

# Web Room Booker

Full User Guide



JAMES COOK  
UNIVERSITY  
AUSTRALIA



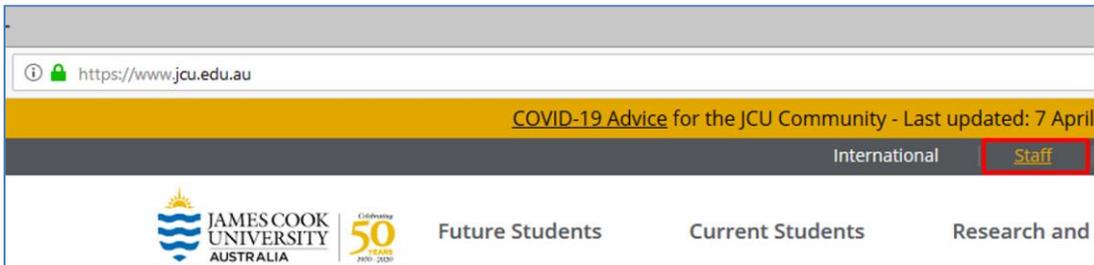
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## Accessing the Web Room Booker (WRB)

1. Open your preferred web browser and navigate to the JCU home page, then click **'Staff'** from the grey banner at the top of the screen.

**Weblink:** <https://www.jcu.edu.au/>



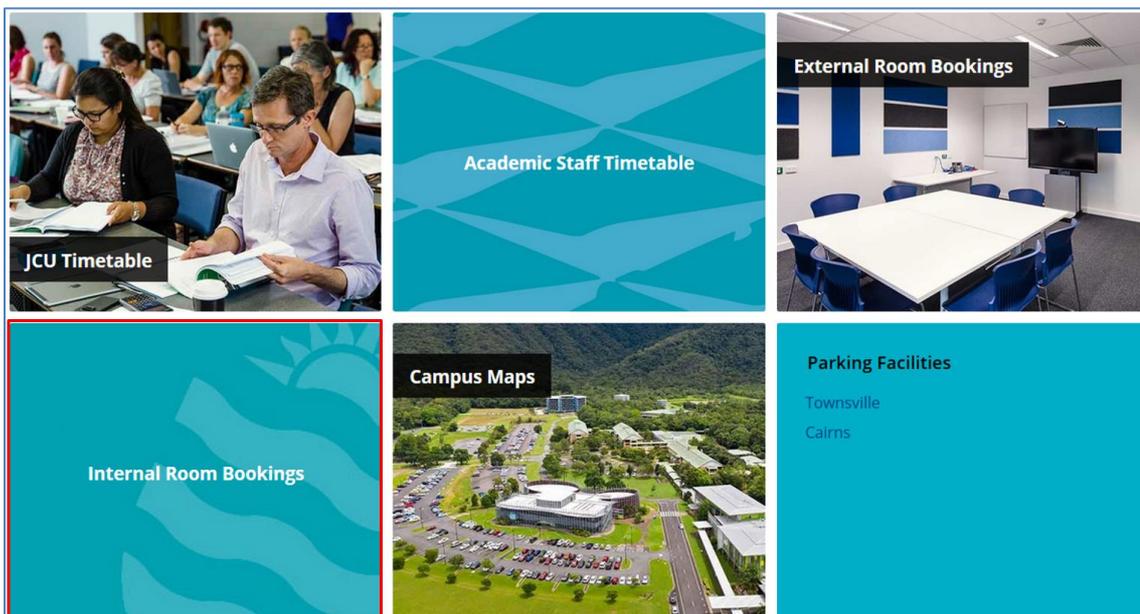
**Important Note:** Web Room Booker can only be accessed by JCU Staff. Students who wish to book a room on one of JCU Campus's, need to do so through their Colleges or through the JCU Student Association if they're affiliated. Room booking requests for students are not to be sent directly to the JCU Timetable Team for action.

