

Barnardo's Room and Hotdesk Booking System (YAROOMS)

Booking on behalf of others

To be able to make bookings on behalf of other users you require the 'Supervisor' role within the system. The usual booking frequency and advance booking timeframes do not apply to this role.

How to book on behalf of others

Once you have been given the Supervisor role, you will have an additional field on the booking screen which reads 'Book for [?]'

The screenshot shows the 'New booking' interface. At the top, it says 'New booking'. Below that, there's a section for 'Meeting Room' with '9th Floor' and a 'Teams Rooms VC' button. The 'Dates' section shows '1 Wednesday, December 22 2021' and 'Full day 9:00am - 5:00pm'. In the bottom left, there's a 'Book for [?]' field highlighted with a red box, a 'No. attendees' field with '1', and a dropdown menu currently showing 'Myself'. To the right of the dropdown is an 'Invite' button and a search box for users.

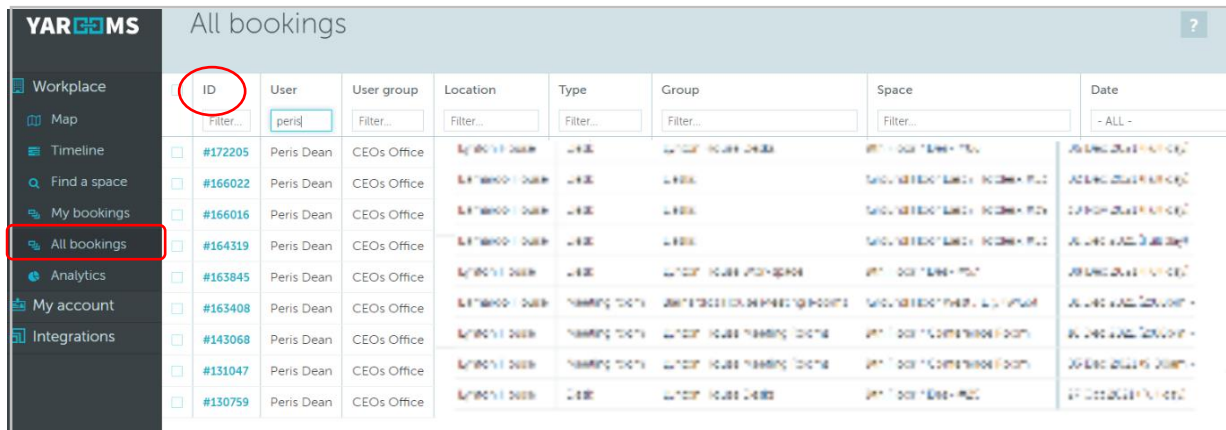
Search for the person you want to book the Desk or Meeting Room on behalf of by using the drop-down field*.

This screenshot is similar to the previous one, but the dropdown menu is open. The 'Book for [?]' field is now labeled 'Book for [?]' and the dropdown shows 'Myself', 'Peris', and 'Peris Dean (peris.dean@barnardos.org.uk)'. The 'Peris Dean' option is highlighted with a red box. The 'No. attendees' field still shows '1'. The 'Invite' button and search box are also visible.

*If the person's name does not come up in the search, it means they have not logged into the system before. You will need to ask them to log into Yarooms so that an account is automatically created for them. Instructions on logging in can be found here - [Yarooms – How to Access](#)

When the booking is made on behalf of another user they will receive the Calendar invitation and notifications and will need to check in to the Hotdesk or meeting room at the start of the booking.

You will also now be able to see an 'All Bookings' option under the Workplace menu where you can search for bookings you have made on behalf of other users by searching for them. You can view and manage a booking by clicking on the booking ID.

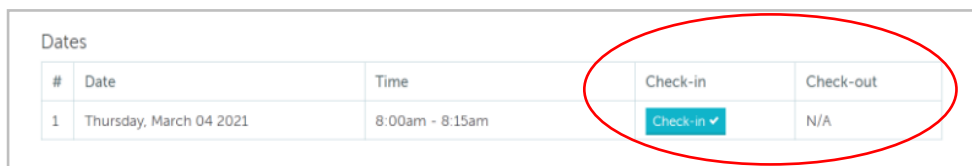


ID	User	User group	Location	Type	Group	Space	Date
#172205	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021
#166022	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021
#166016	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021
#164319	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021
#163845	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021
#163408	Peris Dean	CEOs Office	Lightning Desk	Meeting room	Lightning Desk Meeting room	Lightning Desk Meeting room	Thursday, March 04 2021
#143068	Peris Dean	CEOs Office	Lightning Desk	Meeting room	Lightning Desk Meeting room	Lightning Desk Meeting room	Thursday, March 04 2021
#131047	Peris Dean	CEOs Office	Lightning Desk	Meeting room	Lightning Desk Meeting room	Lightning Desk Meeting room	Thursday, March 04 2021
#130759	Peris Dean	CEOs Office	Lightning Desk	Desk	Lightning Desk	Lightning Desk	Thursday, March 04 2021

Checking In and Out

It is important that the person you are booking on behalf of knows that **it is their responsibility to 'Check-in'** to the resource you have booked on their behalf when they start using it. If they fail to do this, the booking will be cancelled after a period of time and the resource will become available for someone else to book.

They can do this by going to 'My Bookings' or by clicking directly on the resource you have booked on their behalf.



#	Date	Time	Check-in	Check-out
1	Thursday, March 04 2021	8:00am - 8:15am	Check-in	N/A

NOTE- If you finish your meeting or desk booking early, please 'Check-Out' so the resource becomes available for others to book.