

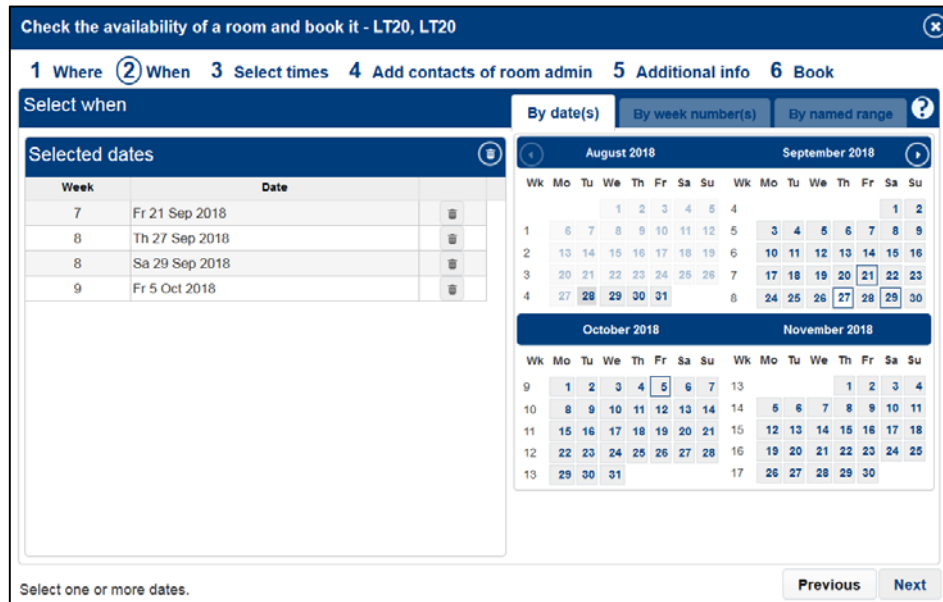
1. Check availability & book - Where

Use the **Check availability & book** menu item when you know the room you wish to book. In addition, you have to be familiar with the NUS campus room codes before using this feature. The **Room** field is an autocomplete field. Start by typing in the field and it will produce a drop down list of room options that are a search result of earlier typed values. When you have made your selection, proceed to the next step by clicking the **Next** button.

The screenshot shows a web application window titled "Check the availability of a room and book it". At the top, there is a progress bar with six steps: 1 Where, 2 When, 3 Select times, 4 Add contacts of room admin, 5 Additional info, and 6 Book. The current step is "1 Where". Below the progress bar, there is a sub-header "Select where" with a search icon and a help icon. The main area contains a search input field labeled "Room" with the text "LT" entered. A dropdown menu is open, showing a list of room options: "BIZ2, Seminar Room @ LT19", "LT1, LT1", "LT15, LT15", "LT15, LT15, Exam", "LT19, LT19", "LT20, LT20", "LT21, LT21", and "LT26, LT26". At the bottom of the dialog, there is a text prompt "Type into the room box to locate a room." and a "Next" button.

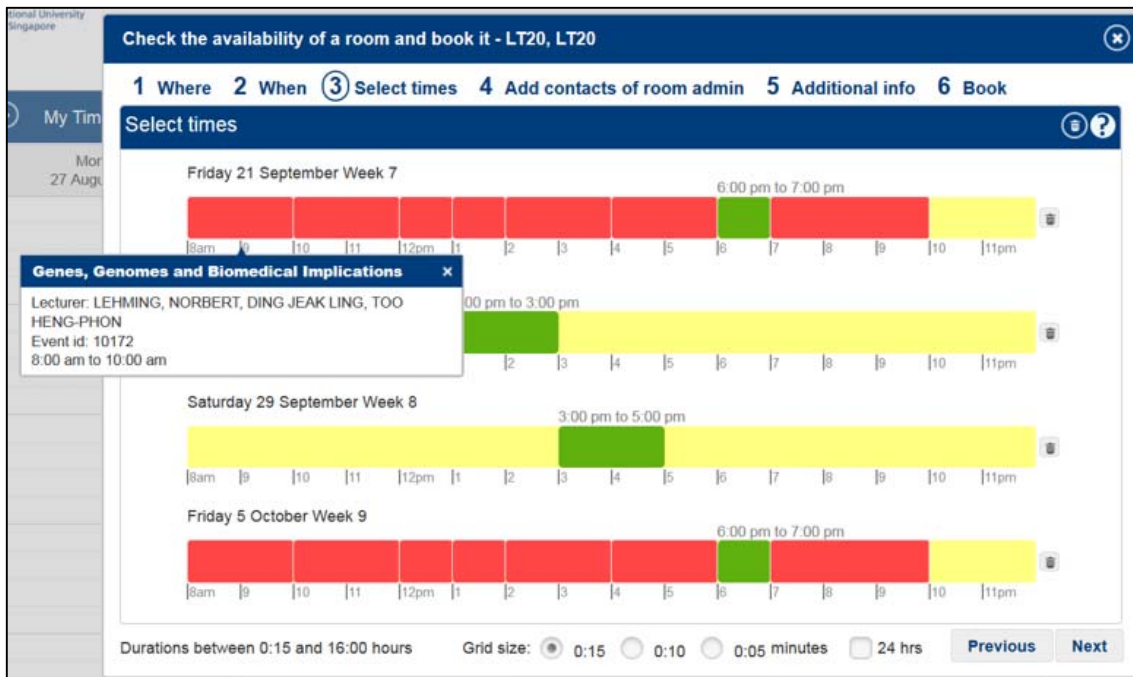
2. When

The next step "When" gathers information about the dates when you want to book the room. The tabbed dialog on the right of this step may present up to three tabs depending on your configuration. At the **"By date"** tab, please click to select your desired **date(s)** in the calendar(s) when you want to book your room. By selecting more than one date, you can then select different timings in the next step (subject to any booking restrictions set by the room booking admin). When you have made your selections, please proceed to the next step by clicking the **Next** button.



3. Select Times

The next step, "Select times" lets you select the time slots for the dates you have requested. Confirmed events and room bookings are shown in red, provisional room bookings are shown in amber. You can place your mouse over a particular time to see the details about why the room is not available. Select the times by clicking on available parts of days (yellow sections).



This will cause a green block (default grid size that the block will snap to is 15 minute periods) to be placed in that section as shown above. (You can only select one time on each day/row). Extend or

reduce a time period by dragging the right hand side of the block left or right with your mouse or by using the up or down arrow keys of your keyboard. When you have made your selections, please proceed to the next step by clicking the **Next** button.

4. Add Contacts

The next step, “**Add contacts**” lets you add contacts to your booking if required. E.g. if you share the room that you have booked with another department, or to share your booking with your room booking admin. The selected contacts will receive an email confirming the status of the booking.

Type the NUS user id or name (as reflected on Outlook Address Book) into the box for the Name field. You can remove a contact from the list by clicking the appropriate delete icon at the end of a row.

5. Additional Information

Speaker and **Topic** are optional free form fields (non-mandatory) for your reference in case you need the information to be displayed on the LCD wall panel screen where applicable.

When you have entered the relevant information, proceed to the next step by clicking the **Next** button.

6. Book

The final step, **Book** allows you to add a “**booking reference**” and “**purpose of booking**”, and then lets you book the room. To proceed with the room booking, please click the **Book** button.

Booking reference is optional. If you leave a booking reference blank, the system will automatically create and assign to it.

Purpose of Booking is a [compulsory](#) field.

Note: The **Event ID** is still the unique identifier that your room booking coordinator use to identify your booking.