VENUE BOOKING SYSTEM (VBS)

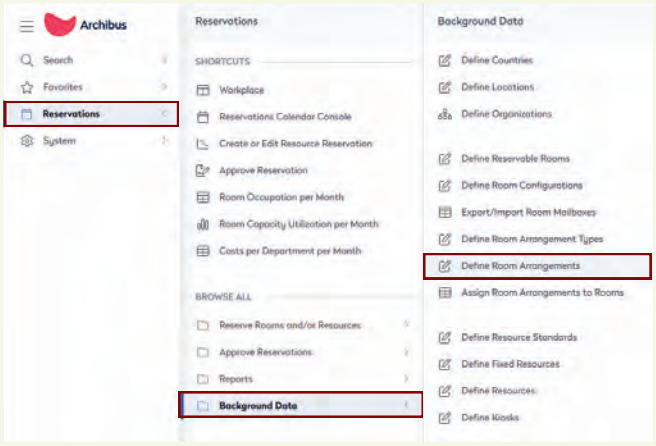
Tip 5.1: Configuring Room Details

(Super Admins)
(Building Admins)
(Room Admins)

QUICK TIPS

1 Set basic room details

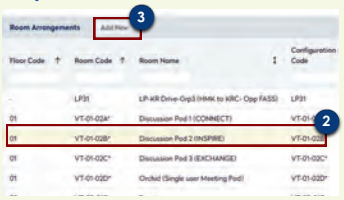
Navigation Path:
Reservations > Background Data > Define Room Arrangements



Step 1: Input assigned Building Code



Step 2: Select rooms/arrangements in the selected building
Step 3: Select "Add New" to configure settings





2 Booking Rules and Restrictions - Mandatory

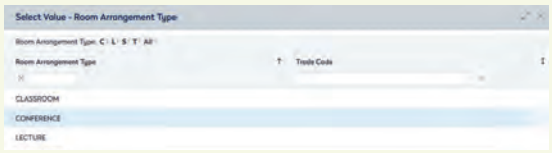
Step 4: Select Floor Code "..." and select floor - restricted by the building code. [Repeat for Room Code]



Step 5: Select Configuration Code "..." and select room.



Step 6: Select Room Arrangement field "..." and select from the list.

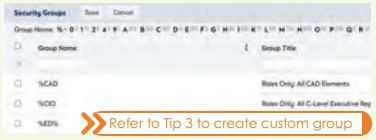


Step 7: Fill in Time Day Starts (earliest) and Time Day Ends (lastest) the room can be booked during the day.

3 Booking Rules and Restrictions - Optional

Step 8: Set the maximum number of days in advance users can book the room. This applies to all eligible users. The recommended default is 365 days.

Step 9: Select "Available for Groups ..." to choose groups from pop-up and restrict room visibility and booking access. Leave the field blank to allow all users to view and book the room.



Refer to Tip 3 to create custom group

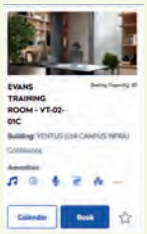
Step 10: Set "Yes" - To be visible in the room bucket.

Step 11: Set "Yes" - To mark room available for booking via Outlook

Refer to Tip 4 - to add " Room mailbox"

Step 12: Set room's maximum capacity - Determines search results when filter by seats.

Step 13: Select "Photo Upload" - Preview the space before booking, reducing cancellations and improving satisfaction.



Step 14: Default "Room". Select room type to be categorised in the VBS dashboard

Step 15: Set the minimum and maximum booking durations, particularly for rooms with booking charges. Leave both fields blank if no limits apply. Setting at 0 and 0 for both fields the end users will not be able to book the room.

Step 16: Select "No". Enter the buffer time (in minutes) to prevent back-to-back bookings, allowing time for room setup and packing up between meetings.

Step 17: Select "Groups with Back-to-Back Exceptions ..." and choose from popup



Step 18: Select "Yes"- Bookable on the weekend or non-booking day.

Refer to Tip 5.2 to define booking day

Step 19: Select "Yes" to require users to check in at the start of their meeting. Failure to check in will result in booking cancellation, making the room available for others.

Set "Auto Release" timing to recommended 15 minutes.

Refer to Tip 5.3 to generate QR Code

Step 20: Input Contact information helps users reach the right person for questions, issues, or special requests about the room.

