



University of  
**Strathclyde**  
**Glasgow**

# Strathclyde Resource Booker User Guide

Version 1.1

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## Introduction

Resource Booker is a web-based application designed to allow University staff or students to book Resources, such as rooms, workstations, or equipment. It can be accessed at [resourcebooker.strath.ac.uk](https://resourcebooker.strath.ac.uk) by logging in with your Strathclyde email and password.

Please note that Resource Booker is not for booking of scheduled teaching activities which will continue to be allocated via the existing process.

If you are looking to manage resources and/or templates, please contact [resourcebooker@strath.ac.uk](mailto:resourcebooker@strath.ac.uk) or guidance as this guide is targeted at users not those with admin permissions.

Any questions email [resourcebooker@strath.ac.uk](mailto:resourcebooker@strath.ac.uk)

## Make a Booking

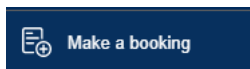
When you log in to Resource Booker you will be presented with the 'Make a Booking' page which will show the booking 'tile' or 'booking templates' (represented as tiles you can select) available to you.


Staff will see at 3 booking tiles under Make a Booking for Central Pool Teaching Rooms:

- Central Teaching (Mon-Fri 8am-5pm) for weekday bookings
- Collins Meeting Rooms to request a meeting room in the Collins building.
- Central Teaching Rooms Out of Hours to request a room in the evening or weekend.

Regardless of the resource you are booking, the process remains largely the same

1. Log into [resourcebooker.strath.ac.uk](https://resourcebooker.strath.ac.uk) with your university email and password
2. Select Make a Booking from the left-hand side



3. Click on the desired booking tile you wish to use to book a resource
4. Next you have a variety of options to search / filter your resources
  - a. Search by date and/or time
    - i. Input the desired data and/or time for booking
    - ii. A filtered list of available resources will be displayed, which you can select the desired resource and will be shown the booking form. note you can click the information symbol  to view additional information about a booking



**CENTRAL TEACHING (MON-FRI 8AM-5PM)**

Search a resource

Start date: 2022-10-20 X From: 10:00 X To: 11:00 X Capacity(min): 30 X

Groups

CW404a	(i)
CW404a&b	(i)
CW404b	(i)
CW406a	(i)
CW406a&b	(i)
CW406b	(i)
CW506b	(i)
CW507b	(i)
GH511	(i)
GH512	(i)

**REFINE SEARCH**

**SINGLE** **RECURRING**

AVAILABLE NOW

October, 2022

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	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	1	2	3	4	5	6

Set a specific time

From: x 10:00 ▾

To: x 11:00 ▾

**CAPACITY**

Minimum

30 x

- b. View when required resource is available
- Search or select the desired resource to see its availability, note you can click the information symbol (i) to view additional information about a booking
  - Then select a time in the calendar you would like to book, and you will be shown the booking form.

GH511

Booking title

**SINGLE** **RECURRING**

From: 02/11/2022 14:00 ▾

To: 02/11/2022 15:00 ▾

Book on behalf of someone?

Booking description\*

Number of attendees. Please ensure the room can accommodate the number of attendees\*

Booking Type\*

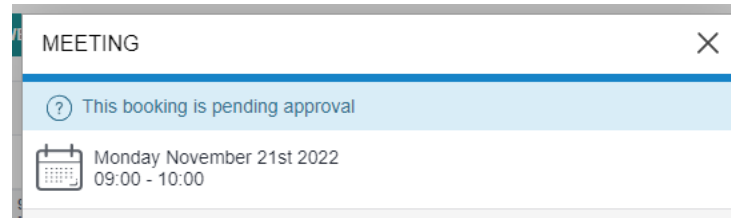
Faculty\*

**BOOK**

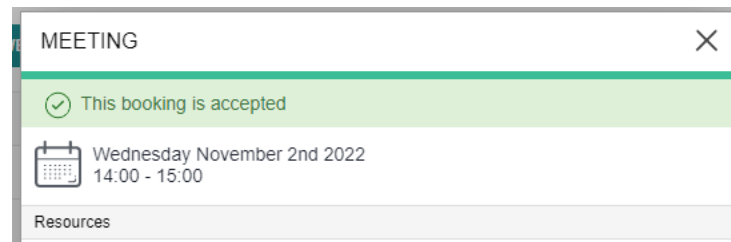
5. Complete the booking form, entering a booking title and any other required information and click Book.



6. If a booking requires approval, the message: This booking is pending approval. The booking approver will then respond to your request.



7. If the booking does not require approval the following message will appear: This booking has been Accepted.



8. Click X to close the booking.
9. You will then receive a confirmation email with your booking details.



## Edit a Booking

You can edit your booking to change the time, cancel or other information. If you need to book a different resource you will need to cancel the booking and book the new resource, you cannot edit the resource booked.

1. Log into [resourcebooker.strath.ac.uk](https://resourcebooker.strath.ac.uk) with your university email and password
2. Click on the 'My Bookings' tab on the left
3. You will be shown the current week in calendar view, if your booking is not in the week shown you can change the week shown by using the arrows at the top right or changing the view to month/day as required. You can also search for a specific booking via the search bar at the top

The screenshot shows the 'MY BOOKINGS' interface. At the top, there is a search bar labeled 'Search my bookings...', a 'PRINT' button, and a 'SUBSCRIBE' button. Below this, there are navigation options for 'MONTH', 'WEEK' (selected), and 'DAY'. The current week is '21 NOV - 25 NOV 2022'. The calendar grid shows the following bookings:

Time	Mon 21 Nov	Tue 22 Nov	Wed 23 Nov	Thu 24 Nov	Fri 25 Nov
8:00					
9:00	9:00 - 10:00 Meeting (CL201)				
10:00					
11:00					
12:00					
13:00				13:00 - 14:00 presentation (AB101)	
14:00					
15:00					
16:00					
17:00					

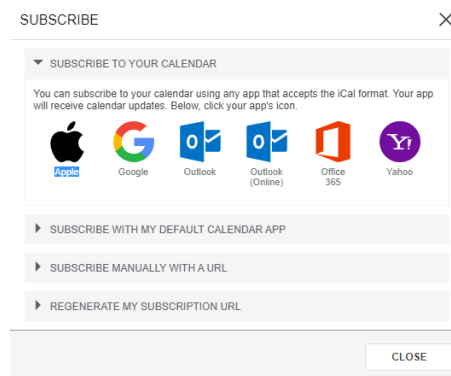
4. Once you have located the booking, select it and a pop-up will appear
  - a. To edit the booking, click the edit button. You can then edit the booking form as required, clicking update when finished
  - b. To cancel the booking, click the cancel button then Yes. You can add a note if required to give more information on the cancellation



## Calendar subscription via Outlook

You can subscribe your chosen calendar app to your Resource Booker bookings, and it will automatically update with any changes. This method will show you how to do this with the Outlook desktop app.

1. Log into [resourcebooker.strath.ac.uk](https://resourcebooker.strath.ac.uk) with your university email and password
2. Click on the 'My Bookings' tab on the left
3. Click the subscribe button at the top right 
4. Select the 'Subscribe Manually with a URL' option
5. Copy the URL in the box



6. Open Outlook, then navigate to your calendar
7. Click the 'Add calendar' button at the top and select 'From internet' from the dropdown list
8. Paste the link you copied and click ok
9. Your calendar should be added

