

## Online Room Bookings at City University

Welcome to the new online room booking system. It can be accessed at

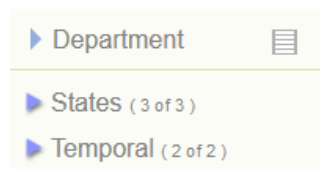
<https://timetablingportal.city.ac.uk/CITY2324/ADlogin.html>

This has multi-factor authentication so you will be asked to enter a two digit number into the Microsoft Authenticator App.

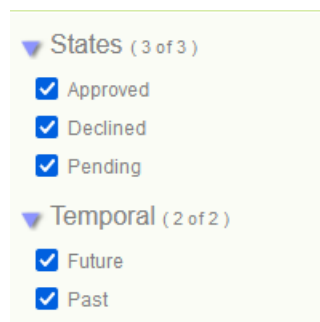
From the landing page click on Bookings in the top left.

### Room Bookings Page

You will now see your own Room Bookings page. This list can be managed by choosing from options on the left. Each of these blue triangles can be expanded but please disregard the Department, as all your bookings will be logged under your own department by default



The States and Temporal options can be expanded as below



Placing a tick in any of these boxes will add or remove entries to your room bookings list.

To create a new room booking click on NEW in the bottom right.




But if you already have a similar booking in your list you may click on DUPLICATE so you use that as a starting point.

The EDIT button allows you to amend a booking you have already made and DELETE will cancel the booking and remove its entry from your list entirely.

When you have clicked NEW you will see the New Boom Booking page

### On the left your booking parameters

- 1) First click on the calendar icon  and select your desired day and start time
- 2) Now set the timeslot of your booking by either completing the End time or Duration.
- 3) The 'Booking Title' field is mandatory for you to complete

- 4) The field 'Your Name' will automatically populate based on your login details but you will have to complete the next field 'Name to appear on MyTT'. This should be your name and extension number or if you are making a booking on behalf of another member of staff, place their name and extension here.
- 5) Now set your planned group size in 'Number attending'
- 6) The Advanced section allows you to select multiple weeks for your booking.

The screenshot shows the 'Advanced' section of a booking interface. At the top, there's a date selector showing '2 October 2023'. Below it is a grid of week numbers from 1 to 56, arranged in rows of 13. Week 10 is highlighted in blue. To the left of the grid is the label 'Weeks'. Below the grid is a 'Count' field with the value '1' and a green 'CLEAR' button.


One week will already be highlighted and correspond with the date you chose from the calendar. When you hover your cursor over the week number it will display the date of that week. Please note if you add multiple weeks this will greatly reduce the selection of rooms to match your booking. It is recommended to **avoid using a single booking to cover multiple weeks**.

- 7) The final set of parameters to enter are in the Filters section and will narrow down the suitability of any rooms available.
- 8) Against Capacity min/max enter the lower and upper room size you would be satisfied with. This is strongly recommended because the figure you placed in the 'Number attending' field is for reference only and will not limit your room options.

**Capabilities is not mandatory** but you may wish to see only a particular room types such as:

The screenshot shows four blue buttons with white text and a close icon (x) in the top right corner. The buttons are labeled: 'Learning Room Main Site', 'Meeting Room Main Site', 'Computer Room Main Site', and 'Tables & Chairs'.

To choose a capability click into the field and scroll down the list. Or begin to type in your preferred option and the system will shorten the list as it predicts your selection. Please note if you add **multiple capabilities this will greatly reduce the selection of rooms** to match your booking.

If you do choose to make multiple selections, this button  will toggle between your selections either applying them altogether or the system will look for any rooms that matches just one of your selections. The list of Capabilities is extensive but most of the options will not apply for general room bookings. **Completing this field is not mandatory.**

