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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