2. Under **'Quick Links'** select **'Timetable and Room Booking'**.

### Quick Links

- COGNOS
- Concur - Travel Expense Management System
- eAcademic
- My HR Online
- My Requisitions (requires access to the JCU network)
- Policy Library
- Request Maintenance (requires access to the JCU network)
- Riskware
- Service Now
- Staff Email
- Staff Online
- **Timetable and Room Booking**

3. On the next page select the **'Internal Room Bookings'** tile.



4. On the next page, select '**Web Room Booker (Relevant Year)**'

**Note:** Clicking on Move Management will take you to the FM Interact System. FMI is a powerful staff resource, which provides a comprehensive look at all buildings available on all JCU campuses. Within FMI you can view the available equipment in each room, as well as photos. FMI is an excellent place to start when looking for a suitable room. For further details about FMI please contact [spacemanagement@jcu.edu.au](mailto:spacemanagement@jcu.edu.au)

The screenshot shows a navigation menu with the following items:

- Web Room Booker 20XX (highlighted with a red border)
- Timetable 20XX
- Move Management
- Campus Maps
- Contact Us

5. Log into the WRB using your JCU username and password.

The screenshot shows the login page for Timetabling@JCU. The page includes the James Cook University Australia logo, navigation links (Current students, Staff, LearnJCU, WebMail, Campus maps, Contacts), and a search bar. The login form is highlighted with a red border and contains the following fields:

- User
- Password
- logon button

At the bottom of the page, there is a copyright notice: Copyright © 1995 to 2014, James Cook University. All rights reserved. ABN 4623211955. Links for Feedback, Terms of use, Privacy statement, and CRICOS Provider Code:90117J are also present.

# Using the Web Room Booker (WRB)

## Using Filters and Finding an Appropriate Location

In the location panel, you can use a number of filters to narrow down your search.

1. Start by defining the following:

- **Minimum Size:** This filter isn't required, however to ensure the room is large enough for the number of attendees it's recommend that the minimum size be entered.
- **Division/College:** James Cook University will show all centrally zoned rooms, the Divisions & Colleges will only list rooms that are contained within the selected Division or College's zone. Leave this filter blank to see all locations.
- **Campus:** Select a JCU campus if you're only booking a room for one campus. If you're wanting to book locations across multiple campuses for video conferencing or zoom purposes e.g. one room in Townsville and one in Cairns for the same date/day/time, ensure to the leave the campus filter blank.

If you're unsure about any of these filters or don't want to be restricted you may leave them blank.

1 Location

Define the room using filters.

Minimum Capacity -----

Division/College James Cook University

Campus -----

View filtered rooms

Suitabilities

- LE-CLLBRTVE
- LE-RESPONDUS
- LE-TEAL
- LE-VDCNFRNC
- LT-AFL OVAL
- LT-ART ROOM
- LT-BALCONY
- LT-BBALL COURT
- LT-BBQ AREA
- LT-BOATHOUSE

## Filter Examples

Minimum Capacity

Minimum Capacity -----

Division/College -----

Campus 1

2

3

4

5

6

7

8

Division/College

Minimum Capacity -----

Division/College James Cook University

Campus Australian Institute of Tropical Health & Medicine

Chancellery

College of Arts, Society & Education

College of Healthcare Sciences

College of Medicine & Dentistry

College of Public Health, Medical & Vet Sciences

College of Science & Engineering

Division of Student Life

Division of Tropical Health & Medicine

James Cook University

Mt Isa Centre for Rural & Remote Health

Campus

Minimum Capacity -----

Division/College James Cook University

Campus -----

Cairns

Cairns City Campus

Cloncurry

Mackay

Mount Isa

Thursday Island

Townsville

Townsville City Campus

Townsville Hospital

- Next select the **'Suitabilities'** that you require. Suitabilities define both the location type and functionality i.e. LT defines the location type whilst LE defines the location functionality. The suitabilities can be left blank or you can select multiple suitabilities by holding the **CTRL** key whilst selecting each one.

