Web Room Bookings

Logging On

Using: https://webroombooking.royalholloway.ac.uk/Scientia/Portal/Login.aspx

Log on to the system using your College User ID (1) and password (2).

Once logged in, the next screen will give you a series of tabs (depending on access required) along the top. This is the homepage for the Scientia Portal: Web Room Bookings (WRB). Please select the appropriate tab for your booking (1). The 1617 Term tab is for bookings on Egham campus, the 1617 Dept tab is for bookings for your department rooms, and the 1617 Bedford Square is for Bedford Square and Senate House bookings. You then need to click on the WR button (2) to access the Web Room Bookings form.

This will then bring up the following booking form.
Searching for rooms

To book a room, you will need to know the following information:

1. The capacity of the room you are looking to book
2. Any specific equipment you require the room to have
3. The date(s)
4. The start time and Duration
5. The reason for booking the room

The following three steps will focus on the specific sections you must fill in on this page.
1. Select the minimum size of the room you are searching for from the drop-down menu. If you want to search for rooms of a certain size for example a room that seats 40, select 40 in the drop down. The search will bring back rooms of up to 50% greater capacity than the minimum size selected.

2. By pressing the “View filtered rooms” link you can check what rooms are of the size requested and above, as seen below:

You might choose at this stage to search on only one of these rooms by ticking the box alongside it in the far right column. (You can de-select it afterwards by ticking the box again.) You can also sort the filtered list by clicking on the column headings.

To view details about the room, click on the room name. This will take you to a separate tab, with links to photos and information about the room (please note currently not all links work, but we are updating this).

Click on the same button to hide filtered rooms.
3. To include specific equipment or features of the room, for example, data projector or blackout blinds, click on one or more from the Suitabilities list. Please note, only select suitabilities you require, as selecting a suitability reduces the room options available to you.

**Date**

1. To select a single date click on it in the calendar image. All available dates are underlined.
2. Alternatively, to book the same room for multiple days, click on the link “Select multiple days/weeks” (circled above) and from there you can either select more than 1 day for the same week, or multiple weeks (by holding down the Ctrl key whilst selecting), as in the example below:

You can return to selecting a single date by clicking ‘Select a single date’ (circled)

**Time**
Select a Preferred Start time and end time for the booking or use the Duration dropdown to depict the length of the booking.

Once you have selected size, date, time and any other criteria, click Next to take you to the following screen.

**Select from the following options available**

This screen will show you all the available rooms that match your search criteria.

As in the location section of the form, you can click on the location name, for example INTER-245 (24), to view room details and features. The following numbered sections offer additional tools you can use on this page:
1. This is where you select the room you would like to book. You can only choose one room at a time.
2. By clicking on the clock, you can change the search to show other times when a particular room is available, as below.
The buttons which replace the clocks (as above) can alter the search to show locations available at the specific times selected. For example, if I choose to select the button for 17:00-19:00, the search options will alter as below:

3. These grid-like buttons will open up a new tab on your browser to a timetable for the room chosen, for the week you have searched for. The page should look as below:

To come out of this simply exit the tab and return to the original tab you were on previously.
On the options screen, you can also alter your search, by clicking the blue, underlined buttons as below:

Once you have selected your room, you must click next (as circled below), which will take you to the booking form.

Please be aware however, that the more criteria you select, the less likely you are to find rooms matching them. This may result in the following error message:

If this message appears you will need to return to the main screen and try an alternative day or time or search for a different sized room.
To book a selected room

The greyed out text shows the room, day, date and times for your booking. Your email address will be automatically saved into the email box. If making the booking for another person, you can enter their email address into the “Copy email” line. You then enter the reason for booking, followed by your first initial and surname. Once completed, the form should look as below:

Please note, if you have requested portable Audio Visual equipment a copy email is also sent to Audio Visual Services to notify them of your requirements. This does not guarantee the availability of the equipment or that it has been booked for you; you should await email confirmation direct from Audio Visual Services. Remember to give Audio Visual Services adequate notice of any portable equipment required.
To complete the booking, click the ‘Confirm Booking’ button on the bottom right hand side of the screen. This will take you to the screen below, which confirms your booking:

A booking confirmation, along with a booking reference, will be automatically sent to all email addresses included in the form.

**From this screen**

If you need to book another room for the same person and reason, the ‘Book Another’ button will take you back to the ‘Options Available’ screen. You can edit dates and times by pressing ‘back’ which will take you to the selection screen. By doing this the details from the previous booking form will be retained for quicker booking.

If you need to book another room for a different person, you can go back to the first screen by clicking on the ‘book a room’ on the bottom left of the screen.

To view your booking history or cancel any bookings

Clicking ‘my bookings’ will take you to the screen below:
You can use this screen to track, find details and cancel any bookings you make. This screen shows your current bookings in chronological order (newest booking at the top of the list) but they can be sorted by clicking on the title.

Only future bookings will be displayed. Any with an expired date will be removed from the list.

**To cancel a booking**

- Find your booking and click Cancel in the far right column. You will be asked “Are you sure you want to cancel this booking”

If you do, click OK.
The cancel button will be greyed out and the booking will disappear from this listing.

There is a time delay while this information updates the database.

You will receive a cancellation email. If you have requested portable audio visual equipment a copy email will also be sent to Audio Visual Services.

After you have received your cancellation email the status of the booking will change to Cancelled.

To view cancelled bookings

Select the “Include cancelled bookings?” tick box at the top right of the screen. This will return a list of all your current bookings and include cancelled bookings for non-expired dates.

Lastly, be aware of timing out!

Web Room Bookings times out after a period of inactivity (approximately 20mins). You may find that the following message will pop up if you are logged in to WRB and haven’t used it for a while and then try to use it, without logging in again:

To log back into WRB, simply exit this tab and log back in using the Scientia portal. Instructions of this are at the beginning of this guide.

If you experience any problems in using Web Room Bookings, please contact Timetabling@rhul.ac.uk for assistance.