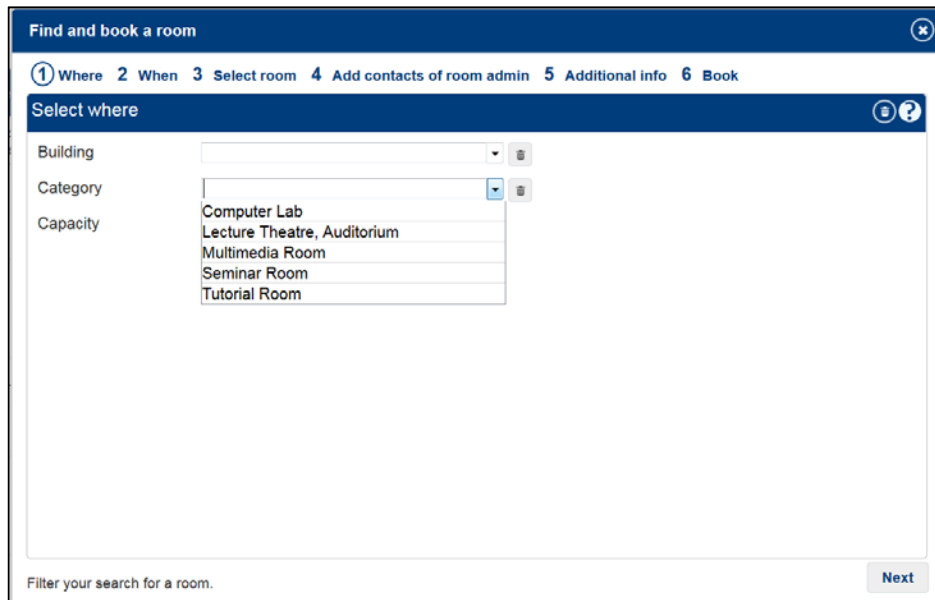# 1. Find & book - Where

Please select the **Find & book** menu item when you **DO NOT** have any specific room in mind.

The first step "Where" gathers information about the type of room that you want to book. Most fields are drop down lists from which you select a single value. Select **Building** AND/OR the **Category** of room AND/OR **Capacity**, You can use the **Capacity** field to specify a minimum room size. (Note. For **Capacity**, select a number greater than what you require so it increases available room search, e.g., search a tutorial room of 50 person capacity for a tutorial size of 30 students.

When you have made your selections, move to the next step by clicking the **Next** button.

2. When

Decide whether you wish to select the date and time by clicking one of the three tabs **"By date(s)"** or **"By week number(s)"** or **"By named range"**. The **By date(s)** lets you click one or more dates in the calendars when you want to book your room. Select date(s) by clicking on them, and as you do, the dates will be highlighted in the calendars and listed in date order in the **Selected dates and times** panel. When you have made your selections, please proceed to the next step by clicking the **Next** button.

Find and book a room   ⊗

1 Where ② When 3 Select room 4 Add contacts of room admin 5 Additional info 6 Book

Select when   **By date(s)** | By week number(s) | By named range ❓

Time   [5:00 pm] to [7:00 pm]

◀			August 2018								September 2018					▶

Selected dates and times   🗑

Week	Date	From	To	
8	Fr 28 Sep 2018	5:00 pm	7:00 pm	🗑

Wk	Mo	Tu	We	Th	Fr	Sa	Su		Wk	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5		4						1	2
1	6	7	8	9	10	11	12		5	3	4	5	6	7	8	9
2	13	14	15	16	17	18	19		6	10	11	12	13	14	15	16
3	20	21	22	23	24	25	26		7	17	18	19	20	21	22	23
4	27	28	29	30	31				8	24	25	26	27	28	29	30

			October 2018									November 2018				

Wk	Mo	Tu	We	Th	Fr	Sa	Su		Wk	Mo	Tu	We	Th	Fr	Sa	Su
9	1	2	3	4	5	6	7		13				1	2	3	4
10	8	9	10	11	12	13	14		14	5	6	7	8	9	10	11
11	15	16	17	18	19	20	21		15	12	13	14	15	16	17	18
12	22	23	24	25	26	27	28		16	19	20	21	22	23	24	25
13	29	30	31						17	26	27	28	29	30		

Select one or more dates and times. Booking time: min 0:15, max 16:00   [Previous] [Next]

3. Select Room

The next step, "**Select room**" lists the rooms that match your criteria, enables you to find further details about the rooms on the list and lets you select the room that you want to book. Select a room that meets your requirements by clicking on the room code and proceed to the next step by clicking the **Next** button

Find and book a room - AS1, AS1-0209 - MMR   ⊗

1 Where 2 When ③ Select room 4 Add contacts of room admin 5 Additional info 6 Book

Select room   ❓

Room	Capacity ▲	Category
▾ AS1 - 11 rooms		
⊞ AS1-0209 - MMR	25	Multimedia Room
⊞ AS1-0210 - MMR	25	Multimedia Room
⊞ AS1-0213 - MMR	25	Multimedia Room
⊞ AS1-0207 - MMR	30	Multimedia Room
⊞ AS1-0208 - MMR	30	Multimedia Room
⊞ AS1-0302 - MMR	40	Multimedia Room
⊞ AS1-0303 - MMR	40	Multimedia Room
⊞ AS1-0201 - MMR	50	Multimedia Room
⊞ AS1-0203 - MMR	50	Multimedia Room
⊞ AS1-0301 - MMR	50	Multimedia Room
⊞ AS1-0304 - MMR	50	Multimedia Room
▾ AS2 - 1 rooms		
⊞ AS2-0413 - MMR	60	Multimedia Room
▾ BIZ2 - 5 rooms		
⊞ BIZ2-0111A	30	Computer Lab
⊞ BIZ2-0112	30	Tutorial Room
⊞ BIZ2-0115	30	Tutorial Room

Click a row to select a room. Click a + for additional room details.   [Previous] [Next]

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.

4. Tips

Keep it simple.

Not all filters have to be used to get an answer, only use the filters you need to use to make the room selection.