



UoB Engineering Study Space Booking App User Manual



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Introduction

The UoB Engineering Study Space Booking App allows students to booking study spaces and meeting rooms on the fly. Previously, this process was carried out by the Engineering Librarians manually on paper.

The user interface is simple but efficient, allowing quick, easy use. The site was designed with mobile responsiveness in mind and works fluidly on desktop and mobile.

Administrators have the ability to manage the users, rooms and all bookings whereas students are only able to manage their own bookings.

This manual explains how to use the website correctly. Please read and understand thoroughly before using the product. For all further questions please contact the Engineering Department in the Queens Building.



Logging in / out

UoB Engineering Study Space Booking App

Email Address:

user@bristol.ac.uk

Password:

.....

☐ Remember me

Submit

[T&Cs](#)

Enter your email address here

Enter your password here

Enabling remember me will automatically log users in on their device. Do not enable if using a shared computer.

Click submit to complete the login

UoB Engineering Study Space Booking App

Wrong username or password

Email Address:

Password:

☐ Remember me

Submit

[T&Cs](#)

In the event of typing an incorrect email password configuration, please contact an administrator

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View All Rooms

Logout

[T&Cs](#)

To logout, click the logout button at the bottom of the home page





Navigation

UoB Engineering Study Space Booking App



Rooms:



Building	Room	Capacity	Info
4.33	MVB	3	
1.11	MVB	3	

[T&Cs](#)

Once logged in, users can navigate back to the home screen by clicking on the home icon in the top right corner of any page



User Features

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View All Rooms

Logout

[T&Cs](#)

The user home screen



Making a booking

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View All Rooms

Logout

From the home screen, users should
select the make a booking button

[T&Cs](#)

UoB Engineering Study Space Booking App



Make a Booking:

Date
and
Time:

Duration
(Hours)

Submit

[T&Cs](#)

Users should then select the date, time and duration they would like to book.

The date must be in the future, but not more than 2 weeks away.

The duration must be positive but less than 3 hours.

Users should click submit after selecting their preferences.

UoB Engineering Study Space Booking App



Select a Room:



Date
and
Time:

16/04/2019, 17:00

Duration
(Hours)

2

Building	Room	Capacity	
3.44	MVB	4	Select
1.28	Queens	8	Select

[T&Cs](#)

Click here to go back and amend your date, time and duration options.

Here is a list of all the available rooms at that time, click select on the room you want to book

UoB Engineering Study Space Booking App

Confirm Booking:

Room Number	1.28
Building	Queens
Capacity	8
Date	26-April-2019
Time	17:00
Duration	2 hour(s)

Submit

[T&Cs](#)

Click the close button to go back and select a different room

This popup displays the details of the booking you're just about to make.

Click select to confirm the booking



Viewing bookings

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View All Rooms

Logout

Once you have made some bookings,
click view bookings

[T&Cs](#)

This page displays your future bookings.

UoB Engineering Study Space Booking App

Bookings:

Date	Time	Duration (Hours)	RoomNo	Building	Info
17-April-2019	13:00	2	3.35	Queens	<div></div>
17-April-2019	15:00	2	3.35	Queens	<div></div>
18-April-2019	13:00	2	Meeting Room A	Queens	<div></div>
18-April-2019	15:00	2	1.11	MVB	<div></div>

