

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If you want further details about an available room, click on the information icon 1

Once you have decided which room you wish to book, click on the room name to see the calendar view. In the calendar, click the day and time you wish to book.

1. REQUEST A MEETING ROOM	i
When booking a room outside your department, please contact the relevant CS Administrator to check on any specific access requirements such door key.	h as collecting a $ imes$
Q Search a resource	
✓ ☐ Groups	
Anatomy Department	
IT Services	
OBS Boardroom Workstations	
🗅 🗿 OBS Rooms	
🗀 🗿 OMS Dean's Office	
Pathology Department	
Psychology Department	
Dunedin Hospital Dean's Meeting Room 1.04	0
Dunedin Hospital Foyer Meeting Room 1902	0
Dunedin Hospital Lecture Theatre Foyer 1802	0
Dunedin Hospital Octagonal Room 1805	Û

		~	
THOLOGY DEPARTMENT		(i)	ABOUT: PATHOLOGY DEPARTM
When booking a room outside your d door key.	epartment, please contact the relevant CS Administrator to check	on any specific access re	quirements such as collecting a $ ightarrow$
Q Search a resource			
Hercus Bielschowsky Room 2.	30		0
DESCRIPTION	Pathology		6
	Pathology Dunedin Campus - South		6
CAMPUS LOCATION			6
CAMPUS LOCATION PROPERTY SERVICES ROOM CODE	Dunedin Campus - South		6
CAMPUS LOCATION PROPERTY SERVICES ROOM CODE ROOM CAPACITY	Dunedin Campus - South D206.L02.30		6
CAMPUS LOCATION PROPERTY SERVICES ROOM CODE ROOM CAPACITY REDUCED CAPACITY	Dunedin Campus - South D206.L02.30		6
CAMPUS LOCATION PROPERTY SERVICES ROOM CODE ROOM CAPACITY REDUCED CAPACITY ROOM ATTRIBUTES	Dunedin Campus - South D206L02.30 20 Accessible		6
DESCRIPTION CAMPUS LOCATION PROPERTY SERVICES ROOM CODE ROOM CAPACITY REDUCED CAPACITY ROOM ATTRIBUTES Hercus Meeting Room (Tea Ro Hercus Meeting Room G.18	Dunedin Campus - South D206L02.30 20 Accessible		

MONTH	WEEK DAY		31 M	MAY - 6 JUN 2021 🔻		< ►	TODAY
	Mon 31 May	Tue 1 Jun	TODAY	Thu 3 Jun	Fri 4 Jun	Sat 5 Jun	Sun 6 Jun
0:00							
1:00							
2:00							
3:00			7				
4:00							
5:00							
6:00							
7:00	7:00 - 8:00 test request (David)		7:00 - 8:00 David test release in future (D				
8:00							
9:00			9:00 - 10:00				
10:00			Unavailable				
11:00							
12:00							

The **booking form** will open and be pre-populated with the date and time information. See the <u>Completing the Booking Form</u> section below.

Room > >		Y ROOM 2.30	CLOSE	
KY ROC	Booking title*			Ì
SKT ROC				Q
0	SINGLE	(2) REC	CURRING	
	From 02/06/2021		11:00 🔻	Fri 4 Jun
	To 02/06/2021		12:00 🔻	PIT 4 Juli
	Book on behalf of someone?			
	Attendees*			
	Contact first name*			
	Contact last name*			
	Telephone number*			
	Additional information			
			Воок	•

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HERCUS BIELSCHOWSKY	ROOM 2.30 – CLOSE
Booking title*	
🗎 SINGLE	
Start date	02/06/2021
Start time	211:00 •
End time	12:00 🔻
Frequency	3 Daily 🔻
Every	4 1
Exclude weekends	5
Repeat until	6 Nr. occurrences 🔻
Occurrences	2
Occurs every day effective 02-06-2021 unti	03-06-2021 from 11:00 to 12:00

Select the Recurring tab

- The date and time will prepopulate if you have selected a date and time for the first meeting. Otherwise, to enter the **Start Date** click in the start date field. A calendar will appear; select date and then select start and end times.
- Select the **Frequency** (daily, weekly, monthly) using the drop-down list. Other options become 3 available depending on which of these you choose. Selecting different frequencies presents you with different views.
 - The **Every** function allows you to further specify the frequency of your booking (e.g. every 2 weeks).
 - Use the **Exclude Weekends** tick box if using daily frequency and you don't want to include weekends.
- Repeat until has two options: Nr. Occurrences (the default), or Date. 6 Use Nr Occurrences to enter the number of occurrences (up to a maximum of 12). Selecting the Date option will replace "Occurrences" with Date. Clicking anywhere in the date area will open a calendar.

Daily view allows you to select how many days you want the booking to repeat. You can also choose to exclude weekends.

Weekly view allows you to select the specific days of the week:

F	requency				Weekly 🔻
E	Every				2 weeks on
	Mon	Tue	Wed		Thu
	Fri	Sat	Sun		
F	Repeat until			Date	•
C)ate				
	Occurs every 2 11-2020 from 1	weeks on Thurs 1:00 to 12:00	day effective	26-11-3	2020 until 26-
	l	SEARCH R	ECURRING		

Monthly view allows you to select specific days or periods of the month (for example, the third Thursday of each month):

Frequency				Monthly 🔻
Every				12 months on
	⊖ Spec	ific day (Period	
First	Second	Third	Fourth	Last
Mon	Tue		Wed	Thu
Fri	Sat		Sun	

Use **Repeat Until** to either enter the number of occurrences (up to a maximum of 12), or to make bookings until a specific date. If using the date function, the menu will appear blank until clicking in the area; a calendar will pop up. Details of the occurrences selected will appear below.

