

User Guide for Students

Direct Booking System (DiBS)



About DiBS

Direct Booking System (DiBS) is a cloud-based platform that allows staff and students to reserve a space on campus to meet, work and study.

What is changing?

Previously there were multiple different platforms used to book a space on campus, including Resource Booker and BookIT (for library spaces). We are gradually migrating the majority of campus spaces to DiBS, to give a consistent experience for staff and students.

When is it changing?

DiBS is expected to launch on 17 July, with bookings available from 24 July onwards.

What do I have to do?

Install the DiBS desktop client on your device and familiarise yourself with this User Guide, which covers the main functions of DiBS.

Where do I go for help?

If you need support using DiBS, please contact the following:

Visit <https://studentit.unimelb.edu.au/> and chat with an IT support officer or log a request through <https://unimelb.service-now.com/student>

For support with library spaces, you can also speak to the Library Service Desk staff or Student IT staff.

Contents

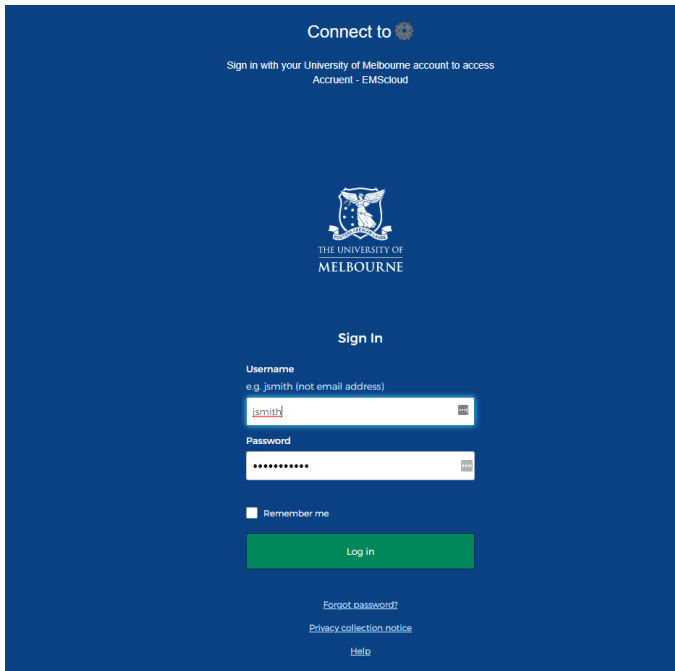
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1. Logging in

1.1 LOGGING IN:


You can access DiBS by opening a web browser and entering the following URL: <https://go.unimelb.edu.au/dibs>

You will see the Single sign on page below.

The image shows the login page for the University of Melbourne's DiBS system. It has a dark blue background. At the top, it says "Connect to" with a small icon, followed by "Sign in with your University of Melbourne account to access Accruent - EMSCloud". Below this is the University of Melbourne crest and name. The "Sign In" section includes a "Username" field (with a hint "e.g. jsmith (not email address)"), a "Password" field, a "Remember me" checkbox, and a green "Log in" button. At the bottom, there are links for "Forgot password?", "Privacy collection notice", and "Help".

Connect to 

Sign in with your University of Melbourne account to access
Accruent - EMSCloud


THE UNIVERSITY OF
MELBOURNE

Sign In

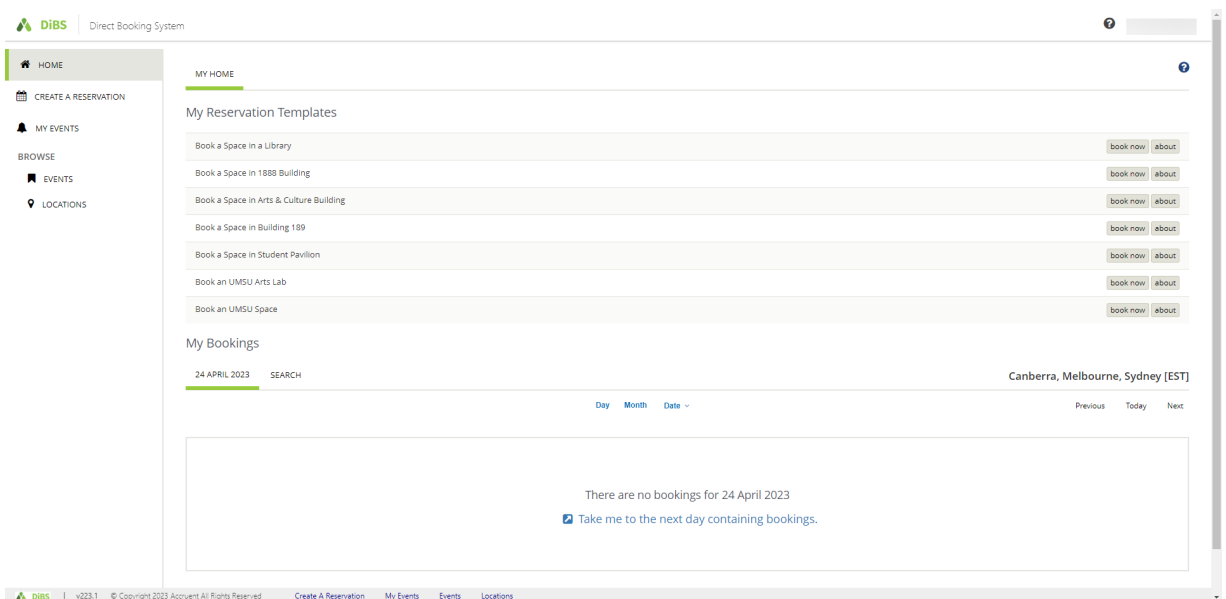
Username
e.g. jsmith (not email address)


Password

☐ Remember me

[Forgot password?](#)
[Privacy collection notice](#)
[Help](#)

1.2 Once you have logged in with your username and password, you will be taken to the homepage.

The image shows the DiBS homepage. It has a light grey header with the DiBS logo and "Direct Booking System". A left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area is titled "MY HOME" and features "My Reservation Templates" with a list of booking options (e.g., "Book a Space in a Library", "Book a Space in 1888 Building") and "My Bookings" for "24 APRIL, 2023". A message states "There are no bookings for 24 April 2023" with a link to "Take me to the next day containing bookings." The footer includes copyright information and navigation links.

 Direct Booking System

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS

MY HOME

My Reservation Templates

Book a Space in a Library	<input type="button" value="book now"/> <input type="button" value="about"/>
Book a Space in 1888 Building	<input type="button" value="book now"/> <input type="button" value="about"/>
Book a Space in Arts & Culture Building	<input type="button" value="book now"/> <input type="button" value="about"/>
Book a Space in Building 189	<input type="button" value="book now"/> <input type="button" value="about"/>
Book a Space in Student Pavilion	<input type="button" value="book now"/> <input type="button" value="about"/>
Book an UMSU Arts Lab	<input type="button" value="book now"/> <input type="button" value="about"/>
Book an UMSU Space	<input type="button" value="book now"/> <input type="button" value="about"/>

My Bookings

24 APRIL, 2023 SEARCH


Canberra, Melbourne, Sydney [EST]

Day Month Date

Previous Today Next

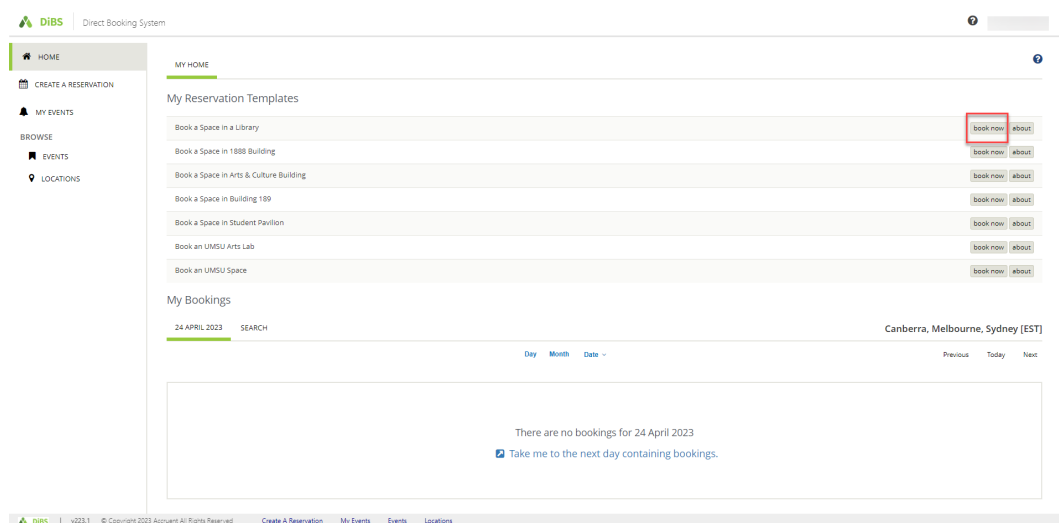
There are no bookings for 24 April 2023

☒ Take me to the next day containing bookings.

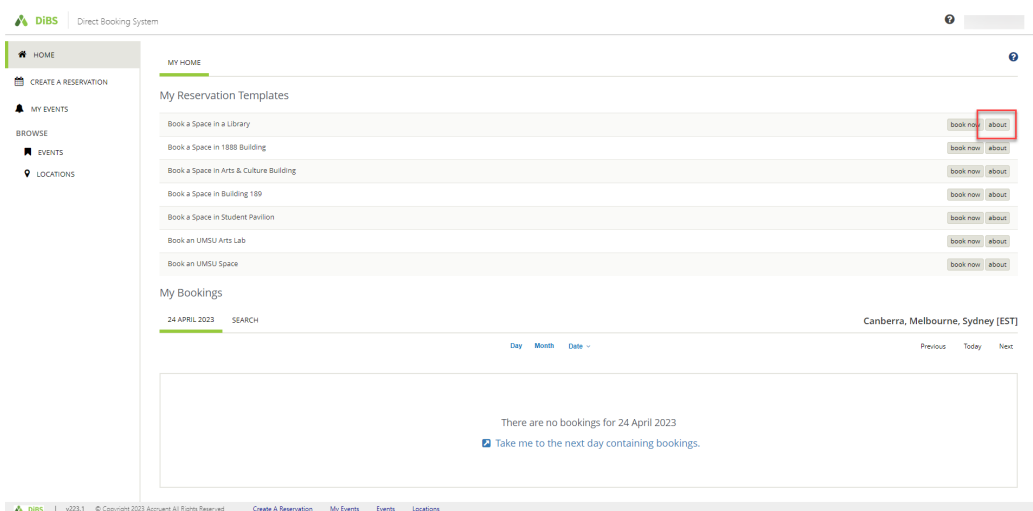
 | v223.1 | © Copyright 2023 Accruent All Rights Reserved Create A Reservation My Events Events Locations

