How to Use Room Bookings

Room Bookings is a program which allows users to book Rooms, Items or even Minibuses.
When you first run the program you will see this screen, it will say Please wait . . . loading data, the program is loading the current timetable and Data
This may take a few seconds.

Once the screen has loaded the bookings you can then click the tabs to select which room you want then click a date to find a day of the bookings.

The yellow box shows you the current booking, and the light blue column shows you the current day.

Adding a Booking:
To add a booking select the room you require and the date, then click the "Add a Booking" button (or right click the cell, or from the menu, Commands, or double click the cell), as you can see there are a number of ways to book a booking.

If you see this screen (on the right) then there is a booking already for this room, this date and time and this screen will give you some information about the Booking

If there is a booking already in this slot then select another room or day.

If you see this screen then enter a comment and click the "Save" button, your booking will be saved and will show on the grid.


If you are doing this for someone else then click the word "Staff Name" or the users name (any text which is underlined)

A screen will appear allowing you to select another member of staff, find the member of staff, click there name then click the "Select" button to select this member of staff
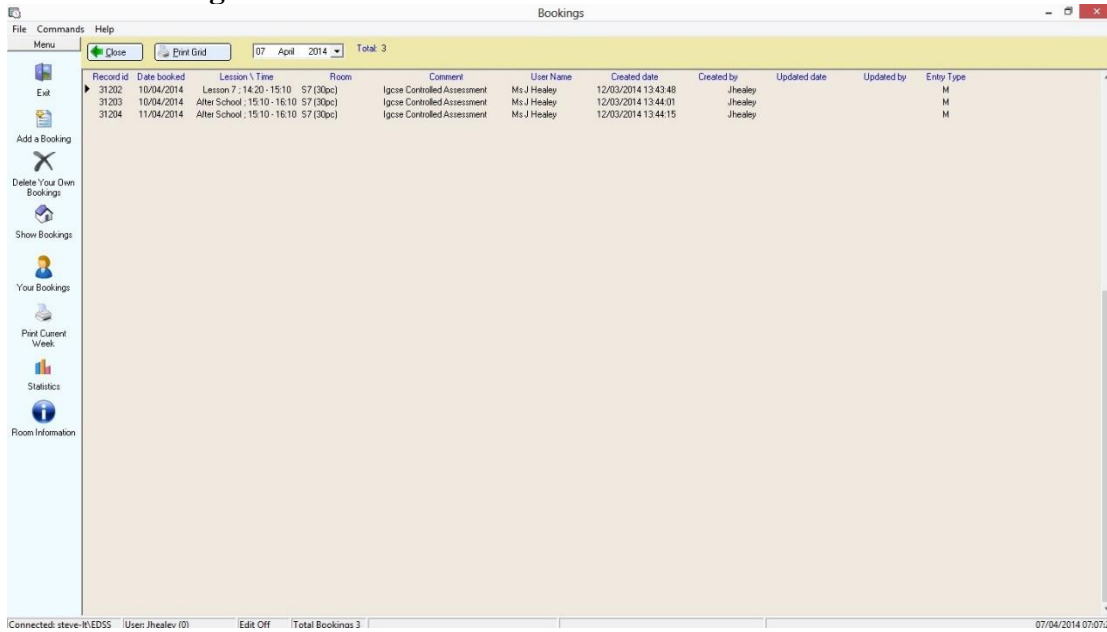

Then click the "Save" button to save you're booking.

The Information screen will give you some information about the room, how many machines (if any) are in the room, the speed of the machines, any Resources e.g. Projectors, Interactive Wipe board, Printers, etc. you can see this information by pressing the "Room Information" button .
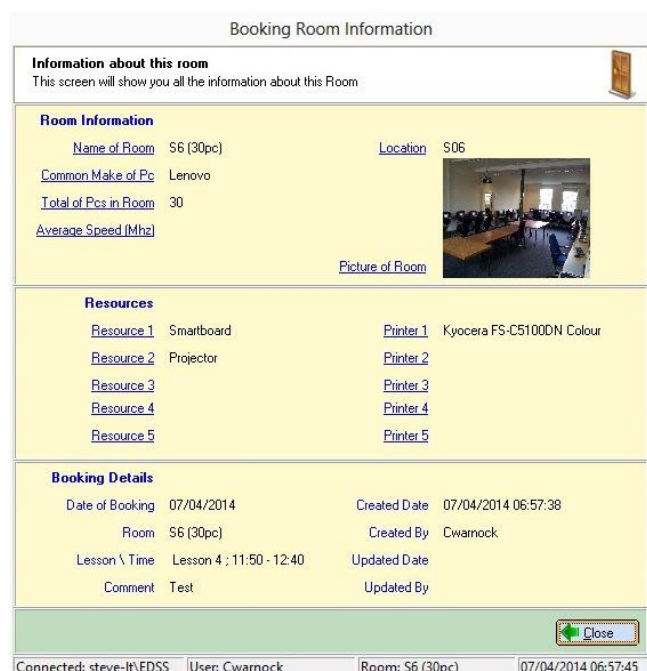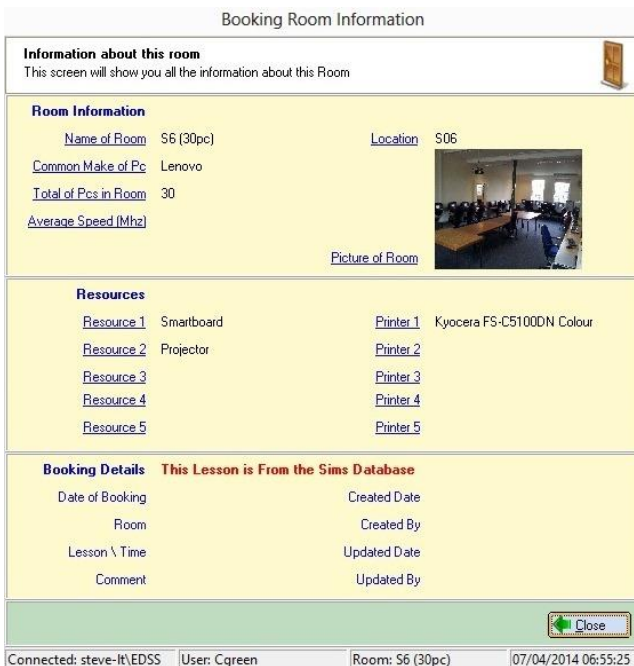
You're Bookings:

