

# MRBS User's Manual

## 1. Introduction

MRBS is an online calendar for scheduling/ reserving/ booking rooms, equipment, facilities and other resources.

There are **three levels of access**: Users, Requestors and Administrators.

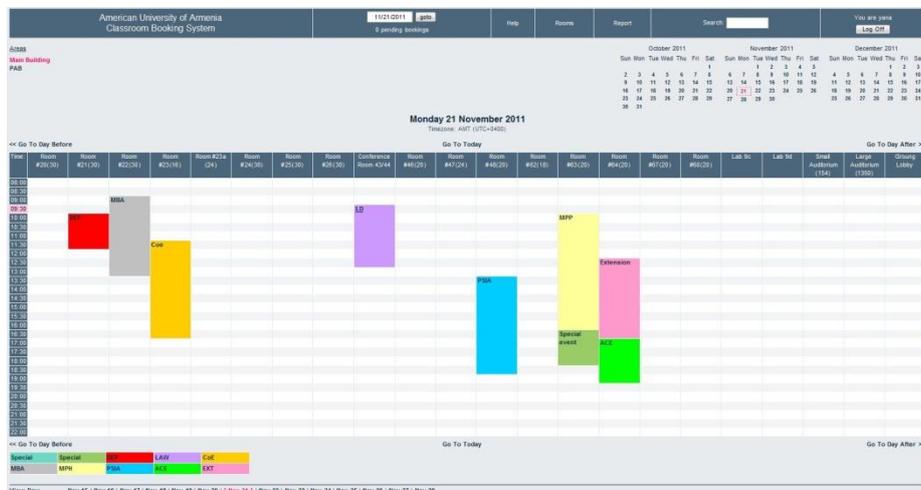
**Users** can view most pages, but cannot make any change.

**Requestors** can send booking requests.

**Administrators** are allowed to confirm, modify other people's bookings. Administrators also have the ability to add and remove rooms and areas.

## 2. How to login?

To start using the system you need to open <http://roombooking.aua.am/> in your browser and log in using your AUA Username and Password. If user/password pair is valid you will see the scheduling window.



In the left upper corner you will see your username and “log off” button.

## 3. View reservations

You can select area to view reservations for current day.



There is a calendar in left upper corner of the window. To select another day, just click on it or use “go to” button located on header of page.





Also you can navigate using Day, Week and Month views on the footer of the page

View Day:	Nov 15   Nov 16   Nov 17   Nov 18   Nov 19   Nov 20   [ Nov 21 ]   Nov 22   Nov 23   Nov 24   Nov 25   Nov 26   Nov 27   Nov 28
View Week:	Oct 23   Oct 30   Nov 06   Nov 13   [ Nov 20 ]   Nov 27   Dec 04   Dec 11   Dec 18
View Month:	Sep 2011   Oct 2011   [ Nov 2011 ]   Dec 2011   Jan 2012   Feb 2012   Mar 2012   Apr 2012   May 2012

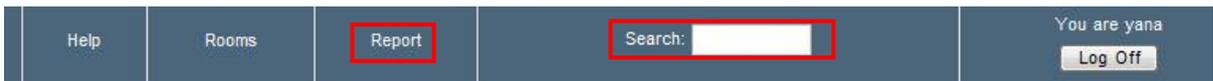
You can quickly return to current day by clicking on **Go To Today** link.



#### 4. Running Reports

Users can run reports to view reservations for selected period of time by area, room, department, description and creator (user).

There is also ability to search reservations by description or creator.



### Report on Meetings

*Search criteria*

Report start date:

Report end date:

Match area:

Match room:

Match type:  Use Control-Click to select more than one type

Match brief description:

Match full description:

Created By:

Confirmation status:  All  Confirmed  Tentative

Approval status:  All  Approved  Awaiting approval

*Output options*

Include:  Report only  Summary only  Report and Summary

Report as CSV  Summary as CSV

Report as iCalendar (.ics file) - excluding periods

Sort Report by:  Room  Start Date/Time

Display in report:  Duration  End Time

Summarize by:  Brief description  Creator  Type

You can select **report types**: Report Only, Summary Only, Report and Summary, Report as CSV

Summary as CSV (excel sheet) or Report as iCalendar (.ics file) - excluding periods (for outlook)

### Summary of (Entries) Hours

	Main Building Conference Room 43/44	Main Building Room #21	Main Building Room #22	Main Building Room #23	Main Building Room #25	Main Building Room #48	Main Building Room #63	Main Building Room #64	Total Times
ACE				(1) 5.50	(1) 2.50			(1) 2.50	(1) 2.50
Coe									(2) 8.00
DEP		(1) 2.00							(1) 2.00
Extension								(1) 4.50	(1) 4.50
LD	(1) 3.50								(1) 3.50
MBA			(1) 4.50						(1) 4.50
MPP							(1) 6.50		(1) 6.50
PSIA						(1) 5.50			(1) 5.50
Special event							(1) 2.00		(1) 2.00
<b>Total</b>	(1) 3.50	(1) 2.00	(1) 4.50	(1) 5.50	(1) 2.50	(1) 5.50	(2) 8.50	(2) 7.00	(10) 39.00

## 5. Making reservation

Clicking on the desired time brings you into the booking screen.

