

Ollscoil na Gaillimhe

University ofGalway



Resource Booker User Guide



Revision 0 April 2025



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Logging in

1. Log in to Resource Booker using Single Sign on.





Make a Single Booking

1. Click on 'Make a booking'.



2. Click the 'University of Galway Room Booker' Tile.





3. Enter venue details in 'Search a Resource'.

	tps://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-types/161519d9-6dcf-4ad4-bd0c	-80d5b723daf	5 A ^N		5		i 🤇
	Make a booking > University of Galway Room Booker		C	Searcl	1		
OLANOMAN DESCRIPTION	WIVERSITY OF GALWAY ROOM BOOKER						
HELEN Galway-Test	Q Search a resource	REFI	NE SEA	RCH			
LOGOUT	The Groups				RE	() CURRI	NG
E⊕ Make a booking >	3359 _Asset_Locations		VAILAB	E NOV			
My bookings	iMeeting_BookedLocations			March,	2025		>
	214 _iMeeting_Locations	Mo 24	Tu 1	Ve Th 26 27	28	Sa 1	2
	iMeeting_UnbookedLocations	3	4	5 6 12 13	7	8	9
ADMINISTRATION		17	18	19 20	21	22	23
		24	25	27	28	29	30
Resources	23 003 Anatomy Building	31	1	2 3	4	5	D
C Templates	- 20 004 CNSBuilding	Set a	specific	time			

4. Click on Venue details.

÷		tps://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-types/161519d9-6dcf-4ad4-bd0c	80d5b723da	f /	<i>4n</i>	☆)	£'≡	(.	0
		Make a booking > University of Galway Room Booker			Q Se	arch				Î
	CLISCOL NA CALIZATI DEVISION DEVISION DEVISION	WIVERSITY OF GALWAY ROOM BOOKER								
	HELEN Galway-Test	Q <mark>. MY123</mark> -	REF	NE SE	ARC	н				
	LOGOUT	-MY123- Seminar Room 1.					RE	رَّي Curri	NG	
		NO MORE RESULTS			BLEN	w				
Ē⊕	Make a booking									
t	My bookings				Mar	rch, 20	025		>	
Δ	Notifications		Mo 24	Tu 25	We 26	Th 27	2 8	Sa 1	Su 2	
			3	4	5	6	7	8	9	
8	Profile		10	11	12	13	14	15	16	
AD	MINISTRATION		24	25	26	27	28	29	30	
0	Resources		31	1	2	3	4	5	6	
e	Templates	*	Set a	specif	ic tim	e				÷



5. A calendar will appear with the current week. Click on the time and day in the calendar you wish to book.

	s://t1-rb-galway-test-4c	a09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-type	es/161519d9-6dcf-4	ad4-bd0c-80d5b72	3daf A ☆	∫ ੯= 🚺 …
Î	MONTH	WEEK DAY	:= Q	Q	19 MAY - 25 M	AY 2025 🔻	< ►	TODAY
	6:00	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May	Sat 24 May	Sun 25 May
QLLSCOLLws GALLIAMP UDAVERITY WGALMAY	7:00							
HELEN Galway-Test	8:00							
LOGOUT	9:00							
	10:00							
₽⊕ Make a booking >	12:00							
My bookings	13:00							
Notifications	14:00							
A Profile	15:00							
ADMINISTRATION	16:00							
Resources	17:00							
Col Templates	18.00							

6. Enter Booking Title (Single).

← C ⋒	-rb-galway-test-4	ca09b28d3fb410466bf.azurewebsites.net/app/booki	ng-types/161519d9-6dcf-4ad4-bd0c-80d5b7	/23daf A 🏠 📬 🕼 … 🧖
	MONTH		19 MAY - 25 MAY 2025 🔻	TODAY
		MY123- SEMINAR ROOM 1	_ × _{May}	Sat 24 May Sun 25 May
OLISCOLAN	6:00	Booking title		
GALLIANII UNIVERSITY or GALMAY	7:00		-	
HELEN	8:00			
Galway-Test	9:00	🖾 SINGLE	کې RECURRING	
LOGOUT	10:00	From 20/05/2025	12:00 🔻	
	11:00	То		
$\stackrel{=1}{\in}$ Make a booking $>$	12:00	20/05/2025	13:00 ¥	
My bookings	13:00	Realy on hehalf of company?		
↓ Notifications	14:00	Book on benan of someone?		
A Profile	15:00	Please select a budget code *		
ADMINISTRATION	16:00	Please select a budget code	*	
C Resources	17:00		воок	
🚰 Templates	18:00			



