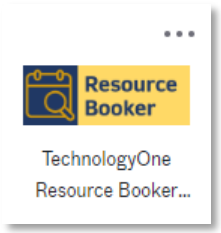
Resource Booker: Book a workstation

Flinders University

Resource Booker is the system in which you can book teaching spaces, meeting rooms across all the Flinders University campuses along with quiet rooms and Workstations at the City Campus.

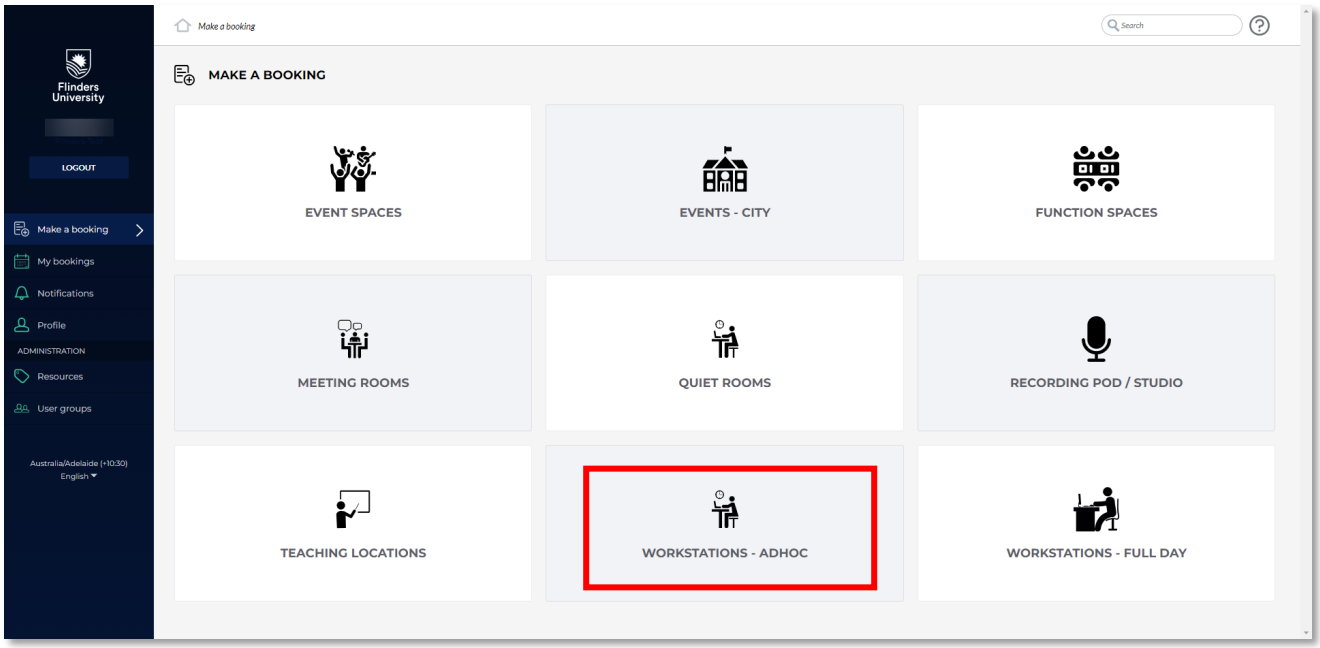
To open Resource Booker, Go to your Okta Dashboard and select *Resource Booker*



