Logging into CELCAT Timetabler Live

**IMPORTANT:** The Web Application is supported in the latest versions of Internet Explorer, Mozilla Firefox, and Google Chrome browsers.

1. Open your web browser and go to the University homepage [www.bolton.ac.uk](http://www.bolton.ac.uk)

2. At the top right of the webpage click on Staff Portal.

3. Click on the link [http://www.bolton.ac.uk/Timetables/Home.aspx](http://www.bolton.ac.uk/Timetables/Home.aspx) this will open the Timetables homepage.

4. Click the link for Occasional Room Bookings to open the ‘Self Service’ Room Bookings page.

5. Click on the link on this page to open the Web Application and follow the instructions in this guide.

Clicking on the above link will open the software and present you with the Login page, as shown on the next page.

**Note:** If you have any problem accessing the web application please contact [a.dale@bolton.ac.uk](mailto:a.dale@bolton.ac.uk) or [r.tooley@bolton.ac.uk](mailto:r.tooley@bolton.ac.uk)
1. Select the timetable for the current academic year.

![Open Timetable](image)

2. Double-click or Press the Login button.

3. The screen below will be opened, you log into the application using your normal University login details.

![Timetabler Security](image)

You will then be presented with the Welcome page as shown on the next page below.

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Room Booking Wizard

1. Select the Room Booker tab at the top of the welcome page.
2. Select Room Booking Wizard.
3. You will be taken to the following screen:

The Room Booking wizard has three different modes of operation, these are shown below:

- **I need to find a room** - This operation allows you to process a room booking request for a specified time and find an available room.

- **I know the room I want, but need to find a time** - This operation allows you to process a booking request for a specified room and find an available time.

- **I know both the time and room I want** - This operation allows you to process a room booking request for a specified time and room.

The one that most people will find useful is the first of the three and this is the one we will concentrate on in these guidance notes.
To book a room

1. Select - I need to find a room - click next.

2. Select the date the room is required by clicking on the calendar icon in the start date field. Then select the start and finish times required. Click next. [NOTE: Please note the system restrictions shown in RED]
3. Select room capacity by clicking on the arrows in the capacity field.

4. Select required site by clicking in the Site field and select your site from the pop up screen. Click OK.

Please note: To widen your search do not specify a site.
5. In the Subject Area always select **General Rooms** from the pop up screen shown below – click ok - click next.

6. The screen below will show you all available rooms that match your requirements.

Select the room you would like and click next.
7. Complete the Booking Request fields marked with an asterisk [*], these are mandatory fields – then click next.

8. Complete the Event Subject Area field by clicking on green icon and selecting relevant area – this is a mandatory field. Click next.
9. To review your booking click on the show button.

10. Review your booking details and if everything is ok, then click finish, or use the Back button to correct any errors or to make any changes.
11. After clicking the Finish button the box below will pop-up detailing your booking reference number. Make a note of your reference number, this will be useful if you need to change the booking at a later date. Click ok.

![Information dialog box](image)

Your booking has been requested. Booking reference 107633.

12. As soon as your booking has been authorised you will receive a confirmation e-mail from rooms@bolton.ac.uk. Please do not reply to the e-mail.