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| Room Booking System |
| User Guide |
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Contents

[Overview 2](#_Toc441175794)

[Introduction 2](#_Toc441175795)

[System Requirements 3](#_Toc441175796)

[Installation Instructions 3](#_Toc441175797)

[Usage 4](#_Toc441175798)

[Students 4](#_Toc441175799)

[Teachers 5](#_Toc441175800)

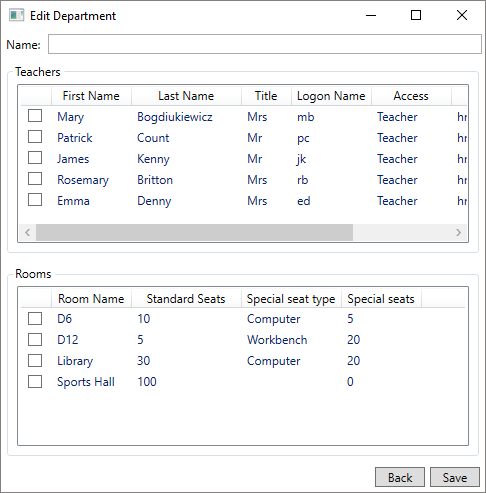
# Overview

## Introduction

The Room Booking System is designed to be an easy to use, scalable system for booking facilities, specifically school rooms. Its main overall features are customisability and inclusion of all users in the system, giving students restricted yet useful access to information usually only available to staff when using a traditional system.   
  
There are two main programs – the Server which is recommended to be run on a dedicated server machine, and the Client, which should run upon log-on on the standard computers used by students and staff around the school. The Clients connect to the Server and can then display and edit information on the system.  
  
The users are intended to be Teachers, Students, and Administrators. Each of these roles represents a degree of access to the system as well as the obvious “real-life” roles. An explanation of the system roles are given below.

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| --- | --- |
| User Type | Role |
| Student | View bookings and receive notifications of scheduled bookings taking place in the room they’re currently logged on in. |
| Teacher | Can create and edit their own bookings, as well as having all the capabilities of Students. Can receive emails notifying them about changes to their bookings etc. |
| Administrator | Can create and edit any bookings, have all the capabilities of a student, and can create and edit more core system entries, such as the Rooms and Periods that Bookings can take place in/during. |

## System Requirements

Server (Minimum)

2GB free hard drive space.  
2GB RAM.   
2GHz processor.  
Windows XP or above.   
.NET Framework 4 or above.

Client (Minimum)

500MB free hard drive space.  
1GB RAM.   
2GHz processor.  
Windows XP or above.   
.NET Framework 4 or above.

## Installation Instructions

Server

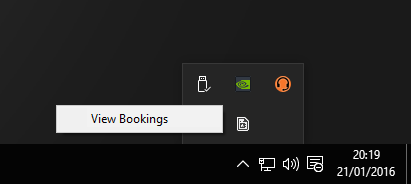
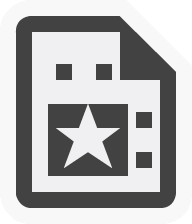
The server should be set up by an administrator, and simply needs to be opened to start running. It will create or use the database files in the same directory as it, and is otherwise standalone. Once started, it will take a few seconds to load the internal model, and then displays a message stating that it’s started to listen for clients. Information on events will be printed as they occur.  
Pressing a key will shut down the server and disconnect all clients cleanly, also ensuring the database is detached correctly. This is the recommended method of shutting down the server.  
Opening the server after the first run will resume with the same state as when it was shut down – all Bookings, Rooms etc will persist between shut downs.  
// Need to give step by step instructions rather than an overview?

Client

Client installation is trickier, and again should be done by an admin.  
// Need to go into detail about how to setup startup scripts on Windows Server? Or just give a simple demo like, put into startup folder on computer?

# Usage

## Students

To open the timetable, look for the icon  in the system tray. Left clicking this icon, or right clicking and selecting the “View Bookings” option in the displayed context menu, will display the main window.

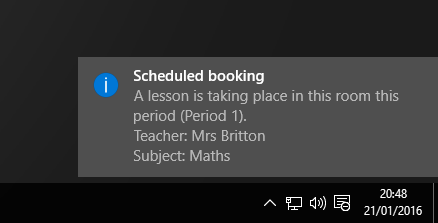


Previous/Next buttons for changing days.

The current date being viewed.

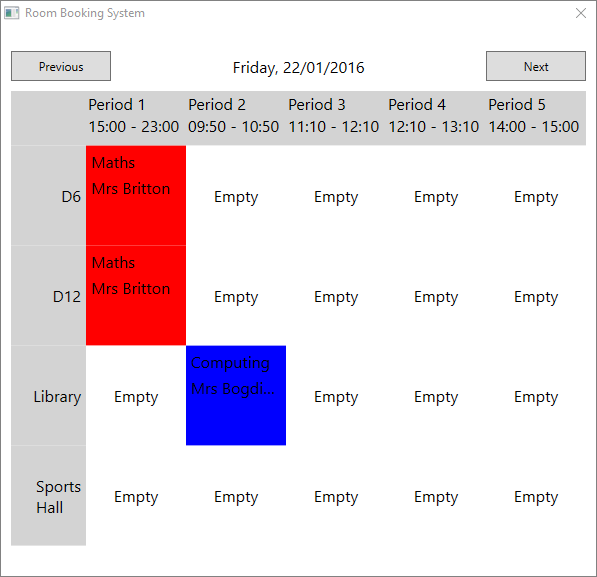
A Booking made by Mr Kenny for Physics during period 3 taking place in both D12 and the Library.

