User Bookings
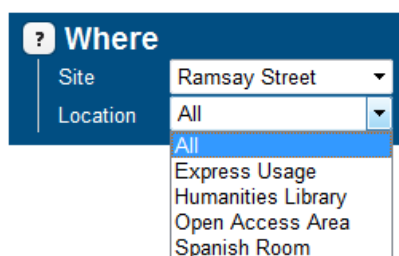
Getting familiar with the MyPC Booking screen

Before making a booking for a user, we should take this opportunity to further familiarize ourselves with the MyPC Booking screen.

The *Where* dialogue, shown to the left above the booking screen allows you to change the *Site* and *Location* shown on the booking screen via the drop down menu. A Site usually represents a building, while a Location is often a room. If you change the Site and or Location the booking screen will immediately update to display the Resources in the chosen Location. Please note selecting *All* will show all Locations in the Site selected.

The *What* dialogue, shown to the center-left above the booking screen allows you to filter the computers shown based on their *Computer Type*, by default computers of all types are shown. Using the drop down arrows shown below allow you to filter the computers shown. This only has effect if your MyPC system has been configured to offer different Computer Types.

The *What* dialogue also allows you to filter the computers shown based on their *State* e.g. all, available, in use, faulty and reserved. By default computers of all states are shown. Using the drop down arrows shown below allow you to filter the computers shown.

The *When* dialogue allows you to change the date shown on the booking screen. If the date shown is today or tomorrow's date then the words *Today* or *Tomorrow* will be shown above the date in question.

There are three possible ways that you can select a date shown on the booking screen. You can navigate forwards and backwards using the arrow buttons. You can also manually type in the date or alternatively you can click on the date to display the calendar dialogue shown below. This allows you to select an alternative booking date.

Today's date is highlighted in yellow. Clicking the desired available date will close the calendar and update the booking screen to display the date that was selected.
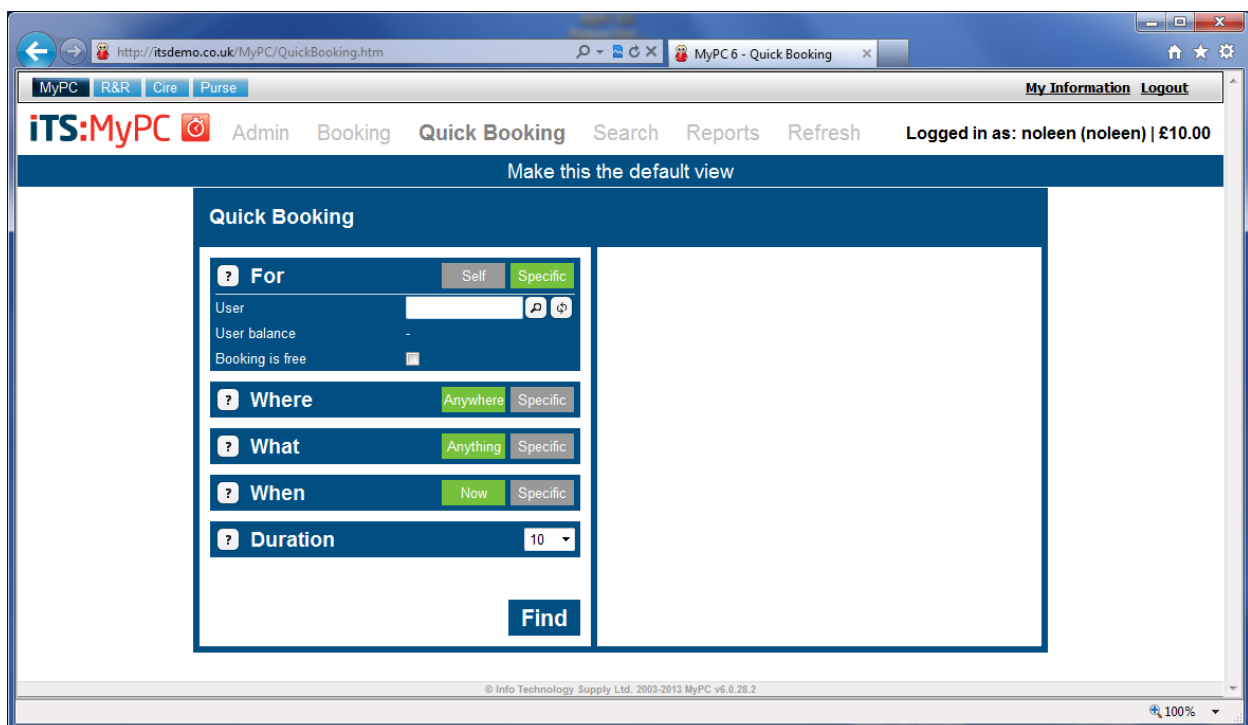

A booking grid selected Date is displayed on the screen to easily identify the date you are on and displays the current time (based on how large the browser window is).

