



AFTRS Room Booking – User Guide

Login with your AFTRS User Account (this is the account set up by MIT). You cannot access the Room Booking system unless you have a valid AFTRS User Account.

Step 1- Searching for a Room (Filtering)

Define the type of room you are looking for using the filters at the top of the page. You can filter rooms by:

- Room Size (number of people that can fit in the room)
- Room Type (e.g. computer lab, teaching room, studio, etc.)
- Resources in the Room (e.g. software, AV equipment, etc.)

You can select more than one resource requirement (Ctrl + mouse click).

After you have defined your filters, click on the **“Show me the matching options”** link on the left to display the rooms that match your chosen filters.

AFTRS Room Booking 2014

book a room | my room bookings | **see timetable** | Help | Logout

1 Location

Define the room using filters.

Room Size: 5

Room Type: Computer Lab

Show me the matching options

Resource Requirements
(Ctrl Click or Cmd Click to multi select)

- AV - VHS
- Computer - Wacom Tablets
- General - Tables
- General - Tablet Chairs
- General - Telephone Conference
- Sound - headphones
- Sound - midi keyboards

2 Date

Choose a single date or book multiple days in multiple weeks.

Select multiple days/weeks

You've selected 'Wednesday, 15/01/2014'

January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	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	7	8	9

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start: 17:30

Preferred End: 18:30

Duration: 1:00

Next >



This page displays the rooms that match the requirements. Select the rooms you are interested in. You can select as many as you wish. The next step will query if they are available on the day you specify, so it's best to select more than one in the event that some of them are unavailable.

Room Booking 2014

1 Location

Define the room using filters. [Hide options](#)

Room Size: 10
Room Type: Teaching Room

Resource Requirements
(Ctrl Click or Cmd Click to multi select)

AV - 5.1 sound
AV - Blu-ray player
AV - Data Projector (VGA)
AV - Digital Set Top Box
AV - DVD Player (standard)
AV - VHS

Room Name	Room Detail	Room No.	Size	City	
Teaching Room 10	Teaching Room 10	TR10	18	Sydney	<input type="checkbox"/>
Teaching Room 08	Teaching Room 08	01.A.28	19	Sydney	<input type="checkbox"/>
Teaching Room 07	Teaching Room 07	01.A.30	20	Sydney	<input type="checkbox"/>
Teaching Room 14 - Open Program	Teaching Room 14 - Open Program	TR14	20	Sydney	<input type="checkbox"/>
Teaching Room 12	Teaching Room 12	TR12	24	Sydney	<input type="checkbox"/>
Teaching Room 04	Teaching Room 04	01.A.15	30	Sydney	<input type="checkbox"/>

2 Date

Choose a single date or book multiple days in multiple weeks. [Select multiple days/weeks](#)

Select from the calendar

January 2014

Mon	Tue	Wed	Thu	Fri	Sat	Sun
20	21	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	7	8	9

3 Time

Select a preferred start time. You can adjust it later.

Preferred Start:
Preferred End:

Duration: 1:00

[Next >](#)

Step 2 – Defining Date & Time

Single day booking – use the calendar to select your preferred date and select the start and end time with the drop down list.

Repeat booking - click the '**Select Multiple Days/Weeks**' link to the left of the calendar. Then select the calendar week, plus the days.

For example, to book a room from Tuesday 11th February to Thursday 13th February, select the Week starting Monday 10th February, and then click Tues, Wed, and Thurs.



AFTRS

Room Booking 2014

book a roommy room bookingssee timetableHelpLogout

1 Location

room

Define the room using filters.
[Hide options](#)

Room Size

Room Type

Resource Requirements
(Ctrl Click or Cmd Click to multi select)

AV - Bluray player
AV - Data Projector
AV - Digital Set Top Box
AV - DVD Player
AV - VHS
Computer - Wacom Tablets
Computers - iMac

Room Name	Room Detail	Room No.	Size	City	
Teaching Room 02 - Computer Lab	Teaching Room 02 - Computer Lab	01.A.16	8	Sydney	<input checked="" type="checkbox"/>
Teaching Room 03 - Computer Lab	Teaching Room 03 - Computer Lab	01.A.11	8	Sydney	<input checked="" type="checkbox"/>
Teaching Room 05 - Computer Lab	Teaching Room 05 - Computer Lab	01.A.20	9	Sydney	<input checked="" type="checkbox"/>

2 Date

date

Choose a single date or book multiple days in multiple weeks.
[Select a single date](#)

Weeks starting

Choose Days

3 Time

time

Select a preferred start time. You can adjust it later.

