



Resource Booker

Student – Book a room

Easy guide to making a booking using the Resource Booker

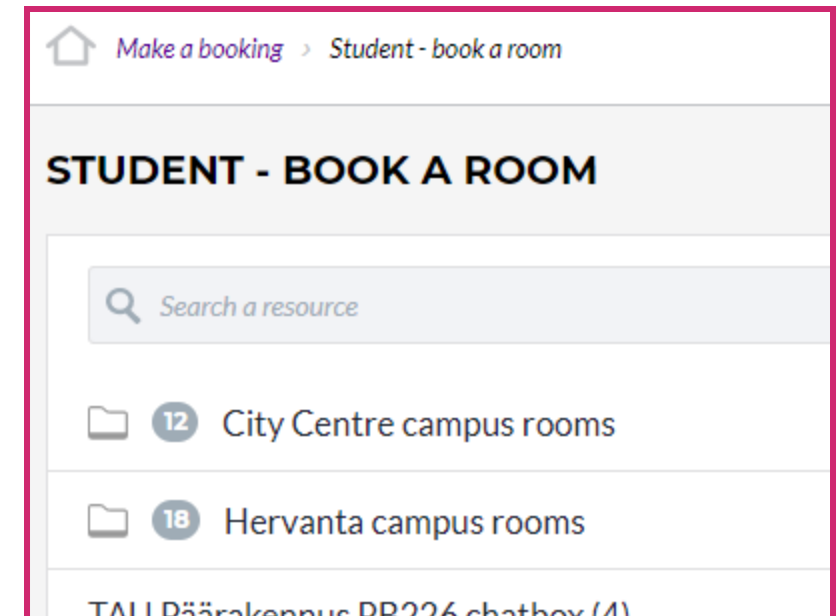
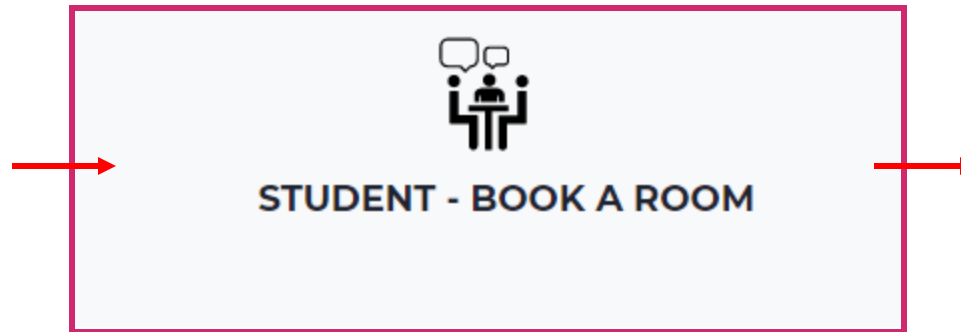
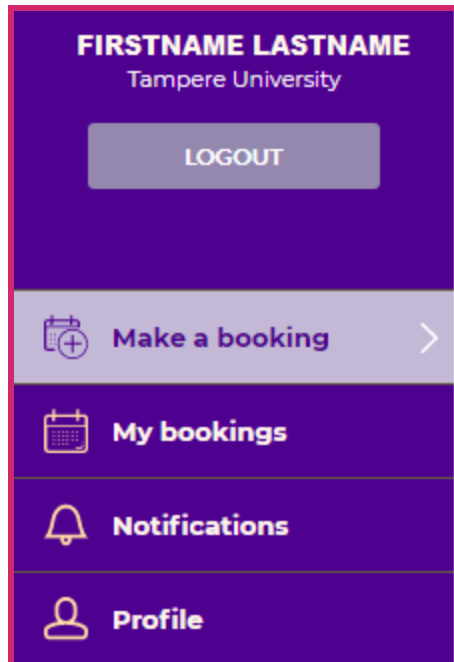
Student – book a room

1. Signing in

- Go to www.tuni.fi/tilavaraus
- Sign in using your tuni-email address and password

2. Make a booking

- Click open *Make a booking* (if not open already)
- Choose the *Student – book a room* booking template
- Pick a specific room on the list or use the *refine search*



3. Choosing a room

- All the rooms are listed in the template, you can pick a specific room on the list and see the booking calendar for that room.
 - Click a slot in the calendar and the booking window opens
- Or you can use the search tool and let the system find an available room.
 - Choose a day and set a specific time

AVAILABLE NOW

< November, 2021 >

Mo	Tu	We	Th	Fr	Sa	Su
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	1	2	3	4	5
6	7	8	9	10	11	12

Set a specific time

From:

— : —

To:

— : —

Duration

Select ▾

CAPACITY

Minimum

Maximum

Booking window

- Write down a booking title
 - For example "meeting"
- Make sure the date and time are correct
- Description is optional
- Accept the *code of conduct* and finish the booking by clicking *book*
- You'll receive an automatic email as confirmation

The screenshot shows a booking window titled "TAU PINNI A4103D RYHMÄTYÖTILA 4 (4)" with a "CLOSE" button in the top right. The form contains the following elements:



- A "Booking title" text input field, highlighted by a red arrow from the first bullet point.
- A "SINGLE" button with a calendar icon.
- A date and time selection section with "From" and "To" labels. The "From" field is set to "10/11/2021" and "12 : 00". The "To" field is set to "10/11/2021" and "13 : 00". This section is highlighted by a red arrow from the second bullet point.
- A "Description" text input field, highlighted by a red arrow from the third bullet point.
- A "BOOKING POLICY" section with a dropdown arrow, containing the text "Read through the code of conduct in Intra (FVEN)" and a link "Code of Conduct".
- A checkbox labeled "I have read and understood the terms", which is currently unchecked. A red arrow from the fourth bullet point points to this checkbox.
- A purple "BOOK" button at the bottom right, highlighted by a red arrow from the fourth bullet point.

Editing and cancelling a booking


- Go to *my bookings* in the side bar
- Choose a booking in your calendar
- In this window you can either edit or cancel your booking

GROUP PROJECT A CLOSE

✓ This booking is accepted

 Thursday November 11th
12:00 - 13:00  PRINT


Resources

 Location - TAU Tietotalo TC107 ryhmätyöhuone (4)

Booked by: Firstname.Lastname@tuni.fi
Reference: RB#16092021

booking policy

Read through the code of conduct in Intra (FI/EN) Read through the code of conduct in Intra (FI/EN)
[Code of Conduct](#)
I have read and understood the terms

 EDIT CANCEL