Making a User Booking via Quick Booking

The Quick Booking option allows users or library staff to book a computer without interrogating the booking grid. It can search across all sites and locations that allow walk-up or advanced bookings. If for some reason a booking cannot be made at all, it will advise the user and recommend that they see a library staff member who can then use the standard booking grid to determine the reason why a booking cannot be made.

This feature is designed to be quick and easy to use. Users can also make the quick booking feature their Default View.

Please note that in the event where a user is restricted from making a booking e.g. if the user is banned or if they are not allowed in a Location, library staff will not be able to make a booking for the user via the Quick Booking feature. In this case, the library staff should use the MyPC Booking Grid to make the booking.

To make a quick booking, simply click on the Quick Booking link button as indicated above. In the following example we will make a booking for *Jay.*

The booking wizard allows you to make a booking for yourself, by clicking the *Self* button, or make a booking for another user by entering their username. You can also search for a user by clicking on the magnifying glass and then clicking *Import* to import the user.

Next you can select where to book the computer. This could be *Anywhere* or a S*pecific* Site and Location. Clicking the *Specific* button allows you to select a specific site and/or location.

Next you can select what resource you would like to book. This could be *Anything* or a *Specific* Resource Type. Clicking the *Specific* button allows you to select a specific Resource Type.

Next you can select when to book this resource. This could be *Now* or for a specific date and time. Clicking the *Specific* button allows you to select a specific date and time.

Next you can select the duration to use this resource. Please select the time in minutes (the maximum time allowed configured in the Location Policy) from the drop down menu as shown below.

In this example, we have used the default options. Click on the **Find** button to continue.

MyPC will search for an available computer matching the criteria you have selected. The booking details i.e. start and end time, date, resource, location and site will be shown. Click **Yes** or **No** to continue.
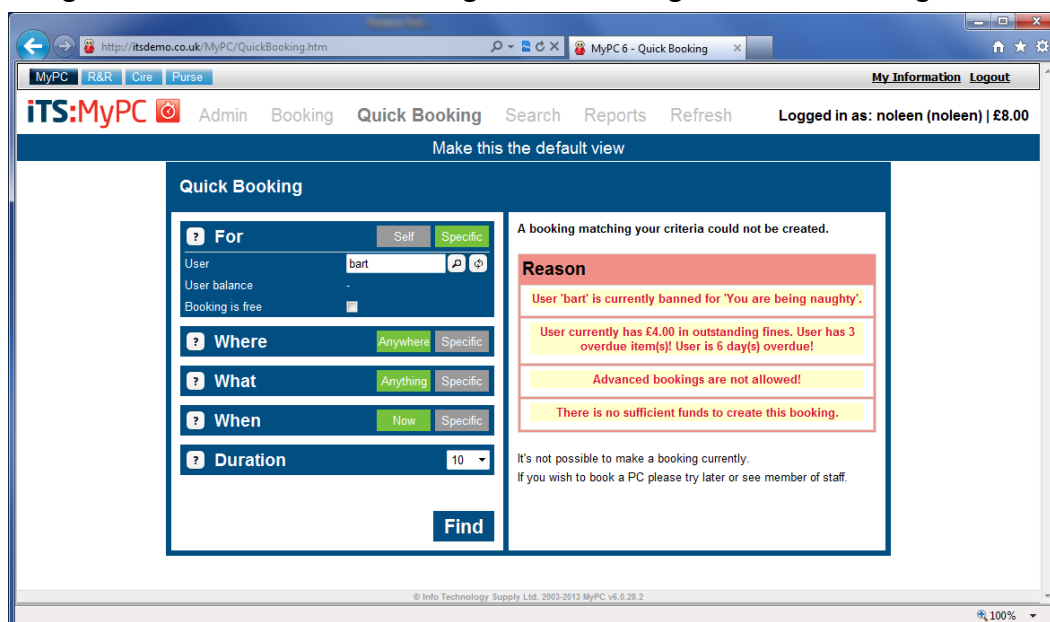

A message is displayed that the booking has successfully been created. Click **Finish** to continue.

