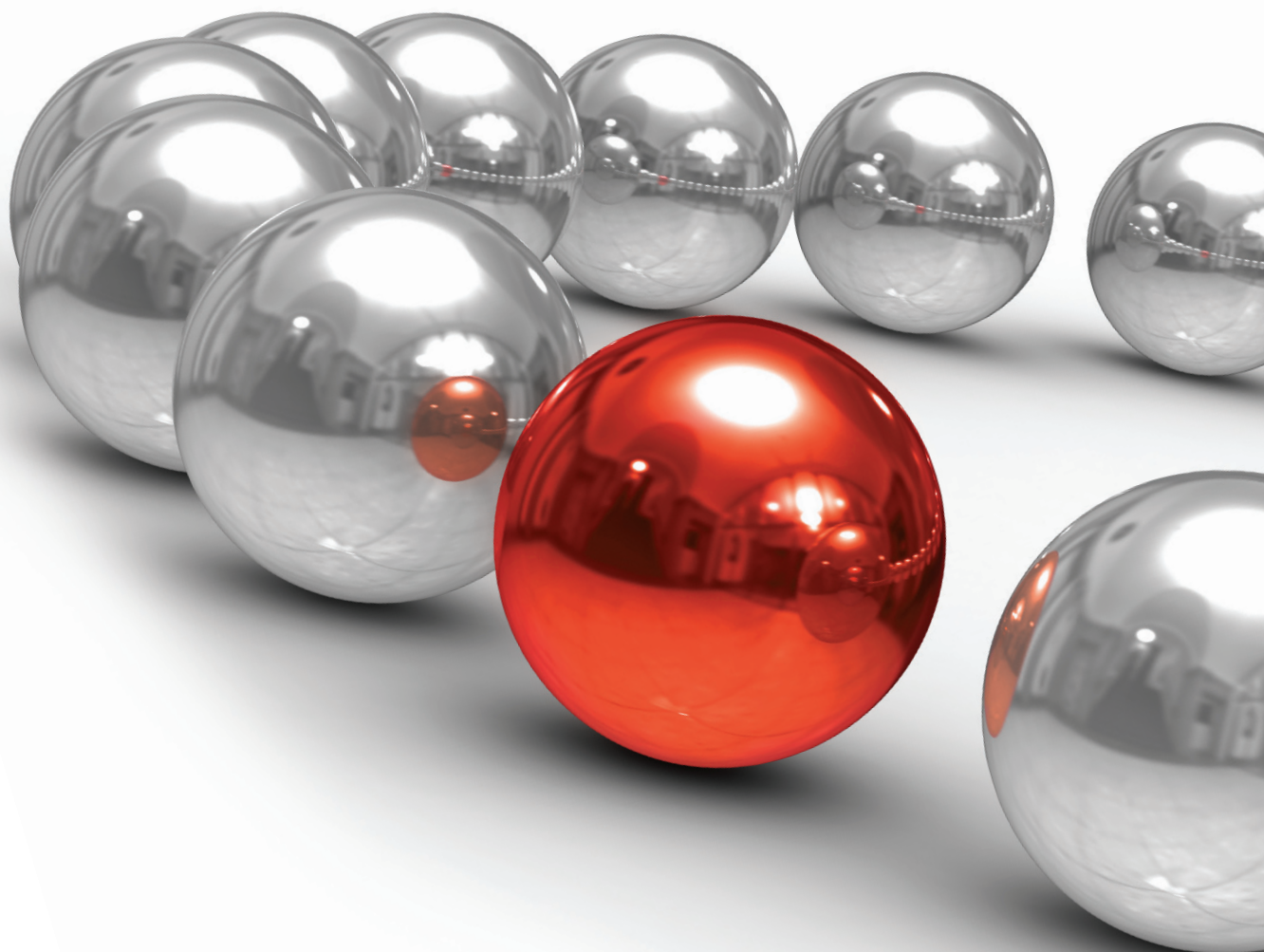




WRB

Web Room Booking

Book space more effectively



Book space more effectively using Scientia's Web Room Booking software solution.

Higher Education (HE) and Further Education (FE) institutions are continually striving to achieve optimal use of their available teaching space, whilst reducing the administrative workload involved in booking rooms for non-timetabled activities. It is therefore essential that an effective software solution is available to assist with the room booking process.

