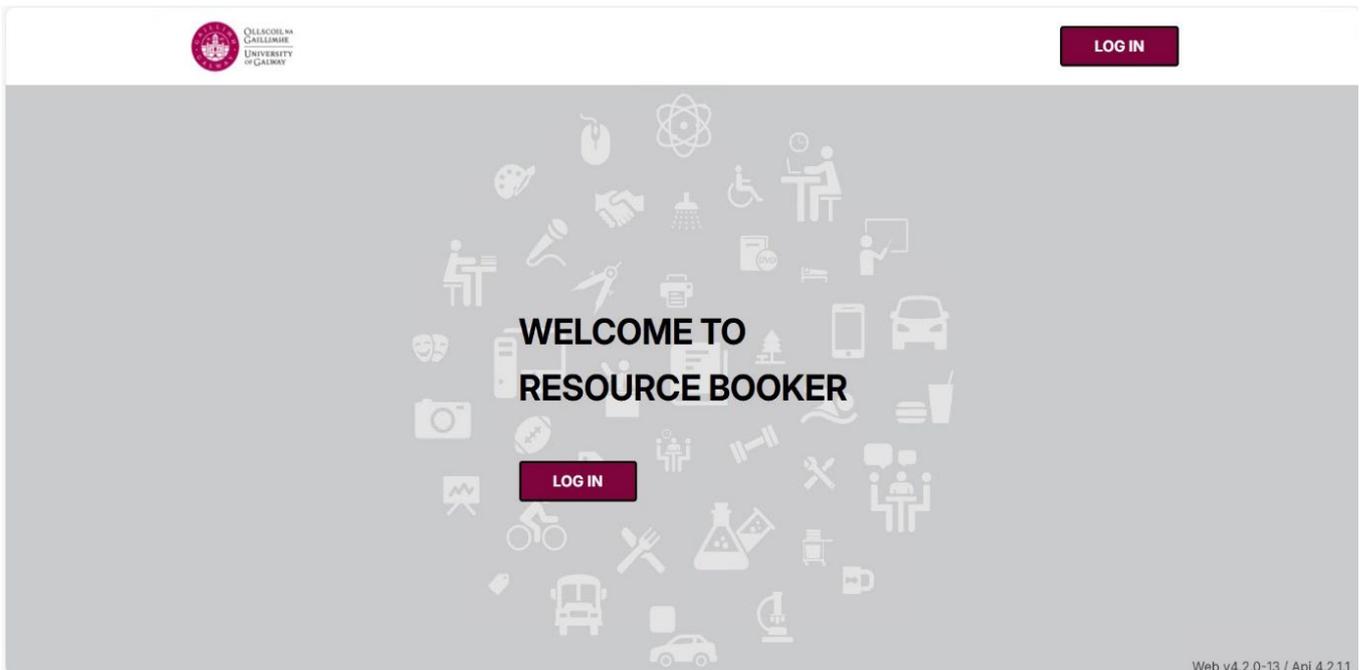




OLLSCOIL NA  
GAILLIMHE  
UNIVERSITY  
OF GALWAY

# Syllabus +

# Resource Booker User Guide



**Revision 0**

**April 2025**



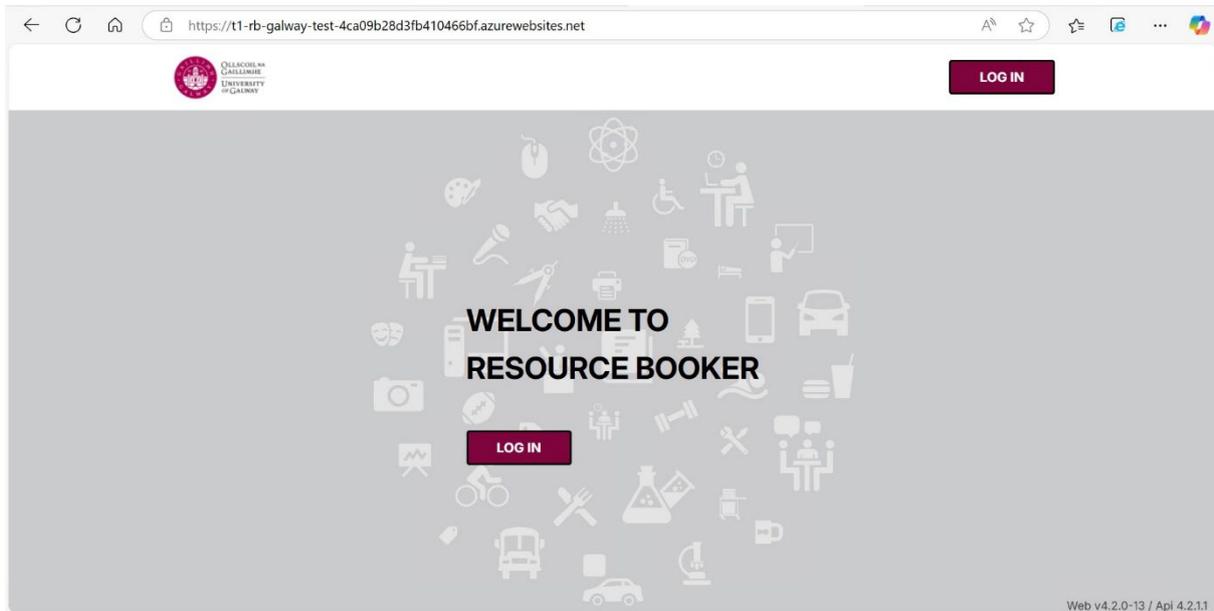
## Table of Contents

Logging in .....	3
Make a Single Booking .....	4
Make a Recurring Booking .....	9
Edit a Booking .....	14
Delete a Booking .....	17