**IMPORTANT:** If your booking requires video conferencing, the **'LE-VDCNFRNC'** suitability must be selected.

1 Location

Define the room using filters.

Minimum Capacity: -----

Division/College: James Cook University

Campus: -----

View filtered rooms

Suitabilities

- LE-CLLBRTVE
- LE-RESPONDUS
- LE-TEAL
- LE-VDCNFRNC
- LT-AFL OVAL
- LT-ART ROOM
- LT-BALCONY
- LT-BBALL COURT
- LT-BBQ AREA
- LT-BOATHOUSE

- After selecting your suitabilities click on the **'View filtered rooms'** button.

1 Location

Define the room using filters.

Minimum Capacity: -----

Division/College: James Cook University

Campus: -----

View filtered rooms

Suitabilities

- LE-CLLBRTVE
- LE-RESPONDUS
- LE-TEAL
- LE-VDCNFRNC
- LT-AFL OVAL
- LT-ART ROOM
- LT-BALCONY
- LT-BBALL COURT
- LT-BBQ AREA
- LT-BOATHOUSE

- An additional box will drop down and will display all of the rooms that meet the criteria entered into the filters. As we can see in the image below, the system is only showing rooms that have a capacity greater than or equal to 31, for James Cook University, in Townsville and that are TEAL rooms. Placing a check next to any of these rooms will ensure that they are displayed on the booking screen.

1 Location

Define the room using filters.

Minimum Capacity: 31

Division/College: James Cook University

Campus: Townsville

Hide filtered rooms

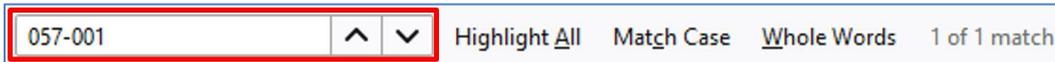
Suitabilities

- LE-CLLBRTVE
- LE-RESPONDUS
- LE-TEAL
- LE-VDCNFRNC
- LT-AFL OVAL
- LT-ART ROOM
- LT-BALCONY
- LT-BBALL COURT
- LT-BBQ AREA
- LT-BOATHOUSE

Name	Description	Size	Division/College	Campus	Request?	<input type="checkbox"/>
034-011C	CLASSROOM (12)	42	James Cook University	TSV	R	<input type="checkbox"/>
134-130	CLASSROOM (16)	48	James Cook University	TSV	R	<input type="checkbox"/>
142-022	CLASSROOM (12)	48	James Cook University	TSV	R	<input type="checkbox"/>
142-023	CLASSROOM (12)	48	James Cook University	TSV	R	<input type="checkbox"/>

## Already Know Your Room? Use Your Browser's Search Function

1. If you already know a specific room that you're looking for, you can skip the filters all together and just hit the '**View filtered rooms**' button. This will expand all available rooms and by pressing **Ctrl + F** on your keyboard you can search for the room by using the search function in your browser.
2. In this guide we're using Mozilla FireFox but Google Chrome and MS Edge have the same shortcut and functionality. After hitting **Ctrl + F** on your keyboard the below search bar appears at the bottom of the screen. Type in the building and room you want, then hit enter.



