

# Shelley Academy Room Booking System



# User Guide

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## **Purpose of this guide:**

The main purpose of this guide is to cover every aspect of the Room Booking System to inform the user on how to use each and every element of the system.

## Frequently Asked Questions

### What is the purpose of the software?

The main purpose of the Room Booking Software is to allow Shelley Academy Teachers to create bookings for the various facilities within the Shelley Academy Campus. It is software which has been tailored around the exact needs of the school, and should allow the teachers to successfully make bookings, and check their existing ones.

### Where can the software be used?

The software can be used on campus on all computers. It will be located on the school network under Room Bookings, and accessible via every computer on campus.

### What stops pupils in the school from accessing this software?

The software is located in the staff area of the network, and therefore pupils do not have access to this location.

## Getting Started

Locating the software:

Currently, the software can be found by the following:

1. Click "Start"
2. Click on the "Room Booking" folder
3. Click on roombookings.mdb

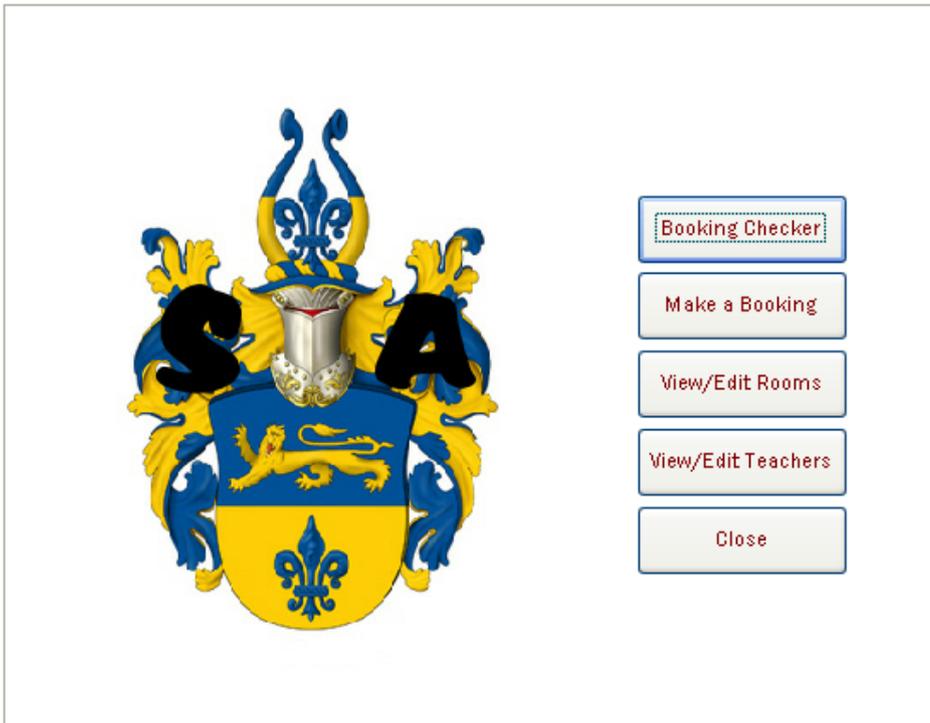
## Opening the System:

Locating the software:

The software can be found by the following:

1. Click "Start"
2. Click on the "Room Booking" folder
3. Click on db1.96.mdb

This will open the following screen:



This is the main menu of the system. All elements of the system can be accessed from this screen.

## Closing the System:

Once the system is open, the only way to close the system completely is by using the big "Close" button on the main menu



This will close the entire application.

