

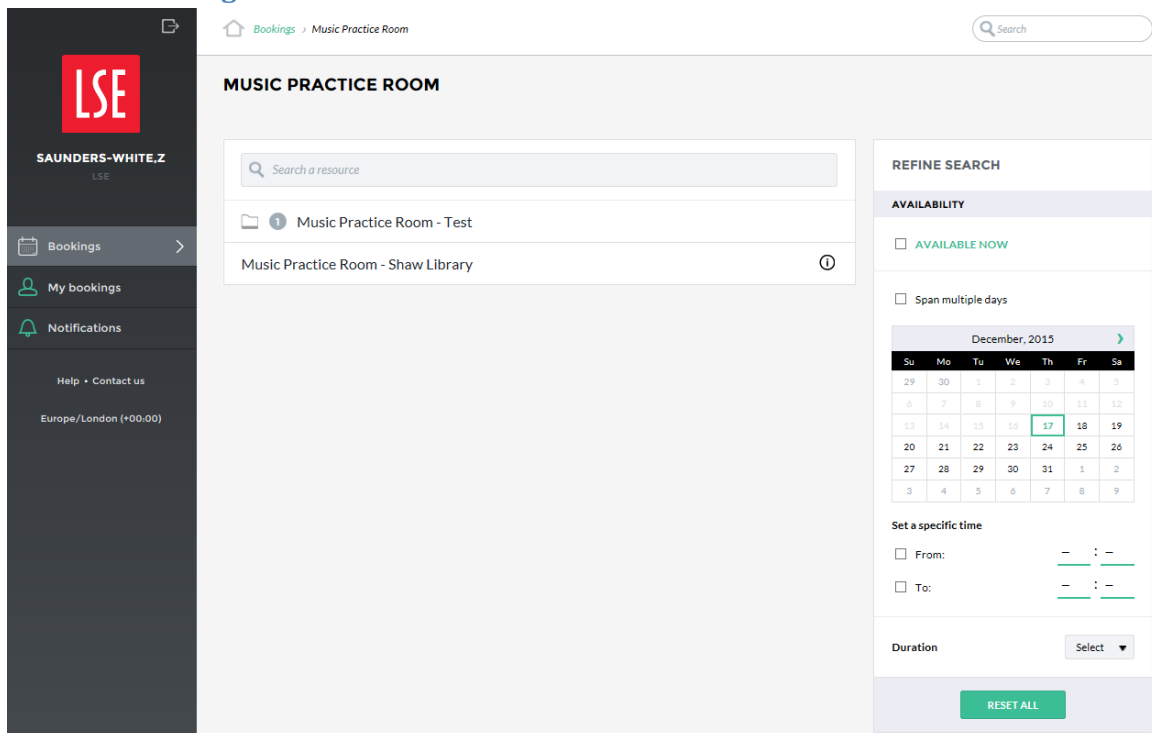
## Resource Booker Quick Start to request, view, amend and cancel room bookings

### 1. Accessing Resource Booker

- Resource Booker works best in a **Chrome** browser or Internet Explorer **11**.
- Resource Booker is available at <https://mybookings.lse.ac.uk/>
- Click on **LOG IN** and enter your LSE username and password when prompted.

### 2. Making a Booking

#### i. Searching for an Available Room



The screenshot shows the LSE Resource Booker interface. On the left is a dark sidebar with the LSE logo and user name 'SAUNDERS-WHITE,Z'. The main menu includes 'Bookings', 'My bookings', 'Notifications', and 'Help - Contact us'. The top navigation bar shows 'Bookings > Music Practice Room' and a search bar. The main content area is titled 'MUSIC PRACTICE ROOM' and contains a search bar with the text 'Search a resource'. Below the search bar, there are two room listings: 'Music Practice Room - Test' and 'Music Practice Room - Shaw Library'. To the right of the listings is a 'REFINE SEARCH' panel. This panel includes an 'AVAILABILITY' section with checkboxes for 'AVAILABLE NOW' and 'Span multiple days'. Below this is a calendar for December 2015, with the 17th highlighted. There are also fields for 'Set a specific time' (From: and To:) and a 'Duration' dropdown menu. A 'RESET ALL' button is at the bottom of the refine search panel.

- Click on **Bookings** on the left hand menu.
- Click on one of the large icon buttons (e.g. Music Practice Room). **Note:** If no icons are displayed you will need to request permissions from the [LSE Room Bookings Office](#) giving them your LSE ID number, as printed on your LSE ID card.
- Enter your search Criteria under “**REFINE SEARCH**”. As you enter the criteria, the rooms that fit those criteria will automatically appear on the screen. If no rooms appear that means there are no rooms available for the criteria you have used. Amend the criteria until one or more rooms appear.
- To find out more details about the room (e.g. location, floor, capacity, web link to photo), click on the ⓘ button next to the room.

#### ii. Booking an Available Room

- Click on one of the rooms listed (e.g. Music Practice Room – Shaw Library) to bring up the current availability (Month, Week, or Day calendar views) for that room.
- Double click on one of the available time slots to bring up the room booking form.

- Complete all the fields on the form beginning with entering the “Event title”, and click the **BOOK** button at the bottom of the form. Note: Your room booking will not be confirmed until you receive the appropriate notification from the LSE Room Bookings Office.

