

1. View a room booking

From the **Bookings** menu, select **My Bookings** to view the bookings you have made.

To view the bookings made by other NUS Staff from the teaching Faculty/Dept/Units, select **Find existing bookings**, use the filter fields (where relevant), then select **Find**.

Select at least one value for Status and a combination of other fields as described in the Help, accessible from the ? icon above. **Find**

For facility bookings that match your search criteria, the results will be displayed as shown below.

Find bookings results											
	Status	Ref	Booked by	User type	Day	Dates	Start	End	Building	Room	Contacts of Room Admin
+ +	C	40040		Staff	Mo	Aug 6	12:00 pm	4:00 pm	LT6	LT6 (EXCLUDE FOYER)	
+ +	C	37589		Staff	Tu	Aug 7	9:00 am	4:00 pm	LT6	LT6 (EXCLUDE FOYER)	
+ +	C	37589		Staff	Fr	Aug 10	9:00 am	4:00 pm	LT6	LT6 (EXCLUDE FOYER)	
+ +	C	41400		Staff	Th	Aug 16	12:00 pm	3:00 pm	LT6	LT6 (EXCLUDE FOYER)	
+ +	C	42507		Staff	Sa	Aug 18	10:00 am	12:00 pm	LT6	LT6 (EXCLUDE FOYER)	
+ +	C	43146	CHOO KEE MENG	Staff	Sa	Aug 18	12:00 pm	1:00 pm	LT6	LT6 (EXCLUDE FOYER)	CHOO KEE MENG
+ +	C	42692		Staff	Th	Aug 23	12:00 pm	1:00 pm	LT6	LT6 (EXCLUDE FOYER)	

Cancel bookings Confirm bookings Remove weeks

Notes:

- Room, Building, Department are **mutually exclusive**, and so, you should select only a value from one of these fields.
- If you select Building, you must select a value for at least one of the fields i.e. Status, Booked by, Booking ref, Date range, Contacts or Organisations.
- Do not use the back button on your browser.