


# UoM Resource Booking (RBS)

[Staff Only] Guide for reserving UoM venues (lecture rooms, computer labs, etc.) via UoM resource booking system.


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# Logging in to Resource Booking System

Visit [UoM Booking System \(http://book.uom.lk/\)](http://book.uom.lk/). Enter your UoM Username and password to Login.  
(eg. if your email is [cites@uom.lk](mailto:cites@uom.lk), your username is *cites*)



☐ Remember Me

Once logged in, you will see the dashboard. You may expand or collapse dashboard cards by pressing .

Announcements 0

There are no announcements

⬆

Upcoming Reservations 0

You have no upcoming reservations

⬆

Resource Availability

⬇

All Upcoming Reservations 0

There are no upcoming reservations in next days

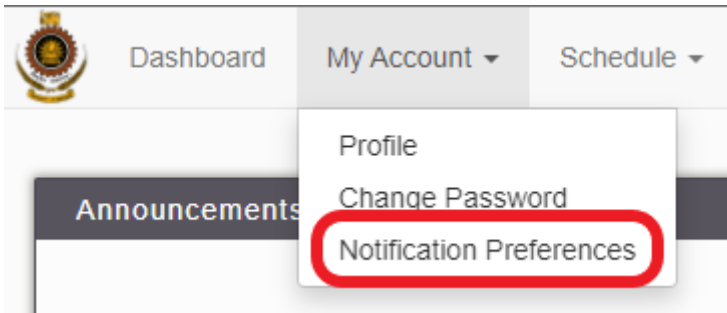
⬆



# Configure email notifications (Important)

To receive email notifications you need to enable required notification.

After logging into the system, click on "My Account" > "Notification Preferences".



Turn on the email notifications as preferred and click **Update**.

# Notification Preferences

When I create a reservation or a reservation is created on my behalf

☒ Send me an email

☐ Do not notify me

When I update a reservation or a reservation is updated on my behalf

☒ Send me an email

☐ Do not notify me

When I delete a reservation or a reservation is deleted on my behalf

☒ Send me an email

☐ Do not notify me

When my pending reservation is approved

☒ Send me an email

☐ Do not notify me

When someone joins or leaves my reservation

☒ Send me an email

☐ Do not notify me

When my recurring reservation series is ending

☒ Send me an email

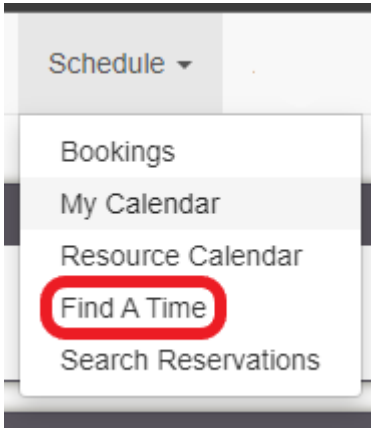
☐ Do not notify me



**Click Update when done**

# How to make a Reservation

After logging in, click on "**Schedule**" > "**Find A Time**".



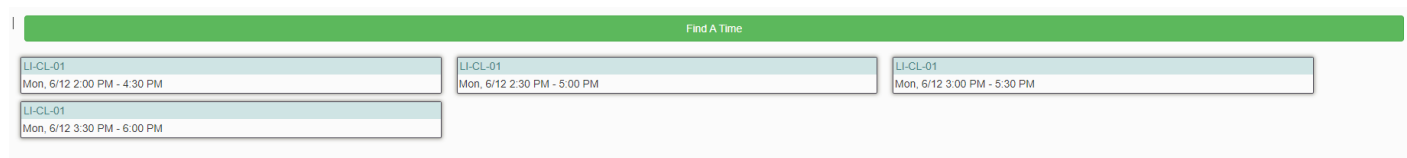
Fill the desired details and click "Find A Time".