Step 21: Room-Specific Terms & Conditions

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VENUE BOOKING SYSTEM (VBS)

Tip 5.2: Configuring Room Details

(Super Admins)
(Building Admins)

QUICK TIPS

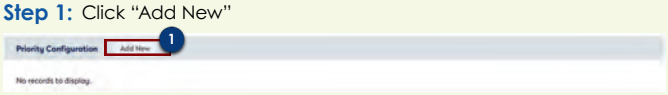
1 Priority Configuration

Selected User Group will override the "Maximum Days Ahead" specified in the Room Arrangements table.

Navigation Path:
Reservations > Background Data > Define Room Arrangements

Repeat Tip 5.1: Configuring Room Details (Steps 1–3)

Step 1: Click "Add New"



Step 2: Select "Group Name" to choose user group
Step 3: Input "# Of Days Ahead"
Step 4: Select "Save"

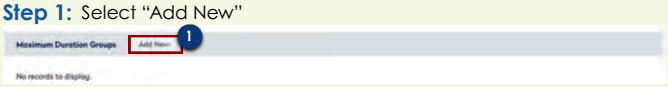


2 Maximum Duration Group

This setting applies collectively to all users in the group. For example, if the daily booking limit is 2 hours and Person A books the room for 2 hours, no other group members can book the room that day.

Navigation Path:
Reservations > Background Data > Define Room Arrangements

Step 1: Select "Add New"



Step 2: Select "Group Name" to choose user group
Step 3: Select "Day/week/Month"
Step 4: Input maximum duration (hours) for the day/week/month
Step 5: Select "Save"

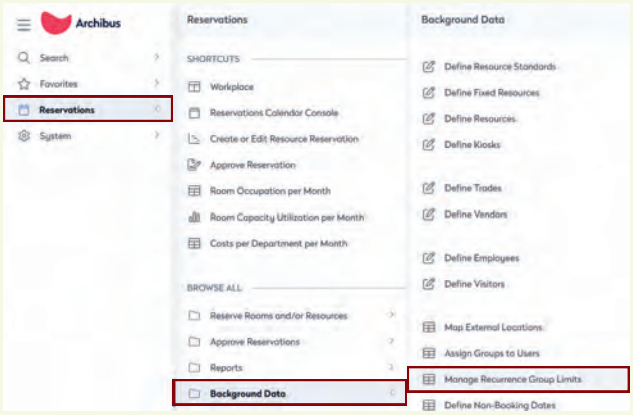


3 Maximum Duration & Occurrences

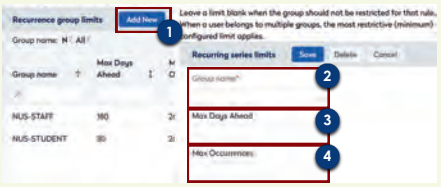
This global setting allows selected groups to book all rooms further in advance than regular users, without configuring each room individually.

Leave the field blank if no restriction applies. For users in multiple groups, the most restrictive (lowest) limit applies.

Navigation Path:
Reservations > Background Data > Manage Recurrence Group Limits



Step 1: Select "Add New"
Step 2: Select the "Group name"
Step 3: Enter "Max Days Ahead" to set how far in advance the group can book any room, overriding individual room settings.
Step 4: Enter "Max Occurrences" to limit the number of recurring bookings for the user group. For example, setting it to 10 allows a maximum of 10 occurrences per recurring booking.



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VENUE BOOKING SYSTEM (VBS)

Tip 5.3: Configuring Room Details

(Super Admins)

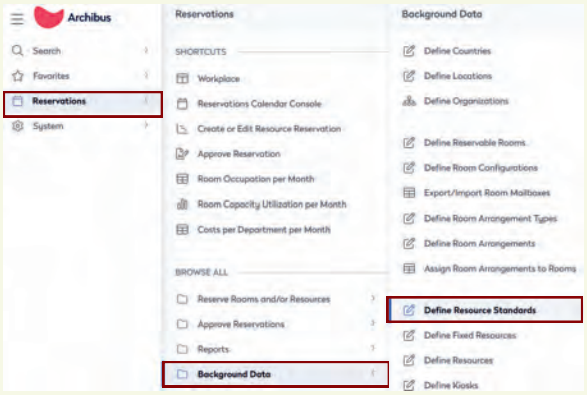
(Building Admins)

QUICK TIPS

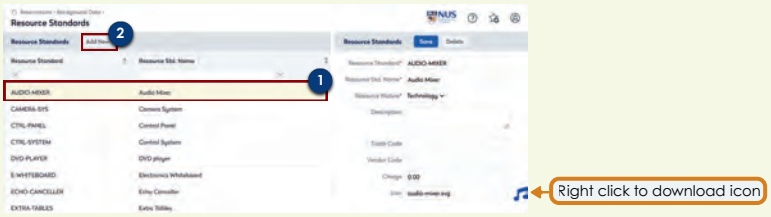
1 Define Fixed Resources

A predefined list of room resources and amenities managed by Admin to ensure consistency across rooms.