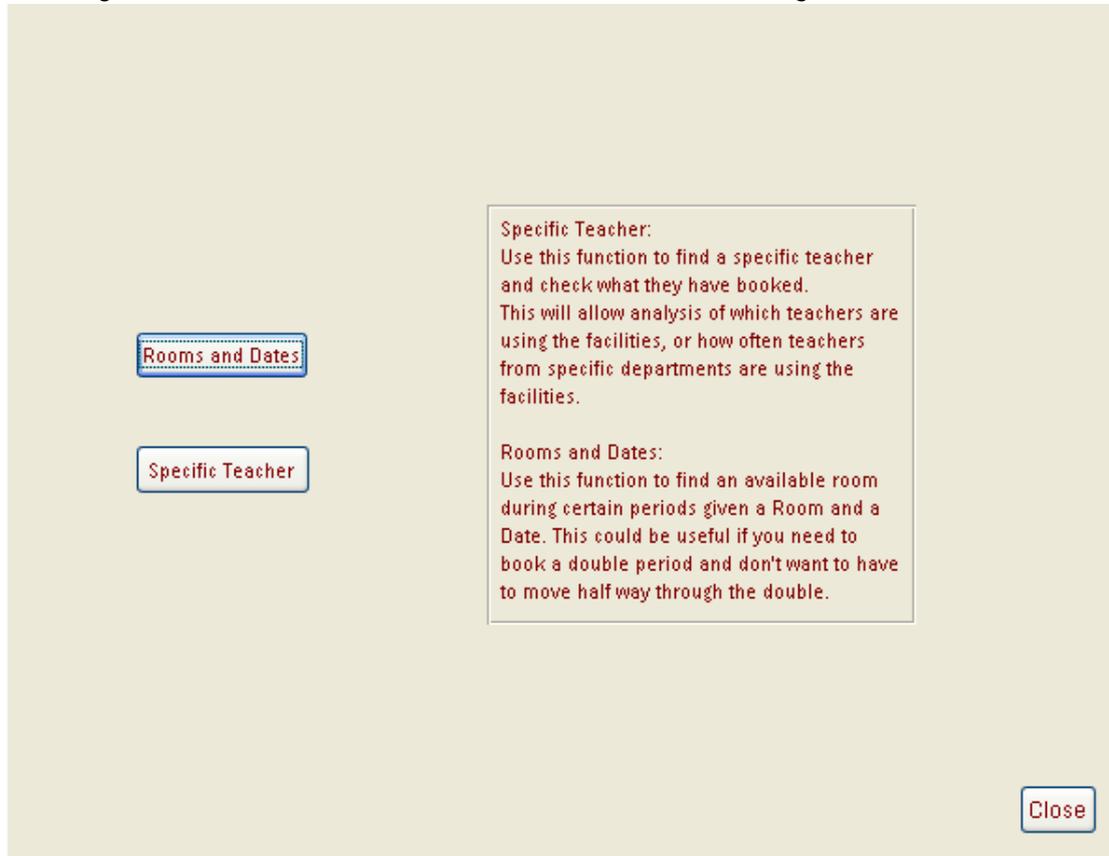
The smaller Close buttons located around the different screens of the system will normally take the user back to the previous screen you saw before you opened the current screen.

## Booking Checker:

To open the Booking Checker, click on the "Booking Checker" button on the main menu.



Clicking this button will enable the user to see the following screen:



The user now has two options.

There are two ways of checking bookings already made.

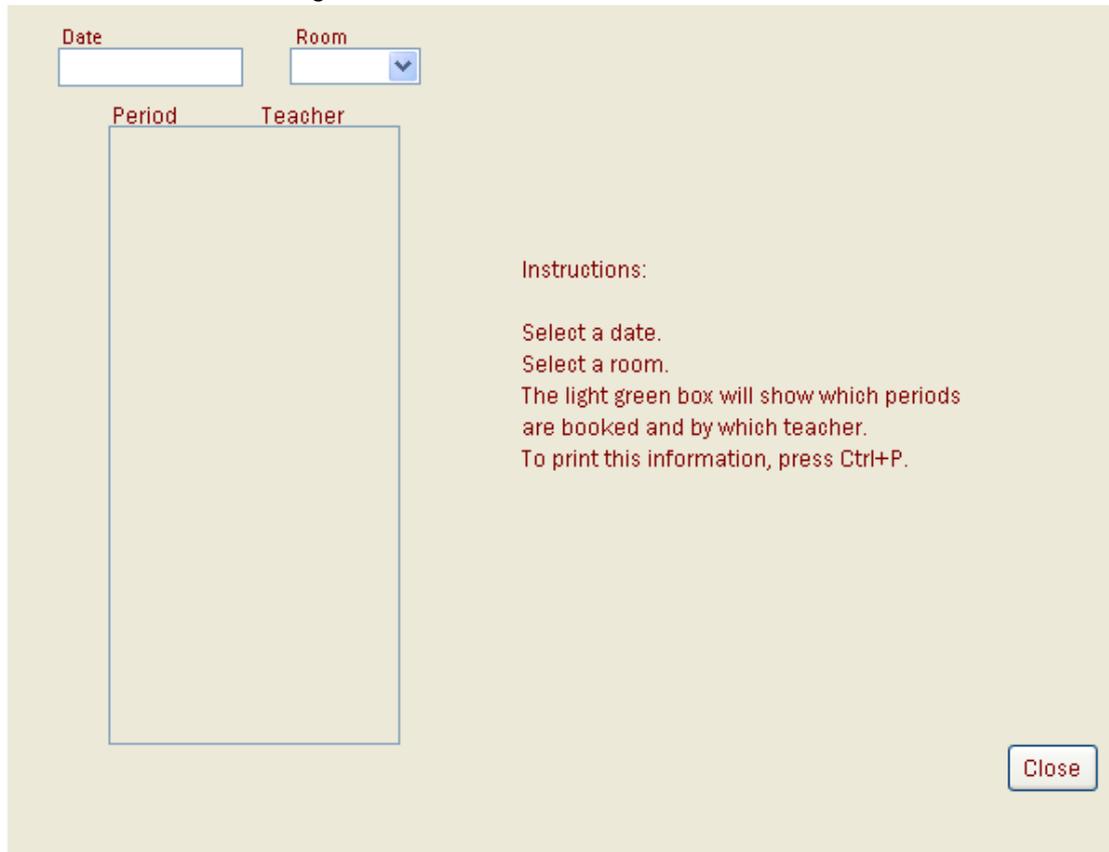
1. Rooms and Dates
  - This method requires the user to enter a specific room and a specific date, and will return the results of the periods for that date for each booked room and the teacher who has booked the given room.
2. Specific Teacher
  - This method requires the user to enter a specific teacher's initial, and will return the results of all the bookings made by the given teacher.

