Resource Booking Web App
User Guide

Table of contents

CHAPTER 1.
Introduction

Resource Central's booking web app allows you to schedule meetings when you're out of the office, for instance when visiting a customer. Book a meeting easily and quickly on your tablet or phone at the customer's location. Once back at the office, order additional services such as catering using the standard functionality found in Resource Central.

This guide gives you a description of how basic features can be utilized.

CHAPTER 2.

Using Resource Booking Web App

Login

Right after you go to the Web Resource Central, you will see the login dialog. It may differ depending on Office 365 options you specified when installing RBWA. If you use RBWA to work with Exchange deployed locally (or in the DMZ) the login dialog will be as follows:

Figure 1. **Login dialog – working with Exchange deployed locally (or in the DMZ)**

The fields and options of this screen are typical except the "Domain" field. The domain is needed to be entered to set the company, for example, in which you work.[1]

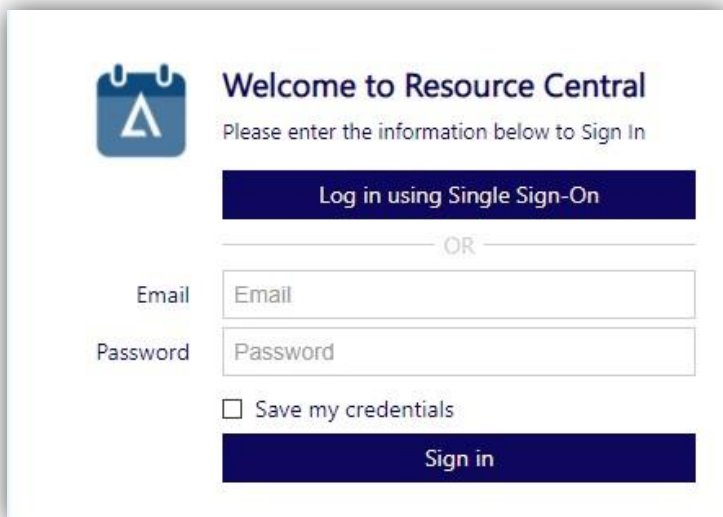If you use RBWA to access Office 365, the dialog will be as shown below:

Figure 2. **Login dialog – working with Office 365**

Provide your organizational email and password to log in RBWA.

---

[1] The domain value can be prepopulated if configured by the system administrator.

Default page

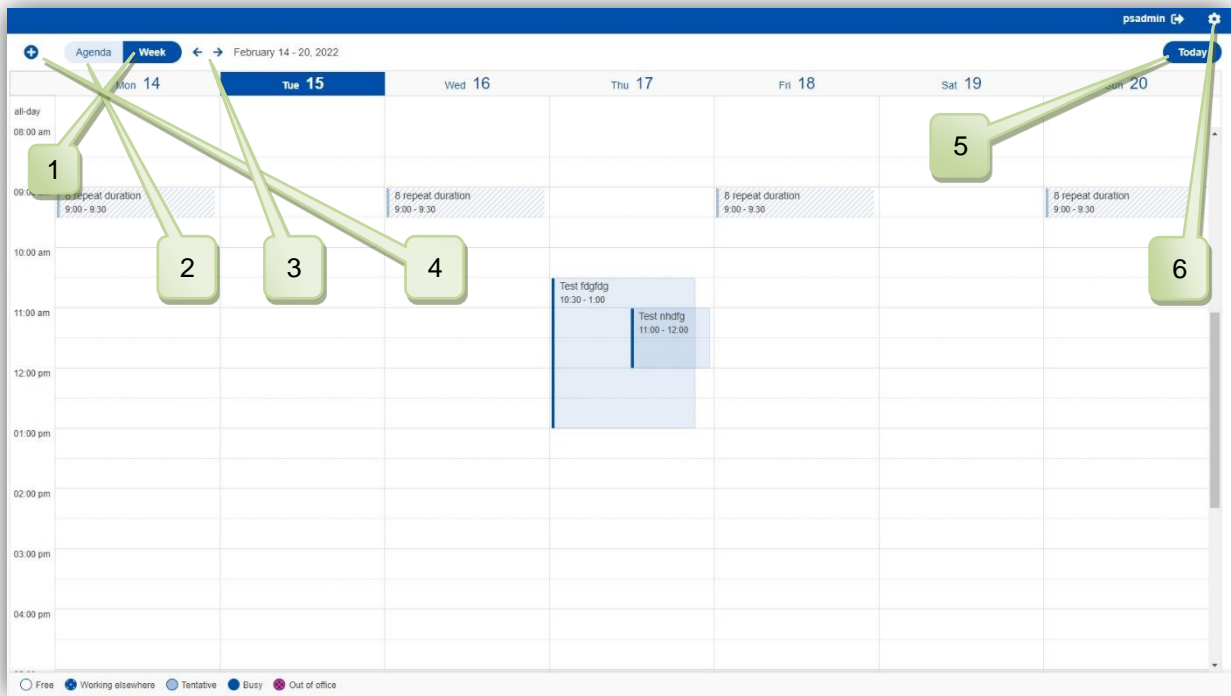After you sign into the application, you will see the following page.