## Logging in

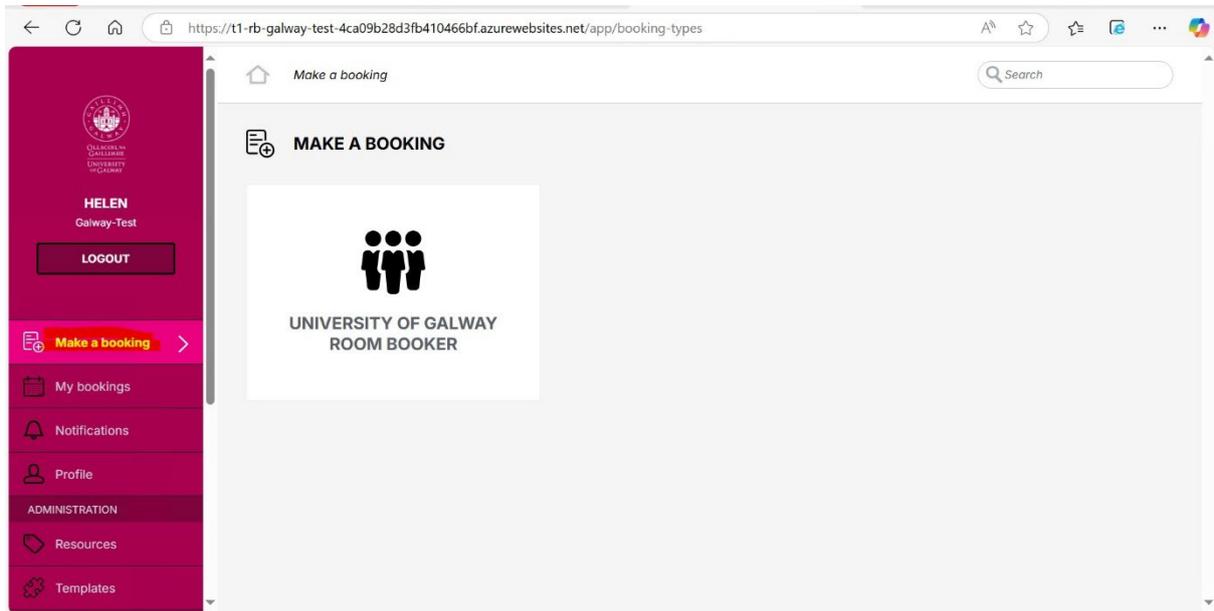
1. Log in to Resource Booker using [Single Sign on](#).



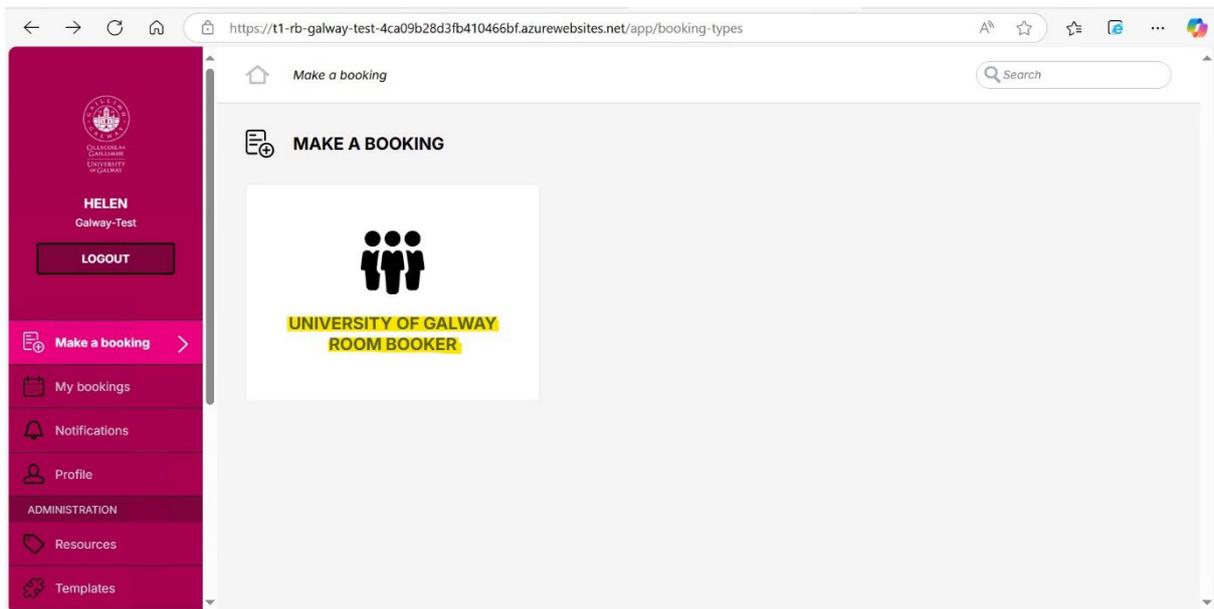


# Make a Single Booking

1. Click on 'Make a booking'.



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





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

Make a booking > University of Galway Room Booker

UNIVERSITY OF GALWAY ROOM BOOKER

Search a resource

Groups

- 3858 \_Asset\_Locations
- 146 \_iMeeting\_BookedLocations
- 214 \_iMeeting\_Locations
- 68 \_iMeeting\_UnbookedLocations
- 26 001 Block S
- 26 003 Anatomy Building
- 27 004 CNSBuilding

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

March, 2025

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	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

### 4. Click on Venue details.

Make a booking > University of Galway Room Booker

UNIVERSITY OF GALWAY ROOM BOOKER

MY123

MY123- Seminar Room 1

NO MORE RESULTS

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

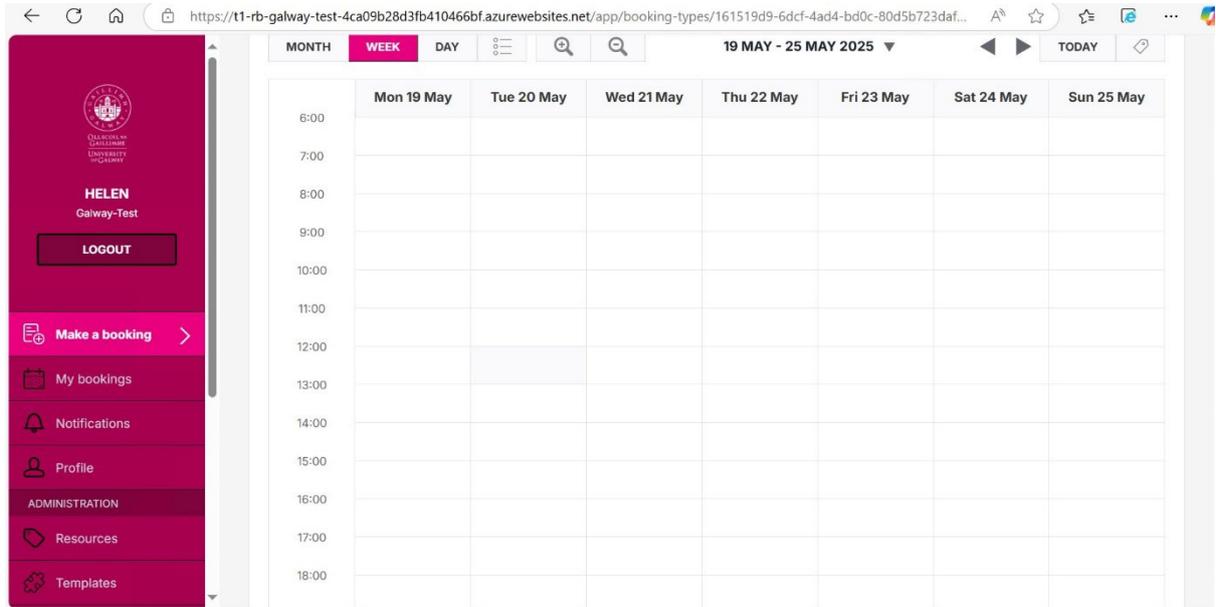
March, 2025

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	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