Repeat until		Date	•	•
Date				
Occurs the third Th 2020 until from	ursday of every 12 mo m 11:00 to 12:00	onths effec	tive 17-12-	
	SEARCH RECURRI	NG		

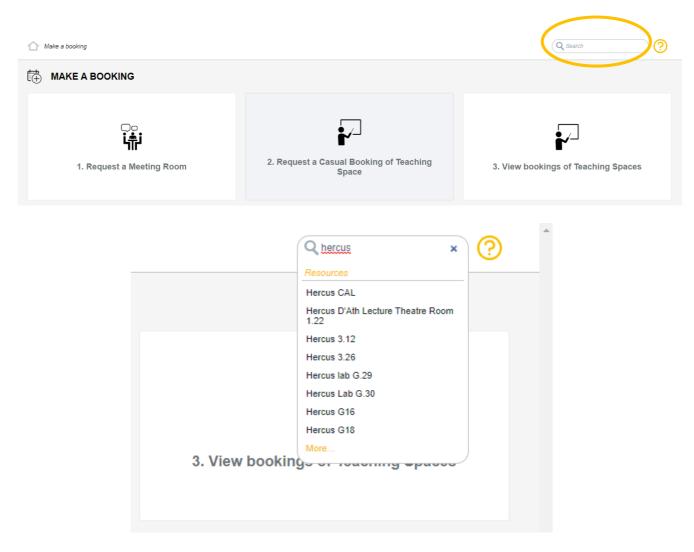
You can refine your search further by inputting minimum or maximum room capacities, room attributes, or campus location as with the single booking process.

Specific Search

Use specific search when you know which room you wish to book, or which area of campus your meeting needs to be held.

If you know which room you wish to book, use the Search function.

Enter the room name (at least the first three letters to help narrow the search) into the search box. Select the room from the list that appears.



This will take you to the **current week calendar view** for the room where you can continue with booking.

If you are looking for a room in a specific area of campus:

Select a location folder
 Select a room from the list.
 The calendar view opens in week view as default. You can use these buttons to change to day view, month view, or list view.
 Click on an available timeslot in the calendar to open the booking form.

溢 1. REQUEST A MEETING ROOM	0
When booking a room outside your department, please contact the relevant CS Administrator to check on any specific door key.	c access requirements such as collecting a
Q Search a resource	
1 S Meeting rooms in the Commerce Division	
O Meeting rooms in the Health Sciences Division	
C O Meeting rooms in the Humanities Division	
C 0 Meeting rooms in the Sciences Division	
Meeting rooms in the Services Division	
Bielschowsky Room	0
Hercus G05	0
Hercus G16	0
Hercus G18	0
ITS Divisional Meeting Room	0
Lawrence Wright Room	0
OBS Boardroom (2.19/2.20)	0
OBS Dean's Office Meeting Room	0

EETING ROOMS IN THE COMMERCE DIVISION	i	ABOUT: MEETING ROOMS IN .
When booking a room outside your department, please contact the relevant CS Adm door key.	nistrator to check on any specific access requ	irements such as collecting a
Q Search a resource		
OBS Boardroom (2.19/2.20)	2	Ũ
OBS Dean's Office Meeting Room	4	0
OBS LG06a		0
NO MORE RES	ULTS	

		-					
MONTH	WEEK DAY	3		16 NOV - 22 NOV 2020 🔻			TODAY KI
	TODAY	Tue 17 Nov	Wed 18 Nov	Thu 19 Nov	Fri 20 Nov	Sat 21 Nov	Sun 22 Nov
0:00	0:00 - 7:45 Unavailable	0:00 - 7:45 Unavailable	0:00 - 7:45 Unavailable				
1:00							
2:00							
3:00							
4:00							1
5:00							1
6:00							1
7:00							1
8:00						-	-
9:00							
10:00					10:00 - 12:00 Review meeting (Amanda)		
11:00				- 4	(Analida)		
12:00							
13:00							
14:00							

Completing the Booking Form

Single Booking



Enter the **Booking Title**. Date and time fields will be pre-populated. Double check the date and time to/from fields.



To book on behalf of someone, select the tick box and then add emails (one per line) in the box that appears below NOTE: The person the room is booked on behalf of will receive an email which can be dragged into their calendar. They will not be able to edit the booking.



Enter the expected **number** of attendees.



Enter the **name of the contact person** for the booking



6

Enter contact phone number

Click to agree to the **Room Booking Polic** Once you have completed the booking form, click the **Book** button. You will see message indicating that the booking has been accepted.

You will receive an email notification of your booking, and an on-screen confirmation will appear.

OBS MEETING ROOM LG06A	-	CLOSE
Booking title*		
1		
)
SINGLE	() RECURF	ING
From		
10/07/2021		11:00 ▼
То		
10/07/2021		12:00 •
Book on behalf of someone? 2		
Attendees*		
Contact first name*		
4		
•		
Contact last name*		
Telephone number*		
Additional information		
		h
Room Booking Policy		
I agree to abide by the University's Casual Room Booking F	Policy*	
Ves 6		
		воок



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Select the **Recurring** tab and enter a **Booking Title**.

Date and time fields will be prepopulated. Double check the date and time to/from fields.

Select the **Frequency** of the booking (daily, weekly, or monthly) and further specify with the **Every** field (this will be

pre-populated if you originally performed a dynamic search).
 Check the Exclude Weekends box if you don't wish to include weekends in your search.

Repeat Until: Select either the number of occurrences or date. Selecting **date** will add a line, clicking on the line will bring up a calendar.

Complete the other fields for the recurring booking. These will differ

depending on the options selected for frequency.

