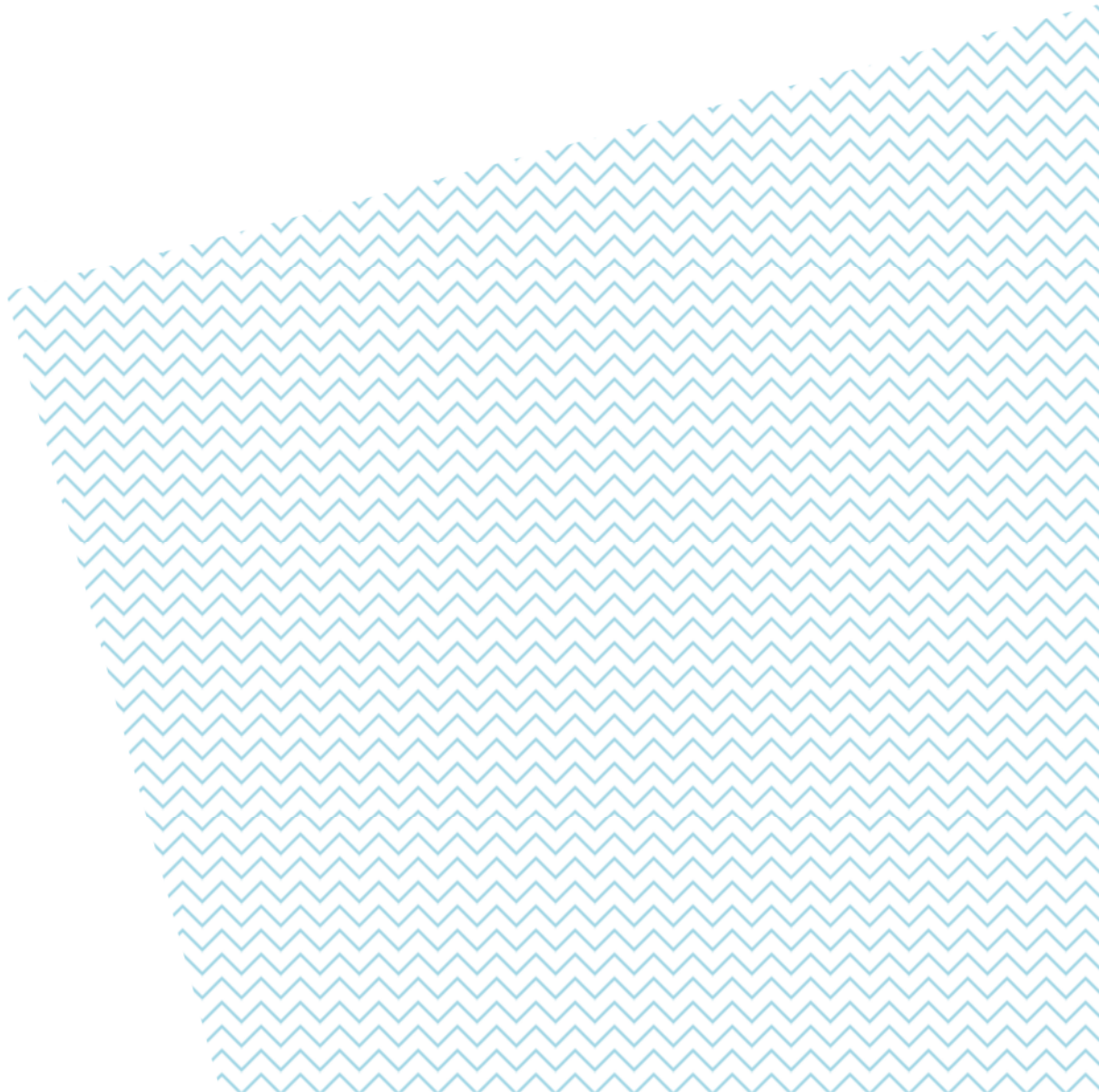




# Direct Booking System (DiBS)

New Direct Spaces Mobile App – End User Guide (Staff & Students)



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# Introduction

## About Direct Spaces

Direct Spaces is the mobile app version of the Enterprise Resource Booking/ DiBS/ EMS that provides basic space management functionality inherited from the University's web-based system. While not replicating all features of the web version, the app allows you to search for and book available spaces using your mobile device. It offers a simplified interface for accessing core space booking capabilities on-the-go.

