Web Room Booking System User Guide
Job Aid For Griffith University Staff

Contents

Accessing the Web Room Booking System

This service is for Griffith staff only. If you are experiencing a functional or technical problem with the Web Room Booking System, please contact the EIS Assist Helpline on extension 55544.

Step 1: Navigate to the Room Bookings webpage: https://www.griffith.edu.au/room-bookings

Step 2: Click on '[Year] Room booking system' button to take you through to the Web Room Bookings System.

ROOM BOOKINGS

Book a space for your meeting or function

At Griffith, we have a number of spaces across each of our campuses that are available for a variety of purposes. Staff can book rooms using our web room booking system. Members of the general public are also welcome to hire out our spaces. See below for details.

Staff bookings

Staff members who wish to book a room at any Griffith campus, except Queensland Conservatorium at South Bank, can do so via our online room booking system.

[2021 Room booking system >]

FAQs >

Room schedule report (log-in required) >

Venue hire

Hire one of our unique, contemporary and flexible spaces for your conference, seminar or special occasion. We also have a range of sporting facilities available to hire.

Find out more >

Student bookings

If you'd like to book a room related to your studies, contact your course convenor or school to book the room on your behalf. If a booking is required for private use, venue hire charges will apply.

Student Club bookings

If the booking is for a student club, call 07 5552 8724 for the Gold Coast campus or 07 3735 3931 for all other campuses.

Making a Booking

The Web Room Booking System uses Single Sign-on to authenticate Griffith staff. When you enter the system you will be taken straight to the search screen.

There are three sections to be completed on this screen: Room, Date and Time.

Section 1: Room

In this section, set the parameters for the type of room that you require i.e.:

- **Minimum Room Capacity** – refers to the number of people you need the room to accommodate
- **Campus** – refers to the campus that you would like the room to be on
- **Room Requirements** – refers to the type of room, equipment and furniture required as well as to the building that you would like the room to be in (For multiple requirements, hold down the CTRL key while selecting with left click on your mouse.)

Once you set your search parameters, you can either choose to check the availability for all rooms or you can click on View filtered rooms to get a list of rooms that match your search criteria.

Viewing Filtered Rooms

When using the View Filtered Room option, use the scroll bar on the right hand side to see all rooms in the list.

In this screen, you can select your preferred room by placing a tick against that room and then proceed the other two sections to check if that particular room is available for the required date/s and for the required time.

Viewing Availability For All Rooms

• You can choose to check the availability for all rooms by clicking on the Hide filtered rooms button and continuing the search as below.

Booking Multiple Rooms

You can book up to five rooms in one booking request. The booking request must be for the same time and date but can be at different locations. If you are booking multiple rooms on different campuses then you will need to leave the 'Campus' field blank.

For further information on booking multiple rooms please see Section 4 below.

Section 2: Date

In the Date section, choose the date you would like to book the room. If you wish to book a different month use the forward arrow (>) or use the drop down list to select the month.

Selecting Multiple Days/Weeks

You can also select multiple dates by clicking on Select multiple days/weeks. If you select this option, the box below will appear.

Place a tick against the day/s you require and click on the required week. To select multiple weeks hold down the CTRL key while making your selection with left click on the mouse.

Please note that activities must run at the same time each day/week for this function to work.

Section 3: Time

In the Time section, choose your Preferred Start time. You can then either choose the Duration of your booking or the Preferred End time. Preferred Start and End times are in the 24-hour clock, while Duration is in half hourly periods.

Please include any set up and clean up time required. In the example below, the activity will commence at 10:00am and run for 1 hour.
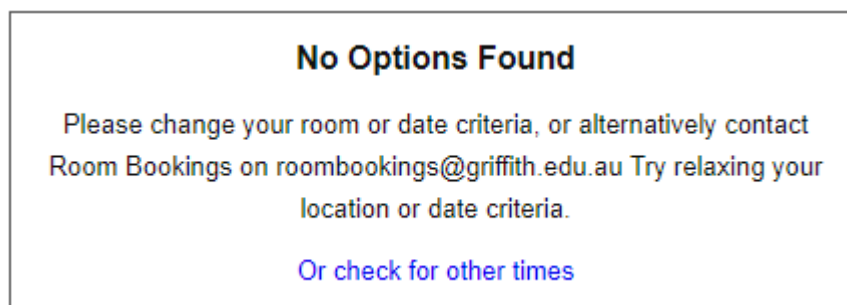

When you have completed all the fields, click on **Next** to find out what rooms are available. The following options could occur.