Web Room Booking (WRB) from Scientia offers an innovative, user-friendly and powerful software solution that enables you to seamlessly book the right rooms at the right time for the right people. WRB saves you time by transferring details of booked rooms direct to the timetable. WRB also allows you to book rooms anytime and anywhere and offers self-service booking while allowing you to retain as much control as you need over all ad-hoc bookings.

Scientia WRB software allows you to easily:

- make or request room bookings,
- choose whether bookings are confirmed or provisional,
- book multiple rooms within a single booking,
- view the status of existing bookings and
- cancel redundant bookings.

Scientia WRB is currently used in over 100 Universities across the globe, with some institutions processing in excess of 10,000 room bookings per month by and for many thousands of staff and students – for example, both RMIT University in Australia (with a student population of 74,000), and Sheffield Hallam University in the UK (with over 30,000 students), see WRB as a vital resource in the scheduling process.

Benefits

For room booking staff, students and the organisation:

Saves time

Administrative staff will no longer have to spend large portions of time providing specific details of room availability, extracting the relevant booking request details from lengthy messages and sometimes needing to contact the requester for missing details.



Fast response

The web based booking form demands that requestors give all the required information at the point of requesting the room. Requests can be dealt with in the order in which they are received. Channelling requests via the web form also reduces the potential for inequality in the room booking process.

Improves productivity

There is a reduction in duplication of data entry as the booking details are transferred automatically to your timetabling applications.

Optimises resources

WRB allows you to book the right rooms at the right time for the right people. The “right room” being one that provides the optimum fit of capacity and suitability for all resources involved.

Easy to use

The software is web based with drop down menus and a simple to operate user interface, including a “My Booking” screen from which room bookers can view or cancel their booking.

Mobile facility

Book rooms on the go, via any smart-phone web browser anytime and anywhere!



Improves control

The system remembers all bookings and automatically generates confirmations, so there is no risk of an administrator being interrupted part way through the booking process and failing to send a confirmation as a result.

Authorisation

WRB allows you to determine whether users are allowed to make a booking immediately or whether they must register a request to be approved by another user. When used with Scientia Authorisation Manager, the system can be set up so that staff can book rooms in their own departments, but must request approval if they want to book a room “owned” by another department.

Improves customer satisfaction

When booking rooms, the user feels in control of the booking process because they can see a list of available rooms before they book. The service is quick and efficient, because the details of the request are complete and correct first time.

Measure utilisation

By effectively recording all bookings, you will have more accurate data available to measure how frequently rooms have been occupied.

Generates revenue

Free up rooms to be used for external conferences and meetings.

Client thoughts:

“Web Room Booking has greatly reduced our ad hoc booking workload, by allowing all staff access to the booking system themselves without the need to request the space and await confirmation.”

Craig King – Manager Space Management, RMIT University.

“WRB gives autonomy to users in terms of searching room availability and booking suitable space for meetings, conference and other ad hoc activities. Coupled with Authorisation Manager, WRB becomes a powerful tool which gives even greater empowerment to users as well as cutting down and streamlining the workload for Timetablers who use Course Planner.”

Julie Lane - University Timetabling Management Services Manager, Sheffield Hallam University.