Figure 3.   Default page

As you can notice, the default page is the Week calendar mode – flag 1 (the default page view could be configured in Options) where assigned meetings are visible with some meeting details.

You can switch the Week calendar mode to Agenda mode (flag 2) that shows a list of days.

Also, you can change calendar pages using the two arrows button (flag 3) next to Week mode.

To create a new meeting, click the [**+**] button (flag 4) next to Agenda mode, or, click on a time block on the calendar.

If you are viewing days/months other than current day, you can click [**Today**] button (flag 5) at the top-right corner to quickly show your current day/week.

The web application Options can be found above [Today] button (flag 6).

Options

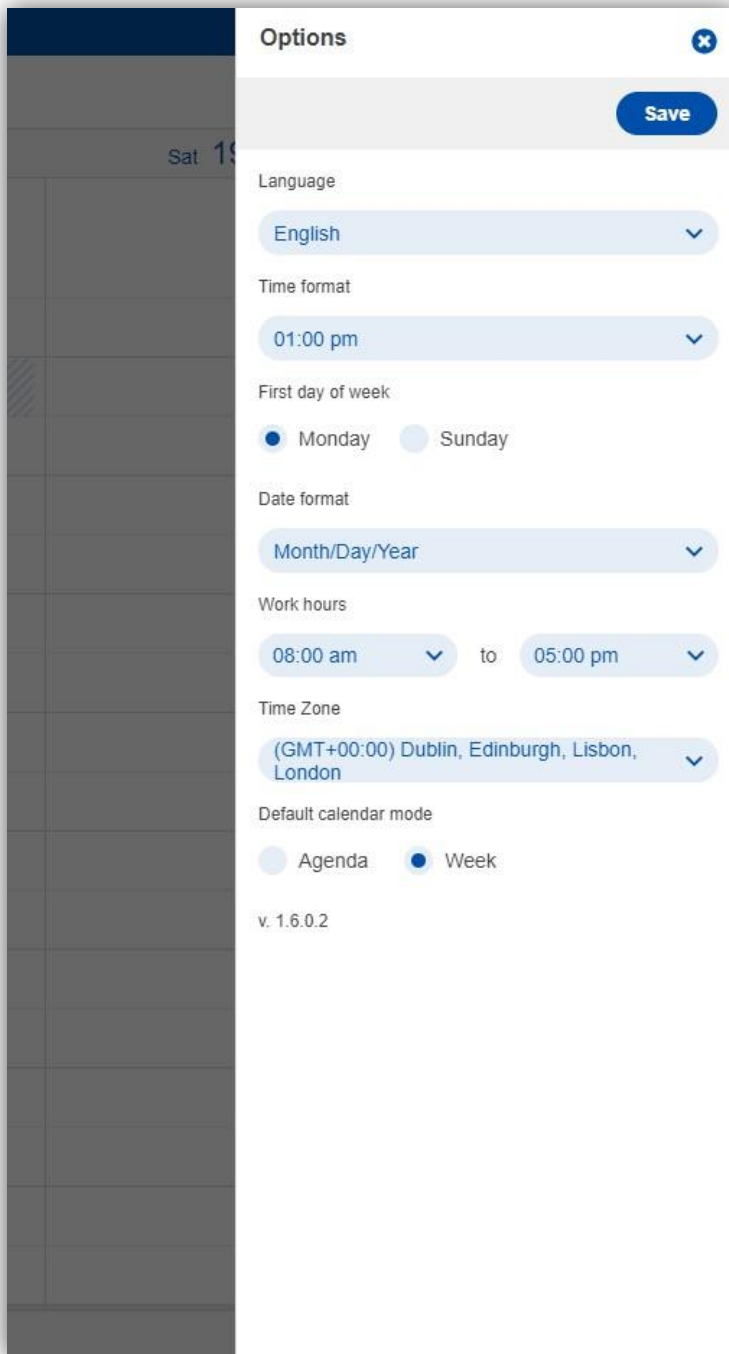See the options menu on the picture below.

