Resource Booker
User Guide
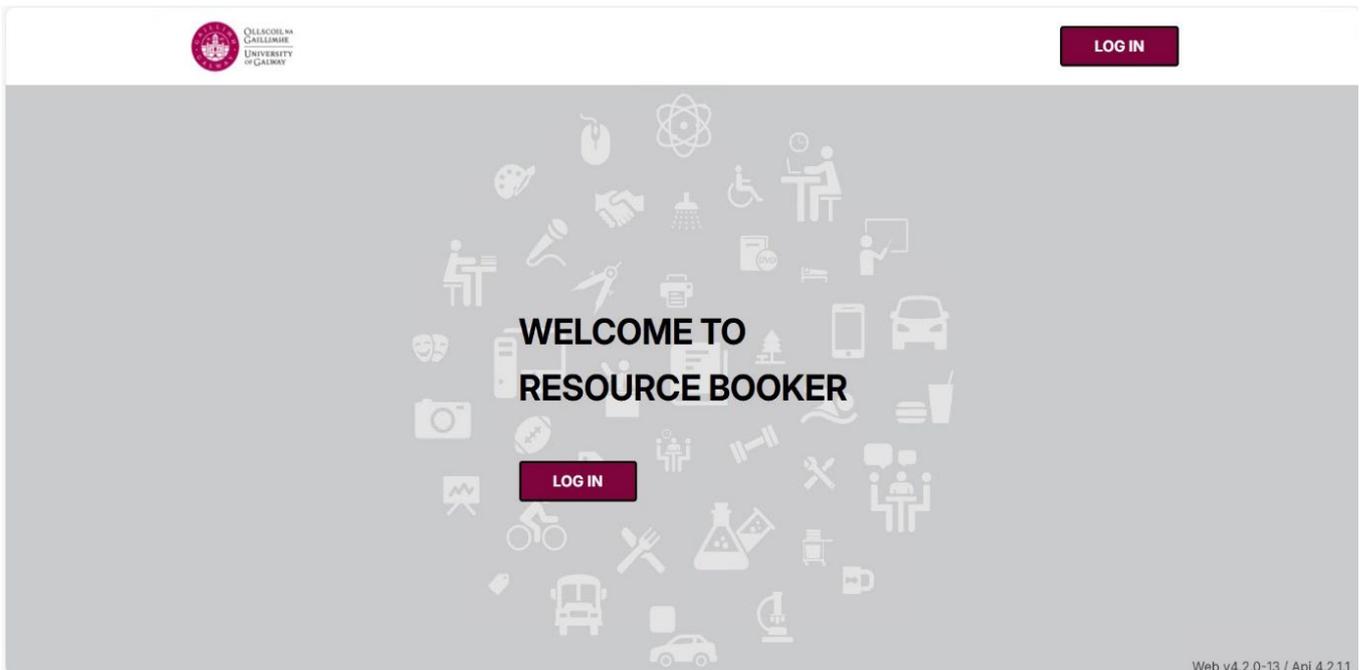
Revision 0
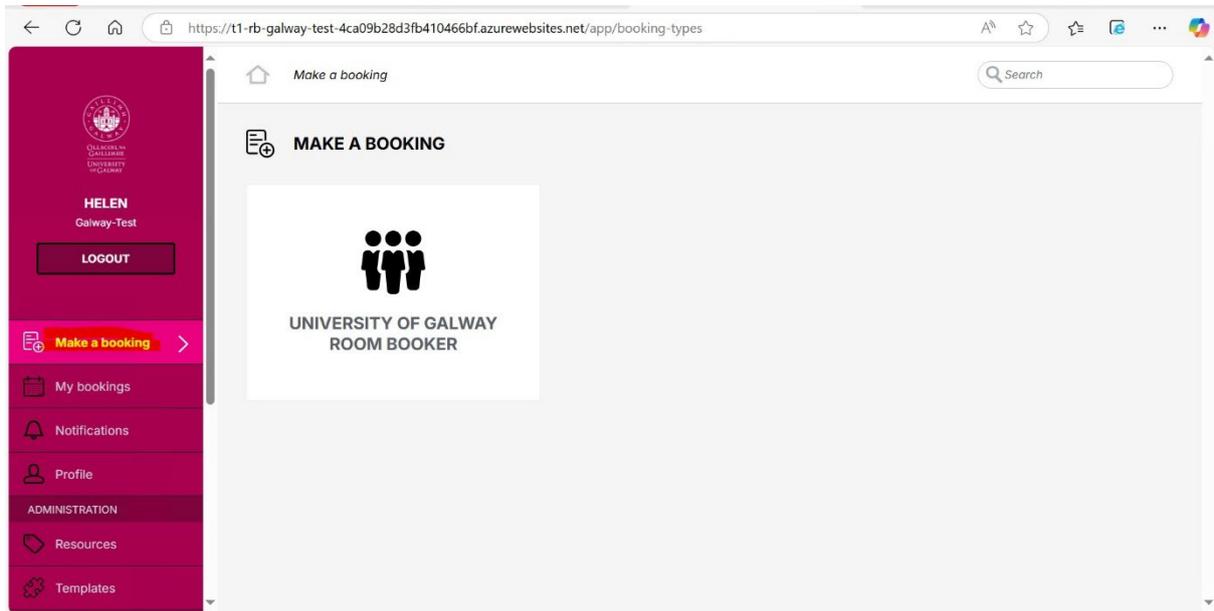
April 2025