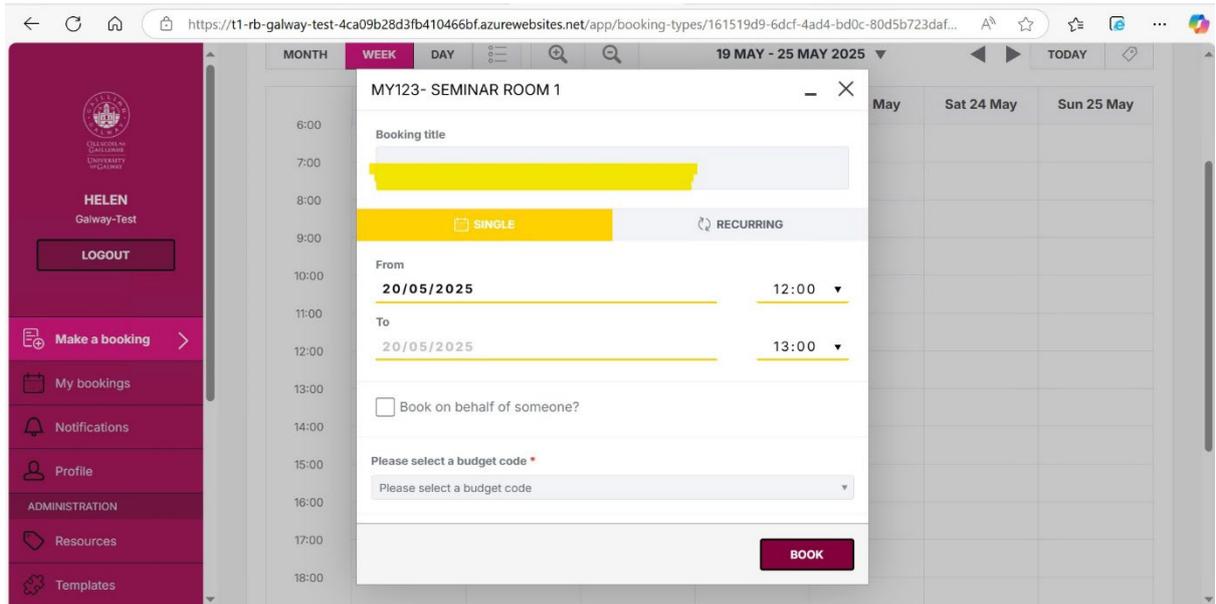
Set a specific time



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

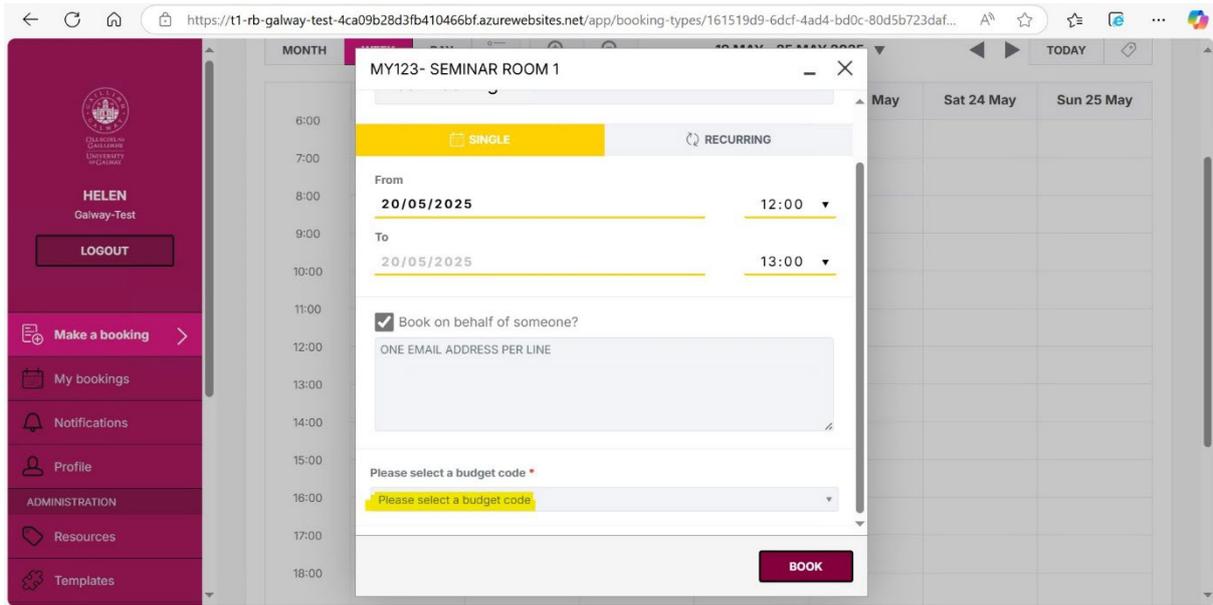


6. Enter Booking Title (Single).

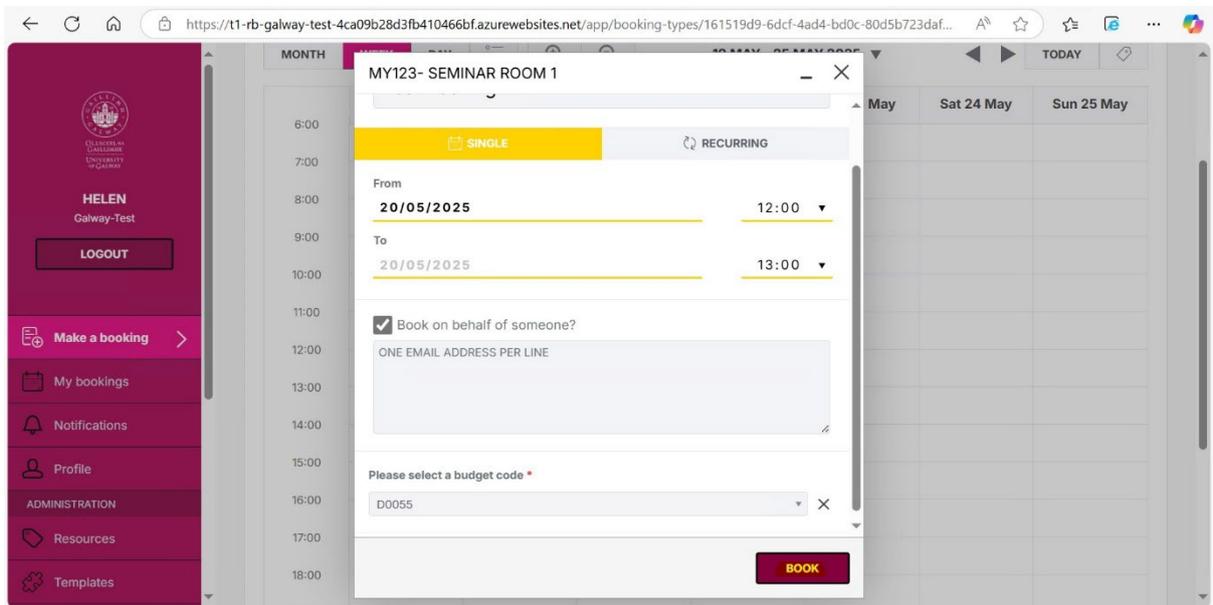




7. Select a Budget Code from the dropdown.



8. Click 'Book'.





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

## 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

EDIT CANCEL

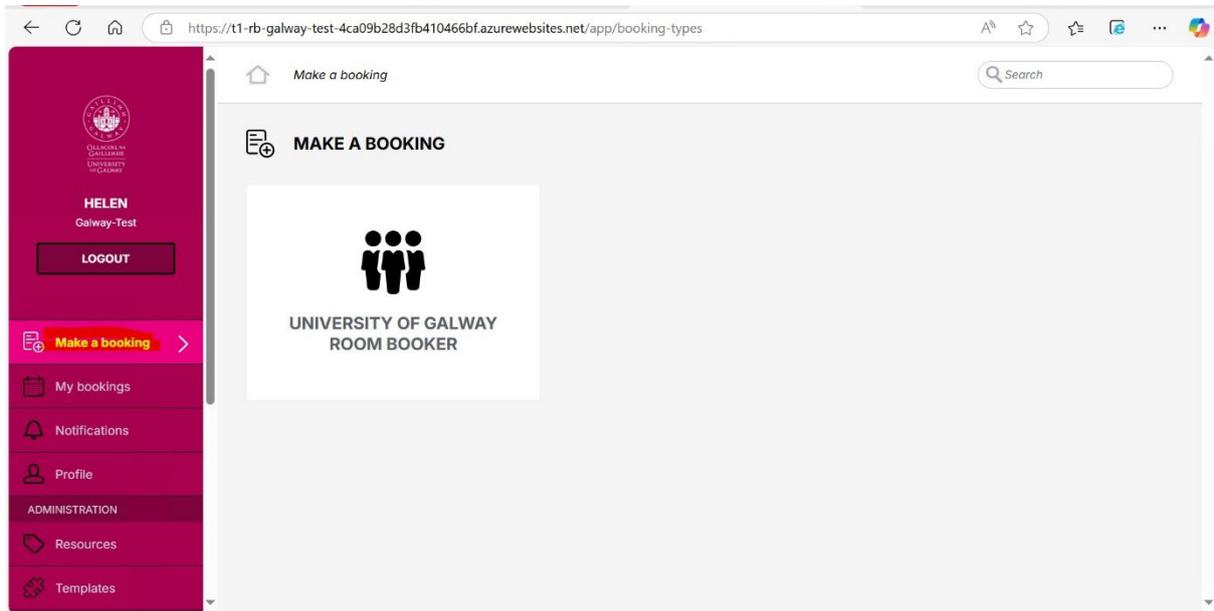
10. Booking will appear under 'My Bookings'.

The screenshot shows a web browser window with the URL <https://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-05-20>. The page title is "MY BOOKINGS" and it features a search bar and a "SUBSCRIBE" button. A sidebar on the left identifies the user as "HELEN Galway-Test" and includes a "LOGOUT" button, along with navigation options for "Make a booking", "My bookings", "Notifications", "Profile", and "ADMINISTRATION" (Resources, Templates). The main content area displays a calendar for the week of 19 May to 25 May 2025. A booking is visible on Tuesday, May 20th, from 6:00 to 7:00, labeled "test booking".

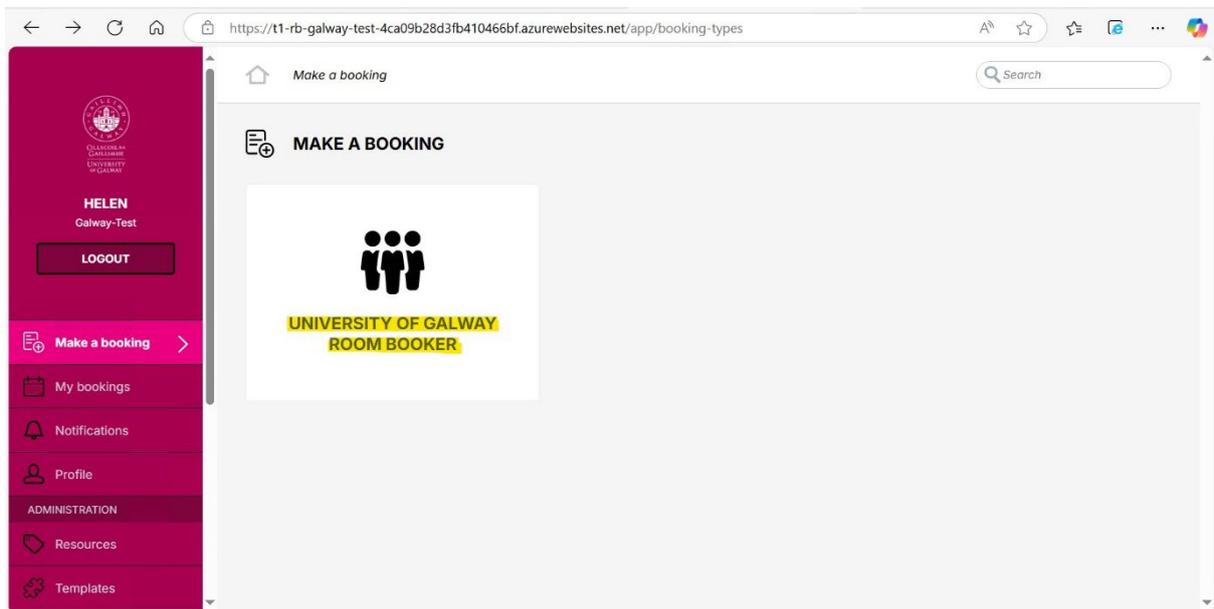


# Make a Recurring Booking

1. Click on 'Make a booking'.



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





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

Make a booking > University of Galway Room Booker

UNIVERSITY OF GALWAY ROOM BOOKER

Search a resource

Groups

- 3858 \_Asset\_Locations
- 146 \_iMeeting\_BookedLocations
- 214 \_iMeeting\_Locations
- 68 \_iMeeting\_UnbookedLocations
- 26 001 Block S
- 26 003 Anatomy Building
- 27 004 CNSBuilding

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

March, 2025

Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	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