Figure 4.   Options menu

These options contain different settings, most of them are quite typical:

- Default language
- Time format
- First day of week
- Date format

- Work hours (start time/end time). This option is used for users to setup his/her working hours so that he/she or any other meeting creator will know about them during new meeting creation on attendees screen:
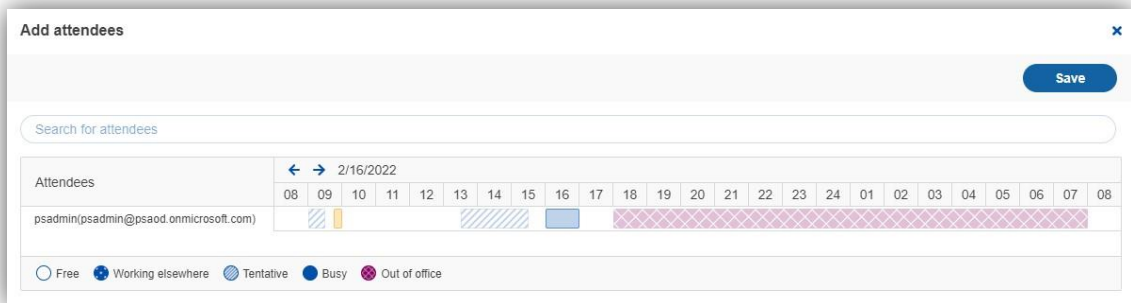
Though it does not prevent user from creating appointments during non-working hours.
- Time Zone: Time zone of the user. If he moves to another country he will be able to change his time zone for convenience. It is server time zone by default.
- Default calendar mode

Create a New meeting

When you start creating a new meeting, a "New Meeting" screen is shown as following:
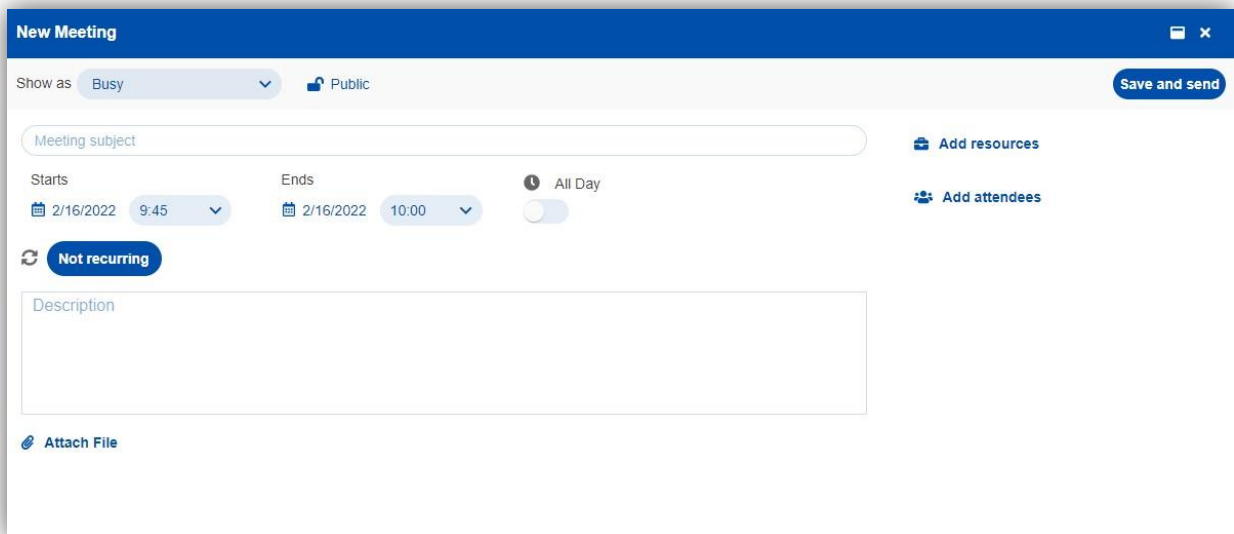