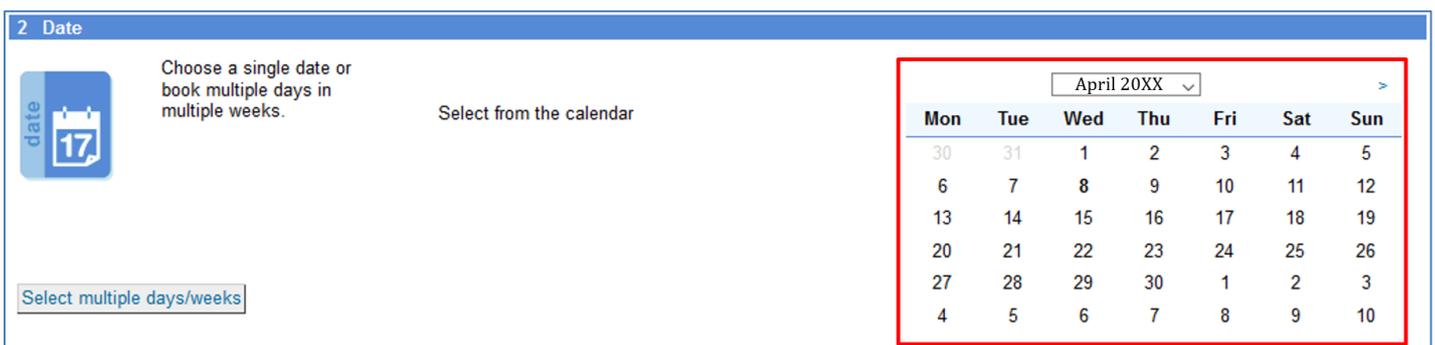
057-001 ^ v Highlight All Match Case Whole Words 1 of 1 match

3. The drop down box will automatically jump to the room you searched for and you can select the room in the list. If you want multiple rooms, you can continue selecting the rooms and searching in the browser search bar until you've selected all the rooms you want.

B001-108	CLASSROOM (5)	10	James Cook University	CNS	R	<input type="checkbox"/>
034-011A	GATCF LAB (3)	11	James Cook University	TSV	R	<input type="checkbox"/>
057-001	VIDEO CONF MEETING ROOM (6)	12	James Cook University	TSV	R	<input type="checkbox"/>
142-234	VIDEO CONF MEETING ROOM (6)	12	James Cook University	TSV	R	<input type="checkbox"/>
A001-229B	VIDEO CONF MEETING ROOM (6)	12	James Cook University	CNS	R	<input type="checkbox"/>

## Entering the Date and Time

If you're booking a room for one day only, you can use the date picker to the right of the screen. The drop down menu will let you select any month of the year, whilst the arrows (< and >) will allow you to cycle between months. To make a selection simply click on the day you want.



2 Date

Choose a single date or book multiple days in multiple weeks. Select from the calendar

date 17

Select multiple days/weeks

April 20XX >						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

## Selecting Multiple Days/Weeks

If your booking requires multiple days or weeks WRB has an option that allows you to select which days and weeks you would like to book.

1. Click on the **'Select multiple days/weeks'** button in the Date panel.

### 2 Date

Choose a single date or book multiple days in multiple weeks.

Select from the calendar

April 20XX

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select multiple days/weeks

2. Select the days for your booking by placing a tick next to each day required for your booking.

### 2 Date

Choose a single date or book multiple days in multiple weeks.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Weeks starting

- 13 July 20XX-XX
- 20 July 20XX-XX
- 27 July 20XX-XX
- 03 August 20XX-XX
- 10 August 20XX-XX
- 17 August 20XX-XX
- 24 August 20XX-XX
- 31 August 20XX-XX
- 03 August 20XX-XX

Select a single date

3. Next select the weeks you require by selecting each week from the **'Weeks starting'** list, holding **Ctrl** whilst clicking will allow you to pick multiple weeks.

### 2 Date

Choose a single date or book multiple days in multiple weeks.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Weeks starting

- 13 July 20XX-XX
- 20 July 20XX-XX
- 27 July 20XX-XX
- 03 August 20XX-XX
- 10 August 20XX-XX
- 17 August 20XX-XX
- 24 August 20XX-XX
- 31 August 20XX-XX
- 03 August 20XX-XX

Select a single date

4. Then select your **'Preferred Start'** time and **'Duration'** by using the drop down menus in the Time panel and click **'Next'**.

### 3 Time

Select a preferred start time. You can adjust it later.

Preferred Start 7:00

Duration 0:30

Next >

## Selecting an Available Location

The next page will show all available locations that match the filters, suitabilities, dates and times selected. In addition it also shows the details entered on the previous page and has a number of useful features.