2. Reserve a space using ‘My Reservation Templates’

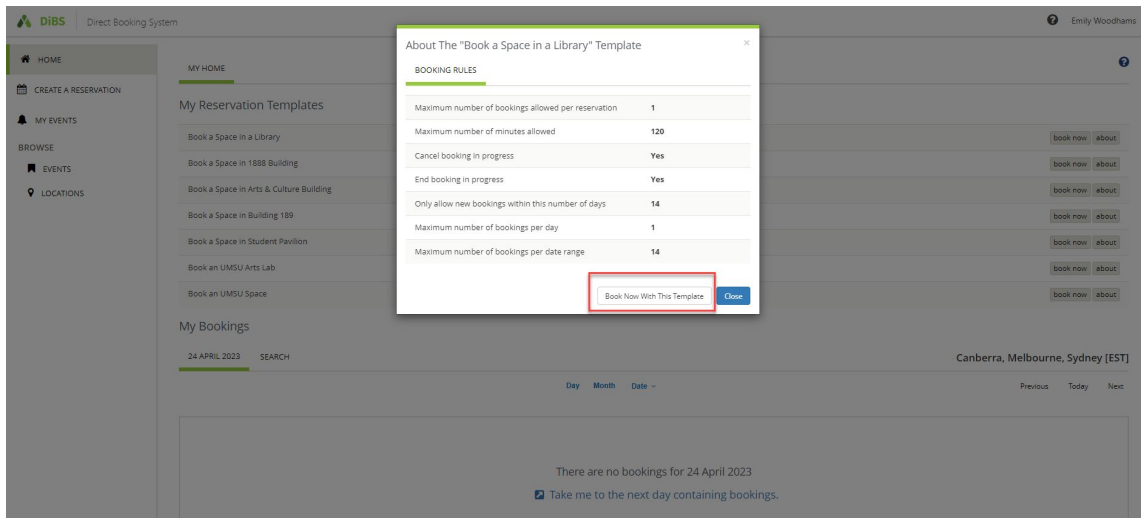
- 2.1 To reserve a space using My Reservation Templates, click on the Book Now button for the building in which you wish to book.



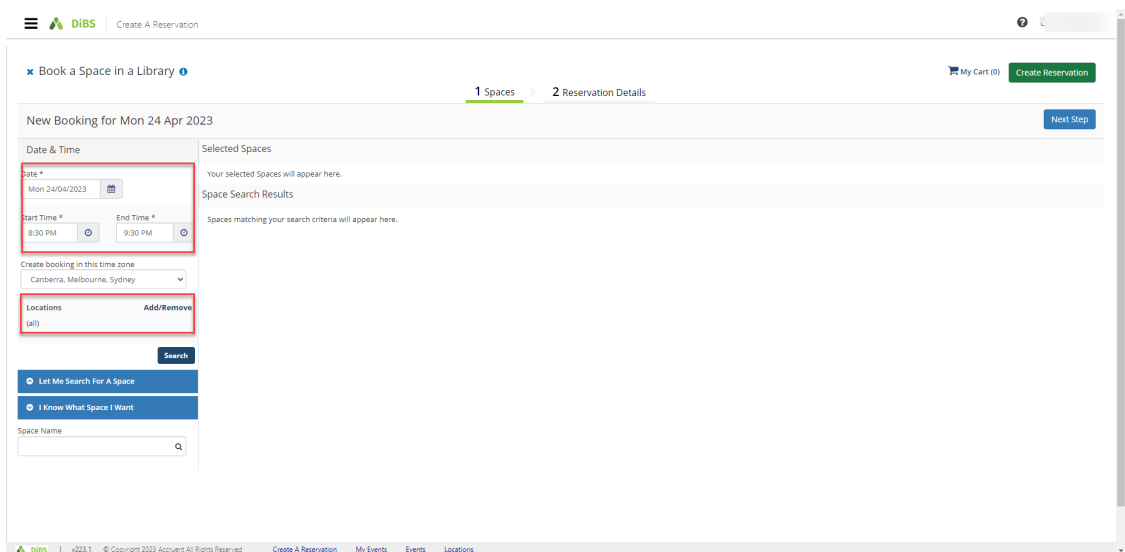
- 2.2 Alternatively, you can click on the About button to find out the rules for booking a space with this template.



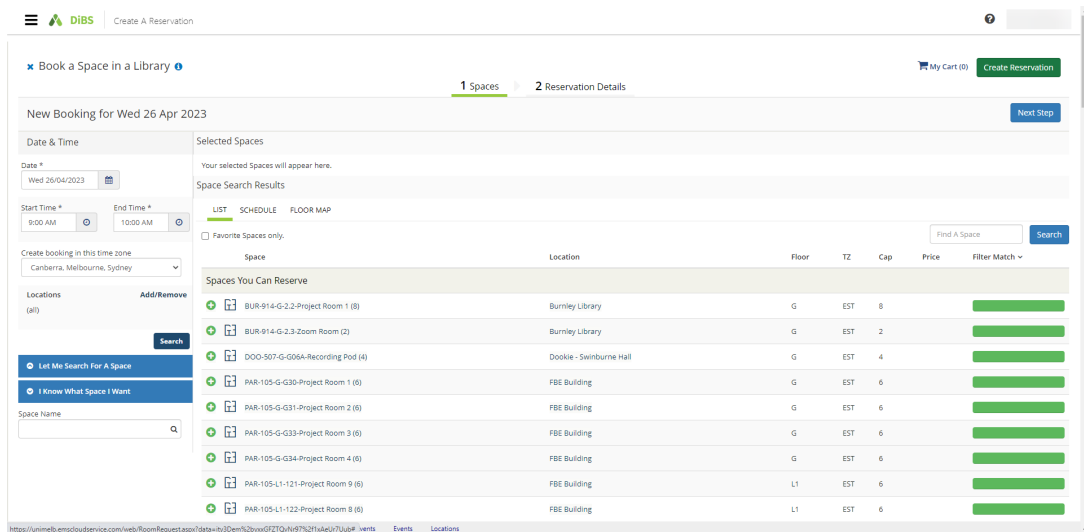
- 2.3 When you click on About, the rules for the template are displayed. Select *Book Now With This Template* to proceed with your booking.



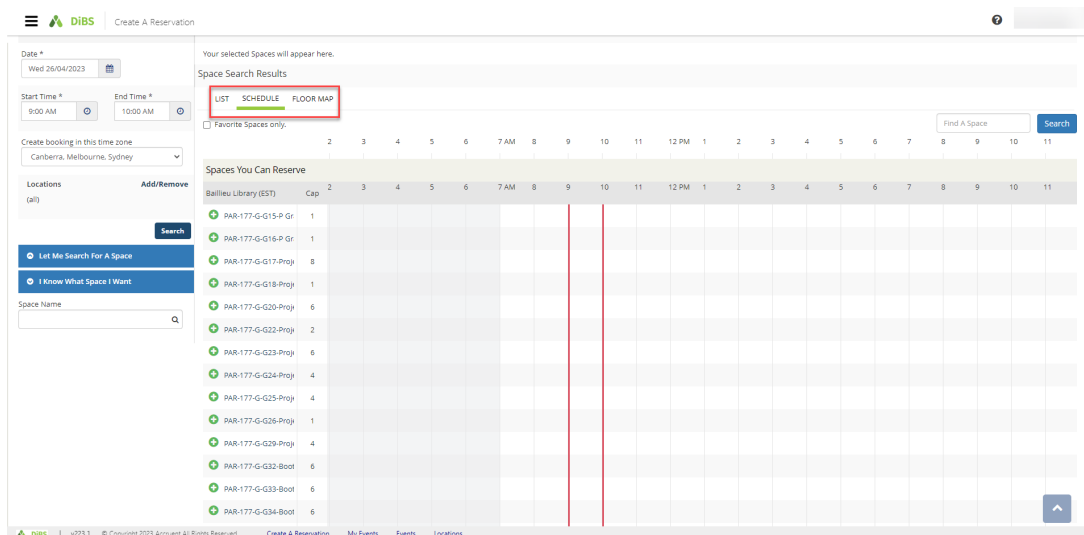
- 2.4 When you click either of the Book Now buttons, you are taken to the New Booking page. Select the date, start time and end time for your booking. You can also narrow the search to a particular building if you wish.



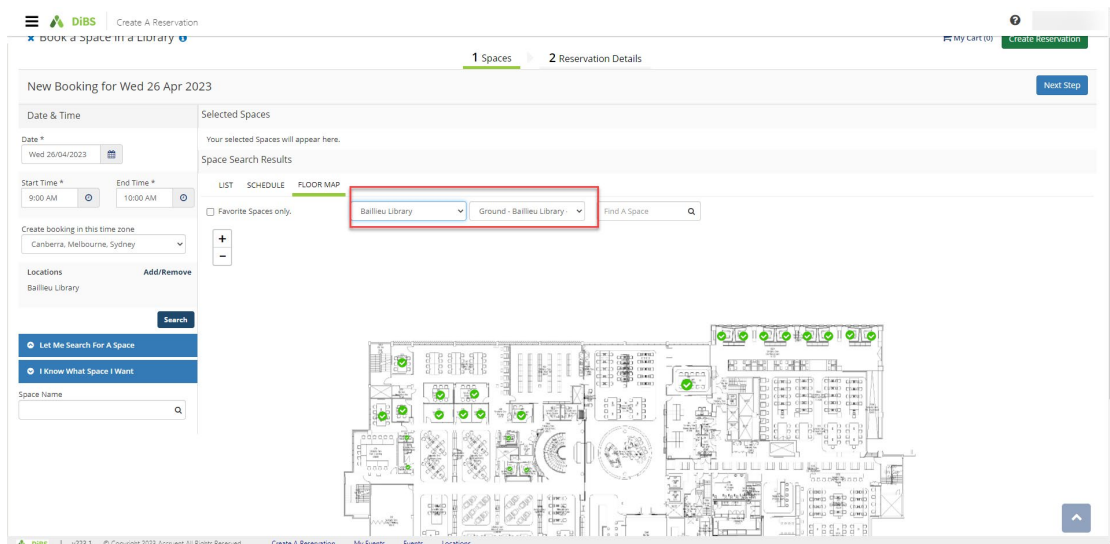
2.5 Once you hit Search, available spaces for your chosen date and time appear in a list view automatically.



2.6 You can also choose to view the available rooms by Schedule view or Floor Map view. Schedule view:



Floor Map view: (you must select a floor and building for this view)



2.7 Select the room you would like to book. Click the plus button (green and white).

New Booking for Wed 26 Apr 2023

Date & Time

Date *
Wed 26/04/2023

Start Time *
9:00 AM

End Time *
10:00 AM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Search

Let Me Search For A Space

I Know What Space I Want

Space Name

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Spaces only.

