What is the Web Room Booker (WRB)

The WRB is a web app available to JCU staff to make internal room bookings on a JCU campus. The app is not to be used to book rooms for teaching activities.

Accessing the WRB

1. Go to: www.jcu.edu.au.
2. Click on 'Staff' on the grey banner at the top of the screen.
3. Under 'Quick Links' select 'Timetable and Room Booking'.
4. Click on the 'Internal Room Bookings' tile.
5. Click on 'Web Room Booker (relevant year)'.
6. Log in using you JCU username and password (Do not use < or > in your password, password length not exceed 128 characters).

Make a Room Booking

1. Select your room requirements using the available filters (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 filter.
- **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 or leave this filter blank if you require rooms across multiple campuses.

2. Select the location attributes you require, attributes define the room's functionality.

> **IMPORTANT:** If your booking requires video conferencing LE-Video Conference must be selected.

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 clicking to make multiple selections.

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 two separate bookings. Future bookings can be made for up to a maximum of 10 weeks.

5. After selecting your preferred start time, review the information you have entered and click 'Next'.

Available rooms that match the filters and location attributes entered will be displayed.

	Time		Name		Description	Size	Room Details	Request?
☑	8:00-10:00	🕐	015-012	📠	GATCF LAB (8)	32	Townsville	R
☐	8:00-10:00	🕐	034-020	📠	CLASSROOM (16)	32	Townsville	R
☑	8:00-10:00	🕐	300-001	📠	DESIGN GARAGE (GATCF MAC LAB) (33)	33	Townsville	R
☐	8:00-10:00	🕐	005-001	📠	LECTURE THEATRE (58)	42	Townsville	R

Additional options are available by clicking on the buttons at the bottom of the table.

'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' displays all available times and rooms.

The '**Time**' button 🕐 will show other times that a location is available.

The '**Hyperlink**' location name will take you to the 'Room Viewer Tool' once selected.

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

The '**View Timetable**' 📠 button will take you to the live timetable. Click here to view our guide to 'Accessing and Viewing the JCU Timetable'.

6. Check the box next to your chosen room, then click 'Next'.
7. The 'Confirm Your Booking Details' page will now load. Complete the form, ensuring that all fields marked with a red asterisk (*) are complete.

> **IMPORTANT:** If your booking requires VC the booking type must be set to Video Conferencing and the additional fields for VC must be completed.

8. Verify the information entered, review the guidelines and select 'Yes' from the drop down menu under the 'Disclaimer' panel.
9. Click 'Confirm Request'.
10. You will receive a confirmation message confirming that the booking has been either booked or requested. An email with the details of the booking has now been 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.

015-012, 300-001	BK5B032A	R

WRB User Panel

The WRB User Panel can be found at the bottom of any page in the WRB. By clicking 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 your bookings and clicking '**logout**' will log you out of the WRB.

Managing Your Bookings

1. Click on the '**my bookings**' link in the WRB User Panel.

WRB Help   book a room   **my bookings**   logout

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

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

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

NOTE: Bookings in the past cannot be cancelled.

3. A popup will appear asking you to confirm that you want to cancel your booking, click '**OK**' to proceed.
4. The page will now reload, click on '**Show cancelled bookings**' to show the booking you've just cancelled.

NOTE: If your cancelled bookings don't appear, tick the box next to '**Include cancelled bookings?**' to show all bookings.
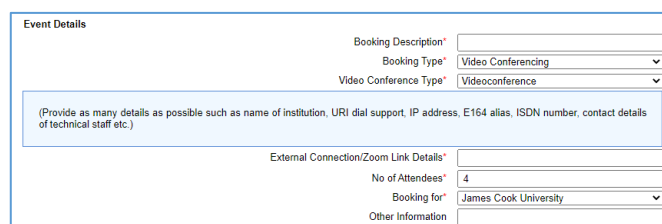
Need Help?

If you would like to view the full in depth guide to using the WRB please clicking here.

If you have questions regarding room bookings please email: roombookings@jcu.edu.au

If you have questions regarding video conferencing please email: videoconferencing@jcu.edu.au

Videoconferencing

As noted above any booking that requires video conferencing must have the location attribute '**LE-Video Conference**' selected. The booking type must also be set to '**Video Conferencing**' on the '**Confirm Your Booking Details**' page. Once the booking type is updated a number of additional fields will appear as shown in the image below.

Please use the examples below as a guide to placing bookings with video conferencing.

Example 1: Booking a VC between Cairns and Townsville in JCU common videoconferencing venues:
Location Attribute: must select LE-Video Conference
Capacity: should be set to suit the number of attendees
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 booking screen
Booking Type: must be set to Video Conferencing
Video Conference Type: must choose Videoconference
External Connection Details: If there are no additional links required simply type nil.

Example 2: Booking a VC which requires the use of common videoconferencing rooms in Cairns and/or Townsville along with multiple external connections.
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 for each external location. If the external sites are not currently known simply enter 'to be advised'.

Example 3: Book a VC when a location has already been booked at one location and a common VC room is required in another.
Book second location as above
External Connection Details: Provide additional connection details such as "connect to location 'Building X – Room X', already booked"

For complex bookings always email videoconferencing@jcu.edu.au for support