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Logging in

1. Log in to Resource Booker using Single Sign on.
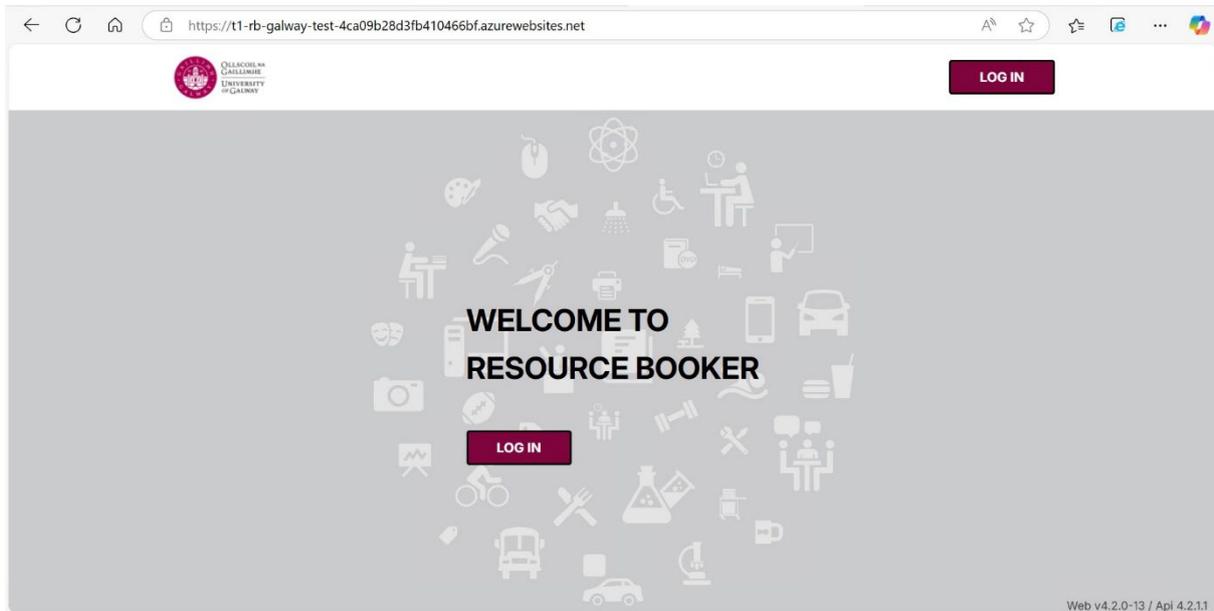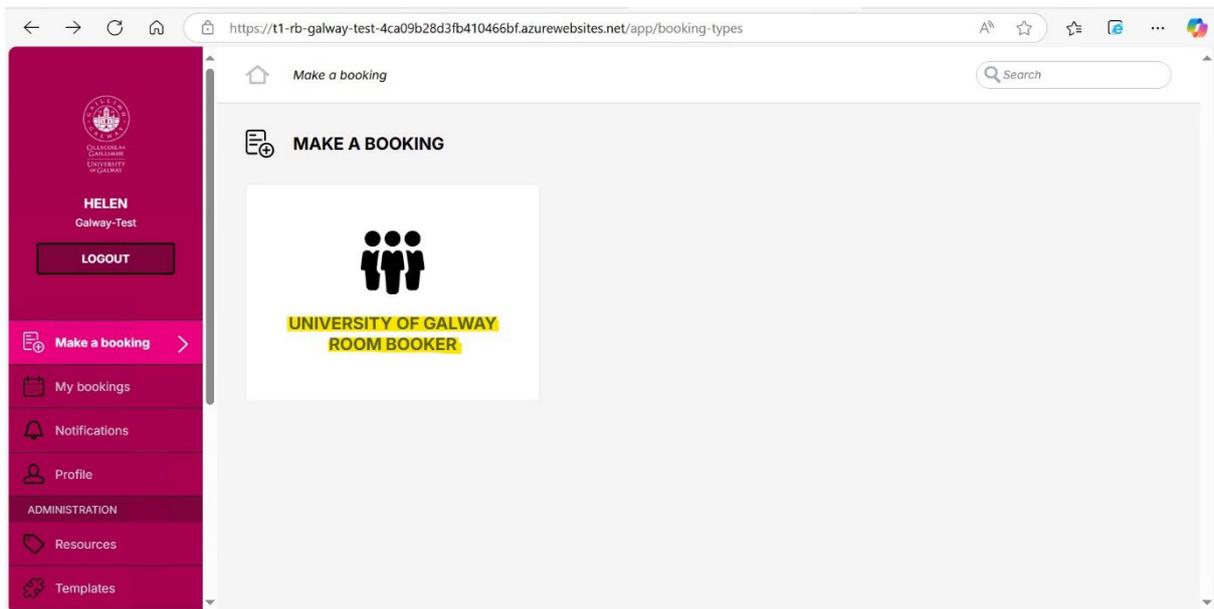
Make a Single Booking

