

Block Bookings

What are Block Bookings?

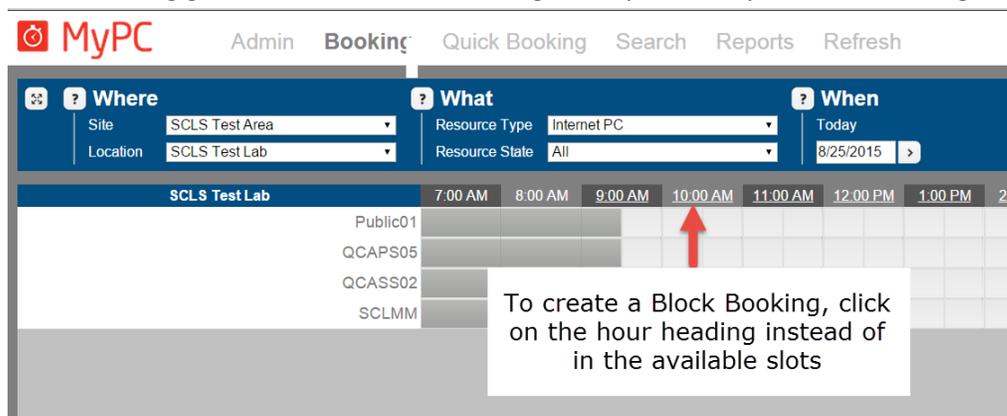
Block Bookings are bookings made for a group of users, such as a class, typically on more than one computer. Block Bookings are not made for specific usernames; instead they are made for a reason. e.g. *Genealogy Class*

Users can log into PCs with block bookings using their card number and PIN, and are then prompted for the password assigned to the block booking.

Block Bookings have their own booking wizard, which is *not* launched by clicking on an available slot. Instead, to make a block booking click on the hour heading shown along the top of the booking grid that represents the hour in which you want your block booking to start.

Making a Block Booking

1. Log into the MyPC site using your staff account
2. In the Booking grid, click on the hour heading when you'd like your block booking to start



3. Enter information about the Block Booking
 - a. Booking Name: Enter a description of the block booking
 - b. Block Password: Enter a password for the block booking

Note: Block Bookings allow any valid MyPC user to logon; creating a Block Booking password can prevent the wrong users from attending the Block Booking. If this field is left blank, users will not be challenged for a Block Booking password.
 - c. Start Time: Adjust the start time if needed
 - d. End Time: Set the end time for the Block Booking
 - e. Recurring Bookings: Check this to make a recurring Block Booking
 - f. Email booking receipt: Check the box and enter an email address if you'd like to email a Block Booking receipt
 - g. Print booking receipt: Check this if you'd like to print a receipt for the Block Booking
 - h. Selected Computers: Add the computers you'd like to be part of the Block Booking
4. Click **Save**
5. You will likely receive a warning that the user is not allowed in this location. Click **Save** again and the Block Booking will be created.

Things to remember about Block Bookings

- PCs marked *Faulty* can be included in Block Bookings. Faulty computers are shown in the select computer window with the word “Faulty” displayed next to the PC name
- To edit a Block Booking, click on the booking and select *Edit Block Booking*
 - You can change: the name of the booking, the password for the booking, the PCs included, and the times for the booking
- To edit a Block Booking for an individual PC, click on the Block Booking for the PC and choose *Edit this computer*. Options will include:
 - Changing the time
 - Deleting the booking
- Patrons will log into the Block Booking using their card number and PIN (or a Guest Pass). After they successfully log in, they will be prompted for the Block Booking password:



Some screenshots

Hovering over an in-use Block Booking



Hovering over a not-in-use Block Booking



Clicking on a block booking



Edit this computer

Booking Name	Beginning Word class
Block Password	beginword
Resource	Public01
Date	8/25/2015
Start Time	10:49 AM
End Time	11:00 AM
Email booking receipt	<input type="checkbox"/>
Print booking receipt	<input type="checkbox"/>

After choosing *Edit this computer*, you can change the time or delete the PC from the Block Booking