The booking screen will update to display the new booking as shown in the screenshot below.
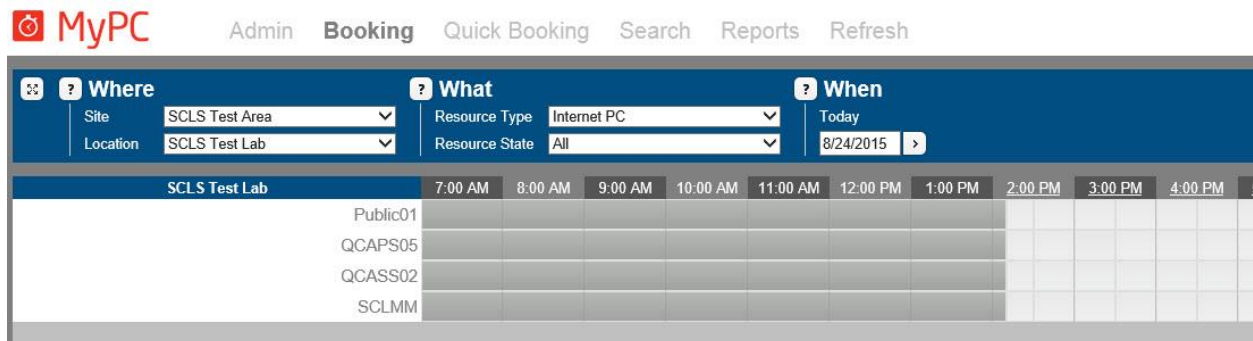
If it has not been possible to save the booking you will be presented with the reason at this stage. Possible reasons might include that someone has already booked the computer in question while you were making the booking, the computer might have been marked faulty while you were making the booking, the user in question is banned and administrators are not allowed to book for banned users at your institution, the user already has a booking on another computer, perhaps in a different Location, at the desired time or the user has reached their daily booking limit.

The following screenshot shows the booking wizard refusing to make a booking for a banned user.
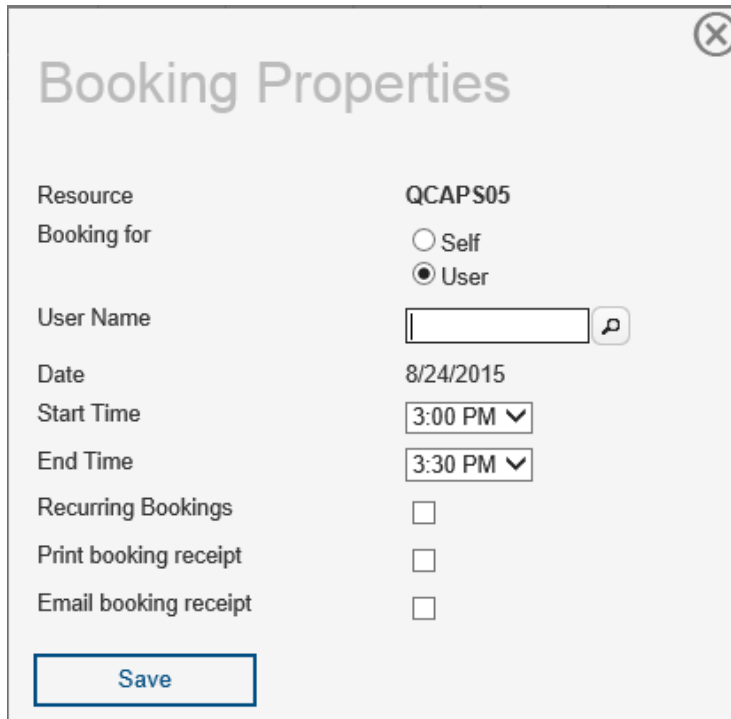
Making a User Booking via the Booking Grid

To make a booking, simply click on a free white slot on the booking grid. In the following example, we will make a booking for a user on QCAPS05 from 3:00 to 3:30. We start by clicking the slot in question.

