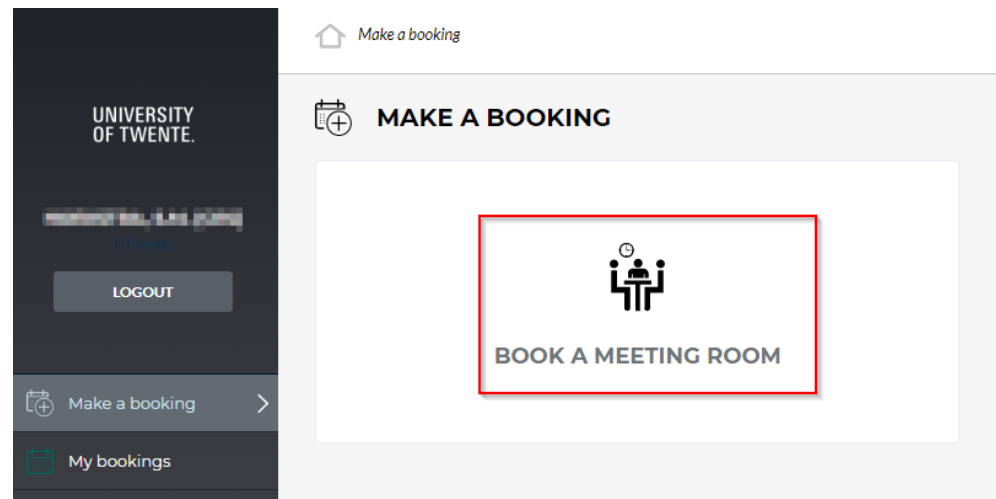
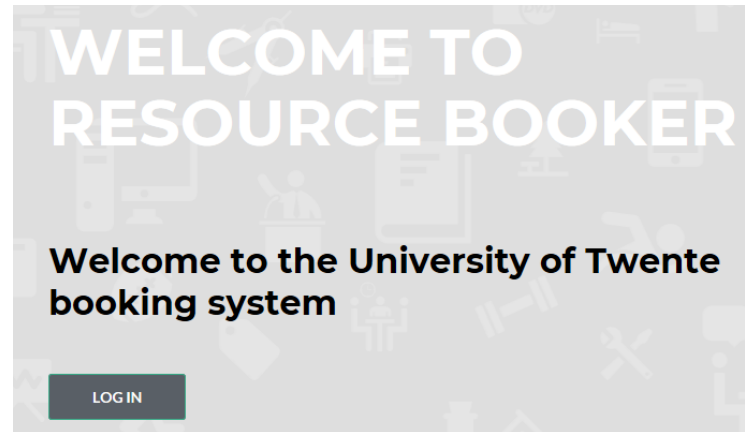


# ROOM BOOKING SYSTEM (RESOURCE BOOKER)

## LOGON

- Go to <http://rb.utwente.nl>
- Log in with your student or employee account
- Click on 'BOOK A MEETING ROOM'



# ROOM BOOKING SYSTEM

## REFINE YOUR SEARCH

- Click on 'AVAILABLE NOW' to see which rooms are currently available
- Optional: refine your search
  - Choose a date and timeslot
  - And/or choose a building, room size, suitabilities

### REFINE SEARCH

AVAILABLE NOW

December, 2019

Mo	Tu	We	Th	Fr	Sa	Su
25	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

Set a specific time

From:

-- : --

To:

-- : --

Duration

Select ▾

### ROOM SIZE

Minimum

Maximum

### BUILDING

Choose a specific building or All Buildings (optional)

- All Buildings
- Bastille
- Carré
- Horst
- ITC
- Ravelijn
- Spiegel
- Technohal
- Vrijhof

