

ESTATES DIRECTORATE



ONLINE RESERVATIONS

Version 2.0

06.02.12

T Iles

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1.1 How to Log in to Reservations

To access the Reservations web site you will need a user name and password. Please contact Tracey or Gina who will be able to provide this for you.

Go to the Estates web site at www.admin.ox.ac.uk/estates

Click on the link to FacilityNet (located in the left and right hand menu).

Click on the FacilityNet log in button. (Please do not log in to the Space Information option)

The screenshot shows the Estates Directorate UAS website. The header includes the logo and a search bar. The main content area is titled 'FacilityNet' and contains a description of the system. Below the description, there are two login options. The first option is 'FacilityNet (Helpdesk, Reports, Restricted information for Estates, Malthouse Reservations)' with a 'LOGIN' button. The second option is 'FacilityNet (Space) (Space Information for Departments)' with a 'LOGIN' button. A 'No problems reported' message is displayed above the first login button. An arrow points from the text above to the first login button.

At the Login page, add in your user name (format ASMITH) and password – all upper case

The screenshot shows the 'User's Login' page. It features a title 'User's Login' and a 'Login' button. The login form contains two input fields: 'User name:' and 'Password:'.

After successful login you will be directed to the **FacilityNet Helpdesk** page

Click on *Restricted Reports*

The screenshot shows the FacilityNet Helpdesk interface. On the left is a navigation menu with categories like 'Contact details', 'Capital Projects', and 'Facilities Management'. The main content area is titled 'FacilityNet Helpdesk' and includes sections for 'Helpdesk requests' (Building, Electrical, Mechanical, Plumbing), 'FacilityNet Reports' (Current work orders, Completed work orders, **Restricted reports**, Asbestos (OUED only)), and 'O&M Manuals'. On the right, there are links for 'FacilityNet' (Login, Logout, System status), 'FacilityNet User Guides and FAQs' (User Guide, FAQs, Reservations), and 'Reporting problems to the Helpdesk'.

The following options are available to you:

Malthouse Reservations	
Book meeting rooms, car parking and order hospitality	Restricted to
Reservations View availability/book a meeting room, order hospitality and book car parking for your meeting and/or edit your existing reservations	OUED Admin staff
Order hospitality independently of meeting room booking	OUED Admin staff
Book car parking independently of meeting room booking	OUED Admin staff
View Reservations	Restricted to
View existing meeting room bookings	OUED Admin staff
View existing car parking bookings	OUED Admin staff
View existing hospitality bookings	OUED Admin staff
Reservations Information	Restricted to
Reservations user guide	N/A
Hospitality menu	N/A

1.2 Reservations – How to book a meeting room

Click on the Reservations Link. The following page will be displayed:

My reservations

Help

Click the  button to view or edit a Reservation and associated hospitality/car parking requests.
Click the  button to delete a Reservation and associated hospitality/car parking requests.

Reservations booked | 1 - 1 of 1 |

Ref No	Start date & time	End date & time	Description	Meeting Room	
40266.00	19/04/2010 11:45	19/04/2010 14:00	Auditors' Meeting	2 - Rear Meeting Room	 

[Add reservation/check availability](#)




If you have existing Reservations they will be listed in date order.

To add a new reservation or check availability click [Add reservation/check availability](#)

The following page will be displayed:

Add Reservation

Help


The * denotes mandatory fields that must be completed.
Click the  button to view available meeting rooms.
Click the  button to view meeting rooms including those already booked.
Click the  button to Delete a field value.

Reservation details

Information on reservation

Reservation made by: Tracey Iles

* Reservation for:




* Date:  (dd/MM/yyyy)

* Start time: :

* End time: :

* Maximum number of people:

* Meeting Name:



* Meeting Room:   

Extra facilities


Malthouse Laptop

Malthouse Projector

Complete the fields in order and **please note the information in the *Help* section at the top of the page.**


 If you are **checking availability** you do not need to complete all the fields eg *Reservation for*, *Meeting Name*, *Start and End time*, but you should add the *Date* so the results are filtered when using the pop-up Search  function (see next section).

