

Overview of Venue booking tool for Video Conferencing

The venue booking tool enables users to book the Satellite and Video Conferencing facilities at Unisa and also indicate what type of equipment is required. Users will be able to see which dates are occupied and whether the booking is confirmed.

Who can use the Venue Booking?

Anyone who can log on to staff online and is authorized to make video conferencing bookings. For more info about video conferencing, address your enquiries to vcbooking@unisa.ac.za

Venue Booking Overview

The venue booking system is found on Staff Online after logging in.

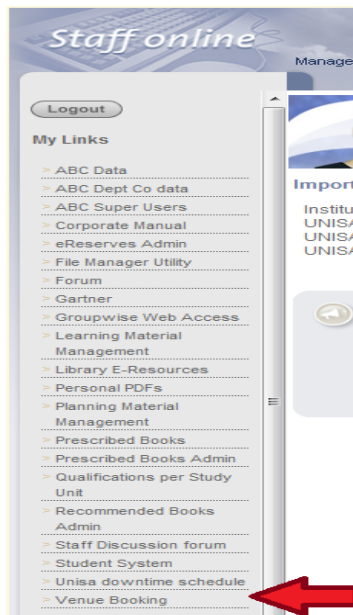


Figure 1: At the bottom of the list

It starts off with an easy to use click and complete interface requiring only for the user to read the screens. A drop down list for month and year with a <Build Calendar> button which must be selected (clicked) will take you to a particular month. Selection of a particular day is done by clicking the particular day of the built month.

Staffonline

Management Portfolios & Services Policies Projects & Groups News & Communications Forms Resources Statistics & MI Contact

Logout

My Links

- > ABC Data
- > ABC Dept Co data
- > ABC Super Users
- > Corporate Manual
- > eReserves Admin
- > File Manager Utility
- > Forum
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- > Prescribed Books Admin
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- > Staff Discussion forum
- > Student System
- > Unisa downtime schedule
- > Venue Booking

Video Conferencing Booking

Monthly Calendar View

Click on a day to view the bookings for a specific date

Select a relevant month and year

January 2011

Build Calendar

Days linked to UNISA are displayed in orange.

February 2011

WeekNum	Sun	Mon	Tues	Wed	Thu	Fri	Sat
6			1	2	3	4	5
7	6	7	8	9	10	11	12
8	13	14	15	16	17	18	19
9	20	21	22	23	24	25	26
10	27	28					

Print

Figure 2: Screen layout of the main screen for venue booking

When the day is selected a summary of booked events is displayed. If no booking is made for that day only the five buttons will be displayed. The radio button in front of a particular entry must be selected before the user can interact with details of that particular day, be it to Edit, Delete or Print that particular booking.

Adding a new booking is done by clicking the obvious button that displays Add new booking text.

Video Conferencing Booking

Monthly Calendar View Bookings Report

Daily Calendar View

Date 16-01-2011

Time	Broadcast	Confirmed
<input type="radio"/> 2011-01-16 09:00 - 10:30	Meeting	Y
<input type="radio"/> 2011-01-16 11:00 - 14:30	INM102-T	Y

View booking Add new booking Edit booking Delete booking Print

Figure 3: When selecting a day on the calendar it will display, if any, bookings for that day

When the Add new booking button is clicked a dialogue screen is entered where the user must supply all the relevant information. Please note a 24 hour clock is used. After each entry screen the

Continue button must be clicked. The next step inquires about the materials that will be used and the last screen about the venues that will be participating.

Video Conferencing Booking

Placement of new booking
Step 1: Main Information
Step 2: Materials
Step 3: Venues
Step 4: Confirmation

Complete the information then click on Continue
Required items marked with*

Main broadcasting information

Subject/Heading:*

Created by:* jmoller

Start date (DD-MON-YYYY):* - -

Start time (HH:MM)* :

End time: (HH:MM)* :

Type of booking *

Description: *

Figure 4: Step 1 Adding main information about your booking request

Video Conferencing Booking

Placement of new booking
Step 1: Main Information
Step 2: Materials
Step 3: Venues
Step 4: Confirmation

Complete the information then click on Continue
Required items marked with*

Main broadcasting information

Subject/Heading:* test 12345

Created by:* jmoller

Start date (DD-MON-YYYY):* 01 - April - 2011

Start time (HH:MM)* 09 : 00

End time: (HH:MM)* 13 : 00

Type of booking * Discussion class

Description: * dasdsd dsaf sdfsdfsdfsdfsdf

Figure 5: A completed booking request

Video Conferencing Booking

Placement of new booking

Step 1: Main Information

Step 2: Materials

Step 3: Venues

Step 4: Confirmation

Check all the material that will be needed for the broadcast then click on continue

Materials needed

☐ ACC

☐ DOCUMENT CAMERA

☐ FLAT X

☐ LAPTOP

☐ OTHER

☐ PAPERS

☐ PEN & STICK

☐ PROJECTOR IV

☐ TWITTER

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Cancel

Figure 6: Step 2, selecting the materials needed during session

Video Conferencing Booking

Placement of new booking

Step 1: Main Information

Step 2: Materials

Step 3: Venues

Step 4: Confirmation

Check all the venues required for the booking and then click continue

Venues

Select allDeselect all

☐ Cape Eastern Wings

☐ Cw 4-110

☐ Cw 4-71

☐ Cw 5-56

☐ Cw 5-66

☐ Daveyton

☐ TWW,9th Floor, VC Room 66

☐ VC Room 1

☐ VC Room 2

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Cancel

Figure 7: Step3, Selecting the participating venues

Video Conferencing Booking

Placement of new booking

Step 1: Main Information

Step 2: Materials

Step 3: Venues

Step 4: Confirmation

Check all the information and click on continue if you want to continue with the booking

Confirmation page

Subject name:	test 12345
Created by:	jmoller- Johannes Jacobus Moller +27124296764 JMoller@unisa.ac.za
Start date (DD-MON-YYYY):	2011-04-01 09:00
End date (DD-MON-YYYY):	2011-04-01 13:00
Duration:	4 HRS 0 MINUTES
Description:	dasdsd dsaf sdfsdfsdfsdfsdf
Materials needed	OTHER
Venues	Daveyton TWW,9th Floor, VC Room 66 VC Room 1

[Continue](#) [Back](#) [Cancel](#)

Figure 8: Step 4, a request for confirmation indicating the details of the request

Video Conferencing Booking

View of booking

Main detail

Subject name:	12345
Start date:	2011-03-13 09:15
End date:	2011-03-13 12:15
Duration:	3 HRS 0 MINUTES
Description:	edewd
Type of booking	Conference
Booking created by:	jmoller- Johannes Jacobus Moller +27124296764 JMoller@unisa.ac.za
Booking created on:	2011-01-05 13:14

Materials needed

TWITTER

Venues

TWW,9th Floor, VC Room 66

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Figure 9: Final confirmation screen

Support for Venue Booking

Should you experience difficulties with the Venue Booking system please log a call via ICT Self Service clearly indicating if the assistance required is of technical nature (it seems to be broken or throwing error code or system errors) or whether it is a training required type query.