## Checking the Bookings by Rooms and Dates

Clicking the "Rooms and Dates" button on the booking checker screen,

**Rooms and Dates**

Will return the following screen:



The screenshot shows a web interface for checking bookings. At the top left, there are two input fields: "Date" (a text box) and "Room" (a dropdown menu). Below these are two columns labeled "Period" and "Teacher", with a large empty rectangular box underneath them. To the right of this box, there is a section titled "Instructions:" with the following text: "Select a date.", "Select a room.", "The light green box will show which periods are booked and by which teacher.", and "To print this information, press Ctrl+P." At the bottom right of the screen, there is a "Close" button.

The user now has to enter a specific date and a specific room to see which periods have been booked for that specific date and room, and by which teacher.

The date needs to be manually typed. The room can be selected from the drop down menu, or by typing in the room reference manually.

To close this screen and return to the booking checker menu, the user should press the "Close" button, located at the bottom right of the screen.

**Close**

See below for an example of this:

Date: 11/12/2009 Room: ITK

Period	Teacher
2	RAB
3	JAH
4	DL
6	AG

Instructions:  
Select a date.  
Select a room.  
The light green box will show which periods are booked and by which teacher.  
To print this information, press Ctrl+P.

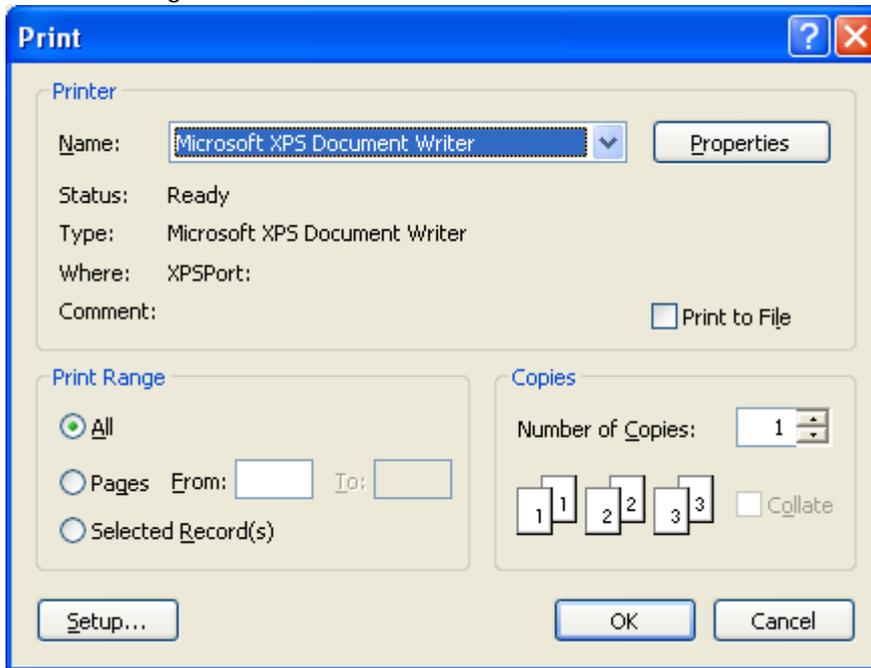
Close

As can be seen, on the 11<sup>th</sup> December 2009, periods 2, 3, 4 and 6 of the day have been booked by various teachers in the ITK room. Therefore, bookings cannot be made at these times within ITK.