1. Booking a resource

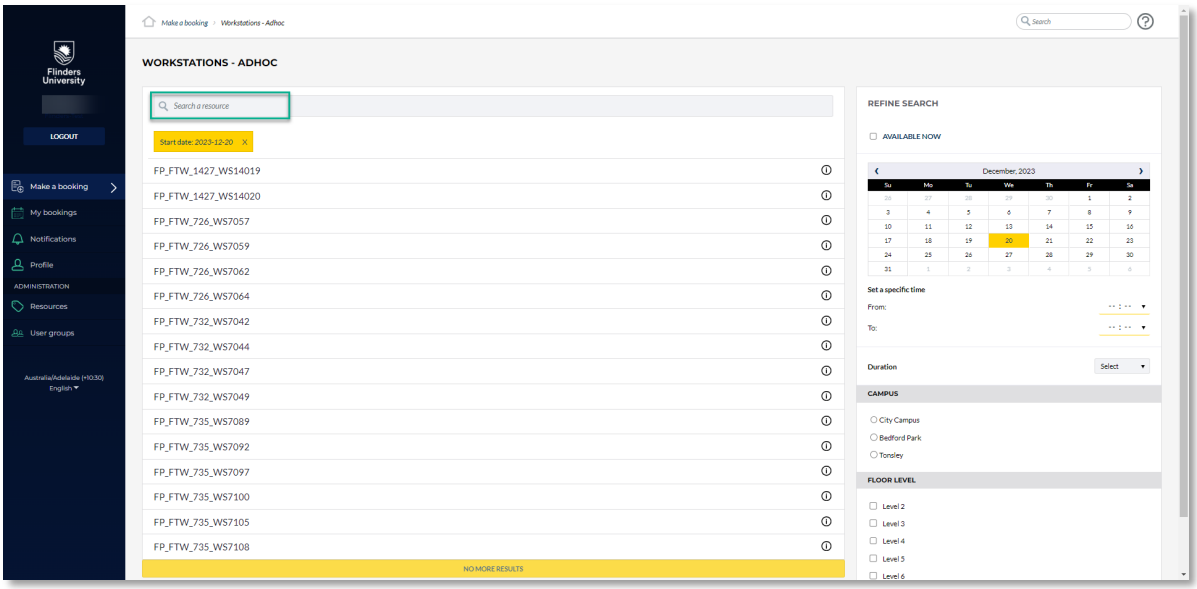
1.1 From the Resource Booker dashboard, select either ***Workstations – Adhoc*** or ***Workstations – Full Day***. This example will show Workstations - Adhoc.

Note: Adhoc bookings can be made up to 4 hours, Full day bookings can be made from 5 hours to all day.

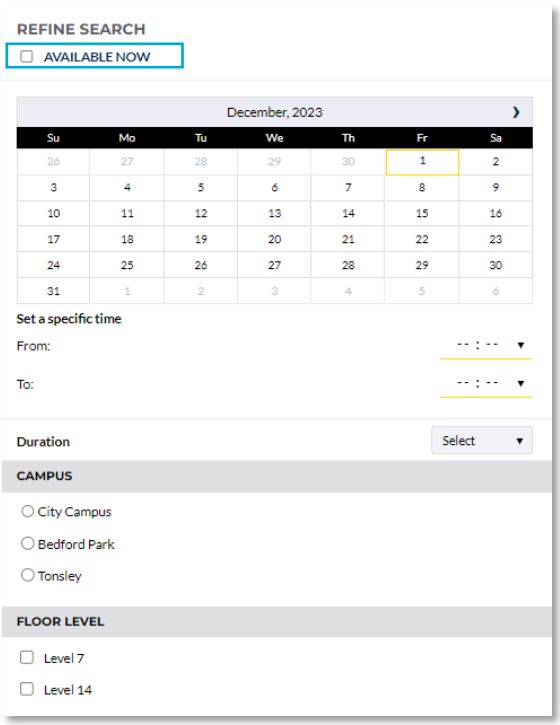


Resource Booker: Book a workstation

1.2 The booking screen will appear. In this example it will show Workstations – Adhoc.



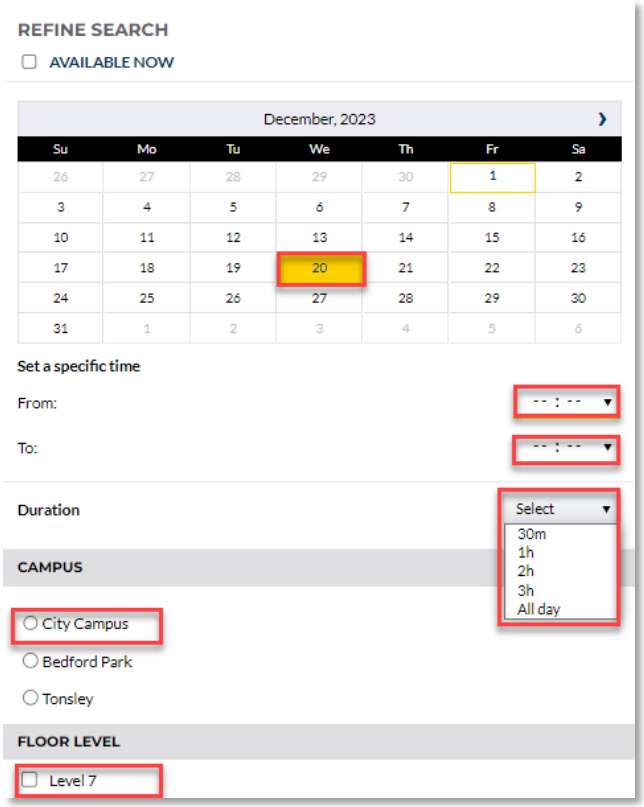
1.3 There are a few different ways to book a workstation. If you are looking for a space without a desk in mind, use the ***Refine Search*** option on the right-hand side.



