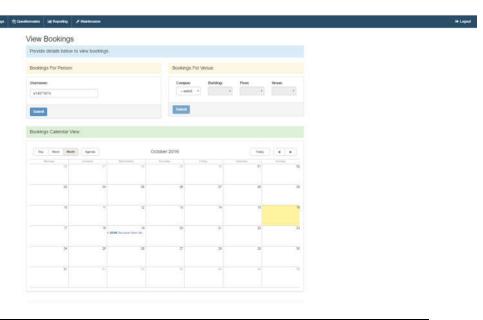
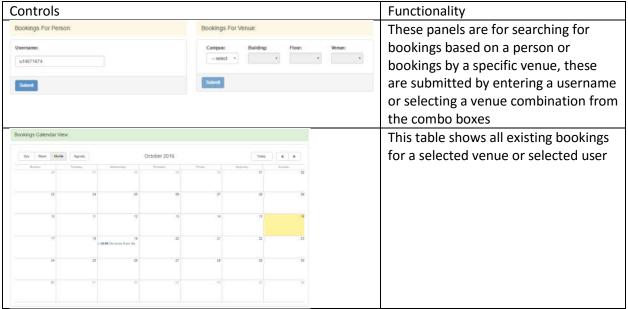
# 8. Booking Help

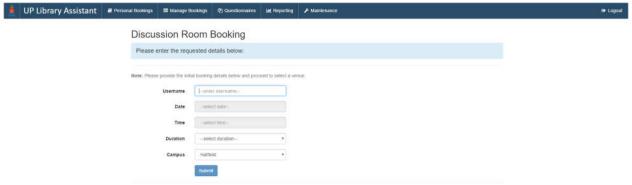
## 8.1. View All Bookings

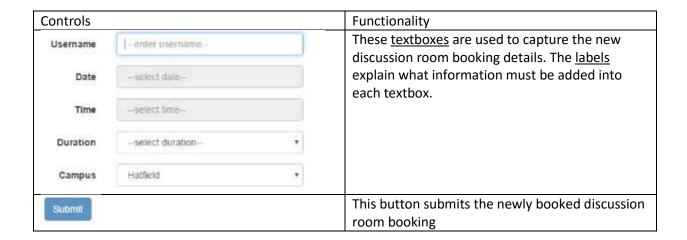
UP Library Assistant Present Bookings Ma





#### 8.2. Book discussion room via help desk





# 8.3. Update Discussion Room Session via Helpdesk/7.5. Session Booking Status / 7.6 Cancel booking via Helpdesk

Update Discussion Room



Controls Functionality

Person ID: Type: Date: Timeslot: Campus: Building: Venue: Booking Status:	u14071674 Discussion Room Session 2016/11/01 09:30:00 - 10:30:00 Hattleid Centenuary Room 1-1 Active ▼	These <u>labels</u> are used to display the slelected discussion room booking details. The booking status can be changed to cancel the session
Update Booking	Status Update Booking Cancel	These buttons update the discussion room booking status or the selected discussion room booking details. The cancel button can cancel the entire discussion room update process

## 8.4. Book Training Session via Helpdesk

### **Book Training Session**

