



# Web Room Booker (WRB)

## Quick Reference Guide

### WRB User Panel

The WRB User Panel can be found at the bottom of any page in the WRB. By clicking on 'WRB Help' you will be taken to our help and support page where you will find up to date guides and contact information. Clicking on 'book a room' will take you back to the landing page of the WRB. Clicking on 'my bookings' will allow you to manage your bookings and clicking 'logout' will log you out of the WRB.

### Managing Your Bookings

1. Click on the 'my bookings' link in the WRB User Panel.

A new page will load with a table showing all of your bookings and their current status.

Icon Colour	Status
Green	Booking has been approved and confirmed
Yellow	Booking is waiting approval and is unconfirmed
Red	Your booking has been cancelled by either yourself or the Timetabling Team

2. To cancel a booking click on the 'Cancel' button in the last column of the table.

NOTE: Bookings in the past cannot be cancelled.

3. A popup will appear asking you to confirm that you want to cancel your booking, click 'OK' to proceed.
4. The page will now reload, click on 'Show cancelled bookings' to show the booking you've just cancelled.

NOTE: If your cancelled bookings don't appear, tick the box next to 'Include cancelled bookings?' to show all bookings.

### Need Help?

If you would like to view the full in depth guide to using the WRB please [clicking here](#).

If you have questions regarding room bookings please email: [roombookings@jcu.edu.au](mailto:roombookings@jcu.edu.au)

If you have questions regarding video conferencing please email: [videoconferencing@jcu.edu.au](mailto:videoconferencing@jcu.edu.au)

### Videoconferencing

As noted above any booking that requires video conferencing must have the location attribute 'LE-Video Conference' selected. The booking type must also be set to 'Video Conferencing' on the 'Confirm Your Booking Details' page. Once the booking type is updated a number of additional fields will appear as shown in the image below.

Please use the examples below as a guide to placing bookings with video conferencing.

Example 1: Booking a VC between Cairns and Townsville in JCU common videoconferencing venues:  
*Location Attribute:* must select LE-