Section 4: Options

If there are no rooms that meet your specified requirements, you will receive the following message:

No Options Found

Please change your room or date criteria, or alternatively contact Room Bookings on roombookings@griffith.edu.au Try relaxing your location or date criteria.

Or check for other times

If your booking request is possible, a list of one or more available rooms will appear on the screen.

4 Select from the following options available on Monday (week(s): Monday, April 13, 2020)

*Please note, you can book up to 5 rooms in a single booking.

	Time		Name	Description	Size	AV Capabilities	Rules	By Approval
☑	10:00-11:00	🕐	N02_Cinema	Cinema, Lecture Theatre	187	Computer, Data Projector/Flatscreen Display, DVD Player, Laptop Interface, Lecture Capture, Remote Caption Service Capable, Visualiser/Document Camera, Whiteboard	Not available after 18:00	
☐	10:00-11:00	🕐	N22_Theatre1	Northern Theatres 1&2, Lecture Theatre	400	Computer, Data Projector/Flatscreen Display, DVD Player, Laptop Interface, Lecture Capture, Visualiser/Document Camera, Whiteboard		

Earlier Start Later Start   Show More Options

< Back   Next >

In this example, there are 2 rooms available that meet the search criteria. Room description, size, AV capabilities, rules and approval information are available for each room.

You can click on the room number for further information about the room including photograph.

To bring up a list of other available times for a particular room click on the clock 🕐.

At this stage you can either choose one of the listed rooms by selecting your preferred room/s and clicking on the Next > button to continue or select < Back to go to the previous screen to change the specifications of your request.

Booking Multiple Rooms

You can book up to five rooms in one booking request. They must be for the same date and time but can be at different locations. Put a tick in the box to select each room you would like to book.

If you try to book more than five rooms the following message will appear:

You have reached the maximum location booking limit.

OK

Click **OK** and select five rooms only and click **Next >** button to confirm your booking details. You will see a list of rooms selected in the Rooms box and can scroll down to see the full list.

5 Confirm your booking details	
Room	N63_0.01 N16_0.08 N16_0.10
Date	Thursday, 4/16/2020
Start	10:00
End	11:00
* Staff Id	s2986781
* First Name	Francis
* Last Name	Walton
* Extension Number	53882
* Department	EXT
* Email	f.walton@griffith.edu.au
* Booking Type	------
* Booking Purpose	------
*Activity Description	
* Number of Participants	10

< Back   Submit

Confirming Your Booking Request

Once you have selected the appropriate room(s) you must enter some further details about your booking before submitting your booking request. All fields marked with an * are compulsory and must be completed however many of these fields are now prepopulated.

- The number of participants can be updated at this point but cannot exceed the room capacity.
- You must select the Booking Type as either General or Videoconference
- Select a Booking Purpose using the drop down list of options
- The Activity Description is what the booking is for eg. Staff Meeting.
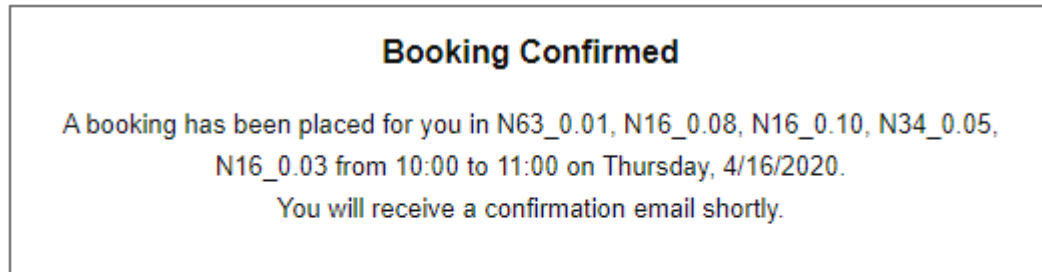
5 Confirm your booking details	
Room	N63_0.01 N16_0.08 N16_0.10
Date	Thursday, 4/16/2020
Start	10:00
End	11:00
* Staff Id	s2986781
* First Name	Francis
* Last Name	Walton
* Extension Number	undefined
* Department	EXT
* Email	f.walton@griffith.edu.au
* Booking Type	General Booking
* Booking Purpose	Other Activity
*Activity Description	Job Aid Imagary
* Number of Participants	10

