

How to use «Booked Tool» for students

How do I generate a reservation?

First, go to the website booked. You can access this website by clicking on the following link: <https://booked.rwi.app/booked/Web/index.php>. If you do not already have a user account on booked, click on "Register".

IMPORTANT: You can only change the language at the beginning of the registration. In order to switch the language, click on "Change language" in the lower left corner.

There are two possible ways to generate a reservation, as explained below.

1. Via «Dashboard»

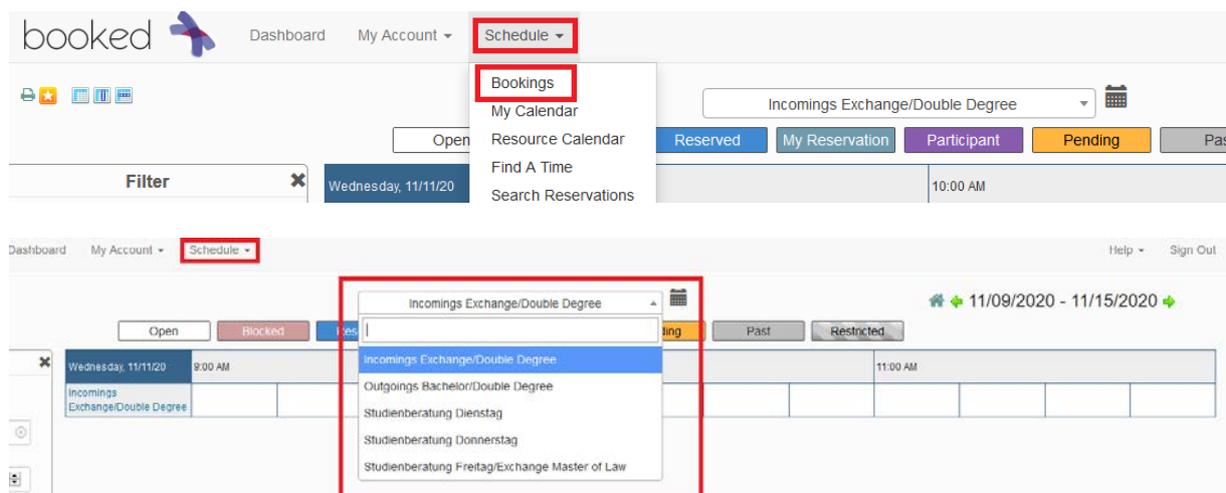
Click on «Dashboard». Under «Ressource Availability» click on the right side on «Reserve» (indicated with the red arrow).



IMPORTANT: Please select the right Ressource.

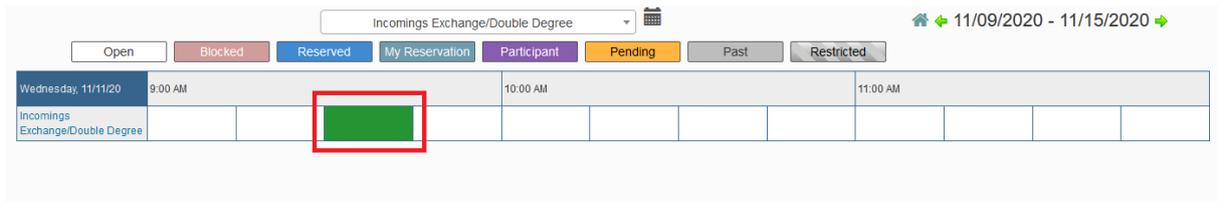
2. Via «Schedule»

Click on «Schedule» and then «Bookings».



You can now select the desired consulting unit from the drop-down menu. In the upper right corner you can set the desired week.

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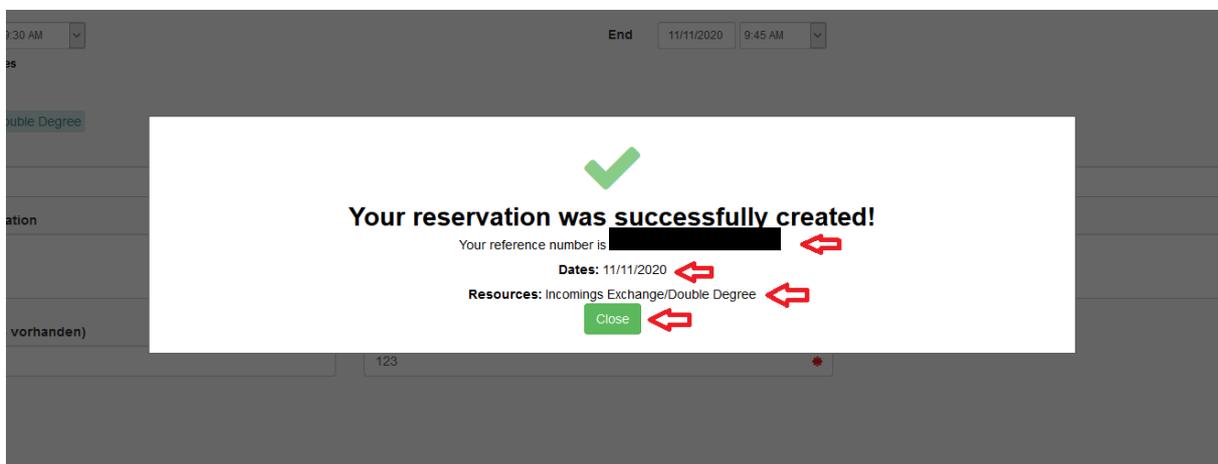
In order to get to the reservation form, click on the desired time period on the timeline.

