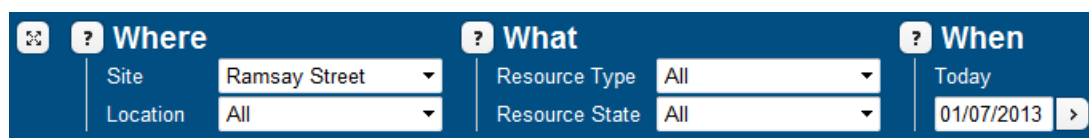


User Bookings

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Making a User Booking via Quick Booking	3
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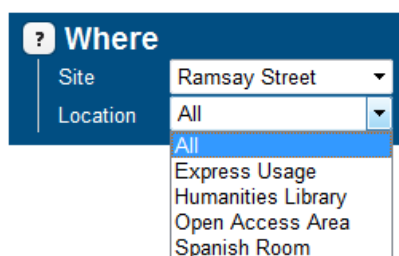
Getting familiar with the MyPC Booking screen

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



The screenshot shows three filter sections at the top of the booking screen. The 'Where' section has 'Site' set to 'Ramsay Street' and 'Location' set to 'All'. The 'What' section has 'Resource Type' set to 'All' and 'Resource State' set to 'All'. The 'When' section shows 'Today' and a date picker set to '01/07/2013'.

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 screenshot shows the 'Where' dialogue with the 'Location' dropdown menu open. The menu lists 'All' (highlighted), 'Express Usage', 'Humanities Library', 'Open Access Area', and 'Spanish Room'.

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.

? What

Resource Type: All

Resource State: All (dropdown menu open showing: Express PCs, General PC, Headphones, Scanner, Skype)

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.

? What

Resource Type: All

Resource State: All (dropdown menu open showing: Available, In Use, Faulty, Reserved)

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.

? When

Today

01/07/2013 >

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.

July 2013						
Mo	Tu	We	Th	Fr	Sa	Su
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	31				

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.

Today
11:35:04

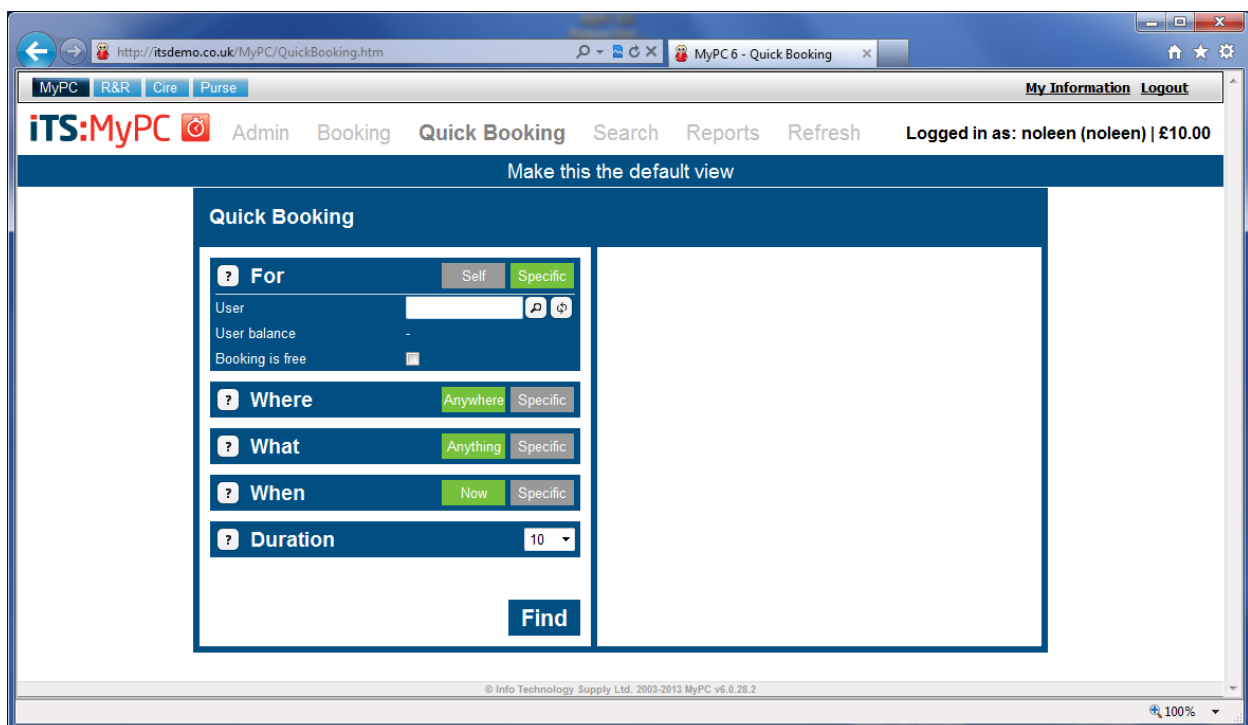
A booking grid selected Date is displayed on the screen to easily identify the date you are on and displays the current time (based on how large the browser window is).