A screenshot of a reservation form titled 'Find A Time'. The form contains several sections: 1. A checkbox labeled 'Any Resource' (checked). 2. A text input field labeled 'Resources'. 3. A time selection section with a dropdown menu, 'Hours' and 'Minutes' inputs, and a date range selector. 4. A section for time range with '07:00 am' and '08:00 am' inputs, a 'Specific Time' checkbox, and 'Begin'/'End' buttons. 5. A 'Repeat' section with a 'Does Not Repeat' dropdown. 6. A 'More Options' section with multiple dropdown menus for 'Airconditioned', 'Multimedia projector available', 'Sound system available', 'Wi-Fi or Networking available', 'Resource Type', 'Could be used as an exam venue', 'Other resources available', and 'White board/ black board/ smart board availability'. A green 'Find A Time' button is at the bottom.

Please note the functionality of each numbered boxes in the above image are as follows.

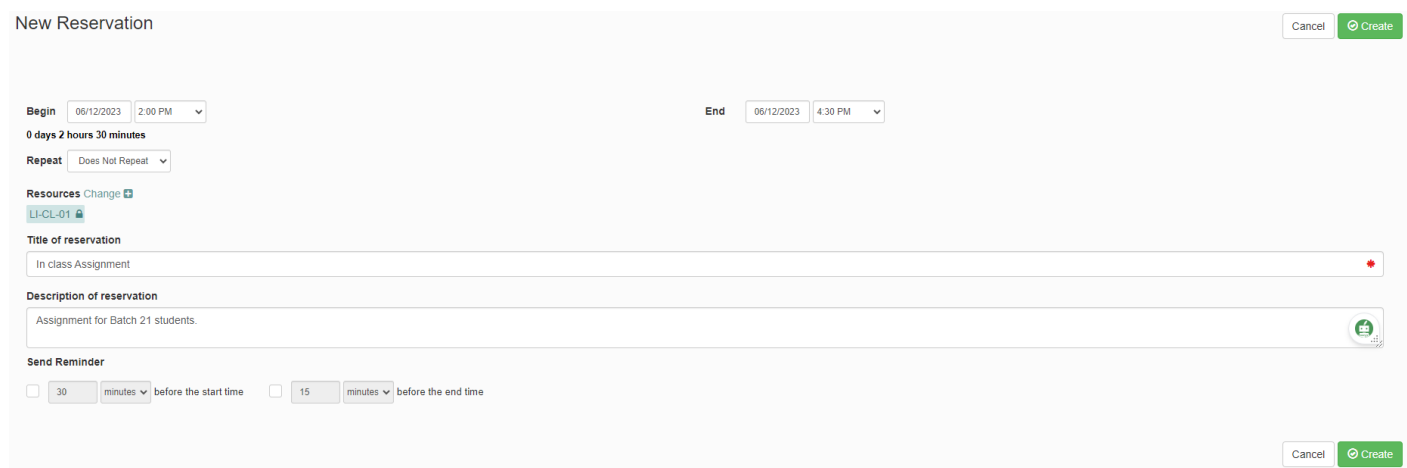
1. If you tick this box, your search will cover all resources. If this box is not checked, you must specify resources in box 2.
2. Begin typing to find the required resources, then pick from the drop-down menu. You have the option of selecting multiple resources.
3. You have the option of specifying the required time period.
4. If you have a specific time in mind, tick the box and enter the start and end times.
5. Set the frequency of repetition. Depending on the resource settings, this option may or may not operate.
6. To narrow your search, click "More options" and then select the appropriate options.

Once you click on "Find A Time" you will be prompted with available slots. Select a desired slot from the list.



