Features

- Fully hosted web based service

- Manage bookings during and after school

- Automatic integration with SIMS

- Supports single and bi-weekly timetables

Room Booking System

Market leading booking software for schools

SIMS Partner, Room Booking System is a web-based solution managing bookings for all types of rooms and resources, reducing staff time, maximising resources and improving efficiency throughout the school.

Eliminate double bookings
Rooms can be booked only when free of timetabled classes, room closures (e.g. exams) or reassigned rooms from cover. The system ensures there are no double bookings even when the timetable is updated.

Useful reports and statistics
Interactive reports show bookings by user, department, day and resource, making it easy to analyse which room or resource is most popular, who is making the most bookings and when in the day most bookings are for.

Intelligent recurring bookings
Recurrence options make it easy to repeat complex bookings with no fuss e.g. every weekday for two weeks. Unavailable times are highlighted and alternative resources suggested.

Intuitive colour coded booking grids
The intuitive colour coded booking grids quickly show the availability of rooms and resources for any given day or week. Bookings are quickly added by clicking on a free space and pressing the 'Book' button to confirm.

Powerful role based permissions
Limit how many bookings teachers can make and how far into the future they can book. It's easy to only allow bookings for a particular resource from certain departments, e.g. the Maths Department's laptop trolley.

Store information with booking notes
Find out why staff are booking resources by asking for additional information when making a booking, e.g. lesson plan or booking purpose, or simply store the 'meeting title'.

Effective room and resource booking
Effortlessly manage bookings for all types of rooms and resources. For example: IT rooms, laptops and voting handsets by timeslot (e.g. Period 4), while booking meeting rooms and minibuses by time (e.g. 16:45 - 18:00).

Maximise utilisation of ICT resources
Resources can be efficiently shared by splitting one resource into a number of parts. Teachers then book only what's required, for example 15 laptops from a trolley of 20, or 5 cameras from a bank of 10.

Administrators can authorise bookings
Bookings made by certain teachers or for specific resources, e.g. the sports hall, can be initially added as pending until an administrator authorises the booking.

Product factsheet

Fully automatic SIMS integration

Capita SIMS SQL Technical partners

The Room Booking System fully integrates with SIMS to sync rooms, timetable information, non class codes, term dates, cover, room closures and suspension rules daily.

Shows cover and room closures

Cover or room closures entered into SIMS are automatically synced. Any ad-hoc bookings overwritten are automatically removed and the user is emailed.

Support for suspension rules

When a class or year group is on exam leave or a school trip, rooms that are normally occupied by classes can be booked by other members of staff by suspending classes in SIMS.

**Use existing login credentials (LDAP)**

Users can login using their existing Active Directory username and password with LDAP Authentication. There's no need for staff to remember another password.

Syncs timetable cycle and term dates

In addition to syncing term dates (inc Week A/B for bi-weekly timetables), the date/timetable day mapping is synced, e.g. showing Fri2 classes when it would normally be Mon1.

**Maintenance free - truly hands off**

The Room Booking System is always up-to date with any changes in SIMS. Combined with LDAP Authentication, the system manages itself.
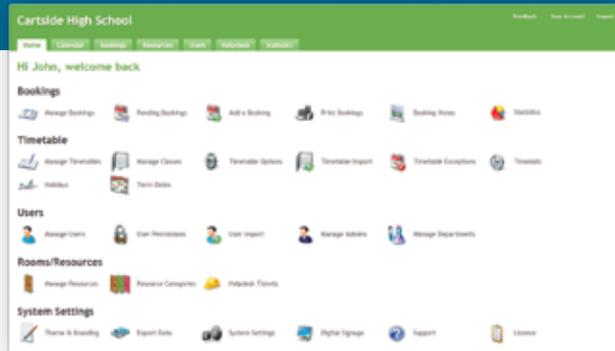
Modern easy to use interface

Designed with simplicity in mind, the Room Booking System has an intuitive interface which is clear and easy to use for staff with varying levels of computer ability. Staff can book rooms and resources quickly from any internet connected computer or tablet.

Used by schools worldwide, teaching staff have made millions of bookings with little or no training. A short tutorial appears when logging in for the first time to familiarise staff with the system.
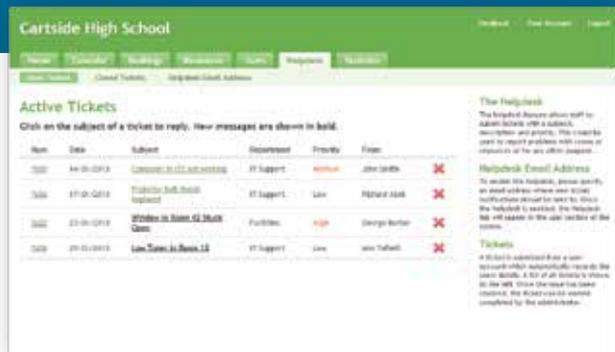
Helpdesk ticketing system

A built in helpdesk allows staff to submit tickets to technicians for resolution, e.g. to report a problem with a resource. Each ticket contains a subject, message and priority. Technicians can then respond to tickets and close them when complete.

Staff first select the type of request they are submitting, e.g. IT Support or Facilities Management, which notifies the relevant technicians by email.

"Staff love the easy to use system, they are able to log in from home and book rooms helping them plan their lessons much more effectively."

Ferdown Upper School

"It has made booking our classrooms much more accessible and reliable and the simple interface has made it easy for staff to use. SIMS synchronisation means once it is setup there is almost zero administration work to carry out throughout the year."

Maidstone Grammar School for Girls

Find out more

For more information about how the Room Booking System can help your school, please call the SIMS team on **0845 520 2036** or email **info@capita-sims.co.uk**
www.capita-sims.co.uk/roombooking