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.



The screenshot shows a web browser window with the URL <http://itsdemo.co.uk/MyPC/QuickBooking.htm>. The page has a navigation bar with links: MyPC, R&R, Care, Purse, My Information, and Logout. Below this is a secondary navigation bar with links: Admin, Booking, Quick Booking, Search, Reports, and Refresh. The user is logged in as 'noleen (noleen)' with a balance of '£10.00'. The main content area is titled 'Quick Booking' and contains a form with the following fields:

- For**: A dropdown menu with 'Self' and 'Specific' options. Below it are fields for 'User', 'User balance', and 'Booking is free'.
- Where**: A dropdown menu with 'Anywhere' and 'Specific' options.
- What**: A dropdown menu with 'Anything' and 'Specific' options.
- When**: A dropdown menu with 'Now' and 'Specific' options.
- Duration**: A dropdown menu with '10' selected.

A 'Find' button is located at the bottom right of the form. The footer of the page reads: '© Info Technology Supply Ltd. 2003-2013 MyPC v6.0.28.2'.

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 screenshot shows a web browser window with the URL <http://itsdemo.co.uk/MyPC/QuickBooking.htm>. The page has a navigation bar with links: MyPC, R&R, Hire, Purse, My Information, and Logout. The user is logged in as 'noleen (noleen)' with a balance of '£10.00'. The main content area is titled 'Quick Booking' and contains a form with the following sections:

- For:** Includes a 'Self' button and a 'Specific' button. The 'User' field contains 'jay'. There are also fields for 'User balance' (showing '-') and 'Booking is free' (with a checkbox).
- Where:** Includes an 'Anywhere' button and a 'Specific' button. The 'Site' dropdown is set to 'Albert Square' and the 'Location' dropdown is set to 'All'.
- What:** Includes an 'Anything' button and a 'Specific' button. The 'Resource Type' dropdown is set to 'All'.
- When:** Includes a 'Now' button and a 'Specific' button. It prompts the user to 'Please select the date for your booking' and shows a calendar for 'July 2013'. The 'Start Time' dropdown is set to '10:59'.
- Duration:** A dropdown menu set to '15' minutes.

A 'Find' button is located at the bottom right of the form. The footer of the page reads '© Info Technology Supply Ltd. 2003-2013 MyPC v6.0.28.2'.

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 *Specific* 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 R&R Cire Purse My Information Logout

Admin Booking Quick Booking Search Reports Refresh Logged in as: noleen (noleen) | £10.00

Make this the default view

Quick Booking

For Self Specific

User

User balance £0.00

Booking is free ☐

Where Anywhere Specific

What Anything Specific

When Now Specific

Duration 10

Find

A booking matching your criteria can be created.

Start Time	11:00
End Time	11:10
Date	01 July 2013
Resource	PC12
Location	A Quiet Study Area
Site	Albert Square
Cost	£0.00

Do you wish to continue with this booking?

Yes **No**

© Info Technology Supply Ltd. 2003-2013 MyPC v6.0.28.2

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.

MyPC R&R Cire Purse My Information Logout

Admin Booking Quick Booking Search Reports Refresh Logged in as: noleen (noleen) | £10.00

Make this the default view

Quick Booking

For Self Specific

User

User balance -

Booking is free ☐

Where Anywhere Specific

What Anything Specific

When Now Specific

Duration 10

Find

A booking matching your criteria can be created.