Navigation Path:
Reservations > Background Data > Define Resource Standards



Step 1: Click on existing predefined resources to update



Step 2: Select "Add New" to add a new resource

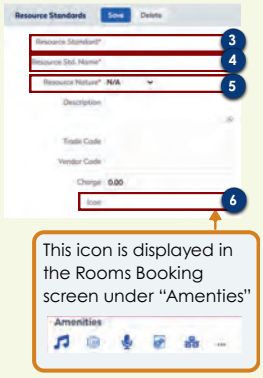
Step 3: Complete the Resource Standard and endure it is a unique code.

Step 4: This will be the hover text the end user sees when booking the room.

Step 5: Select from the the appropriate value for the resources you are adding from the down list.

Step 6: Add an icon to represent the resource.

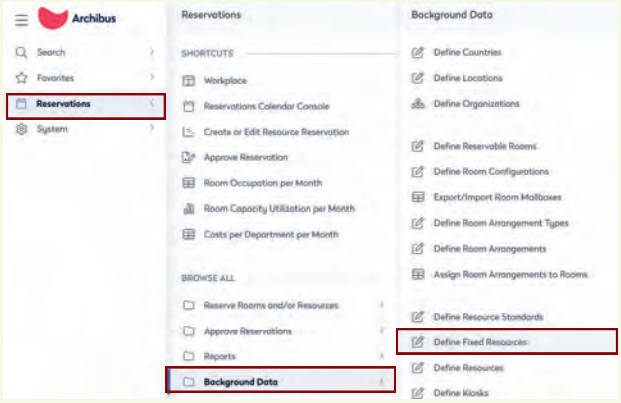
To download icon: Refer to similar existing predefined resources right click on icon to download.



2 Adding addition amenities

Amenities are fixed room features and equipment that users can filter by when searching for rooms.

Navigation Path:
Reservations > Background Data > Define Fixed Resources

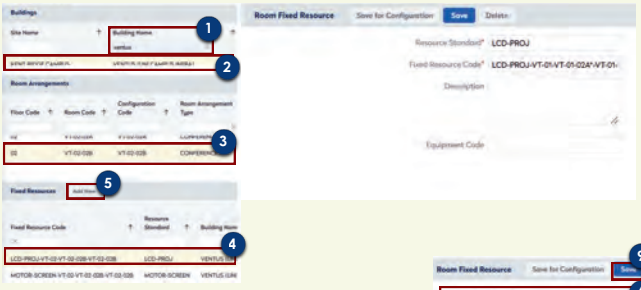


Step 1: Insert "Building Name"

Step 2: Select Building

Step 3: Select Room

Step 4: The Fixed Resources for that room will be displayed.



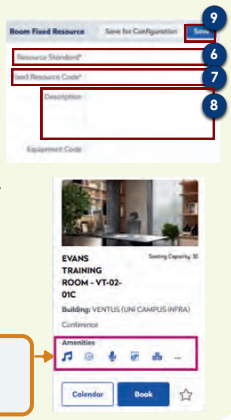
Step 5: Select "Add New" to add a new resource to your room

Step 6: Complete the Resource Standard from the popup "Fixed Resources"

Step 7: Create a unique Fixed Resource Code. Standard Format: building code, floor code, room code. e.g VT-02-01C

Step 8: Add a description of desired

Step 9: Select "Save"



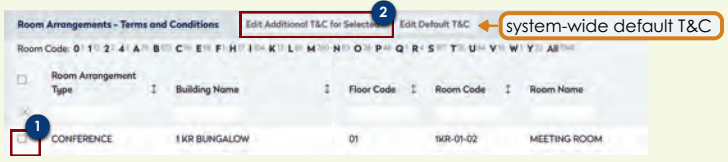
3 Adding Terms and Conditions

When Additional T&C is added, both default T&C AND the additional room specific T&C will be seen in the booking page.