Find A Space Search

Space	Location	Floor	TZ	Cap	Price	Filter Match
BUR-914-G-2-2-Project Room 1 (8)	Burnley Library	G	EST	8		
BUR-914-G-2-3-Zoom Room (2)	Burnley Library	G	EST	2		
DOO-507-G-G06A-Recording Pod (4)	Dookie - Swinburne Hall	G	EST	4		
PAR-105-G-G30-Project Room 1 (6)	FBE Building	G	EST	6		
PAR-105-G-G31-Project Room 2 (6)	FBE Building	G	EST	6		
PAR-105-G-G33-Project Room 3 (6)	FBE Building	G	EST	6		
PAR-105-G-G34-Project Room 4 (6)	FBE Building	G	EST	6		
PAR-105-L1-121-Project Room 9 (6)	FBE Building	L1	EST	6		
PAR-105-L1-122-Project Room 8 (6)	FBE Building	L1	EST	6		

2.8 Enter the number of attendees and click Add Space

New Booking for Wed 26 Apr 2023

Date & Time

Date *
Wed 26/04/2023

Start Time *
9:00 AM

End Time *
10:00 AM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Search

Let Me Search For A Space

I Know What Space I Want

Space Name

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Spaces only.

Find A Space Search

Space	Location	Floor	TZ	Cap	Price	Filter Match
BUR-914-G-2-2-Project Room 1 (8)	Burnley Library	G	EST	8		
BUR-914-G-2-3-Zoom Room (2)	Burnley Library	G	EST	2		
DOO-507-G-G06A-Recording Pod (4)	Dookie - Swinburne Hall	G	EST	4		
PAR-105-G-G30-Project Room 1 (6)	FBE Building	G	EST	6		
PAR-105-G-G31-Project Room 2 (6)	FBE Building	G	EST	6		
PAR-105-G-G33-Project Room 3 (6)	FBE Building	G	EST	6		
PAR-105-G-G34-Project Room 4 (6)	FBE Building	G	EST	6		
PAR-105-L1-121-Project Room 9 (6)	FBE Building	L1	EST	6		
PAR-105-L1-122-Project Room 8 (6)	FBE Building	L1	EST	6		
PAR-105-L1-125-Project Room 10 (6)	FBE Building	L1	EST	6		
PAR-105-UG-UG11-Project Room 5 (6)	FBE Building	UG	EST	6		

2.9 Selected room has now turned red (unavailable). Proceed to click Next Step.

New Booking for Wed 26 Apr 2023

Date & Time

Date *
Wed 26/04/2023

Start Time *
9:00 AM

End Time *
10:00 AM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Search

Let Me Search For A Space

I Know What Space I Want

Space Name

Selected Spaces

Attendance & Setup Type

PAR-105-G-G30-Project Room 1 (6)

Space Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Spaces only.

Find A Space Search

Space	Location	Floor	TZ	Cap	Price	Filter Match
BUR-914-G-2-2-Project Room 1 (8)	Burnley Library	G	EST	8		
BUR-914-G-2-3-Zoom Room (2)	Burnley Library	G	EST	2		
DOO-507-G-G06A-Recording Pod (4)	Dookie - Swinburne Hall	G	EST	4		
PAR-105-G-G30-Project Room 1 (6)	FBE Building	G	EST	6		
PAR-105-G-G31-Project Room 2 (6)	FBE Building	G	EST	6		
PAR-105-G-G33-Project Room 3 (6)	FBE Building	G	EST	6		
PAR-105-G-G34-Project Room 4 (6)	FBE Building	G	EST	6		
PAR-105-L1-121-Project Room 9 (6)	FBE Building	L1	EST	6		
PAR-105-L1-122-Project Room 8 (6)	FBE Building	L1	EST	6		
PAR-105-L1-125-Project Room 10 (6)	FBE Building	L1	EST	6		
PAR-105-UG-UG11-Project Room 5 (6)	FBE Building	UG	EST	6		

- 2.10 On the Reservation details screen, enter Event Name, select Event Type from the drop down menu, confirm your contact details and confirm that you agree to the Terms and Conditions. The click Create Reservation.

Reservation Details

Event Details

Event Name *

Event Type *

Booker Details

Booker *

1st Contact

1st Contact Mobile

1st Contact Email Address *

☒ I have read and agree to the Terms and Conditions

Go Back

Create Reservation

- 2.11 Your booking is confirmed. An email notification will be sent to your nominated email address within a few minutes.

Reservation Created

A confirmation email has been sent to e.woodhams@unimelb.edu.au

What would you like to do now?

- Add to my calendar.
- Edit this reservation.

Email notification:

[EXT] Information about your booking for PAR-105-G-G30-Project Room 1 (6) on 4/26/2023 Wed

noreply.unimelb@emscloidservice.com

To: Emily Woodhams

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External email: Please exercise caution

Reservation No.:	658						
Booker:	Emily Woodhams						
Type	Date	Start	End	Building	Space	Event	Status
New	4/26/2023 Wed	9:00 AM	10:00 AM	105	PAR-105-G-G30-Project Room 1 (6)	Exam revision	Confirmed

2.12 Your booking will appear under My Events

The screenshot shows the 'My Events' page in the DiBS system. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS (selected), BROWSE, EVENTS, and LOCATIONS. The main content area has tabs for RESERVATIONS and BOOKINGS. Below these is a search bar and a checkbox for 'Include cancelled reservations'. A table lists reservations, with the first row highlighted in red:

Name	First/Last Booking	Location	Booker	Services	ID	Status
Exam revision	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	FBE Building - PAR-105-G-G30-Project Room 1 (6)	Emily Woodhams		658	Confirmed
Session #1 DiBS Local Approver Training	Thu 27 Apr 2023/ Thu 27 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		553	Confirmed
Session #2 DiBS Local Approver Training	Fri 28 Apr 2023/ Fri 28 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		551	Confirmed
Session #3 DiBS Local Approver Training	Mon 1 May 2023/ Mon 1 May 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		555	Confirmed

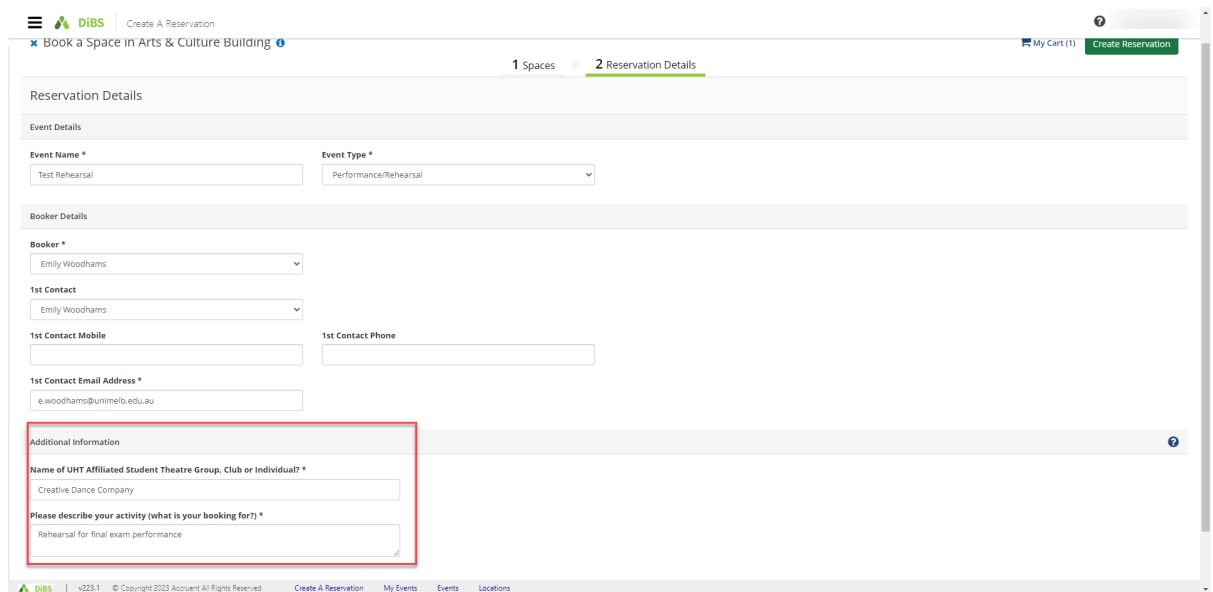
3. Request a space using 'My Reservation Templates'

- 3.1 Some booking requests must be approved by local administrators before your booking is confirmed. If the space you would like to book requires approval, it will be indicated as a Space You Can Request.

The screenshot shows the 'Create A Reservation' page in the DiBS system. The left sidebar contains navigation links: HOME, CREATE A RESERVATION (selected), MY EVENTS, BROWSE, EVENTS, and LOCATIONS. The main content area has tabs for 1 Spaces and 2 Reservation Details. Below these is a search bar and a checkbox for 'Favorite Spaces only'. A table lists search results, with the first row highlighted in red:

Space	Location	Floor	TZ	Cap	Price	Filter Match
PAR-159-L3-317-Rehearsal Room (30)	Arts & Culture Building	L3	EST	30		

- 3.2 To book a space that requires approval, proceed as per 2. Reserve a space using ‘My Reservation Templates’. On the booking details page, you may be required to provide extra information for the approver.



DiBS | Create A Reservation

Book a Space in Arts & Culture Building

1 Spaces 2 Reservation Details

My Cart (1) Create Reservation

Reservation Details

Event Details

Event Name * Test Rehearsal

Event Type * Performance/Rehearsal

Booker Details

Booker * Emily Woodhams

1st Contact Emily Woodhams

1st Contact Mobile

1st Contact Phone

1st Contact Email Address * e.woodhams@unimelb.edu.au

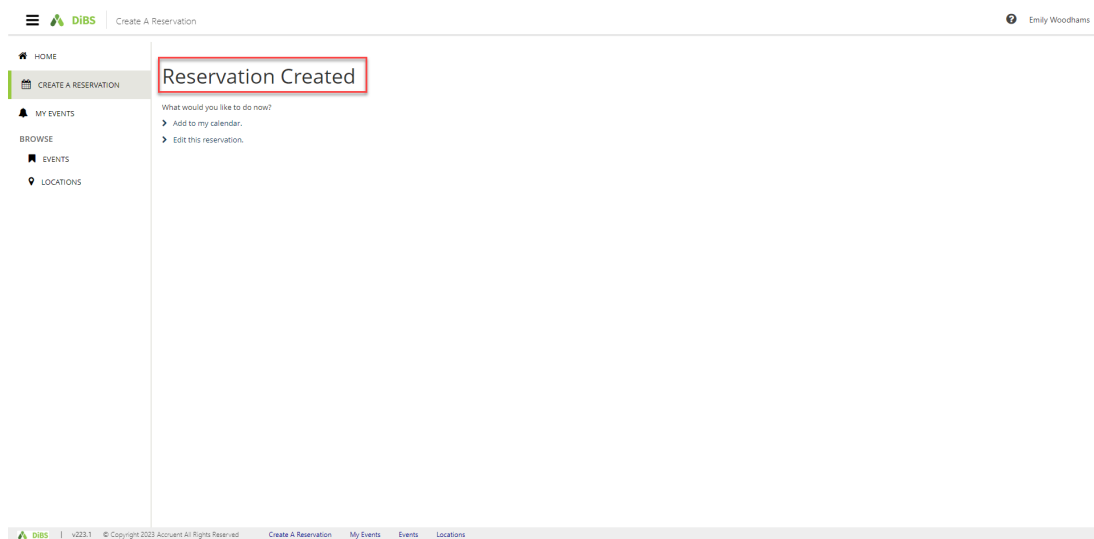
Additional Information

Name of UHT Affiliated Student Theatre Group, Club or Individual? * Creative Dance Company

Please describe your activity (what is your booking for?) * Rehearsal for final exam performance

DiBS | v223.1 | © Copyright 2023 Account All Rights Reserved Create A Reservation My Events Events Locations

- 3.3 Click Create Reservation and the request will be sent through to the appropriate local administrator.



