



How to book a room via Resource Booker

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Launching Recourse Booker

There are two ways of accessing Resource Booker

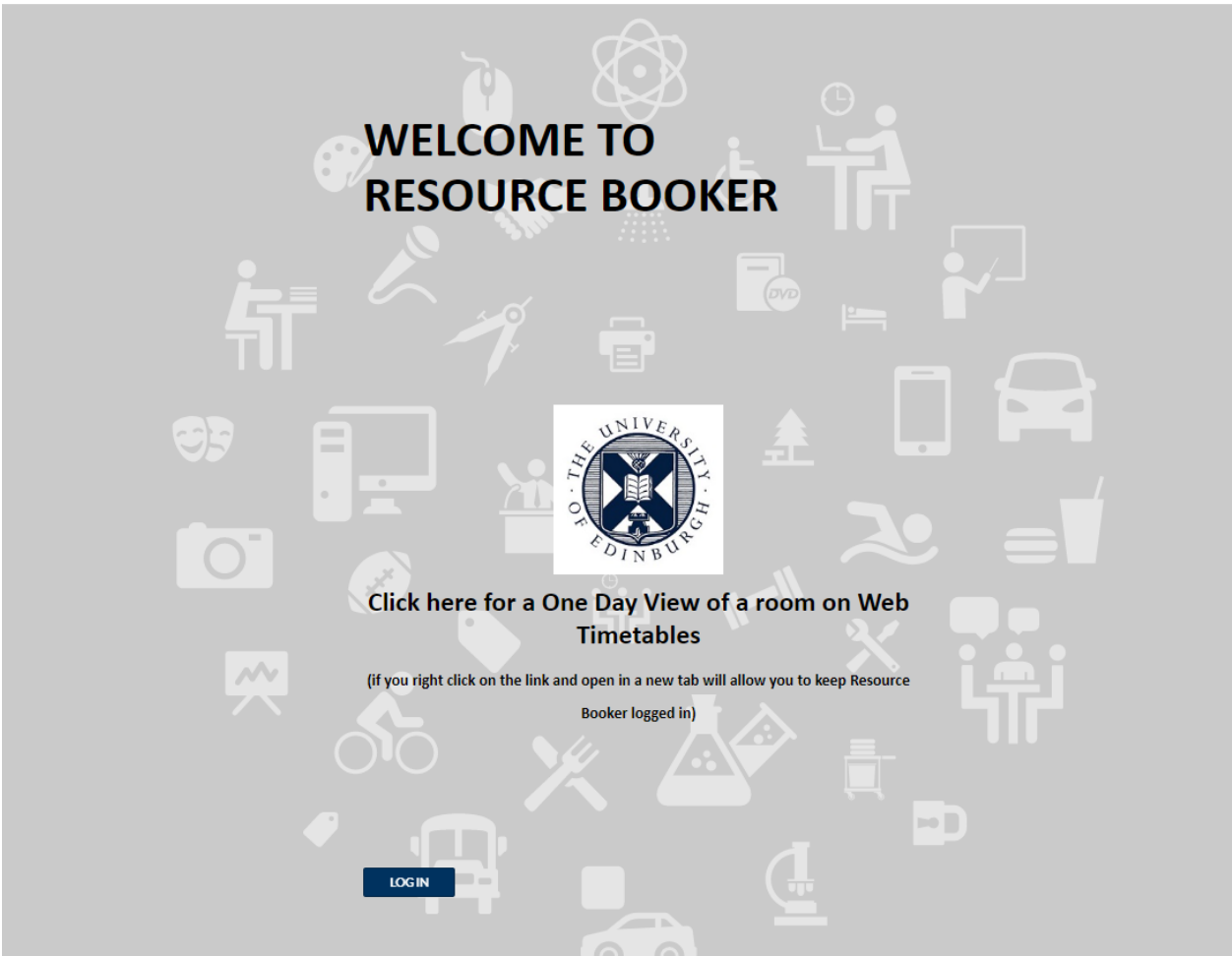
- Via My Ed
- By typing <https://resourcebooker.ted.is.ed.ac.uk> in URL