Preferred Start

Preferred End

Duration

1:00

To book a room every Monday in the month of March, multi select the weeks using Control + Click (or Command + click on a Mac) and select Monday on the right.

Spanning weeks booking – to book a room which spans over multiple weeks but does not repeat (e.g. Thursday 17th February to Tuesday 22nd February), two bookings need to be made.

The first booking would cover Thursday 17th February to Sunday 20th February, and the second booking Monday 21st February to Tuesday 22nd February.

2 Date

date

Choose a single date or book multiple days in multiple weeks.
[Select a single date](#)

Weeks starting

Choose Days



Step 3 – Selecting the Available Rooms

After defining your room requirements with the date and time, the system searches to see if the room is available. In this example, Teaching Room 2 (TR2) and Teaching Room 3 (TR3) are available, but not Teaching Room 5 (TR 5).

Select the room(s) you want to book – please note you can book up to 3 rooms at a time.

The screenshot shows the AFTRS Room Booking 2014 interface. At the top, there's a navigation bar with links: 'book a room', 'my room bookings', 'see timetable', 'Help', and 'Logout'. Below this, a message states: '4 The following room(s) are available - Select the ones you want (up to 3)'. On the left, there's a 'choose' button with three radio buttons. A red box highlights the first two radio buttons, both of which are checked. The main content area is a table with the following data:

	Time	Room Name	Room Detail	Room No.	Size
<input checked="" type="checkbox"/>	9:00-17:00	Teaching Room 02 - Computer Lab	Teaching Room 02 - Computer Lab	01.A.16	8
<input checked="" type="checkbox"/>	9:00-17:00	Teaching Room 03 - Computer Lab	Teaching Room 03 - Computer Lab	01.A.11	8

Below the table, there are links: 'Earlier Start', 'Later Start', 'Earlier Day', 'Later Day', and 'Show More Options'. At the bottom left is a '< Back' button, and at the bottom right is a 'Next >' button. The footer text reads: 'Scientia Ltd. WRB v2.0.2.237'.

Step 4 – Booking Form

Fill in the booking form with the relevant details.

Technical Assistance Required - If you tick this box and enter a brief message, an email will be sent to the Technology & Infrastructure Service Desk (servicedesk@aftrs.edu.au) with your message and details about the booking. If you are booking the main theatre and require a projectionist, please indicate so here. Note that there is a 255 character limit for the brief assistance details field.

Click '**submit**' at the bottom right when you have completed the form. After your booking is complete you will receive an email confirmation.



AFTRS Room Booking 2014

book a room | my room bookings | **see timetable** | Help | Logout

5 Enter your booking details

☒ Confirm

Room: Teaching Room 07

Date: Wednesday, 22/01/2014

Start: 14:00

End: 15:00

Email: Sally.Browning@aftrs.edu.au

Booking Size: 15

Booked by First Name: Sally

Booked by Last Name: Browning

Booked for First Name: as per booker's first name

Booked for Last Name: as per booker's last name

Name of Booking:

Department: Screenwriting

Booking Type: Meeting Staff

Phone: 465

Technical Assistance Required: No

Brief Technical Assistance Details:

< Back Submit

Scientia Ltd. WRB v2.0.2.237

Viewing Bookings

To view your bookings click on the **'My Bookings'** link on the top of the page. This gives you a list of all your bookings. You can cancel your bookings here. If you no longer require the room please take the time to cancel your booking so the room becomes available.

http://timetable.aftrs.edu.au/Bookings2014/myBookings.aspx Web Room Booking

AFTRS Room Booking 2014

book a room | my room bookings | **see timetable** | Help | Logout

You have the following bookings: ☐ Include cancelled bookings?

	Date	Start	End	Room	Name of Booking	Size	Reference	Status	
	Thursday, 16/01/2014	10:00	16:00	Teaching Room 04	HR TRAINING SESSION - Meeting Staff	15	BK51C381	Confirmed	<input type="button" value="Cancel"/>
	Tuesday, 4/02/2014	9:00	14:00	Teaching Room 04	Staff Orientation - Meeting Staff	15	BK51C23C	Confirmed	<input type="button" value="Cancel"/>

Scientia Ltd. WRB v2.0.2.237