4 Select from the following options available on Mon, Tue, Wed (week(s): 27 July 20XX-XX – August 20XX-XX)

IF A ROOM IS NOT AVAILABLE PLEASE USE THE LINKS BELOW TO FIND AN ALTERNATE DAY OR TIME. IF A ROOM CANNOT BE FOUND PLEASE CONTACT [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au). VIDEOCONFERENCING BOOKINGS MUST HAVE ALL ASSOCIATED ROOMS BOOKED AT ONE TIME, IF THERE ARE ANY PROBLEMS WITH MAKING VIDEOCONFERENCE BOOKINGS DO NOT BOOK ANY ROOMS AND CONTACT [videoconferencing@jcu.edu.au](mailto:videoconferencing@jcu.edu.au) IMMEDIATELY.

	Time		Name		Description	Size	Room Details	Request?
<input checked="" type="checkbox"/>	8:00-10:00		015-012		GATCF LAB (8)	32	Townsville	R
<input type="checkbox"/>	8:00-10:00		034-020		CLASSROOM (16)	32	Townsville	R
<input checked="" type="checkbox"/>	8:00-10:00		300-001		DESIGN GARAGE (GATCF MAC LAB) (33)	33	Townsville	R
<input type="checkbox"/>	8:00-10:00		005-001		LECTURE THEATRE (58)	42	Townsville	R

[Earlier Start](#) [Later Start](#) [Show More Options](#)

[< Back](#) [Next >](#)

[WRB Help](#) [book a room](#) [my bookings](#) [logout](#)

The blue banner along the top of the page shows the days and weeks selected.

4 Select from the following options available on **Mon, Tue, Wed (week(s): 27 July 20XX-XX – August 20XX-XX)**

The table shows the start time selected, with finish time automatically calculated by the duration entered, the name of the location, description, size, room details and whether the room is available by request or is directly bookable.

**Note:** Locations marked with an 'R' in the 'Request?' column are being requested and require approval before the booking is confirmed. Locations marked with a 'B' are directly bookable and will be booked as soon as the booking has been submitted.

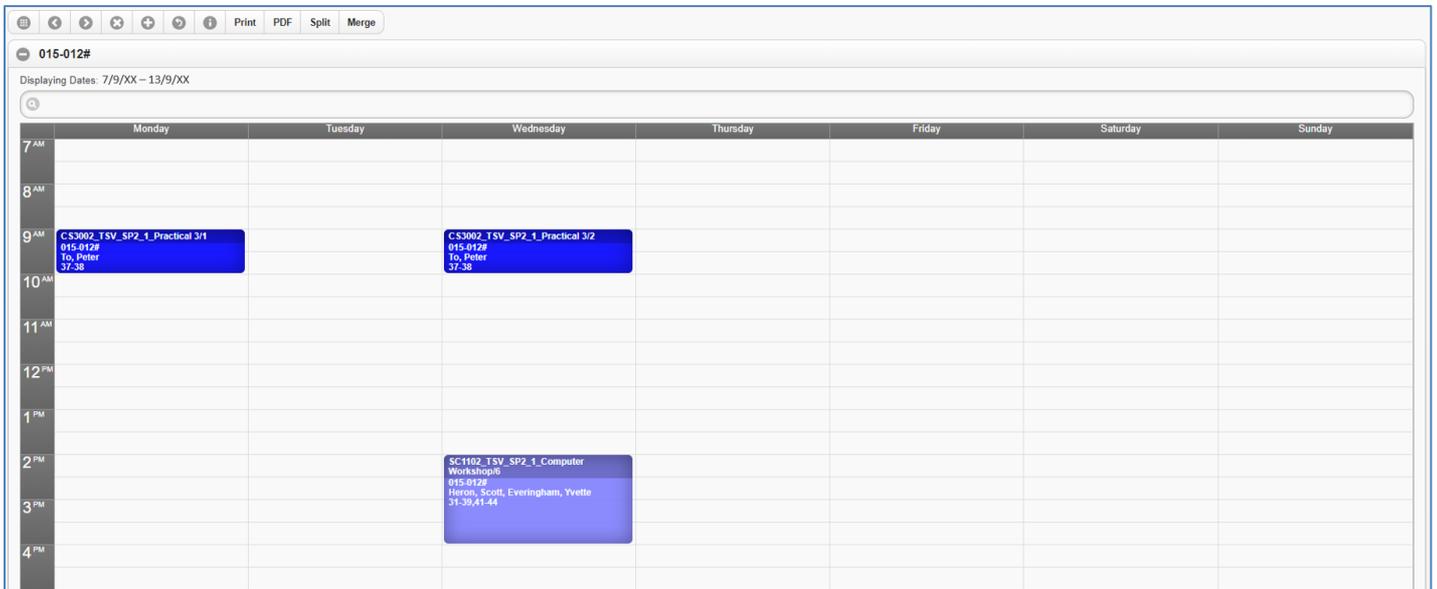
	Time		Name		Description	Size	Room Details	Request?
<input checked="" type="checkbox"/>	8:00-10:00		015-012		GATCF LAB (8)	32	Townsville	R