1. Click on 'Make a booking'.

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

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

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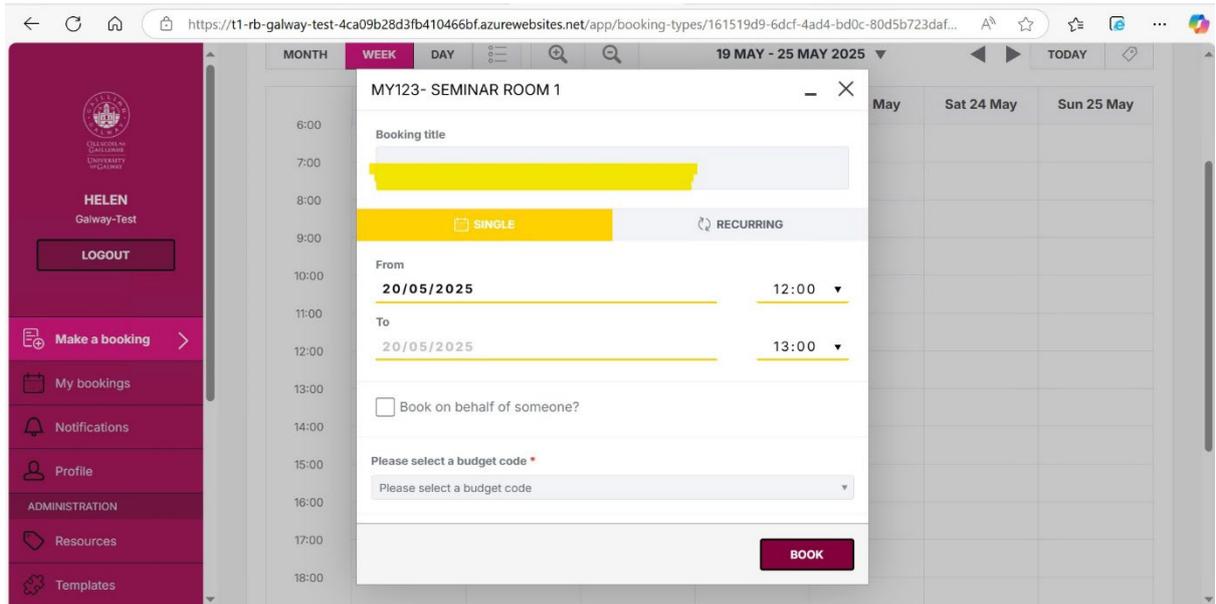
5. A calendar will appear with the current week. Click on the time and day in the calendar you wish to book.
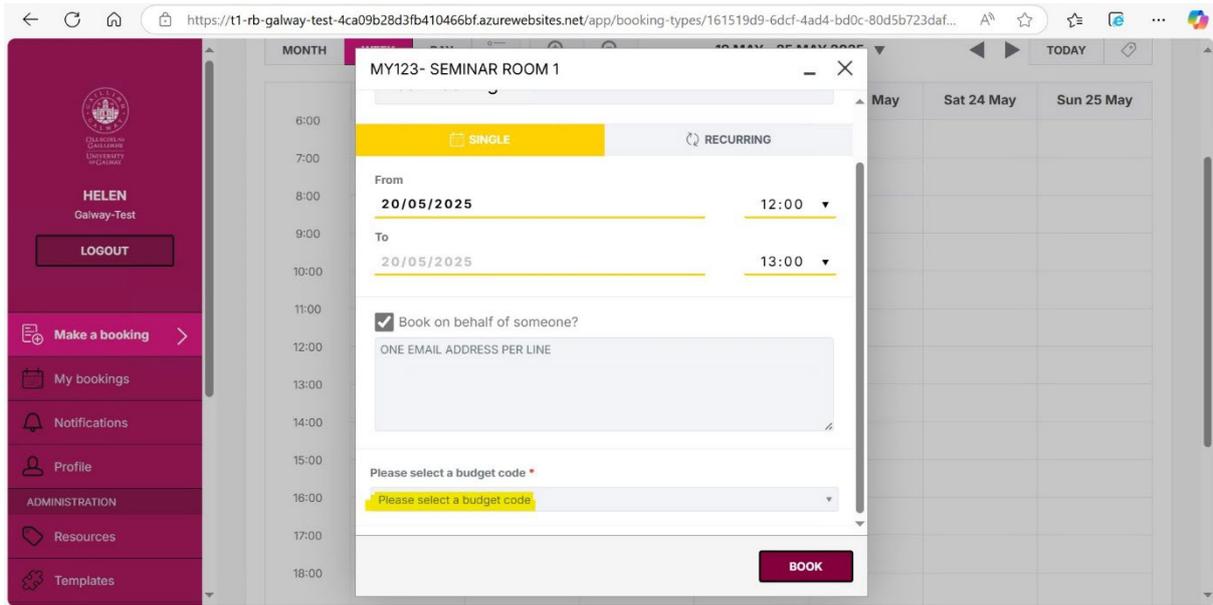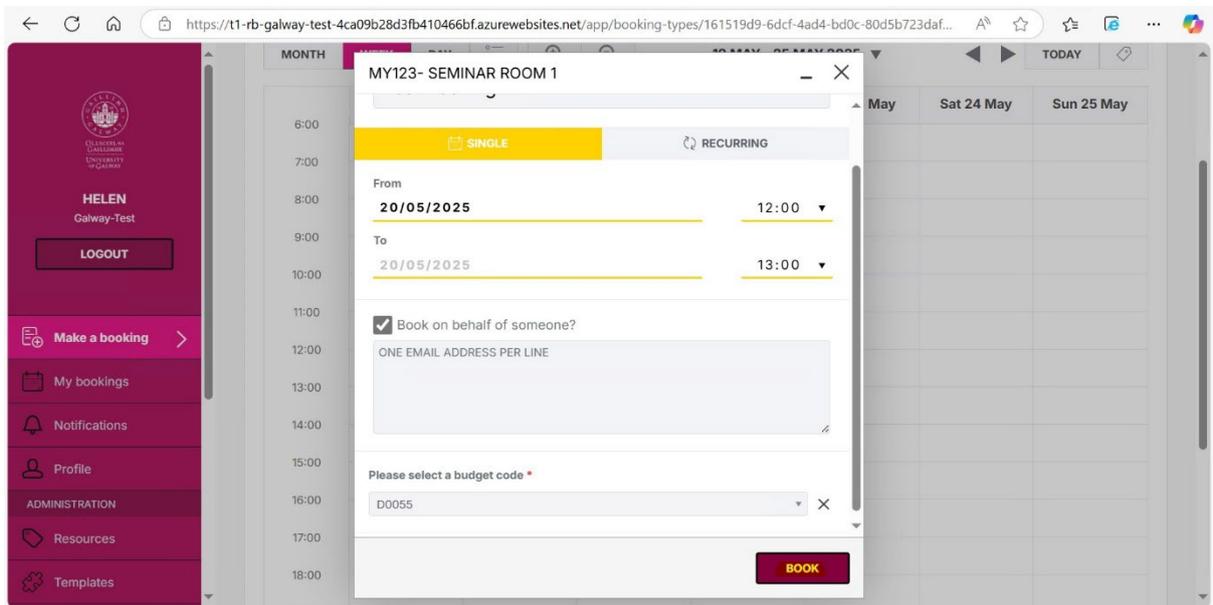

