What is Web Room Booker (WRB)

WRB is used to make ad hoc room bookings in Townsville and Cairns and MUST NOT be used for booking teaching activities.

Accessing WRB

A button has been placed on the JCU Staff page – Timetable/Rooms@JCU.

1. Click the Timetable/Rooms@JCU button.
2. Click on the relevant WRB button.
3. Log in using your JCU Username and Password.
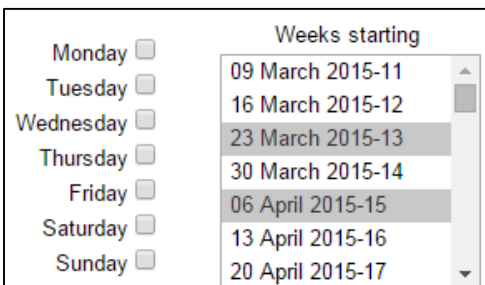
Make a Room Booking

1. Select your Room requirements from the available drop down lists.

The following parameters are available:

- Minimum Size: not required, however to ensure the room is large enough it is good practice to use this drop down.
- Division College: James Cook University- all centrally managed spaces, the Divs/Colleges listed will only show rooms that are locally managed in the selected Div/College, leave blank for all.
- Campus: Cairns or Townsville or leave blank to select two rooms on different campuses

2. Select a Location Type (LT) and any equipment required (LE) especially important for videoconferencing
3. Select your Date/s

NOTE: The system defaults to single date selection. To select multiple days in multiple weeks click the Select multiple days/weeks button. Hold down the CTRL key whilst using your mouse to select weeks.

4. Select your Preferred Start time and **Duration**.

NOTE: If choosing multiple days and weeks the meeting must occur at the **same time on every day**. If you require Monday Week 1 at 10am and Monday Week 2 at 11am you will need to make 2 separate bookings. **Future bookings** can be made for up to **10 dates** only.

5. Select 'Next'.
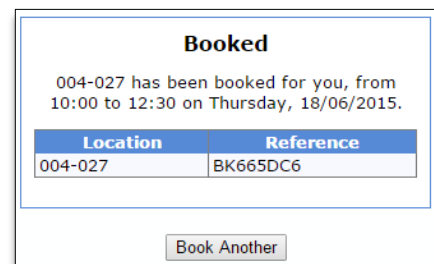
A selection of available rooms will be displayed.

Additional options are available by selecting the blue links.

Earlier Start or Later Start: moves the start time forward or back in 30 minute increments.

Earlier Day or Later Day: moves the day forward or back one day at a time.

Show More Options: all available times and rooms are displayed.

1. Click the box next to the chosen room.
2. Select Next. The booking details page is displayed.
3. Complete required details and review guidelines.
4. Select the Confirm Booking Button. The following message will be displayed:
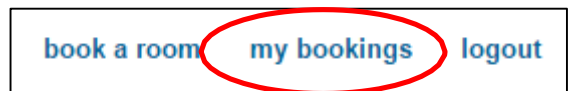

Booked

004-027 has been booked for you, from 10:00 to 12:30 on Thursday, 18/06/2015.

Location	Reference
004-027	BK665DC6

Book Another

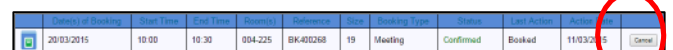## Additional Actions

1. View an existing booking - Click my bookings from the bottom of the home page:

book a room   my bookings   logout

2. Cancel a future booking – Click the Cancel button next to the booking record.

3. **Cancel a past Booking –** Email timetable@jcu.edu.au

NOTE: Charges may still be incurred if cancellation is done after the event.

Need Help?

Ad-Hoc room bookings please email:
timetable@jcu.edu.au

Videoconferencing bookings please email:
videoconferencing@jcu.edu.au

Suitabilities Explained

Key suitabilities used for WRB are explained below. Suitabilities are found in the box on the right side of the first screen, as below.

LE-VDCNFRNC = Videoconferencing is required, this suitability MUST be selected when videoconferencing is being booked. Ensure videoconferencing is also ticked as 'yes' on the final page and provide all details requested.

LE-VIDCAPTURE = Mediasite enabled rooms. The Mediasite system will only record the scheduled teaching activity from where the presenter is, the Mediasite system does not have a video conference capability and users will still need to indicate/book video conferencing if they need to connect two or more locations.
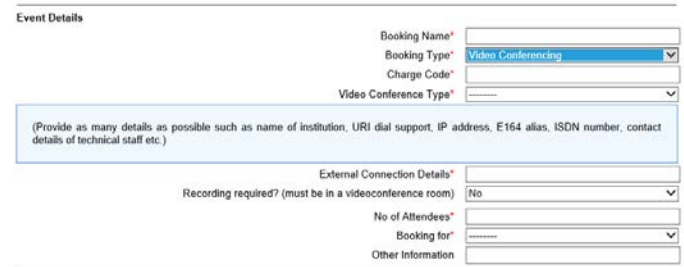
LT-MEETING ROOM = room with a large table and chairs. These rooms are booked on completion of the WRB and a confirmation email is automatically sent.

LT-CRTYARD, LT-FOYER, LT-KITCHEN, LT-FOUND GREEN, LT-OUTDOOR LEARNING SPACE and other related ancillary spaces may be available with the use of other meeting or learning spaces. These spaces are booked on completion of the WRB and a confirmation email is automatically sent.

LT-CLASSROOM, LT-LECTURE THEATRE, LT-LECTURE ROOM, LT-GATCF LAB and other learning spaces can be requested using the WRB as long as they are not being used for teaching activities. The bookings for these rooms are NOT finalized on the completion of the WRB, the Timetable Team is responsible for reviewing these requests and approving if appropriate. An email will be sent on completion of the WRB to say the room has been requested and an approval email will be sent once the room has been booked by the Timetable Team. If the room is not suitable for the requested use a member of the Timetable Team will contact the requestor to discuss alternatives.

Videoconferencing

- **The *LE-VDCNFRNC* suitability MUST be selected when videoconferencing is required.**

Example 1: How to book a videoconference between Cairns and Townsville in JCU common videoconferencing venues:
Suitability: must select LE-VDCNFRNC
Capacity: should be set to suit the number of attendees. To view the room options, click on View Filtered Rooms.
Campus: must be left blank
Follow the normal booking process above
Room options are displayed on the second page, select a Cairns and Townsville room in the same screen
Booking Type: must choose Video Conferencing
Charge code: xxxx.xxxxx.xxxx
Video Conference Type: must choose Videoconference
External Connection Details: If there are no additional links required simply type nil.

Example 2: How to book a videoconference requiring the use of common videoconferencing rooms in Cairns and/or Townsville along with multiple external connections such as Mackay, Mt Isa and/or Singapore.
As above with additional connection details:
External Connection Details: In this field type in the connection details required such as the room number/IP number of the room that has been booked in Mackay, Mt Isa and/or Singapore etc.. If the external sites are not currently known simply enter 'JCUS room' to be advised.

Example 3: How to book a videoconference when a private room has already been booked at one location (eg Townsville 18-208C) and a common videoconference room is required in Cairns (or vice versa).
As above and then from the options displayed on the second page, choose a Cairns (or Townsville) room only
Booking Type: must be Video Conferencing
External Connection Details: Provide additional connection details such as "connect to 18-208C – already booked"
Note: If you were requiring a Cairns and Townsville room instead of just the Cairns room, you would need to choose both locations in the same screen, not on two separate bookings.

> *For COMPLEX BOOKINGS please always email videoconferencing@jcu.edu.au*