## Printing the results:

To print the results of the Rooms and Dates checker, the user should press "CTRL" and then "P" on the keyboard.

The following menu should then be shown:



The user should select the printer they want to print to, and press the "OK" button.

## Checking the Bookings by a Specific Teacher:

Clicking the "Specific Teacher" button on the booking checker screen,

**Specific Teacher**

Will return the following screen:

Teacher:

Date Room Period

To use this form, select a specific teacher initial from the drop down list.  
TIP: Type the teacher initial on the keyboard for a quick way of entering the intial.  
The box below the teacher initial will show the dates, rooms and periods which have been booked by the selected teacher.  
To print, press Ctrl+P.

Close

The user now has to enter a specific teacher's initial.

This will then return the bookings made by that given teacher in the white box below the input box.

The user can either type the initials manually, or use the drop down menu and select that way.

To close this screen and return to the booking checker menu, the user should press the "Close" button, located at the bottom right of the screen.

Close

See below for an example of this screen in use:

Teacher:

Date	Room	Period
06/12/2009	ITK	5
10/12/2009	ITH2	3
10/12/2009	ITO	3
11/12/2009	ITO	3
12/12/2009	ITK	3
12/12/2009	ITK	4
12/12/2009	ITK	5
12/12/2009	ITL	2
12/12/2009	LT	5
16/12/2009	ITK	4
26/12/2009	ITK	2
26/12/2009	ITK	4
30/12/2009	ITK	3
02/01/2010	ITH2	3
03/01/2010	ITH2	2
04/01/2010	ITK	4
06/01/2010	ITH2	3
08/01/2010	ITK	3
12/01/2010	ITK	3
13/01/2010	ITH2	4
15/01/2010	ITH1	1

To use this form, select a specific teacher initial from the drop down list.  
 TIP: Type the teacher initial on the keyboard for a quick way of entering the initial.  
 The box below the teacher initial will show the dates, rooms and periods which have been booked by the selected teacher.  
 To print, press Ctrl+P.

As can be seen, the teacher "KET" has made multiple bookings since 6<sup>th</sup> December 2009. The bookings are just for example use however.

To print this information, the user should press "CTRL" and then "P" on the keyboard. This will bring the following screen:

**Print**

Printer

Name:

Status: Ready

Type: Microsoft XPS Document Writer

Where: XPSPort:

Comment:  Print to File

Print Range

All

Pages From:  To:

Selected Record(s)

Copies

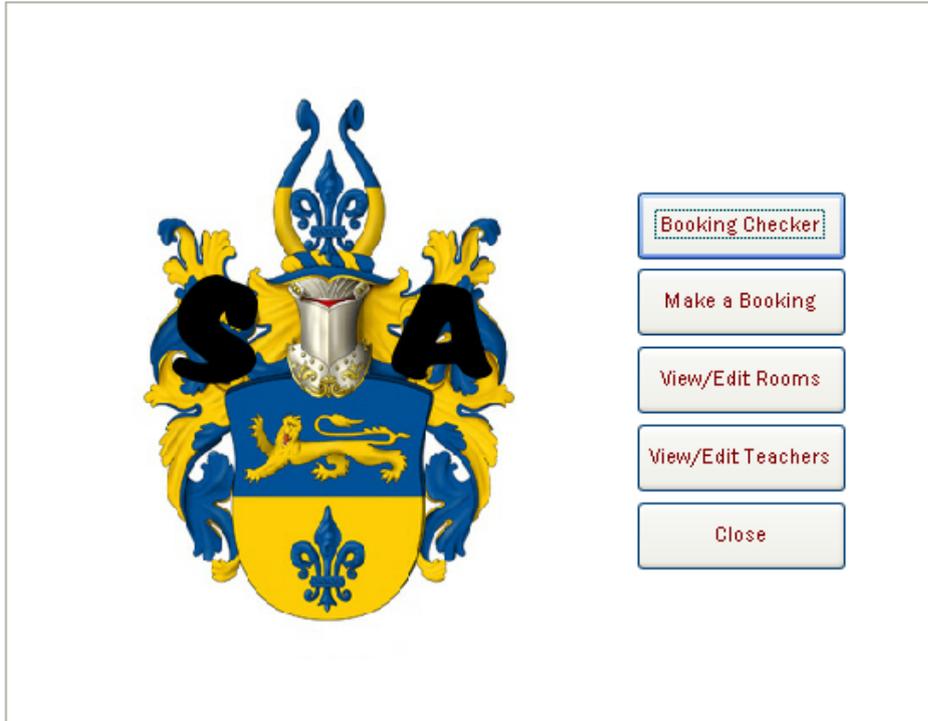
Number of Copies:

Collate

The user should then select the printer they wish to send this information to, and click the "OK" button.

## Making a Booking:

Once the software is open, follow the instructions below:  
STEP ONE



This is the screen which should be presented to the user. Click on "Make a Booking", which is the second button from the top.

STEP TWO

### Room Booking Application

**Dec 2009** | Dec | 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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	1	2	3
4	5	6	7	8	9	10

**New Booking**

Select a period  Select Room

Teacher

**Save Record**

---

To make a booking select Required Date from calendar.  
Select Period from drop down list.  
Select Room from Drop down list.  
Type initials into Teacher box.

---

Blue screen to the right will show what is booked based on which date is pressed on the calendar above.

Date      Period      Room

Close

This is the screen which you should now see.

Click on the button at the top right of the screen, titled "New Booking".

The button should become non-clickable once it has been clicked, and boxes around the button will become available to edit.

STEP THREE

### Room Booking Application

**Dec 2009**    Dec    2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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	1	2	3
4	5	6	7	8	9	10

New Booking

Select a period    Select Room

Teacher

Save Record

---

To make a booking select Required Date from calendar.  
Select Period from drop down list.  
Select Room from Drop down list.  
Type initials into Teacher box.

---

Blue screen to the right will show what is booked based on which date is pressed on the calendar above.

Date	Period	Room

Close

This is the screen which you should now see.

Go on to select a date using the calendar at the top left of the screen.

Now select a period for which you wish to make the booking for on that selected date.

Now select the room which you wish to book, from the drop down list under "Select Room".

Type in your initials into the box under "Teacher", and press "Enter" on the keyboard.

Finally, click on "Save Record".

The Blue Box:

The blue box is a way of confirming that your booking has successfully been made.

### Room Booking Application

**Dec 2009** | Dec | 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	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	1	2	3
4	5	6	7	8	9	10

**Select a period**   **Select Room**

3   ITK

**Teacher**

KET

---

To make a booking select Required Date from calendar.  
Select Period from drop down list.  
Select Room from Drop down list.  
Type initials into Teacher box.

---

Blue screen to the right will show what is booked based on which date is pressed on the calendar above.

Date	Period	Room

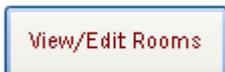
Above is a screenshot of a booking which is nearly ready to complete by pressing "Save Record":

## Using the View/Edit Rooms section:

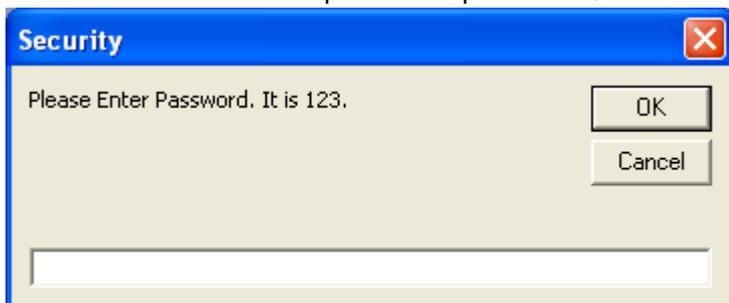
Use the View/Edit Rooms section of the system to view the current rooms in the system, and edit the details of the rooms, and even add new rooms.

Open the system.

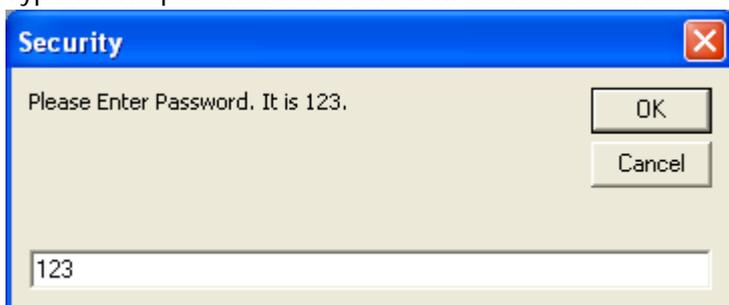
Click on the "View/Edit Rooms" button on the main menu.