7. Select a Budget Code from the dropdown.



8. Click 'Book'.

	ps://t1-rb-galway-test-4c	a09b28d3fb410466bf.azurewebsites.net/app/b	booking-types/161519d9-6dcf-4ad4-bd0	c-80d5b723da	f A [™] ☆	술 🕼 … 🍫
	MONTH	MY123- SEMINAR ROOM 1	_ X	•		TODAY
	6:00			May	Sat 24 May	Sun 25 May
CLASCOLAS GALLZANDA UNIVERSITY OF GALMAN	7:00	🛱 SINGLE	ैं2 RECURRING			
HELEN	8:00	From 20/05/2025	12:00 •			
	9:00	То		-		
LUGUUT	10:00	20/05/2025	13:00 •			
	11:00	Book on behalf of someone?				
E⊕ Make a booking >	12:00	ONE EMAIL ADDRESS PER LINE				
My bookings	13:00			-		
Notifications	14:00		"			
Profile	15:00	Please select a budget code *				
ADMINISTRATION	16:00	D0055	* X			
Resources	17:00			-		
C Templates	18:00		BOOK			



9. You will now see your booking confirmation. Click X to exit.

TEST BOOKING		×
This booking is accepted.		
Tuesday May 20th 2025 12:00 - 13:00		
Resources		
🛇 Location - MY123- Seminar Room	1 🖸	
Booked by:	Helen (helen.browne@universityofgalway.ie)	
Reference:	31032025150196E52	
Please select a budget code:	D0055	
Ð	EDIT	

10. Booking will appear under 'My Bookings'.

← C @ @ https://t1-r	rb-galway-test-4	ca09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-requ	uests?date=2025-05	-20	A* 🖒	∫ ≨ 🙋 … (
	🛗 МҮВО	okings C			Q Search	my bookings		
Olascoren Gallaber University ⇔rGalmat	MONTH	WEEK DAY	i≣ Q	Q	19 MAY - 25 M	AY 2025 🔻	•	TODAY
HELEN Galway-Test	0:00	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May	Sat 24 May	Sun 25 May
LOGOUT	1:00							
	2:00							
Hake a booking	3:00							
My bookings >	4:00							
	5:00							
A Profile	6:00	6:00 - 7:00 (2) test booking	6:00 - 7:00 (2) test booking					
ADMINISTRATION	7-00							
Resources	8:00							
C Templates	9:00							
· · · · · · · · · · · · · · · · · · ·	10:00							



Make a Recurring Booking

1. Click on 'Make a booking'.



2. Click the 'University of Galway Room Booker' Tile.





3. Enter venue details in 'Search a Resource'.

	s://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-types/161519d9-6dcf-4ad4-bd0	-80d5b723daf	5 A	to .	☆	£≡	()	0
	Make a booking > University of Galway Room Booker		C	Q Se	arch				
CLICODE IN CULICIDE IN UNIVERSITY	WUNIVERSITY OF GALWAY ROOM BOOKER								
HELEN Galway-Test	Q Search a resource	REFI	NE SE	ARCI	н				
LOGOUT	The Groups					RE	() CURRI	NG	
E⊕ Make a booking >	3853 _Asset_Locations		VAILA	BLE N	IOW				
My bookings	Image: Location in the image is a second			Mar	ch, 20	025		>	
A Notifications	214 _iMeeting_Locations	Mo 24	Tu 25	We 26	Th 27	28	Sa 1	Su 2	
	iMeeting_UnbookedLocations	3	4	5	6	7	8	9	
		17	18	19	20	21	22	23	
ADMINISTRATION	26 001 Block S	24	25	26	27	28	29	30	
C Resources	20 003 Anatomy Building	31	1	2	3	4	5	6	
C Templates	🗀 🖅 004 CNSBuilding	Set a	specif	ic tim	е				

4. Click on Venue details.

÷		tps://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-types/161519d9-6dcf-4ad4-bd0c	80d5b723da	f /	<i>4n</i>	☆)	£'≡	(.	0
		Make a booking > University of Galway Room Booker			Q Se	arch				Î
	CLISCOL NA CALIZATI DEVISION DEVISION DEVISION	WIVERSITY OF GALWAY ROOM BOOKER								
	HELEN Galway-Test	Q <mark>. MY123</mark> -	REF	NE SE	ARC	н				
	LOGOUT	-MY123- Seminar Room 1.					RE	رَّي Curri	NG	
		NO MORE RESULTS			BLEN	w				
Ē⊕	Make a booking									
t	My bookings				Mar	rch, 20	025		>	
Δ	Notifications		Mo 24	Tu 25	We 26	Th 27	2 8	Sa 1	Su 2	
			3	4	5	6	7	8	9	
8	Profile		10	11	12	13	14	15	16	
AD	MINISTRATION		24	25	26	27	28	29	30	
0	Resources		31	1	2	3	4	5	6	
e	Templates	*	Set a	specif	ic tim	e				