Figure 5.   **New Meeting screen**

Here you should write a Meeting subject, and a Description (optional) of the new meeting. Also, needed files can be attached here to a new meeting.

Next, you should select its type in the field "**Show as:**" (above Meeting subject). There are 5 types of meetings which can be created – see them on the screenshot below:
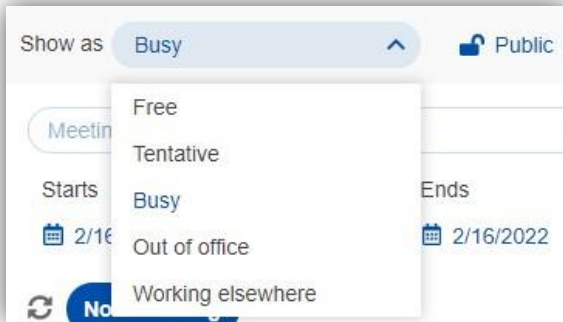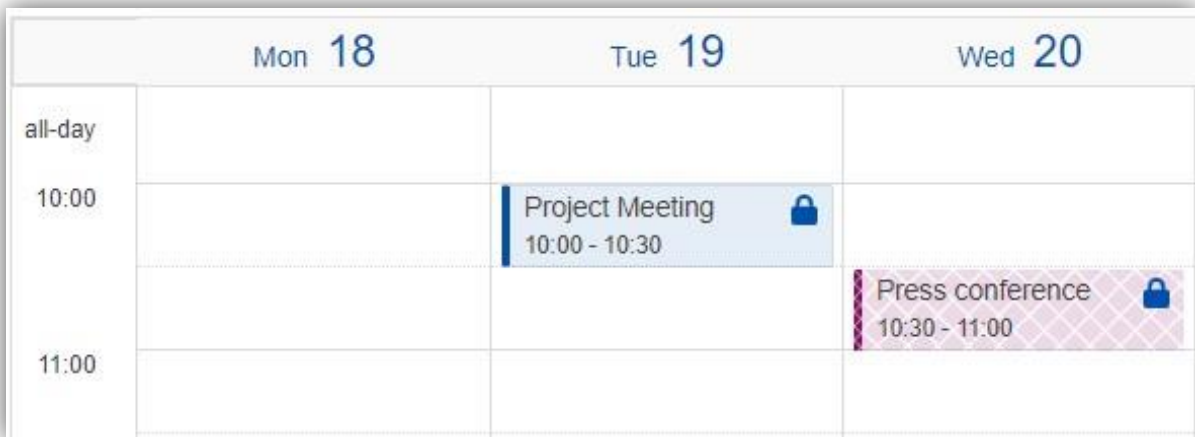

    Figure 6.   **Select type of meeting**

You can also change from **Public** to **Private** option by clicking on it (and vice-versa). Meeting with Private option will make the others unable to see its details.

All these types differ from each other by color on the calendar view.

Date & Time

The Date & Time setting can also be done on New Meeting screen:

    Figure 7.   **Date & Time on New Meeting screen**

Here you set the date and time of the start and the end of the meeting.
If you switch on All Day, the meeting will occupy the entire day.
Click [**Not recurring**] to open Repeat box. Here you can set up a recurrent meeting:

Figure 8. New Meeting – Repeat

When creating a recurrent meeting, you can set Daily, Weekly, Monthly or Yearly recurrences. In all these cases you should enter the period of the meeting (or you can use start/end time controls for that) and conditions when to stop repeating the meeting.