Complete the remainder of the booking information

Booking title*	
🖶 SINGLE	() RECURRING
Start date	10/07/202
Start time 2 End time	11:00
End time	12:00
Frequency 3	Daily
Every	1
Exclude weekends	d
Repeat until	Nr. occurrences
Occurrences	2
Book on behalf of someone?	-07-2021 from 11:00 to 12:00
Attendees*	
Attendees*	6
Attendees* Contact first name*	
Attendees* Contact first name* Contact last name*	
Attendees* Contact first name* Contact last name* Telephone number*	

5 OBS BOARDROOM (2.19/2.20) CLOSE First Third Second Fourth Last Mor Tue Wed Thu Fri Sun Repeat until Date Date 4 November 2020 ► Occurs the of every 2 mor 15:00 Мо Тu We Тh Fr Su Sa 26 27 28 29 30 31 1 2 3 8 Book on behalf of someone? 6 15 9 10 11 12 13 14 16 17 20 21 22 18 19 Attendees* 23 27 28 29 24 25 26 30 5 6 1 2

воок

Once you have completed the booking form, click the **Book** button once. If the booking cannot be made due to an issue with one or more of the recurring bookings, you will see an error message at the top of the booking form:

OBS BOARDROOM (2.19/2.20) CLOSE
Meeting Room "OBS Boardroom (2.19/2.20)" is to 24 December 16:00.	not available from 24 December 15:00
Booking title	
Recurring Booking 2	
SINGLE	رَّي RECURRING
Start date	27/11/2020

You will need to correct the booking before it will be accepted.

If the room you have selected is on a "request" basis, your booking will be confirmed by an approver and your booking will be pending until its approval. Your booking request will send a notification to the relevant approver who will manage this appropriately.

When your booking is successfully made, you will receive an email notification along with an on-screen confirmation. The first three occurrences will be listed in the confirmation; clicking on "show all" to see all occurrences:

Mon 16 Nov RECURRING TEST CLOSE 0.00 ⑦ This booking is pending approval	Fri 20 Nov	PRINT	is pending approval ecember 17th 이 것		6 Nov	Mon 16 N	
0.00 Image: Constraint of the second se			ecember 17th 10 ຽ	⑦ This booking is			
2:00 Decurs the third Thursday of every month effective 17-12-2020 until 21-05-2021 from 14:00 to 3:00 Occurrences (6) 4:00 17/12/2020 14:00-15:00 2:10/12/2021 14:00-15:00 21/0/12/201 14:00-15:00 5:00 Resources 6:00 W Meeting Room - OBS Boardroom (2.19/2.20) 7:00 Booked by: Amanda (amanda.mabon@staff-lest.otago.ac.nz) Reference: 171120202209B3A96 9:00 Booker code (friknown)			620				0:00
Booked by: Amanda (amanda.mabon@staff-lest.otago.ac.nz) 8:00 Reference: 17/12/220) 9:00 Roket ode (f known)		ctive 17-12-2020 until 21-05-2021 from 14:00 to					1:00
4:00 17/12/2020 14:00-15:00 21/01/2021 14:00-15:00 21/01/2021 14:00-15:00 18/02/2021 14:00-15:00 18/02/2021 14:00-15:00 18/02/2021 14:00-15:00 18/02/2021 14:00-15:00 Show all 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021 18/02/2021				Occurs the third T			2:00
4:00 21/01/2021 14:00-15:00				Occurrences (6)			3:00
S:00 Resources 6:00 W Meeting Room - OBS Boardroom (2.19/2.20) 7:00 Booked by: Amanda (amanda.mabon@staff-test.otago.ac.nz) 8:00 Reference: 171120202209B3A96 9:00 Booker code (if known) — Contact first name Amanda			5:00	21/01/2021 14:00-15:0			4:00
6:00 W Meeting Room - OBS Boardroom (2.19/2.20) 7:00 Booked by: Amanda (amanda mabon@staff-lest otago.ac.nz) 8:00 Reference: 171120202209B3A96 9:00 Booker code (if known) — Contact first name Amanda			5:00 Show all				5:00
7:00 Booked by: Amanda (amanda mabon@staff-lest otago.ac.nz) 8:00 Reference: 17/12020209B3A96 9:00 Booker code (if known) Contact first name Amanda			286 Boardroom (2 10/2 20)				6:00
8:00 Reference: 17112020209B3A96 Attendees 1 9:00 Booker code (if known) Contact first name Amanda			063 Boardroom (2.19/2.20)	w weeting Room - OB			7:00
9:00 Attendees 1 9:00 Booker code (if known) Contact first name Amanda							
9:00 Booker code (if known) Contact first name Amanda		202209B3A96					8:00
Contact first name Amanda							9.00
		a	Amanda	Contact first name			0100
0.00	- 12:00		Mabon	Contact last name			10:00
rd	ew meeting (OBS droom (2.19/2.20)						
11:00 Telephone number 0272715899 Department Information Science							11:00
12:00 Room Booking Policy				Department			12:00
I agree to abide by the University's Yes		<u></u>		I agree to abide by the U			12.00
13:00 Casual Room Booking Policy) Policy	Casual Room Booking P			13:00
14:00 EDIT - CANCEL -				HISTORY			14:00

My Bookings



Your bookings appear in the **My Bookings** screen in a calendar week view by default. It is recommended that **List** view (shown below) is a better option as it shows all bookings for the current month. You can also view in month view.

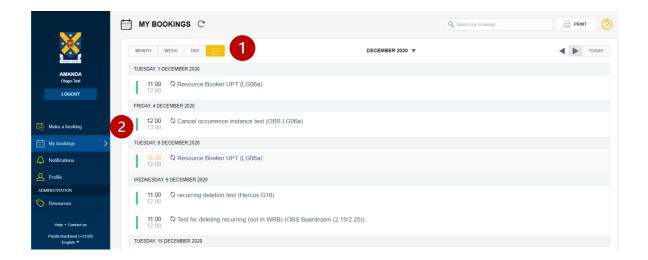
The bookings are colour coded by booking status: green = accepted; blue = pending approval Recurring bookings have the recurring symbol

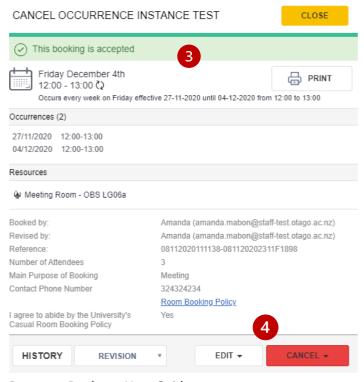


Click on an event to view the booking details.



You can edit or cancel bookings using the buttons at the bottom of the details window.