Start Time	11:00
End Time	11:10
Date	01 July 2013
Resource	PC12
Location	A Quiet Study Area
Site	Albert Square
Cost	£0.00

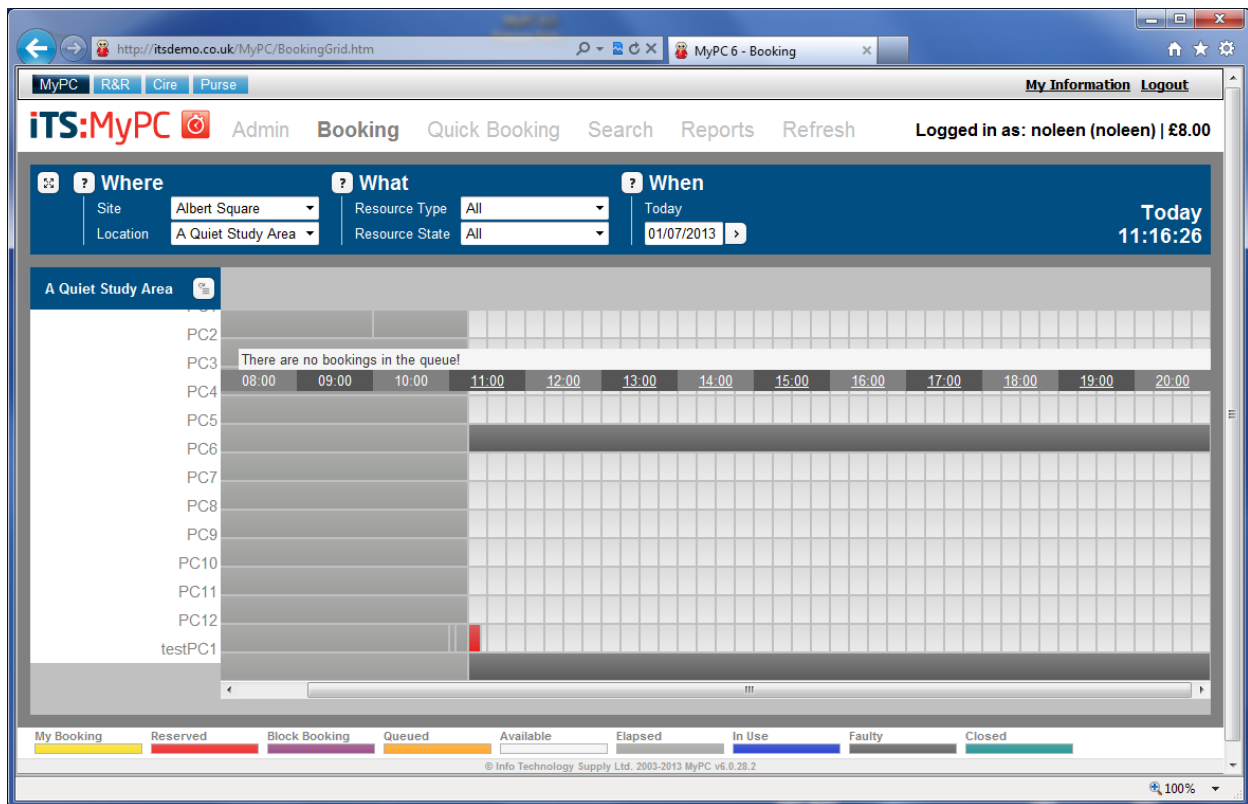
The booking has been created successfully

