|  |
| --- |
|  |
| Room Booking System |
| User Guide |
|  |
| **Keith Collister** |
| **February 2016** |

|  |
| --- |
|  |

Contents

[Overview 2](#_Toc441075921)

[Introduction 2](#_Toc441075922)

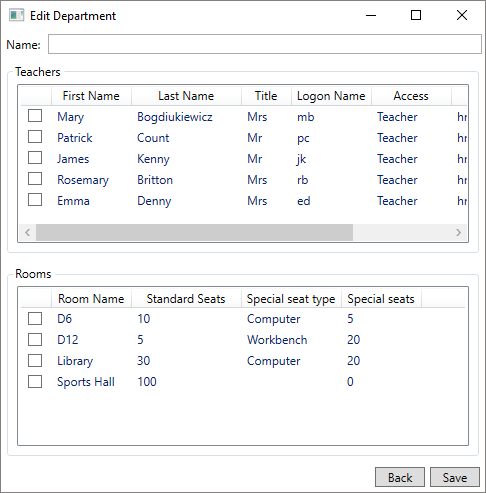
# Overview

## 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.

|  |  |
| --- | --- |
| 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

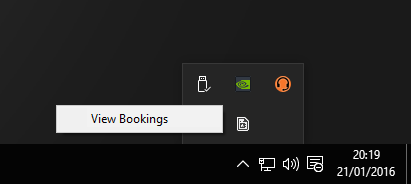
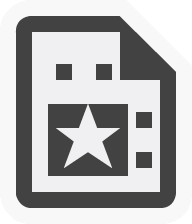
The server should be set up by an administrator, and simply needs to be opened to start running. It will create or use the database files in the same directory as it, and is otherwise standalone. Once started, it will take a few seconds to load the internal model, and then displays a message stating 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?

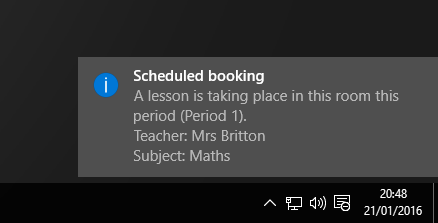
# Usage

## 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.



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.

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.