Resource Booker – User Guide

Edit a Booking

Single Booking

LEAVE EDIT MODE Booking title Team Meeting Team Meeting MonTH WEEK DAY Mon 23 Nov Status Mon 23 Nov Status Accepted Innealizable Innealizable Innealizable Innealizable	OM (2
MONIH With With With DAY DAY Item Print DUAY Item Print DUAY Item Print DUAY K 0:00 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 0:00-7:45 Unavailable Unavailable 0:00-7:45 Unavailable 0:00-7:45 Unavailable 0:00-7:45 Unavailable 0:00-7:45 Unavailable 0:00-7:45 Unavailable 0:00-7:45 Unavailable Unavailable 0:00-7:45 Unavailable Unavailable Unavailable 0	Y
0.00 0.00 7.45 0.00 7.45 0.00 7.45 Unavailable Unavail	
Unavailable Unavailable Unavailable Unavailable Unavailable	
200 From	
3.00 27/11/2020 17 00	
400	
5:00	
6.00 Attendees*	
6	
7:00	
8:00 Booker code (if known)	
900	
10:00 Contact first name*	
11:00 Ananda	
12:00 Contact last name'	
13.00 Mabon 0.4400 2	
1400 2 UBONING (Amanda) ⁴	
1500 UPDATE	

If you choose to edit a booking, the **booking form** re-opens in your calendar view with the original booking details pre-populated.

If you are making changes to the number of attendees, check the room capacity before doing so. The system does not prevent you from exceeding capacity in this window.

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

Once the booking is accepted you cannot add "book on behalf of" to the booking.

Click **Update** to make the changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details superimposed. You will also receive an email notification.



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On the revised booking details selecting the **Revision** button provides a view of the previous status of the booking.

MONTH	WEEK DAY		23	NOV - 29 NOV 2020 🔻			
	Mon 23 Nov	Tue 24 Nov W	ed 25 Nov	TODAY	Fri 27 Nov	Sat 28 Nov	Sun 29 Nov
0:00		TEAM MEETING		CLOSE			
1:00		 This booking is accepted 			-		
2:00		Friday November 27th		_			
3:00		17:00 - 18:00					
4:00		Resources					
		₩ Meeting Room - OBS Boardroom	(2.19/2.20)				
5:00		Booked by:	Amanda (amanda.mat	on@staff-test.otago.ac.nz)			
6:00		Revised by: Reference:	Amanda (amanda.mat 2611202001307238F	on@staff-test.otago.ac.nz)			
7:00		Attendees	6				
8:00		Booker code (if known) Contact first name	- Amanda				
9:00		Contact last name Email Address	Mabon amanda.mabon@otag	o.ac.nz			
10:00		Telephone number Department	0272715899				
			Room Booking Policy				
11:00		11: I agree to abide by the University's Ch Casual Room Booking Policy	Yes				
12:00		HISTORY REVISION	* EDIT BOOKING	CANCEL BOOKING	0 - 13:00 cel occurrence instance		
13:00		HISTORT REVISION	EDIT BOOKING	CANCEL BOOKING	(OBS LG06a)		
14:00		3					
15:00							
16:00							
10.00							

If you click on a recurring booking and hover the cursor over the **Edit** button, you are presented with the option to edit the occurrence you have selected, or the entire series:

11:00 12:00	TUESDAY, 1 DECEMBER 2020			
12:00 13:00 Q Cancel occurrence in 13:00 RECURRING TEST CLOSE 12:00 13:00 Q Cancel occurrence in 13:00 This booking is accepted Image: Comparison of the field way for the field		F (LG06a)		
12:00 Q Cancel occurrence in 13:00 This booking is accepted Tursday December 17th 11:00 Q Resource Booker UP 12:00 Q Resource Booker UP 12:00 Q Recurring deletion test 11:00 Q recurring deletion test 11:00 Q Test for deleting recur 11:00 Q Test for deleting recur 11:00 Q Resource Booker UP 11:00 Q Test for deleting recur 11:00 Q Resource Booker UP 14:00 Q Recurring Test (OBS 14:00 Q Recurring Test (OBS 14:00 Q Recurring Test (OBS 14:00 Test restrictions (OBS B	RIDAY, 4 DECEMBER 2020			01005
11:00 12:00 Q Resource Booker UP 12:00 Coccur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Social the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Coccur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 14:00 to 20:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2021 from 12:00 Cocur the third Thursday of every month effective 17-12-2020 until 21-65-2020 from 12:00 Cocur the third the the the the the third the the			d	CLOSE
11:00 12:00	UESDAY, 8 DECEMBER 2020		7th	
WEDNESDAY, 9 DECEMBER 2020 17/12/202 14.00-15.00 11:00 Q recurring deletion test 14.00-15.00 12:00 Resources Resources 11:00 Q Test for deleting recurring deletion test Meeting Room - OBS Boardroom (2.19/2.20) 12:00 Q Test for deleting recurring deletion test Booked by: 11:00 Q Resource Booker UP 12:00 Booker code (f known) 12:00 Q Resource Booker UP 12:00 Q Resource Booker UP 14:00 Q Rescurring Test (OBS 15:00) 14:00 Q Recurring Test (OBS 15:00) 14:00 Q December 2020 14:00 Q Recurring Test (OBS 15:00) 10:00 Test restrictions (OBS B 10:00 Test restrictions (OBS B		Occurs the third Thursday of 15:00	every month effective 17-12-2020 until 21-0	127
11/1/22/00 14/00-15/00 11/1/22/00 14/00-15/00 12/100 Q recurring deletion test 12/100 Q Test for deleting recur 11/100 Q Resource Booker UP 11/100 Q Resource Booker UP 11/100 Q Recurring Test (OBS	VEDNESDAY, 9 DECEMBER 2020			
11:00 12:00 Q Yest for deleting recur 12:00 Weeting Room - 085 Boardroom (2:19:2:20) TUESDAY, 15 DECEMBER 2020 Booked by: Attendees Attendees 11:00 12:00 Q Resource Booker UP 12:00 Booked by: Contact first name Contact first name Contact first name Contact first name Mabon Emanda Address Booken policy Contact first name Contact first name Contact Contact first name Contact Contact Contact first name Contact first name Contact Contact Cont	11:00 🗘 recurring deletion test	21/01/2021 14:00-15:00	w all	
TUESDAY, 15 DECEMBER 2020 Reference: 171120320220983A96 11:00 Checked State 1 12:00 Checked State 1 12:00 Checked State 1 14:00 Checked State Attendees 1 14:00 Checked State Checked State Checked State 15:00 Checked State Checked State Checked State 16:00 Test restrictions (OBS B History Entrance Checked State 10:00 Test restrictions (OBS B History Entrance Checked State		₩ Meeting Room - OBS Boardro		
11:00 12:00 12:00 Booter code (if howen) Contact list name Contact list name Email Address 14:00 14:00 Amanda Contact list name Email Address 15:00 Amanda Contact list name Email Address 16:00 Amanda Contact list name Email Address 16:00 Amanda Contact list name Email Address 10:00 Amanda Contact list name Email Address 10:00 Amanda Contact list name Email Address 10:00 Amanda Contact list name Contact list name Contac	UESDAY, 15 DECEMBER 2020			f-test.otago.ac.nz)
THURSDAY, 17 DECEMBER 2020 Email Address amanda mabon@otago.ac.nz 14:00 \$2 Recurring Test (OBS Telephone number 0272715899 15:00 Department Information Science Boom Booking Policy Lagree to ablide by the University's Yes Cawall Room Booking Policy Yes Cawall Com Booking Policy 10:00 Test restrictions (OBS B HISTORY EDIT - CANCEL -		Booker code (if known) Contact first name	Amanda	
14:00 15:00 CP Recurring Test (OBS 15:00 Department Lagree to able by the University's Casual Room Booking Policy Ves Information Science Boom Booking Policy Ves 10:00 11:00 Test restrictions (OBS B HISTORY EDIT - THIS OCCURRENCE	HURSDAY, 17 DECEMBER 2020			
MEDNESDAY, 23 DECEMBER 2020 Casual Room Booking Policy 10:00 Test restrictions (OBS B 11:00 THIS OCCURRENCE			Information Science	
11.00 THIS OCCURRENCE	VEDNESDAY, 23 DECEMBER 2020		Yes	
		HISTORY		CANCEL -
23:00 Annanda's Air Hallow's Eve student function (Alci The ENTRE SERIES 0		ve student function (Arch	THE ENTIRE SERIES 6	

