



Meeting Room Booking System

# User Guide of the Harbour Online Booking System

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## Welcome

This User Guide introduces you to features and functions of the Harbour online room booking system. It contains detailed information of the online system including snapshots of all pages and requirements you may face while browsing the system.

## Access the webpage

To open the online room booking system of the Harbour:

1. Open up the relevant web browser you normally use,  
e.g. Google Chrome, Mozilla Firefox, Internet Explorer or Apple Safari



2. Write the following URL: <http://www.the-harbour.co.uk/rooms>
3. This will lead you to the login page, as shown below. Please note you cannot create a login details, all login details are provided by the Harbour administration office.

## Login page

The screenshot shows the login page of the Harbour Meeting Room Booking System. The page has a dark blue header with the 'theharbour' logo and the text 'Meeting Room Booking System'. Below the header is a navigation bar with links for Home, Help, Rooms, and Report. A message states: 'You do not have the necessary rights to view this page. If you are having problems logging in please contact [info@the-harbour.co.uk](mailto:info@the-harbour.co.uk).' The main content area is light blue and contains a 'Please log in' section with two input fields: 'Name:' and 'Password:'. Below these fields is a 'Log in' button. Three red arrows point to these elements from red boxes containing instructions: 'Enter your login name on the name box' points to the Name field, 'Enter your login password' points to the Password field, and 'Then press login' points to the Log in button. In the top right corner, there is a small box for 'Unknown user' with a 'Log in' button and a 'User list' link.

theharbour  
Meeting Room Booking System

Home Help Rooms Report

You do not have the necessary rights to view this page. If you are having problems logging in please contact [info@the-harbour.co.uk](mailto:info@the-harbour.co.uk).

Please log in

Name:

Password:

Log in

Enter your login name on the name box

Enter your login password

Then press login

Unknown user  
Log in  
User list

## Operating the webpage

Once you login this is the how the front page would look like. This is the monthly colander including the booking of other therapists

theharbour

Meeting Room Booking System

Home Help Rooms Report 0 pending bookings

[Rooms](#)

[Room 1 \(Leather Room\)](#)  
[Room 2 \(Blue Room\)](#)  
[Room 3 \(Upstairs\)](#)

February 2013 March 2013 April 2013

Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun

4 6 8 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

March 2013 - The Harbour - Room 1 (Leather Room)

<< Go To Month Before Go To This Month Go To Month After >>

Monday Tuesday Wednesday Thursday Friday

4 5 6 7 8

11 12 13 14 15

18 19 20 21 22

25 26 27 28 29

<< Go To Month Before Go To This Month Go To Month After >>

Here you can choose the room you want to view

Click here to view previous month calendar

Click here to view next month calendar

## Making booking

Click on the day you want to book for, Once you click, you will be transferred to the booking page where you will be required to fill out a booking form in order to make a booking.

## Booking page

**Add Entry**

Client name (kept private):

Additional information (kept private):

Start: 03/14/2013 08:00 ☐ All day

End: 03/14/2013 09:00 (1 hour)

Rooms: Room 2 (Blue Room)  
Room 1 (Leather Room)  
Room 3 (Upstairs) Use Control-Click to select more than one room

Type: Internal

Privacy status: ☒ Public ☐ Confidential

Repeat type: ☐ None ☒ Daily ☐ Weekly ☐ Monthly ☐ Yearly ☐ Monthly, corresponding day ☐ n-Weekly

Repeat end date: 03/14/2013

Repeat day: (for weekly or n-weekly) ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Number of weeks: (for n-weekly)

Skip past conflicts: ☐

☒ ☒

Information required for booking are:

- **Client Name:** Insert the client name
- **Additional Information:** Add any additional information about the booking
- **Start:** Starting time for the booking
- **End:** End time for the booking
- **Rooms:** Choose the room you want your session to take place in
- **Type:** Choose whether you are an internal or external therapist

From here onwards is for repeating booking:

- **Repeat Type:** Choose how you want to repeat the booking
  - *Daily* – Repeat every following day after the start date
  - *Weekly* – Repeat booking every week
  - *Monthly* – repeat booking on the same date each month
  - *Yearly* – repeat booking on the same date every year
  - *Monthly correspondent day* – repeat booking on the same date each month
  - *N-weekly* – repeat bookings every nth week, for example to make a booking every other week choose n-weekly and set the number of weeks to 2.
- **Repeat until date:** Choose the end date for the booking to occur. Note the end date that will appear is the same date of the start date, this must be changed to the end date of the repeat booking in order for the booking to be repetitive.
- **Repeat day:** Ending day for the repeating booking
- **Number of weeks:** Enter the number of weeks this booking will be repeating for

