

## Resource Booker – A quick user sheet to request a room across the University of Otago

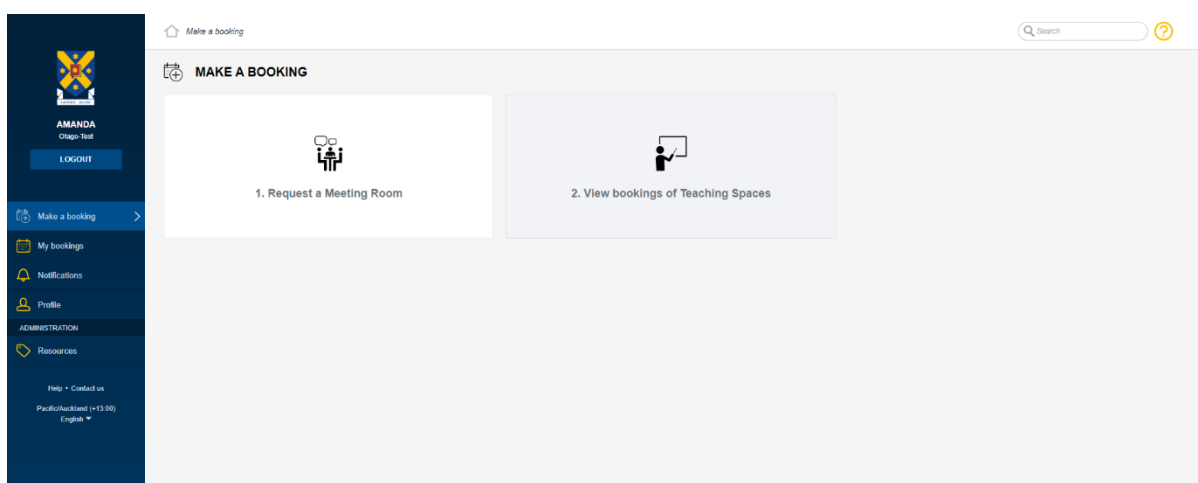
### Log in to Resource Booker

Go to <https://resourcebooker.otago.ac.nz> use your University of Otago username and password after clicking Log in.



### Make a Booking

The Resource Booker dashboard 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.



On the Make a Booking page, there 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 teaching space is for casual booking of rooms/lecture theatres managed by Timetables.

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

1. REQUEST A MEETING ROOM

When booking a room outside your department, please contact the relevant CS Administrator to check on any specific access requirements such as collecting a door key.

Search a resource

- Meeting rooms in the Commerce Division
- Meeting rooms in the Health Sciences Division
- Meeting rooms in the Humanities Division
- Meeting rooms in the Sciences Division
- Meeting rooms in the Services Division

Bielschowsky Room

Hercus G05

Hercus G16

Hercus G18

ITS Divisional Meeting Room

Lawrence Wright Room

OBS Boardroom (2.19/2.20)

OBS Dean's Office Meeting Room

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

Span multiple days

November, 2020

Mo	Tu	We	Th	Fr	Sa	Su
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	1	2	3	4	5	6

Set a specific time

From: -- : --

To: -- : --

Duration Select

CAMPUS LOCATION

For Dunedin campus, "East" includes the College of Education and Stadium while "South" includes Health Sciences and Surveying.

Dunedin Campus - Central

Dunedin Campus - East

Click on the information icon for further information about the room.

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.

The booking form will open and be pre-populated with the date and time information.

1. REQUEST A MEETING ROOM

OBS BOARDROOM (2.19/2.20)

Booking title

SINGLE RECURRING

From 12/11/2020 10 : 00

To 12/11/2020 11 : 00

Book on behalf of someone?

Attendees\*

Booker code (if known)

Contact Name\*

Email Address\*

Telephone Number\*

BOOK

MONTH WEEK DAY

Mon 9 Nov

0:00 - 7:45 Unavailable

0:00 - 8:00 Unavailable

9:00 - 10:00 Test (Nick)

10:00 - 11:00 Ex

Fri 13 Nov

0:00 - 7:45 available

0:00 - 8:00 Unavailable

Sat 14 Nov

0:00 - 12:59 Unavailable

0:00 - 7:45 Unavailable

Sun 15 Nov

0:00 - 12:59 Unavailable

0:00 - 7:45 Unavailable

13:00 - 23:59 Unavailable

13:00 - 23:59 Unavailable

SHOW AVAILABILITY

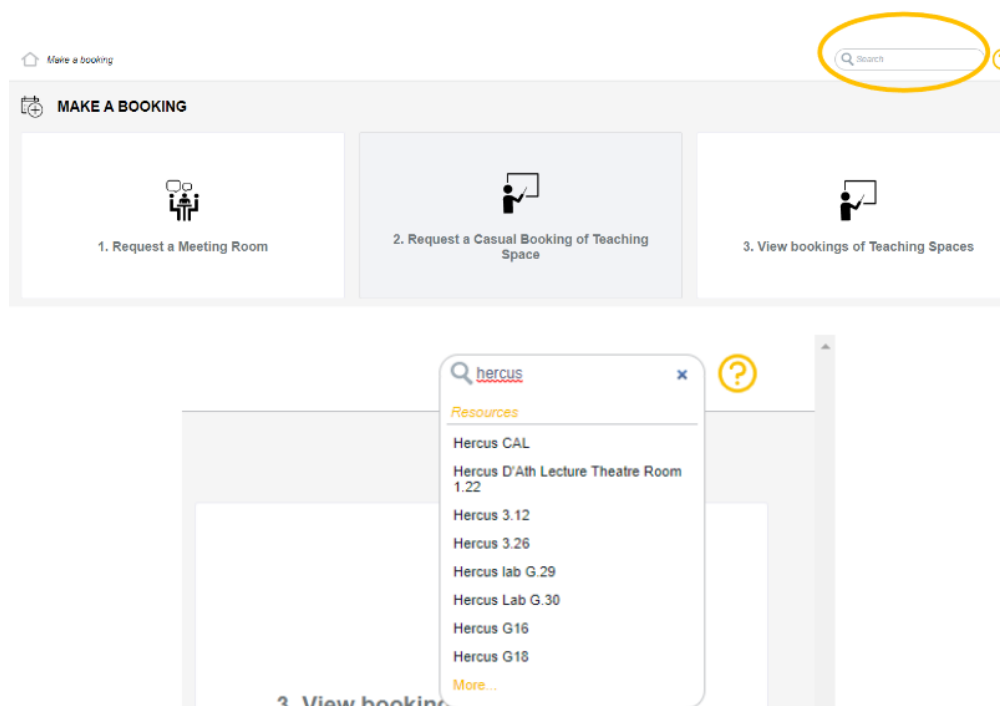
ABOUT: OBS BOARDROOM (2....)

TODAY KEY

You can select recurring bookings using the recurring tab. Single booking is the default.

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For a specific search enter the room name into the Search box.



Once you have completed the booking form, click the Book button. You will see a message indicating that the booking has been accepted or pending. You will receive an email notification of your booking request, and an on-screen confirmation will appear.

For further information, i.e. how to edit, cancel, make a recurring booking or to read the full room booking user guide, watch how to book a room and read FAQs [click here](#)

Any issues please contact your administration support or contact AskOtago.