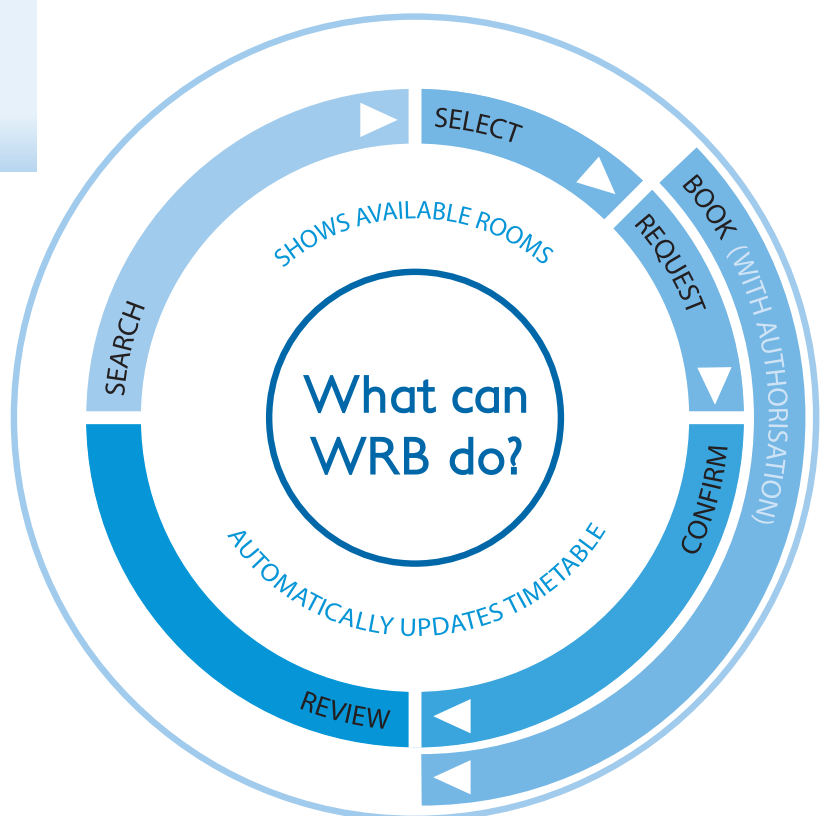
Features

What can Scientia's Web Room Booking do?

- **Search** and filter to only show suitable rooms by selecting a number of criteria including capacity, type and departmental ownership.
 - **Browse** dates by calendar or by a list of weeks - you can select single or multiple days and weeks.
 - **Display** a list of all the available rooms that match the selection criteria, with room availability updated from the Syllabus Plus timetabling system.
 - **Book** or just make requests for rooms within a single application.
 - **Notify** automatically by email of a booking and any subsequent changes to the booking.
 - **Reporting** capability, with the ability to provide meaningful management information to users that informs decision making related to the room booking process. WRB data can be easily exported into many manageable file formats that allow for custom reporting packages such as SSRS, Crystal Reports or MS Excel to present trends relating to room booking.
- **Enables** a secure log in. This means that you can have complete control over who can use the system, without the overhead of maintaining user accounts. Set up forced login in against your own internal security, windows logon, or against a directory of users through access protocols.
 - **Controls** access. When used with Scientia Authorisation Manager there is an ability to control booking access by 'hiding' certain rooms from specific users, depending on role. This also provides an easy and intuitive interface for the occasional user.
 - **Integration** and support. As part of the Scientia suite of scheduling solutions, Web Room Booking provides users with a tool that is integrated with other Scientia software and other legacy systems to offer operational support.

How does Scientia's Web Room Booking work?

- **Transfers** booking information instantly to the Syllabus Plus timetabling system and makes it easily visible to the timetabler either as a booking or as a request awaiting confirmation.
- **Provides** a customisable user interface: Alter labels, remove/add fields, alter colours and formatting. This allows the WRB display to be configured based on your preferences.



Supporting you every step of the way

We believe at Scientia it isn't enough that you just have the best software solution for the job.

We know that in order for your institution to get the best from our software that you should also be able to call on our Support Services including access to:

- A dedicated help desk, manned by a team of experts, offering a prompt response and in-depth technical support.
- Technical consultants who can guide you through all phases of your implementation.
- Training consultants who provide training in all Scientia software and who can also provide in-house bespoke training courses to meet your administrator's needs.
- Timetabling and scheduling process consultants who have a wealth of education sector experience and can offer a comprehensive analysis of your current processes and advice on how to restructure them where necessary.

About Scientia

Over the years, Scientia has built an enviable reputation as a global leader in the provision of resource management solutions for the Higher and Further Education sectors. We are the leading provider of resource scheduling solutions worldwide.

Scientia provides smart software solution and consulting experience to help institutions make the most efficient use of their valuable resources, including staff and space.

As part of the Scientia suite of scheduling solutions, Web Room Booking provides users with a tool that is integrated with other Scientia software and institution systems to offer operational support.

Contact us

For more information about Web Room Booking and our other smart software solutions, consulting services or to find your local office to contact us, please go to our website www.scientia.com.