The 'New Reservation' form contains the following fields and elements:

- Begin: 11/11/2020 9:30 AM (highlighted with a red box)
- End: 11/11/2020 9:45 AM (highlighted with a red box)
- Resources: Incomings Exchange/Double Degree
- Title of reservation: [Text input field]
- Description of reservation: [Text input field]
- Matrikelnummer (falls vorhanden): [Text input field]
- Telefonnummer: [Text input field, highlighted with a red box]
- Buttons: Cancel, Create (highlighted with a red box)
- Red arrow points to the user's name and email address at the top left.

The red arrow shows your name and the e-mail address, you registered with on booked. Now you can check or adjust the desired consulting time. We ask you to state the reason for the consultation under "Title of reservation" and a short description of your request under "Description of Reservation". If available, please indicate your student ID number. Your telephone number is mandatory. In order to finalize your reservation, click on "Create".

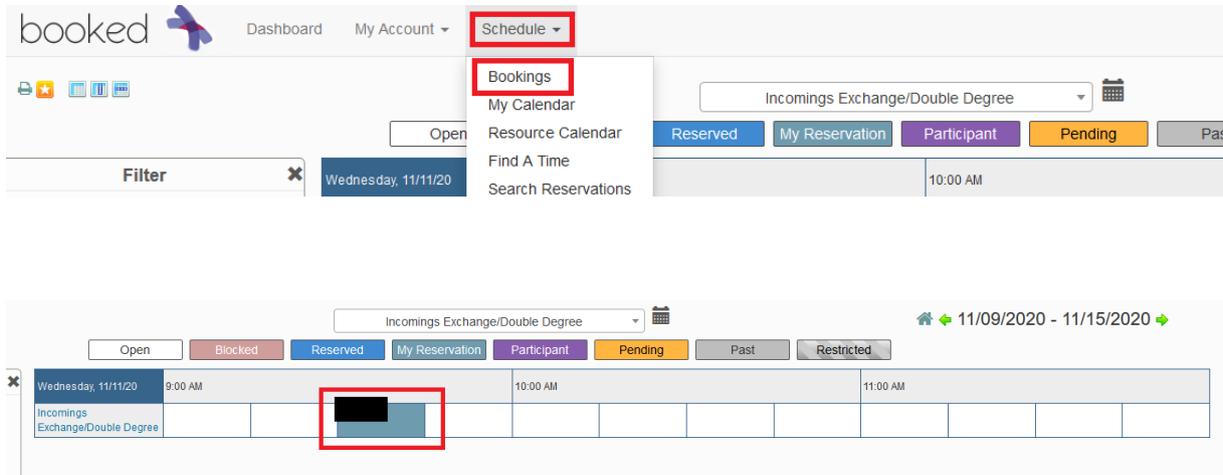
Note: It is only possible to book either a 15-minutes or a 30-minutes consultation.



A new window will pop up confirming that you have made a new reservation. Please check the correctness of your information. Then click "Close". Shortly, you will received an e-mail. It is possible that you will have to wait a while for it. If you still haven't received an email, check your spam folder. In the e-mail you will find the zoom link and further information about the procedure of the virtual consultation.