## Direct Spaces System Requirements

<b>Supported Platforms</b>	
Android	Requires Android 6.0 using Android SDK 23 or later (released October 2015)
iOS	16 or later (released September 2022)

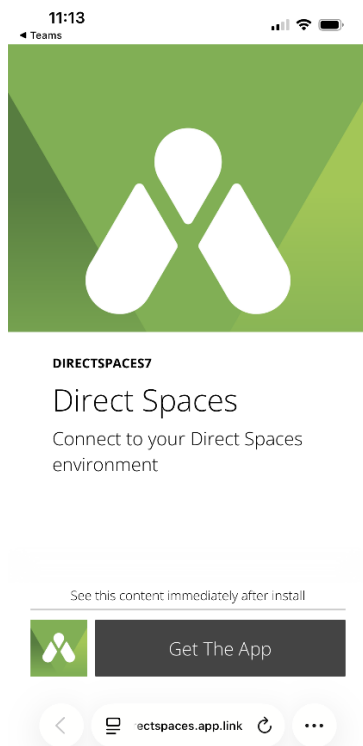
# Downloading and accessing the Direct Spaces app for iOS devices

1. Scan this QR Code from your iOS device, it should take you to the Apple App Store where you can download the new Direct Spaces app. The app can also be accessed via this short url - <https://go.unimelb.edu.au/6eu2>

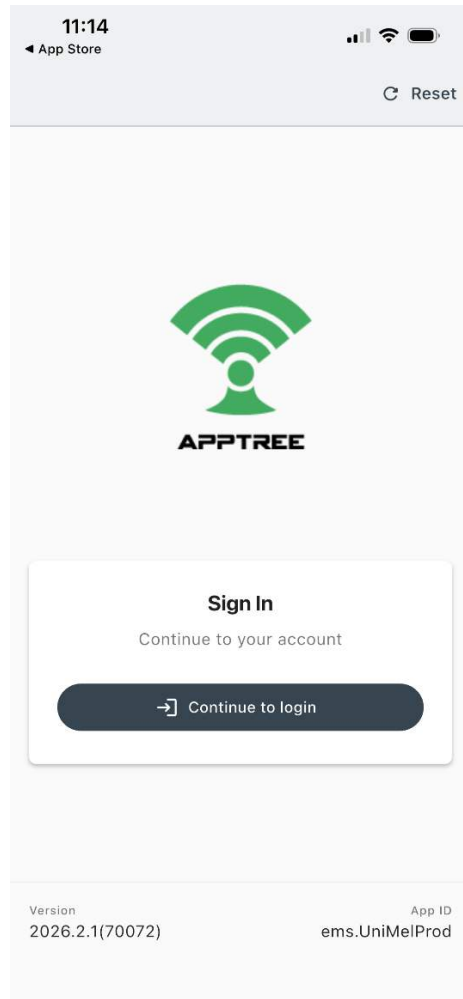
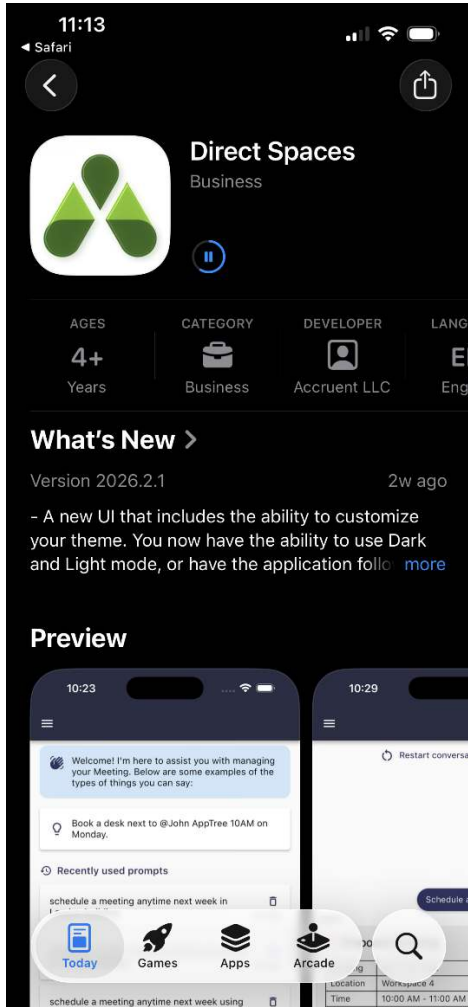
**Important: Do not go direct to the app store to download the Direct Spaces app, as it will not include the app identifier which is required and inbuilt into this QR Code and URL.**