5. A calendar will appear with the current week. Click on the time and day in the calendar you wish to book.

	ps://t1-rb-galway-test-4	a09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-type	es/161519d9-6dcf-4	ad4-bd0c-80d5b72	3daf A ☆	∫ ⊈ 🚺 …
	MONTH	WEEK DAY	:::: Q	④ ○ 19 MAY - 25 MAY 2025 ▼			TODAY 🔗	
	6:00	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May	Sat 24 May	Sun 25 May
OLLECOLL WA GALLAWAR UNIVERSITY or GALWAY	7:00							
HELEN Galway-Test	8:00							
LOGOUT	9:00							
	10:00							
E⊕ Make a booking >	11:00							
My bookings	12:00							
A Notifications	14:00							
Profile	15:00							
ADMINISTRATION	16:00							
Resources	17:00							
Templates	18:00							

6. Enter Booking Title. Select 'Recurring'.

	MONTH	MY123- SEMINAI	R ROOM 1	9	_ >	<		TODAY	
	6:00	Booking title				May	Sat 31 May	Sun 1 Jun	
University Of scort va Garring	7:00	Test Booking	g -recurring						
HELEN Galway-Test	8:00		GLE	Q	RECURRING				
LOGOUT	9:00	(i) This booking type	e is restricted to limit	ted weekly recurre	nce options				
	10:00	Start week commen	cing		26/05/2025				
	11:00	Until week ending							
$\mathop{igodoline \oplus}_{igodoline \oplus}$ Make a booking $>$	12:00	Start time			11:00 🔻				
My bookings	13:00	End time			12:00 •	1			
A Notifications	14:00	Every			1				
	15:00				week on				
	16:00	Mon	Tue	Wed	Thu				
P Pasauraas	17:00	Fri	Sat	Sun		-			
Resources	17-00				ROOK				
C Templates	18:00				BOOK				



7. Right click Until week ending. Select the end week.

	MONTH		opp/r		a ab	-	0 840	· •				TODAY	-
		MY123- SEMINAR ROOM 1								×			
C C C C C C C C C C C C C C C C C C C			•		Ju	ne 20	25			May	Sat 31 May	Sun 1 Jun	
	6:00	Booking title	Мо	Tu	We	Th	Fr	Sa	Su	1			
OLLSCOILAA GAILLIAGH UNIVERSITY	7:00	Test Booking -recurrin							_				
									-				
HELEN	8:00	E SINGLE			4			7	8				
Galway-Test	9:00	0	16		11			21	22				
LOGOUT		This booking type is restricted to		24					29				
	10:00	Start week commencing		1	2		4		6				
	11:00	Until week ending					02	04/3	2025				
∃ Make a booking >	12:00	Start time						11:00	D •				
My bookings	13:00	End time						12:0	0 •				
▲ Notifications	14:00	Every						1					
								v	veek o	'n			
A Profile	15:00												
ADMINISTRATION	16:00	Mon Tue		V	Ved			Thu					
		Fri Sat		-	Sun					-			
C Resources	17:00							_		_			
C Templates	18:00								воок				-

8. Select time and preferred days and Click Book

	tps://t1-rb-galway-test-4c	a09b28d3fb410466bf.azurewebsites.net/app/b	ooking-types/161519d9-6dcf-4ad4-bd	l0c-80d5b72	3daf A ☆	ר ווּ וּי	· 📀
	MONTH	MY123- SEMINAR ROOM 1	_ ×			TODAY	*
	6:00	Booking title		May	Sat 31 May	Sun 1 Jun	
OLISCOLAN GALLSIAN UNVERSITY or GALMAN	7:00	Test Booking -recurring					
HELEN Galway-Test	8:00	🗂 SINGLE					
LOGOUT	9:00	() This booking type is restricted to limited v	veekly recurrence options				
	10:00	Start week commencing	26/05/2025				
	11:00	Until week ending	08/06/2025				
$\stackrel{[=]}{\doteq}$ Make a booking $>$	12:00	Start time	09:00				
My bookings	13:00	End time	10:00	1			
	14:00	Every	1				
Q Profile	15:00		week on				
ADMINISTRATION	16:00	Mon	Wed Thu				
Resources	17:00	Fri Sat	Sun	-			
C Templates	18:00		воок				-



