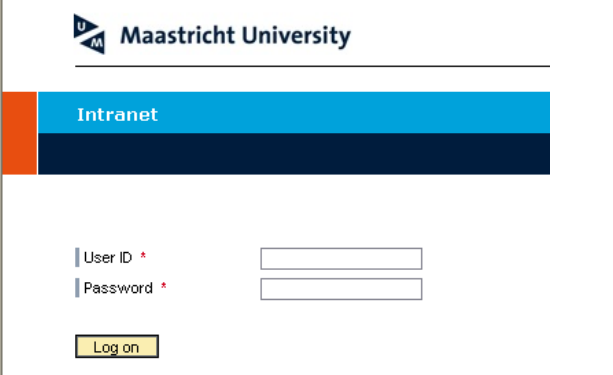
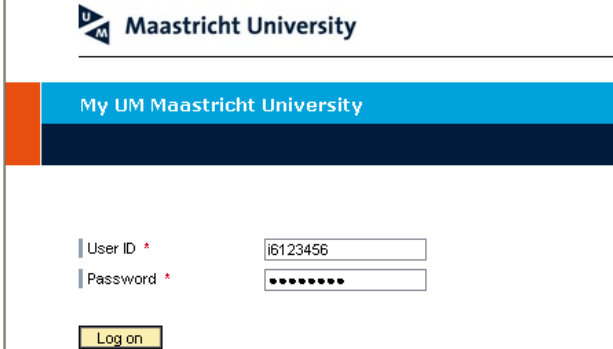
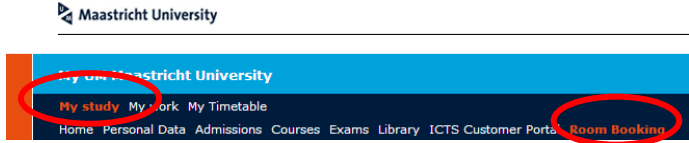
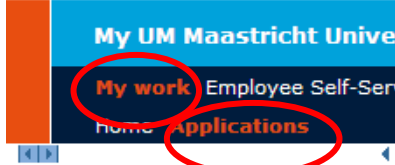




**Goal of this manual:** Web Room Booking











**Please Note:**

- Students: Rooms can only be booked up to 2 weeks in advance.
- Staff: Rooms can only be booked up to 3 weeks in advance.
- Please cancel any bookings you do not want to use. This will allow other people to make those bookings instead.
- Please take note of the booking terms and -rules in the last screen.

	<p>Go to the My UM portal at: <a href="http://myum.unimaas.nl/">http://myum.unimaas.nl/</a></p>
	<p>Log in with your Maastricht University username and password.</p>

<p><b>Student</b></p>  <p><b>Staff</b></p>  <ul style="list-style-type: none"> <li>▸ Internship Admin</li> <li>▸ Academic Advisor</li> <li>▪ Telephoneguide</li> <li>▪ ICTS Customer Portal</li> <li>▪ EleUM</li> <li>▪ F.A.Q.</li> <li>▪ Library</li> <li>▪ Prikbord</li> <li>▪ My Timetable</li> <li>▪ Room Booking</li> </ul>	<p><b>Students</b></p> <p>Select My study  Select Room Booking</p> <p><b>Staff</b></p> <p>Select My work  Select Applications  Select Room Booking</p> <p>Please note: The menu options vary and depend on your enrolment at Maastricht University. Applicants and students will see different menu options.</p>
	<p>A new login screen will open within the same window.  Login with your Maastricht University username and password.</p>
	<p>The Web Room Booking application consists of 5 easy steps.</p>
<p><b>1 Location</b></p>  <p>Define the room using filters.</p>	<p><b>Step 1</b>  Location desirables.</p>
<p>Minimum Size <input type="text" value="10"/></p>	<p>Select the minimum size of the room you're looking for.</p>