2. Choose Get the App, this will take you to the App Store.



3. Download and open the Direct Spaces app. Then choose “continue to login”



4. Sign in with your UoM SSO credentials



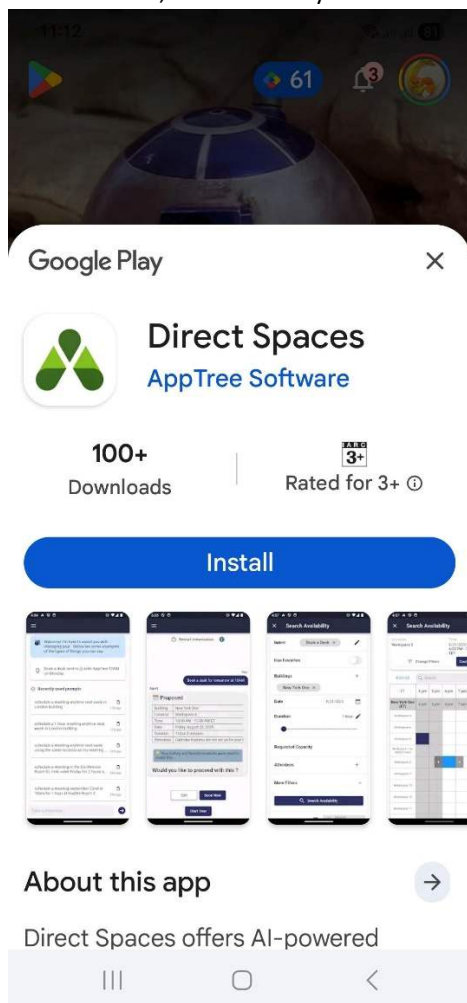
# Downloading and accessing the Direct Spaces app for Android devices

1. Scan this QR Code from your android device, it should take you to the Google Play store where you can download the new Direct Spaces app. The app can also be accessed via this short url - <https://go.unimelb.edu.au/6eu2>

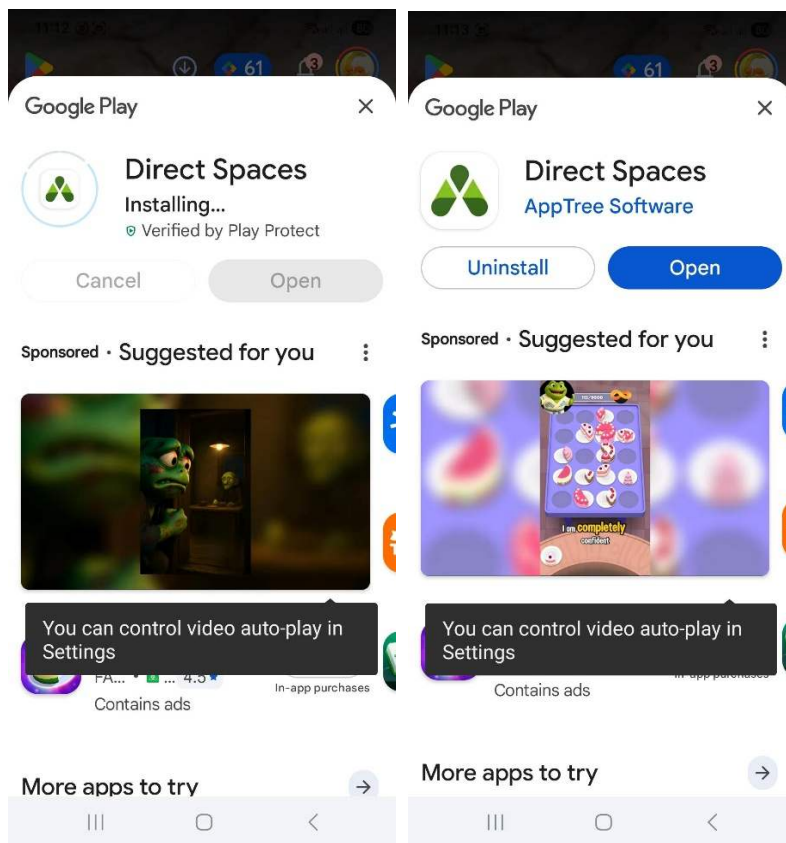
**Important:** Do not go direct to the Google Play store to download the Direct Spaces app, as it will not include the app identifier which is required and inbuilt into this QR Code and URL.



