

## Blanchardstown Campus Only

### TU Dublin Timetable E-Portal – How to find if a room is free

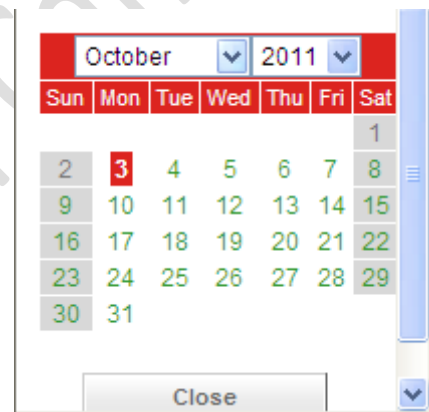
TU Dublin Blanchardstown campus staff and students can now query the timetable to find a 'free' laboratory or room to access PCs or other resources. You cannot book a room using this system but it will give you a list of the available rooms for a given time. Select **What rooms are free** from the Red Menu on the Left Hand Side of the window.

This will give you a query window. You must enter in a Start Time, The duration you are looking for a room – normally 1 hour and The Date you are querying :

Booking Date



To Enter a date click on Booking Date box and a calendar will appear. The current date will be highlighted. Click on this date or any date you select. The selected date will appear in the Booking Date box.



If you want to only see a list of Computer Labs or Lecture Theatre rooms. Click the Show button. A drop down box will appear where you select the type of room you require and hit the Next button. If you leave the box blank all available rooms will appear.

Show

Whole Rooms Only

Room Category

Classroom / Lecture Theatre [CLASS LT]

Classroom / Lecture Theatre [CLASS LT]  
Computer Laboratory [LAB]  
Multi-Purpose Room [MPurp]  
Meeting Room [MTG ROOM]  
Specialist Teaching Space [SPCL]

Next

Once you hit the Next button a list of available rooms will appear

Available rooms

Code	Name	Site	Capacity (Seats)	Cost
<input type="radio"/> <a href="#">A04</a>	A04 - Computer / Language Laboratory	[Block A] Aontas - Advance Building	24	
<input type="radio"/> <a href="#">A06</a>	A06 - Computer Lab B	[Block A] Aontas - Advance Building	32	
<input type="radio"/> <a href="#">A10</a>	A10 - Computer Lab	[Block A] Aontas - Advance Building	32	
<input type="radio"/> <a href="#">A12</a>	A12 - Computer Lab	[Block A] Aontas - Advance Building	32	
<input type="radio"/> <a href="#">A34</a>	A34 - Computer Lab	[Block A] Aontas - Advance Building	24	

To revert to your timetable, from the Red Menu at the top left hand side select **Personal** and then **\My Timetable**

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