Room booking

Under Staff Resources, please select **Room Booking**

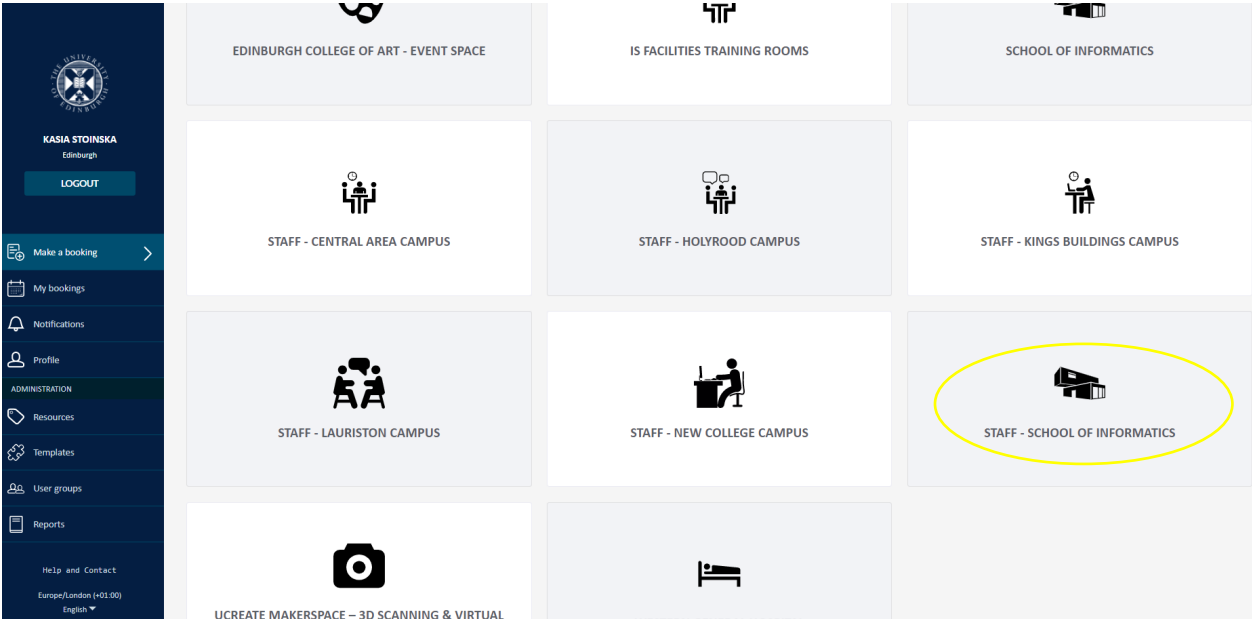
The screenshot shows the MyEd Student and Staff Portal. At the top, it says "MyEd Student and Staff Portal" with user information "Kasia" and "Sign Out" options. Below this is the University of Edinburgh logo and name. A search bar is visible. A navigation menu includes "Home", "My Information", "Teaching and Research", "Staff Resources", and "News and Events". The "Room booking" page is displayed, featuring a star icon, a description of the booking system, and a "Book a room" button. At the bottom, there are links for "Privacy & Cookies" and "Web Accessibility".

Following page will appear, please log in using either of the Log in buttons




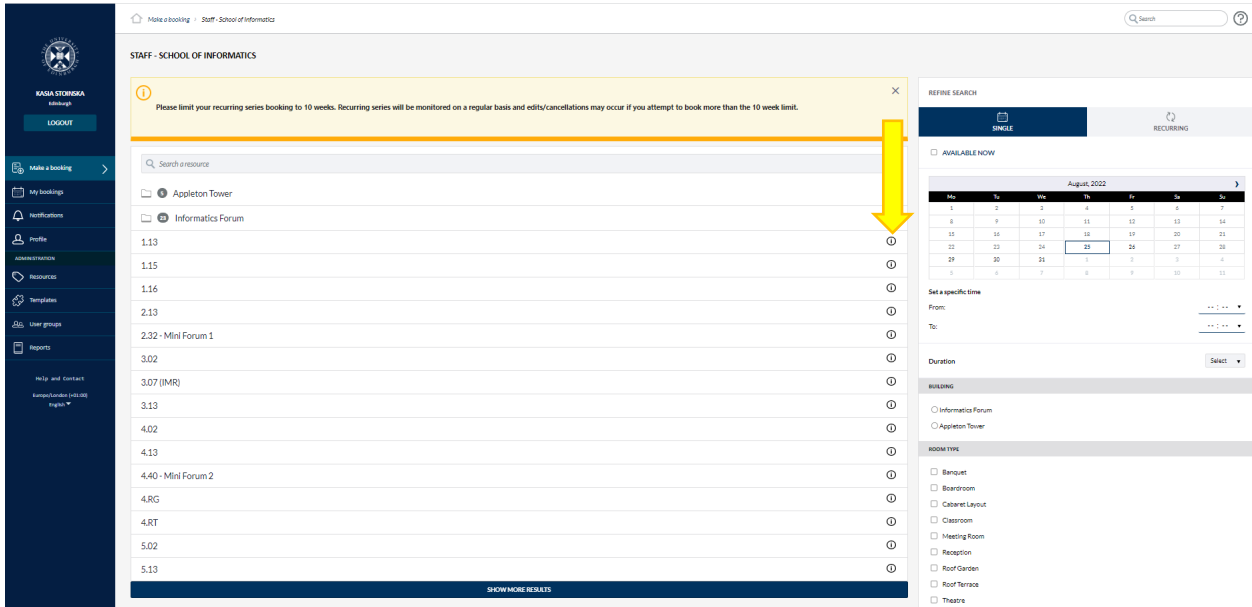
From here please chose **Staff – School of Informatics**

Note: please do not chose School of Informatics



From here the available rooms in The Forum will be presented.