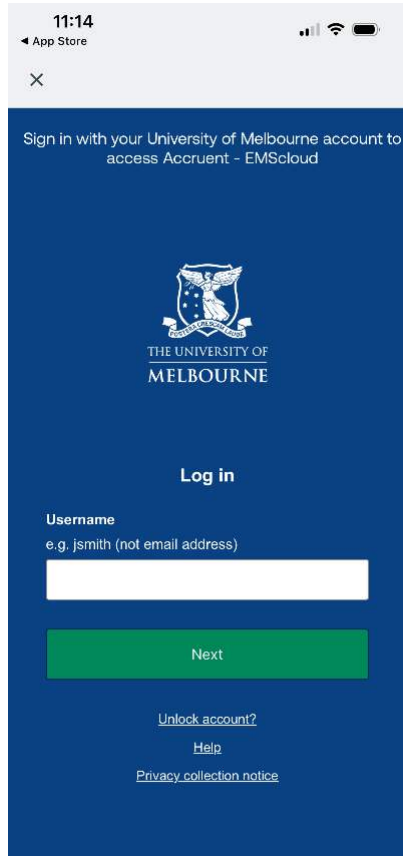
2. Choose Install, this will take you to the Google Play store.



3. Download and open the Direct Spaces app.



4. Sign in with your UoM SSO credentials



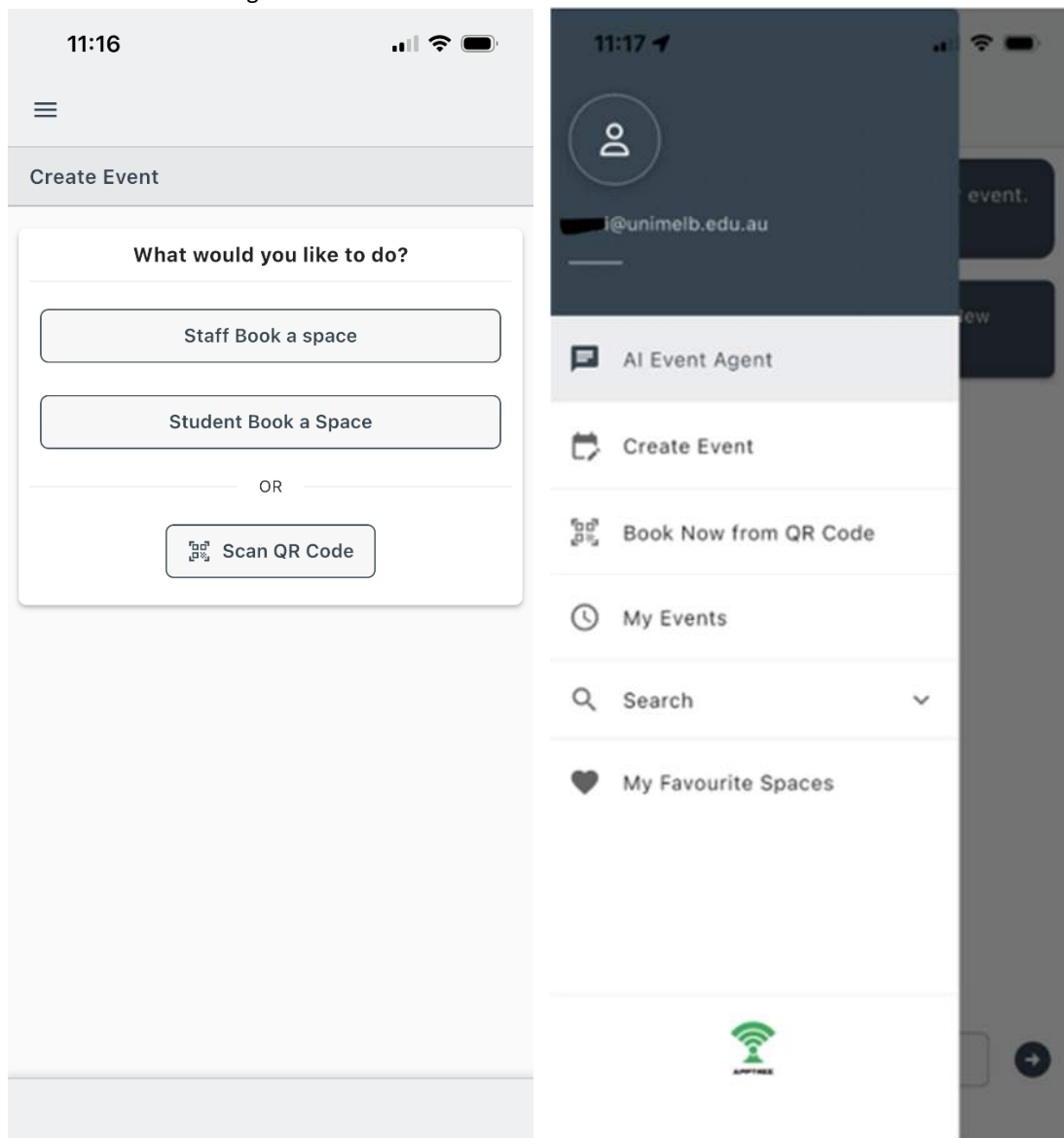
# How to make a booking using the Direct Spaces app