This will start the booking wizard.

The booking wizard allows you to make a booking for yourself, by clicking the *Self* radio button, or make a booking for another user by entering their library card number.

Clicking the down arrow next to the start and end time boxes allows you to change the times that the booking will start and end.

Clicking the recurring bookings box will allow you to make the booking repeat for a number of days, weeks or months, but we will cover that later.

Clicking on the **Save** button completes this process and the booking screen will update to display the new booking as shown in the screenshot below.

If it has not been possible to save the booking you will be presented with the reason at this stage. Possible reasons might include that someone has already booked the computer in question while you were making the booking, the computer might have been marked faulty while you were making the booking, the user in question is banned and administrators are not allowed to book for banned users at your institution, the user already has a booking on another computer, perhaps in a different Location, at the desired time or the user has reached their daily booking limit.

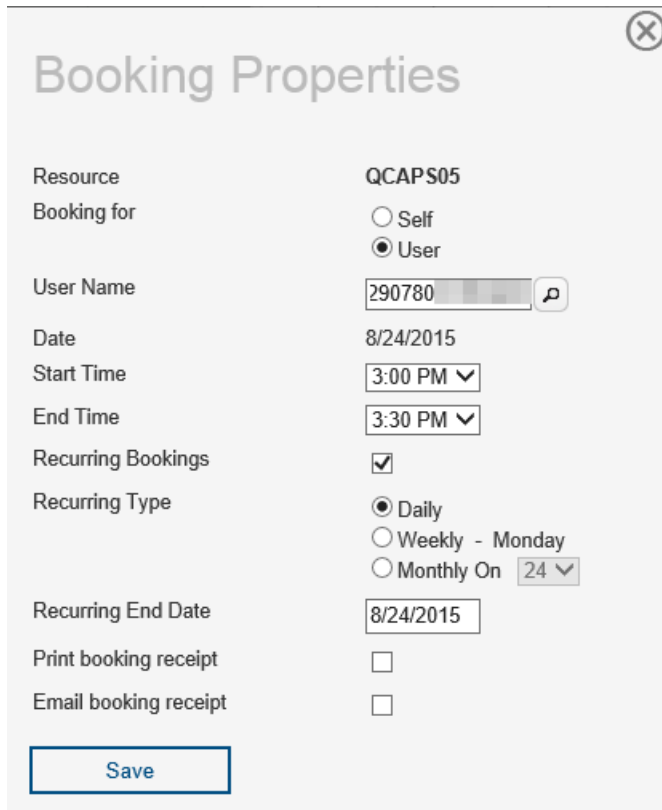The following screenshot shows the booking wizard refusing to make a booking for a banned user.

In most circumstances you will be able to proceed with making the booking despite receiving a warning message.

Where it is not possible to book for banned users you will be warned that the user is banned but clicking on the **Save** button will allow you to complete the booking.

Making a Recurring User Booking

We will now repeat the process of making a booking but this time we will create a recurring booking.

We click on a free slot, which starts the booking wizard. We will make a recurring booking for our user.
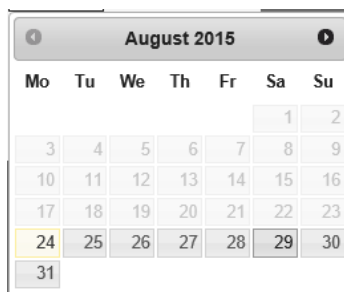

We enter the user's library card number, select the start and end times and then click the Recurring Bookings check box. This will then cause the Recurring Type options to appear of Daily, Weekly or Monthly. In our example we will choose *Daily*.