Finish

© Info Technology Supply Ltd. 2003-2013 MyPC v6.0.28.2

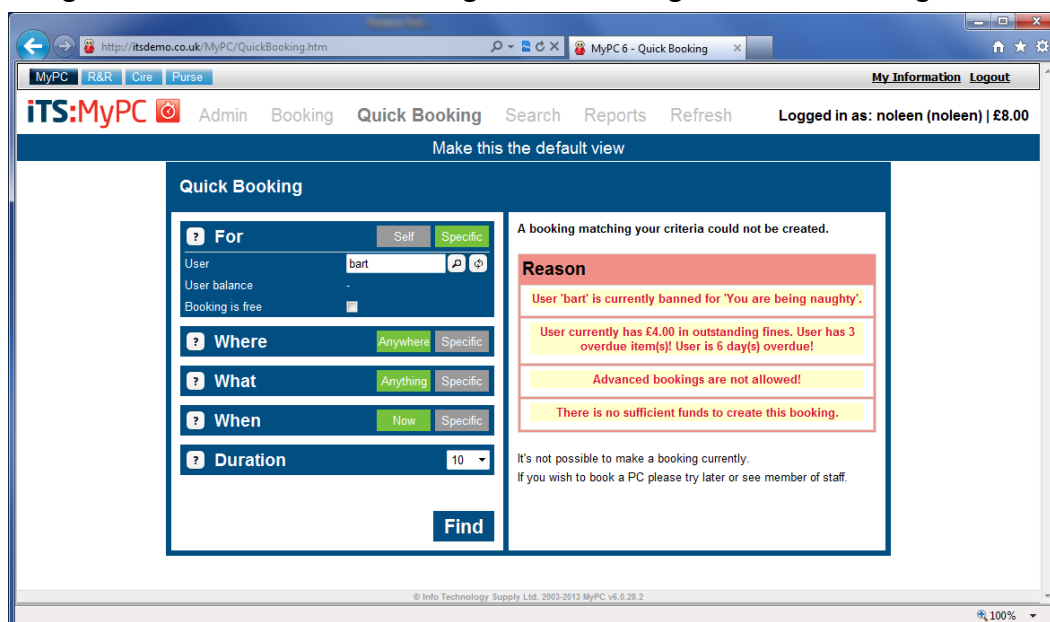
A message is displayed that the booking has successfully been created. Click **Finish** to continue.

The booking screen will update to display the new booking as shown in the screenshot below.



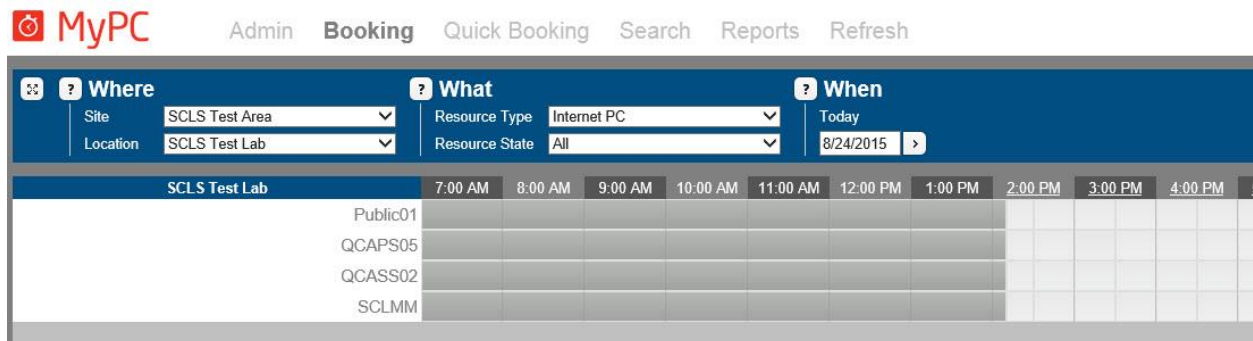
If it has not been possible to save the booking you will be presented with the reason at this stage. Possible reasons might include that someone has already booked the computer in question while you were making the booking, the computer might have been marked faulty while you were making the booking, 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.



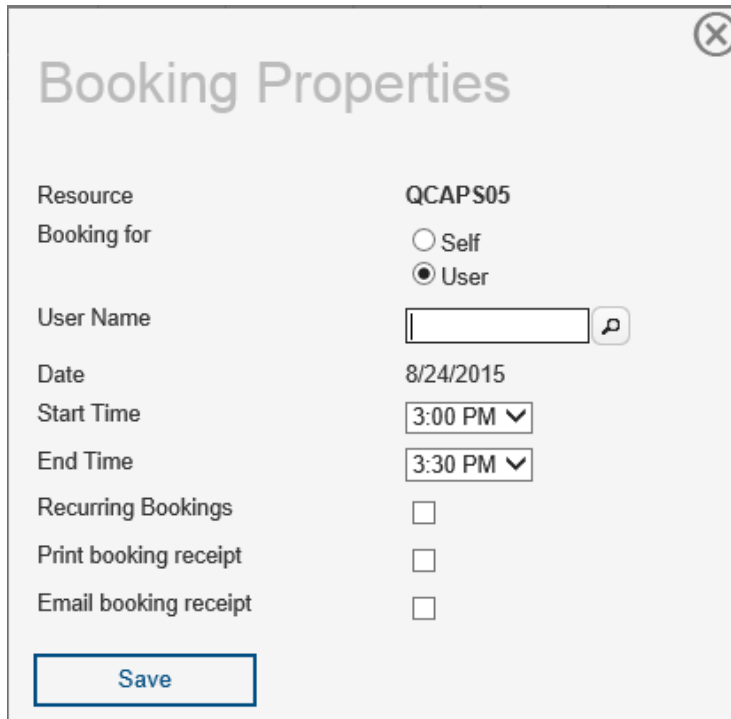
Making a User Booking via the Booking Grid