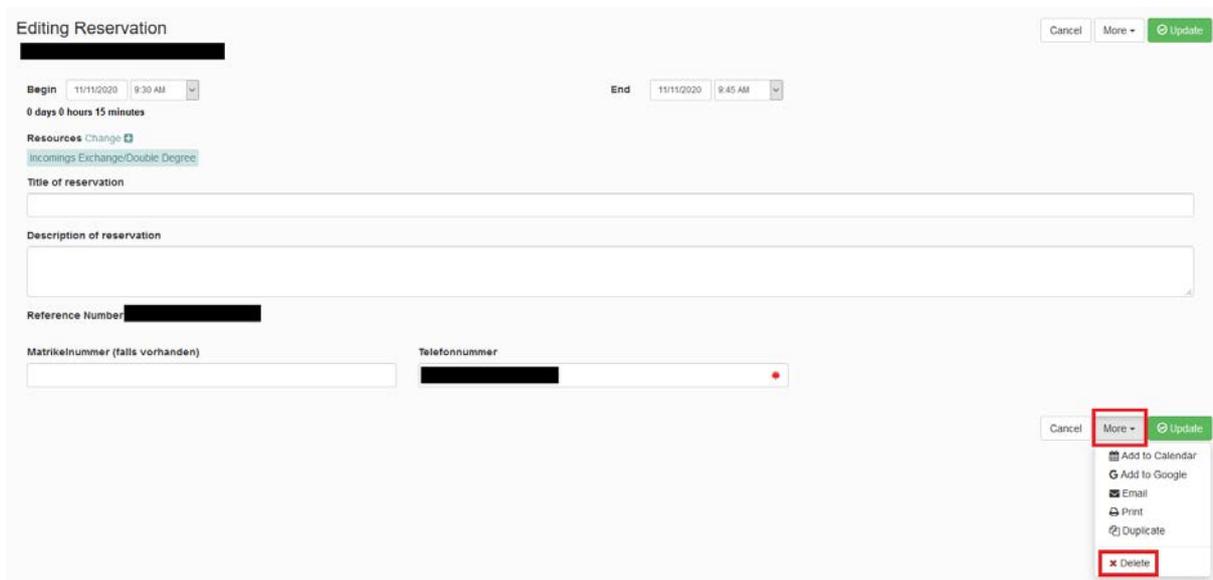
How do I cancel my booking?

Click on «Schedule» and then «Bookings».

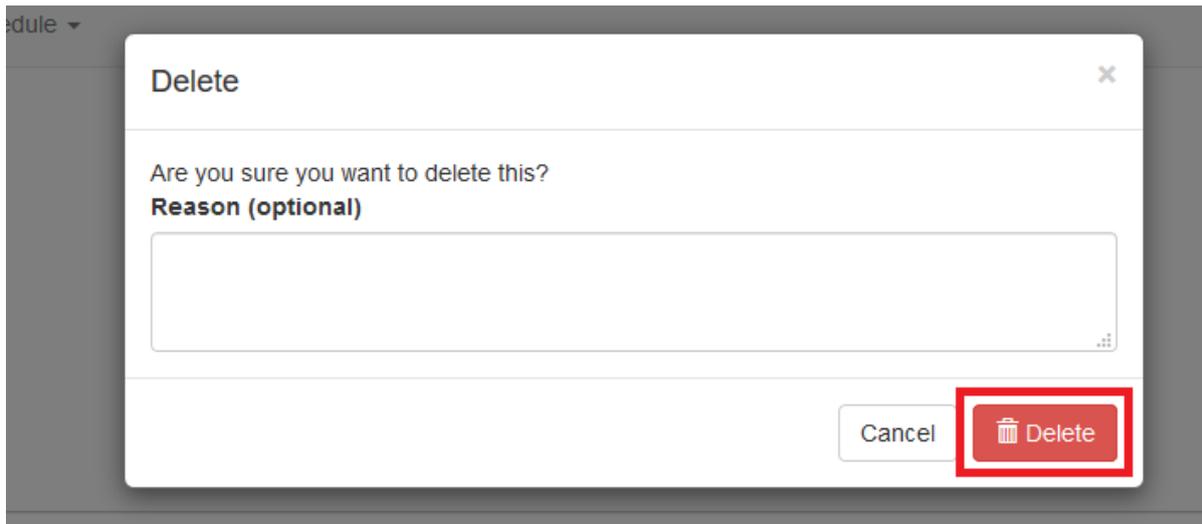


Your booking will then be displayed in the schedule. Please make a left-click on your booking. The reservation form will open.

The reservation data can now be edited. At the bottom under «More», there is the «Delete» function. Click on «Delete». A new window will subsequently pop up.



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Click on «Delete» once again.



Now click on "Close". Your reservation has now been deleted by you. Shortly, you will receive an e-mail, confirming that your reservation has been deleted.

Good to know

Note that a chat function is available in the waiting room on Zoom. This way it is easier for us to communicate with you and vice versa. Unfortunately, this function can only be used when using the Zoom App. Which means, that if you opened the Zoom Call in the browser, this chat function will not be available.

You can generate and change your reservations up until 2 hours prior to the start of the consultation.