In all options it is necessary to select the Recurring End Date by clicking on the date, which launches the calendar dialogue.
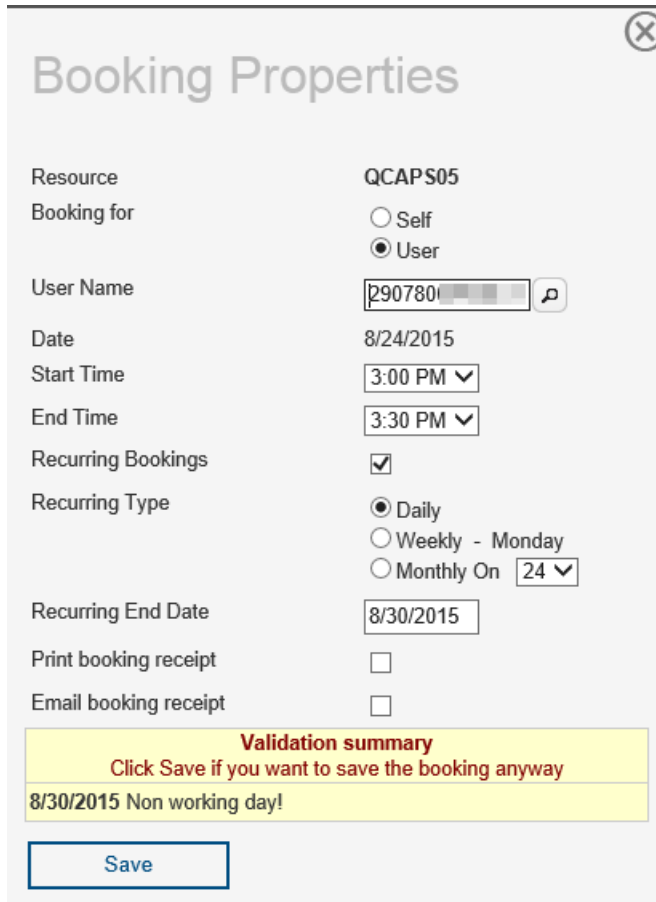

Selecting the required end date closes the calendar and updates the booking wizard accordingly.

Before making the booking the booking wizard will display any warning messages where applicable. In the following example we can see that our recurring booking falls on one day which is marked as a *Non working day*. Clicking on the **Save** button will create the recurring booking for all days *except* the ones shown in the warning box.
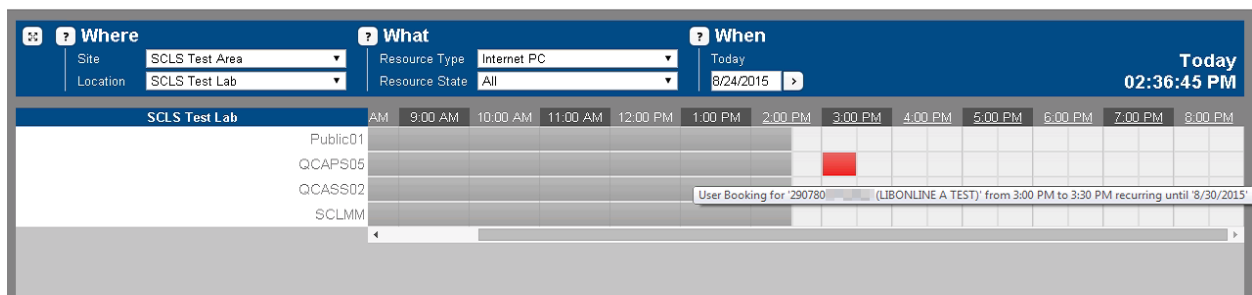
After clicking the **Save** button the booking screen will update to show the recurring booking. Checking the recurring booking by hovering over the red slot will display a tool tip that states the date until which the booking will recur.

Back-to-Back Bookings

This feature in MyPC allow users to stay logged in to a computer and continue into their second booking without the need to re-login.

Please see the points below on *back-to-back bookings* in specific scenarios:

1. Back-to-Back bookings for a user will be treated as a single booking when logged in. However, the booking cannot be extended until the second booking has started.
2. Back-to-Back bookings for a user will be treated as a single booking when logged in. However, if the user logs off before the end of the first booking it does not remove the second booking.
3. Back-to-Back bookings for a user will be treated as a single booking when logged in. However, level warning messages will appear only at the end of the second booking.
4. Back-to-Back block booking with the same name is not considered as same booking.
5. If a user has any back-to back bookings after reaching the logon wait time it only cancels the first booking and not the second booking.
6. Back-to-Back bookings for a user will be treated as a single booking when logged in. However, when logged in to the first booking, only the first booking turns blue. The second booking will be in reserved state.

Early Logon

MyPC offers the ability for users to log into their booking earlier than it is originally booked to start (if policies allow). For example, when users log in to the MyPC client as a walk up booking and if the next booking is for the same user; it shows the duration for the entire time including the second booking but logging off before the second booking does not cancel the next booking.