

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.

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

August 2011

WeekNum	Sun	Mon	Tues	Wed	Thu	Fri	Sat
32		1	2	3	4	5	6
33	7	8	9	10	11	12	13
34	14	15	16	17	18	19	20
35	21	22	23	24	25	26	27
36	28	29	30	31			

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.

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- ICT Self Service Training Manual
- Learning material inventory (Pta)
- Oracle EBPROD
- Outlook Web Access
- Personal PDFs
- Staff Telephone Directory
- Student System
- Video Conference Booking
- Voting

This website is maintained by EWC

For any queries:
email: staff-info or [provide feedback](#).

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:* mokoemz

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

Start time (HH:MM)* :

End time: (HH:MM)* :

Type of booking *

Description: *

Continue Cancel

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

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

Main broadcasting information

Subject/Heading:*

Created by:* mokoemz

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

Start time (HH:MM)* :

End time: (HH:MM)* :

Type of booking *

Description: *

Continue Cancel

Figure 5: A completed booking request

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Video Conferencing Booking

Placement of new booking
Step 1: Main Information

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

Materials needed

- ☐ CD/DVD
- ☐ DOCUMENT CAMERA
- ☐ LAPTOP
- ☐ OTHERS
- ☐ PEN & PAPERS
- ☐ PRESANTATION
- ☐ RECORDING
- ☐ TWITTER/ FACEBOOK
- ☐ USB/MEMORY STIC

Continue Back Cancel

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

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Video Conferencing Booking

Placement of new booking
Step 1: Main Information

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

Venues

Select all Deselect all

- ☐ BLOEMFONTEIN, 161 ZASTRON STREET, NRE HOUSE 2nd FLOOR, 9301. (Capacity 18)
- ☐ DURBAN CAMPUS, 230 STRANGER STREET, Video Conference Room 1B-1. (Capacity 62)
- ☐ EAST LONDON, 10 ST LUKES ROAD SOUTHERNWOOD 1st Floor, BOARDROOM 5201. (Capacity 15)
- ☐ FLORIDA CAMPUS, Cnr. Christiaan De Wet/Pioneer Road, 1709.BLOCK B, ROOM B105. (Capacity 40)
- ☐ FLORIDA, Cnr. Christiaan De Wet/Pioneer Road, 1709.BLOCK G, Video Conference Room G33. (Capacity 80)
- ☐ GIYANI, MASINGITA COMPLEX, 0826, GIYANI ROAD, 0826, OFFICE NO 11. (Capacity 13)
- ☐ JOHANNESBURG REGIONAL OFFICE, 1 KERK STREET, JSE ANNEXE BUILDING, NEWTOWN 2001. (Capacity 35)
- ☐ KIMBERLY, NIHE Main Campus, Old Legislature Building, cnr Chapel & Eureka Str (Capacity 10)
- ☐ KROONSTAD, 36 BRAND STREET, NPS BUILDING, 1ST FLOOR, 9501. (Capacity 15)
- ☐ MAFIKENG, AMOS HOUSE, 2nd NELSON MANDELA DRIVE, MARTIN STREET, 2745. (Capacity 20)
- ☐ MIDDELBURG, CNR CHURCH & BHIMY, DAMME STREET, TOWN SQUARE BUILDING, 1055. (Capacity 30)

Figure 7: Step3, Selecting the participating venues

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

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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:	FAC2M3-T
Created by:	mokoemz- Motsamai Zacharia Mokoena +27124296203 mokoemz@unisa.ac.za
Start date (DD-MON-YYYY):	2011-08-11 09:00
End date (DD-MON-YYYY):	2011-08-11 10:00
Duration:	1 HRS 0 MINUTES
Description:	Oral Exam
Materials needed	PRESANTATION
Venues	BLOEMFONTEIN, 161 ZASTRON STREET, NRE HOUSE 2nd FLOOR, 9301. (Capacity 18) EAST LONDON, 10 ST LUKES ROAD SOUTHERNWOOD 1st Floor, BOARDROOM 5201. (Capacity 15) FLORIDA CAMPUS, Cnr. Christiaan De Wet/Pioneer Road, 1709, BLOCK B, ROOM B105. (Capacity 40) GIYANI, MASINGITA COMPLEX, 0826, GIYANI ROAD, 0826, OFFICE NO 11. (Capacity 13) KROONSTAD, 36 BRAND STREET, NFS BUILDING, 1ST FLOOR, 9501. (Capacity 15) NEW CASTLE, HARDING STREET, CNR. SUTHERLAND, NEW CASTLE, 2940. (Capacity 25) UNISA ETHIOPIA, AKAKI, KEBELE 02/04, ADDIS ABABA, ETHIOPIA. (Capacity 50) VENDA, 93 KROUGH STREET, LOUISE TRICHARDS, VENDA 0920. (Capacity 20)

Continue Back Cancel

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.