< Back   Submit

Once you are satisfied with all the details of your booking request, click on the Submit button to finalise the booking request. A summary of your booking request will be displayed and a confirmation email will be sent to your Griffith email address once the booking is confirmed.
*** This is confirmation of the physical room booking only and does not create a meeting entry in the Microsoft 365 calendar (see MS Teams bookings).*

Booking Confirmed

A booking has been placed for you in N63_0.01, N16_0.08, N16_0.10, N34_0.05, N16_0.03 from 10:00 to 11:00 on Thursday, 4/16/2020.
You will receive a confirmation email shortly.

Book Another

book a room   my bookings

Room Bookings staff check all web room booking requests for teaching rooms and any bookings requiring further approval will be checked with the relevant contact. School/Department owned rooms reserve the right to decline bookings that do not meet the Griffith room bookings guidelines.

Where to Next?

From the current screen, you can now choose to go to 'Book Another', 'book a room' or 'my bookings'.

Book Another

book a room   my bookings
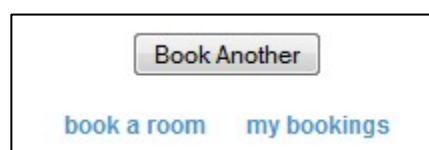
The **Book Another** option is useful for when you want to book another similar room for the same date and time, as the system remembers your original search criteria and brings you back to the list of available rooms. The original list of available rooms will re-appear but without the room that you have just booked.

The **Book a Room** option will take you back to the front page of the Web Room Booking System without remembering your original search criteria.

In **My Bookings**, you can see a summary of your bookings.

My Bookings

If you wish to view cancelled bookings as well, click on **Include cancelled bookings**

Web room booking

	Date	Start	End	Room	Email	Size	Purpose	Status	
	Thursday, 4/16/2020	10:00	11:00	N16_0.03, N34_0.05, N16_0.10, N16_0.08, N63_0.01	f.walton@griffith.edu.au	10	GEN - Job Aid Imagary	Confirmed	Cancel

Summary of your bookings: ☑ Include cancelled bookings?

Bookings in the past cannot be cancelled

Cancelling a booking

To cancel a booking, click on the **Cancel** button.

Web room booking

	Date	Start	End	Room	Email	Size	Purpose	Status	
	Thursday, 4/16/2020	10:00	11:00	N16_0.03, N34_0.05, N16_0.10, N16_0.08, N63_0.01	f.walton@griffith.edu.au	10	GEN - Job Aid Imagary	Confirmed	Cancel

Summary of your bookings: ☑ Include cancelled bookings?

Bookings in the past cannot be cancelled

The following dialogue box will appear on the screen:

Are you sure you want to cancel this booking?

OK   Cancel

Click on **OK**. This will cancel your booking and prompt an email to be generated and sent to your Griffith email address confirming that you have cancelled your booking.

Please note that bookings in the past cannot be cancelled.

To modify an existing booking that has been made via the WRBS please contact the Exams and Timetabling team on roombookings@griffith.edu.au or on x80544.

For videoconference bookings via MS Teams, remember to also cancel the Outlook calendar entry for the room/s no longer required.

Booking a Meeting Room for an MS Teams Videoconference

There are numerous video conference rooms across each of our campuses where staff can host a Microsoft Teams meeting. These spaces are managed by *Griffith Room Bookings* using the *Web Room Booking System*.

NOTE: Rooms not listed in the Web Room Booking System are owned and managed directly by schools/departments. For access to book these rooms, you will need to contact the Administrative / Business / Executive Support Officer for the relevant area.

There are 2 steps to book a Microsoft Teams meeting in a common use meeting room:

1. Book the physical room via *Web Room Booking System*.
2. Set up the Teams meeting via *Microsoft 365 calendar*.

Step 1: Book the physical room

From the Web Room Booking System search page, use the Rooms Type filter to select *EQP – Videoconference MS Teams*.

At this step you can choose to *View filtered rooms* to see all rooms that are MS Teams videoconference enabled. Or, complete remaining booking information including minimum room capacity, campus room, date and time information and click **Next** to view only rooms available at your proposed date/time.

Select the room(s) you want to book from the available options.
Check the AV Capabilities to confirm MS Teams is available in the room.
Click **Next** to complete booking.