The app will land on the Create Event “What would you like to do?” screen. From here you can choose to book a space by selecting either “Staff Book a space” or “Student Book a space”, by scanning a QR Code or using the AI Event Agent.

## Booking via AI Event Agent

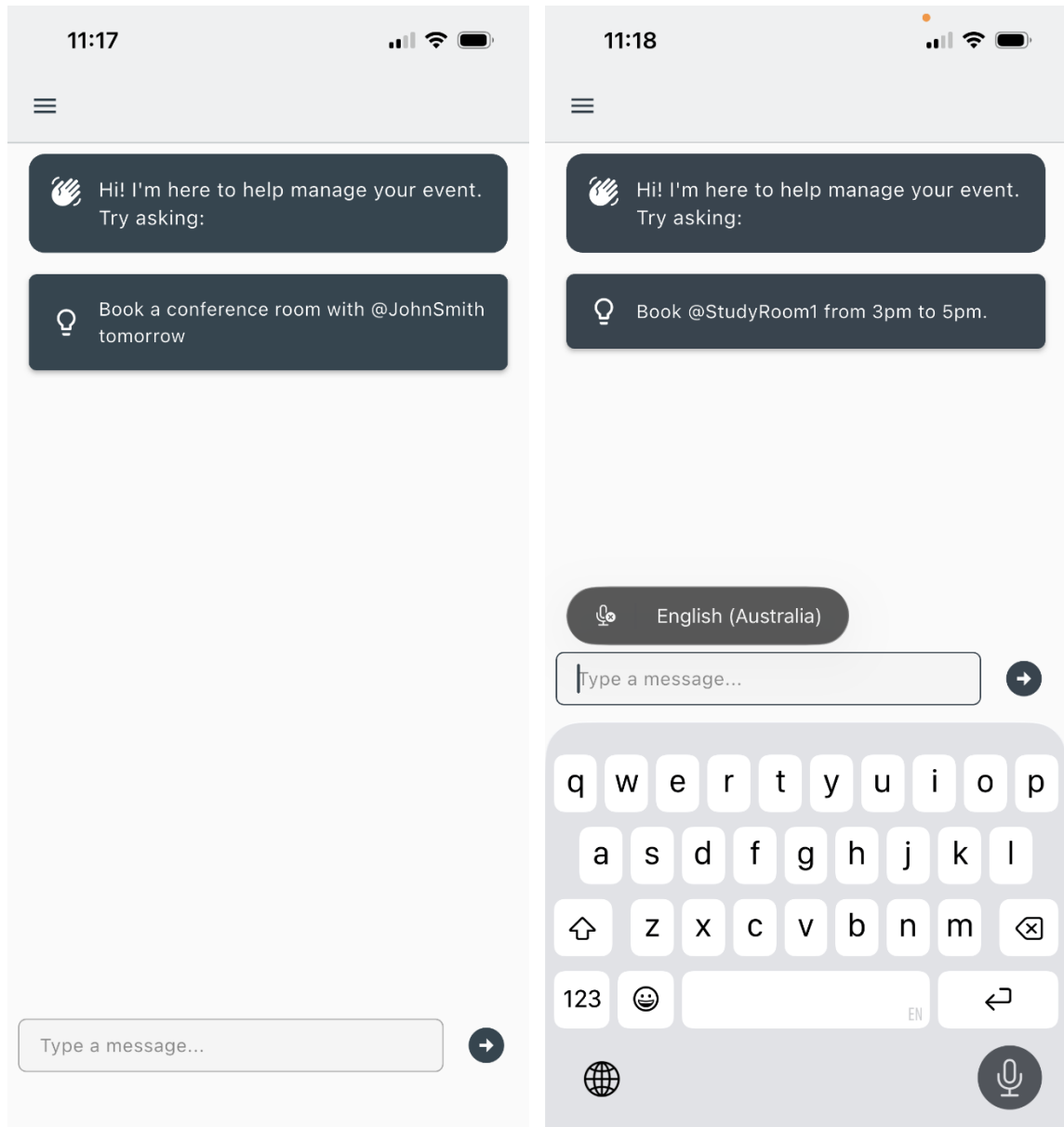
To access the AI agent, tap onto the ☰ menu (top left of screen), this will bring up a side menu showing all the tasks you can do within the app.