Add attendees

Click [**Add attendees**] on New Meeting screen to open the following box:

Figure 9. New Meeting – Add attendees

Here you find and add the participants of the meeting. Just start to write a name or an e-mail into the search line and, if there is a person that match the search conditions, it will be displayed. You have just to click on it to add this person as an attendee to the meeting you are creating.

In the lower part there is the list of meeting attendees with personal meeting load (see the time assigned for a meeting in the grid). Also, meeting participants can be deleted from the list of attendees using the icon '**X**'.

When you are done, click [**Save**] to return to the New Meeting screen.

Add resources

Click [**Add resources**] on New Meeting screen to open the following box:
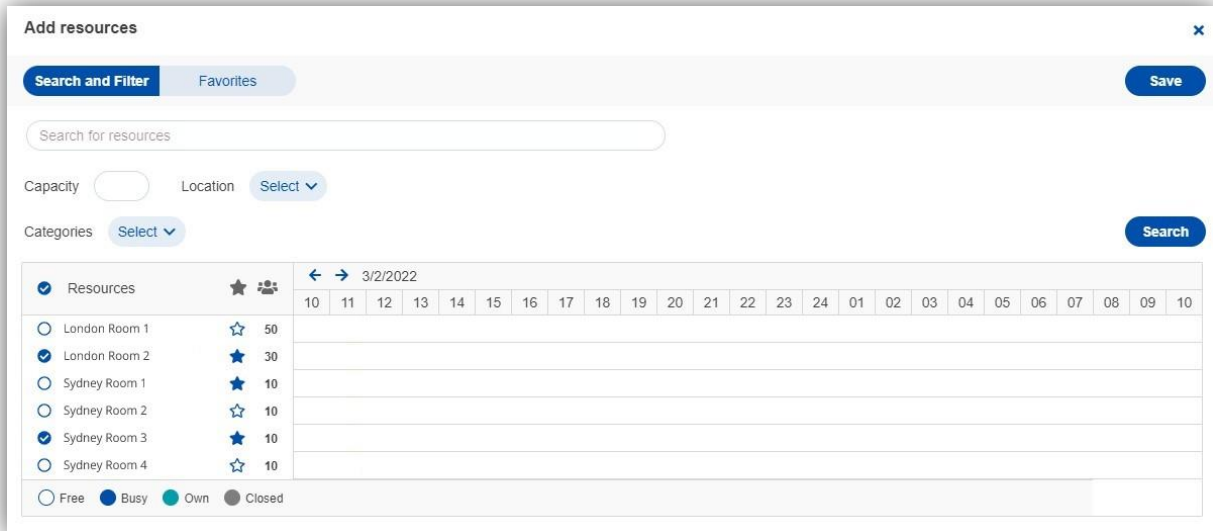

Figure 10.   New Meeting – Add resources

You can search and assign resources to the meeting via Search and Filter tab.
If you want to see all resources, simply click [**Search**] without any filter input.

