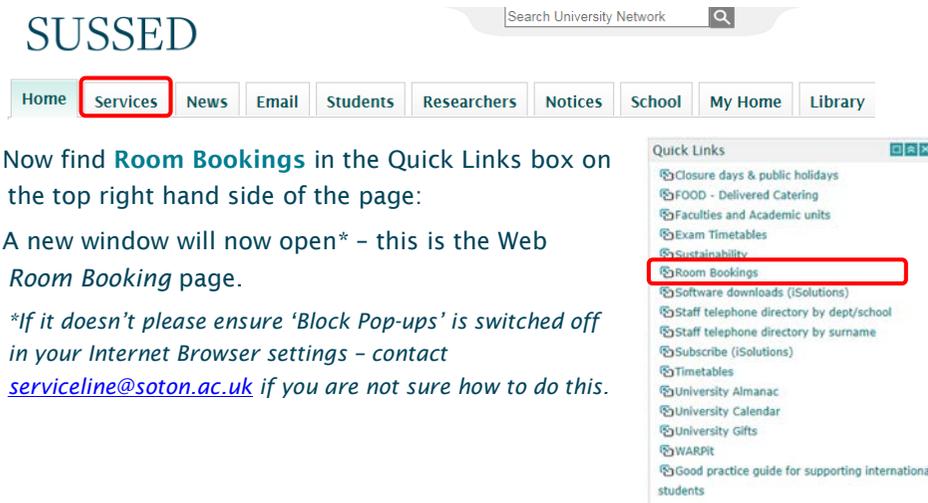


Web room bookings

How to check room availability and make a booking online

Accessing the Web Room Booking page

1. Open an internet browser window (Internet Explorer, Firefox etc.) and go to: www.sussed.soton.ac.uk.
2. Log in using your University of Southampton username and password (the same details you use to access your PC and your email account). *Please note it is not possible to access web room booking using generic email accounts – you need to use your personal log in details.*
3. Click on the **Services** tab which you will find amongst several tabs running along near the top of the webpage:



4. Now find **Room Bookings** in the Quick Links box on the top right hand side of the page:
5. A new window will now open* – this is the **Web Room Booking** page.
**If it doesn't please ensure 'Block Pop-ups' is switched off in your Internet Browser settings – contact serviceline@soton.ac.uk if you are not sure how to do this.*

6. From this page you can make/ cancel a booking and check room availability for your event.

To make a room booking

1. On the **Web Room Booking** page specify the room that is required using the filters. You can use the various filters to define the room you wish to book – **the only filter that is mandatory is minimum size.**

1 Location

Define the room using filters.
[View filtered rooms](#)

Minimum Size: [dropdown]
Building: [dropdown]
Common Learning Space / Faculty: [dropdown]
Campus: [dropdown]

Resources:
Bench PC
Bench PC on Lectern
Data Projector
DISABLED ACCESS (A) Ground Floor Room Fully Accessit
DISABLED ACCESS (A) Ground Floor Room Fully Accessit
DISABLED ACCESS (B) Upper Floor Room Egress Standar

2. To see the list of rooms that meet your criteria, you can click on **View filtered rooms**

| Name | Description | Size | HostKey | Common Learning Space / Faculty | Campus |
|-------------------|--|------|-----------|---------------------------------|----------------|
| 04 / 1031 | Common Learning Space | 16 | 000401031 | Room bookings | Highfield-West |
| 04 / 2059 | Common Learning Space | 16 | 000402059 | Room bookings | Highfield-West |
| 58 / 1035 (S/R J) | Common Learning Space: Murray Seminar Room J | 16 | 005801035 | Room bookings | Highfield-West |
| 58 / 1037 (S/R K) | Common Learning Space: Murray Seminar Room K | 16 | 005801037 | Room bookings | Highfield-West |

3. You now need to choose the date(s) for your booking by either selecting the appropriate date from the calendar or clicking on **Select Multiple Weeks**