9. You will now see your booking confirmation. Click 'X' to exit.

← C ⋒ 🗈 https://t	1-rb-galway-test-4c	a 09b28d3fb410466bf.azurewebsi	i tes.net /app/booking-reques	ts?date=2025-05-26		AN 🏠	} ⊱
Î	МУ ВО	okings C		Q Search my boo	kings		
		TEST BOOKING -RECUR	RING	- ×	•		
OLLISCOLINA GALLINAR UNIVERSITY or GALINAY	MONTH	This booking is accepte	ed.		r	•	TODAY
HELEN Galway-Test	0:00	Tuesday May 27th 20 09:00 - 10:00 (2) Occurs every week on Tues 09:00 to 10:00	25 day, Thursday effective 27-05-20	25 until 08-06-2025 from	Мау	Sat 31 May	Sun 1 Jun
	1:00	Occurrences (4)					
Make a booking	2:00 3:00	27/05/2025 09:00-10:00 29/05/2025 09:00-10:00 03/06/2025 09:00-10:00 Sh	now all				
🛗 My bookings 🕥	4:00	Resources					
Notifications	5:00	CLocation - MY123- Seminar R	toom 1 🖓		_		
	6:00	Booked by: Reference: Please select a budget code:	Helen (helen.browne@u 02042025120084826 D0045	iniversityofgalway.ie)			
ADMINISTRATION	7:00	0 0					
Resources	8:00		EDIT SERIES	CANCEL SERIES			
Templates	9:00	9:00 - 10:00 (2) Test Bool	sking -	:00 - 10:00) Test Booking -			

10. Booking will appear under 'My Bookings'.

← C ⋒	1-rb-galway-test-4	ca09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-req	uests?date=2025-05	-20	A* 🏠	€ [@ …
	₩ ВС	ookings C			Q Search	n my bookings		
CLASSORAS GALLAME UNIVERSITY or GALMAT	MONTH	WEEK DAY	i≡ Q	Q	19 MAY - 25 M	AY 2025 🔻	•	TODAY
HELEN Galway-Test	0:00	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May	Sat 24 May	Sun 25 May
LOGOUT	1:00							
	2:00							
☐ Make a booking	3:00							
My bookings >	4:00							
Notifications	5:00							
Profile	6:00	6:00 - 7:00	6:00 - 7:00					
ADMINISTRATION	7:00	(e tost booking	Ce tost booking					
C Resources	8:00							
CF Templates	9:00							



Edit a Booking

1. Click on 'My Bookings'

	os://t1-rb-galway-test-4	ca09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-req	uests?date=2025-05	-26	A 🏠	र 🕼 🚥 🍕
	🛗 мү во	okings C			Q Search	my bookings		
OLISCOR IN CALEANIE UNVERTITY OF GALMAY	MONTH	WEEK DAY	∷⊒ ⊙	Q	26 MAY - 1 JUN	2025 🔻	•	TODAY
HELEN Galway-Test	0:00	Mon 26 May	Tue 27 May	Wed 28 May	Thu 29 May	Fri 30 May	Sat 31 May	Sun 1 Jun
LOGOUT	1:00							
	2:00							
E Make a booking	3:00							
My bookings	4:00							
Q Notifications	5:00							
A Profile	6:00	6:00 - 7:00	6:00 - 7:00 () test booking					
ADMINISTRATION	7:00							
Resources	8:00							
C Templates	9:00		9:00 - 10:00 (2) Test Booking -		9:00 - 10:00 (2) Test Booking -			

2. A calendar view will appear with all of your bookings. Click on booking in calendar.

	tps://t1-rb-galway-test-4ca	09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-05-26		AN 🏠	े र 🙆 \cdots 🍕
	Му вос	KINGS C Q Search my l	bookings		
		TEST BOOKING	×		
	MONTH	This booking is accepted.	r	•	► TODAY
HELEN Galway-Test	0:00	Tuesday May 27th 2025 06:00 - 07:00 ℓζ Occurs every week on Monday, Tuesday effective 24-03-2025 until 26-08-2025 from 06:00 to 07:00	May	Sat 31 May	Sun 1 Jun
LOGOUT	1:00	Occurrences (46)			
	2:00	24/03/2025 06:00-07:00 25/03/2025 06:00-07:00			
Make a booking	3:00	31/03/2025 06:00-07:00 Show all			
My bookings >	4:00	Resources			
▲ Notifications	5:00	SLocation - THB-G010 Moore Institute Seminar Room 🗹	_		
Profile	6:00	Booked by: Helen (helen.browne@universityofgalway.je) Reference: 25032025095042E21 Please select a budget code: D0060			
ADMINISTRATION	7:00				
Resources	8:00	EDIT SERIES CANCEL SERIES			
Co Templates	9:00	9:00 - 10:00			



