TOPIC: Web Room Bookings (WRB)

The purpose of this document is to provide a user guide on how to:

1. Logon to WRB
2. Place a web booking
3. View and cancel web bookings

Version 4.0
1. LOGON to WRB

- Go [http://www.uq.edu.au/teachingspace/wrb](http://www.uq.edu.au/teachingspace/wrb) and click on ‘Access Room Bookings (relevant year)’
- Enter in your UQ login details
  (note - if you have access to Splus, click on the Web Room Booking icon).

**NOTE:**
- For issues with username and password – please contact ITS and request to check or reset UQ (LDAP) details.
- Please access WRB via Internet Explorer (IE) version 8 and above ONLY
- To access WRB you must be on the university network (if accessing off campus, please use VPN)
- If using IE please ensure display mixed content option been ticked via Tools>Internet Option>Security Tab>Local Internet Zone>Custom levels
2. Placing a Web Booking

1 Location – in each of the fields, using the drop-down menu select what type of room is required.

**NOTE:** In the Location Department field;
- CENTRAL = Central Teaching Space
- UQUNI = meeting rooms in J.D.Story and Brain Wilson Chancellery building, St Lucia campus

To find out the size and attributes for Central rooms – please go to [http://www.uq.edu.au/teachingspace](http://www.uq.edu.au/teachingspace) and perform a ‘Location Search’

TIP! Click on ‘View filtered rooms’ to bring up a list of rooms that matches the selected criteria:

- If there are particular room(s) required, use the tickbox to select, otherwise leave all unchecked.

TROUBLE SHOOTING! If no locations display, there are no locations that meets the room size and attributes selected.

**NOTE:** For users with other departmental access – to request for CENTRAL or UQUNI rooms, ensure to tick the ‘Include provisional location’ tickbox

2 Date – in the calendar click on the date required
TIP! Click on ‘Select multiple days/weeks’ to select multiple days and/or weeks.

3 Time – select the preferred start time and duration required. Then click on Next.

4 Room available – from the list of rooms available, use the tickbox to select the room(s) required – then click on Next.

TIP! Click on ‘Earlier Start Later Start’ to bring up room(s) available earlier or later than the selected preferred start time; Earlier Day Later Day – to bring up room(s) available the day earlier or later than the selected date; Show More Options – to bring up a list of room(s) available from the preferred start time and duration on the day selected.

TROUBLE SHOOTING! If the message below appears – there are no rooms available on the date and time requested. To check location availability, go to http://www.uq.edu.au/teachingspace/wrb and perform a ‘Check Location Availability’ search.

No Options Found
The single location that matched your requirements was not available. Try relaxing your location or date criteria.

Or check for other times
5 Confirm booking request – the system will auto fill your contact information and details of the room booking request. Check the default information is correct than enter in Booking Description, select Department (and added in cc email address if required) – than click on Confirm Reservation.

A Booking request screen (as below) will display – with your unique WRB reference.

NOTE: An email will be sent to acknowledge the room booking request has been received by Teaching Space Management (TSM).

At this point, the room booking request submitted has not been confirmed (provisional) – a follow up email will be sent to confirm if the request has been actioned on Syllabus Plus.
3. View and Cancel Web Bookings

1 Access – to get to your ‘My Booking’ page – logon to Web Room Booking or while still in WRB go to the bottom of the web page and click on the ‘my booking’ link

2 Viewing existing WRB - for what’s been requested (still provisional), confirmed, or cancelled

3 Cancelling – to cancel ‘Provisional’ or ‘Confirmed WRB, click on ‘Cancel’ and ‘OK’

NOTE: You can only cancel booking(s) – not amend them. To amend an existing booking, please cancel the booking and make a new booking.

You cannot confirm provisional bookings or cancel bookings that have lapsed.