1.2.1 How to use the pop-up Search function

If the Meeting room is not available in the drop down list in the *Meeting Room* field, you can view the availability of the meeting rooms by clicking on the Search  function. This will display the following pop-up page:

Click on the **Search** button. The available rooms will be shown

Select a reservation unit

Search
* Start date:  (dd/MM/yyyy)
* Start time: :

Search

The results | 08/04/2010 | **Day>** **Week>**

Name: Annexe Meeting Room									
8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name: Rear Meeting Room									
8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Show reserved elements | 1 - 2 of 2 |

To view the existing bookings click the tick box *Show reserved elements* at the bottom of the page

Existing bookings are shown with a red line. If you move the cursor over the red line a pop-up will be displayed showing who has booked the meeting room.

Select a reservation unit

Search

* Start date: 08/04/2010 (dd/MM/yyyy)

* Start time: 15 : 15

Search

The results | 08/04/2010 | **Day>** **Week>**

Name: Annexe Meeting Room

8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00

Name: Front & Rear Meeting Room

8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00

Name: Front Meeting Room Booked by: Jo Barton 01866 288577

8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00

Name: Rear Meeting Room

8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00


Show reserved elements | 1 - 4 of 4 |

To check availability for alternative days click on the **Day>** **Week>** options.

To select your room click on the unit that represents the start time of your meeting (they are shown in 15 minute units). To book a start time for 9.30, you would click on this unit



The pop-up screen will close and you will see the original Reservations page with the *Start time* and *Reservation Unit* fields populated. .

You can also book equipment by adding the number required in the *Extra facilities* options. (You can click on the  button for the *Extra facilities*, to check the availability of the equipment). Please note, the system will check the availability of the equipment and advise if there is no availability for the meeting time slot.

Click OK to submit your Room reservation. You will be shown the *Overview* page with details of your Reservation

Overview page

Reservation

Ref No:	40529.00
Booked for:	Gina
Description:	Gina's Meeting
Start date & time:	08/04/2010 15:15
End date & time:	08/04/2010 16:15
Reservation unit:	4 - Annexe Meeting Room
Extra facilities:	<ul style="list-style-type: none"> Malthouse Laptop Malthouse Projector

Hospitality

Start date & time	Job Number	Hospitality ordered
No results found		

Car Parking

Visiting date	Expected time of arrival	Expected time of departure	Name
No results found			

Edit reservation
Add/Edit Car Parking
Add/Edit Hospitality



Confirm

OK
Recurrence
Cancel

1.3 How to order hospitality

1.3.1 Order hospitality linked to a meeting room booking

You can order lunch for your meeting. Click on the [Add/Edit Hospitality](#) button at the bottom of the *Overview page*.

 You can also add Hospitality to an existing Room Reservation by clicking on the edit  button for the Reservation from the list on the *My Reservations* page.





Ref No	Start date & time	End date & time	Description	Meeting Room	
40529.00	08/04/2010 15:15	08/04/2010 16:15	Gina's Meeting	4 - Annexe Meeting Room	 
40266.00	19/04/2010 11:45	19/04/2010 14:00	Auditors' Meeting	2 - Rear Meeting Room	 

This will display the *Overview page*. Click on the [Add/Edit Hospitality](#) button.