6. Enter Booking Title (Single).

7. Select a Budget Code from the dropdown.

8. Click 'Book'.

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

10. Booking will appear under 'My Bookings'.
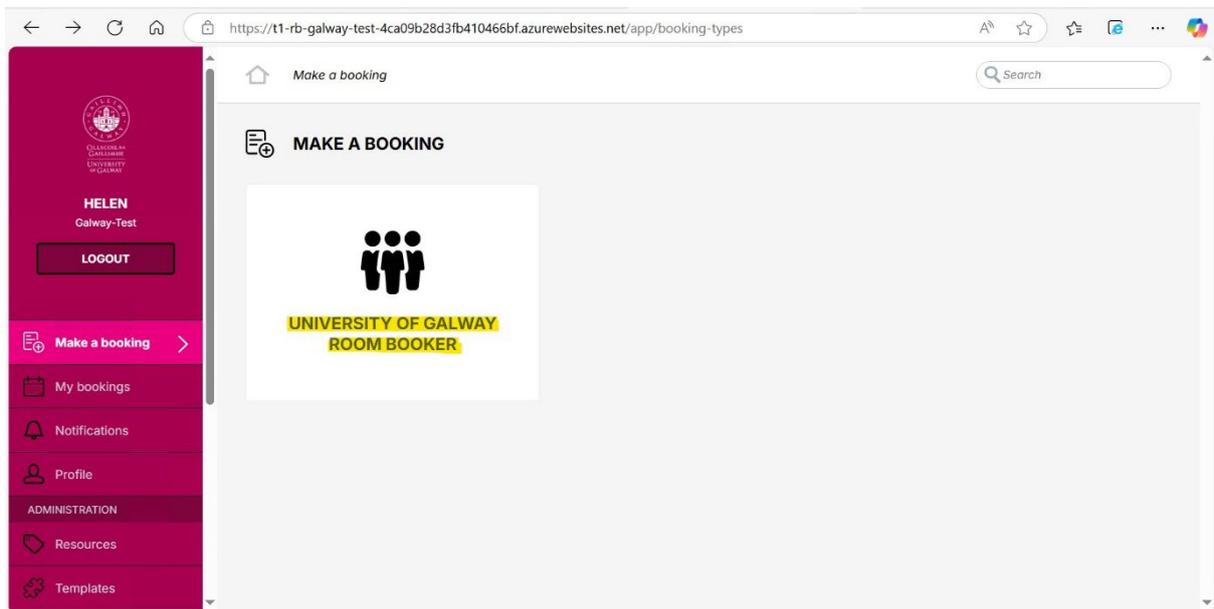
Make a Recurring Booking

1. Click on 'Make a booking'.

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