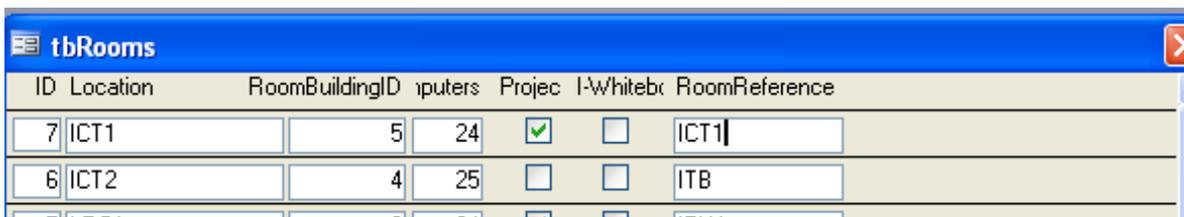
Because this section is password protected, the following screen should appear:



For the demonstration of the system, the prompt tells the user what the password is. Type in the password into the box at the bottom:



Click the "OK" button.

A screenshot of a table titled "tbRooms" with a blue header and a close button. The table has columns: ID, Location, RoomBuildingID, Computers, Projector, I-Whiteboard, and RoomReference. The first row has values: 7, ICT1, 5, 24, a checked checkbox, an unchecked checkbox, and ICT1. The second row has values: 6, ICT2, 4, 25, an unchecked checkbox, an unchecked checkbox, and ITB.

ID	Location	RoomBuildingID	Computers	Projector	I-Whiteboard	RoomReference
7	ICT1	5	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ICT1
6	ICT2	4	25	<input type="checkbox"/>	<input type="checkbox"/>	ITB

This is the screen you should be presented with now. If this is not the screen you can see, then the wrong password was entered. See the Troubleshooting Section of the user guide for help with this.

Headings:

ID	The unique ID of the room
Location	Where the room physically is on campus
RoomBuildingID	The unique building ID for which the room is located
Computers	The number of computers in the room
Projector	Whether the room has a projector or not
I-Whiteboard	Whether the room has an interactive whiteboard or not
RoomReference	The reference for which the room is referred to by the users

## Adding a new room:

To add a new room, open the "View/Edit Rooms" section.

Click the box at the bottom of the screen, under the location column. In this column, enter the name of the building for which the room is located. For this example, I will make up a building.

12	Wendron	0	0	<input type="checkbox"/>	<input type="checkbox"/>	
----	---------	---	---	--------------------------	--------------------------	--

Automatically, the new room will be given an ID.

Now progress to the next box, which asks for the rooms building ID. As this is a new room in a new building, I will make up a building ID, but I will keep to the numerical order which has been used so far.

12	Wendron	6	0	<input type="checkbox"/>	<input type="checkbox"/>	
----	---------	---	---	--------------------------	--------------------------	--

After giving the RoomBuildingID a value of 6, progress to the next box.

This is where the number of computers within this room needs to be inputted.

12	Wendron	6	50	<input type="checkbox"/>	<input type="checkbox"/>	
----	---------	---	----	--------------------------	--------------------------	--

For this example, I have decided that the new room has 50 computers in.

The new room has an interactive whiteboard but not a projector.

Therefore for the next two boxes, I will only click on the one which is under the I-Whiteboard column.

12	Wendron	6	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
----	---------	---	----	--------------------------	-------------------------------------	--

Now I need to give my new room a reference, by which all the users will remember the room as when it comes to making a booking.

For this example, I will use WEN as my room reference.

12	Wendron	6	50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WEN
----	---------	---	----	--------------------------	-------------------------------------	-----

I am nearly finished saving my new room into the system.

Finally I need to exit this screen using the cross at the top right.

tbRooms						<input checked="" type="checkbox"/>
---------	--	--	--	--	--	-------------------------------------

A prompt to save the changes made will then be required, and I will click "Yes".

## Editing an existing room:

You might need to change the information about the rooms because more computers are added to a room, or some are taken away. Alternatively, the computer room might change its name, or some event may occur for the user to have to change some details.

To edit an existing room, open the "View/Edit Rooms" section.

Once the "View/Edit Rooms" section is open, locate the room which you wish to change details for.

For this example, I will change the number of computers in BS5 from 24 to 30.

