

# Student Guide

**Electrical and Electronics Engineering**

**Lab Booking System**

# Chapter 1 Preface

## Purpose of writing

This is the operational guide of Lab Booking and attendance systems. It will provide a detailed explanation about the functions of the system and instructions about how to use the system efficiently.

## Expected Reader

Students in Computer Science, Electrical and Electronic Engineering and Computer Science and Electrical and Electronic Engineering program.

# Chapter 2 Operational instruction

## 2.1 Student Booking

### 2.1.1 Registration and login

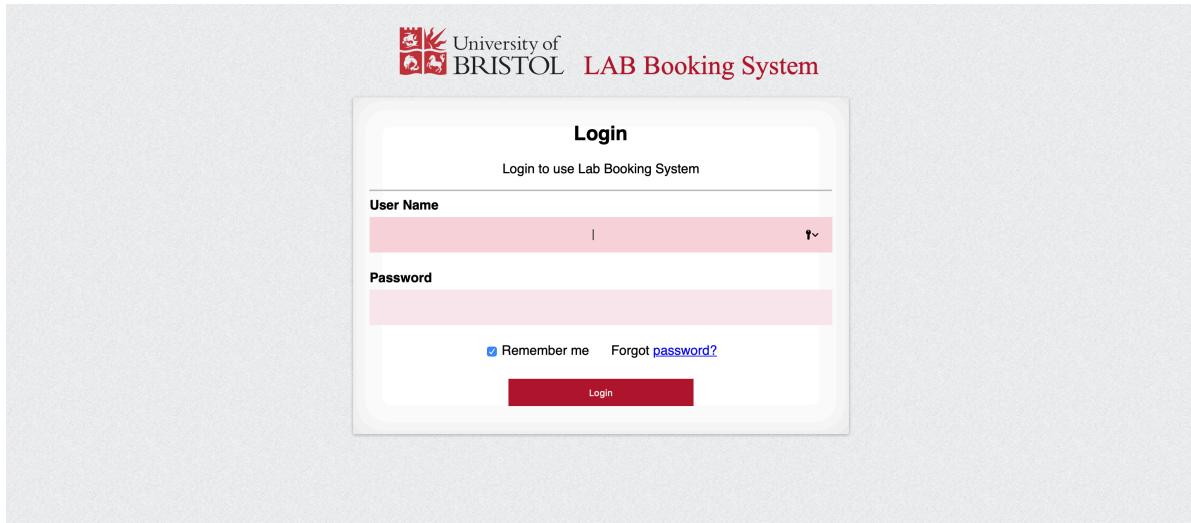
When you access the website by 129.213.98.20 IP address, you should see the homepage of Lab booking and attendance system.

The screenshot shows the homepage of the Lab Booking System. At the top, there are two buttons: "Register" and "Login". Below these, the University of Bristol logo and the text "University of BRISTOL" are displayed. The main title "Electrical and Electronics Engineering Lab Booking System" is centered. Below the title, it says "University of Bristol : Faculty of Engineering". A section titled "What can you do" lists four options: "Register", "Booking a slot", "Selecting equipment", and "Agreements". Each option has a brief description. The "Register" section says: "Scan your UCARD, register with your email and student id on LAB booking system." The "Booking a slot" section says: "Each student is allowed a maximum of 3 hours slot booking each time." The "Selecting equipment" section says: "Students can select each equipment they need in each session." The "Agreements" section says: "Ensure that you read each requirement and agreement carefully before booking."

At this stage, you can see that there are two button on the top left of the page, which are “Register” and “Login”. If you have not registered for the system, you can go to the register page by clicking “Register” button. Otherwise, you can go to the login page directly.

The screenshot shows the "Sign Up" page. The title is "Sign Up" and it says "Please fill in this form to create an account." There are fields for "First Name", "Last Name", "Course" (with a dropdown menu showing "EE"), "Email" (with a note "use bristol email only"), "User Name", "Password" (with a note "do NOT use your bristol password"), and "Ucard" (with a note "enter 0 if not in the lab with the scanner"). At the bottom, there is a red box containing terms and conditions: "1. Report to your supervisor incase of emergency in equipment. 2. You are responsible for the safety of your own and others while using the lab. 3. It is against the rule for you to book the seats for others. 4. Any damage to the equipment will be reported to the faculty in your name. 5. If you are responsible for your own bookings of seats in the lab, if cancellation was not made in specific time of agreement, you will receive a strike. Three strikes and your account will be blacklisted. Please Contact Mr. Richard Walker for removing your name from the black list." A "Register" button is at the bottom right.

When you go to Register page, you are expected to fill all the key information about yourself. When you fill in the information, there are several key points that you need to remember. The first thing is that you can only use the email address that you obtained in the university. Additionally, you can just type 0 for Ucard if you do not register with a student card scanner in the lab. After obtaining an account of the system, you can go to login page like the above. You can choose “Remember me” , which will help you to access the website easily next time.



You will see the main page of the system after logging in, which presents the five main functions at the top. You can access each function by clicking them

### 2.1.2 Edit User

If you would like to edit the information that you provided when you registered for the system, you can go to “Edit User” page. You can change your first name, last name, UCARD number and email address. When you make a final decision, you just need to submit the updated information. You can return to the home page after completing the whole process.