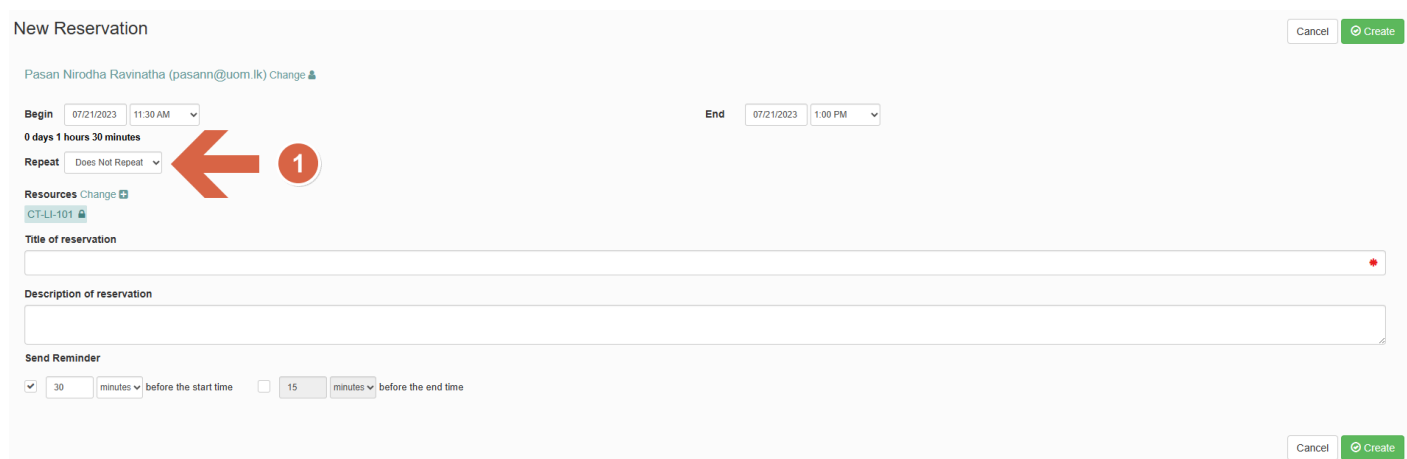
The "Find A Time" interface displays a green header bar with the text "Find A Time". Below the header, there are three columns of available slots for resource "LI-CL-01". Each slot is represented by a light blue box with a white border. The first column shows a slot from Mon, 6/12 2:00 PM - 4:30 PM. The second column shows a slot from Mon, 6/12 2:30 PM - 5:00 PM. The third column shows a slot from Mon, 6/12 3:00 PM - 5:30 PM. Below the first column, there is another slot from Mon, 6/12 3:30 PM - 6:00 PM.

You will be redirected to a reservation page once you have selected a slot. Your reservation must have a title, and a description is optional but encouraged. When you are ready with all the details, click Create to create a booking. Keep in mind that this is a non-recurrent booking.



The "New Reservation" form is displayed. It has a green header bar with "Cancel" and "Create" buttons. The form contains the following fields: "Begin" (06/12/2023, 2:00 PM), "End" (06/12/2023, 4:30 PM), "Repeat" (Does Not Repeat), "Resources" (LI-CL-01), "Title of reservation" (In class Assignment), "Description of reservation" (Assignment for Batch 21 students), and "Send Reminder" (30 minutes before the start time). The "Create" button is green and located at the bottom right.

**If you need to make a recurrent reservation, follow below figures and steps:**



The "New Reservation" form is displayed. It has a green header bar with "Cancel" and "Create" buttons. The form contains the following fields: "Begin" (07/21/2023, 11:30 AM), "End" (07/21/2023, 1:00 PM), "Repeat" (Does Not Repeat), "Resources" (CT-LI-101), "Title of reservation", "Description of reservation", and "Send Reminder" (30 minutes before the start time). A red arrow points to the "Repeat" dropdown menu, which is labeled with a red circle containing the number "1". The "Create" button is green and located at the bottom right.

1. Do the same steps as above mentioned until you get to the New Reservation page.
2. Select your desired date range.
3. Click on the "Repeat "dropdown.
4. Choose the frequency which you want your reservation to be repeated.

**Repeat** Does Not Repeat ▾

**Resource**

**CTU-1**

**Title of r**

Does Not Repeat  
Daily  
Weekly  
Monthly  
Yearly  
Custom

5. If you selected:

- **Daily:** This sets a reservation to recur on a daily interval. For example, Repeat Daily every 2 days will create a reservation every other day at your specified time.