ID	Location	RoomBuildingID	Computers	Project	Whiteboard	RoomReference
7	Big School	5	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BS5

The original figure under the "Computers" column shows a figure of 24.

To change this, simply, I click the box which has the 24 in and highlight the 24 as shown below:

ID	Location	RoomBuildingID	Computers	Project	Whiteboard	RoomReference
7	Big School	5	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BS5

Using the keyboard, I change type in the numbers 3 and then 0.

ID	Location	RoomBuildingID	Computers	Project	Whiteboard	RoomReference
7	Big School	5	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BS5

I am nearly finished editing this existing room.

Finally I need to exit this screen using the cross at the top right.



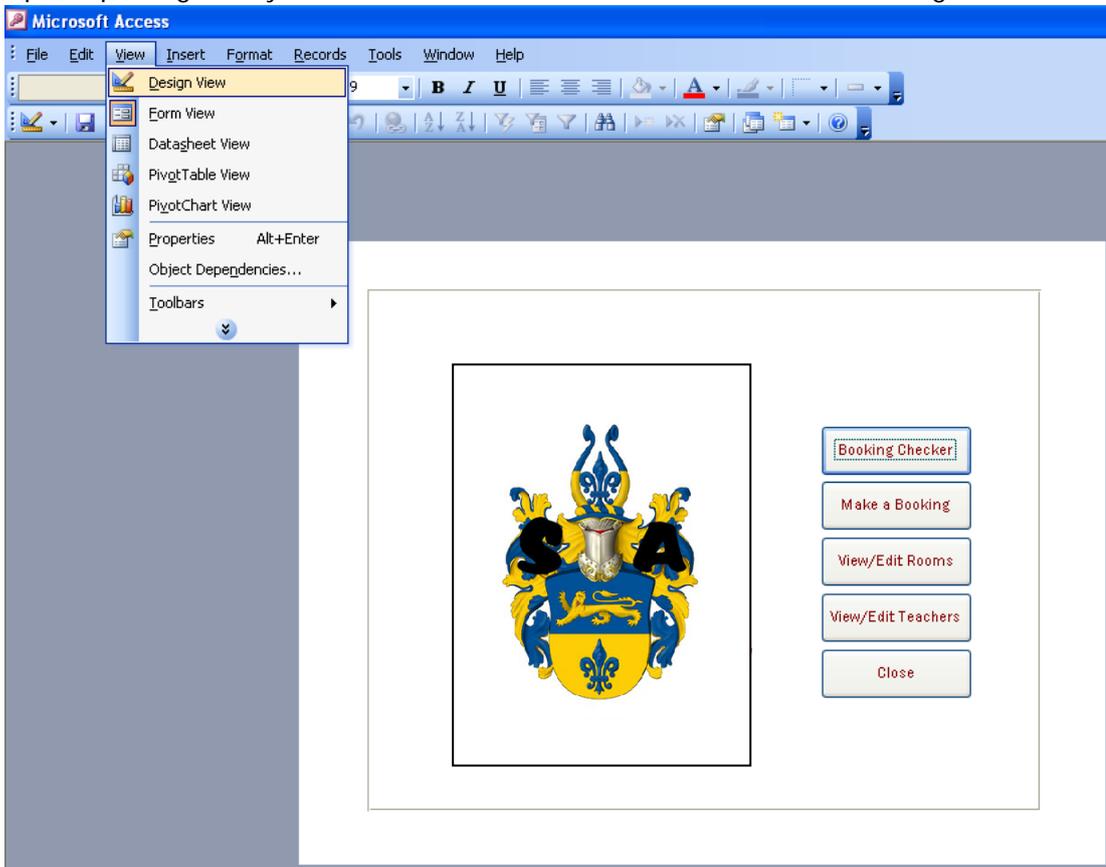
A prompt to save changes made will then be required, and I will click "Yes".