Confirm booking information including staff ID, name and contact information.
Select **Video Conferencing Collaboration** from Booking Type dropdown.
Complete booking purpose, activities and participants.
Click **Submit** to complete booking.
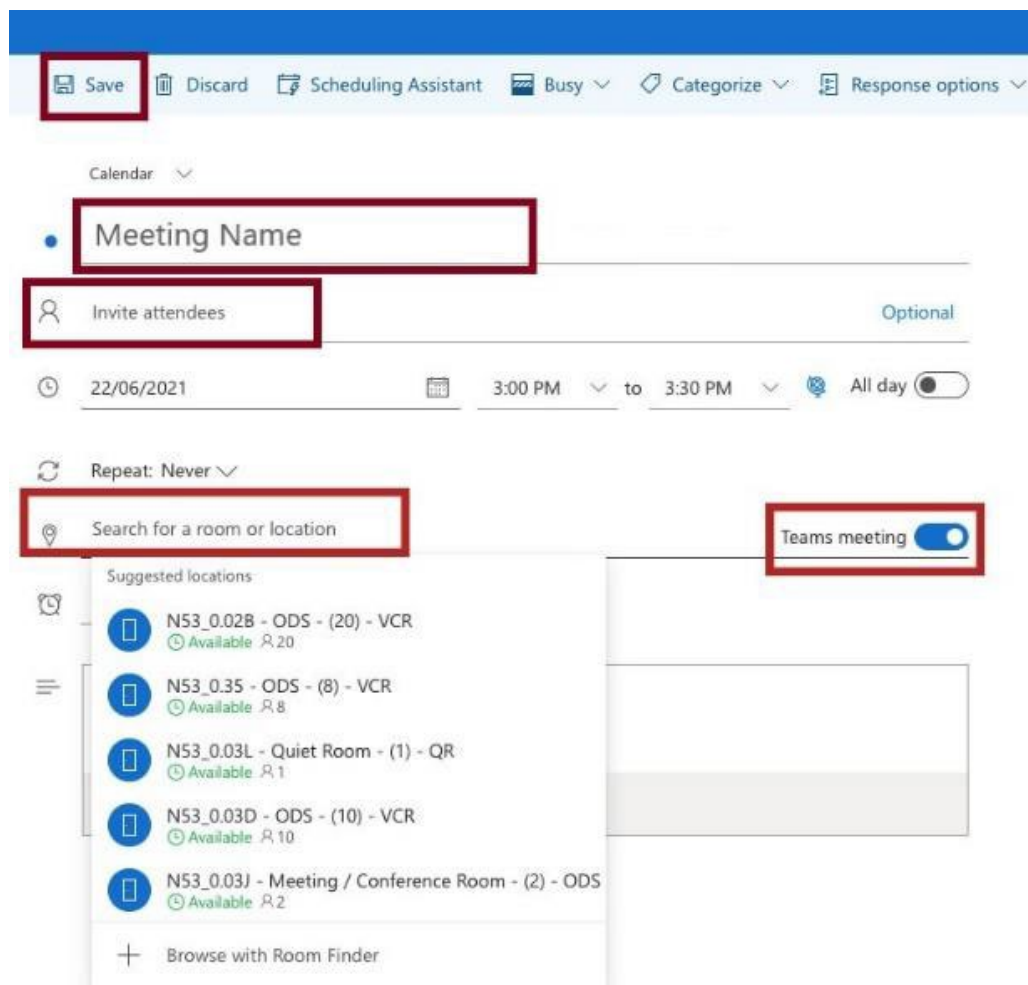
You will receive an email confirmation of successful booking.

Step 2: Set Up Teams Meeting

Open your Outlook calendar and create a new meeting for the same time as your room booking as follows:

1. Add Meeting name and invite attendees.
2. Click Add online meeting (Teams Meeting).
3. Add the room booked via Room Bookings as the location.
4. Click Save.

You will receive an email notification from the location accepting or declining your meeting invitation. An accepted invitation means a 'Join' button will show on the video conference room touch panel at the time of your meeting.

If the meeting is declined, check the message for more information.
For booking permission issues contact the IT Service Centre on x55555.
For room unavailability, contact the Timetabling & Room Bookings Helpline on x80544.

For more information on Microsoft Teams meetings, go to the Griffith Productivity Hub.