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.



The screenshot shows the MyPC interface with the 'Booking' tab selected. The top navigation bar includes 'Admin', 'Booking', 'Quick Booking', 'Search', 'Reports', and 'Refresh'. Below this, there are three main sections: 'Where', 'What', and 'When'. The 'Where' section has 'Site' set to 'SCLS Test Area' and 'Location' set to 'SCLS Test Lab'. The 'What' section has 'Resource Type' set to 'Internet PC' and 'Resource State' set to 'All'. The 'When' section has 'Today' set to '8/24/2015'. Below these sections is a grid showing the booking schedule for 'SCLS Test Lab'. The grid has columns for time slots from 7:00 AM to 4:00 PM. The rows list resources: Public01, QCAPS05, QCASS02, and SCLMM. The 3:00 PM slot for QCAPS05 is highlighted in white, indicating it is available for booking.

This will start the booking wizard.



The screenshot shows the 'Booking Properties' dialog box. It has a title bar with a close button (X). The dialog is divided into two main sections. The left section contains labels for 'Resource', 'Booking for', 'User Name', 'Date', 'Start Time', 'End Time', 'Recurring Bookings', 'Print booking receipt', and 'Email booking receipt'. The right section contains the corresponding values and controls: 'QCAPS05' for Resource, radio buttons for 'Self' and 'User' (with 'User' selected), a text input field for 'User Name' with a search icon, '8/24/2015' for Date, dropdown menus for 'Start Time' (3:00 PM) and 'End Time' (3:30 PM), and checkboxes for 'Recurring Bookings', 'Print booking receipt', and 'Email booking receipt'. At the bottom left, there is a 'Save' button.

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.

Booking Properties

Resource: QCAPS05

Booking for: ☐ Self ☒ User

User Name: 2907800

Date: 8/24/2015

Start Time: 3:00 PM ▼

End Time: 3:30 PM ▼

Recurring Bookings: ☐

Print booking receipt: ☐

Email booking receipt: ☐

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.

Where

Site

SCLS Test Area

Location

SCLS Test Lab

What

Resource Type

Internet PC

Resource State

All

When

Today

8/24/2015

Today 02:14:20 PM

SCLS Test Lab		7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Public01															
QCAPS05															
QCASS02															
SCLMM															

My Booking

Reserved

Block Booking

Queued

Available

Elapsed

In Use

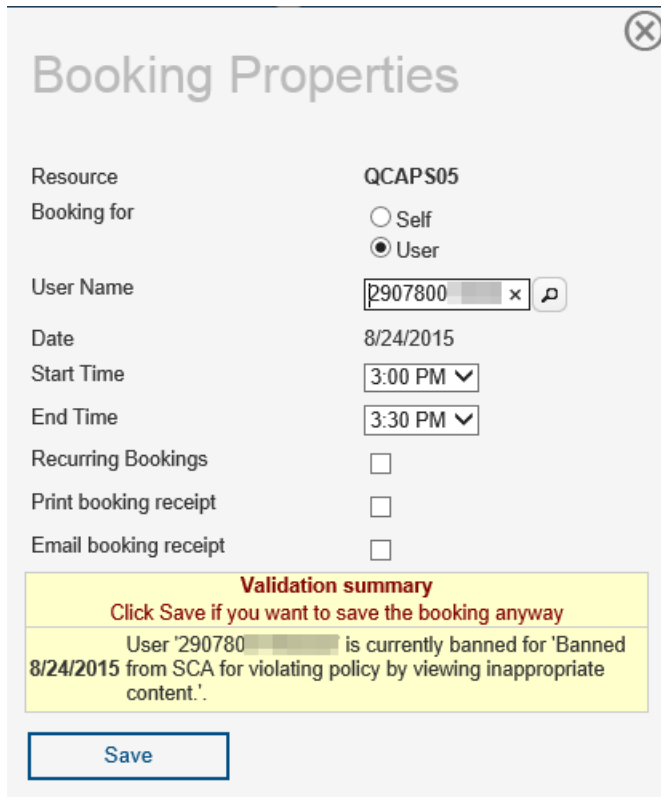
Faulty

Closed

© Info Technology Supply Ltd. 2003-2015 MyPC v5.1.0.42

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.