Editing this Occurrence

If you select to edit this occurrence, a condensed version of the **booking form** re-opens in your calendar view with the details of this occurrence pre-populated:

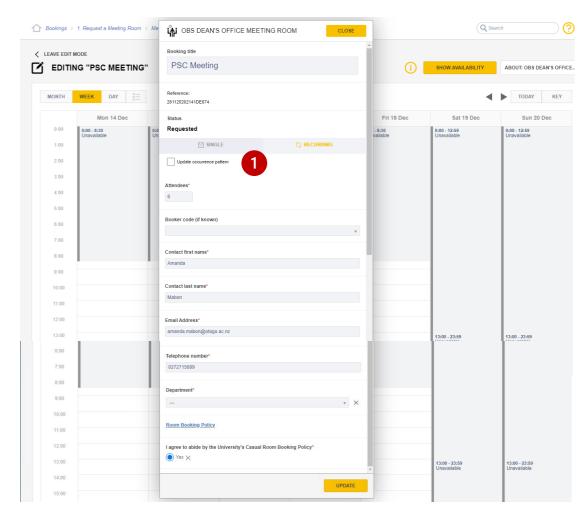
OBS BOARDROOM (2.19/2.20)	CLOSE
Booking title	
Recurring Test	
Reference: 17112020220983A96	
Status Accepted	
From 17/12/2020	14 00
To 17/12/2020	15 00
	UPDATE

You can edit the date and time, but not the room. Once you have made any changes, click **Update**. If successful, you will be taken back to the **My Bookings** calendar view with the revised booking details superimposed. You will also receive an email notification. The on-screen confirmation will highlight the occurrence that has been edited from its original date/time. **Note: If it is a casual booking for a teaching space it is not possible to edit a single occurrence.**