DiBS | Create A Reservation

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

Reservation Created

What would you like to do now?

➤ Add to my calendar.

➤ Edit this reservation.

DiBS | v223.1 | © Copyright 2023 Account All Rights Reserved Create A Reservation My Events Events Locations

Under My Events, your booking will appear as ‘Requested’ until approved or rejected by the administrator.

The screenshot shows the 'My Events' page in the DiBS system. The left-hand menu has 'MY EVENTS' selected. The main content area is titled 'RESERVATIONS' and contains a table of reservations. The table has columns for Name, First/Last Booking, Location, Booker, Services, ID, and Status. The first row, 'Test Rehearsal', has a status of 'Requested', which is highlighted with a red box. The other reservations are 'Confirmed'.

Name	First/Last Booking	Location	Booker	Services	ID	Status
Test Rehearsal	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	Arts & Culture Building - PAR-159-L3-317- Rehearsal Room (30)	Emily Woodhams		659	Requested
Session #1 DiBS Local Approver Training	Thu 27 Apr 2023/ Thu 27 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		553	Confirmed
Session #2 DiBS Local Approver Training	Fri 28 Apr 2023/ Fri 28 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		551	Confirmed
Session #3 DiBS Local Approver Training	Mon 1 May 2023/ Mon 1 May 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		555	Confirmed

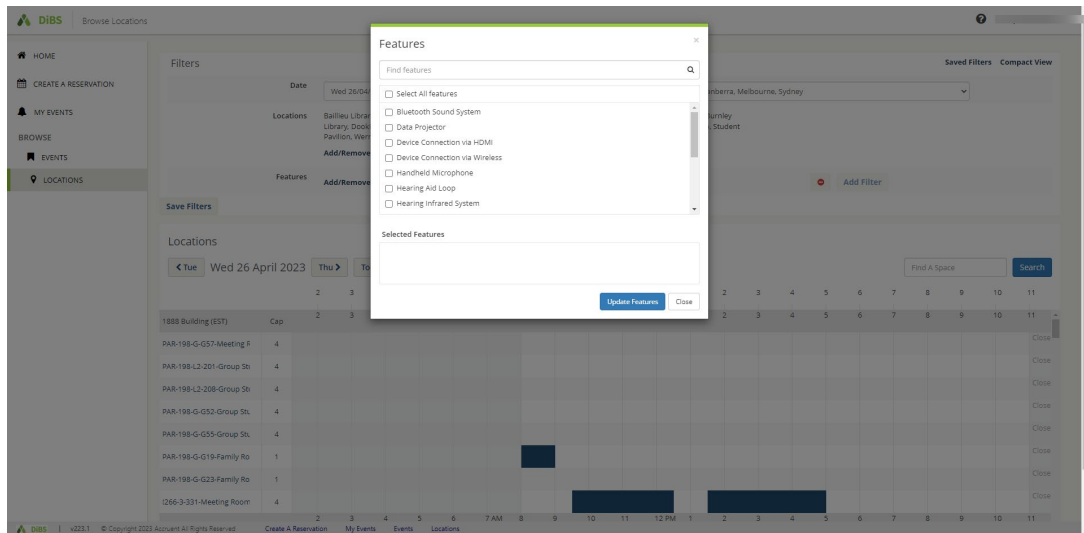
- 3.4 Once your request has been approved or rejected by the local administrator you will receive an automated email notification.

4. Browse for a space: to find a space that meets your requirements

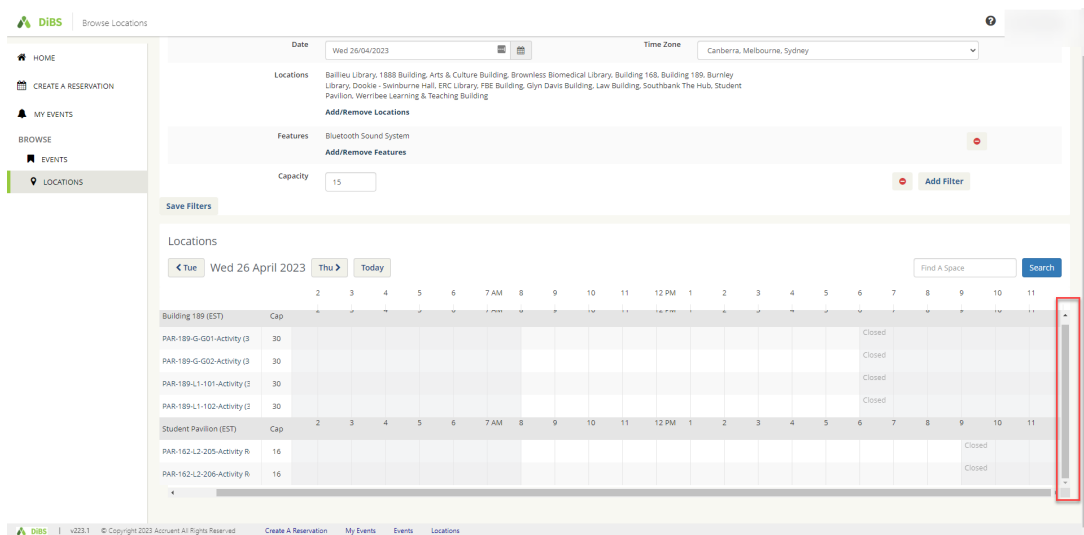
- 4.1 To search for a space by location, date or feature, navigate to the Browse function on the left-hand menu. Select Locations and filter your results by specific building, or characteristics such as capacity, features, space types etc.

The screenshot shows the 'Browse Locations' page in the DiBS system. The left-hand menu has 'LOCATIONS' selected. The main content area is titled 'Filters' and contains a list of locations. The 'Add Filter' button is highlighted with a red box. The list of locations includes '1888 Building (EST)', 'PAR-198-G-557-Meeting R', 'PAR-198-L2-201-Group St', 'PAR-198-L2-208-Group St', 'PAR-198-G-552-Group St', 'PAR-198-G-555-Group St', 'PAR-198-G-519-Family Ro', 'PAR-198-G-523-Family Ro', and 'Arts & Culture Building (E)'. The 'Add Filter' button is located next to the list of locations.

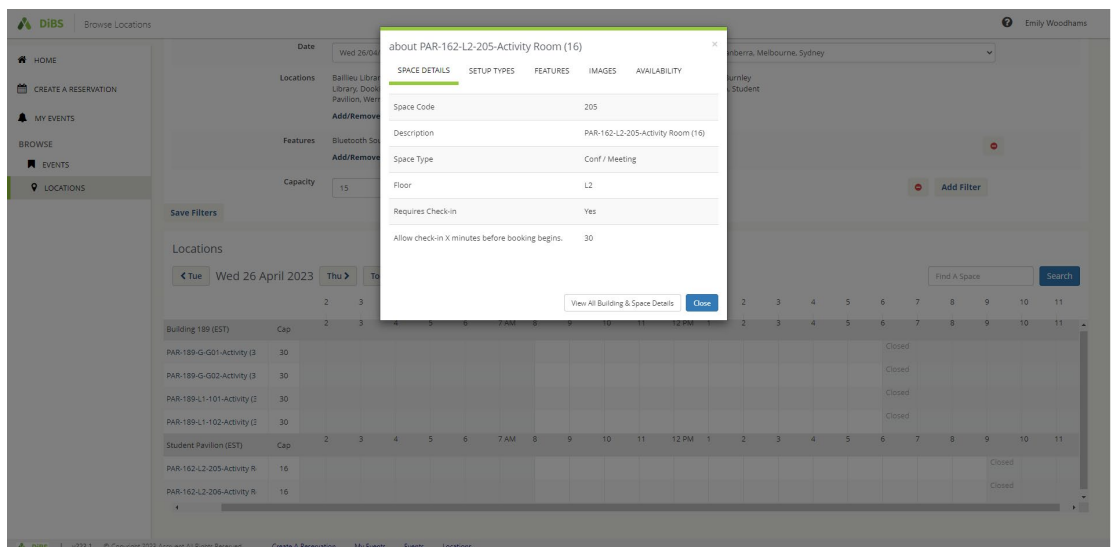
- 4.2 Add filters and tick the options you require in your space.



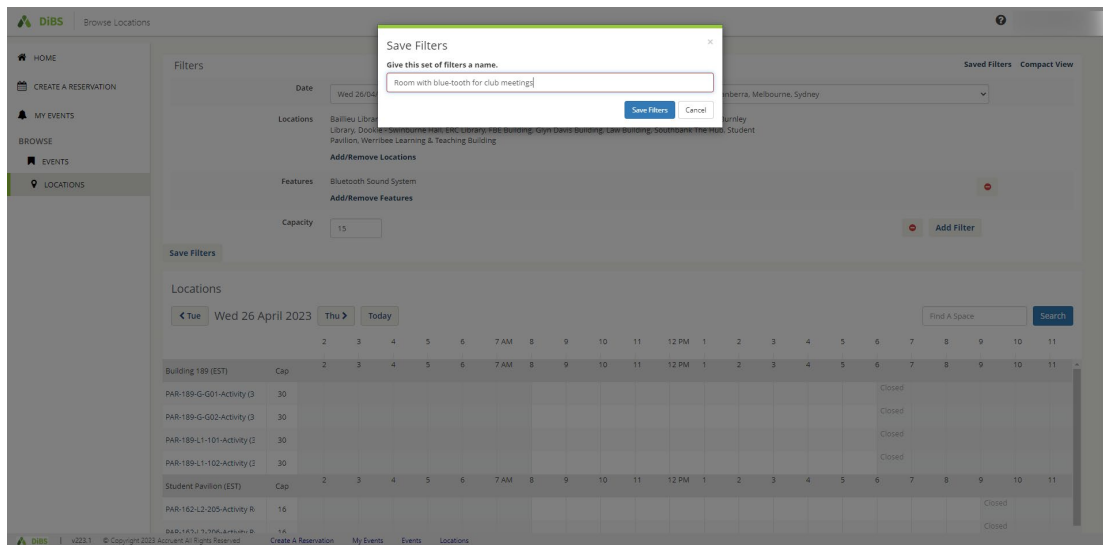
4.3 Scroll down to see all available spaces that meet your requirements.