The timetable window displays today’s bookings – your view might look different depending on the rooms/periods you have. You can use the “Next” and “Previous” buttons to navigate between days – the timetable will update to display the desired day. Hovering over a room will display more information about it, including the number of seats it has and the type of special seats (eg computers) that it has.

You may see a popup when you’re using a computer in a room that’s been booked for the period you’re in – it will appear for a few seconds, displaying information about the booking, before vanishing. Again, this will look different depending on the booking and operating system.

This is to inform you that you may be interrupted while using the room by a class that have booked the room previously.

## Teachers

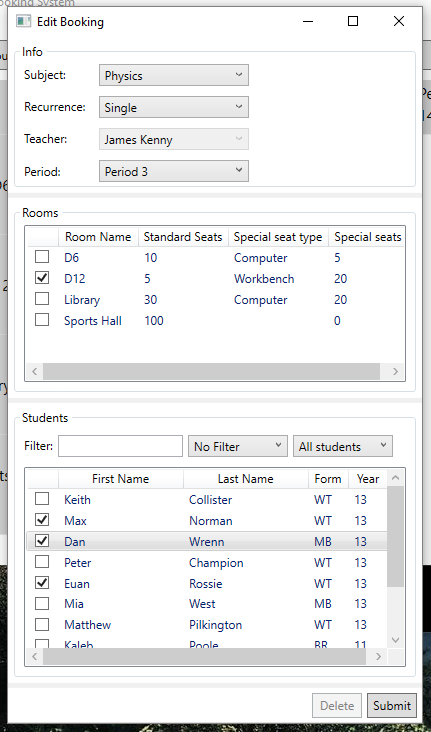


A Booking made by “Mrs Britton”.

An empty slot that can be booked.

Please first read the Student information section for an introduction to the most basic parts of the system. As a Teacher, you have all the rights of a student plus more – all the features accessible by you are from the Timetable window.

To add a new booking, click an empty cell. This will open the “New Booking” window and let you edit the details of this booking. Some data should be filled in initially, such as the room and period based on which empty cell you clicked.  
Note that you can’t book over an existing booking – if you try to submit a booking that conflicts with an existing one, you’ll receive an error message (see error message section at the end of this guide). Press the “Save” button at the bottom to save the booking to the system, and close the window to cancel making the booking.



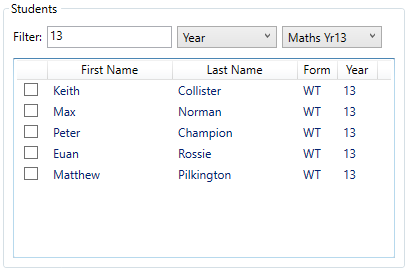
The basic fields (explained in the text)

Rooms – tick all those desired.  
  
  
  
  
  
Students (optional) – select all that will be in the booking, and use the filters to reduce hassle.

To edit an existing booking, click a cell containing one of your bookings. You cannot edit other teachers’ bookings. This will open up the same window as when creating a new booking, but the fields will be filled in as they were when you created it originally. You’re now free to adjust them until you’re happy, then press the “Save” button to submit or just close the window to cancel.

The Subject field is the Subject of the class you’re going to be teaching – the example here is Physics. Recurrence is how often this booking will recur – you can pick from “Single” (a one off booking), “Weekly” (will recur at the same time each week), “Fortnightly” (every two weeks), or “Monthly” (every 4 weeks). The “Period” field allows you to decide which period you want to make the booking for. Note that you can’t change the “Teacher” field – you can only make bookings for yourself.

The “Rooms” section lets you pick which rooms you want to book – some helpful information is displayed about them including how many and of what type the “Special Seats” are – these are workbenches/computer stations etc.

You can select Students from the Students area to attend the lesson (this is optional, it’ll only make it easier for them to see which lessons they’re involved in). You can filter the students by various criteria – type text into the filter box and select a filter, and the list will update to reflect students where the column indicated by the filter contains the text in the box. You can also filter by classes using the right-most drop-down box.

To delete a booking, simply open the window as if you were about to edit it, then press the “Delete” button. A confirmation dialog will show, giving you a chance to confirm your choice. Hitting “Yes” will permanently delete the booking, pressing “No” will cancel the deletion.

## Administrators

Please first read both the Student and Teacher sections first, as they contain information about useful parts of the system as well as introducing windows etc.

As an administrator, you have access to all features of the system as a teacher and student, plus more. In practice, you’re able to view, create and edit bookings, including being able to create/edit bookings on behalf of any teacher. You can also edit background data, such as the Rooms, Periods, and lists of Teachers etc.

This is all achieved through the Admin Control Panel, accessible from the taskbar icon’s context menu.

## Error Messages