**Repeat** Daily ▾

**Every** 2 ▾ days

**Until** 07/30/2023

- **Weekly:** This sets a reservation to recur on a weekly interval and optionally, specific days of the week. For example, Repeat Weekly every 1 week on Monday, Wednesday, Friday will create a reservation on each of those days every week at your specified time.

**Repeat** Weekly ▾

**Every** 1 ▾ weeks

**Until** 07/30/2023

Sun	Mon	Tue	Wed	Thu	Fri
-----	-----	-----	-----	-----	-----

- **Monthly:** This sets a reservation to recur monthly on the specific day of the month or the specific week of the month. For example, if it were the 2nd Wednesday of the month, Repeat Monthly on the day of the week would repeat the reservation at your specified time every 2nd Wednesday of the month. If it was the 10th of the month, Repeat Monthly on the day of the month would repeat the reservation at your specified time on the 10th of every month.

**Repeat** Monthly ▾

**Every** 3 ▾ months

**Until** 07/30/2023

day of month day c

- **Yearly:** This sets a reservation to recur on the same date and time every year.

**Repeat** Yearly ▾

**Every** 1 ▾ years

**Until** 07/30/2023

- **Custom:** This allows you to pick specific dates to repeat the reservation on. The reservation will occur on all selected dates at your specified time. Select a date click on add date to add the date to the list.





**Repeat On** 07/29/2023 [Add Date](#) 

07/24/2023 

07/26/2023 

07/27/2023 

07/29/2023 

6. When you've finished setting the recurrence, enter your reservation title and optional description, and then click 'Create' to submit the reservation for approval.

You will be prompted a success message if your reservation is made. If unsuccessful, the reason will be displayed.

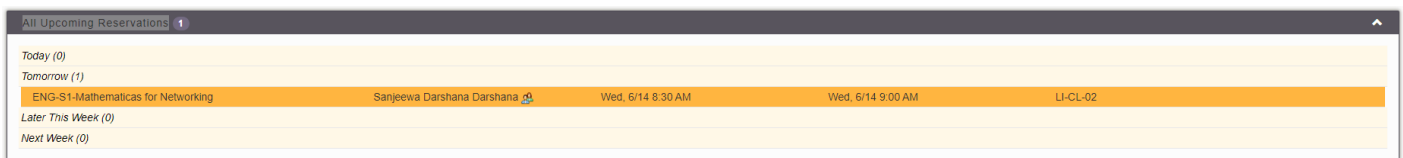
Please note that for resources that need approval, the reservation will be confirmed only after the approval authority approves the request.

# How to approve a reservation

The approval authority has several methods to approve reservations.

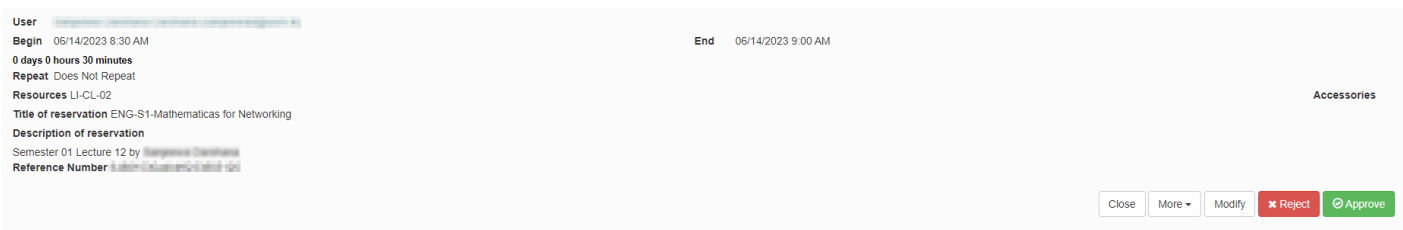
## Method 1

One logged in to the system, you will find unapproved reservations in your dashboard under "All Upcoming Reservations" in **amber** colour.