4.4 Click on a room name to view information about the room.

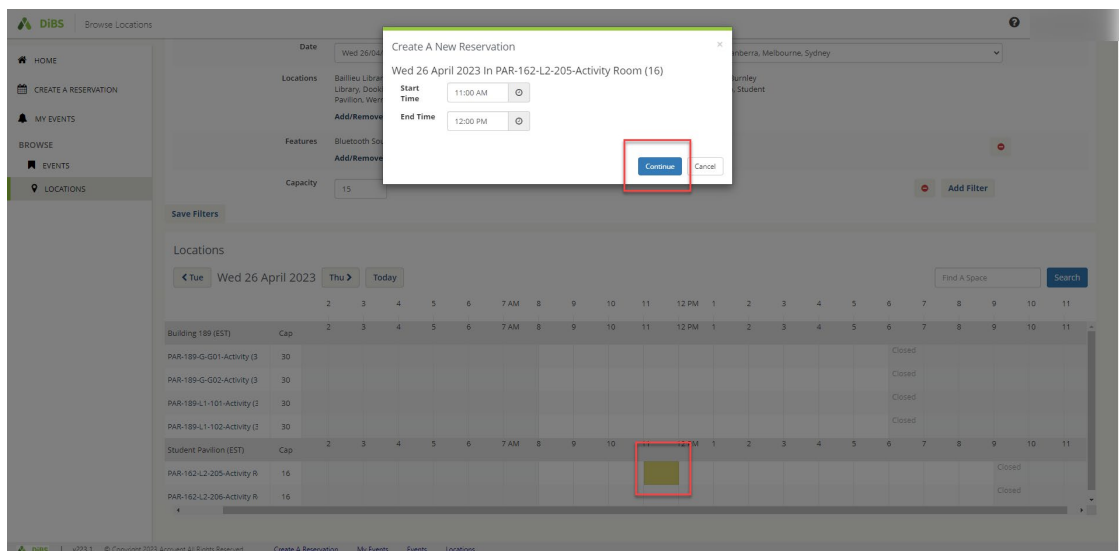


4.5 Save the filters you have chosen for future booking searches if you wish.



4.6 To make the booking in your chosen space, click on the cell that corresponds to your preferred space and start time. A pop up will appear, asking you to nominate the start and stop times for your booking. Click continue.

#Note: You can only click on a cell with a future start time.



- 4.7 You will be taken to the Reservation details page for that space. Click on the green and white plus to add the space to your booking.

Book a Space in Student Pavilion

1 Spaces 2 Services 3 Reservation Details

New Booking for Wed 26 Apr 2023

Next Step

Date & Time

Date *
Wed 26/04/2023

Start Time *
10:00 AM

End Time *
11:00 AM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Add/Remove

Search

Let Me Search For A Space

I Know What Space I Want

Space Name

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

LIST SCHEDULE FLOOR MAP

Favorite Spaces only.

Spaces You Can Reserve

Student Pavilion (EST) Cap 2 3 4 5 6 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

PAR-162-L2-205-Act 16

Availability Legend

- 4.8 Once the space has been added to your booking, continue to book as per standard booking process by clicking Next Step.

Book a Space in Student Pavilion

1 Spaces 2 Services 3 Reservation Details

New Booking for Wed 26 Apr 2023

Next Step

Date & Time

Date *
Wed 26/04/2023

Start Time *
10:00 AM

End Time *
11:00 AM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Add/Remove

Search

Let Me Search For A Space

I Know What Space I Want

Space Name

Selected Spaces

Attendance & Setup Type

PAR-162-L2-205-Activity Room (16)

Space Search Results

LIST SCHEDULE FLOOR MAP

Favorite Spaces only.

Spaces You Can Reserve

Student Pavilion (EST) Cap 2 3 4 5 6 7 AM 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11

PAR-162-L2-205-Act 16

Availability Legend

- 4.9 If the space you are booking has additional services available such as booking a Mobile TV screen, these will be included in the booking process.

Book a Space in Student Pavilion

1 Spaces 2 Services 3 Reservation Details

My Cart (1) Create Reservation

Services For Your Reservation

Audio Visual Equipment

TV Equipment

PAR-162-L2-Mobile TV screen

Services Summary

Next Step

Click on the Service to include it in your booking. Click OK.

PAR-162-L2-Mobile TV screen (serves 1)

You can find the Mobile TV screen in either PAR-162-L2-205-Activity Room (16) or PAR-162-L2-206-Activity Room (16). You will need to collect it yourself.

1 (available inventory: 1)

Special Instructions

OK Cancel

The service will be added to your booking under Services Summary. Click Next Step to proceed with your booking by completing the Reservation details (see 2. Reserve a Space using My Reservation Templates).

Create A Reservation

1 Spaces
2 Services
3 Reservation Details

My Cart (1)
Create Reservation

Book a Space in Student Pavilion

Audio Visual Equipment

TV Equipment

PAR-162-L2-Mobile TV screen

Services Summary

Audio Visual Equipment

1

PAR-162-L2-Mobile TV screen

Next Step

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Create A Reservation
My Events
Events
Locations

4.10 The booking is complete and an email notification will be received.

Create A Reservation

HOME
CREATE A RESERVATION
MY EVENTS
BROWSE
EVENTS
LOCATIONS

Reservation Created

What would you like to do now?
Add to my calendar.
Edit this reservation.

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Create A Reservation
My Events
Events
Locations

[EXT] Information about your booking for PAR-162-L2-205-Activity Room (16) on 4/26/2023 Wed

noreply.unimelb@emscLOUDservice.com

To
Emily Woodhams

Reply
Reply All
Forward

Mon 24/04/2023 10:49 PM

External email: Please exercise caution

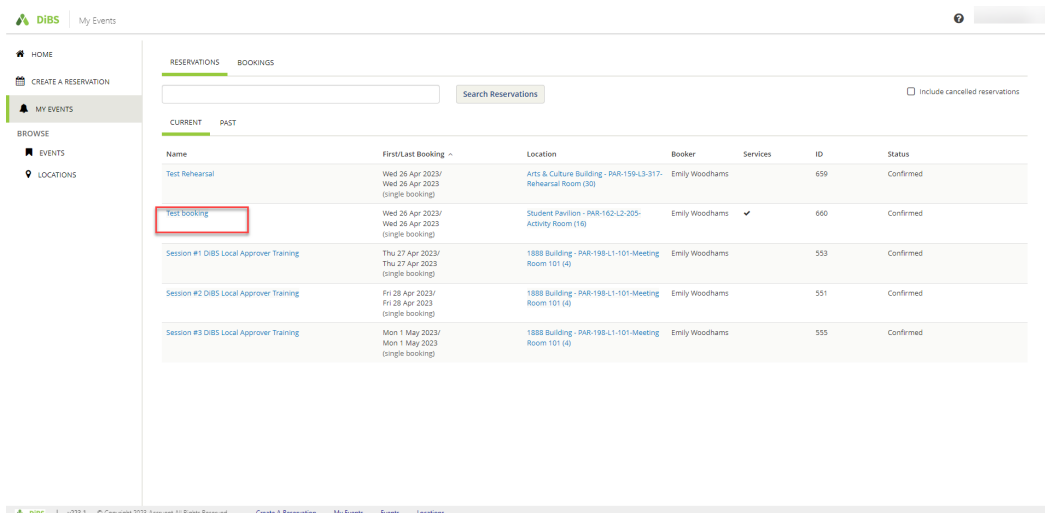
Reservation No.:
660

Booker:
Emily Woodhams

Type	Date	Start	End	Building	Space	Event	Status
New	4/26/2023 Wed	10:00 AM	11:00 AM	162	PAR-162-L2-205-Activity Room (16)	Test booking	Confirmed

5. Edit reservation details (eg Event name, Event type, Booker details)

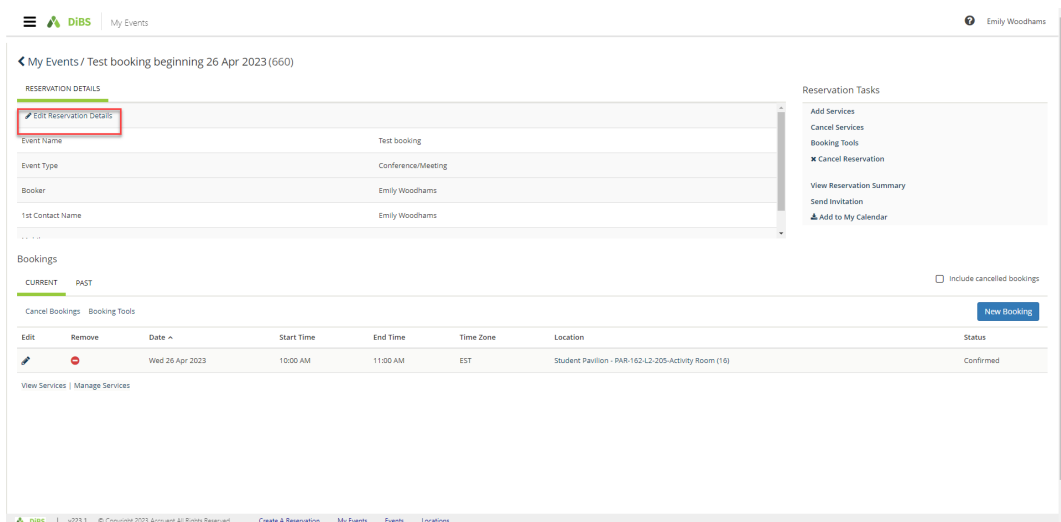
5.1 To edit your **reservation**, navigate to My Events and select the booking you want to edit.



The screenshot shows the 'My Events' page in the DIBS system. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS (selected), BROWSE, EVENTS, and LOCATIONS. The main content area has tabs for RESERVATIONS and BOOKINGS. Under RESERVATIONS, there is a search bar and a checkbox for 'Include cancelled reservations'. Below this is a table with columns: Name, First/Last Booking, Location, Booker, Services, ID, and Status. The table lists several reservations, with 'Test booking' highlighted by a red box. The footer of the page includes the DIBS logo, version 1.223.1, copyright notice, and navigation links.

Name	First/Last Booking	Location	Booker	Services	ID	Status
Test Rehearsal	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	Arts & Culture Building - PAR-159-L3-317- Rehearsal Room (30)	Emily Woodhams		659	Confirmed
Test booking	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	Student Pavilion - PAR-162-L2-205- Activity Room (16)	Emily Woodhams	✓	660	Confirmed
Session #1 DIBS Local Approver Training	Thu 27 Apr 2023/ Thu 27 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		553	Confirmed
Session #2 DIBS Local Approver Training	Fri 28 Apr 2023/ Fri 28 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		551	Confirmed
Session #3 DIBS Local Approver Training	Mon 1 May 2023/ Mon 1 May 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		555	Confirmed

5.2 Click on Edit Reservation Details.



The screenshot shows the 'Edit Reservation Details' page for the 'Test booking' (ID 660). The left sidebar contains navigation links: MY EVENTS / Test booking beginning 26 Apr 2023 (660), RESERVATION DETAILS (selected), BOOKINGS, and a 'New Booking' button. The main content area has a form with fields for Event Name, Event Type, Booker, and 1st Contact Name. The 'Edit Reservation Details' link is highlighted with a red box. The right sidebar contains 'Reservation Tasks' including Add Services, Cancel Services, Booking Tools, Cancel Reservation, View Reservation Summary, Send Invitation, and Add to My Calendar. The bottom section shows a table with columns: Edit, Remove, Date, Start Time, End Time, Time Zone, Location, and Status. The footer of the page includes the DIBS logo, version 1.223.1, copyright notice, and navigation links.