Navigation Path:
Reservations > Background Data > Manage Room Terms and Conditions

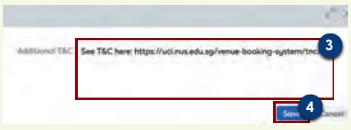
Step 1: Place a check next to the edit room

Step 2: Select "Edit Additional T&C" for Selected (edit specific room)



Step 3: Enter the additional data.

Step 4: Select "Save"



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VENUE BOOKING SYSTEM (VBS)

Tip 5.4: Configuring Room Details

(Super Admins)

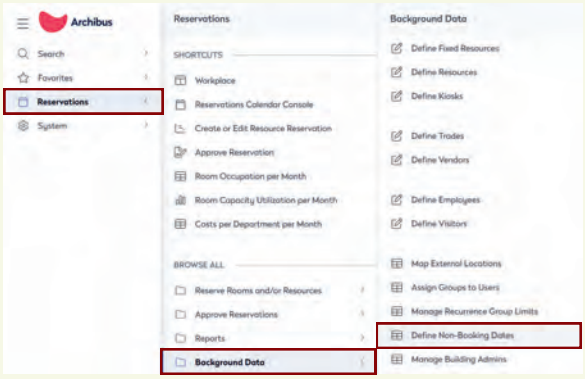
(Building Admins)

QUICK TIPS

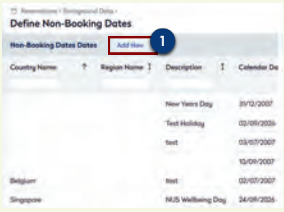
1 Defining booking day

Non-booking days prevent room or desk reservations on specific dates, such as public holidays, University closure days or maintenance periods, when facilities are unavailable.

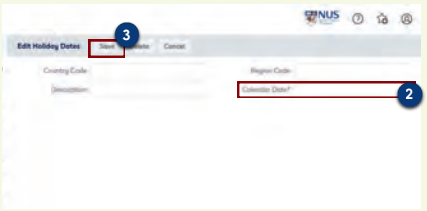
Navigation Path:
Reservations > Background Data > Define Non-Booking Day



Step 1: Select "Add New" to add a new date



Step 2: Input "Calendar Date"
Step 3: Select "Save"

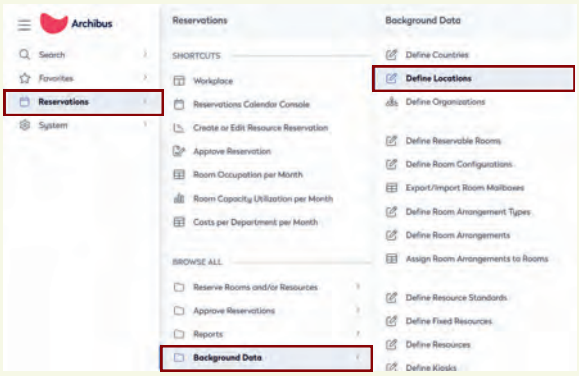


GOOD TO KNOW

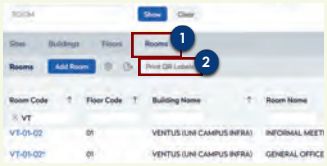
This is a system wide setting. Dates that appear on this list will apply to all rooms, when they cannot be booked on non-bookable days.

2 Creating QR codes for Check in

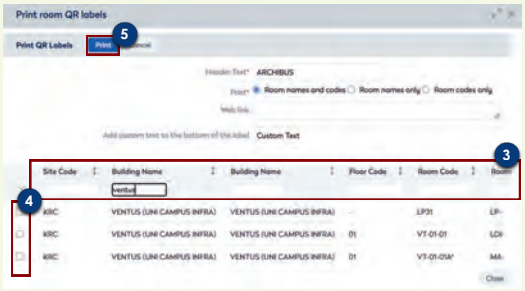
Navigation Path:
Reservations > Background Data > Define Locations



Step 1: Select "Room"
Step 2: Select "Print QR Labels" to edit Print room QR Labels form.



Step 3: Input the filters to locate the building
Step 4: Tick the checkbox of each room to print its QR code.
Step 5: Select "Print"



Step 6: The QR codes will be printed to a Word document.

Step 7: Print and post these QR codes as needed on the rooms

Consider posting inside the room as well (for late arrivals)



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