### 4. Click on Venue details.

Make a booking > University of Galway Room Booker

UNIVERSITY OF GALWAY ROOM BOOKER

MY123

MY123- Seminar Room 1 ⓘ

NO MORE RESULTS

REFINE SEARCH

SINGLE RECURRING

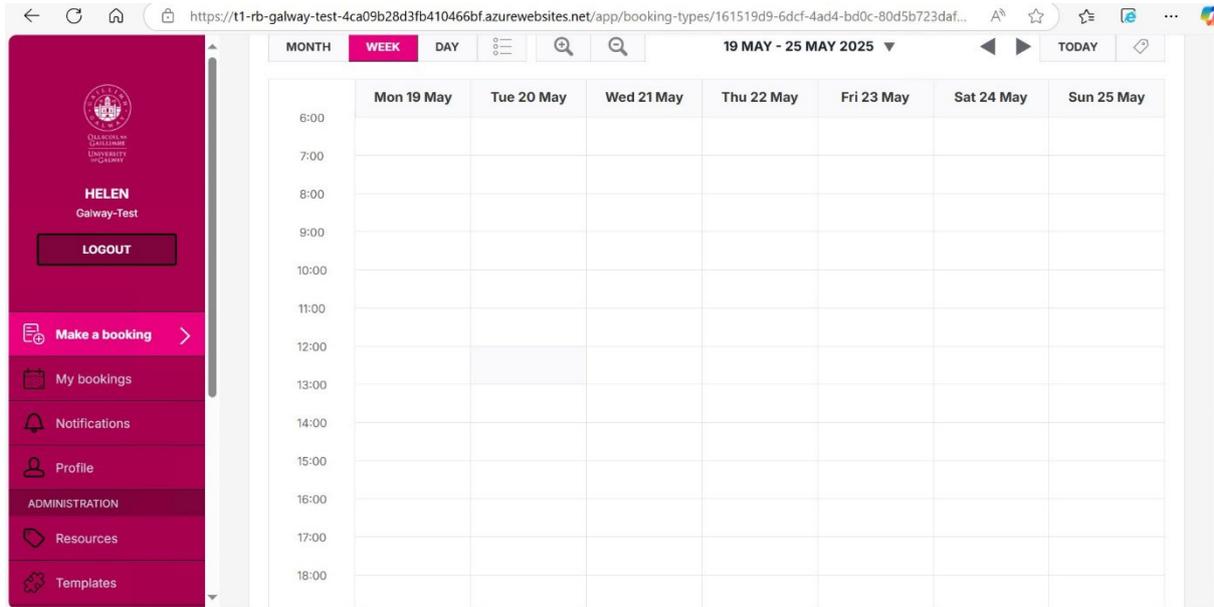
AVAILABLE NOW

March, 2025

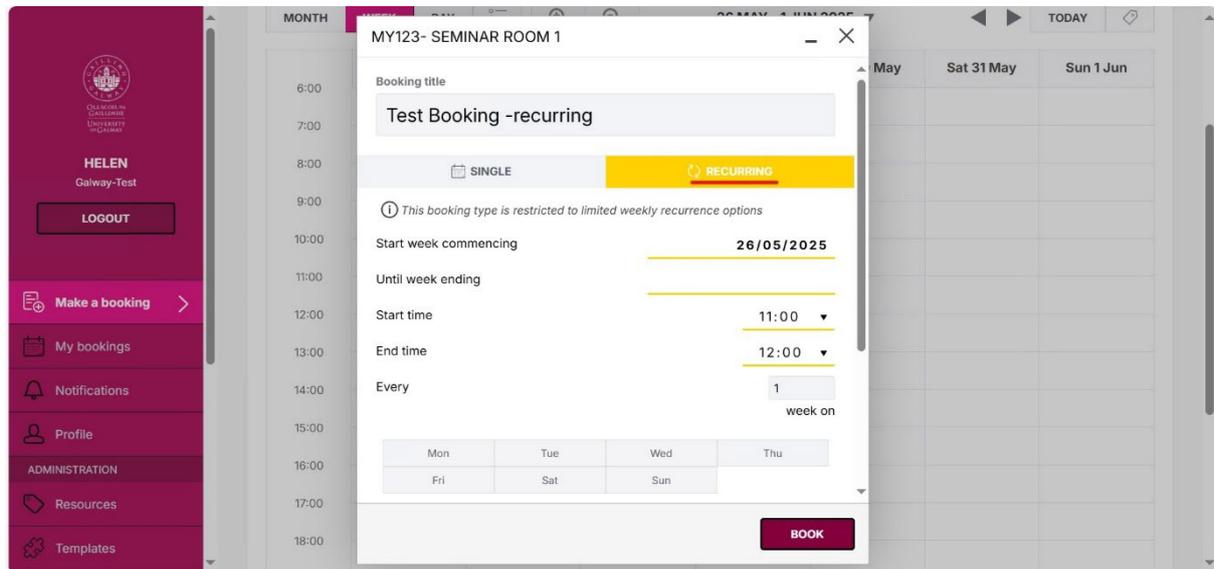
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Set a specific time

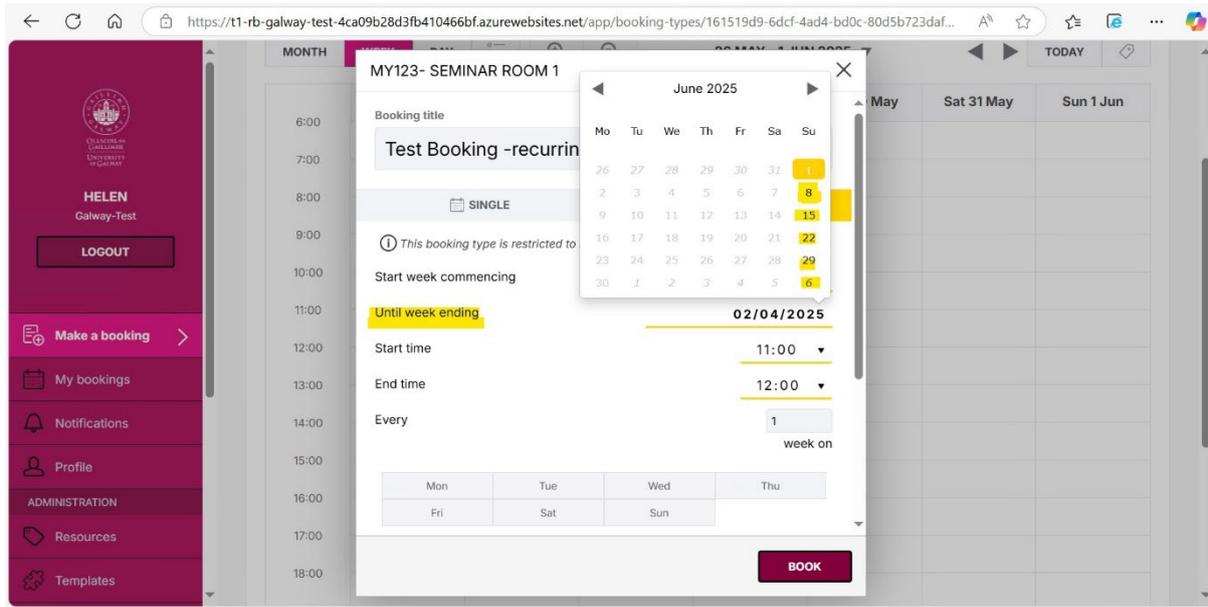
- A calendar will appear with the current week. Click on the time and day in the calendar you wish to book.



