

## 8. Booking Help

### 8.1. View All Bookings

UP Library Assistant

Personal Bookings

Manage Bookings

Dashboard

Reporting

Maintenance

Log out

#### View Bookings

Provide details below to view bookings:

##### Bookings For Person:

Username:

##### Bookings For Venue:

Campus:  Buildings:  Floor:  Venue:

##### Bookings Calendar View:

Day

Week

Month

Agenda

October 2016

Today

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Controls	Functionality																																																	
<div><div>Bookings For Person:</div><div><div>Username:</div><div><input type="text" value="u14071674"/></div><div><div>Submit</div></div></div><div><div>Bookings For Venue:</div><div><div>Campus:</div><div>Buildings:</div><div>Floor:</div><div>Venue:</div><div><div>-- select</div><div></div><div></div><div></div></div><div><div>Submit</div></div></div></div></div>	<p>These panels are for searching for bookings based on a person or bookings by a specific venue, these are submitted by entering a username or selecting a venue combination from the combo boxes</p>																																																	
<div><div>Bookings Calendar View:</div><div><div><div>Day</div><div>Week</div><div>Month</div><div>Agenda</div></div><div>October 2016</div><div><div>Today</div><div>&lt;</div><div>&gt;</div></div><table><tr><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th><th>Sunday</th></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>02</td></tr><tr><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td></tr></table></div></div>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	26	27	28	29	30	31	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	05	06	<p>This table shows all existing bookings for a selected venue or selected user</p>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																																												
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03	04	05	06	07	08	09																																												
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31	01	02	03	04	05	06																																												

## 8.2. Book discussion room via help desk

The screenshot shows the 'Discussion Room Booking' interface. At the top is a navigation bar with links: UP Library Assistant, Personal Bookings, Manage Bookings, Questionnaires, Reporting, and Maintenance. A 'Logout' link is in the top right. Below the navigation bar is the title 'Discussion Room Booking'. A light blue box contains the text 'Please enter the requested details below:'. Below this is a note: 'Note: Please provide the initial booking details below and proceed to select a venue.' The form fields are: 'Username' (text input with placeholder '--enter username--'), 'Date' (dropdown with '--select date--'), 'Time' (dropdown with '--select time--'), 'Duration' (dropdown with '--select duration--'), and 'Campus' (dropdown with 'Hatfield' selected). A 'Submit' button is at the bottom.

Controls	Functionality
<p>Username <input type="text" value="--enter username--"/></p> <p>Date <input type="text" value="--select date--"/></p> <p>Time <input type="text" value="--select time--"/></p> <p>Duration <input type="text" value="--select duration--"/></p> <p>Campus <input type="text" value="Hatfield"/></p>	<p>These <u>textboxes</u> are used to capture the new discussion room booking details. The <u>labels</u> explain what information must be added into each textbox.</p>
<p><input type="button" value="Submit"/></p>	<p>This button submits the newly booked discussion room booking</p>

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

The screenshot shows a 'Booking Details' dialog box. It contains the following information: Person ID: u14071674, Type: Discussion Room Session, Date: 2016/11/01, Timeslot: 09:30:00 - 10:30:00, Campus: Hatfield, Building: Centenary, Venue: Room 1-1, and Booking Status: Active (dropdown). At the bottom right are three buttons: 'Update Booking Status' (disabled), 'Update Booking' (active), and 'Cancel'.

Controls	Functionality
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<b>Person ID:</b> u14071674 <b>Type:</b> Discussion Room Session <b>Date:</b> 2016/11/01 <b>Timeslot:</b> 09:30:00 - 10:30:00 <b>Campus:</b> Hatfield <b>Building:</b> Centenary <b>Venue:</b> Room 1-1 <b>Booking Status:</b> Active ▼	These <u>labels</u> are used to display the selected discussion room booking details. The booking status can be changed to cancel the session
<div> <div>Update Booking Status</div> <div>Update Booking</div> <div>Cancel</div> </div>	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

Provide training session details:

Booking a training session:

- Select a training course category and topic.
- Choose a training session from the table.
- Click 'Book Training Session' button and confirm your booking.

Enter Username:

u14071674

Select a Category

Maths ▼

Select a Topic:

AP Maths ▼

Available Training Sessions:

Date	Timeslot	Campus	Building	Venue
2016/10/18	9:30 AM - 10:00 AM	Hatfield	Meronsky Library	Training Room 1

Book Training Session

Controls	Functionality
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Enter Username:

u14071674

Select a Category

Maths

Select a Topic:

AP Maths

Available Training Sessions:

Date	Timeslot	Campus	Building	Venue
2016/10/18	9:30 AM - 10:00 AM	Hatfield	Meninsky Library	Training Room 1

Book Training Session

These textboxes are used to capture the new training session details. The labels explain what information must be added into each textbox. Available training sessions need to be selected from available training session panel.

This button books a place in the selected training session.