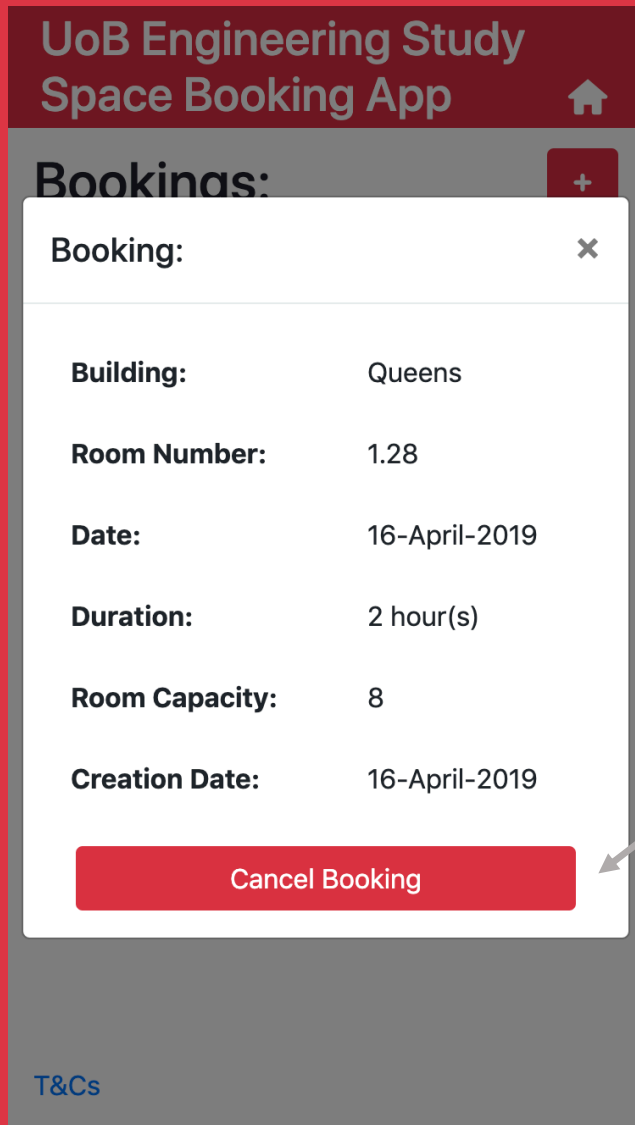
T&Cs

Click here to add a new booking

Click here to see more information about a booking.



Cancelling a booking



Once a viewing has been selected from the view bookings page, click the cancel booking button



Administrator Features

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View Rooms

Add a Room

View Users

Add a User

View Statistics

Logout

[T&Cs](#)

The administrator home
screen



Adding a room

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View Rooms

Add a Room

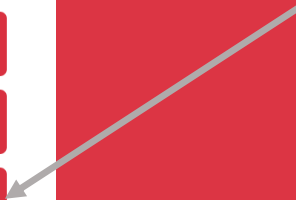
View Users

Add a User

View Statistics

Logout

From the administrator home screen,
users should click 'add a room'



[T&Cs](#)

UoB Engineering Study Space Booking App



Add a Room:

Room
Number

Building

Capacity

Submit

[T&Cs](#)

These fields should be filled out with the corresponding information about the room.

Note that capacity must be a number.

To confirm the new room, press submit



Viewing users
Viewing a user's
bookings
Deleting a user
Blacklisting a user

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View Rooms

Add a Room

View Users

Add a User

View Statistics

Logout





[T&Cs](#)

From the administrator home screen,
users should click 'View Users'

This screen displays all the users registered in the system.

UoB Engineering Study Space Booking App

Users:

Name	ID	Email	Faculty	Role	Info
admin	1	admin@bristol.ac.uk	engineering	admin	
user	2	user@bristol.ac.uk	engineering	student	
Zackaray Dove	15	zd17646@bristol.ac.uk	Engineering	student	
Rachel Tominey	16	rt12451@bristol.ac.uk	Eng Maths	student	

[T&Cs](#)

Click here to add a new user

To view more information about a user, click the i button.

This screen displays information about a specific user

This displays the number of bookings made by a user. Click to see these bookings, and thus cancel them.

To permanently delete this user. Click the 'delete user' button

UoB Engineering Study Space Booking App

User: x

Name:	user
ID:	2
Email:	user@bristol.ac.uk
Faculty:	engineering
Role	student
Password	\$2a\$10\$Sfzic5V6IV1x6qlcY
Blacklisted:	false
Bookings:	3

Delete User

Blacklist User

T&Cs

The hashed password is displayed for security reasons. Contact UoB IT Services for password issues.

To blacklist or unblacklist the user, click here.

A blacklisted user cannot make bookings.



Adding a new user

UoB Engineering Study Space Booking App



View Bookings

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Add a User

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[T&Cs](#)

From the administrator home screen,
users should click 'Add a user'

UoB Engineering Study Space Booking App



Add a User:

Email

Name

Password

Faculty

[T&Cs](#)

Fill in these fields with the
corresponding information, then click
submit



Viewing all bookings

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View Rooms

Add a Room

View Users

Add a User

View Statistics

Logout

From the administrator home screen,
users should click 'View bookings'

[T&Cs](#)

This page displays all users' future bookings, along with which user made the booking

UoB Engineering Study Space Booking App



Bookings:



Date	Time	Duration (Hours)	RoomNo	Building	User	Info
18-April-2019	11:27	1	1	1	admin@bristol.ac.uk	
18-April-2019	11:28	1	2	2	user@bristol.ac.uk	
18-April-2019	12:00	2	1.25	Queens	zackdove@mail.com	
19-April-2019	12:00	2	3.34	MVB	zackdove@mail.com	
20-April-2019	12:00	2	1.11	Queens	zackdove@mail.com	
20-April-2019	09:00	2	1.25	Queens	zackdove@mail.com	
T&Cs						

Click here to see more information about a the user that made the booking

Click here to see more information about a booking. The booking can be cancelled from here



Viewing statistics

UoB Engineering Study Space Booking App



View Bookings

Make a Booking

View Rooms

Add a Room

View Users

Add a User

View Statistics

Logout

[T&Cs](#)

From the administrator home screen,
users should click 'View Statistics'

For all further enquiries or questions please contact the Engineering Department in the Queens Building.