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 |

2 Date

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

[Select multiple days/weeks](#)

4. If you choose to select multiple days/weeks, the calendar changes to allow you to pick a week/day range:

Weeks starting

Monday Wk 16 w/c Mon 13 Jan 14
Tuesday Wk 17 w/c Mon 20 Jan 14
Wednesday Wk 18 w/c Mon 27 Jan 14
Thursday Wk 19 w/c Mon 03 Feb 14
Friday Wk 20 w/c Mon 10 Feb 14
Saturday Wk 21 w/c Mon 17 Feb 14
Sunday Wk 22 w/c Mon 24 Feb 14

5. Next select your preferred start and end time – these can be changed later- and click on the next

button

*Note: If you have missed any of the required information you will be returned to the web room booking page and advised what information is required before your booking can be processed – e.g. **At least one day must be selected***

6. You will now be able to select from the available options the room which you would like to book by clicking on the radio button in the left hand column:

| | Time | Name |
|----------------------------------|-----------|-------------------|
| <input checked="" type="radio"/> | 8:00-9:00 | 04 / 1031 |
| <input type="radio"/> | 8:00-9:00 | 04 / 2059 |
| <input type="radio"/> | 8:00-9:00 | 58 / 1035 (S/R J) |
| <input type="radio"/> | 8:00-9:00 | 58 / 1037 (S/R K) |

7. At the bottom of the list you can use the options to see Earlier or Later Starts or See More Options - [Earlier Start](#) [Later Start](#) [Show More Options](#)

8. Clicking on the will show a list of other times that the room you are looking at is available.

9. Clicking on the will show a list of other locations that are available at that time slot

10. Once you are happy with your selection click on the next button:

[Next >](#)

11. The next screen will ask you to confirm your booking details. You need to enter a short description of your booking and select your Department from the list:

Short Description of Booking
 Department

12. You also need to confirm that you accept the Terms and Conditions

I accept the [Terms and Conditions](#)

13. If your booking will feature a music performance –please select the appropriate format from the drop down list. If not please leave as None:

Please indicate if booking will feature music performance

14. If your booking will feature an external speaker – please select either yes or no from the drop down

Please indicate if you are inviting an external speaker or organisation to your booking

15. Next click on

[Confirm Reservation](#)

16. You will then receive a message advising that your booking has been received and the room has been reserved. The option to make another booking is given as well

Booking Requested

04 / 4003 has been reserved for you, from 11:00 to 12:00 on Wed 23 Jul 2014.

Your booking is not confirmed until you have received a confirmation email.

You can check the status of your booking by clicking on the 'my bookings' link below.

| Location | Reference | Request? |
|-----------|-----------|----------|
| 04 / 4003 | RB97FB9B | P |

[Book Another](#)

[book a room](#) [my bookings](#) [log off](#)

An email with details of your room booking request will be sent to your University account.

A further email will be sent once the booking has been scheduled to confirm the details to you.

Please note, bookings will only be confirmed during opening times

17. Clicking on the [my bookings](#) label, will navigate you to a screen showing any previous bookings you have made along with their status:

| You have the following bookings: | | | | | | | | <input type="checkbox"/> Include cancelled bookings? |
|----------------------------------|-------|-------|-----------|------|-----------|-----------|------------------------|--|
| Date | Start | End | Location | Size | Reference | Status | | |
| Sat 26 Jul 2014 | 9:00 | 10:00 | 04 / 1021 | 15 | RBAB8536 | Confirmed | Cancel | |

Bookings in the past cannot be cancelled

To cancel a booking

1. On the [my bookings](#) page, tick the booking you would like to amend and select the **cancel** button.
2. You will be asked to confirm that you wish to cancel the booking. Click on Yes.
3. Now that you have successfully amended your booking you will shortly receive an email confirmation in your University account.

Contact the Room Bookings Team

Opening Hours: Monday – Friday

T: +44 (0)23 8059 2346 E:
roombook@soton.ac.uk

09.00 – 17.00