It is possible to search via specific date and viewing the room occupancy/set-up by hovering over the  icon.



STAFF - SCHOOL OF INFORMATICS

Please limit your recurring series booking to 10 weeks. Recurring series will be monitored on a regular basis and edits/cancellations may occur if you attempt to book more than the 10 week limit.

Search resource

- Appleton Tower
- Informatics Forum
- 1.13
- 1.15
- 1.16
- 2.13
- 2.32 - Mini Forum 1
- 3.02
- 3.07 (IMR)
- 3.13
- 4.02
- 4.13
- 4.40 - Mini Forum 2
- 4.RG
- 4.RT
- 5.02
- 5.13

SHOW MORE RESULTS

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

August 2022

| Mo | Tu | We | Th | Fr | Sa | Su |
|----|----|----|----|----|----|----|
| 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 | 31 | | | | |
| | | | | | | |

Set a specific time

From:

To:

Duration:

BUILDING

- Informatics Forum
- Appleton Tower

ROOM TYPE

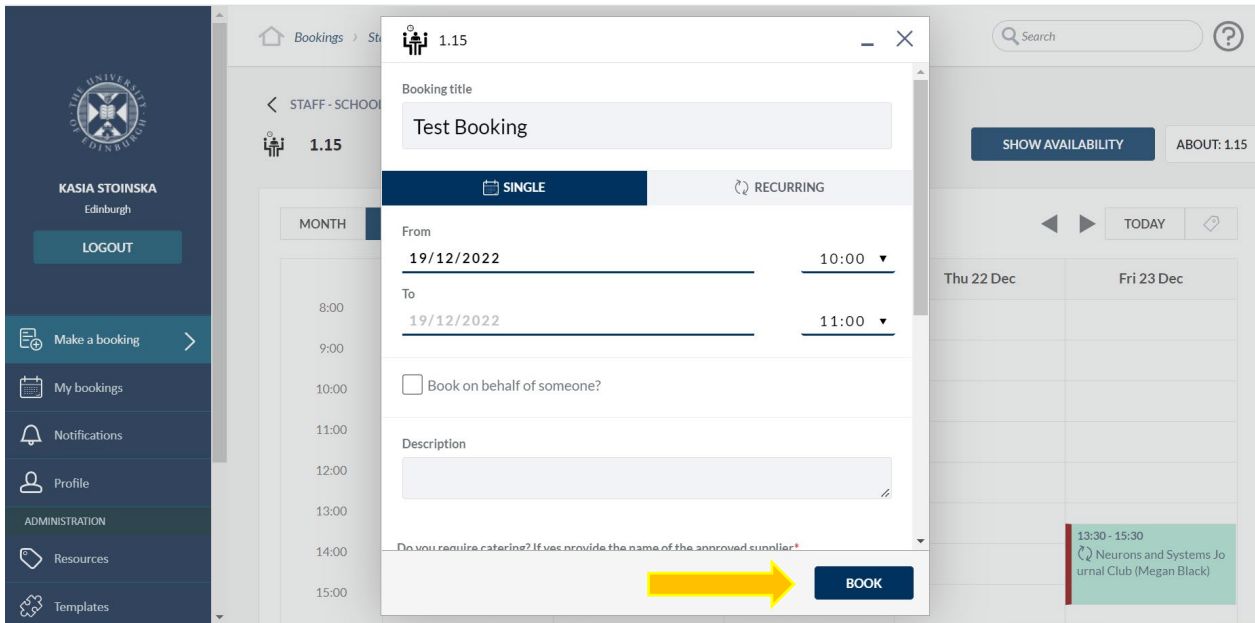
- Barquet
- Boardroom
- Cabaret Layout
- Classroom
- Meeting Room
- Reception
- Roof Garden
- Roof Terrace
- Theatre

Once you select a room of your choice, this will open a calendar view allowing you to view the availability Daily, Weekly and Monthly.