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Wed 26 Apr 2023	10:00 AM	11:00 AM	EST	Student Pavilion - PAR-162-L2-205-Activity Room (16)	Confirmed

5.3 Here, you can edit the name of the event, the contact person, or the event type.

The screenshot shows the 'Edit Reservation' page for a booking titled 'Test booking (660)'. The page is divided into two main sections: 'Event Details' and 'Booker Details'. In the 'Event Details' section, the 'Event Name' field is highlighted with a red box and contains the text 'New Name'. The 'Event Type' dropdown menu is also highlighted with a red box and shows 'Conference/Meeting'. In the 'Booker Details' section, the '1st Contact' dropdown menu is highlighted with a red box and shows '(temporary contact)'. Below this, the '1st Contact Name' field contains 'Jane Doe', the '1st Contact Mobile' field is empty, and the '1st Contact Email Address' field contains 'jane.doe@unimelb.edu.au'. A '1st Contact Phone' field is also present but empty. A 'Save Reservation Details' button is located at the top right of the form.

5.4 Click 'Save reservation details' and new details will be displayed. The right-hand menu shows Reservation Tasks such as adding/cancelling services or sharing an invitation with another attendee.

The screenshot shows the 'My Events' page for a booking titled 'My Events / New Name beginning 26 Apr 2023 (660)'. The page is divided into two main sections: 'RESERVATION DETAILS' and 'Bookings'. The 'RESERVATION DETAILS' section shows the following information: Event Name: New Name, Event Type: Conference/Meeting, Booker: Emily Woodhams, 1st Contact Name: Jane Doe. The 'Bookings' section shows a table with columns: Edit, Remove, Date, Start Time, End Time, Time Zone, Location, and Status. The table contains one row with the following data: Wed 26 Apr 2023, 10:00 AM, 11:00 AM, EST, Student Pavilion - PAR-162-L2-205-Activity Room (16), Confirmed. A 'New Booking' button is located at the bottom right of the table. A right-hand menu titled 'Reservation Tasks' is highlighted with a red box and contains the following options: Add Services, Cancel Services, Booking Tools, Cancel Reservation, View Reservation Summary, Send Invitation, and Add to My Calendar.

5.5 To share your reservation details with another attendee, click on Send invitation. A pop up allows you to forward the booking details via email.

The screenshot shows the 'My Events' page for a booking titled 'My Events / New Name beginning 26 Apr 2023 (660)'. A 'Send Invitation' pop-up dialog box is displayed in the center of the screen. The dialog box has a title bar that says 'Send Invitation' and a close button (X). It contains a text input field labeled 'Email Address'. Below the input field are two buttons: 'Send' and 'Cancel'. The background of the page is dimmed, showing the same reservation details and bookings as in the previous screenshot.

6. Edit booking details (Location, Date and Time)

6.1 Go to My Events and click on the event you would like to modify.

The screenshot shows the DiBS 'My Events' page. The sidebar on the left has a 'MY EVENTS' tab highlighted with a red box. The main content area has tabs for 'RESERVATIONS' and 'BOOKINGS'. Under 'RESERVATIONS', there are 'CURRENT' and 'PAST' sub-tabs. A table lists reservations, with the first row 'Study session 103' highlighted by a red box. The table columns are Name, First/Last Booking, Location, Booker, Services, ID, and Status.

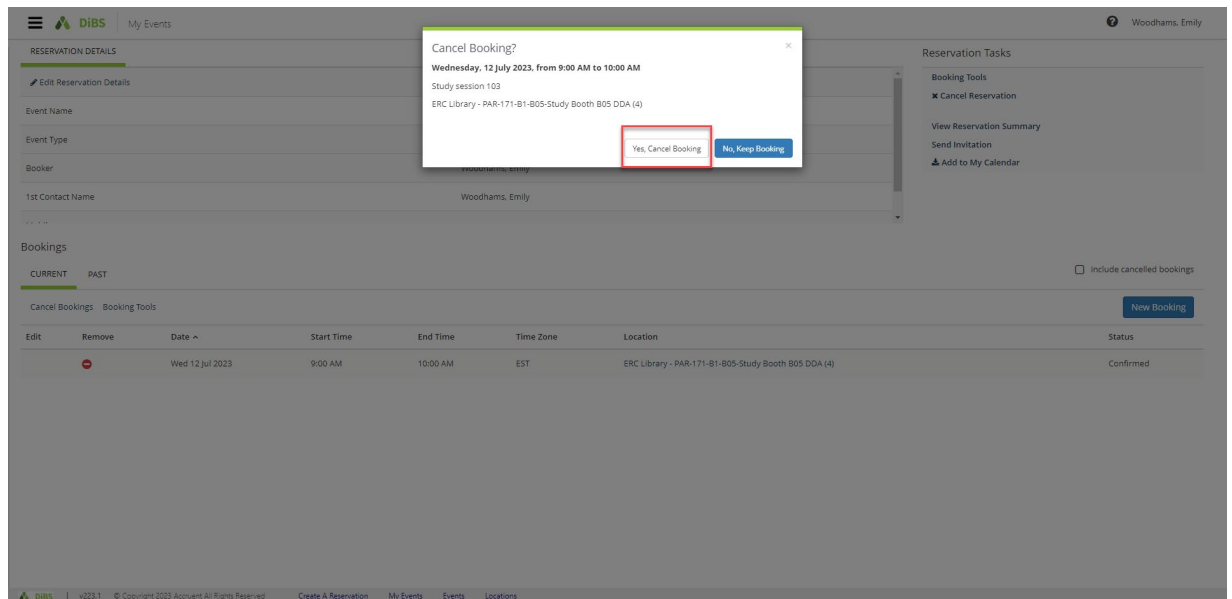
Name	First/Last Booking	Location	Booker	Services	ID	Status
Study session 103	Wed 12 Jul 2023/ Wed 12 Jul 2023 (multi-booking)	ERC Library - PAR-171- B1-B05-Study Booth B05 DDA (4)	Woodhams, Emily		284	Confirmed

6.2 Scroll down to the bookings section and click on the red and white minus symbol to remove the booking.

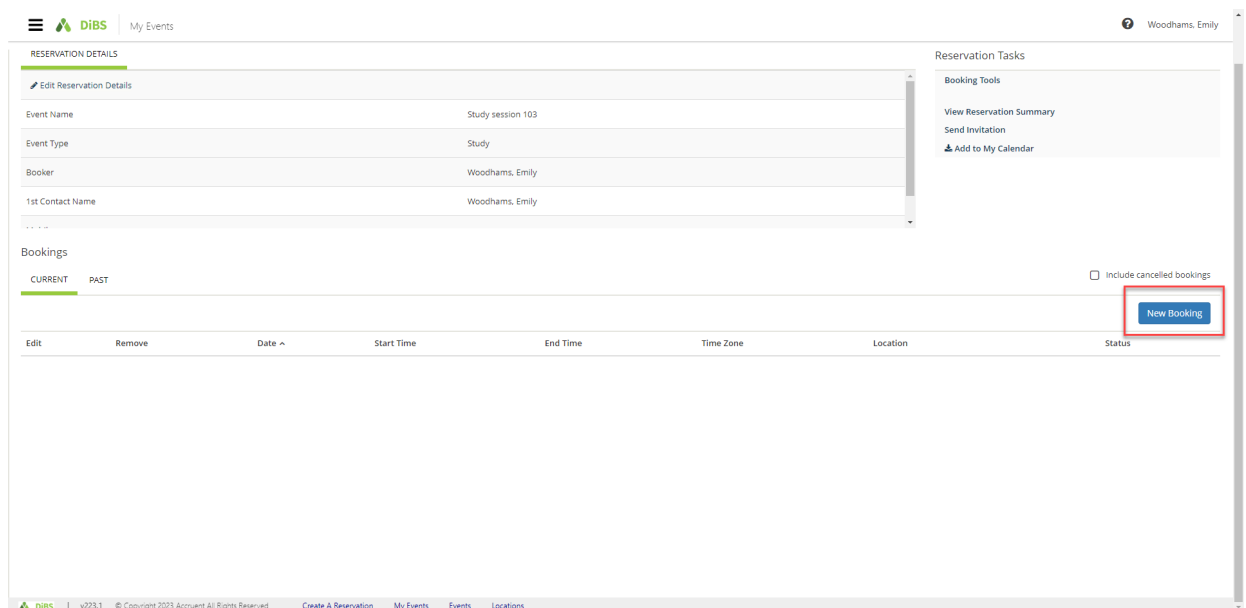
The screenshot shows the DiBS 'My Events' page with the 'BOOKINGS' section expanded. The 'RESERVATION DETAILS' section is visible on the left, showing event information. The 'BOOKINGS' section has 'CURRENT' and 'PAST' sub-tabs. A table lists bookings, with the first row having a red and white minus symbol in the 'Edit' column, highlighted by a red box. The table columns are Edit, Remove, Date, Start Time, End Time, Time Zone, Location, and Status.

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Wed 12 Jul 2023	9:00 AM	10:00 AM	EST	ERC Library - PAR-171- B1-B05-Study Booth B05 DDA (4)	Confirmed

6.3 Select 'Yes, Cancel booking'



6.4 Click on the New booking button.



6.5 Update the required details (date, time or location) here.

Study session 103

New Booking for Mon 10 Jul 2023

Date & Time

Date *
Mon 10/07/2023

Start Time *
9:00 PM

End Time *
10:00 PM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Update Reservation

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

Spaces matching your search criteria will appear here.

Let Me Search For A Space

I Know What Space I Want

Space Name

6.6 Select a space that is available at your new time, date or location. Confirm the attendees and click the green Update Reservation button.

Study session 103

New Booking for Tue 11 Jul 2023

Date & Time

Date *
Tue 11/07/2023

Start Time *
9:00 PM

End Time *
10:00 PM

Create booking in this time zone
Canberra, Melbourne, Sydney

Locations
(all)

Update Reservation

Selected Spaces

Your selected Spaces will appear here.

Space Search Results

LIST SCHEDULE FLOOR MAP

☐ Favorite Spaces only.