The *Hospitality* page will be shown as below:

Hospitality page



Help

[Click to view Hospitality Menu](#)

Please note Hospitality orders require 2 days notice Please contact the Facilities Helpdesk on 70087 if you require Hospitality with less than 2 days notice

[1] Your order will be delivered to The Malthouse by 11.30

Please note a minimum charge of £12 applies

Hospitality

Start date & time	Job Number	Requester
No results found		

Hospitality order - Delivery reqd

Confirm

[Go to overview](#)

Click [Add hospitality](#)

The hospitality booking form with menu will be shown. Complete the fields and add the number required against your selection

Hospitality details

Description: Hospitality order - Delivery reqd

Requester: Tracey Iles

Booked for: Gina

Start time of meeting [1]: 08/04/2010 15:15

* Cost Centre/Project Code:

Any dietary requirements or special requests?:

Quantity	Units	Description	Cost
<input type="text" value="4"/>	Each - Each	Sandwich Lunch One	£ 3
<input type="text" value="0"/>	Each - Each	Sandwich Lunch Two	£ 5
<input type="text" value="0"/>	Each - Each	Working Lunch	£ 7.95
<input type="text" value="0"/>	Each - Each	Tomato & Basil Bruschetta	£ 1
<input type="text" value="0"/>	Each - Each	Mini Cumberland Sausages	£ 1
<input type="text" value="0"/>	Each - Each	Chicken Satay	£ 1
<input type="text" value="0"/>	Each - Each	Lamb Kofta	£ 1
<input type="text" value="0"/>	Each - Each	Smoked Salmon Blinis	£ 1
<input type="text" value="0"/>	Each - Each	Spring Roll	£ 1
<input type="text" value="0"/>	Each - Each	Tomato, Courgette Mozzarella Skewer	£ 1
<input type="text" value="0"/>	Each - Each	Fruit Platter	£ 1.75
<input type="text" value="0"/>	Each - Each	Fruit Cake	£ 1
<input type="text" value="0"/>	Each - Each	Scone, Jam & Cream	£ 1.8
<input type="text" value="0"/>	Each - Each	Carrot Cake	£ 1
<input type="text" value="0"/>	Each - Each	Muffin	£ 1
<input type="text" value="0"/>	Each - Each	Biscuits	£ 0.55
<input type="text" value="0"/>	Each - Each	Savoury Pastries	£ 0.8
Total costs			£ 12.00

The £ total value of your order will be shown at the bottom of the screen
 Click [Submit hospitality](#) to take you to the *Hospitality* confirmation page.

Click [Go to overview](#) to return to the *Overview* page

Overview page


Reservation

Ref No:	40529.00
Booked for:	Gina
Description:	Gina's Meeting
Start date & time:	08/04/2010 15:15
End date & time:	08/04/2010 16:15
Reservation unit:	4 - Annexe Meeting Room
Extra facilities:	<ul style="list-style-type: none">• 1x Malthouse Laptop• 1x Malthouse Projector

Hospitality

Start date & time	Job Number	Hospitality ordered
08/04/2010 15:15	40529.03	<ul style="list-style-type: none">• 4x Sandwich Lunch One

Car Parking

Visiting date	Expected time of arrival	Expected time of departure	Name
No results found			

[Edit reservation](#) [Add/Edit Car Parking](#) [Add/Edit Hospitality](#)

Confirm

[OK](#) [Recurrence](#)

Your Hospitality request has been booked.

Click OK to return to the *My Reservations* page or click on *Add/Edit Car Parking* if you need to book a parking space for your visitor (see Section 1.4)

1.3.2 Order hospitality independently of a meeting room booking (Option 2)

Click on the **Order Hospitality independently of meeting room booking** on the *Restricted Reports* page

Malthouse Reservations	
Make a Reservation	Restricted to
Reservations View availability/book a meeting room, order hospitality and book car parking for your meeting	OUED Admin staff
Order hospitality independently of meeting room booking	OUED Admin staff

The following page will be displayed

My Hospitality requests


Help
Click the  button to view or edit a Hospitality request.
Click the  button to delete a Hospitality request.

Please note Hospitality orders require 2 days notice Please contact the Facilities Helpdesk on 70087 if you require Hospitality with less than 2 days notice

Hospitality ordered | 1 - 2 of 2 |

Delivery time	Collection time	Reference Number	
07/01/2010 11:15	07/01/2010 13:15	35907.00	
15/01/2010 14:00	15/01/2010 15:00	35801.00	 

Hospitality Order (independent)  [Add Hospitality](#)

If you have existing Hospitality orders they will be listed in date order. These can be edited by clicking on the  button providing there is 2 days notice before the delivery date.

