

Starting a new booking

On the home page are four booking options.



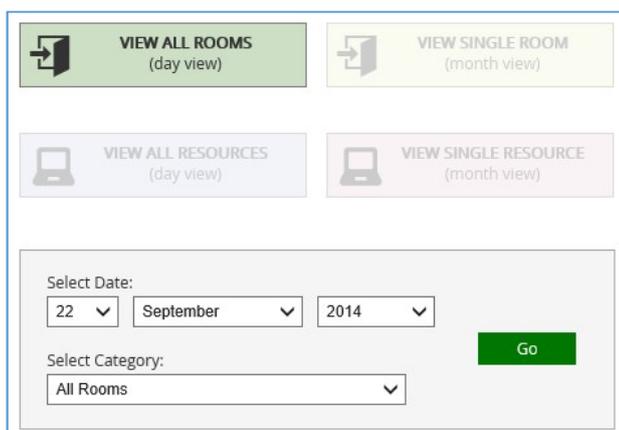
The one to select depends on...

i) Is it a room or resource that you wish to book?

ii) Do you want to see the availability of multiple rooms/resources on the same date (Daily View), or would you prefer to see details for the same item over several dates (Monthly View).

Tip: If you know exactly which item you wish to book and on which date, the one to choose is very much down to personal preference.

After making your selection you will see one of two options



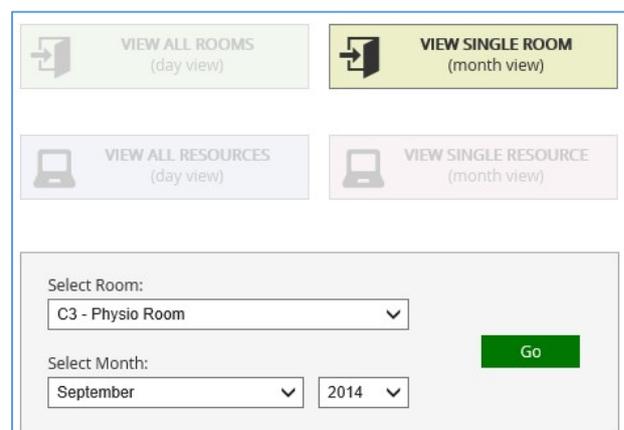
VIEW ALL ROOMS (day view) | VIEW SINGLE ROOM (month view)

VIEW ALL RESOURCES (day view) | VIEW SINGLE RESOURCE (month view)

Select Date:

Select Category:

If Daily View is selected you will be asked for a date and the type of room/resource that you wish to book.



VIEW ALL ROOMS (day view) | VIEW SINGLE ROOM (month view)

VIEW ALL RESOURCES (day view) | VIEW SINGLE RESOURCE (month view)

Select Room:

Select Month:

If Monthly View is selected you will be asked for the room/resource and the month of your required booking.

Booking Grid – Daily View

The display will show the availability of all rooms/resources on a single date.

Each row covers a single item as well as the individual booking slots associated with it.

The screenshot shows the 'Rooms Daily View' interface. At the top, there is a header with a calendar icon, the text 'Rooms Daily View', a date selector set to 'Mon 6 March 2017 Timetable Week 2', and a dropdown menu for 'All Rooms'. On the right, there is a 'My Settings' link. The main area is a grid with rows for different rooms and columns for time slots. The columns are labeled: PRE SCH, RG, 1, 2, BR, 3, 4, LUN, 5, AS, EVE, EVE, EVE, EVE, EVE, EVE. The rows list rooms such as E3A - MINI CONFERENCE ROOM, E4D - 1:1 ROOM, E4E SMALL GROUP ROOM, E7 - CENTRAL SPACE, E9 - SMALL BREAKOUT ROOM, E11 - CLASS RM, E11A - CLASS RM, E12 - CLASSROOM-LARGE TABLE, E14 - CLASSROOM - WET, E14A - SMALL BREAKOUT ROOM, E14B - SMALL BREAKOUT ROOM, E15 - CLASSROOM, E16 - COMPUTER CLASSROOM, E17 - COMPUTER CLASSROOM, E18 - CLASS RM, E19 - OPEN AREA, E19B - THERAPY ROOM, E19C - MEETING ROOM, and F1 - CREATIVE LEARNING CENTRE. The grid shows various booking statuses: 'Booked' (red), 'Booking' (red), and 'Lesson' (blue). At the bottom left, there is a green 'CANCEL' button with a left arrow. At the bottom right, there is a grey 'PROCEED' button with a right arrow. Below the grid, there is a page indicator 'Page 1, 2, 3'.

At the top of the display are the date and category that were selected at the previous stage.

If required, you can change this by clicking on the relevant box.

This screenshot shows the top part of the 'Rooms Daily View' interface. It includes the 'Rooms Daily View' header, a date selector set to 'Mon 22 September 2014', and a dropdown menu for 'All Rooms'.

At present, a maximum of 30 items can be shown at any one time.

Should the item you wish to view not be included in the first 30 items, in the bottom-right corner of the display, click on Page 2, Page 3 etc to view a different 30 items.

