



# 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

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

[T&Cs](#)







# 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	1.28
Date	16-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

[T&Cs](#)

Once you have made some bookings,  
click view bookings

# This page displays your bookings.

UoB Engineering Study Space Booking App

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

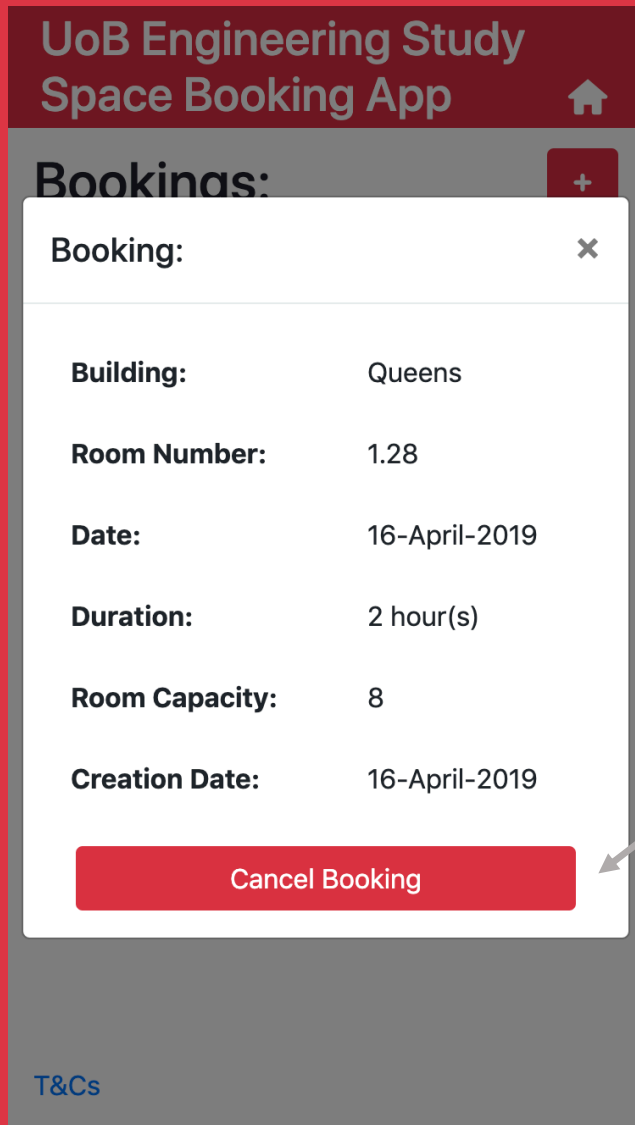
T&Cs

[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

[T&Cs](#)

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

## 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



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[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



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Logout

[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

Submit

[T&Cs](#)

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



Viewing statistics

# UoB Engineering Study Space Booking App



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[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.