### 2.1.3 Booking seats and equipments

Furthermore, the most important function for the system is to book seats and equipments. You can easily go to the following booking page by clicking “student booking” button .As you can see from the student booking page, you can choose the time slot, seats number and equipments. Apart from that, you can also make some notes to the admin if you have some special requirements. Then, you can submit your booking information.

It is worth mentioning that you cannot book successfully if you choose the same time slot and seats as others or the equipments that you choose are not available. If it happens, you will get notification called “Your booking was failed” .

However, if you finish the booking process successfully, you are able to get a confirmation email for your booking immediately. In addition, you can go to “My Booking” page to see the detailed booking information and double check that whether there are some errors. If you would like to cancel your booking, you can click the “Delete” button located in the last column and go back to home page afterwards.

#### Time slot

Start time:  :00 to End time:  :00

Monday Tuesday Wednesday Thursday Friday

#### Laboratory seat chart

[click here to see floor plan](#)

A1	A2	A3	B1	B2	B3
			B4	B5	B6
C1	C2	C3	D1	D2	D3
C4	C5	C6	D4	D5	D6
E1	E2	E3	F1	F2	F3
E4	E5	E6	F4	F5	F6
G1	G2	G3	H1	H2	H3
G4	G5	G6	H4	H5	H6
J1	J2	J3	K1	K2	K3
J4	J5	J6	K4	K5	K6
L1	L2	L3	M1	M2	M3
L4	L5	L6			
N1	N2	N3			

#### Equipment List

##### Selectable fields

Equipment Name	Photo	Equipment Select
Prototyping Board		<input type="checkbox"/>
Solid Core Wire - 1/0.6mm		<input type="checkbox"/>
Wire Strippers/Cutters		<input type="checkbox"/>
Resistors		<input type="checkbox"/>
Capacitors		<input type="checkbox"/>
TTi LCR400 Bridge		<input type="checkbox"/>
BNC "T" Piece		<input type="checkbox"/>
Oscilloscope Trim Tool		<input type="checkbox"/>

##### Optional Fields

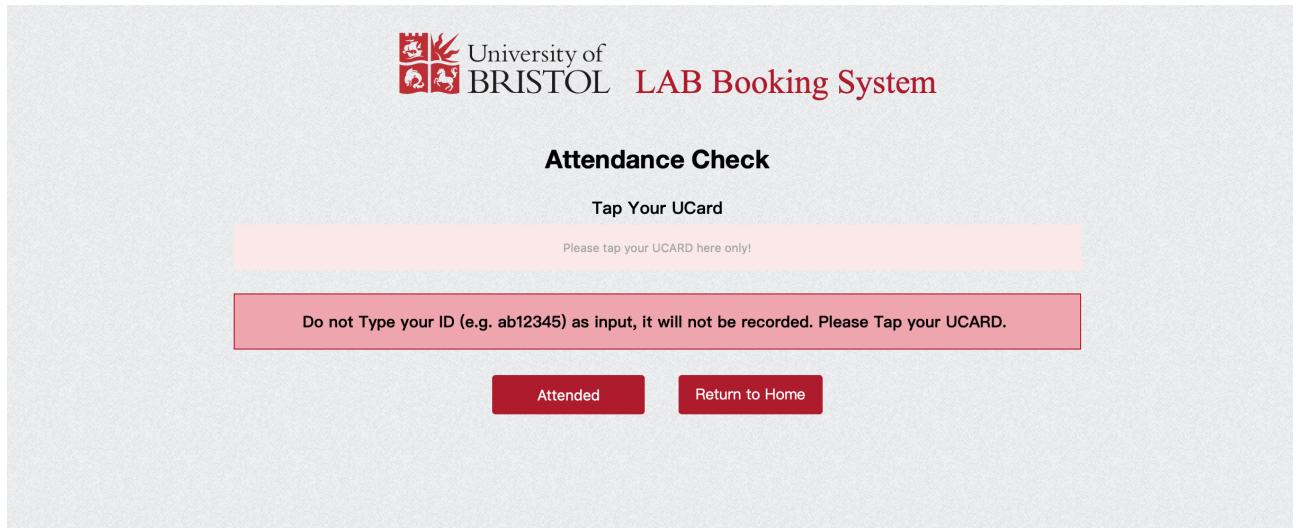
Note that these equipments are available in each counter upon your arrival.  
 Further needs for more of these must be discussed with the lab admin upon your arrival on the day.  
 This may be subjected to change according to the lab admin.

Rohde & Schwarz RTB2004 Digital Oscilloscope : Rohde & Schwarz RT-ZP03 Oscilloscope Probes		<input type="checkbox"/>
Rohde & Schwarz RTB2004 Digital Oscilloscope : Rohde & Schwarz RT-ZL03 Active 8 Channel Logic Probe		<input type="checkbox"/>
BNC ® Croc Lead : BK Precision 4054B Dual Channel 30Mhz Function/Arbitrary Waveform Generator		<input type="checkbox"/>
BNC ® BNC Lead : BK Precision 4054B Dual Channel 30Mhz Function/Arbitrary Waveform Generator :		<input type="checkbox"/>
Rohde & Schwarz NGE 100 Triple Output Power Supply		<input type="checkbox"/>
Rohde & Schwarz HMC 8012 Digital Multimeter : 4mm plug ® Croc Lead (usually a pair of Black and Red Cables)		<input type="checkbox"/>

##### Notes to Admin

Submit

## 2.1.4 Attendance Checking



When you go to the lab, you need to login again to the following page and use your UCARD to check your attendance.