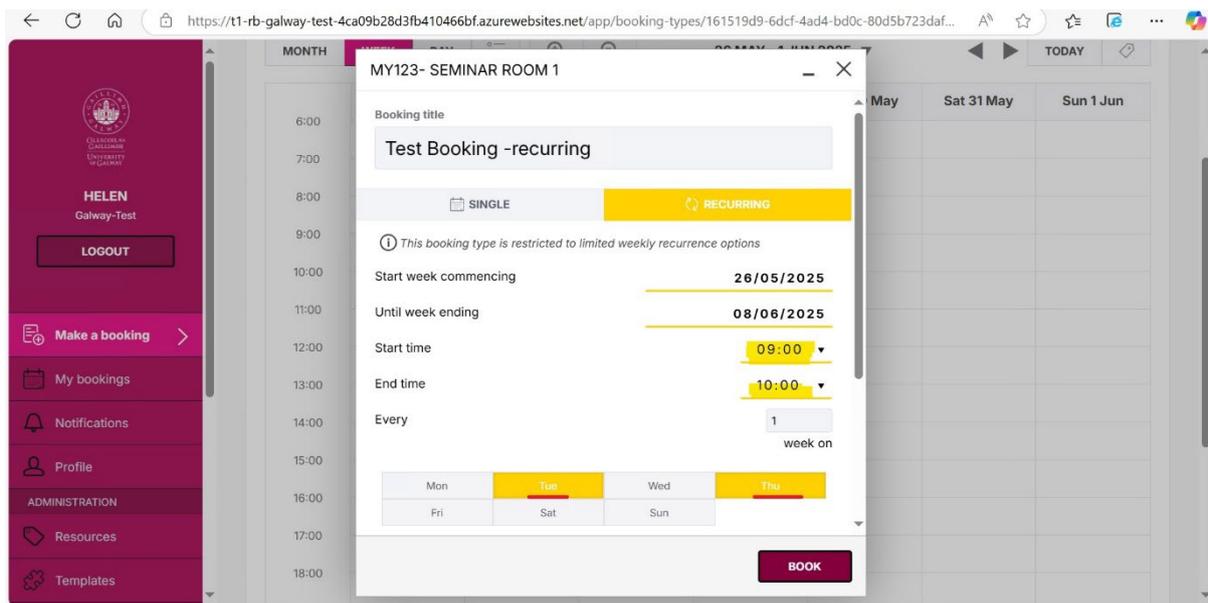
- Enter Booking Title. Select 'Recurring'.



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.

The screenshot shows a web browser window with the URL <https://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-05-26>. The user is logged in as HELEN Galway-Test. A modal window titled "TEST BOOKING - RECURRING" is open, displaying the following information:

- Status: This booking is accepted.
- Date: Tuesday May 27th 2025
- Time: 09:00 - 10:00
- Frequency: Occurs every week on Tuesday, Thursday effective 27-05-2025 until 08-06-2025 from 09:00 to 10:00
- Occurrences (4):
  - 27/05/2025 09:00-10:00
  - 29/05/2025 09:00-10:00
  - 03/06/2025 09:00-10:00 ... Show all
- Resources: Location - MY123- Seminar Room 1
- Booked by: Helen (helen.browne@universityofgalway.ie)
- Reference: 02042025120084826
- Please select a budget code: D0045
- Buttons: EDIT SERIES, CANCEL SERIES

10. Booking will appear under 'My Bookings'.

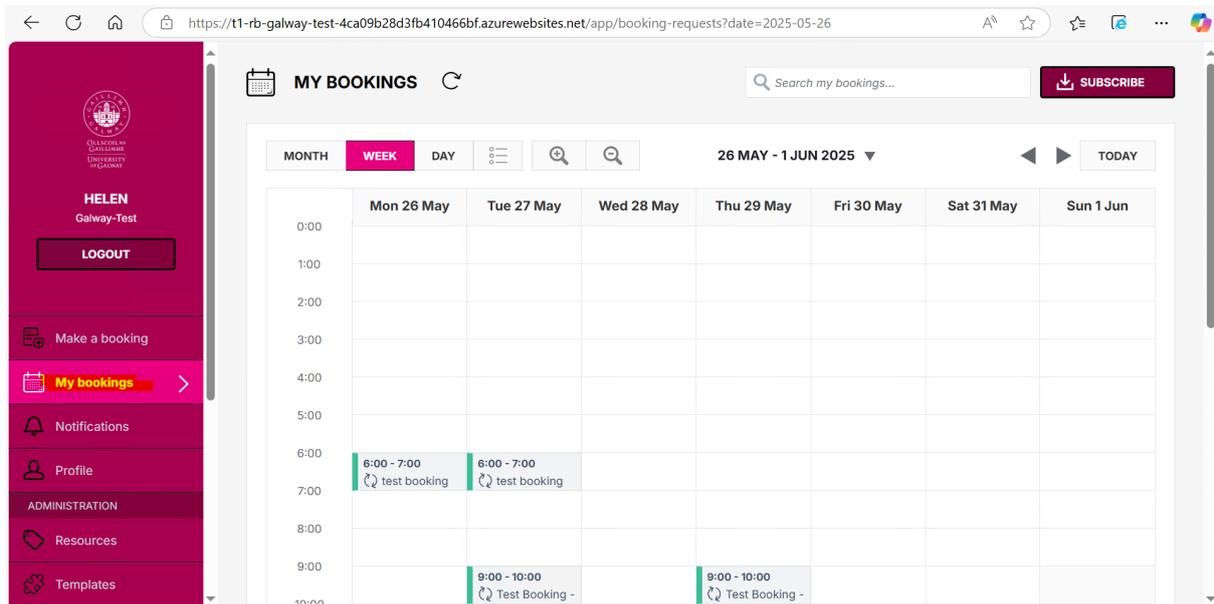
The screenshot shows the same web browser window with the URL <https://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-05-20>. The user is logged in as HELEN Galway-Test. The "MY BOOKINGS" interface is shown in a weekly view for the period 19 MAY - 25 MAY 2025. The calendar grid shows two bookings:

Time	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May	Sat 24 May	Sun 25 May
0:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00	6:00 - 7:00 test booking	6:00 - 7:00 test booking					
7:00							
8:00							
9:00							
10:00							