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

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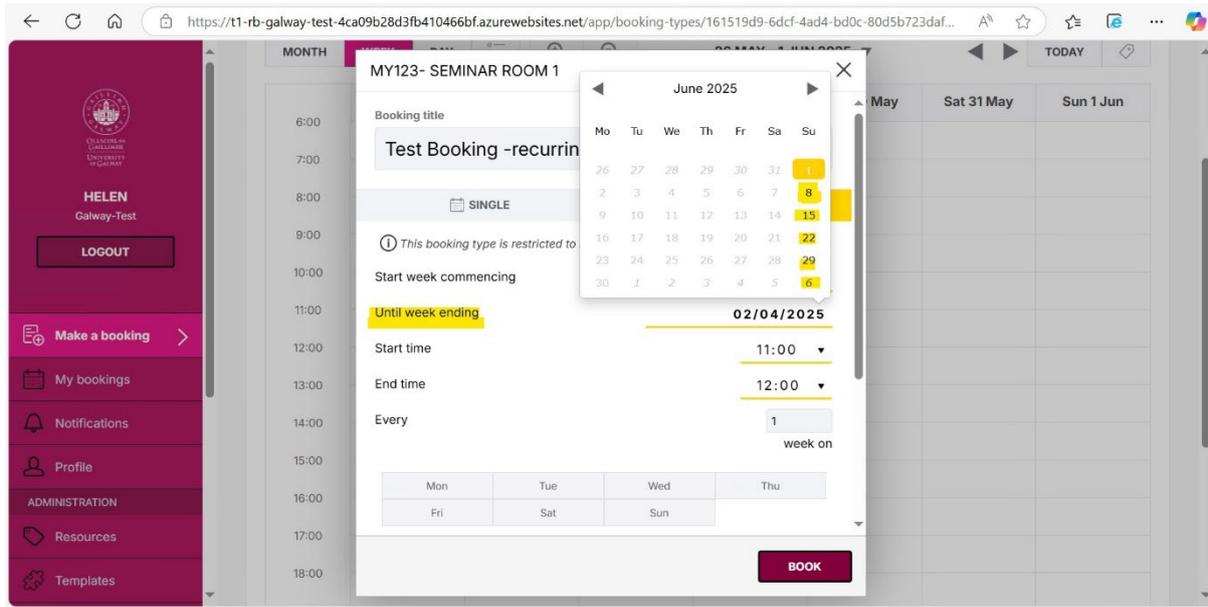
5. A calendar will appear with the current week. Click on the time and day in the calendar you wish to book.
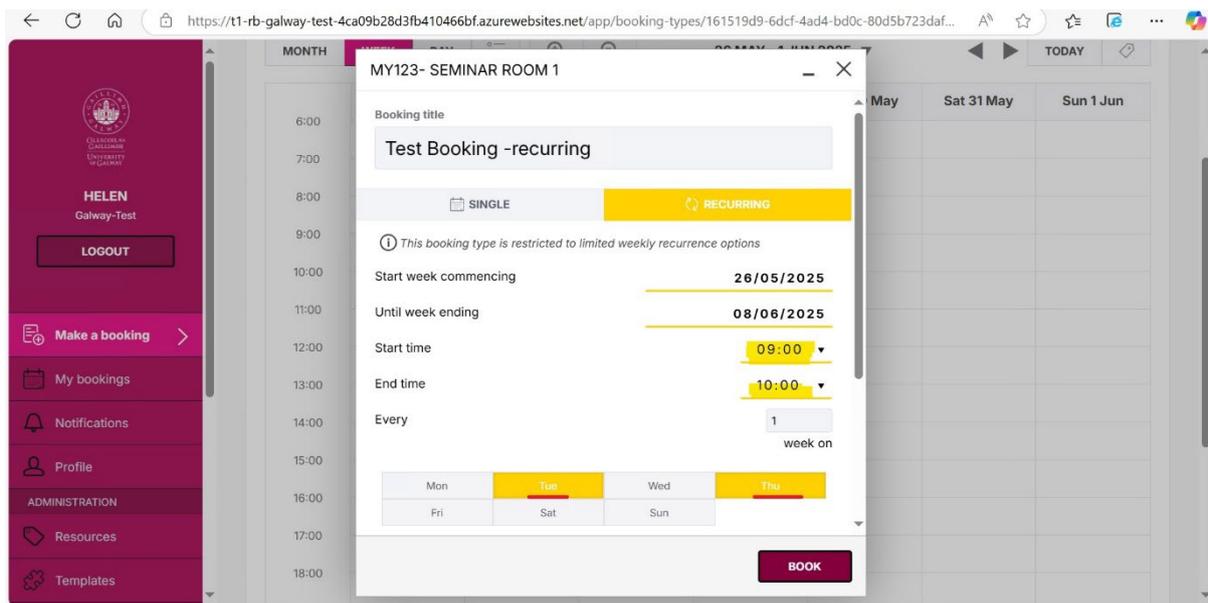

