Web Room Booking Instructions

Please note that this online tool is to be used solely for requesting bookings for the internal business of QMUL. Any requests on behalf of the NHS or other external organisations, or for joint ventures between QMUL and an external organisation, should be submitted in the usual manner, i.e. by email to timetabling@qmul.ac.uk

The signing on procedure for Web Room Bookings will recognise your normal QMUL credentials, so you should be able to sign on in the usual manner - as you would in order to access your own email. The address is:
https://WebRoomBookings.qmul.ac.uk

Once you have signed on and can enter the system, you will find the following headings:

1. Location
Please specify within this field the maximum size of your booking; please try to be as accurate as possible. The system will operate within a 10% ratio of the size that you enter in terms of the rooms that it will search for. This is to ensure that large rooms are not booked for very few people.

Choose the campus where you would like to book a room from the four sites which contain centrally-managed teaching space; Mile End, Whitechapel, Charterhouse Square and West Smithfield.

You have the option of narrowing your search to rooms within particular buildings. It is also possible to search for certain types of room and/or rooms that have specific AV equipment. To do this, select your requirement(s) from the box titled 'Building, Equipment and Room Types'. Buildings are prefixed 'B/', AV equipment 'E/' and room types 'T/'. Multiple requirements can be selected by holding down the control key and left-clicking, but please be aware that you can only select one room type. It is worth noting that the more requirements you select here, fewer rooms are likely to be found. This is because you are, in effect, narrowing the definitions of which rooms may become available for your use.

2. Date
Please choose the required month and the relevant date that you require within the window calendar shown here.

3. Time
Please select a preferred start and end time for your booking, and its duration will be shown by default within the field on the right hand side. Please note that the maximum permitted length of a single web booking is 4 hours, even though the system appears to allow you to ask for a longer booking. The system will only ever book you a 4-hour activity.

After you have entered this field, please review that all of the initial details that you have keyed in to check that they are correct and then press the 'next' button below - this will take you to the next page.

If you have made a mistake, 'Start again' will cancel the current entry and will take you back to a blank header page in order to start keying in new booking details.

Clicking on 'my bookings' will take you straight to a list of any bookings that you have already made using this system and that are already logged under your details.

'sign out' will log you off the WRB system.

4. Selecting the preferred room from those available

The Web Room Bookings system will offer you any rooms that are available at the time and date that you have specified (according to the relevant capacity and requirements that you have chosen). Please click within the empty box to the left of the relevant room that you wish to book in order to select and make the relevant room booking request. Alternatively, if you wish to vary the time of your request due to lack of availability you can use the 'Earlier Start,' or 'Later Start' or 'Earlier Day' or 'Later Day' options as offered below. 'Show More Options' will offer you other times that are similar to your initial selection. Similarly clicking on the clock icon that appears here will provide the same options.

Once you are happy with the proposed booking request details that are before you, please press 'Next'. You are then required to select an activity type from a dropdown list, manually input your phone number (College extension), select your department from a dropdown list, give the booking a title, and agree to the terms and conditions of booking by selecting 'Yes' (these can be read by following the link present here).

Formally submit your booking request by pressing the 'Confirm Request' button. You should receive an email message which informs you that your booking has been provisionally allocated, showing the times and the relevant date. If you click on 'Request Another' then further booking suggestions will appear for you to select/edit and make subsequent provisional bookings.

Once your request has been authorised by the Timetabling Support team, you will receive a second email confirming your room booking.

5. Cancelling Unconfirmed and Confirmed Requests

If, for any reason, you wish to cancel any request that you have already made (provisional or confirmed), you can do so by calling up the 'my bookings' tab, where a 'Cancel' option is available to undo any requests that are no longer required. An email from the system will confirm any cancellation(s) that you make.