Page [1](#), [2](#), [3](#), [4](#), [5](#)



Tip: If you tend to book the same few rooms/resources these can be moved to the top of the list via the 'My Favourites' option (click on your name in the top menu).

Booking Grid – Monthly View

The Monthly View grid works in a similar way to the Daily version, but in this case it will display the availability of a single room/resource over the course of a whole month.

Here, each row represents a single date along with the booking slots associated with that date.

The screenshot shows the 'Rooms Monthly View' interface. At the top, there is a header with a calendar icon, the text 'Rooms Monthly View', a dropdown menu showing 'MARCH 2017', and another dropdown menu showing 'F8 - COMPUTER ROOM'. To the right of the header is a 'My Settings' link. Below the header is a grid of booking slots. The columns are labeled: PRE SCH, RG, 1, 2, BR, 3, 4, LUN, 5, AS, EVE, EVE, EVE, EVE, EVE, EVE. The rows represent dates from WED 1 MARCH 2017 to MON 20 MARCH 2017. Most slots are labeled 'Lesson', but there is a 'Booking' slot on WED 15 MARCH 2017 in the '3' column. At the bottom of the interface, there are two buttons: 'CANCEL' and 'PROCEED'.

Again, the top of the page shows your initial selection and this can be changed at any time by clicking on the relevant box.

The screenshot shows the top part of the 'Rooms Monthly View' interface. It includes a header with a calendar icon, the text 'Rooms Monthly View', a dropdown menu showing 'SEPTEMBER 2014', and another dropdown menu showing 'C3 - PHYSIO ROOM'.

One important point to raise that affects only the Monthly View grid is the Period header....

If your period times vary during the week, you will find that not all slots align exactly with the header. Usually you should still be able to see which slots relate to which periods, however, if the times do vary significantly between days, you may wish to make use of the time header instead (see page 5) to get a better overview.

Booking Grid – How to record a new booking

This example is based on the Room Daily View grid. However, the Monthly View and Resource versions use exactly the same procedure.

In this example, we want to book Period 1 and Period 2 for the Room 'E7 – Central Space'. The correct date is already on display at the top of the page.

The booking grid shows that both slots are currently available (plain white background).

		PRE SCH	RG	1	2	BR
E4F - BEACON OFFICE						
E7 - CENTRAL SPACE						
E9 - SMALL BREAKOUT ROOM						

After clicking on both slots in the relevant row, they will highlight with a dark green background (as will the room name).

		PRE SCH	RG	1	2	BR
E4F - BEACON OFFICE						
E7 - CENTRAL SPACE						
E9 - SMALL BREAKOUT ROOM						

Tip: To deselect a highlighted slot, click on it again.

At the very bottom of the page, the display will update to show your current selection. This will include the room name and the applicable times of your highlighted booking slots.

			
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Now click on the Proceed button to move on to the next stage.

Addition: Further information regarding other features available on this grid page can be found on page 7 of this guide.

Stage Two – Additional Options

The main grid page involved the selection of a room/resource, a single date, and the applicable booking slots.

Stage Two gives you the opportunity to expand on this if required.

Additional Options

Your selections so far

E16 - Computer classroom Friday 22 April 2016 13:35 to 14:05

Before clicking Proceed, please select which, if any, of these additional options you require.

 Adjust Booking Times	Adjust Times Your booking currently covers the times 13:35 to 14:05. If selected, this option will enable you to fine-tune those times to closer match your requirements.
 Repeat On Other Dates	Repeat Dates Your booking currently covers the single date of Friday 22 April 2016. Select this option if you wish to repeat this booking (same room, same times) on other dates.
 Book Additional Resources	Additional Resources This option enables resources to be booked for the same dates/times as your room booking.

There are three options....

Adjust Booking Times

On the previous page, you selected one or more booking slots.

Should the times covering those slots not exactly match your requirements, the Adjust Booking Times option enables you to be more specific.

Example of use: If you require a booking for 10:30am to 12:30pm, but the slot range on the grid page forced you to select 10:00am to 13:00pm, you can use this option to trim the unwanted times from the booking.

note: Depending on how your system administrator has setup the booking system, this option may not always be available. In this case, only full booking slots can be reserved.

Repeat on other Dates

If the booking you are about to make will need repeating on other dates (same item, same times), you can avoid having to log several individual bookings by selecting this option.

This will show all other available dates where the same item/times are free for booking.

Additional Resources

There may be occasions where you require a secondary item along with your main booking. For example: If booking a meeting room, you may also need to make use of a portable projector.

This option will show all resources that are available at the same time as your core booking(s).

Should you require none of these options, simply click on the Proceed button at the bottom of the display.

Stage Three – Confirm Booking

The final stage will show the details of your selected booking(s) at the top of the page.

Check that your name is showing correctly in the Booked By entry.

For the department, check that it shows the correct details (if General is the only option available, you can ignore this).

Lastly, enter a brief note to explain the purpose of the booking.

