



MRBS User Manual

1. Introduction

Meeting Room Booking System (MRBS) is an online calendar for scheduling/reserving/booking rooms, equipment, facilities and other resources.

There are **three levels of access**: Users, Requestors and Administrators.

Users can view most pages, but cannot make any change.

Requestors can send booking requests.

Administrators are allowed to confirm, modify other people's bookings. Administrators also have the ability to add and remove rooms and areas.

2. How to login?

To start using the system you need to open <http://rooms.stamford.edu> in your browser and log in using your **STIU Username and Password**.

The screenshot shows a login interface with a light gray background. At the top, it says "Please log in". Below this, there are two input fields: "Name:" and "Password:". Each field has a small vertical line on the left side, indicating the cursor position. Below the "Password:" field, there is a "Log in" button. To the left of the main login area, there is a dark blue rectangular box containing the text "Unknown user" and a "Log in" button below it.

Once you're logged in, in the left upper corner you will see your username and "log off" button.

The screenshot shows a dark blue rectangular box containing the text "You are sourjya" and a "Log Off" button below it.



If your username / password pair is valid you will be brought to the scheduling window.

STAMFORD UNIVERSITY Meeting Room Booking System		09/12/2013 goto	Help	Rooms	Report	Search: <input type="text"/>	You are sourjya Log Off				
		August 2013			September 2013			October 2013			
		Mon Tue Wed Thu Fri Sat Sun 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	Mon Tue Wed Thu Fri Sat Sun 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				Mon Tue Wed Thu Fri Sat Sun 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				
Thursday 12 September 2013 Timezone: ICT (UTC+0700)											
<< Go To Day Before		Go To Today						Go To Day After >>			
Time:	Room 1 (12)	Room 2 (6)	Room 3 (6)	Room 4 (5)	Room 5 (8)						
08:00AM											
08:30AM											
09:00AM											
09:30AM											
10:00AM											
10:30AM											
11:00AM											
11:30AM											



3. View reservations

The homepage of rooms.stamford.edu shows the reservations of the current day by default. The X-axis (horizontal) shows the available Rooms with the seating capacity within parenthesis.

Thursday 12 September 2013
Timezone: ICT (UTC+0700)

<< Go To Day Before Go To Today

Time:	Room 1 (12)	Room 2 (8)	Room 3 (6)
08:00AM			
08:30AM			
09:00AM			

The Y-axis (vertical) shows the available Time-Slots.

<< Go To Day Before

Time:	Room 1 (12)
08:00AM	
08:30AM	
09:00AM	
09:30AM	
10:00AM	
10:30AM	
11:00AM	
11:30AM	
12:00PM	
12:30PM	
01:00PM	
01:30PM	
02:00PM	
02:30PM	
03:00PM	
03:30PM	
04:00PM	Admissions Team meeting
04:30PM	
05:00PM	
05:30PM	
06:00PM	



There is a calendar in left upper corner of the window. To select another day, just click on it.

August 2013							September 2013							October 2013						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

You may also use the "go to" button located on header of page to jump to a specific date.



You can quickly return to current day by clicking on **Go To Today** link.



Another method of navigation is to use the Day, Week and Month views at the footer of the page.

View Day:	06 Sep 07 Sep 08 Sep 09 Sep 10 Sep 11 Sep 12 Sep 13 Sep 14 Sep 15 Sep 16 Sep 17 Sep 18 Sep 19 Sep
View Week:	12 Aug 19 Aug 26 Aug 02 Sep 09 Sep 16 Sep 23 Sep 30 Sep 07 Oct
View Month:	Jul 2013 Aug 2013 Sep 2013 Oct 2013 Nov 2013 Dec 2013 Jan 2014 Feb 2014 Mar 2014



4. Making reservations

In the main Calendar view, clicking on the desired time slot brings you to the booking screen.

Thursday 12 September 2013
Timezone: ICT (UTC+0700)

<< Go To Day Before Go To Today

Time:	Room 1 (12)	Room 2 (8)	Room 3 (6)
08:00AM			
08:30AM			
09:00AM			
09:30AM			
10:00AM			

Click on the desired time-slot to make a booking

To make a booking you should fill required fields: Brief description, start and end times (by default 1 hour) or check **All Day** checkbox for whole day, select room.

Add Entry

Brief description:

Full description:
(Number of people,
Internal/External
etc.)

Start: All day

End:

Rooms: Use Control-Click to select more than one room

Type:

Confirmation status: Tentative Confirmed

Repeat type: None
 Daily
 Weekly

Select confirmation status (by default Confirmed). For periodical booking select Repeat type, Repeat end date and Repeat days and save.

If you have an Administrator's rights reservation is done otherwise your request will be pending and will be assigned a status "**Awaiting approval**".

Administrators can approve or reject requests.

5. Editing, Exporting and Deleting the reservation

In order to edit booking click on your reservation, select an action **Edit Entry** and make changes.



LD

Description:

Confirmation status: Confirmed
Approval status: Approved
Room: Main Building - Conference Room 43/44
Start Time: 09:30:00 - Monday 21 November 2011
Duration: 3.5 hours
End Time: 13:00:00 - Monday 21 November 2011
Type: LAW
Created By: yana
Last Updated: 14:25:59 - Monday 21 November 2011
Repeat Type: None

[Edit Entry](#)
[Delete Entry](#)
[Copy Entry](#)
[Export Entry](#)

[Return to previous page](#)

If you are requestor your changes will be done after administrator approval.

To **delete** the reservation select **Delete entry**.

You can export your reservation for outlook calendar by clicking on **Export Entry**.



6. Running Reports

Users can run reports to view reservations for selected period of time by area, room, department, description and creator (user).

There is also ability to search reservations by description or creator.

You can select **report types**: Report Only, Summary Only, Report and Summary, Report as CSV, Summary as CSV (excel sheet) or Report as iCalendar (.ics file) - excluding periods (for outlook).