

## Room Booking Administrator Guide

You need the Room Booking Management or SGA role to setup the system, e.g. Time Scale, Area, Room and Resource, Email Templates and Maze Timetable Sync.

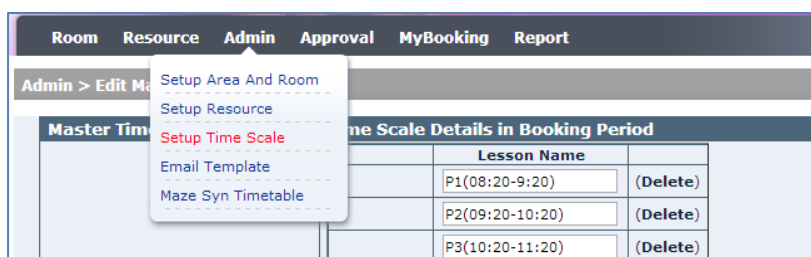
### 1. User roles

The role is setup by Gateway SGA, Management → User management.

Role	Access Right
All Staff	<ul style="list-style-type: none"> <li>➤ Book room/resource (that open for booking)</li> <li>➤ View bookings</li> </ul>
Room Booking Management SGA	<ul style="list-style-type: none"> <li>➤ Book/edit/delete for others</li> <li>➤ Setup system</li> </ul>
Room Booking Approver	<ul style="list-style-type: none"> <li>➤ Book/edit/delete for others</li> <li>➤ Approve room/resource Booking</li> </ul>
Parent, Student, Guest	N/A (TBC)

### 2. Setup Time Scale

Admin → Setup Time Scale → click on “Edit” Booking Period:



The Lesson Name is the booking slot for rooms or resources. Add Lesson Names in sequence, if you need to allow people to book after school hours, you may add more booking slots. Try to keep the name short and meaningful for better display on user screen e.g. “P1 (8:20-9:20)”.

### 3. Setup Area and Room

Admin → Setup Area and Room

Admin > Setup Area & Room

(1) Location	(2) Rooms in East Wing
<ul style="list-style-type: none"> <li>• ALL (Edit) (Delete)</li> <li>• East Wing (Edit) (Delete)</li> <li>• North Wing (Edit) (Delete)</li> </ul>	<ul style="list-style-type: none"> <li>• Drama Room( , 30) (Edit) (Delete)</li> <li>• ICT Suite(31xcomputers, 1xprojector, 31) (Edit) (Delete)</li> <li>• Music Practice Room 1( , 3) (Edit) (Delete)</li> <li>• Music Practice Room 2( , 3) (Edit) (Delete)</li> <li>• Music Room( , 60) (Edit) (Delete)</li> </ul>
<p><b>Add Area</b></p> <p>Name: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add Area"/></p>	<p><b>Add Room</b></p> <p>Name: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Capacity: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Add Room"/></p>

## Add Area

You may create areas and add rooms to areas e.g. East Wing, North Wing. That will help people to find the room easily if there are a lot of rooms open for booking. If you only open a few rooms for booking, you may only create only one area, e.g. "All".

## Add Room

Input room name and click **Add Room**, it will create an entry on top of the Add Room form. Click on Edit the room on the list to input detailed information of the room.

Admin > Edit Room

**Area:** All

**Name:** DT Room

**Description:**

**Capacity:** 60

**Room admin email:**

**Bookable:**  Yes  No

**Approval Is Needed:**  Yes  No

**Approver:**


- ALL
- Sam - Exam CHUNG
- Bobby LEE
- Dan SIN
- Supriya SRIVASTAVA

**Photo1:** (200x200 pixel) DSC\_0112.JPG  
 No file chosen

**Additional Resources:**

	Name
<input type="checkbox"/>	4-way power bar
<input checked="" type="checkbox"/>	Apple Mini DisplayPort to VGA adapter
<input type="checkbox"/>	Apple Mini DVI port to VGA adapter (white Mac)
<input type="checkbox"/>	Laptop
<input type="checkbox"/>	Mic & stand

**Room Key : (Time table)**



**Area:** the area of the room

**Description:** it is recommended to input description about what fixed facilities in that room, e.g. projector x 2, seat x 20 to give enough information regarding the basic setup of the room when user book it, so that user can add what additional resources to request when book the room.