### SUITABILITIES

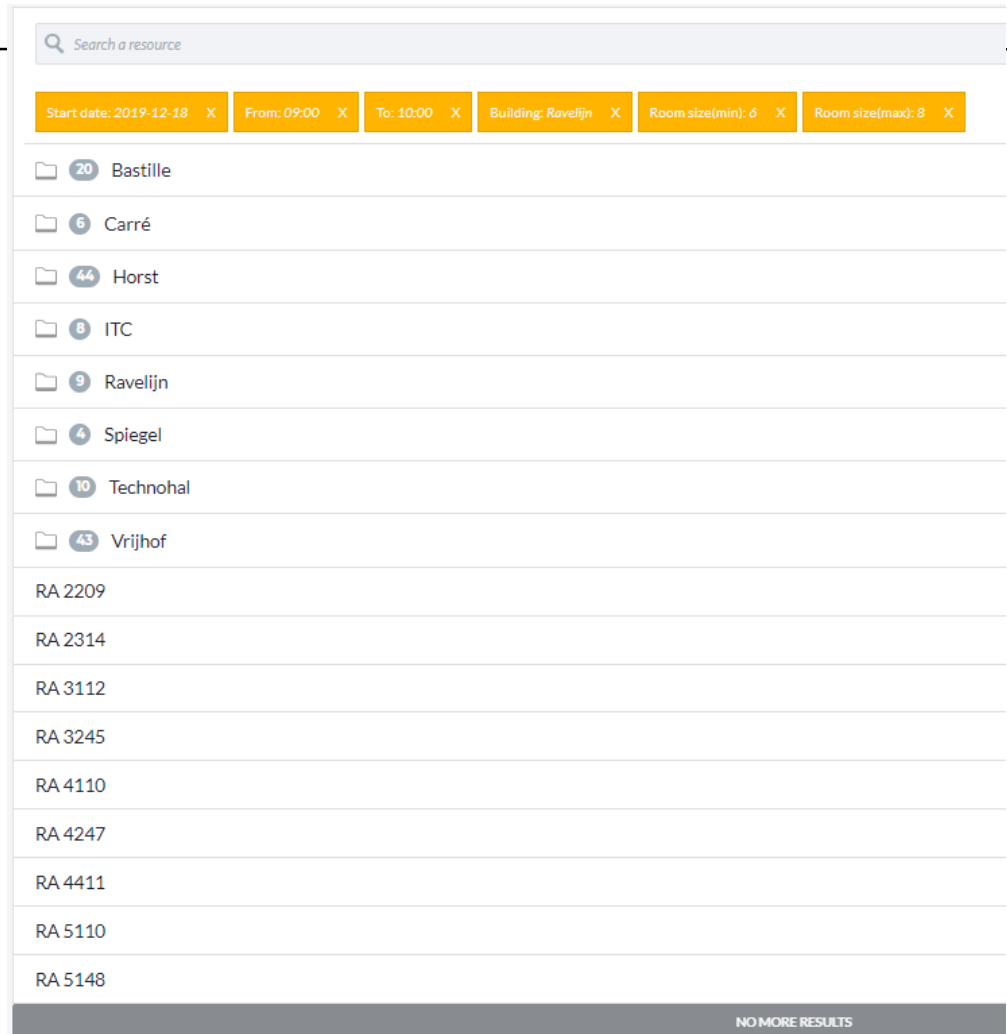
Choose the suitabilities (optional)

- LCD Screen
- Projector
- Open Room
- Closed Room

# ROOM BOOKING SYSTEM

## CHOOSE A ROOM

- On the left of the screen, the available rooms will show
- Choose your preferred room
- A room can be booked for 4 hours maximum
- Max. 2 bookings per student per week
- Booking possible up to 2 weeks in advance (for students)



The screenshot shows a room booking system interface. At the top, there is a search bar with the placeholder text "Search a resource". Below the search bar, there are five filter buttons: "Start date: 2019-12-18 X", "From: 09:00 X", "To: 10:00 X", "Building: Ravelijn X", and "Room size(min): 6 X". Below the filters, there is a list of rooms, each with a folder icon, a number in a circle, and the room name: "20 Bastille", "6 Carré", "44 Horst", "8 ITC", "9 Ravelijn", "4 Spiegel", "10 Technohal", and "43 Vrijhof". Below the list of rooms, there are several room numbers: "RA 2209", "RA 2314", "RA 3112", "RA 3245", "RA 4110", "RA 4247", "RA 4411", "RA 5110", and "RA 5148". At the bottom of the interface, there is a grey bar with the text "NO MORE RESULTS".

# ROOM BOOKING SYSTEM

## CONFIRM

- Type a [Booking title]
- Click on 'BOOK' and the booking has been made! A confirmation email will be sent to you
- Booking 'on behalf of' is currently not available

Project Data Systems ✕

Main resource of this booking

**RA 2209**

From

18/12/2019

09 : 00

To

18/12/2019

10 : 00

Book on behalf of someone?

Description

**BOOK**


# ROOM BOOKING SYSTEM

## EDIT & CANCEL


- You can edit the booking by clicking on the 'EDIT' button
- Click 'CANCEL' to cancel the booking

PROJECT DATA SYSTEMS ✕

✔ This booking is accepted


 Wednesday December 18th  
09:00 - 10:00

Resources

 Location - RA 2209

Booked By: [REDACTED]

Reference: RA2209-131220191118

 EDIT CANCEL

# ROOM BOOKING SYSTEM

## MY BOOKINGS

- In 'My bookings', all your current bookings can be viewed
- Click on a booking to edit or cancel the booking