- **Skip past conflict:** Click here to skip the repeating section

## Booking Conflict

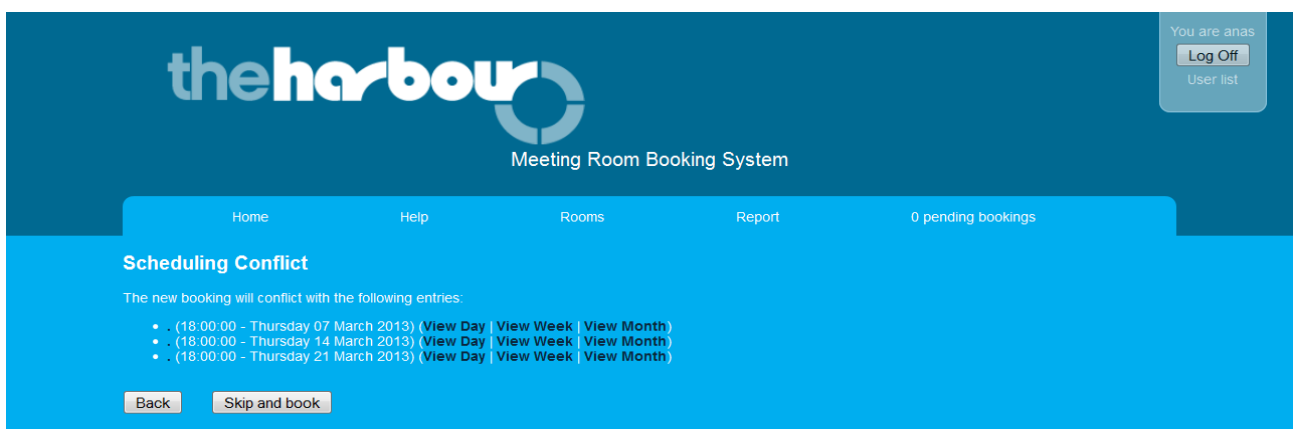


These two tick marks means the booking has no scheduling or policy conflict.



A cross mark after the save button means the booking conflict with another booking. Thus timing must be changed

In a case of saving a repeat booking that conflict with other bookings, then only date that does not conflict with other booking will processed



Complete all booking requirements and press save, you will then be transferred to the main booking page with your booking completed. Note the booking is not confirmed until it is proved by the administration.

## Edit booking

To edit the booking click on your booking at the main page

March 2013 - The Harbour - Room 1 (Leather Room)				
<< Go To Month Before		Go To This Month		Go To Month After >>
Monday	Tuesday	Wednesday	Thursday	Friday
				1 ? 11:30~13:30 [Confidential] 15:00~16:00 [Confidential]
4 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	5 ? 09:40~12:00 [Confidential] 13:00~14:00 [Confidential]	6 ? 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] ? 18:30~19:30 [Confidential]	7 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	8 ? 11:30~13:30 [Confidential]
11 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	12 ? 09:40~12:00 [Confidential]	13 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential]	14 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	15 ? 11:30~13:30 [Confidential] 15:00~17:00 [Confidential]
18 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	19 ? 09:40~12:00 [Confidential]	20 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential] ? 20:00~21:00 anas (User Gide)	21 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	22 ? 11:30~13:30 [Confidential]
25 ? 09:30~12:20 [Confidential] ? 13:00~14:00 [Confidential] 19:30~20:30 [Confidential]	26 ? 09:40~12:00 [Confidential]	27 ? 15:00~16:00 [Confidential] ? 18:30~19:30 [Confidential]	28 ? 13:40~17:10 [Confidential] ? 18:00~19:00 [Confidential]	29 ? 11:30~13:30 [Confidential]
<< Go To Month Before		Go To This Month		Go To Month After >>

As shown above the booking completed is listed with different bookings from other therapists. The booking is under the name 'User Gide' to edit the booking click on the name of the booking.

Once you click, booking details will be shown to you



Meeting Room Booking System

You are anas  
Log Off  
User list

HomeHelpRoomsReport2 pending bookings

User Gide (Confidential)

Additional information:  
Approval status: Awaiting approval  
Room: The Harbour - Room 1 (Leather Room)  
Start time: 20:00:00 - Wednesday 20 March 2013  
Duration: 1 hours  
End time: 21:00:00 - Wednesday 20 March 2013  
Type: Internal  
Created by: anas  
Last updated: 12:05:50 - Monday 04 March 2013  
Repeat type: None

Edit Entry  
Delete Entry  
Copy Entry  
Export Entry  
Return to previous page

Booking details as inserted previously

- **Edit Entry:** Click here to edit time, date or room of your booking

**Edit Entry**

Client name (kept private): User Gide

Additional information (kept private):

Start: 03/14/2013 08:00 All day

End: 03/14/2013 09:00 (1 hour)

Rooms: Room 3 (Upstairs) Room 2 (Blue Room) Room 1 (Leather Room) Use Control-Click to select more than one room

Type: Internal

Privacy status: ☐ Public ☒ Confidential

Repeat type: None

Back Save

Here you can change your previous entry including date, time and room

- **Delete Entry:** Click here to delete the entire booking

Are you sure you want to delete this entry?