The screenshot shows a 'Booking Properties' dialog box with the following fields and options:

- Resource: QCAPS05
- Booking for: ☐ Self, ☒ User
- User Name: 2907800 (with a search icon)
- Date: 8/24/2015
- Start Time: 3:00 PM (dropdown)
- End Time: 3:30 PM (dropdown)
- Recurring Bookings: ☐
- Print booking receipt: ☐
- Email booking receipt: ☐

A yellow validation summary box at the bottom contains the following text:

Validation summary
Click Save if you want to save the booking anyway
User '2907800' is currently banned for 'Banned 8/24/2015 from SCA for violating policy by viewing inappropriate content.'

A 'Save' button is located at the bottom of the dialog box.

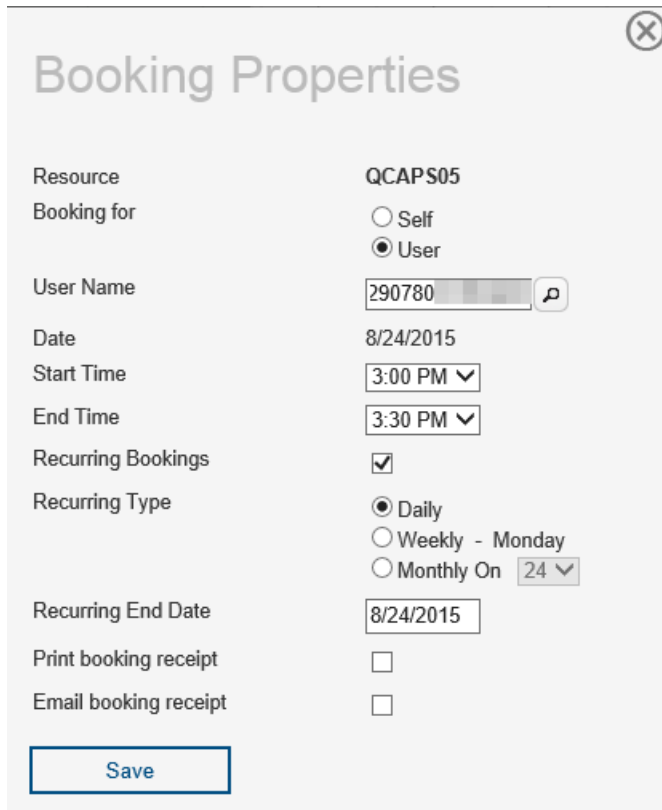
In most circumstances you will be able to proceed with making the booking despite receiving a warning message.

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.

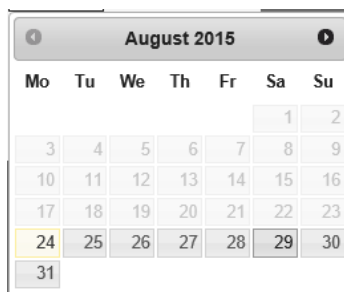


The 'Booking Properties' dialog box contains the following fields and options:

- Resource:** QCAPS05
- Booking for:** ☐ Self, ☒ User
- User Name:** 290780 (with a user icon)
- Date:** 8/24/2015
- Start Time:** 3:00 PM (dropdown)
- End Time:** 3:30 PM (dropdown)
- Recurring Bookings:** ☒
- Recurring Type:** ☒ Daily, ☐ Weekly - Monday, ☐ Monthly On 24 (dropdown)
- Recurring End Date:** 8/24/2015
- Print booking receipt:** ☐
- Email booking receipt:** ☐
- Save:** (button)

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.

