VENUE BOOKING SYSTEM (VBS)
Glossary of Terms

User Access & Permissions

Term	Definition
Super Admin	Has full access to all buildings, rooms, users, and system settings.
Building Admin	Manages assigned buildings and their associated rooms.
Room Admin	Manages selected settings for specifically assigned rooms.
User Group	A group of users assigned specific room booking or approval permissions.
Available for Groups	Controls which user groups can view and book a room. If left blank, all users can view and book it.

Booking Rules & Restrictions

Term	Definition
Maximum Days Ahead	The maximum number of days in advance users can book a room.
Priority Configuration	Allows specific user groups to have different advance-booking limits, overriding the room's standard setting.
Maximum Duration Group	Sets the total booking hours allowed for a user group per day, week, or month.
Minimum / Maximum Booking Duration	Defines the shortest and longest permitted duration for an individual booking.
Buffer Time	Time allocated between consecutive bookings for room preparation or clearing.
Back-to-Back Exception	Allows selected user groups to make consecutive bookings without the standard buffer restriction.
Non-Booking Day	A designated date when room bookings are restricted, such as public holidays or University closures.
Maximum Occurrences	Limits the number of reservations permitted within a recurring booking series.

Room Configuration

Term	Definition
Reservable Room	A room enabled for booking through VBS.
Room Configuration	A record linking a room to its booking configuration details.
Room Arrangement	Defines a room's booking settings, including operating hours, capacity, access, and restrictions.
Bucket	Categorises rooms into booking categories, such as Rooms, Teaching Facilities, or Desk and Pods.
Maximum Capacity	The maximum number of occupants allowed in a room, used when filtering search results by seats.
Fixed Resources	Equipment or amenities assigned to a room, such as projectors or whiteboards.
Room Mailbox	An Outlook mailbox linked to a room to support Outlook room bookings.

Approval & Check-In

Term	Definition
Approval Workflow	A process requiring designated approvers to review booking requests before confirmation.
Multi-Level Approval	A booking approval process involving multiple stages of approval.
Approval Timeout	The number of days given to an approver to act on a booking request.
Action if Approval Time Expired	Determines whether a pending booking is approved, declined, or triggers a notification when the approval period expires.
Auto Release	Automatically cancels a booking if the user fails to check in within the configured time, making the room available again.

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VENUE BOOKING SYSTEM (VBS)
NUS Building Codes & Abbreviations

Academic, teaching and research buildings

Code	Building / Location
AS1	Arts & Social Sciences Block 1
AS2	Arts & Social Sciences Block 2
AS3	Arts & Social Sciences Block 3
AS4	Arts & Social Sciences Block 4
AS5	Arts & Social Sciences Block 5
AS6	Arts & Social Sciences Block 6
AS8	Arts & Social Sciences Block 8
S1A	Science Block 1A (Lee Wee Kheng)
S2	Science Block 2
S3	Science Block 3
S4	Science Block 4
S4A	Science Block 4A
S5	Science Block 5
S15	Science Block 15
S16	Science Block 16
S17	Science Block 17
SDE1	Design & Environment Block 1
SDE2	Design & Environment Block 2
SDE3	Design & Environment Block 3
SDE4	Design & Environment Block 4
BIZ1	Business Block 1 – Mochtar Riady
BIZ2	Business Block 2
E_AUDI	Engineering Auditorium
MD3	Medicine Block 3
MD4	Medicine Block 4
MD6	Medicine Block 6 (Centre for Translational Medicine)
MD7	Medicine Block 7
MD9	Medicine Block 9
MD10	Medicine Block 10
MD11	Medicine Block 11

University Town (UTown) and campus facilities

Code	Building / Location
UT23	Education Resource Centre
UT27	ELM
UT30	West Core
UT07	West Learn Lobe
UHALL	University Hall
UHC	University Health Centre
USC	University Sports Centre
VT	Ventus (UNI Campus Infra)
YIH	Yusof Ishak House
HSS	Hon Sui Sen Memorial Library
LT1	Lecture Theatre 1
LT2	Lecture Theatre 2
J3	J3
I4	Innovation 4.0

Other buildings and facilities

Code	Building / Location
CELC	Centre for English Language Communication
CELS	Centre for Life Sciences
14APGP	14A Prince George's Park Bungalow
16EVANS	16 Evans Bungalow
17PGP	17 Prince George's Park Bungalow
18EVANS	18 Evans Bungalow
2KR	2 KR Bungalow
2PGP	2 Prince George's Park Bungalow
20EVANS	20 Evans Bungalow
HOUSE_5	House 5
HOUSE_5_ANNEX	House 5 Annex
KV02	Kent Vale Apartment Block B, 105
KV07	Kent Vale Apartment Geranium Block, 101
C1	Canteen 1 (Techno Edge)
C4	Canteen 4 (Frontier)
THE_DECK	Canteen 2 (The Deck)
CSLA	Central Storage Library Annex
MSL	Medicine + Science Library (former FOD)

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