OK Cancel

This message will appear in your screen, press OK to delete the booking

- **Copy Entry:** Click here to copy the details of the previous booking in a new booking. Note that you have to change the time of the booking as

**Copy Entry**

Client name (kept private): User Gide

Additional information (kept private):

Start: 03/14/2013 08:00 All day

End: 03/14/2013 09:00 (1 hour)

Rooms: Room 3 (Upstairs) Room 2 (Blue Room) Room 1 (Leather Room) Use Control-Click to select more than one room

Type: Internal

Privacy status: ☐ Public ☒ Confidential

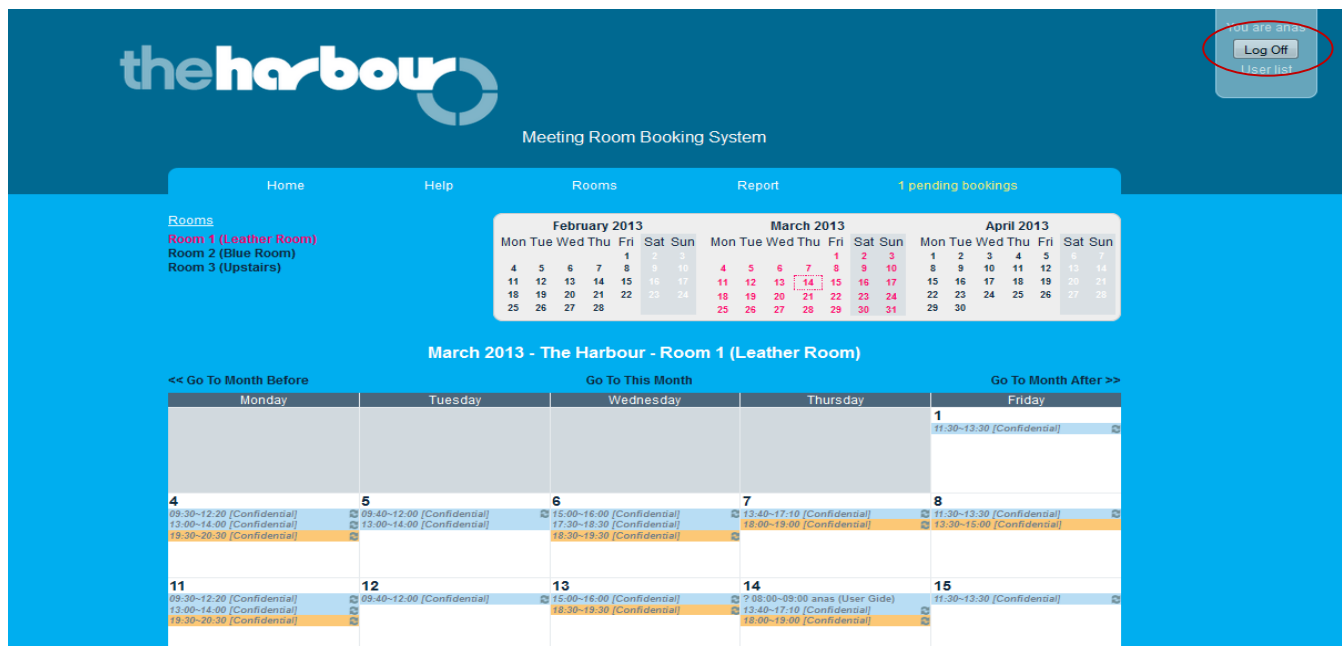
Repeat type: None

Back Save

Note that you have to change the time of the booking, so it does not conflict with the previous booking



Log Off



**theharbour**

Meeting Room Booking System

Home Help Rooms Report 1 pending bookings

**Rooms**  
Room 1 (Leather Room)  
Room 2 (Blue Room)  
Room 3 (Upstairs)

**February 2013**  
Mon Tue Wed Thu Fri Sat Sun  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28

**March 2013**  
Mon Tue Wed Thu Fri Sat Sun  
4 5 6 7 8 9 10  
11 12 13 14 15 16 17  
18 19 20 21 22 23 24  
25 26 27 28 29 30 31

**April 2013**  
Mon Tue Wed Thu Fri Sat Sun  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30

**March 2013 - The Harbour - Room 1 (Leather Room)**

<< Go To Month Before Go To This Month Go To Month After >>

Monday	Tuesday	Wednesday	Thursday	Friday
				1 11:30~13:30 [Confidential]
4 09:30~12:20 [Confidential] 13:00~14:00 [Confidential] 15:30~20:30 [Confidential]	5 09:40~12:00 [Confidential] 13:00~14:00 [Confidential]	6 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] 18:30~19:30 [Confidential]	7 13:40~17:10 [Confidential] 18:00~19:00 [Confidential]	8 11:30~13:30 [Confidential] 13:30~15:00 [Confidential]
11 09:30~12:20 [Confidential] 13:00~14:00 [Confidential] 15:30~20:30 [Confidential]	12 09:40~12:00 [Confidential]	13 15:00~16:00 [Confidential] 17:30~18:30 [Confidential] 18:30~19:30 [Confidential]	14 13:40~17:10 [Confidential] 18:00~19:00 [Confidential]	15 11:30~13:30 [Confidential]

Once you complete all your enquires, you can log off at the top of the page. Not your enquiry has is not confirmed until you receive an email from the administration.