To add a new Hospitality order click [Add Hospitality](#) and follow the instructions on Page 11.

1.4 How to book a parking space

There are 2 options available for booking a parking space:



- Book parking linked to a meeting room booking (Option 1)
- Book parking independently of a meeting room booking (Option 3)

1.4.1 Book parking linked to a meeting room booking

You can add a parking request to your Reservation booking by clicking on *Add/Edit Car Parking* at the bottom of the Overview page.

Click *Add/Edit Car Parking*. Then click **Add car parking**. Complete the fields as shown below. Click **Submit**

Help

The * denotes mandatory fields that must be completed.
Click the  button to Delete a field value.
Click the  button to view if parking is available.

Please note - If no value appears in the drop down list then there are no spaces available - please cancel your booking

Car parking reservations


Visiting date	Name	Expected time of arrival	Expected time of departure	Parking spaces
No results found				

Add car parking

Add car parking



Car parking details

Parking booked by: Tracey Iles

* Visiting date:  (dd/MM/yyyy)

* Expected time of arrival: : (hh:mm)

* Expected time of departure: : (hh:mm)

* Car park with available spaces:  

* Name of visitor requiring parking:

* Vehicle registration:

Submit **Cancel**

1.4.2 Book parking independently of a meeting room booking

Click on the ***Book car parking independently of meeting room booking*** link on the *Restricted Reports* web page

The Car Parking page will list any other 'independent' car parking reservations.



The screenshot shows a web interface titled "Car Parking" with a home icon in the top right. Below the title is a section "My car parking reservations" with a pagination indicator "| 1 - 1 of 1 |". A table lists one reservation with columns for Visiting date, Expected time of arrival, Expected time of departure, Name external visitor, and Parking spaces. The row contains the values: 25/11/2009, 9:30, 12:30, David Smith, and 3. To the right of the table is a small icon of a pencil and a red 'X'. Below the table is a button labeled "Add Car Parking".

Visiting date	Expected time of arrival	Expected time of departure	Name external visitor	Parking spaces	
25/11/2009	9:30	12:30	David Smith	3	 

[Add Car Parking](#)

Click [Add Car Parking](#) and complete fields as previous page. Click OK to submit.

1.5 Recurring Reservations

If your meeting is recurring, click on the **Recurrence** button at the bottom of the *Overview* page and complete the relevant fields as shown below according to your meeting schedule.

Recurrence details

Recurrence details

Daily Every week/weeks on:



Weekly


Monthly Monday Tuesday Wednesday

Calendar Thursday Friday

Recurrence limit

Stop after recurrences

Start  End  (dd/MM/yyyy)


Predefined period 

Recurrence

On completion, click on the **Recurrence** button to return to the *Overview* page. Your recurring reservations will be listed in date order.



If you wish to cancel the Recurring Reservations, you will be given the option to **Cancel repeat** at the bottom of the *Overview* page.

1.6 How to cancel a room booking and associated reservations

To cancel a meeting room booking and linked Hospitality and Car Parking click on the  for the associated record.



























My Reservations

Help

Click the  button to edit a Reservation and associated hospitality/car parking requests.
 Click the  button to delete a Reservation and associated hospitality/car parking requests.

Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up

Reservations | 1 - 13 of 13 |

Start date & time	End date & time	Reference Number	Description	Reservation unit	Status	
25/11/2009 9:00	25/11/2009 12:00	34146.00	BESC Meeting	Room 3 - Meeting style	R1 - Reservation requested	 
25/11/2009 9:00	25/11/2009 12:00	34152.00	Facilities Meeting	Room 8 - Meeting style	R2 - Reservation booked	 
25/11/2009 9:30	25/11/2009 10:30	34302.00	Facilities Management Review	Room 2 - Meeting style	R1 - Reservation requested	 
25/11/2009 11:00	25/11/2009 13:00	34082.00	Meeting for HODS	Room 45 - Meeting style	R1 - Reservation requested	 
25/11/2009 12:15	25/11/2009 15:45	34067.00	Meeting Room Booking	Room 2 - Meeting style	R1 - Reservation requested	 
25/11/2009 16:15	25/11/2009 17:30	34158.00	Meeting Room Booking	Room 345 - Meeting style	R1 - Reservation requested	 
27/11/2009 9:00	27/11/2009 10:30	34147.00	House services meeting	Room 8 - Meeting style	R6 - Reservation Resolution status	 
30/11/2009 9:00	30/11/2009 13:00	34201.00	TEST	Room 8 - Meeting style	R1 - Reservation requested	 
01/12/2009 10:00	01/12/2009 12:45	34209.00	Test Council transition	Council Room - Council style	R1 - Reservation requested	 
04/12/2009 9:30	04/12/2009 10:30	34368.00	Facilities Meeting	Room 2 - Meeting style	R1 - Reservation requested	 
22/02/2010 9:30	22/02/2010 10:30	34318.00	Facilities Management Review	Room 2 - Meeting style	R1 - Reservation requested	 
01/03/2010 9:30	01/03/2010 10:30	34319.00	Facilities Management Review	Room 2 - Meeting style	R1 - Reservation requested	 
08/03/2010 9:30	08/03/2010 10:30	34320.00	Facilities Management Review	Room 2 - Meeting style	R1 - Reservation requested	 

[Add new reservation](#)

If the cancellation is successful you will see the following page.

Reservation cancelled

Reservation cancelled

The reservation has been cancelled


The reservation has been cancelled successfully.

[OK](#)

Please note there are restrictions on the notice period for cancelling Hospitality. You will receive a message with further instructions if the notice period is not sufficient.



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1.7 How to cancel/edit hospitality (independently of meeting room cancellation)

Click on the Edit  icon on the 'My Reservations' page











My Reservations 🖨️ 🏠

Help

Click the  button to view or edit a Reservation and associated hospitality/car parking requests.
Click the  button to delete a Reservation and associated hospitality/car parking requests.


Please note it is not possible to book a meeting room during the current working day. Please contact the Facilities Helpdesk on 70087 so they can check availability and arrange room set up

Reservations | 1 - 5 of 5 |

Start date & time	End date & time	Reference Number	Description	Reservation unit	Status	
12/12/2009 16:15	12/12/2009 17:30	34158.00	PRAC	Room 345 - Meeting style	Reservation booked	 
15/12/2009 9:00	15/12/2009 10:00	34854.00	Test Questions	Room 7 - Meeting style	Reservation requested	 
23/12/2009 11:00	23/12/2009 13:00	34827.00	Finance	Room 1 - Theatre style	Reservation booked	 
20/01/2010 11:00	20/01/2010 13:00	34886.00	Reservation Demo	Room 2 - Meeting style	Reservation requested	 
02/03/2010 11:00	02/03/2010 13:00	34840.00	Finance	Room 1 - Theatre style	Reservation requested	 


[Add reservation/check availability](#)

On the Overview page select [Add/Edit Hospitality](#)

On the Hospitality page click  for the record that you wish to **cancel**
Click here if you wish to **edit the Hospitality** booking



Hospitality 🖨️ 🏠

Help

The * denotes mandatory fields that must be completed.
Click  to cancel your Hospitality order.

All hospitality bookings require 2 working days notice

Current hospitality order for this reservation | 1 - 1 of 1 |

	Delivery Time	Collection time	Reference Number	Status	
	12/12/2009 17:00	12/12/2009 17:30	34158.02	Hospitality Order reported	

Hospitality Request [Add hospitality](#) | 1 - 1 of 1 |

[Go to overview](#)