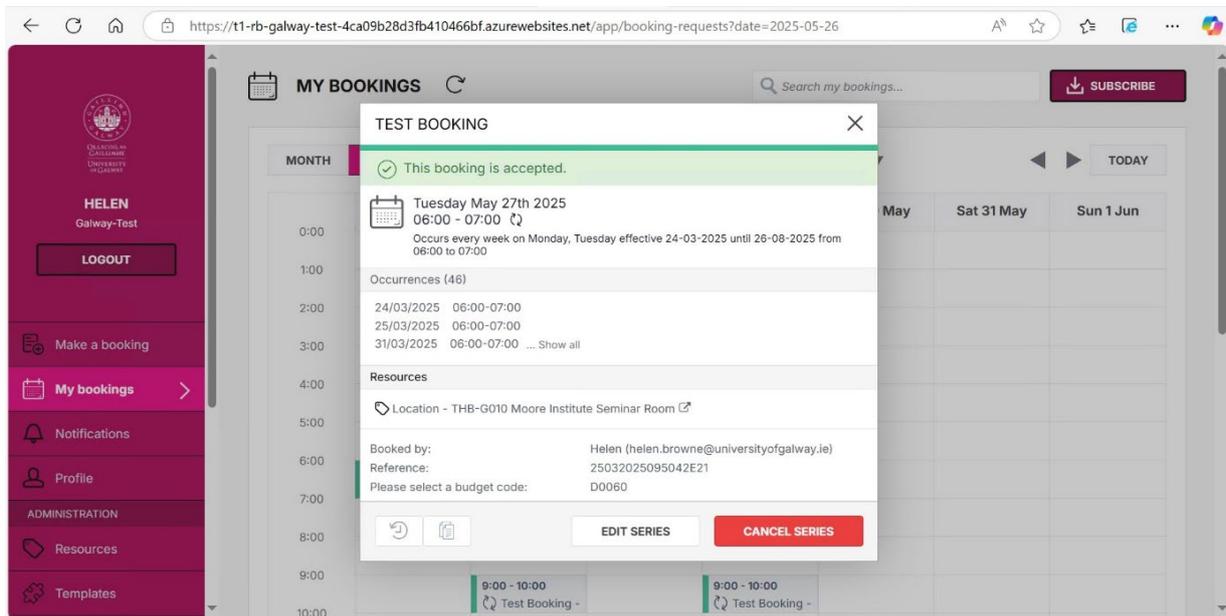


# Edit a Booking

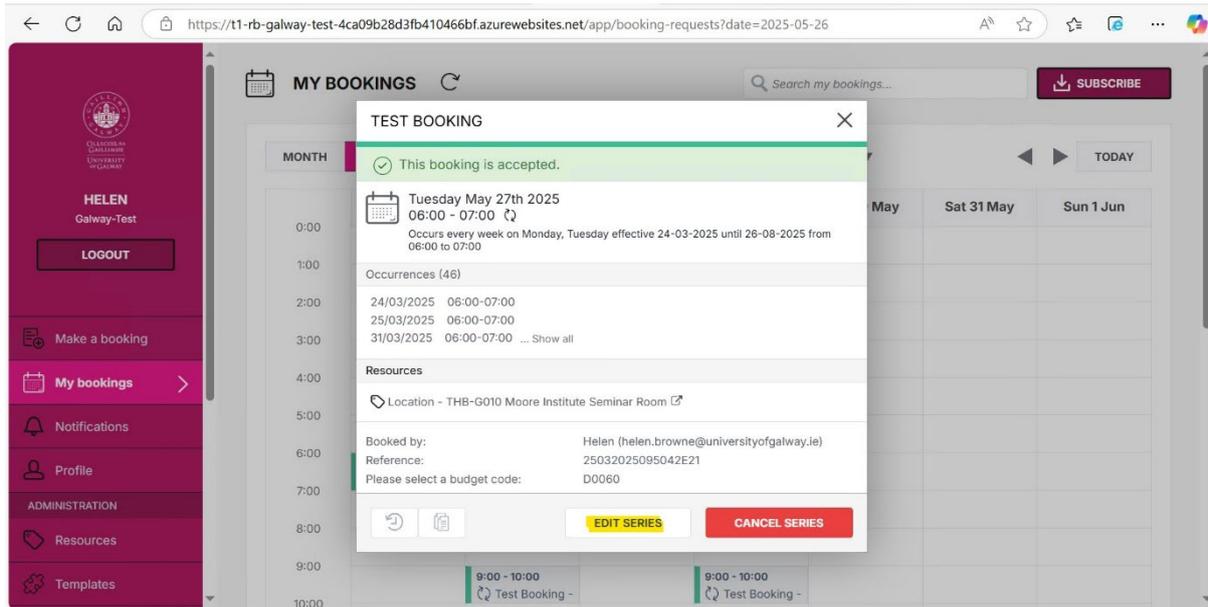
1. Click on 'My Bookings'



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



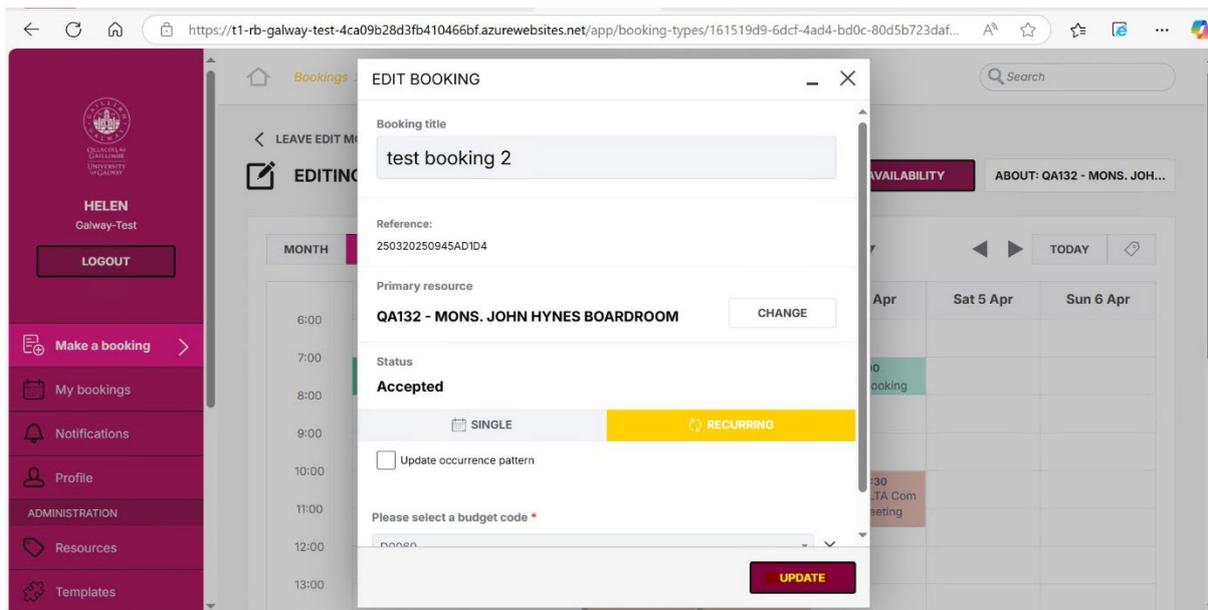
### 3. Click 'Edit Series'.