**Capacity:** number of seats

**Room Admin Email:** when user book this room, it will send email to this email address for follow up, e.g. for setup follow up.

**Bookable:** if Y(yes), staff will be able to book this room by themselves, if N(no), only Administrator can book it for staff per request

**Approval is Needed:** indicate the room needs approval or not

**Approver:** select the approver(s) who responsible the approval of it, Ctrl + click to select multiple approvers.

**Photo:** room photo for display

**Additional Resources:** tick to list the available resource being booked together with this room (the selected items will be available for booking together with this room)

**Room Key:** If user input the Maze key, it will validate it against the Maze room key and auto sync the room usage data from Maze timetable. i.e. class code will be auto displayed on the room time slot based on timetable.

#### 4. Setup Resource

Admin → Setup Resource

Admin > Setup Resource Item

(1) Resource	Item
Resource	<ul style="list-style-type: none"> <li>iPad( , 10) (Edit) (Delete)</li> <li>Laptop (Win7)( , 10) (Edit) (Delete)</li> </ul>
	<p><b>Add Item</b></p> <p>Name: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Required QTY: <input type="text"/></p> <p><input type="button" value="Add Item"/></p>

Input the resource Name and click on **Add Item**. It will create an entry on top of the Add Item form.

Click on Edit the resource on the list to input detailed information of the resource. The data fields are similar to the room setup. Please refer to above page.

Admin > Edit Resource Item

(1) Resource: Resource

**Name:**

**Description:**

**Required QTY:**

**Item admin email:**

**Bookable:**  Yes  No

**Approval Is Needed:**  Yes  No

**Approver:**

**Photo1:** (200x200 pixel)  No file chosen

## 5. Maze Cync Timetable (only if your school use Maze timetable calendar)

Admin → Maze Cync Timetable

Setup the room booking period against the Maze Period, so that the room booking record by timetable classes will be auto sync to the corresponding room time slots.

Click sync to get update from Maze timetable. Administrator need to click the Sync button to get the latest timetable data from Maze.

Room Booking Period	Maze Period
8:20-8:30	▼
8:30-8:45	▼
8:45-9:00	▼
9:00-9:15	▼
9:15-9:30	▼
9:30-9:45	▼
9:45-10:00	▼
10:00-10:15	▼

## 6. Email Template

Gateway will send email notification to corresponding people. Below are all the typical scenarios:

	Booked for	Approver	Room Admin
Add booking	Y	Y*	Y
Update booking	Y	Y*	Y
Delete booking	Y		Y
Approve booking	Y*		Y*
Reject booking	Y*		Y*
Reset to Pending	Y*		Y*

Y=send email, Y\*=send email if approval process is needed

To setup the email corresponding templates, go to Admin → Email template

Room/Resource	Room Request	
Email Template	Alert For Request Creation	
Email Subject	New booking request	Email Tag Notation
Email Content	<p>Dear,</p> <p>Area Name: [ @Area ] Room Name: [ @Room ] Time: [ @Start Time ] - [ @End Time ] Description: [ @Description ] Resource List: [ @Resource List ]</p> <p>Repeat Type: [ @Repeat Type ] Repeat End Date: [ @Repeat End ]</p> <p>Book For: [ @Book For User ] Submitted by: [ @Booker ] Submitted Date: [ @Last Update ]</p> <p>Regards</p> <p>Gateway Booking System</p>	<p>[ @Area ] Area Name [ @Room ] Room Name [ @Start Time ] Start Time [ @End Time ] End Time [ @Booker ] Booker Name [ @Book For User ] Book To Name User [ @Description ] Booking Description [ @Last Update ] Last Update Date [ @Repeat Type ] Repeat Type [ @Repeat End ] Repeat End Date [ @Resource List ] Resource List</p>
	<input checked="" type="checkbox"/> CC this mail to the room/resource administrator	
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Please click the **CC this email to the room/resource administrator**.