6. Enter Booking Title. Select 'Recurring'.
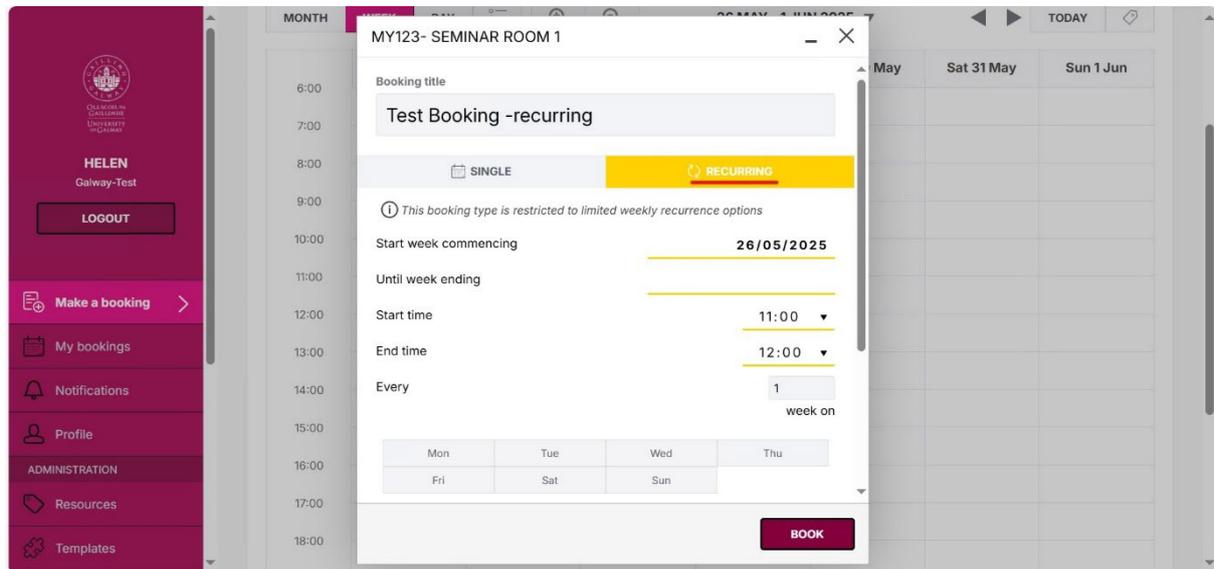
7. Right click Until week ending. Select the end week.

8. Select time and preferred days and Click Book

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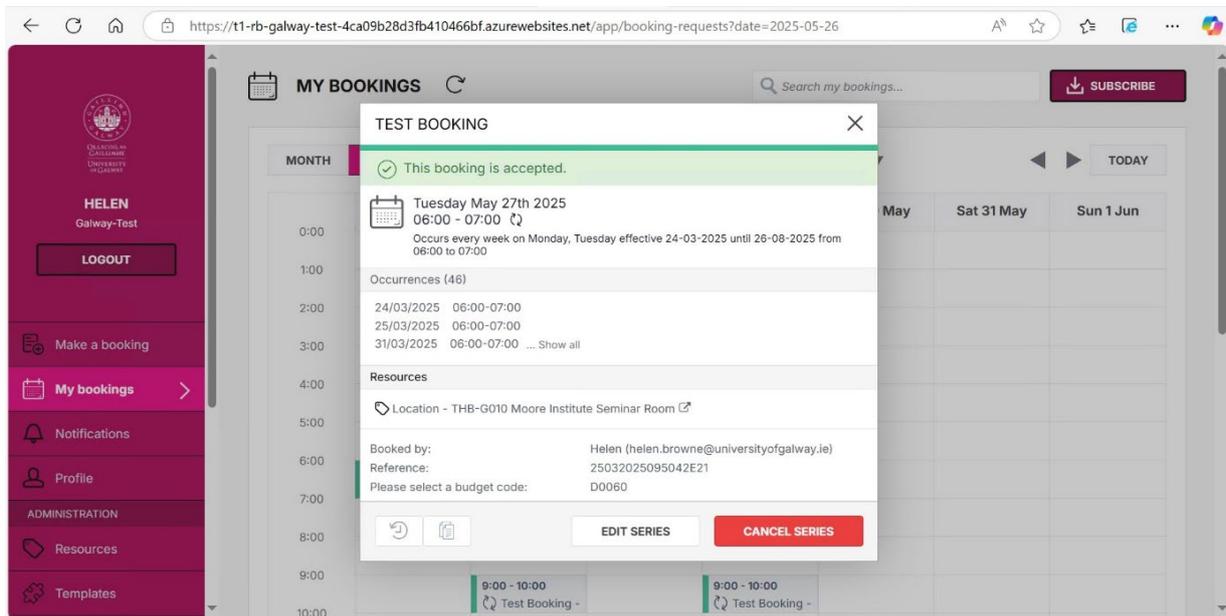