Note: If you know the name of the space, enter it in the Search a resource field. See green box in step 1.2.

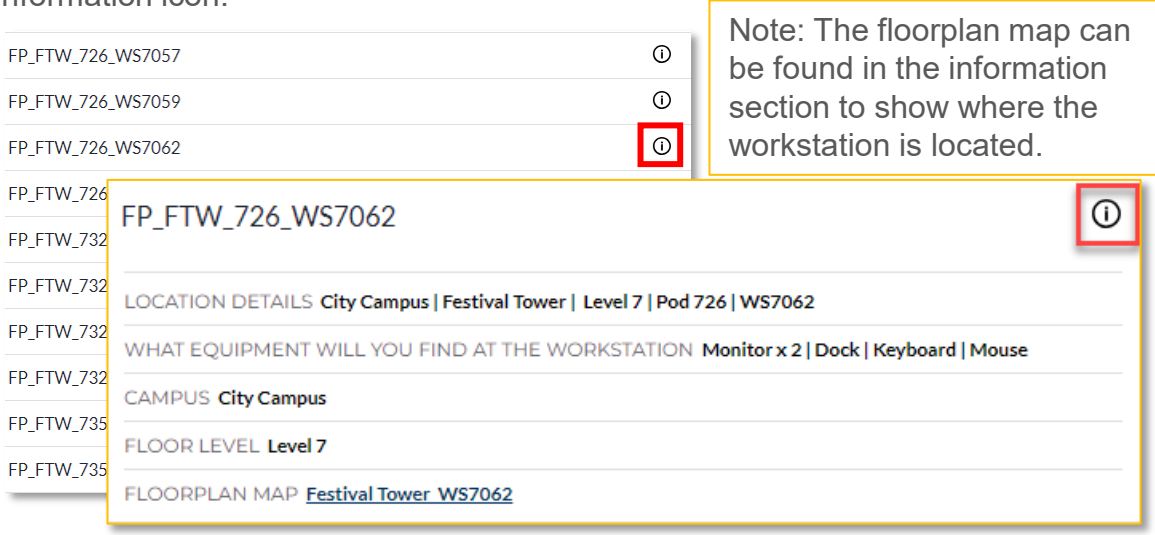
Note: If you are looking for what room/s are available now, tick the *Available Now* box in the Refine Search area. See blue box on image in step 1.3.

1.4 Enter the date you wish to book; then set a specific time you wish the booking to be from and to. Select the Duration from the drop-down list (noting Workstations – adhoc the Full Day option will error).



Note: The Duration option will disappear upon selection of specific time to and from.

1.5 A list of bookable workstations will be shown. Select a suitable option by selecting the line. Noting information about the workstation can be found by clicking on the information icon.



Note: The floorplan map can be found in the information section to show where the workstation is located.