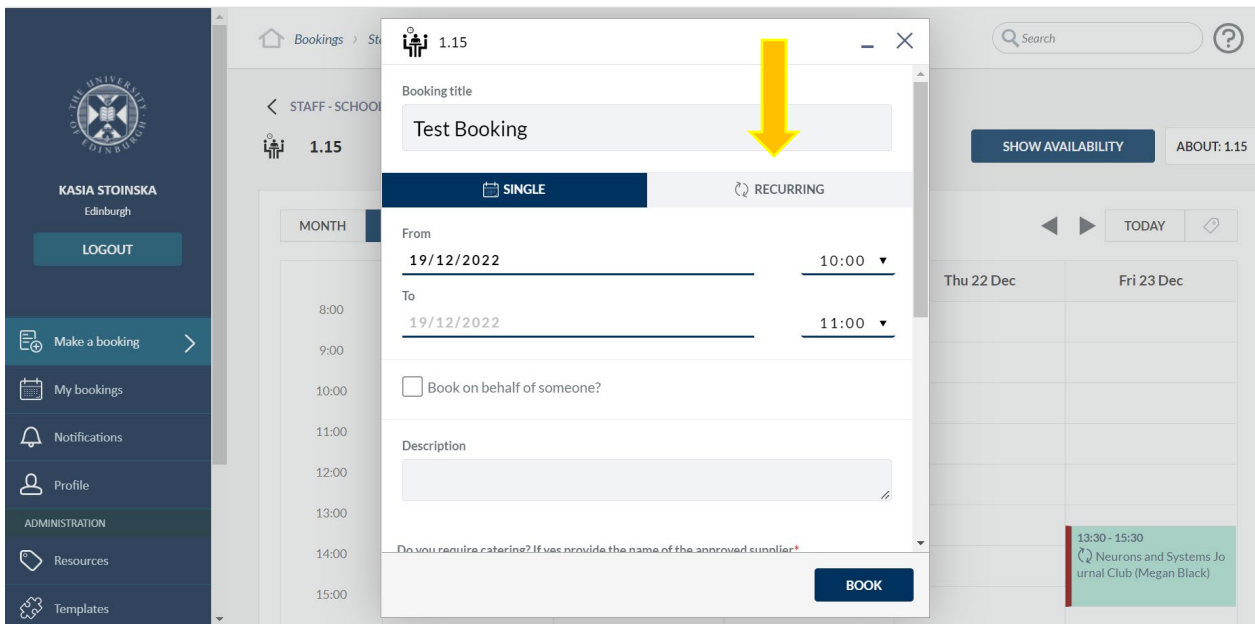
Once ready to select the start time of the booking, click on the gap and start to enter the required fields.

If the booking is made on behalf of a colleague/s, by ticking the box “Booking on behalf of someone” and typing their email address you will enable them to receive an email confirmation. Mandatory fields are marked by the red asterisk. Once all the fields are completed, click **Book** button to confirm your booking.

Note: Catering orders are still to be requested via institutes-admin@inf.ed.ac.uk.



Note: There is also an option for recurring booking.



Once booked, you will receive a pop up message indicating the booking has been accepted.

The screenshot displays a web-based booking system for a university. On the left is a dark blue sidebar with the user's name 'KASIA STOINSKA' and 'Edinburgh' at the top, followed by a 'LOGOUT' button. Below are navigation options: 'Make a booking', 'My bookings' (highlighted), 'Notifications' (with a red '5' badge), 'Profile', and 'ADMINISTRATION' (containing 'Resources', 'Templates', 'User groups', and 'Reports'). At the bottom of the sidebar is 'Help and Contact' with the email 'Europe/London (+41 00)'. The main area is titled 'MY BOOKINGS' and shows a calendar for '22 AUG - 28 AUG 2022'. A modal window titled 'TEST' is open, displaying a green confirmation message: 'This booking is accepted'. The booking details include:

- Date: Tuesday August 23rd 2022
- Time: 13:00 - 14:00
- Resources: Staff - School of Informatics - 1.13
- Description: n/a
- Booked by: Kasia Stoinska (kasia.stoinska@ed.ac.uk)
- On behalf of: kasia.stoinska@ed.ac.uk
- Reference: 250820220953C5872
- Do you require catering? If yes provide the name of the approved supplier: n/a
- Please list any AV equipment required: n/a
- For further details on AV capabilities: [AV Equipment](#)
- What layout do you require in the room: n/a
- Number of people: 1

 The background calendar shows a grid with time slots from 0:00 to 14:00. Some slots are already booked, such as '10:00 - 11:00 Aneta/Kasia (4.02)' and '13:00 - 14:00 test (1.13)'.

Note: Some rooms such as ground floor rooms will require gate keeper`s approval. This is subject to room availability.