You can also mark resources as your favorite by clicking the '☆' icons, and all of your favorite resources can be viewed via Favorites tab:
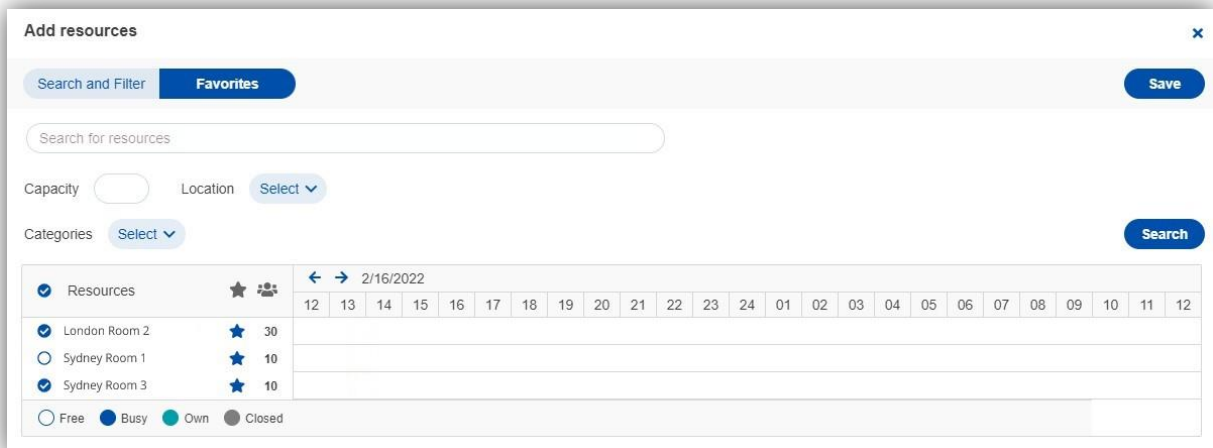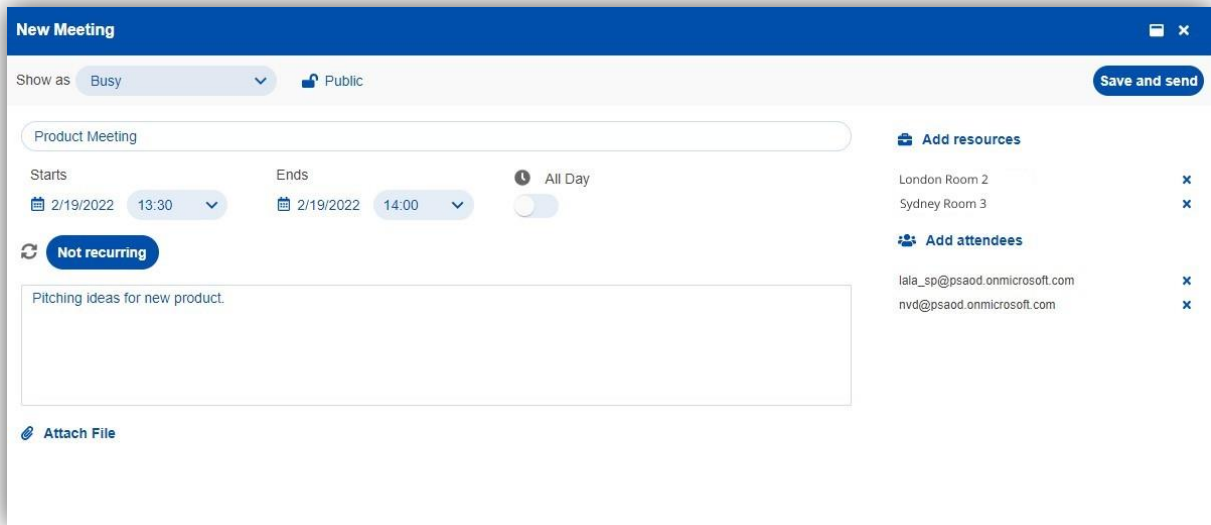

Figure 11.   New Meeting – Add resources

Selected resources will have '✓' icon. When you are done, click [**Save**] to return to New Meeting screen.

On New Meeting screen, you will see all added resources and attendees as follows:

To finally create the meeting, click [**Save and send**].

The created meeting will be displayed on your calendar as well as all attendees will be able to see it. Week calendar will display the meeting's name and time, while Agenda calendar will also show its location.

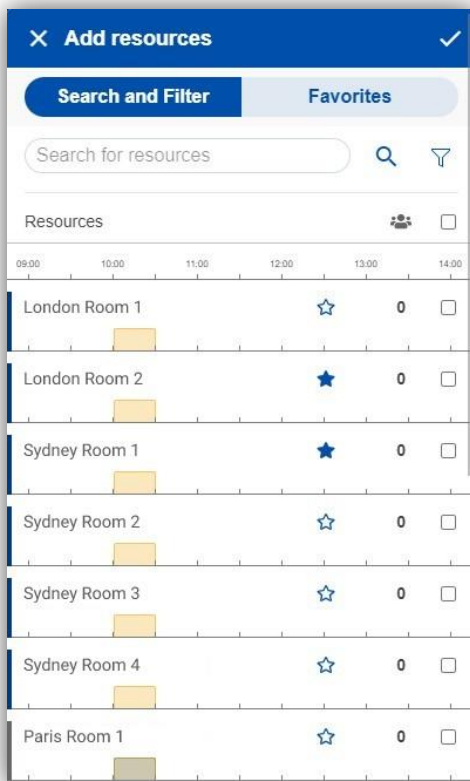On mobile, the **Add resources** screen will display this list differently:

Figure 12.   Add resources screen on mobile

Despite the different presentation, the booking process on mobile is still similar to how you do it on desktop.