Confirm Booking

Date	Times	Item	Quantity
Monday 6 March 2017	09:15 to 11:10	E7 - Central Space	1

Booked By:

Department:

Booking Note:

When ready, click on the Confirm button to complete the booking.

Back at the main booking grid, your new booking will now occupy the applicable slots.

		PRE SCH	RG	1	2	BR
E4F - BEACON OFFICE						
E7 - CENTRAL SPACE				Booking		

If an email address has been recorded for your account, you will also receive a notification confirming this booking.

Booking Grid Page – Other actions

Determining the times of an empty booking slot

At the top of the main display is the Grid Header. This will have one of two views.

Either a Period view

		PRE SCH	RG	1	2	BR	3	4	LUN	5
E3B										
E4A GROUP ROOM										

Or a Time view.

		8am	9am	10am	11am	12pm	1pm	2pm	3pm
E3B									
E4A GROUP ROOM									

Clicking anywhere on the header will switch between views.

2	BR	3	4	LUN
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>PERIOD 3 11:40am to 12:40pm</p> </div>				

Tip: When in Period View, hover your mouse over the applicable area of the header to view the full slot name and applicable times.

Checking the basic details of an existing booking or lesson

Clicking on a slot occupied by a booking or lesson will produce a small popup.

Booking
<p>Booking - 15:00 to 16:00</p> <p>Jane DeGarston</p> <p>For K George</p> <p>View Full Details</p>

This will show...

The times of the booking/lesson

The booker or teacher.

The booking note or subject&class

To lose the popup, either click on it or select another slot.

Checking the full details of an existing room/resource, booking or lesson

To the right of the Room name is a green info icon.



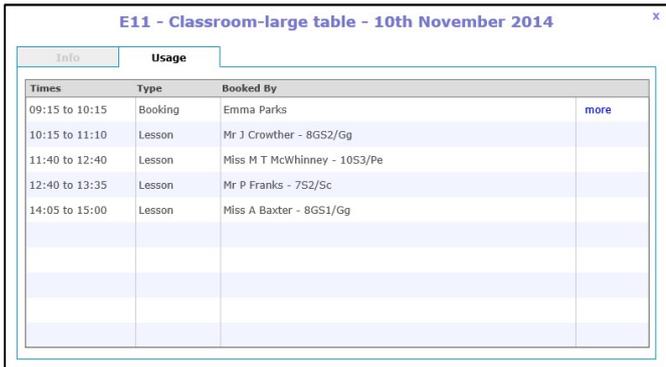
Clicking on it will produce a a pop-up box.



The initial display will show....

- i) An image of the item (if one has been uploaded).
- ii) The item description (if completed by the system admin).
- iii) Details of any booking restrictions - such as the very latest date this item can be booked.

Clicking on the Usage tab will list the details of all bookings and lessons that apply on the selected item/date.



This list displays the same details you would see if clicking an individual icon on the main grid.

However, for each booking, there will be a 'more' link.



Selecting More will show the full details of that particular booking.

Note the green Manage Booking in the bottom-right corner. If clicked, this will take you to the booking's main records page where, if you have the appropriate permissions, it can be cancelled, amended etc.

Customising the Grid Page (optional)

You can customise the look of the main grid page via the My Settings option in the top-right corner of the page. Any changes made here will affect only your personal account.

Customise Display

Icon Inner Text

Bookings: The word 'Booking' ▼

Lettings: The word 'Letting' ▼

Lessons: The word 'Lesson' ▼

Icon Colours

Bookings: Red ▼

Lettings: Orange ▼

Lessons: Blue ▼

Show icon information

Bookings: On mouse click ▼

Lettings: On mouse click ▼

Lessons: On mouse click ▼

Icon Sizes

Width: Small ▼

Height: Small ▼

Display Header

12/24 hour clock: 12 hours (e.g. 2pm) ▼

Default View: Show Periods ▼

Tip: Clicking on the header will swap it between the two views.

Save

There are too many variables to suggest an exact recommendation, therefore, experimenting with the different settings is the only way to get a grid page that suits you personally.

Some options worth pointing out....

If you would prefer to see the name of the booker inside the Booking icons (rather than the word 'Booking'), this can be selected here.

To view the details of an existing booking/lesson you would normally click on the applicable icon. If you have several checks to make, you can avoid all the of clicking by switching Show Icon Information to 'on mouse hover'. Tip: the hover option is mainly intended for rare/one-off investigations. It can get a bit distracting if it always on, therefore, it is recommended that you switch it back to 'On mouse-click' when complete. Please also note that, whilst hover is enabled, it not be possible to click on the 'view full details' link inside the info bubble.

If you have a large monitor, but only a few rooms or a limited range of booking times, there may be large areas of unused space onscreen. If so, the Icon Size options can make better use of the available space by doubling or even quadrupling the sizes of each booking slot.

If you have no interest in the lessons, you can make them stand out less by switching their colour to grey and also setting the icon text to 'none'.

Although the core system works under a 24 hour clock (e.g 17:00 for 5pm), you can change the grid headers to show a 12 hour clock if preferred.