Spaces You Can Reserve

Space	Location	Floor	TZ	Cap	Price
DOO-507-G-G06A-Recording Pod (4)	Dookie - Swinburne Hall	G	EST	4	
PAR-105-G-G30-Project Room 1 (6)	FBE Building	G	EST	6	
PAR-105-G-G31-Project Room 2 (6)	FBE Building	G	EST	6	
PAR-105-G-G33-Project Room 3 (6)	FBE Building	G	EST	6	
PAR-105-UG-UG31-Project Room 11 (6)	FBE Building	UG	EST	6	
PAR-105-UG-UG32-Project Room 12 (6)	FBE Building	UG	EST	6	
PAR-105-UG-UG33-Project Room 13 (6)	FBE Building	UG	EST	6	
PAR-105-UG-UG34-Project Room 14 (6)	FBE Building	UG	EST	6	
PAR-105-UG-UG35-Project Room 15 (6)	FBE Building	UG	EST	6	
PAR-105-UG-UG36-Project Room 16 (4)	FBE Building	UG	EST	4	

Let Me Search For A Space

I Know What Space I Want

Space Name

6.7 The booking has now been updated with your new time, date or location.

DiBS

My Events

Woodhams, Emily

My Events / Study session 103 beginning 11 Jul 2023 (284)

RESERVATION DETAILS

Edit Reservation Details

Event Name

Study session 103

Event Type

Study

Booker

Woodhams, Emily

1st Contact Name

Woodhams, Emily

Reservation Tasks

Booking Tools

Cancel Reservation

View Reservation Summary

Send Invitation

Add to My Calendar

Bookings

CURRENT

PAST

☐ Include cancelled bookings

Cancel Bookings

Booking Tools

New Booking

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Tue 11 Jul 2023	9:00 PM	10:00 PM	EST	FBE Building - PAR-105-G-G30-Project Room 1 (6)	Confirmed

DiBS

v223.1

© Copyright 2023 Account All Rights Reserved

Create A Reservation

My Events

Events

Locations

6.8 You will receive an email notification within a few minutes to confirm your updated booking details.

[EXT] Information about your booking for PAR-105-G-G30-Project Room 1 (6) on 7/11/2023 Tue

N

noreply.unimelb@emscloidservice.com

To: Emily Woodhams

📧

🔄 Reply

🔄 Reply All

➡ Forward

📧

⋮

Mon 10/07/2023 9:02 PM

External email: Please exercise caution

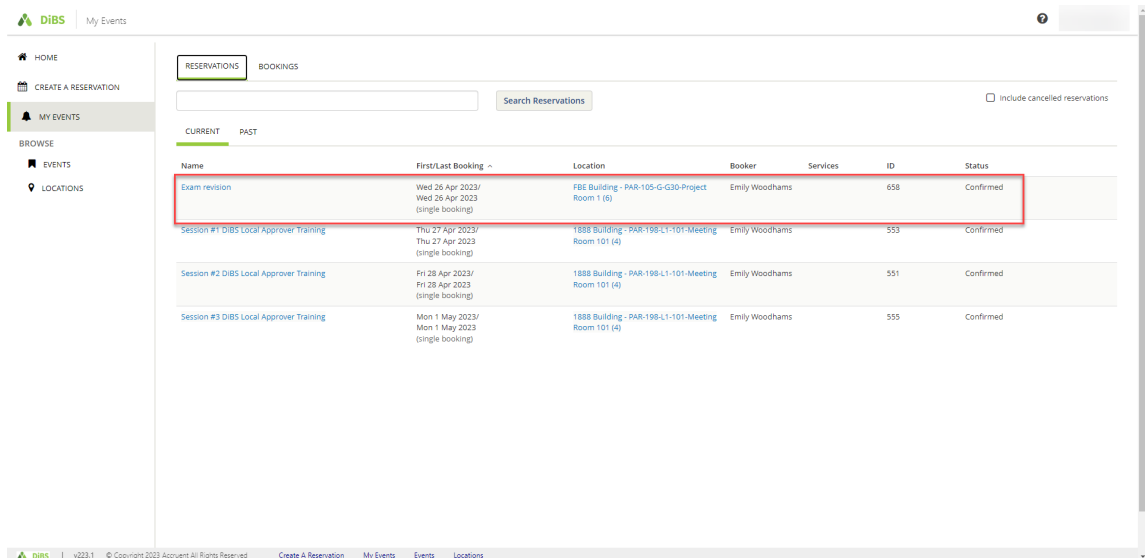
Reservation No.: 284

Booker: Woodhams, Emily

Type	Date	Start	End	Building	Space	Event	Status
New	7/11/2023 Tue	9:00 PM	10:00 PM	105	PAR-105-G-G30-Project Room 1 (6)	Study session 103	Confirmed

7. Cancelling a booking

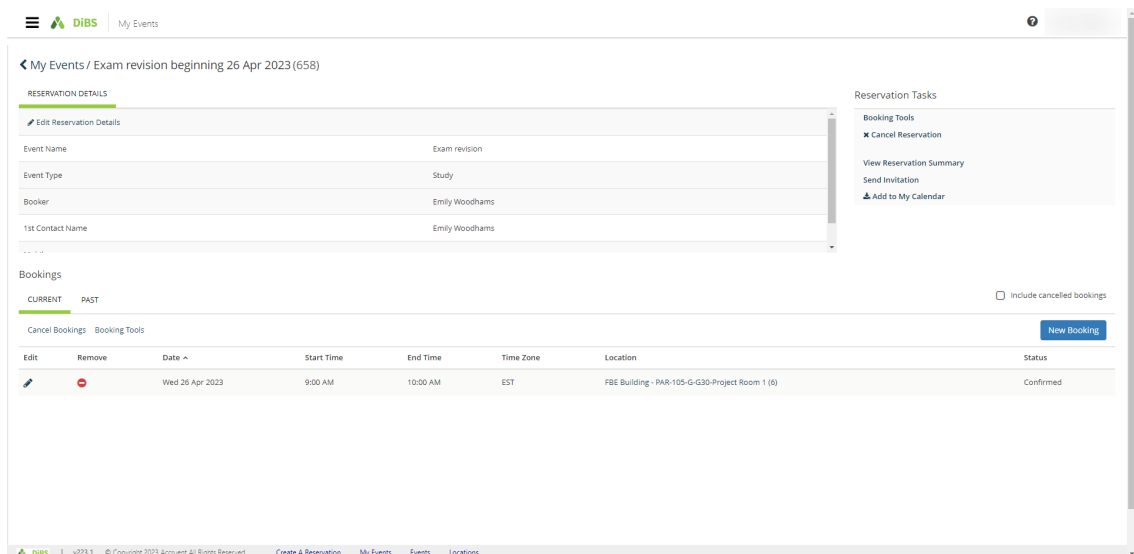
7.1 Navigate to My Events and click on the booking you wish to cancel.



The screenshot shows the 'My Events' page in the DiBS system. The left sidebar contains navigation links: HOME, CREATE A RESERVATION, MY EVENTS (selected), BROWSE, EVENTS, and LOCATIONS. The main content area has tabs for RESERVATIONS and BOOKINGS. Under RESERVATIONS, there is a search bar and a checkbox for 'Include cancelled reservations'. Below this is a table with columns: Name, First/Last Booking, Location, Booker, Services, ID, and Status. The first row, 'Exam revision', is highlighted with a red box. The table lists several training sessions.

Name	First/Last Booking	Location	Booker	Services	ID	Status
Exam revision	Wed 26 Apr 2023/ Wed 26 Apr 2023 (single booking)	FBE Building - PAR-105-G-G30-Project Room 1 (8)	Emily Woodhams		658	Confirmed
Session #1 DiBS Local Approver Training	Thu 27 Apr 2023/ Thu 27 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		553	Confirmed
Session #2 DiBS Local Approver Training	Fri 28 Apr 2023/ Fri 28 Apr 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		551	Confirmed
Session #3 DiBS Local Approver Training	Mon 1 May 2023/ Mon 1 May 2023 (single booking)	1888 Building - PAR-198-L1-101-Meeting Room 101 (4)	Emily Woodhams		555	Confirmed

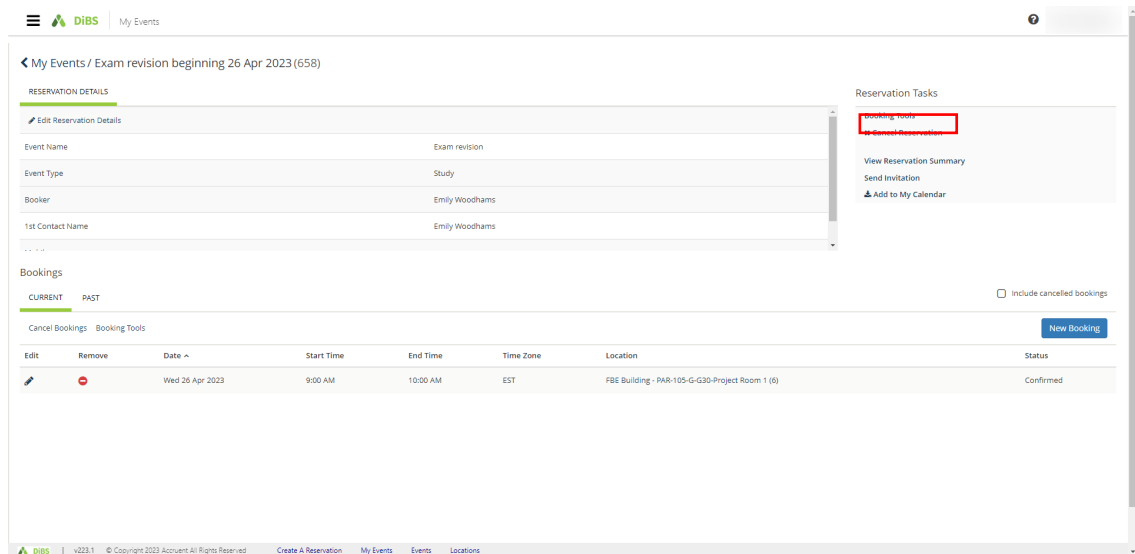
7.2 You will be taken to the Reservation details screen.