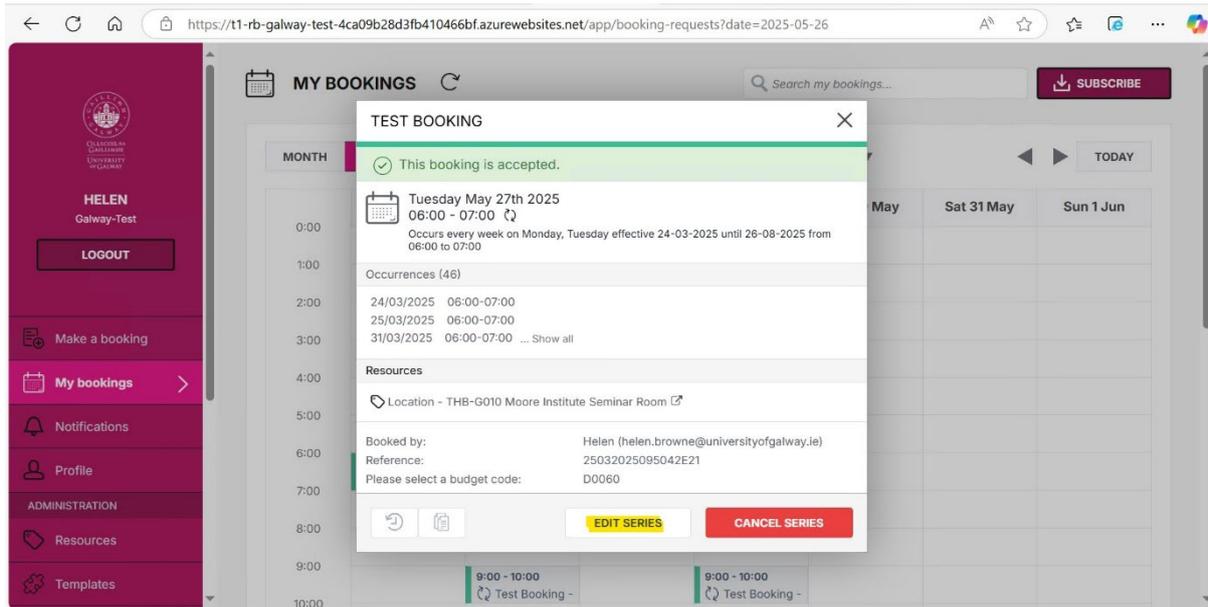10. Booking will appear under 'My Bookings'.

Edit a Booking

1. Click on 'My Bookings'

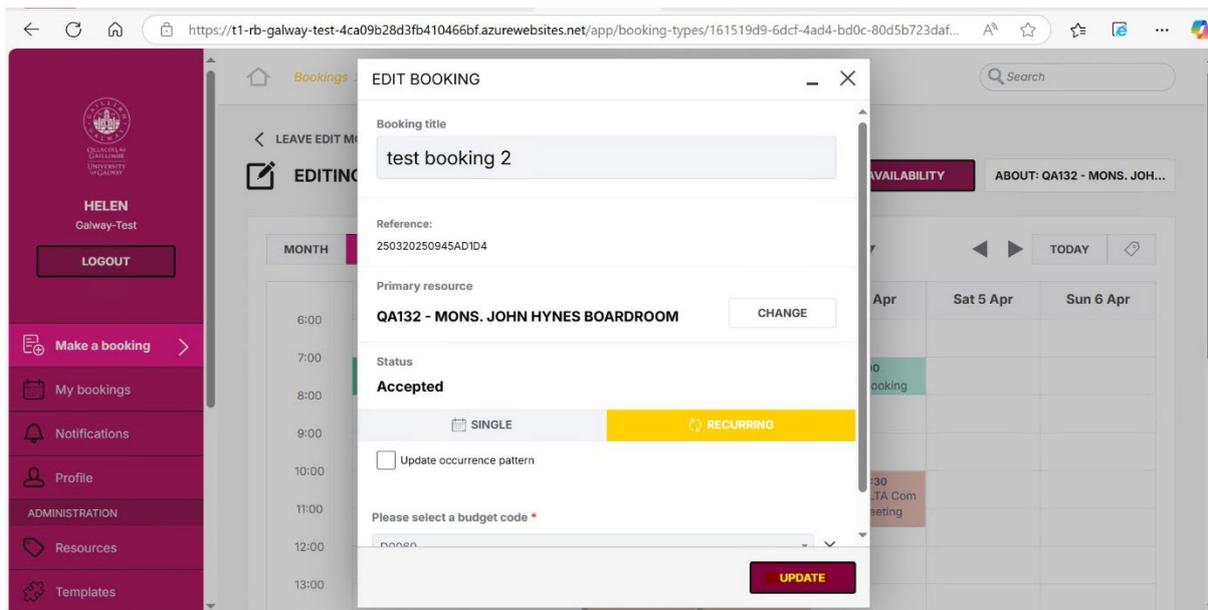2. A calendar view will appear with all of your bookings. Click on booking in calendar.