1. Choose AI Event Agent

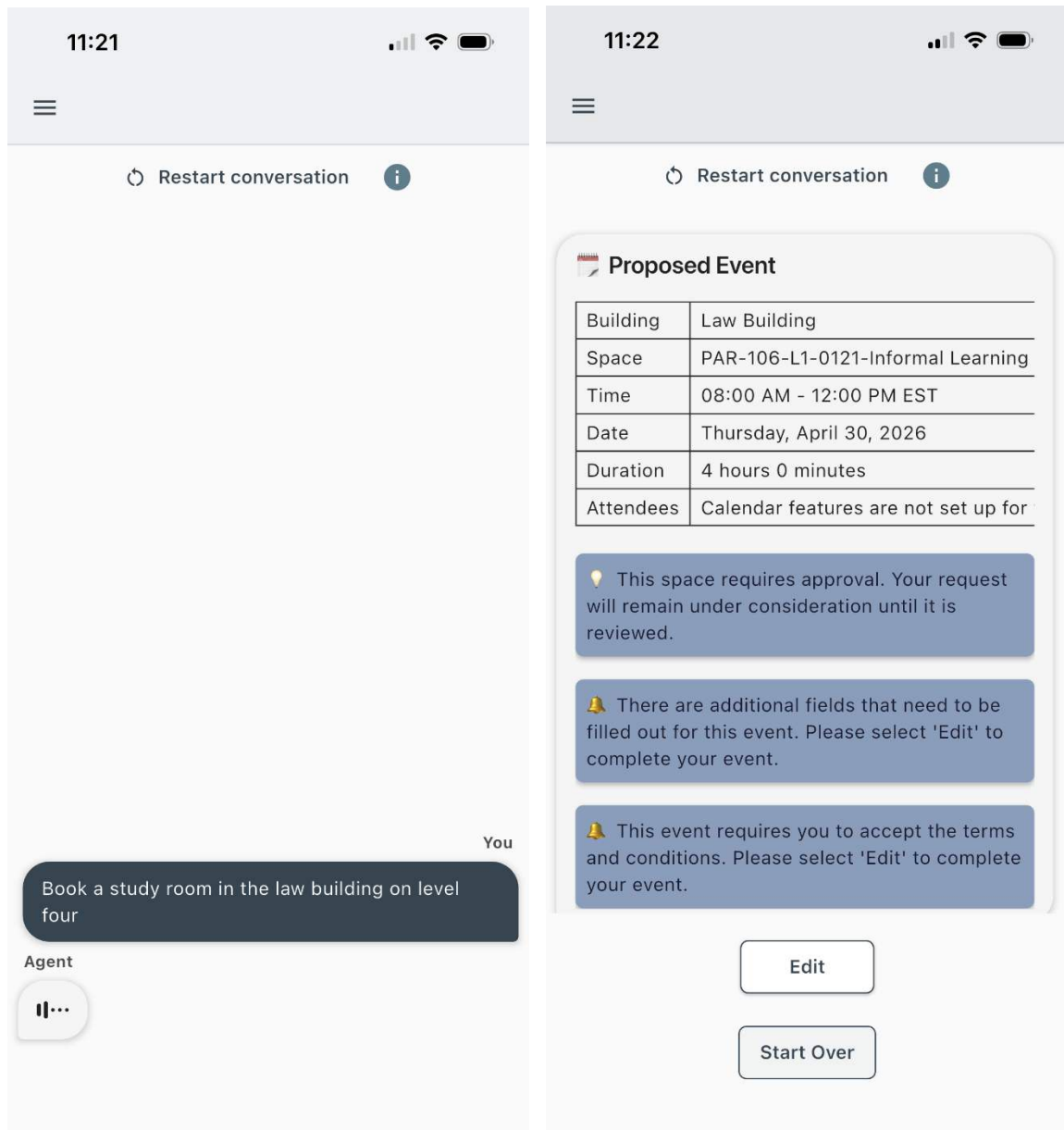


2. Choose "Type a message here..." and when the keypad shows up tap onto the microphone  and speak to the app, asking it to book a space.

**Tips:** It's best to specify the building, room name and number, if you wish the app to display the actual room. Otherwise say, for example, "Book a space in the law building on level 4" this will get you started to book a room in the law building on level 4, then you can manually edit and choose the room you need.