0.00 1.00 2.00 3.00 4.00 5.00 6.00 7.00 8.00 9.00	Mon 14 Dec	RECURRING TEST (?) This booking is pen- tion of the second to course the third Thurse to course the third the third to course the there exists the Resources (*) Meeting Room - OBS Boo	Abor 17th
0.00 1.00 2.00 3.00 4.00 5.00 6.00 7.09 8.00	Mon 14 Dec	Thursday Decemb 12:00 - 13:00 (2) Occurs the third Thursd 15:00 Occurrences (6) 17/12/2020 12/00-13:00* 21/01/2021 14:00-15:00 19/02/2021 -* Occurrence has been edited for Resources	show all
1:00 2:00 3:00 4:00 5:00 7:00 8:00		Thursday Decemb 12:00 - 13:00 (2) Occurs the third Thursd 15:00 Occurrences (6) 17/12/2020 12/00-13:00* 21/01/2021 14:00-15:00 19/02/2021 -* Occurrence has been edited for Resources	Abor 17th
2:00 3:00 4:00 5:00 6:00 7:00 6:00		12:00 - 13:00 (2) Occurs the third Thurso 15:00 Occurrences (6) 17/12/202 1 14:00-15:00 18/02/2021 14:00-15:00 18/02/2021 14:00-15:00 * Occurrence has been edited for Resources	day of every month effective 17-12-2020 until 21-05-2021 from 14:00 to
2:00 3:00 4:00 5:00 6:00 7:00 6:00		Occurs the third Thursd 15 00 Occurrences (6) 17/12/2020 12 00-13 00* 21/01/2021 14 00-15 00 * Occurrence has been edited in Resources	day of every month effective 17-12-2020 until 21-05-2021 from 14:00 to
3.00 4.00 5.00 6.00 7.00 8.00		15:00 Occurrences (6) 17/12/2020 12:00-13:00* 2/10/12/2021 14:00-15:00 18/02/2021 14:00-15:00 * Occurrence has been edited for Resources	Show all
3.00 4.00 5.00 6.00 7.00 8.00		17/12/2020 12:00-13:00* 21/01/2021 14:00-15:00 18/02/2021 14:00-15:00 * Occurrence has been edited fr Resources	rom its original date/time.
4:00 5:00 6:00 7:00 8:00		17/12/2020 12:00-13:00* 21/01/2021 14:00-15:00 18/02/2021 14:00-15:00 * Occurrence has been edited fr Resources	rom its original date/time.
5:00 6:00 7:00 8:00		21/01/2021 14:00-15:00 18/02/2021 14:00-15:00 * Occurrence has been edited fin Resources	rom its original date/time.
5:00 6:00 7:00 8:00		18/02/2021 14:00-15:00 * Occurrence has been edited fm Resources	rom its original date/time.
6:00 7:00 8:00		Resources	
6:00 7:00 8:00			bardroom (2.19/2.20)
7:00		ຊົມ Meeting Room - OBS Boo	bardroom (2.19/2.20)
8:00		Booked by: Amanda (amanda.mabon@staff-test.otago.ac.nz)	
		Dealers diversi	America (america materia Catal) (and atom as an)
		Revised by:	Amanda (amanda.mabon@staff-test.otago.ac.nz) Amanda (amanda.mabon@staff-test.otago.ac.nz)
9:00		Reference:	171120202209B3A96
5.00		Attendees	1
		Booker code (if known)	
10:00		Contact first name	Amanda
		Contact last name	Mabon
11:00		Email Address	amanda.mabon@otago.ac.nz 0272715899
		Re Telephone number Department	02/2/15899 Information Science
12:00		Doputation	Room Booking Policy
13:00		I agree to abide by the Univer	rsity's Yes
		Casual Room Booking Policy	
14:00			
15.00		10000000	
15:00		HISTORY REV	VISION * EDIT - CANCEL -

Editing the Entire Series

If you select to edit the entire series, the full **booking form** re-opens in your calendar view with the booking details for the series pre-populated:



If you select **Update occurrence pattern** tick box, the **booking form** changes to show the details relating to frequency and repeat occurrences:

1



Select the **recurring booking** tab and enter a booking title



3

Double check the start date, start time and end time

Select the **frequency** of the booking (daily, weekly or monthly) and further specify with the **Every** field (this will be prepopulated if you originally performed a **dynamic search**

Check the **Repeat until** details (either select number of occurrences up to 12 or a specific date). The grey box below will provide further details on the booking occurrences selected.

To **Book on behalf of someone**, check the box and add email addresses one per line in the box that appears.

5 NOTE: The person the room is booked on behalf of will receive an email which can be dragged into their calendar. They will not be able to edit the booking.



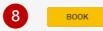
Complete the remainder of the fields – all are mandatory except **Booker Code**.

Room Booking Policy: click on the link to read the Policy and check the **Yes** button to confirm.



Click the **Book** button

OBS MEETING ROOM LG06A	CLOSE
Booking title*	
SINGLE	
Start date	10/07/2021
Start time	11:00 •
End time	12:00 •
Frequency	Daily v
Every	1
Exclude weekends	day
Repeat until	Nr. occurrences 🔻
Occurrences	2
Occurs every day effective 10-07-2021 until 11-07-	2021 from 11:00 to 12:00
Book on behalf of someone?	
Attendees*	
Contact first name*	
Contact last name*	6
Telephone number*	
Additional information	<i>"</i>
Room Booking Policy	
I agree to abide by the University's Casual Room	Booking Policy*



If the booking cannot be made due to an issue with one or more of the recurring bookings an error message will appear at the top of the booking form.

When your booking is successful you will receive an email notification of your booking, along with an on-screen confirmation (as with a **single** booking) which will list the Occurrences.

How to Review Your Bookings

You can review your bookings at any time by selecting **My Bookings** from the menu options (this option is not available if the room has been booked on your behalf). This will show you all the bookings you have made and can be organised by **Month**, **Week**, **Day** or **List** (list view below). Each booking will be categorised by a colour.

MY BO	OKINGS	Q Search my book	kings
NONTH	WEEK DAY	OCTOBER 2020 V	Торау
HURSDAY, 8	OCTOBER 2020		
09:00 10:00	Invoicing test (OBS LG06a)		
10:00 11:00	Invoicing info test (Law Library (Staff))		
UESDAY, 13	OCTOBER 2020		
11:00 12:00	♥ Resource Booker UPT (LG06a)		
UESDAY, 20	OCTOBER 2020		
11:00 12:00	₿ Resource Booker UPT (LG06a)		
HURSDAY, 2	2 OCTOBER 2020		
11:00 13:00	Booking on behalf of (to include invoicing info) (OBS	6 Boardroom (2.19/2.20))	
UESDAY, 27	OCTOBER 2020		
11:00 12:00	Q Resource Booker UPT (LG06a)		

Blue is Awaiting Approval, Green is a Confirmed Booking

Recurring Bookings are identified in views by the recurring symbol: 🔿

Click on an event in the calendar or list view to view the booking details. You can **edit** or **cancel** bookings using the buttons at the bottom of the booking details window.

BOOKING	CLOSE
 This booking is accepted 	
Wednesday November 11 14:00 - 16:00	th 🕞 PRINT
Resources	
🏟 Meeting Room - OBS Boardroom	(2.19/2.20)
Booked by:	Amanda (amanda.mabon@staff-test.otago.ac.nz)
Reference:	08112020093457-08112020213410D7B
Number of Attendees	12
Main Purpose of Booking	Meeting
Contact Phone Number	23423432
	Room Booking Policy
I agree to abide by the University's Casual Room Booking Policy	Yes
HISTORY	
(2.19/2.20))

How to Amend Your Booking

You can amend your open bookings at any time. Amending will allow you to update all details including title and date. In some cases, this may require the booking to be approved again. Note: if the booking has been made for you using the "book on behalf of" feature you will not be able to edit the booking. You will need to contact the person who made the booking for you.