#### Add Entry

**Brief Description:**

**Full Description:**  
(Number of people, Internal/External etc.)

**Start:**    All day

**End:**

**Area:**

**Rooms:**   
  
  
  
 Use Control-Click to select more than one room

**Type:**

**Confirmation status:**  Confirmed  Tentative

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**Repeat Type:**  None  Daily  Weekly  Monthly  Yearly  Monthly, corresponding day  n-Weekly

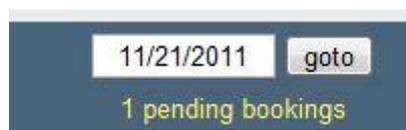
**Repeat End Date:**

**Repeat Day:** (for weekly or n-weekly)  
 Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**Number of weeks:** (for n-weekly)

To make a booking you should fill required fields: Brief description, start and end time (by default 1 hour) or check **All Day** checkbox for whole day, select Area and room. From the **Type** drop down list select department. Select confirmation status (by default Confirmed). For periodical booking select Repeat type, Repeat end date and Repeat days and save.

If you have an Administrator's rights reservation is done otherwise your request will be pended and will be assigned a status "**Awaiting approval**".



Administrators can approve or reject requests.

## Bookings awaiting approval

Entry	Created By	Area	Room	Start Time	Action
Coe	service	Main Building	Room #25	13:30:00 - Monday 21 November 2011	<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="More Info"/>

## 6. Editing , Exporting and Deleting the reservation

In order to edit booking click on your reservation, select an action **Edit Entry** and make changes.

LD

Description:

Confirmation status: Confirmed

Approval status: Approved

Room: Main Building - Conference Room 43/44

Start Time: 09:30:00 - Monday 21 November 2011

Duration: 3.5 hours

End Time: 13:00:00 - Monday 21 November 2011

Type: LAW

Created By: yana

Last Updated: 14:25:59 - Monday 21 November 2011

Repeat Type: None

[Edit Entry](#)  
[Delete Entry](#)  
[Copy Entry](#)  
[Export Entry](#)

[Return to previous page](#)

If you are requestor your changes will be done after administrator approval.

To **delete** the reservation select **Delete entry**.

You can export your reservation for outlook calendar by clicking on **Export Entry** .

## 7. Editing/Adding Rooms and Areas

To add an Area go to rooms, type area name and click **Add Area**.

**Add Area**

Name:

To add room into selected area type room name, description, capacity and click **Add Room**.

**Add Room**

Name:

Description:

Capacity:

To edit an existing room select room and click on **Edit** button

**Rooms in Main Building**

	Name	Enabled	Description	Capacity	Room admin email
<input type="checkbox"/>	Room #20	<input checked="" type="checkbox"/>		30	

### Edit Area or Room Description

#### Edit Room

Area: Main Building ▾

Name: Room #64

Status:  Enabled  Disabled

Sort key: 15

Description:

Capacity: 20

Room admin email:

Custom HTML:

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To edit an area select area you want change and click on **Edit** button. Make your changes and click on **Change** button.

### Edit Area

*General*

Name: Main Building

Status:  Enabled  Disabled

Area admin email: yana@aua.sm

Custom HTML:

Mode:  Periods  Times

*Slot times*

Start of first slot: 08:00

Resolution (minutes): 30

Default duration (minutes): 60  All day

Start of last slot: 22:00 ▾

*Booking policies*

Advance booking - minimum:  0 seconds ▾

Advance booking - maximum:  1 weeks ▾

*Confirmation settings*

Allow tentative bookings:

Default setting:  Confirmed  Tentative

*Approval settings*

Require bookings to be approved:

Allow users to remind admins:

*Privacy settings*

Allow private bookings:

Force private bookings:

Default/forced settings:  Private  Public

*Privacy settings (display)*

How should private bookings be displayed?  Respect the privacy setting of the booking

Treat all bookings as private, ignoring their privacy settings

Treat all bookings as public, ignoring their privacy settings

*CAUTION: think carefully about the privacy implications before changing these settings!*

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