Dept/society – Event title

Main resource of this booking  
**32L.B.11**

From  
15/01/2016 14 : 00  
To  
15/01/2016 15 : 00  
Published start time  
— : —  
Published end time  
— : —

Are there any organisations outside the School involved in any way with this event?  
☐ Yes ☒ No  
Have you received, or are trying to receive, any external funding from any organisations for this event?  
☐ Yes ☒ No  
What audience are you expecting to attend this event?  
☒ LSE only ☐ Other  
What type of event is it? If answer is Other, please provide details in the description box below.  
(0/220)  
Academic lecture/debate

BOOK

### 3. Reviewing your Bookings

- Click on **My Bookings** on the left hand menu to view your room requests and bookings in Month, Week, or Day calendar view. Navigate through the calendar using the left and right icons.
- Click on the booking to view full details of your booking.

The booking request has been created successfully.

MONTH WEEK DAY 7 AUG - 13 AUG 2016

Sun 7 Aug Mon 8 Aug Tue 9 Aug Wed 10 Aug Thu 11 Aug

8:00  
9:00  
10:00  
11:00  
12:00  
13:00  
14:00  
15:00  
16:00  
17:00  
18:00  
19:00  
20:00

BOOKING REQUEST OVERVIEW

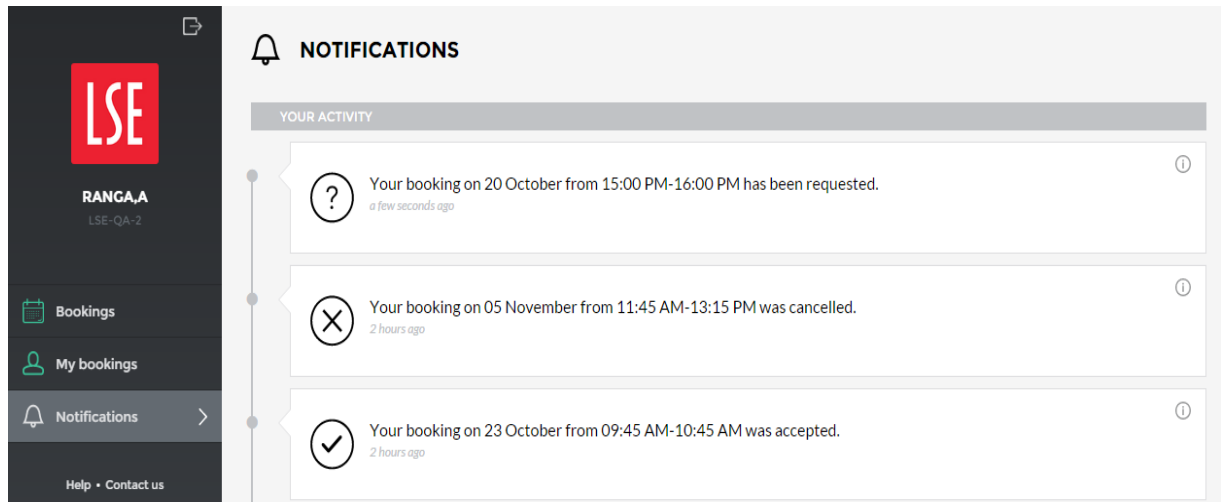
Status: Requested  
**FLUTE PRACTICE SESSION**  
RESOURCES INCLUDED IN THE BOOKING  
Location - Music Practice Room - Shaw Library  
Wednesday August 10th  
11:00 AM - 12:00 PM  
Booked by Saunders-White, Z (Z.Saunders-White@lse.ac.uk)  
\*PUBLISHED START TIME\* : \*PUBLISHED END TIME\* : \*LSE ID\*400701; \*USER NAME\*SAUNDERS-WHITE,Z; \*DESCRIPTION\*; \*NOTES\*ARE THERE ANY ORGANISATIONS OUTSIDE THE SCHOOL INVOLVED IN ANY WAY WITH THIS EVENT? NO. HAVE YOU RECEIVED, OR ARE TRYING TO RECEIVE, ANY EXTERNAL FUNDING FROM ANY ORGANISATIONS FOR THIS EVENT? NO. PLEASE PROVIDE DETAILS BELOW. . WHAT AUDIENCE ARE YOU EXPECTING TO ATTEND THIS EVENT? LSE ONLY. WHAT TYPE OF EVENT IS IT? IF ANSWER IS OTHER, PLEASE PROVIDE DETAILS IN THE DESCRIPTION BOX BELOW. ACADEMIC LECTURE/DEBATE. DO YOU HAVE A CATERING REQUIREMENT? NONE.  
CANCEL BOOKING

## 4. Cancelling your Bookings


- Click on **My Bookings** on the left hand menu.
- Click on the booking.
- Click on **CANCEL BOOKING**.

## 5. Notifications

- Once the LSE Room Bookings Office has reviewed your requested booking they will respond either confirming the booking or requesting more information.
- Click on **Notifications** to display your notifications (which are also emailed to you).



## 6. Logging out

- To log out of Resource Booker click on the log out icon on the top of the dark grey menu field  (for Internet Explorer 11), and the **LOGOUT** button in Internet Explorer 10.
- Click **Yes**.
- Your session will also expire after a period of inactivity.

## 7. Help Using Resource Booker

- To access the full user guide, click on: [User Guide](#)
- To contact the LSE Room Bookings Team, click on: [LSE.roombookings@lse.ac.uk](mailto:LSE.roombookings@lse.ac.uk)