Clicking on the 'Time' button next to a location will show other times that the location is available and you will be taken to a new screen.

Clicking on the 'Other Locations' button will take you back to the original table after clicking on the 'Time' button.

Clicking on the 'View Timetable'  button will take you to the live timetable so you can see exactly what's booked into this location for the selected week.

**Note:** For assistance using the Live Timetable, please refer to our Guide to '[Accessing and Viewing the JCU Timetable](#)' <-- **Click here to view the guide.**



015-012#  
Displaying Dates: 7/9/XX – 13/9/XX

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 AM							
8 AM							
9 AM	C/S3002_TSV_SP2_1_Practical 3/1 015-012# To, Peter 37-38		C/S3002_TSV_SP2_1_Practical 3/2 015-012# To, Peter 37-38				
10 AM							
11 AM							
12 PM							
1 PM							
2 PM			SC1102_TSV_SP2_1_Computer Workshop6 015-012# Heron, Scott, Everingham, Yvette 31-39,41-44				
3 PM							
4 PM							

Once you've reviewed your location and are happy to proceed, place a tick next to your chosen location and click 'Next'.

4 Select from the following options available on Mon, Tue, Wed (week(s): 27 July 20XX-XX – August 20XX-XX)

IF A ROOM IS NOT AVAILABLE PLEASE USE THE LINKS BELOW TO FIND AN ALTERNATE DAY OR TIME. IF A ROOM CANNOT BE FOUND PLEASE CONTACT [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au). VIDEOCONFERENCING BOOKINGS MUST HAVE ALL ASSOCIATED ROOMS BOOKED AT ONE TIME, IF THERE ARE ANY PROBLEMS WITH MAKING VIDEOCONFERENCE BOOKINGS DO NOT BOOK ANY ROOMS AND CONTACT [videoconferencing@jcu.edu.au](mailto:videoconferencing@jcu.edu.au) IMMEDIATELY.

	Time	Name		Description	Size	Room Details	Request?
<input checked="" type="checkbox"/>	8:00-10:00	015-012		GATCF LAB (8)	32	Townsville	R
<input type="checkbox"/>	8:00-10:00	034-020		CLASSROOM (16)	32	Townsville	R
<input checked="" type="checkbox"/>	8:00-10:00	300-001		DESIGN GARAGE (GATCF MAC LAB) (33)	33	Townsville	R
<input type="checkbox"/>	8:00-10:00	005-001		LECTURE THEATRE (58)	42	Townsville	R

## Confirming Your Booking Details

The **'Confirm Your Booking Details'** page will now load. On this page you will need to verify and complete the form, ensuring that all fields marked with a red asterisk (\*) are complete. Several fields will be populated automatically from the information already entered.

1. The details in **'Location and Time'** are automatically populated, check that all fields are correct. If not click back and correct anything that needs fixing.