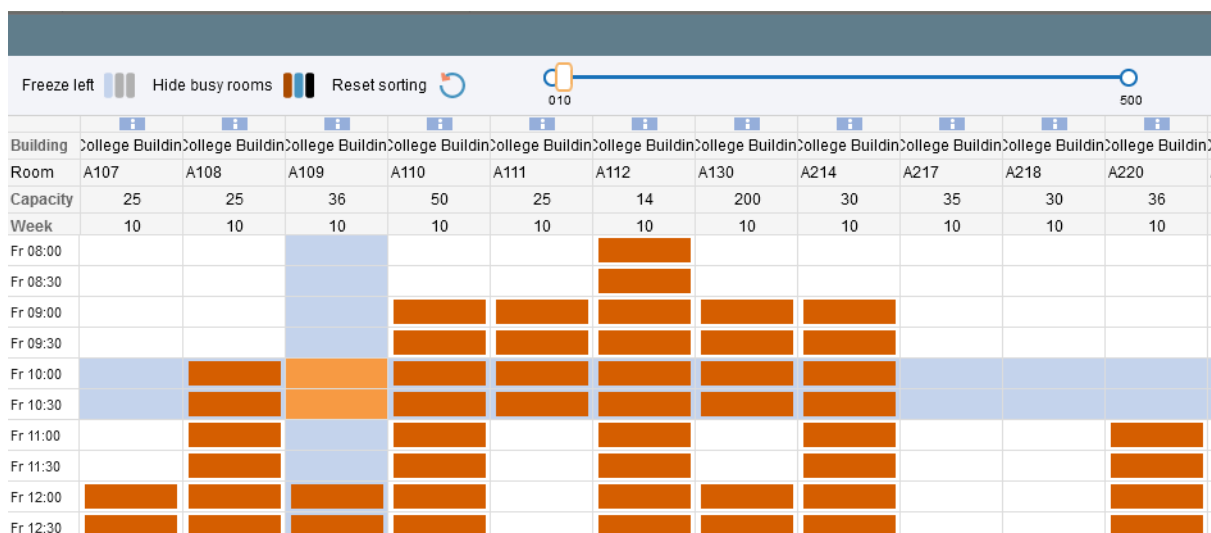
- 9) 'Filter by Buildings' allows you to single out one particular building. You will not be offered rooms from a building that you don't usually have access to. **Completing this field is not mandatory.**
- 10) 'Filter by Pools' will not apply to most staff as you will only have access to book rooms from a single pool. But if you have more than one pool showing you can delete and reinstate them by clicking into the field as you choose.

## On the right your booking choices

- The main section of the New Room Booking window comprises a grid that displays availability of rooms from your room pool. They are arranged left to right alpha-numerically. But can be placed in reverse order by clicking on the row header 'Room'. Alternatively you can arrange the order of the rooms based on their capacity or building by clicking on their respective row header. You can then return the rooms to their original order by clicking the 'Reset sorting' button.

[illegible]

- Although there is a slider at the top of the screen which can be used to adjust your 'Number attending' it will be more precise to simply retype into the field on your left. Remember it is not the number attending that determines the list of rooms available, rather the Capacity min/max you enter in the Filters section.
- The left-hand side of the grid lists all of the 30-minute slots from 8am – 9pm on the day of your booking. The dark orange blocks represent existing bookings for the rooms in your pool. Although those rooms are not available for your booking, this does enable you to recognise when they are free. If you prefer to simplify your grid then click on the 'Hide busy rooms' button (left of Reset sorting button). There may still be more rooms available to you than can be displayed on your screen. If this is the case use the scroll bar at the bottom to view all the rooms.
- The light blue bar running sideways across the grid represents the timeslot you have requested. To select your room click where the blue bar crosses through the column of that room.



- The blocks where your chosen timeslot and chosen room intersect will now turn light orange, as above with A109 at 10am – 11am.
- The room you have chosen will now appear in the 'Rooms' field on the left-hand side of the screen. At this point you can select multiple rooms for your booking if necessary. To deselect a room click on the small x against the room, in the 'Rooms' field. If you select multiple rooms then you can use the 'Freeze left' button above the grid. It will draw all of your chosen rooms to the left of the grid for easier reference.
- When you are ready click on the CHECK button in the bottom right. If it glows orange you have missed out a mandatory field on the left-hand side. The missing field will have turned red. When you are ready the CHECK button will display an on screen check report.

Room Booking Check

0 room clashes caused by scheduled activities,  
0 room clashes caused by scheduled exams,  
0 room unavailabilities,  
0 room clashes caused by other bookings,  
0 staff unavailabilities,  
0 staff clashes caused by scheduled activities,  
0 student unavailabilities,  
0 student clashes caused by scheduled activities,  
0 weeks closed for bookings,  
0 student clashes caused by room bookings, and  
0 staff clashes caused by room bookings.

OK

- If there are any clashes you will not be able to proceed and must alter the booking. When the clash report is clear click on the SUBMIT button.
- You will be returned to your Room Bookings page and the booking you have just made will be in your list.

### **After completing your booking**

- When you initially make a booking its state will show as Pending. The timetabling Team will review pending booking daily to either approve or decline.
- You will receive an automated email when you first generate your Pending booking and a further automated email when its state changes between Pending, Approved or Declined. If your booking is declined Timetabling will contact you to ask if you wish to make another.

If you have any queries please contact the Timetabling team [timetabling@city.ac.uk](mailto:timetabling@city.ac.uk) ext 3004