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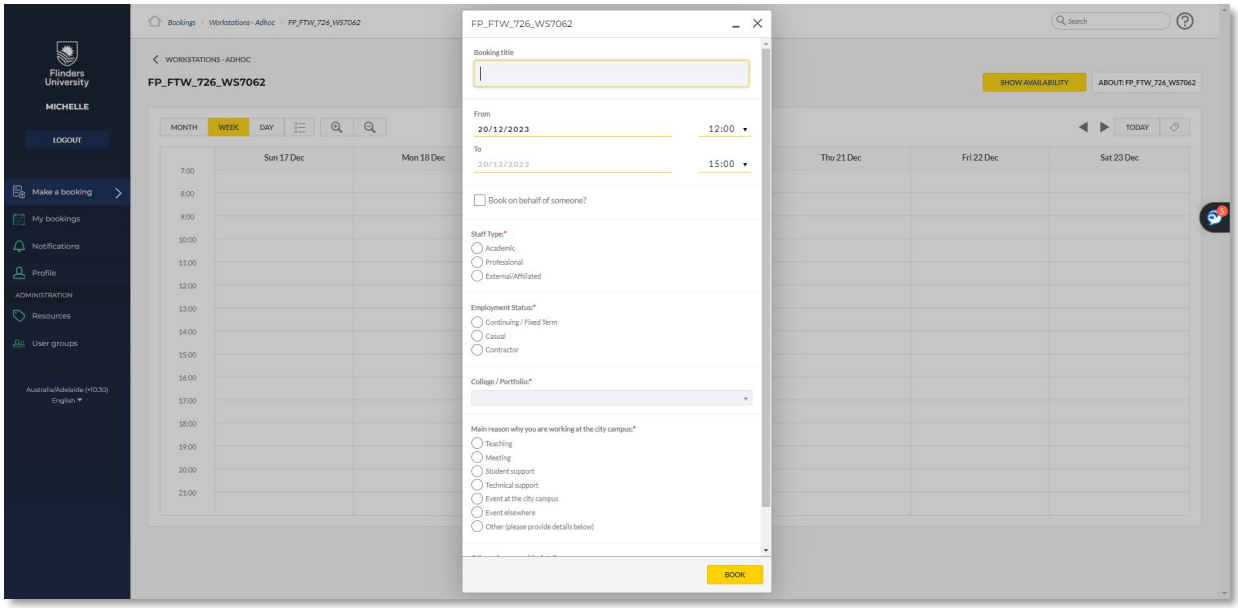
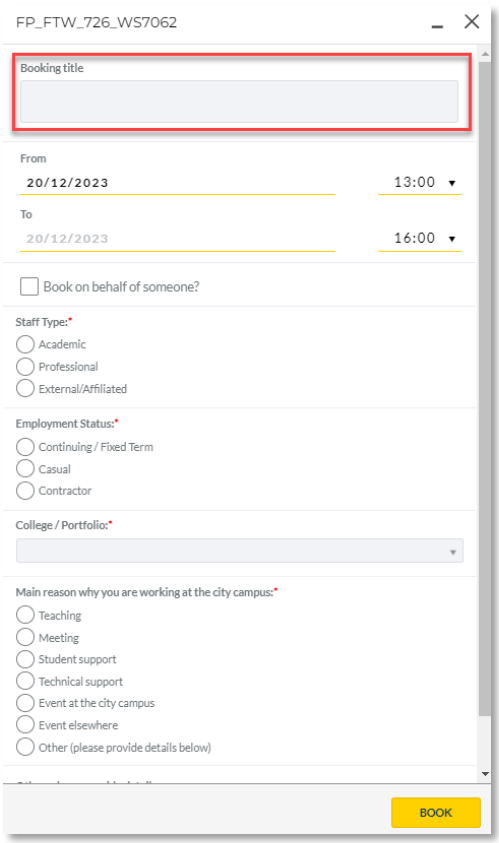
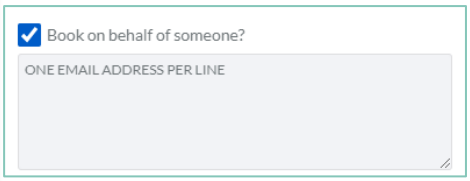
1.6 Once you select a suitable workstation, a pop-up window will appear with the calendar of the workstation in the background.



1.7 Complete the pop-up form. Ensure the items marked with a * are completed as these are mandatory. Note the ***Booking title*** could be your Name or if booking on behalf of someone, their name. Then click ***Book***.