All Upcoming Reservations 1				
Today (0)				
Tomorrow (1)				
ENG-S1-Mathematics for Networking	Sanjeewa Darshana Darshana	Wed, 6/14 8:30 AM	Wed, 6/14 9:00 AM	LI-CL-02
Later This Week (0)				
Next Week (0)				

Upon clicking on the one you want to approve, and you will be redirected to the approval page.



User: [sanjeewa.darshana@unimelb.edu.au](#)

Begin: 06/14/2023 8:30 AM

End: 06/14/2023 9:00 AM

0 days 0 hours 30 minutes

Repeat: Does Not Repeat

Resources: LI-CL-02

Title of reservation: ENG-S1-Mathematics for Networking

Description of reservation: Semester 01 Lecture 12 by Sanjeewa Darshana

Reference Number: 12345678901234567890

Accessories

Close

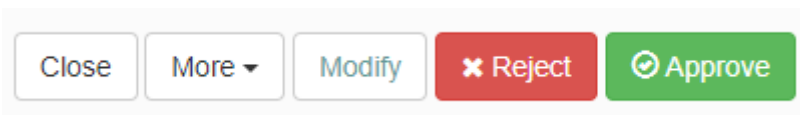
More ▾

Modify

✖ Reject

✔ Approve

Click the "**Approve**" button to approve the reservation. To reject a reservation request click the **Reject** button. A notification to the requester will be sent informing. The resource administrator also have the opportunity to modify the reservation request. However, modification is strongly **discouraged**.



Close

More ▾

Modify

✖ Reject

✔ Approve

## Method 2

Once an request has been placed in the system to reserve a resource of which you are the resource admin, you will receive an email notification (if your notification preferences have been appropriately set in in the system). Click on the link in the email to start the approval process.

From: "UoM Booking System" <booking@uom.lk>  
To: "Director Center for IT Services Center for IT Services" <director@uom.lk> <director@uom.lk>  
Sent: June 13, 2023 3:06 PM  
Subject: Notification: Reservation for LI-CL-02 requires your approval  
**Reservation Details:**

User: Sanjeewa Dandana Dandana  
Start: 06/15/2023 @ 8:30 AM (Asia/Colombo)  
End: 06/15/2023 @ 9:00 AM (Asia/Colombo)  
Title: ENG-S1-Mathematics for Networking  
Description: Semester 01 Lecture 12 by Sanjeewa Dandana  
Resource: LI-CL-02

\* At least one of the resources reserved requires approval before usage. Please ensure that this reservation request is approved or rejected. \*

Reference Number: 848078304466333085129

[View this reservation](#) [Log in to Booked](#)

 Click here to start the approval process

### Method 3

Once logged into the system, you may search for specific reservations for approval under Resource Reservations under Responsibilities.



You can use the below parameters to filter and search for the pending reservation.

Reservations

Filter

06/06/2023 - 06/20/2023 User All Schedules All Resources

All Reservations Reference Number Title Description

All Resource Statuses - Missed Checkin Missed Checkout

Filter Reset

Once you click filter, you may find the required reservation. All pending reservations are shown in yellow. Click on the required reservation to approve or reject.

Reservations



▼ Filter ▲

06/06/2023 - 06/20/2023

User

All Schedules

All Resources

Pending Reservations

Reference Number

Title

Description

All Resource Statuses

-

☐ Missed Checkin

☐ Missed Checkout

Filter

Reset

User	Resource	Title	Description	Begin	End	Duration	Reference Number	Approve	Delete	
Sanjeeva Darshana Darshana	LI-CL-02	Mathematics Lecture	Faculty of Engineering Mathematics Lecture 08	6/16/23 1:30 PM	6/16/23 2:00 PM	30 minutes	648845d12a6a1657634699	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Created 6/13/23 4:02 PM		Last Modified	Check In Time	Check Out Time	Original End					