Overview of Venue booking tool for Video Conferencing

The venue booking tool enables users to book the 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 or cancellation, address your enquiries to vcbooking@unisa.ac.za

Venue Booking Overview

The venue booking system is found on e- Connect (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.
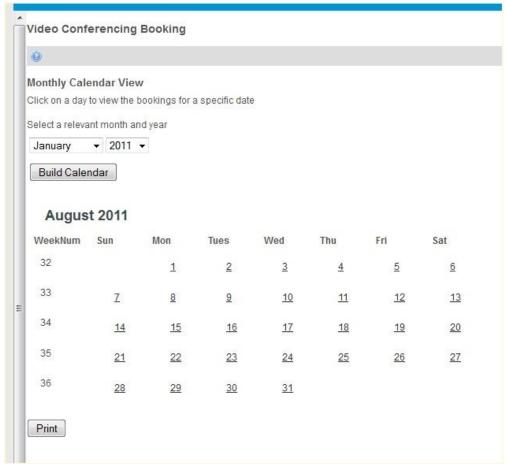
Figure 2: Screen layout of the main screen for venue booking

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.

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.
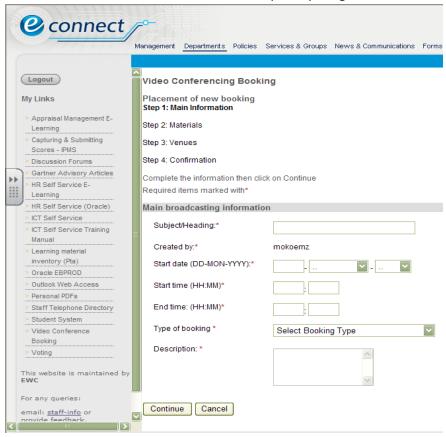

Figure 4: Step 1 Adding main information about your booking request

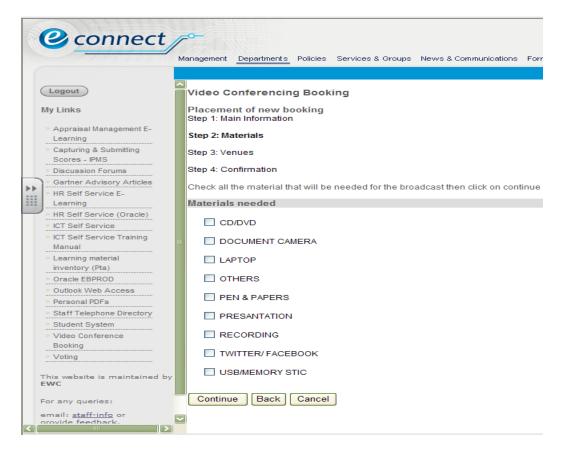**Figure 5: A completed booking request**

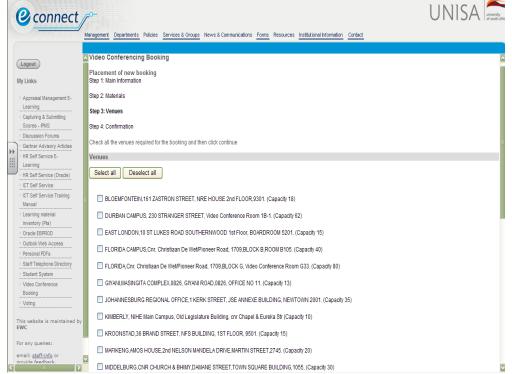**Figure 6: Step 2, selecting the materials needed during session**

Figure 7: Step3, Selecting the participating venues

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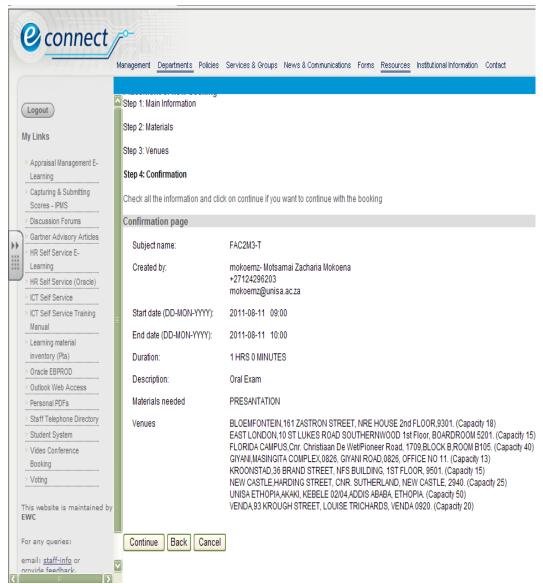

Figure 9: Final confirmation screen

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.