If you wish to see all you're booking's from a given date then click the "Your Bookings" button, this screen will then show all you're booking's form the date at the top of this screen, to change the date just click the date and select a different date, you may also print out this list for your reference.
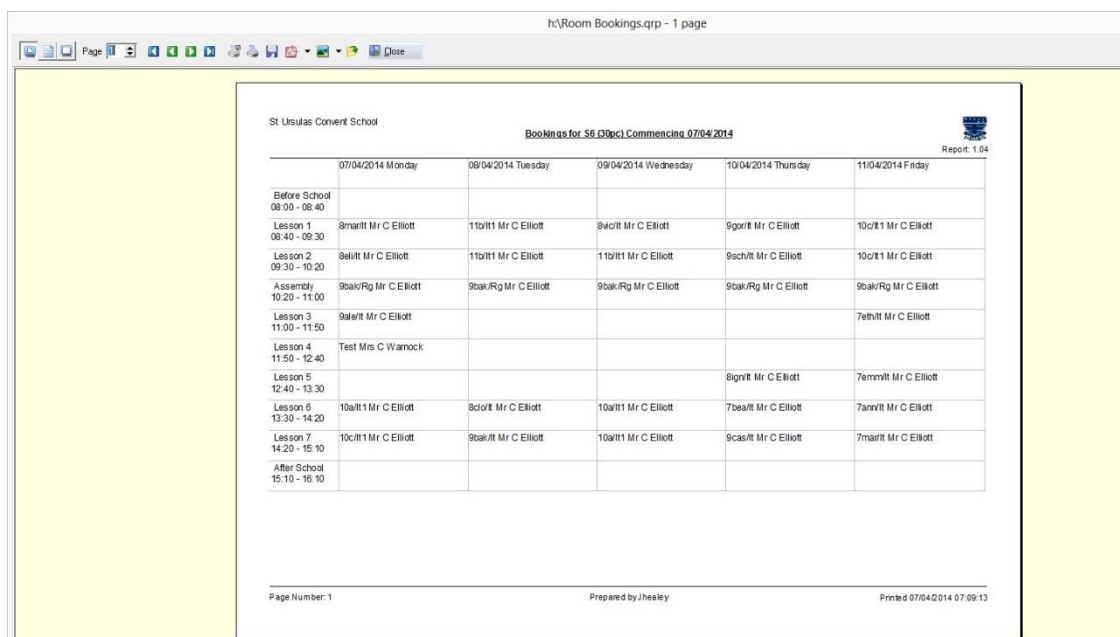
Deleting a Booking:
You can only delete your Own Bookings, you can't delete anyone else's Booking, Only Administrator or the owner of that Booking can delete them.

Print Bookings:
To print out a Room and its bookings for the selected week, select the room and the week then click the "Print Current Week" button
You can save the report as a Pdf or a Jpg or print to a printer.

System Settings:
Settings can only be changed but the administrator of the system

Room Names:
This screen allows you to Add Rooms to the system and to match them up against the Timetable from Sims.
You can change the icon deepening on the type of item you add

Room Title: The Title in the Tab
Position: is the Position in the tab
Icon: is the number of the icon from the image above.
Is a Hall: is if this item is a hall
Email alert: Used if you want to Email someone e.g. if the item is a bus, the Premises team may need to get it ready.
Room: The Same as in the Exported Timetable

The settings below are for use with the Booking Viewer
Scroll Scn Number: Which Page this tab to be on
Scroll Position: The Line this tab will be

Settings:

Total Room Slots:	Default setting is 8.
Restrict Booking:	This is set to stop staff booking months in advance to give fairness to other staff.
Do Not Show X:	Tick these boxes if you don't want the Years to show, this is used if Year 10 are on Work experience etc. Or If Year 11 have left but are still on the Timetable This will allow staff to book the rooms that year 10 & 11 were booked For.
Use Multi Screen:	This is used for the Room Booking Viewer Screens like in Train Stations and Airports, the screen will change if you have a lot of Tabs
Special Users:	Not used anymore
Not Available:	If you have a user that comes in to do Display work then you can set the days they are not available.
Disable Bookings:	This is used to Stop staff from using the Booking System after a given Date, e.g. if the timetable has not been done or loaded into Sims, then you can't use the Room Bookings as Bookings will not be correct.

Any questions then please let me know.

Thank You

Steve Riley