5 Confirm your booking details

 Location and Time

Room(s)	015-012 300-001
Date(s) of Booking	Mon, Tue, Wed (week(s): 27 July 20XX-XX-XX)
Start Time	8:00
End Time	10:00

2. The **'Event Details'** section will appear as shown below by default.

1. Enter the name of your booking into the **'Booking Description'** field;
2. Select the booking type from the **'Booking Type'** drop down menu;  
**IMPORTANT:** Video Conferencing must be selected as the booking type if your booking requires video conferencing.
3. Enter the number of attendees for your booking;
4. Select the department that you are placing the booking for by using the **'Booking for'** drop down menu;
5. If you any additional information for the JCU Timetable Team, please enter this into the **'Other Information'** field.

Event Details

Booking Description*	<input type="text"/>
Booking Type*	----- ▾
<p>(Provide as many details as possible such as name of institution, URI dial support, IP address, E164 alias, ISDN number, contact details of technical staff etc.)</p>	
No of Attendees*	31
Booking for*	----- ▾
Other Information	<input type="text"/>

Depending on the booking type you select you may receive additional fields to complete:

If you're booking a room to host an external event, when selecting **'External'** additional information will be displayed:

When booking an external event, you are deemed to be the event coordinator and accept full responsibility for this event, agreeing to the [JCU Facility Hire Agreement Terms and Conditions](#). If you are not the event coordinator, please ask them to email [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au).

Selecting **'Video Conferencing'** will give you two additional mandatory fields to complete, **'Charge Code'** and **'External Connection/Zoom Link Details'**. If these details change after placing your booking please email Video Conferencing the updated details at [videonconferencing@jcu.edu.au](mailto:videonconferencing@jcu.edu.au)

Event Details	
Booking Description*	<input type="text"/>
Booking Type*	<input type="text" value="Video Conferencing"/>
Charge Code*	<input type="text"/>
Video Conference Type*	<input type="text" value="Videoconference"/>
<p>(Provide as many details as possible such as name of institution, URI dial support, IP address, E164 alias, ISDN number, contact details of technical staff etc.)</p>	
External Connection/Zoom Link Details*	<input type="text"/>
No of Attendees*	<input type="text"/>
Booking for*	<input type="text" value="-----"/>
Other Information	<input type="text"/>

3. The **'Booker's Details'** section is also automatically populated, check that these details are correct.

Booker's Details	
First Name*	<input type="text" value="Callan"/>
Last Name*	<input type="text" value="Aiken"/>
Email Address*	<input type="text" value="callan.aiken@jcu.edu.au"/>
Telephone*	<input type="text" value="+61747815060"/>
Is this booking made on behalf of someone else?	<input type="text" value="No"/>

If you're placing the booking on behalf of another staff member ensure to select **'Yes'** from the drop down menu. This will give you additional fields to complete, enter the requester details into these fields.

Booked on Behalf of	
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email Address*	<input type="text"/>
Telephone	<input type="text"/>

4. In the **'Additional Services'** section ensure to select **'Yes'** from the drop down menu if you require after hours or technical support. As stated in the information on this page an email will automatically be sent to Security or AV Services.

Additional Services	
<p>Will you require any of the following support services? An automated email of your booking will be forwarded to the selected services. It is the responsibility of event organiser to ensure they liaise with the appropriate area to discuss their requirements.</p>	
Security - e.g. after hours (before 8 AM or after 6 PM)	<input type="text" value="No"/>
AV Services - e.g. technical support	<input type="text" value="No"/>

- To complete the booking select **'Yes'** from the drop down menu under the disclaimer section, then click **'Confirm Request'**.

**Note:** By selecting **'Yes'** you are agreeing to the casual room booking guidelines and confirm that the booking is not for a teaching activity. The most up to date version of the guidelines can be found by clicking on **'guidelines'** in this section.

**Disclaimer**  
I agree to the [guidelines](#) of casual room booking and confirm that this is not a teaching activity\*

\* Required Field

[< Back](#) [Confirm Request](#)

- Finally you will receive a confirmation message confirming that the booking has been either booked or requested and an email with the details of the booking will be sent to your JCU email address.