List of changeable fields:

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

### 4. Click 'Update'.



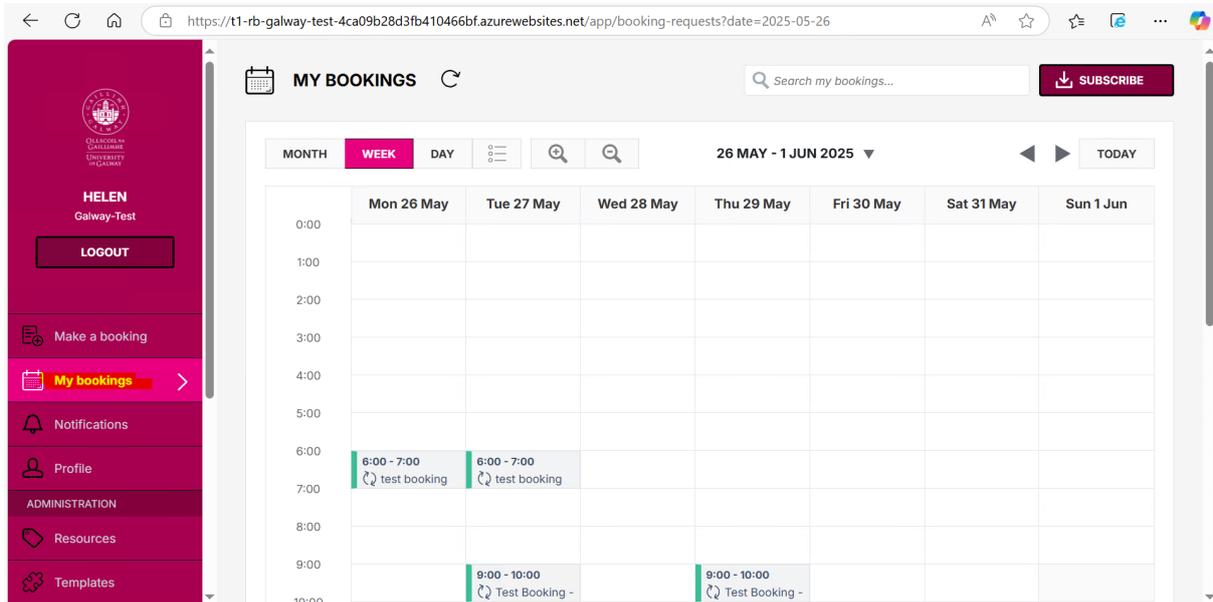


5. Your revised booking confirmation will appear. Click 'X' to save the details.

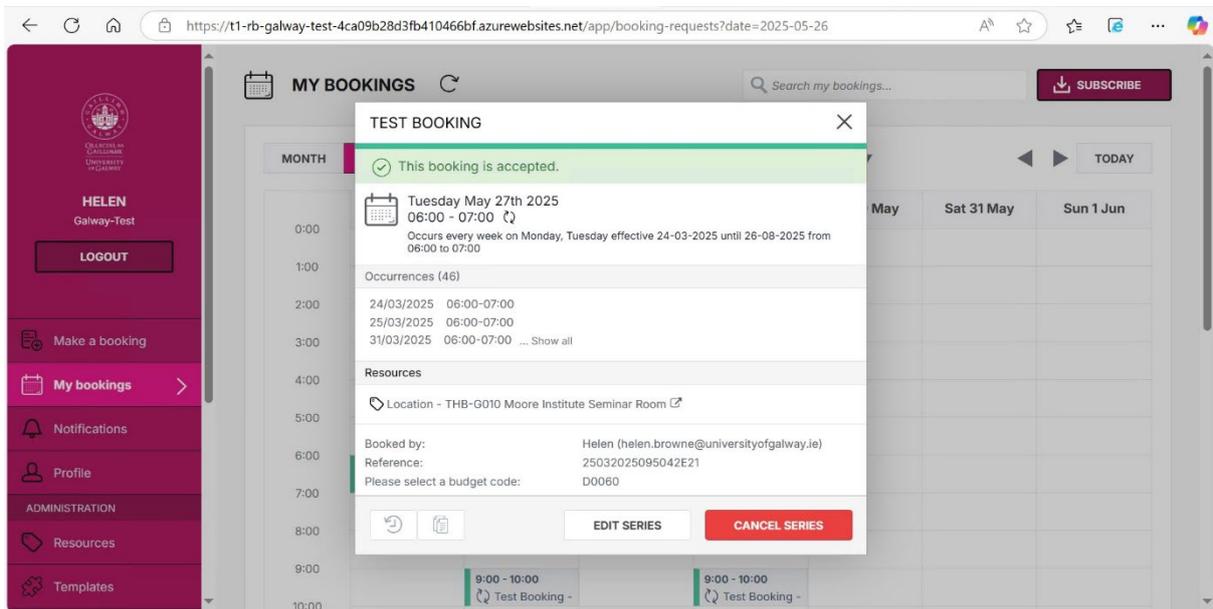
The screenshot shows a web browser window with the URL <https://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-03-31>. The page displays a 'MY BOOKINGS' interface. A modal window titled 'TEST BOOKING 2' is open, showing a confirmation message: 'This booking is accepted.' The booking details include: 'Monday March 31st 2025 06:00 - 07:00', a recurrence pattern 'Occurs every week on Monday, Tuesday, Wednesday, Thursday, Friday effective 31-03-2025 until 06-04-2025 from 06:00 to 07:00', and a list of occurrences for 31/03/2025, 01/04/2025, and 02/04/2025. The resource is 'QA132 - MONS. JOHN HYNES BOARDROOM'. The booking was made and revised by Helen (helen.browne@universityofgalway.ie) with reference 250320250945AD1D4 and budget code D0060. At the bottom of the modal, there are buttons for 'REVISION', 'EDIT SERIES', and 'CANCEL SERIES'.

# 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'.

The screenshot shows a web browser window with the URL <https://t1-rb-galway-test-4ca09b28d3fb410466bf.azurewebsites.net/app/booking-requests?date=2025-04-02>. The user is logged in as HELEN Galway-Test. A modal window titled 'RB BOOKING' is open, displaying the following information:

- Status: This booking is accepted.
- Date: Friday April 4th 2025
- Time: 07:00 - 08:00
- Frequency: Occurs every week on Monday, Tuesday, Wednesday, Thursday, Friday effective 31-03-2025 until 04-04-2025 from 07:00 to 08:00
- Occurrences (5):
  - 31/03/2025 07:00-08:00
  - 01/04/2025 07:00-08:00
  - 02/04/2025 07:00-08:00 ... Show all
- Resources: Location - MY123- Seminar Room 1
- Booked by: Helen (helen.browne@universityofgalway.ie)
- Reference: 280320251429D7B10
- Please select a budget code: D0010

At the bottom of the modal, there are three buttons: 'EDIT SERIES', 'CANCEL SERIES' (highlighted in red), and a 'CONFIRM' button.

4. Click 'Yes' to confirm cancellation.

The screenshot shows the same web browser window. The modal window is now titled 'CONFIRM CANCELLATION' and contains the following text:

Are you sure you want to cancel all 5 occurrences of this booking?

[Add optional note](#)

At the bottom of the dialog, there are two buttons: 'NO' and 'YES' (highlighted in red).