NOTE: Resource that is already booked at the same date & time will show **gray bar**, also **the chosen time block will be darkened** (i.e., Paris Room 1 in Figure 12).
On desktop, the booked resource will show the darkened time block, i.e.:

If you still select the booked resource and try to save the meeting, your meeting will not be saved. And you will receive the following message:
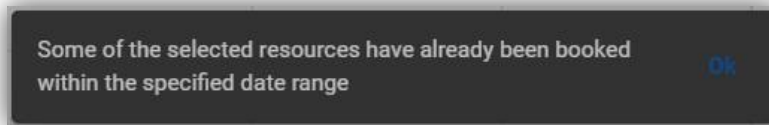
View and edit meetings

If you click on a meeting on the calendar, you will be able to view its details. The information is shown on the picture below:
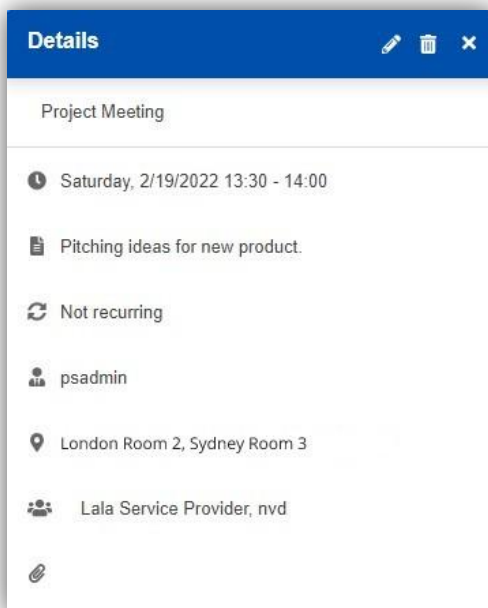

Figure 13.   Meeting details

As you can see, you can view meeting details here, edit them, or delete the meeting (if needed).

When you edit a meeting, you go through the same working screens as new meeting creation. So, it is already described above on how to edit a meeting.

In case you edit a recurrent meeting, you will get to choose between edit/delete this occerence or edit/delete all occurences in the series (see the screenshot below):
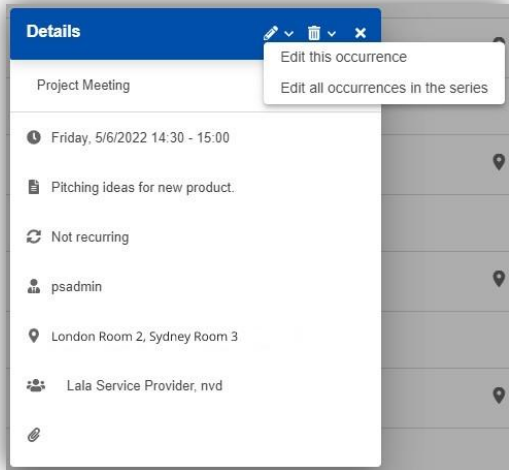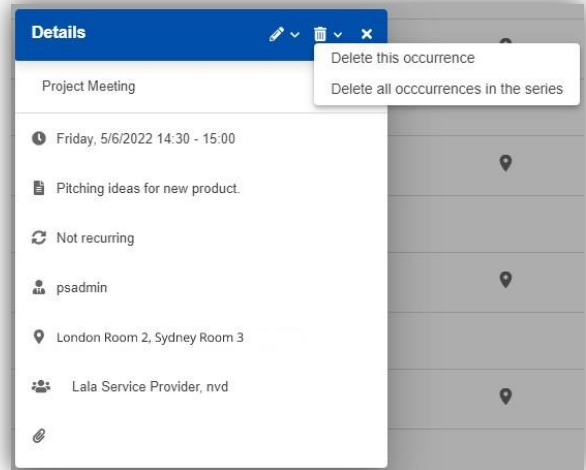

Figure 14.   **Edit recurring meeting**

Figure 15.   **Delete recurring meeting**

CHAPTER 3.
Appendices