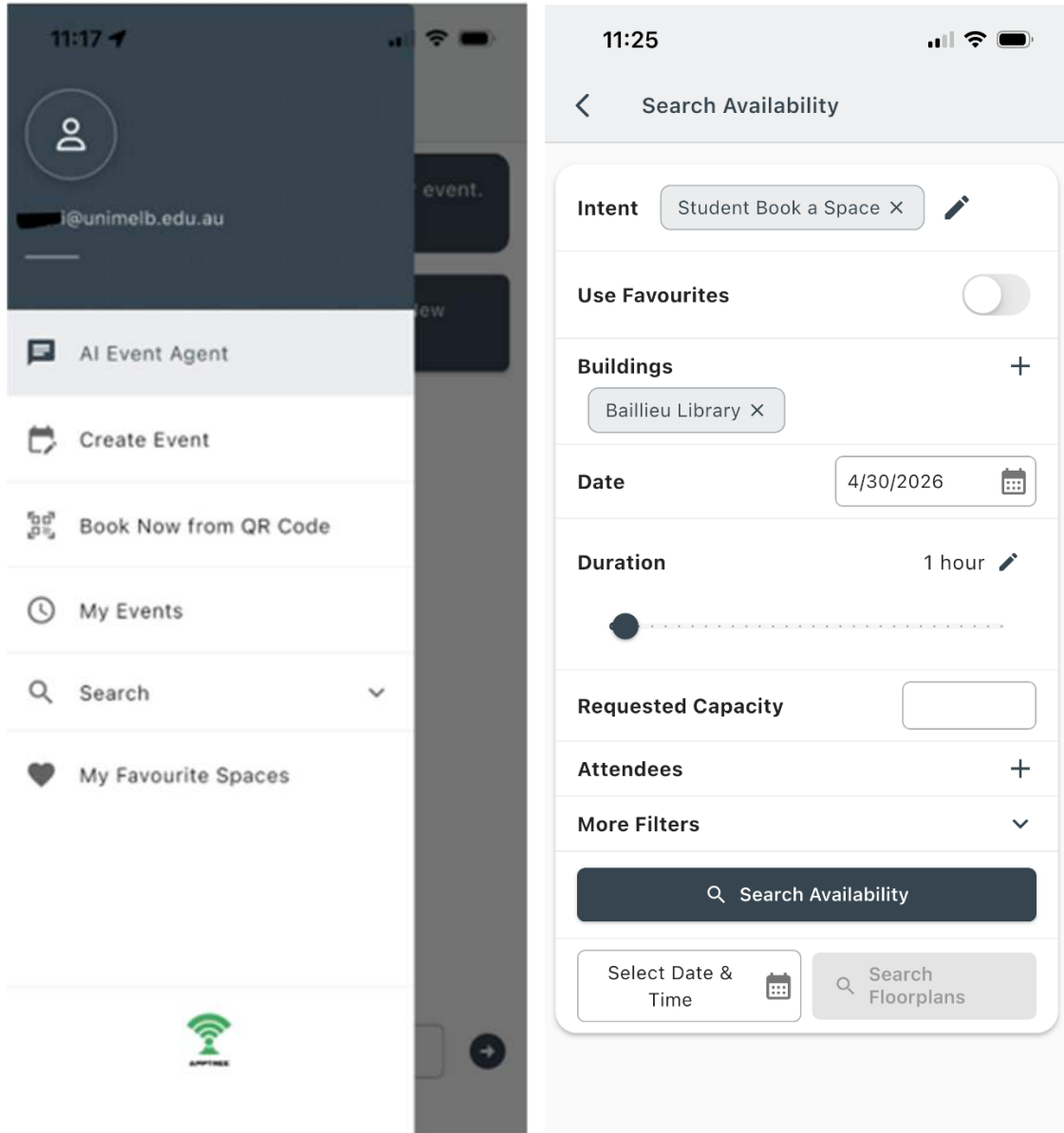


3. The AI agent will bring up any space it finds if you don't specify a particular space name, then you can edit the space, to choose a particular space and for when to book.