First find and click on the booking you would like to amend through **My Bookings**. You can use the month, week, day, or list view to do this.

Click on an event in the calendar or list view to view the booking details.

This opens the Booking Confirmation Screen, select Edit Booking.

MONTH	WEEK DAY				
	Mon 16 Nov	CHANGE RECURRING BO	OKING	CLOSE	Fri 20 Nov
0:00		(→) This booking is accepted			-
1:00		I'llis booking is accepted			
		Thursday November 19th			
2:00		11:00 - 12:00 (2			_
		Occurs every 5 days effective 19-	11-2020 until 26-11-2020 from 11:00 to	o 12:00	
3:00		Occurrences (2)			
4:00		19/11/2020 11:00-12:00			
4.00		24/11/2020 11:00-12:00			
5:00		Resources			
6:00		Weeting Room - OBS Boardroom (2.19/2.20)			
7:00		Booked by:	Amanda (amanda.mabon@sta	ff-test.otago.ac.nz)	
		Reference:	181120202103C1CE2		
8:00		Attendees	5		
		Booker code (if known)	2 		
9:00		Contact first name	Amanda		
10:00		Contact last name	Mabon		
10.00		Email Address Telephone number	amanda.mabon@otago.ac.nz 0272715899		0 - 12:00 iew meeting (OBS
11:00		Department	Accounting & Finance		rdroom (2.19/2.20
		Department	Room Booking Policy		
12:00		I agree to abide by the University's Casual Room Booking Policy	Yes		
13:00					
		HISTORY	EDIT 👻	CANCEL -	

Single Booking

If you choose to **Edit** a booking, the **booking form** re-opens in your calendar view with the original booking details pre-populated.

NOTE:

If you are making changes to the number of attendees, please check the room capacity before doing so. The system does not prevent you from exceeding capacity in this window.

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

Click **update** to make the changes to the booking. You will then return to the **My Bookings** calendar view with the revised booking details superimposed. You will also receive an email notification.

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.

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

Within the revised booking details, you can select the **Revision** button to view the previous status of the booking.

REVIEW MEETING		CLOSE
 This booking is accepted 		
Friday November 20th		
Resources		
ທີ≱ Meeting Room - OBS Boardroom (2	. 19/2.20)	
Booked by:	Amanda (amanda.mabon@sta	ff-test.otago.ac.nz)
Revised by:	Amanda (amanda.mabon@sta	ff-test.otago.ac.nz)
Reference:	16112020001441065	
Attendees	3	
Booker code (if known)		
Contact Name	Gerald Smith	
Email Address	amanda.mabon@otago.ac.nz	
Telephone Number	234324	
Department	Accounting & Finance	
	Room Booking Policy	
I agree to abide by the University's Casual Room Booking Policy	Yes	
HISTORY REVISION	* EDIT BOOKING	

NOTE: If your recurring booking is for a casual booking of pool teaching space (Tile 2), or for departmental teaching space (Tile 3) single occurrences cannot be amended. The entire series must be amended. Recurring bookings in these rooms are limited to weekly.

If you click on a recurring booking and hover the cursor over the **Edit** button, you are presented with the option to edit the occurrence you have selected, or the entire series:

	TODAY	Tue 10 Nov	Wed 11 Nov	Thu 12 Nov	Fri 13 Nov	Sat 14 Nov	Sun 15 Nov
0:00							
1:00		TEST FOR DELETING WRB)	G RECURRING (NOT	IN CLOSE			
2:00		C This booking is accepted					
3:00		Wednesday November 11th					
5:00			nesday of every month effective	14-10-2020 until 25-12-2020 from 11:00			
		Occurrences (2)					
6:00		11/11/2020 11:00-12:00 09/12/2020 11:00-12:00					
7.00		Resources					
8:00		& Meeting Room - OBS Bos					
9:00		Booked by: Amanda (amanda.mabon@stalf-lest.otago.ac.nz)					
10:00		Revised by: Amanda (amanda mabon @stalf-lost.otago.ac.nz) Reference: RB.07102020014938-0710202001492526C					
11:00		11 Booking Description Test recurring deletion Re Number of Altendees 12					
12:00		Main Purpose of Booking	Meeting				
13:00		Booking Conditions Please provide a contact telep	hone 027 2715899				
14.00		number I agree to the University's Boo					
15:00		Policy	Room Booking F	folicx			
16:00		HISTORY REV	IS ON T E	DIT - CANCEL -			
17:00			THIS OCCURRENCE	0			
18:00			THE ENTIRE SERIES	0			
19.00							

Editing this Occurrence

If you select to edit this occurrence, a condensed version of the **booking form** re-opens in your calendar view with the details of this occurrence pre-populated:

You can edit the date and time of the booking but not the room. Once you have made any changes, click **Update**. If successful, you will be taken back to the My Bookings calendar view with the revised booking details superimposed. You will receive an email notification of the update. The on-screen confirmation will highlight the occurrence that has been edited:

MONTH	WEEK DAY	°=	*** opo Loona		
	TODAY		OBS LG06A	CLOSE	Fri 13 N
0:00		- 8:00 0:0	Booking title		- 8:00 0
1:00	Unavailable Unav	vailable Un	Cancel occurrence instance test		vailable U
2:00					
3:00			Reference: 08112020111138-081120202311F1898		
4:00			Status		
5:00			Accepted		
6:00			From		
7:00			13/11/2020	12 00	
8:00			To 13/11/2020	13 [:] 00	
9:00					-
10.00			<mark> </mark>	UPDATE	0 - 11:00