3. Click 'Edit Series'.

← C @ http	ps://t1-rb-galway-test-4c	a09b28d3fb410466bf.azurewebsit	tes.net/app/booking-requests?c	late=2025-05-26		A* 🗘	_ ℃ [] …	- 📀
(LL)	МҮ ВО	OKINGS C		Q Search my boo	kings			I
	_	TEST BOOKING		×				
QLLNCOLEAA GAILLIAMH UNIVERSITY of GALMAY	MONTH	 This booking is accepte 	d.		r	•	TODAY	
HELEN Galway-Test	0:00	Tuesday May 27th 202 06:00 - 07:00 (2) Occurs every week on Mond 06:00 to 07:00	25 Jay, Tuesday effective 24-03-2025 ur	ntil 26-08-2025 from	Мау	Sat 31 May	Sun 1 Jun	
	1:00	Occurrences (46)						
Be Make a booking	2:00	24/03/2025 06:00-07:00 25/03/2025 06:00-07:00 31/03/2025 06:00-07:00 Sho	lle wo					
My bookings	4:00	Resources						
	5:00	CLocation - THB-G010 Moore In	nstitute Seminar Room 🗗					
Profile	6:00	Booked by: Reference: Please select a budget code:	Helen (helen.browne@univ 25032025095042E21 D0060	ersityofgalway.ie)				
ADMINISTRATION	7:00	2 6						
Resources	8:00		EDIT SERIES	CANCEL SERIES				
C Templates	9:00	9:00 - 10:00 ₹2 Test Book	ing - ርጋ ፐ	- 10:00 est Booking -				

List of changeable fields:

- Booking Title.
- Primary Resource click change to select different venue.
- Time.
- Budget Code.
- 4. Click 'Update'.

	ps://t1-rb-galway-test-4ca	9b28d3fb410466bf.azurewebsites.net/app/	booking-types/161519d9-6dcf-4ad	4-bd0c-80d5b723da	f A 🏠 🗲 🕼 … 🧳
	Bookings	EDIT BOOKING	-	×	Q Search
CLASS AND		Booking title test booking 2		VAILABILITY	ABOUT: QA132 - MONS, JOH
Galway-Test	MONTH	Reference: 250320250945AD1D4		,	TODAY
	6:00	Primary resource QA132 - MONS. JOHN HYNES BOAF	CHANGE CHANGE	Apr	Sat 5 Apr Sun 6 Apr
Make a booking	7:00	Status Accepted		io ooking	
	9:00		₹) RECURRING		
A Profile	10:00	Update occurrence pattern		:30 TA Com	
ADMINISTRATION	11:00	Please select a budget code *		eeting	
Resources	12:00	DODED		_	
C Templates	13:00		UPDATE		



5. Your revised booking confirmation will appear. Click 'X' to save the details.





Delete a Booking

1. Click on 'My Bookings'.

	os://t1-rb-galway-test-4	ca09b28d3fb410466	bf.azurewebsites.ne	t/app/booking-req	uests?date=2025-05	-26	A 🏠	र 🕼 🚥 🏹
	🛗 мү во	okings C			Q Search	my bookings		
OLISCOR IN CALEANIE UNVERTITY OF GALMAY	MONTH	WEEK DAY	∷⊒ ⊙	Q	26 MAY - 1 JUN	2025 🔻	•	TODAY
HELEN Galway-Test	0:00	Mon 26 May	Tue 27 May	Wed 28 May	Thu 29 May	Fri 30 May	Sat 31 May	Sun 1 Jun
LOGOUT	1:00							
	2:00							
E Make a booking	3:00							
My bookings	4:00							
Q Notifications	5:00							
A Profile	6:00	6:00 - 7:00	6:00 - 7:00 () test booking					
ADMINISTRATION	7:00							
Resources	8:00							
C Templates	9:00		9:00 - 10:00 (2) Test Booking -		9:00 - 10:00 (2) Test Booking -			