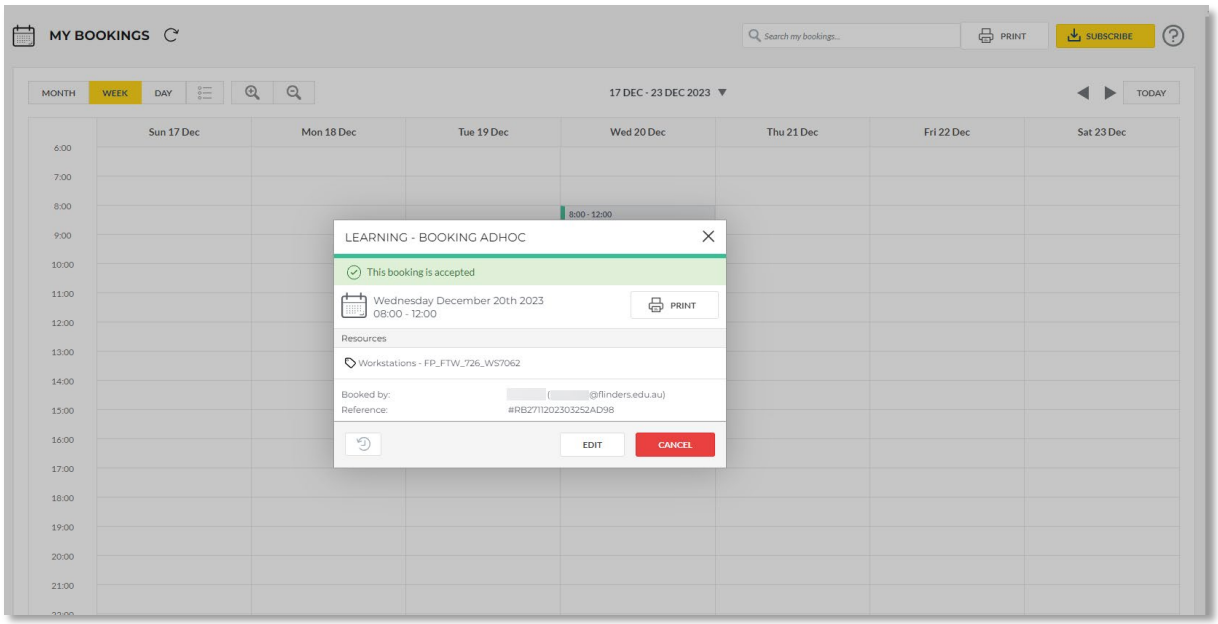


Note: Ensure you enter the form details for the person you are booking the workstation for if you are booking on behalf of someone.



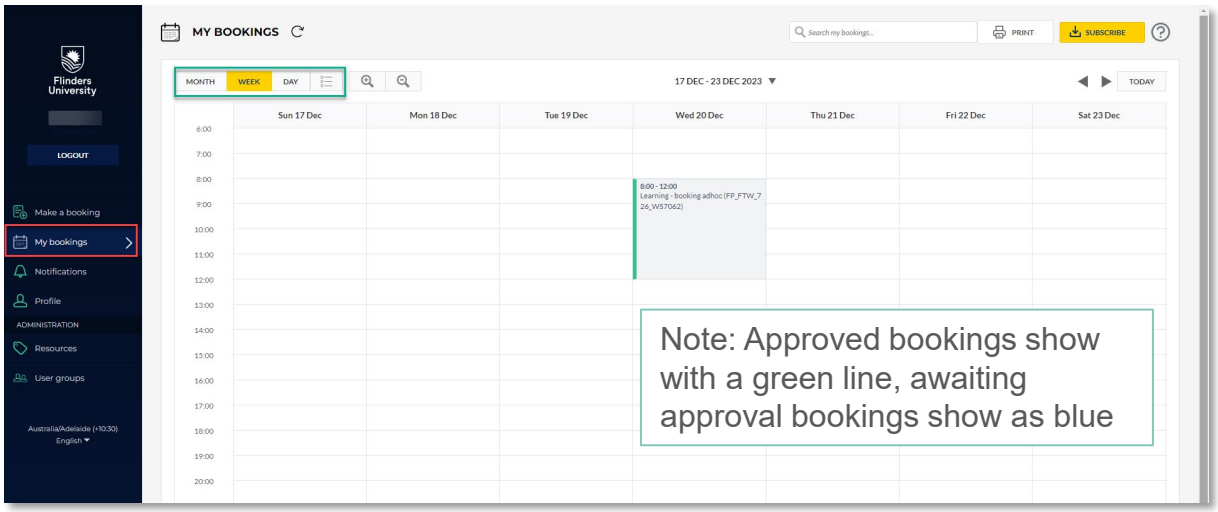
Note: Error messages will occur if you are trying to book for longer than 4 hours, too far into the future or if you have missed typing in the title of the booking.