0		Fri 13 Nov		
CANCEL OCCURRENC		Fri 13 Nov		
This booking is accepted.		_		
0	ed			
Eriday November 13t	This booking is accepted			
	Friday November 13th 12:00 - 13:00 Q			
	Occurs every week on Friday effective 13-11-2020 until 20-11-2020 from 12:00 to 13:00			
13/11/2020 12:00-13:00*				
*Occurrence has been edited from i	* Occurrence has been edited from its original date/time.			
Resources	Resources			
ໍ່⊯ Meeting Room - OBS LG06a	1			
Booked by: Revised by:	Amanda (amanda.mabon@staff-test.otago.ac.nz) Amanda (amanda mabon@staff-test.otago.ac.nz)			
Reference:	08112020111138-081120202311F1898			
Main Purpose of Booking	Meeting 324324234	_		
11:	Room Booking Policy			
Re Casual Room Booking Policy				
	Occurs every week on Frid Occurs every week on Frid Occurs to Prid Occurse has been edited from I Resources W Meeting Room - OBS LG06a Occurse of Attendees Number of Attendees Main Purpose of Booking Contact Phone Number	Occurs every week on Friday effective 13-11-2020 until 20-11-2020 from 12:00 to 13:00 13/11/2020 12:00-13:00 * Occurrence has been edited from its original date/time. * Occurrence has been edited from its original date/time. * Occurrence * Meeting Room - OBS LG06a Booked by: Amanda (amanda mabon@staff-test otago ac.nz) Revised by: Amanda (amanda mabon@staff-test otago ac.nz) Reference: 0811202011138-081120202311F1898 Main Purpose of Booking Meeling Main Purpose of Booking Meeling Table Total Phone Number 324324234 11: Room Booking Policy		

1

2

3

Editing the Entire Series

If you select to edit the entire series the full **booking form** re-opens in your calendar view with the booking details for the series pre-populated.

ooking title Cancel occuri	ence instance	e test	
ference: 112020111138-08112020	12311F1898		
atus ccepted			
🛗 SINGL	.E	Q	RECURRING
Update occurrence pa	ittern		
art date			24/11/2020
art time			12 00
id time			13 00
equency			Weekly 🔻
rery			1
			week on
Mon	Tue	Wed	Thu
Fri	Sat	Sun	
epeat until			Nr. occurrences 🔻
currences			2
	Friday effective 27-11	2020 until 04-12	2020 from 12:00 to

If you select the **Update occurrence pattern** tick box, the **booking form** changes to show the details relating to frequency and repeat occurrences.

If you are making changes to the number of attendees, please check the room capacity before doing so. The system does not prevent you from exceeding capacity in this window.

You will not be able to edit the room using this function. If you need an alternative room, you will need to cancel the original booking and make a new one.

You can turn a recurring booking into a single booking in **edit** mode simply by selecting the **Single** tab This works both ways—you can turn a single booking into a recurring one in **edit** mode.

Click **Update** to make the changes to the booking. You will return to the **My Bookings** calendar view with the revised booking details superimposed showing details of each occurrence. You will receive an email notification. Within the revised booking details, you can select the **Revision** button to view the previous status of the booking.

How to Cancel Your Booking

If you choose to cancel your booking, please make sure that you cancel it through Resource Booker. This will free up the available resource, allowing others to use the space.

Single Booking

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

This opens the **Booking Confirmation** window. Select **Cancel Booking.** 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.

CANCEL OCCURRENCE INS	STANCE TEST	CLOSE
 This booking is accepted 		
Friday December 4th 12:00 - 13:00 (2) Occurs every week on Friday effec	tive 27-11-2020 until 04-12-2020 from 1	2:00 to 13:00
Occurrences (2)		
27/11/2020 12:00-13:00 04/12/2020 12:00-13:00		
Resources		
พื่ Meeting Room - OBS LG06a		
Booked by: Revised by: Reference: Number of Attendees Main Purpose of Booking Contact Phone Number I agree to abide by the University's Casual Room Booking Policy	Amanda (amanda.mabon@staff- Amanda (amanda.mabon@staff- 08112020111138-0811202023111 3 Meeting 324324234 <u>Room Booking Policy</u> Yes	test.otago.ac.nz)
HISTORY	▼ EDIT ▼	CANCEL -
CONFIRM CANCELLATION		
Are you sure you want to cancel this single o	ccurrence?	
	NO YES	

If you select **No** you will return to the previous screen. If you select **Yes** you are taken back to the **My Bookings** calendar view, with the green banner at the top of the screen confirming the decision. The booking will then be removed from your calendar of bookings and you will receive an email confirming the cancellation. The booking will no longer be visible in the **My Bookings** screen.

Following the same process as for a single booking, you will be given the option of cancelling an **occurrence**, or the **entire series**. The **confirm cancellation** pop up will appear for you to select **No** or **Yes**.

DAY SE		30 NOV - 6 DEC 2020 🔻	
1 30 Nov	CANCEL OCCURRENCE IN	STANCE TEST CLOSE	Fri 4 Dec
	This booking is accepted		
	Friday December 4th 12:00 - 13:00 《 Occurs every week on Friday effect	ctive 27-11-2020 until 04-12-2020 from 12:00 to 13:00	
	Occurrences (2)		
	27/11/2020 12:00-13:00 04/12/2020 12:00-13:00		
	Resources		
	ທ່ີ Meeting Room - OBS LG06a		
	Booked by: Revised by: Reference: Number of Attendees Main Purpose of Booking Contact Phone Number	Amanda (amanda.mabon@staff-test.otago.ac.nz) Amanda (amanda.mabon@staff-test.otago.ac.nz) 08112020111138-081120202311F1898 3 Meeting 324324234 Room Booking Policy	
11: Re	I agree to abide by the University's Casual Room Booking Policy	Yes	
	HISTORY REVISION	▼ EDIT ▼ CANCEL ▼	0 - 13:00 cel occurrence instance
		THIS OCCURRENCE ① THE ENTIRE SERIES ②	

If you select **No** you will return to the previous screen. If you select **Yes** you are taken back to the **My Bookings** calendar view, with the green banner at the top of the screen confirming the deletion.

The booking will no longer appear in the **My Bookings** screen.