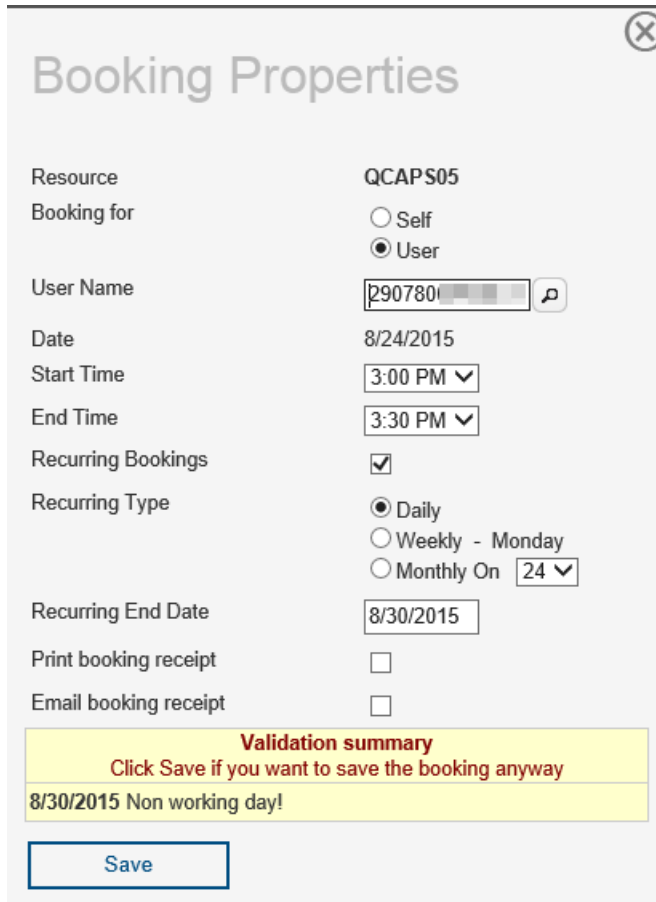


The calendar shows the month of August 2015. The days of the week are abbreviated as Mo, Tu, We, Th, Fr, Sa, Su. The dates are arranged in a grid. The date 24 is highlighted in yellow, indicating it is the selected date.

Mo	Tu	We	Th	Fr	Sa	Su
					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
31						

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.



Booking Properties

Resource: QCAPS05

Booking for: ☐ Self ☒ User

User Name: 290780

Date: 8/24/2015

Start Time: 3:00 PM

End Time: 3:30 PM

Recurring Bookings: ☒

Recurring Type: ☒ Daily ☐ Weekly - Monday ☐ Monthly On 24

Recurring End Date: 8/30/2015

Print booking receipt: ☐

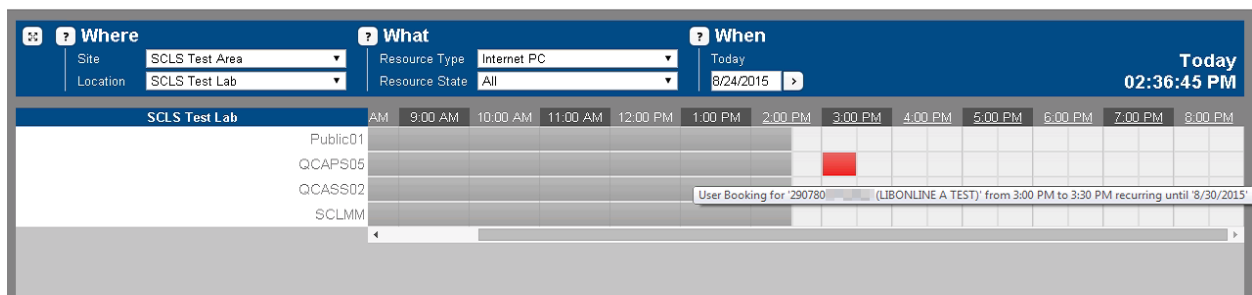
Email booking receipt: ☐

Validation summary
Click Save if you want to save the booking anyway

8/30/2015 Non working day!

Save

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.



Where Site: SCLS Test Area Location: SCLS Test Lab

What Resource Type: Internet PC Resource State: All

When Today: 8/24/2015 Today 02:36:45 PM

	AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Public01													
QCAPS05													
QCASS02													
SCLMM													

User Booking for '290780' (LIBONLINE A TEST) from 3:00 PM to 3:30 PM recurring until 8/30/2015

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.