3. Click 'Edit Series'.

List of changeable fields:

- Booking Title.
- Primary Resource – click change to select different venue.
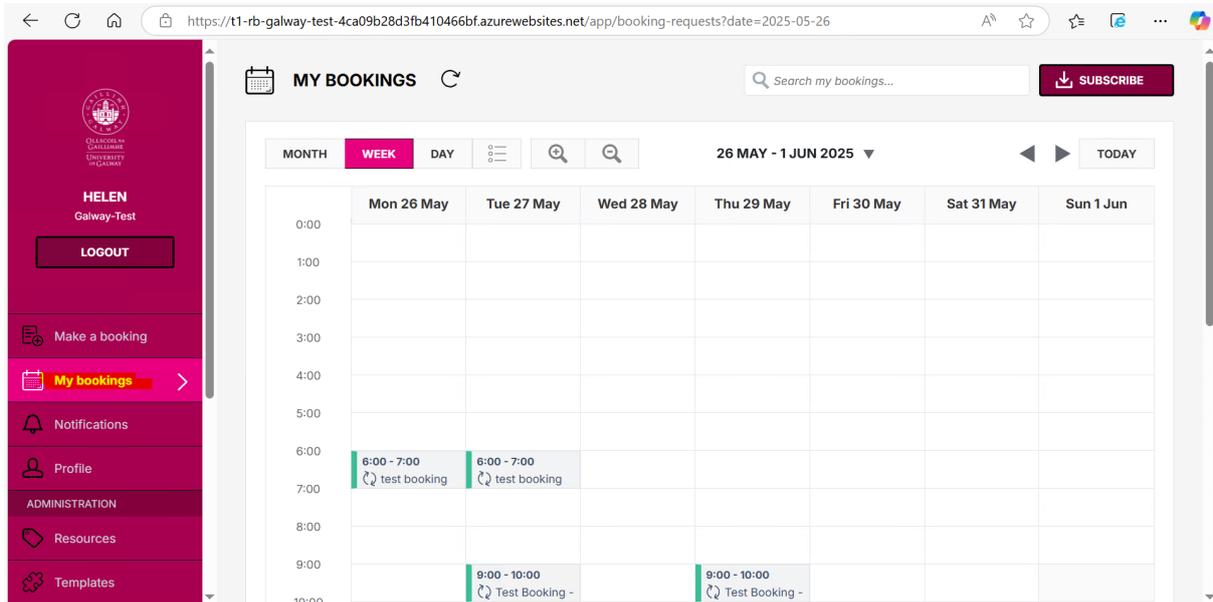- Time.
- Budget Code.

4. Click 'Update'.

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

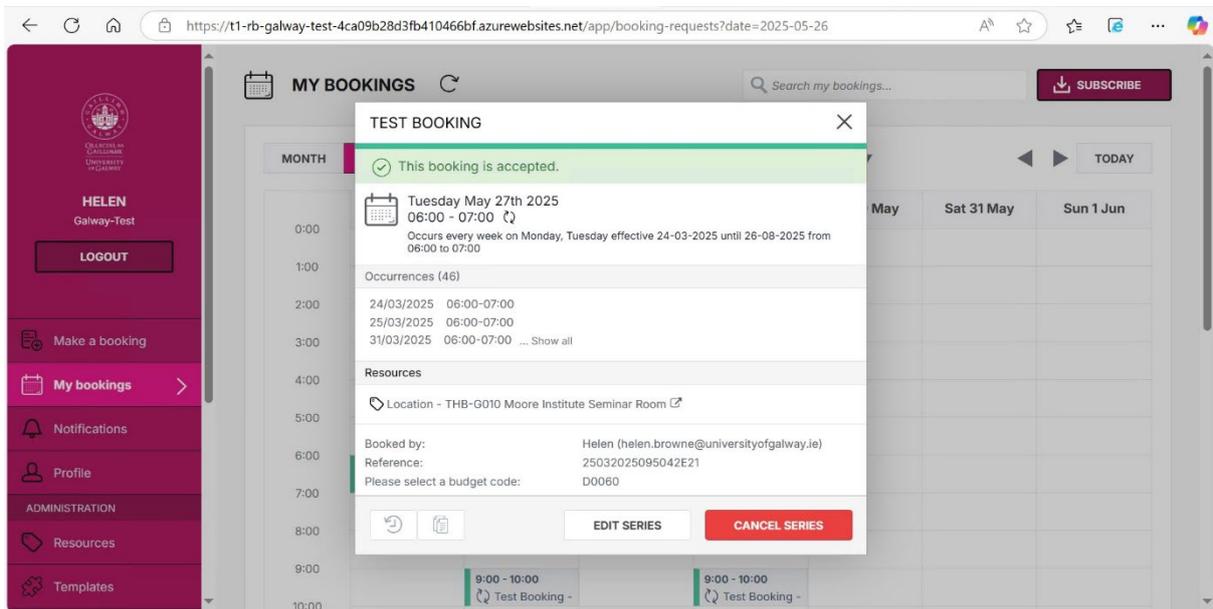# Delete a Booking

1. Click on 'My Bookings'.

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

3. Click 'Cancel Series'.

4. Click 'Yes' to confirm cancellation.