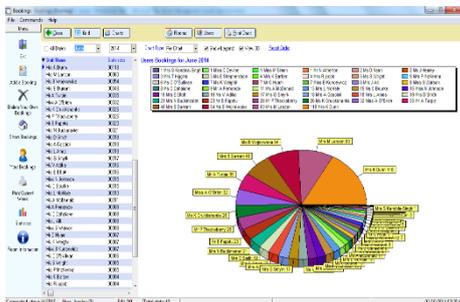# Bookings

Bookings

Booking is a program that does what it says, it allows Staff to Book: Rooms, Vehicles, Assembly Halls, Car Park Spaces, anything that your School need staff to book can be booked using our Booking System.

Staff can Book by selecting the Tab, then click the grid where they want the booking to be, then either click the "Add a Booking" button or double the grid, type in a comment, then press Save button, the booking is done.

Staff can Delete their Own Bookings only, they cant Delete anyone's else bookings.

Staff can Drag a Booking from one Lesson to an empty Lesson.

See Statistics about all the Rooms, Users who have booked them.

Staff can print their Bookings and see at a glance what bookings they have for the day.

They can see what equipment is in the Room by clicking the "Room Information" button

Some of the Features:

Export the Timetable from Sims and Import it into Booking.

Staff can not Delete any Bookings which have been Imported from Sims.

Admin Settings:

Restrict Bookings to x number of Days, this Stops staff booking months in the future thus allowing Other staff to be able to booking rooms.

Don't show Year 10 & Year 11 if they are away on Work Experience.

Setup "Not Available" slots e.g. if you have someone come in to do Display boards, they may work certain hours,, these can be set so staff cant book any times they are not in.

Disable Bookings from a given Date, if the timetable will be changing, it will stop staff booking after that date.

Use Multi Screen setting, this is used if you have lots of rooms then the Booking Viewer will swoop between screens like at Train Stations or Airports.

Configure Room Names, Positions, Email Alerts, e.g. if Someone books the Mini Bus, an Email will be sent to the Drive informing them of the Booking.

Select Icons for different Tabs, e.g. for Car Parking you may want to select an icon of a Car or if you have a Mini Bus, you may want to select an icon of a Bus.

Block a Whole day with a Click if the Room is not in use for that day.

Using the **Booking Viewer**, you can display around your school the whole of todays Booking so everyone knows what has been booked, within 30 seconds of someone adding a booking, these screens will update automatically.
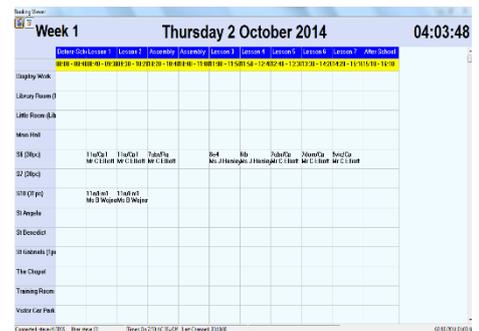
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Other Programs in the Hermes Suite:
After School Club
Allocation
Alternative Education
Asset Manager
Bookings
Call Logger
Confiscated Items
Controlled Assessment
Detention
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Photos
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Software Audit
Stock Control
User Display
Visitor Log
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