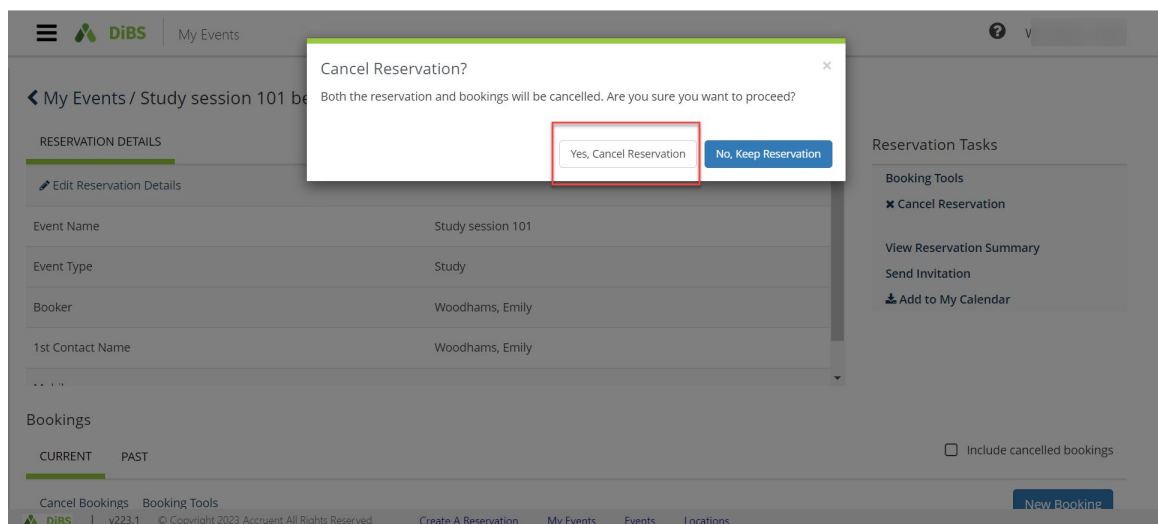
The screenshot shows the 'Reservation Details' screen for the 'Exam revision' booking. The left sidebar contains navigation links: MY EVENTS / Exam revision beginning 26 Apr 2023 (658), RESERVATION DETAILS (selected), Edit Reservation Details, Event Name, Event Type, Booker, 1st Contact Name, Bookings, and Cancel Bookings. The main content area has tabs for CURRENT and PAST. Below this is a table with columns: Edit, Remove, Date, Start Time, End Time, Time Zone, Location, and Status. The first row, 'Exam revision', is highlighted with a red box. The table lists several training sessions.

Edit	Remove	Date	Start Time	End Time	Time Zone	Location	Status
		Wed 26 Apr 2023	9:00 AM	10:00 AM	EST	FBE Building - PAR-105-G-G30-Project Room 1 (8)	Confirmed

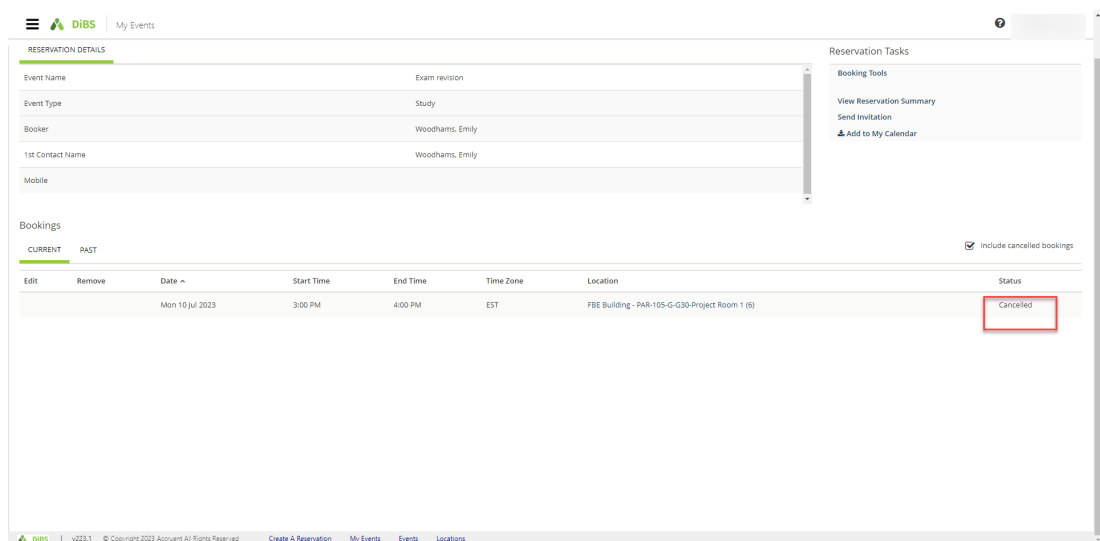
7.3 To cancel a reservation, click Cancel Reservation under Booking Tools.



A pop-up will appear. Click Yes, Cancel Reservation.



7.5 Your reservation now appears with the status of Cancelled.



7.6 You will receive an email notification within a few minutes to confirm the cancellation.

[EXT] Information about your booking for PAR-105-G-G30-Project Room 1 (6) on 4/26/2023 Wed

N

noreply.unimelb@emscloidservice.com

To

Emily Woodhams

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Mon 24/04/2023 9:49 PM

External email: Please exercise caution

Reservation No.:658

Booker:Emily Woodhams

Type	Date	Start	End	Building	Space	Event	Status
Change	4/26/2023 Wed	9:00 AM	10:00 AM	105	PAR-105-G-G30-Project Room 1 (6)	Exam revision	Cancelled

8. Checking in

- 8.1 Some spaces require you to check in to confirm your attendance. You must check in no later than 15 minutes after your booking commences in order to retain your booking. You can do this by logging in to DiBS and going to My Events. 30 minutes prior to your booking commencing, the Check in button will appear. Click the Check in button to confirm that you are still intending to use the space.

DiBS

Direct Booking System

Woodhams, Emily

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

MY HOME

My Reservation Templates

Book a Space in a Library

book now

about

Book a Space in 1888 Building

book now

about

Book a Space in Arts & Culture Building

book now

about

Book a Space in Building 189

book now

about

Book a Space in Student Pavilion

book now

about

My Bookings

10 JULY 2023

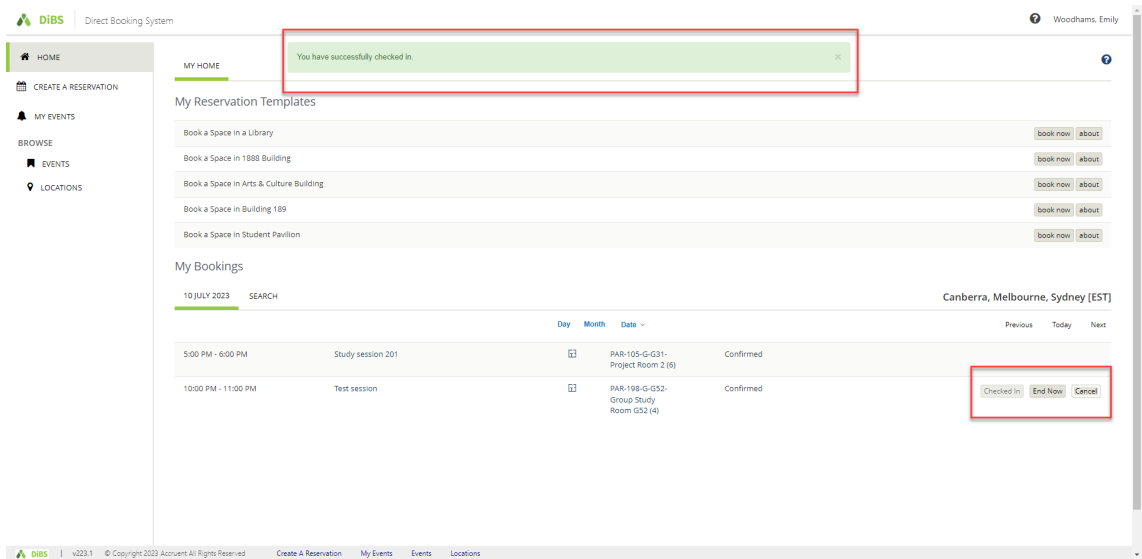
SEARCH

Canberra, Melbourne, Sydney [EST]

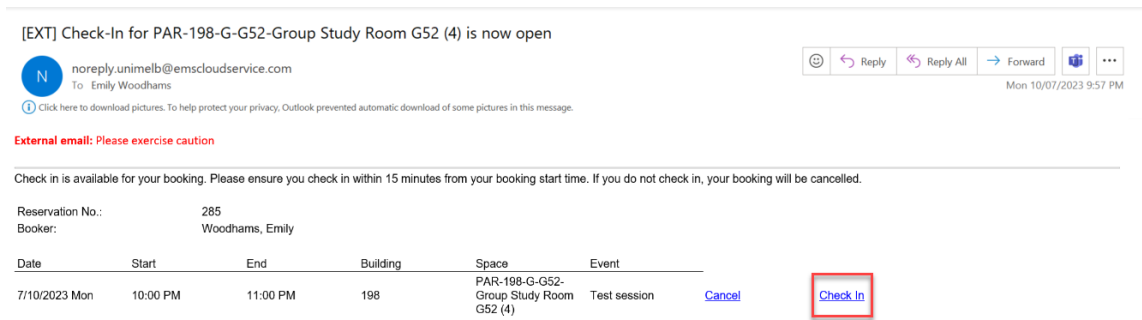
		Day	Month	Date		Previous	Today	Next
5:00 PM - 6:00 PM	Study session 201			PAR-105-G-G31-Project Room 2 (6)	Confirmed			
10:00 PM - 11:00 PM	Test session			PAR-198-G-G52-Group Study Room G52 (4)	Confirmed		Check in	Cancel

Direct Booking System (DiBS) | Issue Number V1.1

8.2 Once you click on the Check In button, you will receive a pop up confirmation. The bottom right hand buttons indicate that you are checked in (this button is greyed out). If you choose to end the booking early, you can click the End now button to end your booking immediately.



8.3 An alternative way to check in is via the email notification. You will receive a Check In email notification prior to your booking commencing. You can click on the links in the email to confirm whether you want to Check In or Cancel the booking.



- 8.4 Once you click on the Check In link in the email, you will be taken to DiBS and a pop-up notification will confirm that you have been checked in.

The screenshot shows the DiBS 'My Events' interface. At the top, a green notification bar states 'You have successfully checked in.' Below this, the 'RESERVATION DETAILS' tab is active, displaying information for a 'Test session' on 'Mon 10 Jul 2023'. The event is a 'Study' type, booked by 'Woodhams, Emily'. A 'Bookings' table below shows one confirmed booking for the same date and time (10:00 PM - 11:00 PM EST) at the '1888 Building - PAR-198-G-GS2-Group Study Room GS2 (4)'. The right sidebar contains 'Reservation Tasks' such as 'Cancel Reservation', 'View Reservation Summary', 'Send Invitation', and 'Add to My Calendar'. The bottom footer includes the DiBS logo, version 'v223.1', and copyright information.

- 8.5 You can also see that you have been checked in via the My Events section in DiBS.

This screenshot shows the DiBS 'My Events' page with the 'BOOKINGS' tab selected. The date is set to 'Mon 10 Jul 2023'. The location is 'Canberra, Melbourne, Sydney [EST]'. A search bar is present. The bookings table lists two events: 'Study session 201' and 'Test session', both confirmed. The 'Test session' row is highlighted, and a red box encloses the 'Checked in', 'Cancel', and 'End Now' buttons in the rightmost column. The left sidebar shows navigation options like 'HOME', 'CREATE A RESERVATION', 'MY EVENTS', 'BROWSE', 'EVENTS', and 'LOCATIONS'. The bottom footer is identical to the previous screenshot.