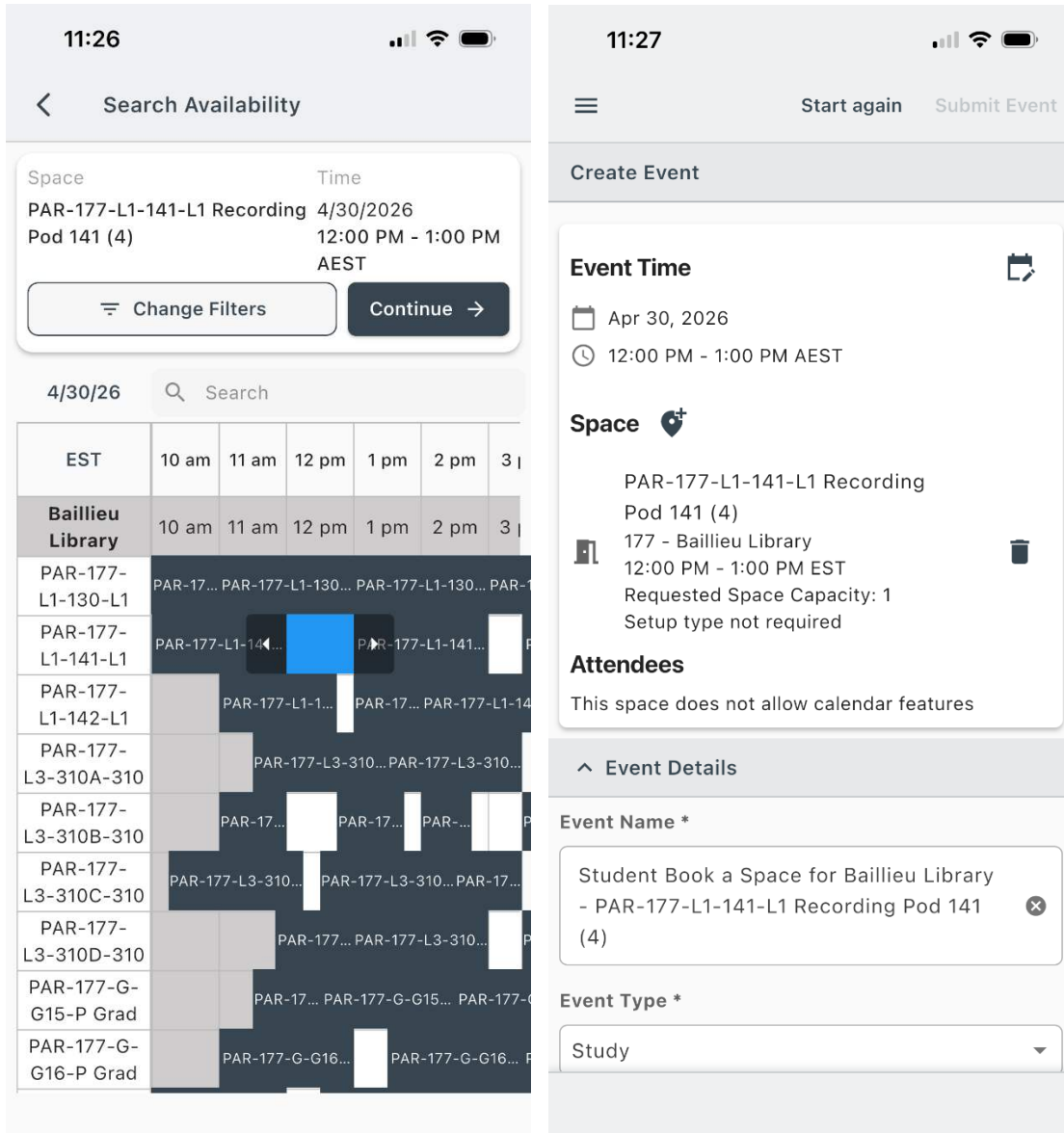
## Booking via Create Event

1. To manually book a space, either choose "Student Book a space" or "Staff Book a space", or tap onto the ☰ menu (top left of screen), choose Create Event.  
Enter building name +, date, duration and requested capacity and "search availability"



- The "Search Availability" screen will show you the spaces and times which are free or booked. The white spaces indicate "free" or "bookable" and can be selected for booking.

**Example:** The blue slot below for PAR-177-L1-141-L1 on 30/04/26 between 12pm- 1pm, was a white space initially, indicating it is free to be booked. Once that time slot is selected it turns blue. Choosing "continue" brings us to the booking template/form, which can be filled out as required and then submitted.



## Booking via the QR Code

1. Spaces can be easily booked by scanning a QR code, usually physically found at the room or space. If your mobile phone asks to allow access to your camera for the Direct Space app, choose allow.
2. Scan the QR code with your mobile phone camera, it will process the QR code and bring you to the booking template where you can edit the date, etc for your booking.