**Booking Requested**

015-012, 300-001 has been requested for you, from 8:00 to 10:00 on Mon, Tue, Wed (week(s): 27 July 20XX-XX – 10 August 20XX-XX). An email will be sent to you with these details.

Room(s)	Reference	Request?
015-012, 300-001	BK5B032A	R

[Book Another](#)

[WRB Help](#) [book a room](#) [my bookings](#) [logout](#)

## WRB User Panel

The WRB User Panel can be found at the bottom of any page in the WRB. By click on **'WRB Help'** you will be taken to our help and support page where you will find up to date guides and contact information. Clicking on **'book a room'** will take you back to the landing page of the WRB. Clicking on **'my bookings'** will allow you to manage you bookings and clicking **'logout'** will log you out of the WRB.

[WRB Help](#) [book a room](#) [my bookings](#) [logout](#)

## Managing Your Bookings

To manage your bookings start by clicking on the **'my bookings'** link in the WRB User Panel.

[WRB Help](#) [book a room](#) [my bookings](#) [logout](#)

A new page will load with a table showing all of your bookings and their current status.

Icon Colour	Status
Green	Your booking has been approved and confirmed
Yellow	Your booking is waiting approval and is unconfirmed
Red	Your booking has been cancelled by either yourself or the Timetabling Team

1. To cancel a booking click on the 'Cancel' button in the last column of the table.

**You have the following bookings:**

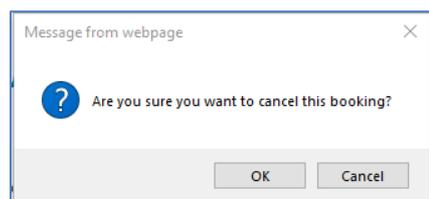
Include cancelled bookings?

	Date(s) of Booking	Start Time	End Time	Room(s)	Reference	Name	Size	UserText5	Booking Type	Status	Last Action	Action Date	
	Mon, Tue, Wed (week(s): 27 July 20XX-XX – August 20XX-XX)	8:00	10:00	015-012, 300-001	BK5B032A	#WRB-Test Booking - WRB User Guide-Aiken, Callan-Meeting	31		Meeting	Unconfirmed	Booked	25/06/20XX	<span style="border: 1px solid red; padding: 2px;">Cancel</span>

Bookings in the past cannot be cancelled

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2. A popup will appear asking you to confirm that you want to cancel your booking, click 'OK' to proceed.



3. The page will reload with the screen shown in the image below. Click on 'Show cancelled bookings' to show the booking you've just cancelled.

**No Bookings**

You currently have no active bookings

Show cancelled bookings

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4. If your cancelled bookings don't appear, tick the box next to 'Include cancelled bookings?' to show all bookings.

**Note:** Bookings in the past cannot be cancelled.

**You have the following bookings:**

Include cancelled bookings?

	Date(s) of Booking	Start Time	End Time	Room(s)	Reference	Name	Size	UserText5	Booking Type	Status	Last Action	Action Date	
	Mon, Tue, Wed (week(s): 27 July 20XX-XX – August 20XX-XX)	8:00	10:00	015-012, 300-001	BK5B032A	#WRB-Test Booking - WRB User Guide- Aiken, Callan- Meeting	31		Meeting	Cancelled	Cancelled	25/06/20XX	<span style="border: 1px solid #ccc; padding: 2px;">Cancel</span>

Bookings in the past cannot be cancelled

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## Questions

If you have questions regarding this guide, please email the JCU Timetable Team at [timetable@jcu.edu.au](mailto:timetable@jcu.edu.au).

If your enquiry is urgent please call us on 07 4781 5060.

## Document Change Control

This is a 'controlled' Document. The document history is:

Issue	Date	Amended By	Authorised	Release Date
Version 2	26 June 2020	Callan Aiken		7 July 2020
Version 1	2019			2019