1.8 The booking accepted screen will appear if successful and an email will be sent to your inbox.



At any time if you need to make a change to your booking, open the booking, select the ***Edit*** button. Or, if you wish to remove your booking select the ***Cancel*** button.

1.9 Your bookings will appear under the ***My Bookings*** tab on the left-hand side of the screen. Note you can view this in ***Month, Week, Day*** or ***List*** by selecting the relevant option.

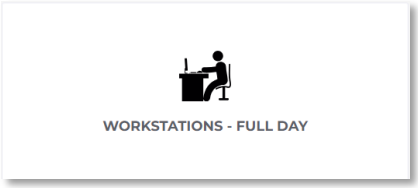


2. Booking a workstation – recurring booking

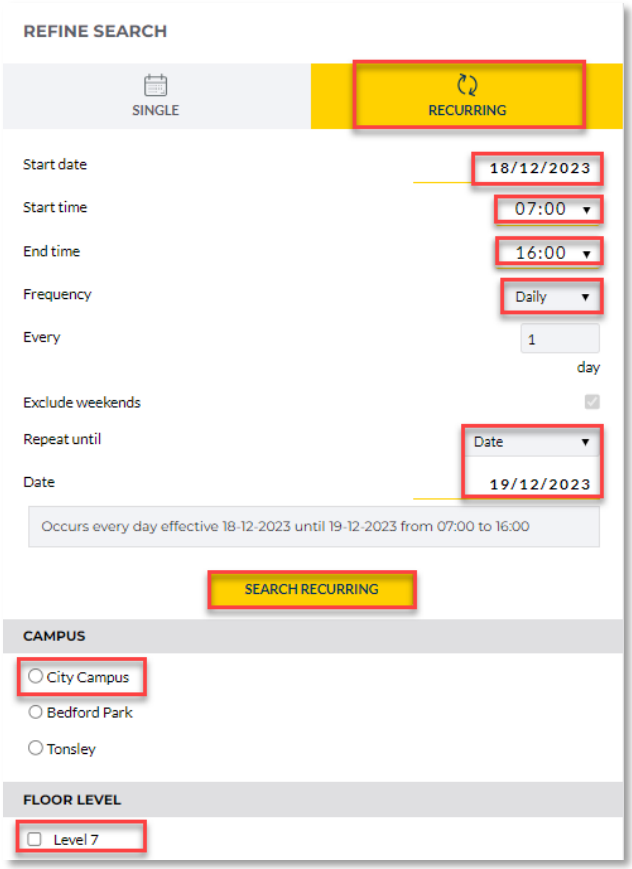
Recurring bookings can be made in Resource Booker depending upon the options selected. For example, Workstations – Adhoc is unable to have recurring bookings however, Workstations – Full day can.

This example shows recurring bookings for a Workstation – Full day option.

2.1 Selection Workstation – Full day from the dashboard

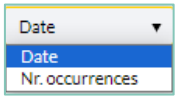


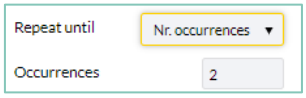
2.2 Under ***Refine Search*** select ***Recurring.***



Enter in the following:

Start Date
Start Time
End Time
Frequency
Every (number of times)
Repeat until



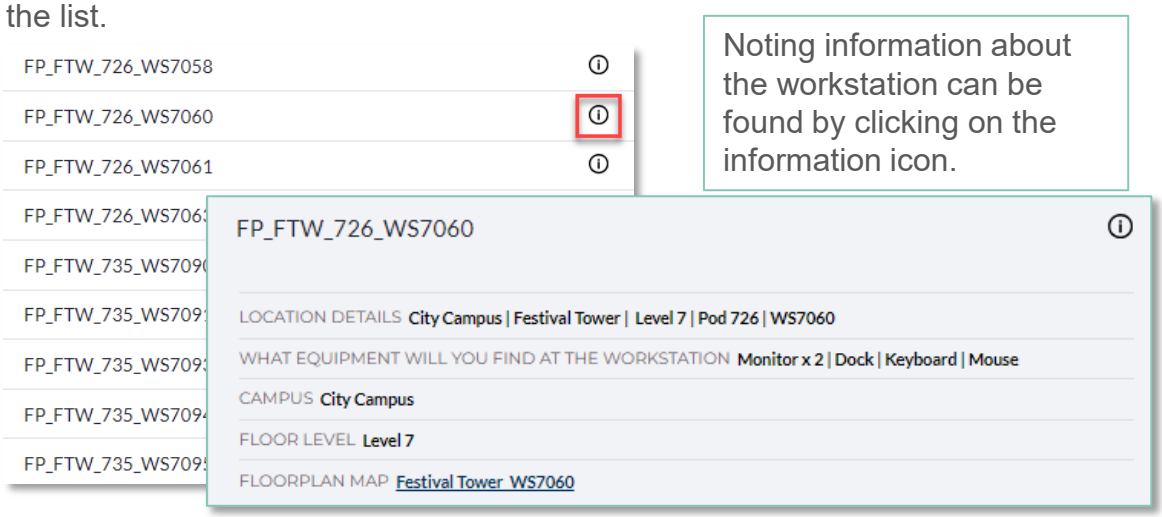


Date (repeat until date if date selected - *recommended*) or, ***Number of occurrences*** (if Nr.occurrences selected).

Then Select ***Search Recurring***.

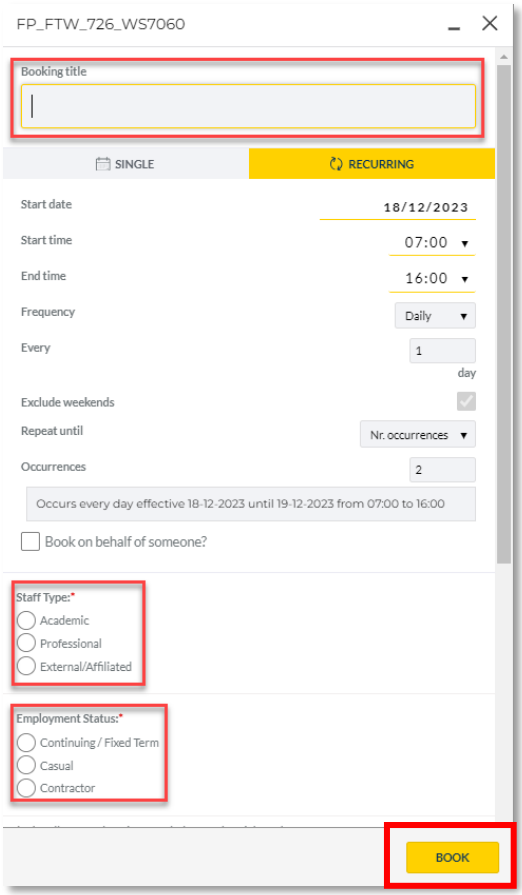
Note you may find it easier to search if you select the Campus and Floor Level as well.

2.3 A list of available workstations for your selection will appear, if any are available. Note, there may be a need to remove days and/or choose different workstations to suit as spaces are filled. Selecting individual days/weeks via the calendar or single selection option may be required. If available, select the suitable workstation from the list.



Noting information about the workstation can be found by clicking on the information icon.