<div>Suitabilities</div> <div><div><div>* FHML Buildings</div><div>* FPN Buildings</div><div>* Inner City Library</div><div>* Randwijck Library</div><div>* SBE Buildings</div><div>Adjustable Chairs</div><div>Beamer</div><div>Beamer + PC</div><div>Boardroom</div><div>Colloquium Room</div></div></div>	<div>Select at least one suitability of the room you're looking for.</div> <div>You can select more than one suitability by holding the CTRL-key and clicking on the desired suitabilities.</div>																																																	
<div>View filtered rooms</div>	<div>Use this option to get an overview of locations that meet your requirements.</div>																																																	
<div>Hide filtered rooms</div>	<div>Use this option to close the overview.</div>																																																	
<div><div>2 Date</div><div><div><div>date</div><div>17</div></div><div>Choose a single date or book multiple days in multiple weeks.</div></div></div>	<div>Step 2</div> <div>Date desirables.</div>																																																	
<div>Select from the calendar</div> <div><div>September 2015</div><div>&gt;</div><table><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></table></div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	<div>Click on the calendar to select a date.</div>
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																												
30	31	1	2	3	4	5																																												
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27	28	29	30	1	2	3																																												
4	5	6	7	8	9	10																																												
<div><div>3 Time</div><div><div><div>time</div><div></div></div><div>Select a preferred start time. You can adjust it later.</div></div></div>	<div>Step 3</div> <div>Time desirables.</div>																																																	
<div>Preferred Start 8:00</div>	<div>Select the preferred start time.</div>																																																	
<div>Preferred End 10:00</div>	<div>Select the preferred end time.</div>																																																	
<div>Next &gt;</div>	<div>Click Next</div>																																																	

<div>4 Select</div> <div></div>	<div>Step 4</div> <div>Choose a room</div>																												
<table><thead><tr><th></th><th>Time</th><th></th><th>Name</th><th>Size</th><th>Description</th><th>Building</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>8:00-10:00</td><td></td><td>TS53 F1.11</td><td>10</td><td>F1.11 Tongersestraat 53</td><td></td></tr><tr><td><input type="checkbox"/></td><td>8:00-10:00</td><td></td><td>TS53 D0.01</td><td>12</td><td>D0.01 Tongersestraat 53</td><td></td></tr><tr><td><input type="checkbox"/></td><td>8:00-10:00</td><td></td><td>TS53 D0.05</td><td>12</td><td>D0.05 Tongersestraat 53</td><td></td></tr></tbody></table>		Time		Name	Size	Description	Building	<input type="checkbox"/>	8:00-10:00		TS53 F1.11	10	F1.11 Tongersestraat 53		<input type="checkbox"/>	8:00-10:00		TS53 D0.01	12	D0.01 Tongersestraat 53		<input type="checkbox"/>	8:00-10:00		TS53 D0.05	12	D0.05 Tongersestraat 53		<div>Select a room by ticking the checkbox</div>
	Time		Name	Size	Description	Building																							
<input type="checkbox"/>	8:00-10:00		TS53 F1.11	10	F1.11 Tongersestraat 53																								
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<input type="checkbox"/>	8:00-10:00		TS53 D0.05	12	D0.05 Tongersestraat 53																								
<div><div>Earlier Day</div><div>Earlier Start</div><div>Later Start</div><div>Later Day</div><div>Show More Options</div></div>	<div>Use these options to adjust your selection</div>																												
<div>Next &gt;</div>	<div>Click Next</div>																												
<div>5 Confirm</div> <div></div>	<div>Step 5</div> <div>Confirm the booking</div>																												
<div>* Telephone</div> <div>* Reason for booking</div> <div>Budgetnumber</div> <div>* Faculty / School</div> <div>* I read and accept the <a href="#">rules/terms</a> of bookings</div>	<div>Fill in the required fields (when empty).</div>																												
<div>Confirm Booking</div>	<div>You will receive a confirmation of your booking within 15 minutes.</div>																												
<div><a href="#">my bookings</a></div>	<div>This option shows your latest bookings</div>																												
<div><a href="#">sign out</a></div>	<div>Please sign out of the application properly</div>																												