2. A calendar view will appear with your bookings. Click on booking in calendar.

	os://t1-rb-galway-test-4c	a09b28d3fb410466bf.azurewebs	ites.net/app/booking-reques	ts?date=2025-05-26		A ^N 🏠	∫ ⊈ 🚺 … 🍕
	🛗 му вое	DKINGS C		Q Search my boo	okings		
		TEST BOOKING		×			
ORLSCOULSA GALEANAR UNIVERSITY or GALMAY	MONTH	 This booking is accept 	ed.		r	•	► TODAY
HELEN Galway-Test	0:00	Tuesday May 27th 20 06:00 - 07:00 کې Occurs every week on Mor 06:00 to 07:00)25 nday, Tuesday effective 24-03-202	5 until 26-08-2025 from	May	Sat 31 May	Sun 1 Jun
	1:00	Occurrences (46)					
Be Make a booking	2:00	24/03/2025 06:00-07:00 25/03/2025 06:00-07:00 31/03/2025 06:00-07:00 si	how all				
My bookings	4:00	Resources					
↓ Notifications	5:00	S Location - THB-G010 Moore	Institute Seminar Room 🗷		-		
Profile	6:00	Reference: Please select a budget code:	25032025095042E21 D0060	iniversityorgaiway.ie)			
ADMINISTRATION	7.00	9 6					
Resources	8:00		EDIT SERIES	CANCEL SERIES			
🚱 Templates	9:00	9:00 - 10:00 (2) Test Boo	sking -	200 - 10:00			



3. Click 'Cancel Series'.

← C ⋒	rb-galway-test-4ca	a09b28d3fb410466bf.azurewebsit	es.net/app/booking-requests?d	ate=2025-04-02		AN 🏠	☆ 🕼 …
Î	МҮ ВОС	DKINGS C		Q Search my book	ings		
		RB BOOKING		×			
OLLSCOILSA GALENBRE UNIVERSITY or GALENAY	MONTH	 This booking is accepte 	d.		r	•	> TODAY
HELEN Galway-Test	0:00	Friday April 4th 2025 07:00 - 08:00 (2) Occurs every week on Mond 2025 until 04-04-2025 from	lay, Tuesday, Wednesday, Thursday, f 07:00 to 08:00	riday effective 31-03-	Apr	Sat 5 Apr	Sun 6 Apr
	1:00	Occurrences (5)					
Be Make a booking	2:00 3:00	31/03/2025 07:00-08:00 01/04/2025 07:00-08:00 02/04/2025 07:00-08:00 sh	ow all				
My bookings	4:00	Resources					
Notifications	5:00	S Location - MY123- Seminar Ro	oom 1 🗷		_		
Profile	6:00	Booked by: Reference: Please select a budget code:	Helen (helen.browne@unive 280320251429D7B10 D0010	ersityofgalway.ie)	ooking 2		
ADMINISTRATION	7:00-how				7:00 - 8:00		
Resources	8:00	3	EDIT SERIES	CANCEL SERIES	*		
3 Templates	9:00						

4. Click 'Yes' to confirm cancellation.

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	🛗 МҮ ВС	okings C			Q Search	n my bookings]	
UNIVERSITY Official	MONTH	WEEK DAY	i≡ Q	Q	31 MAR - 6 AP	R 2025 🔻	•	TODAY
HELEN Galway-Test	0:00	Mon 31 Mar	Tue 1 Apr	TODAY	Thu 3 Apr	Fri 4 Apr	Sat 5 Apr	Sun 6 Apr
LOGOUT	1:00	CONFIRM CA	NCELLATION					
	2:00	Are you sure y	ou want to cancel	all 5 occurrences o	of this booking?			
Be Make a booking	3:00	Add optional not	e			_		
🛗 My bookings >	4:00				NO	ES		
↓ Notifications	5:00	-			_	_		
A Profile	6:00	6:00 - 6:00 - 7:00 7:00	6:00 - 6:00 - 7:00 7:00	6:00 - 7:00	6:00 - 7:00	6:00 - 7:00		
ADMINISTRATION	7:00	7:00 - 7:00 -	7:00 - 7:00 - 9:00 - 8:00	(2 test booking 2 7:00 - 7:00 - 8:00	(2) test booking 2 7:00 - 7:00 -	(2 test booking 2 7:00 - 7:00 -		
C Resources	8:00	2) 2)	31 31	2) 2)	2) 2) 2) 2)	3) 3)		
C3 Templates	9:00							
-	10:00							