2.4 Fill in the form that appears in the pop-up window.

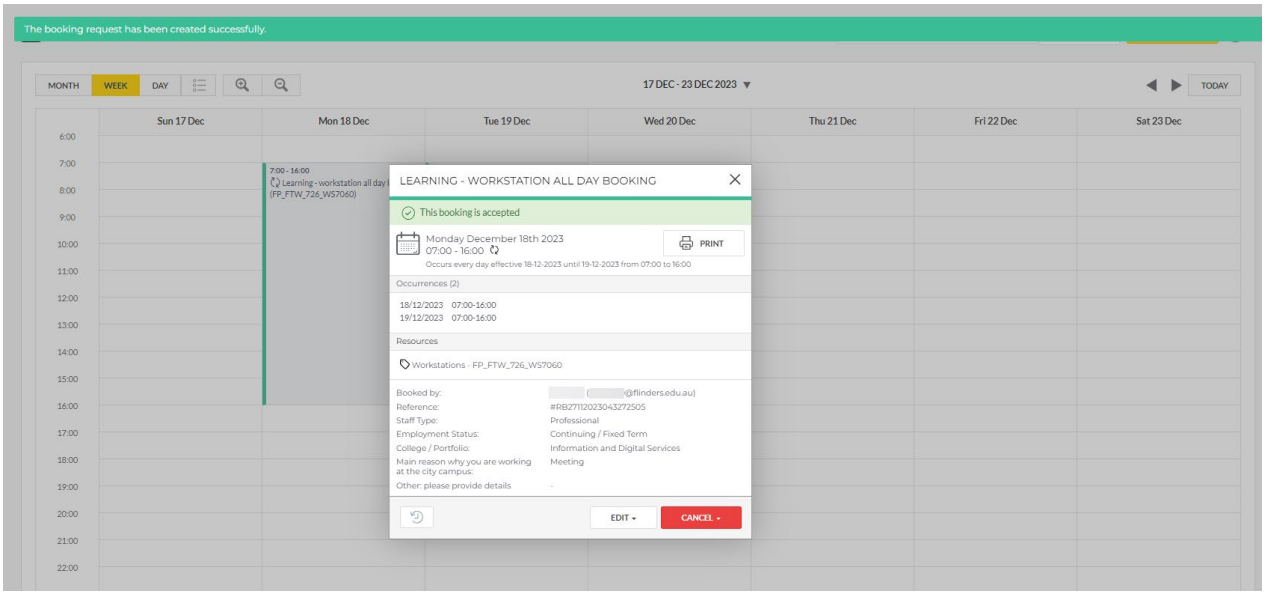
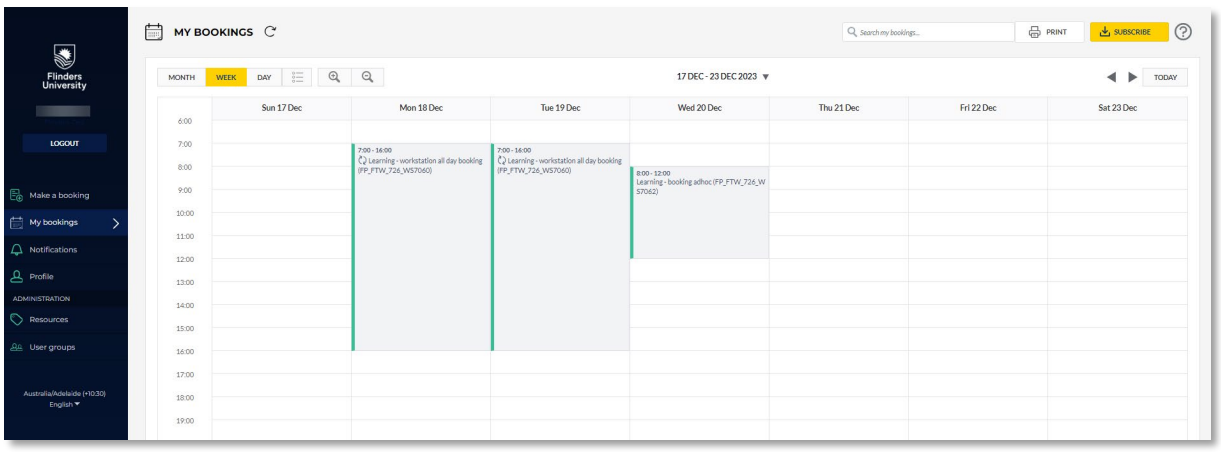


Enter in the following:

Booking Title (Your name)
Staff type
Employment status
College/Portfolio
Main reason why you are working at the City Campus,
and ***Any other details***

Then select ***Book***.

2.5 A booking successful screen will appear showing you the full details of your booking, including all occurrences.



2.6 As with all other booking processes, your bookings will appear under the ***My Bookings*** tab on the left-hand side of the screen. Note you can view this in ***Month, Week, Day*** or ***List*** by selecting the relevant option.