## Deleting a room:

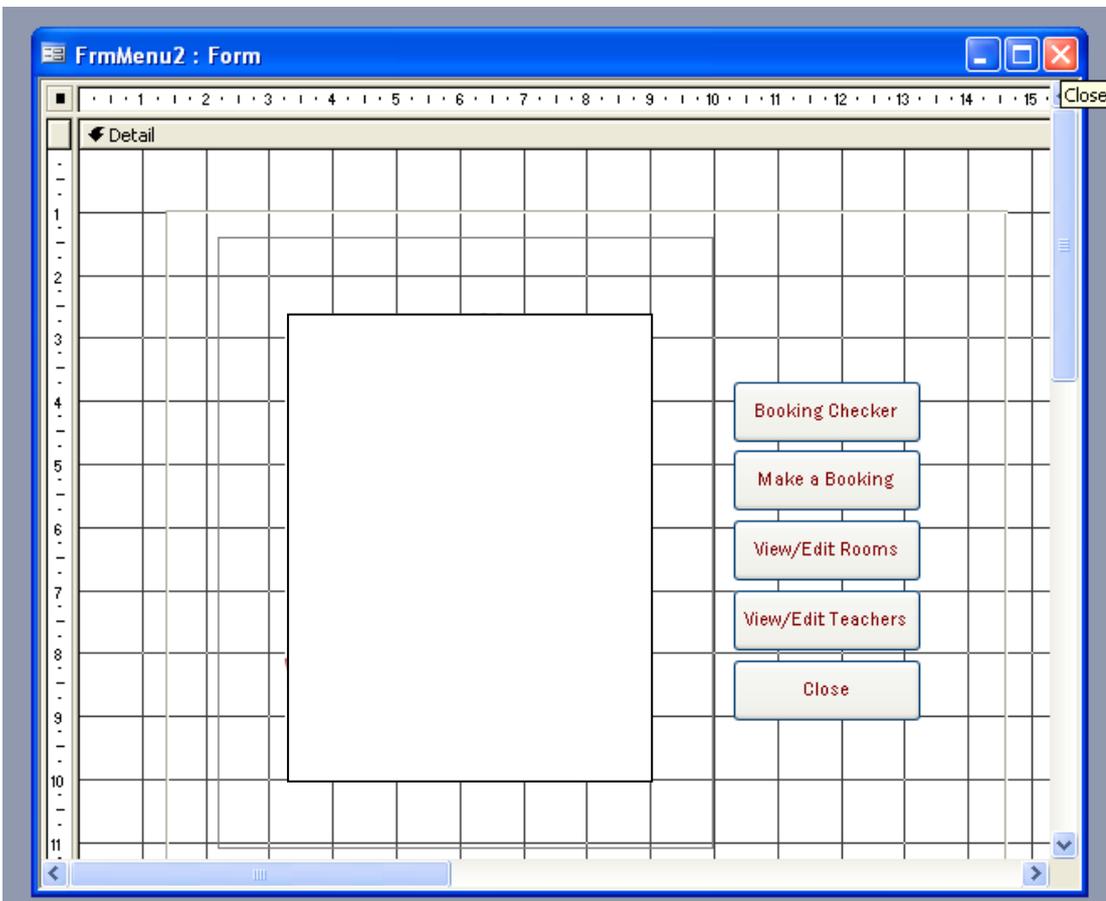
[Not recommended for the beginner user]

To delete a room completely from the system, the user must open the system first.

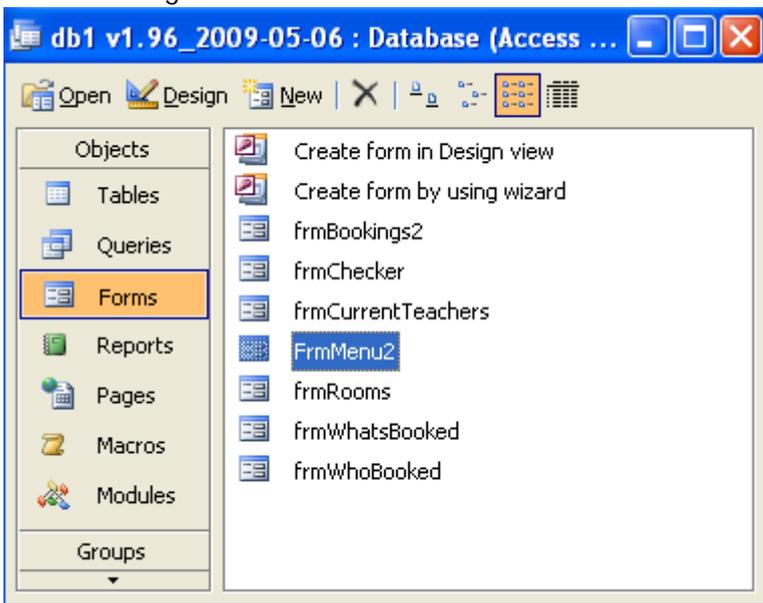
Upon opening the system, the user must click on View and then Design View:



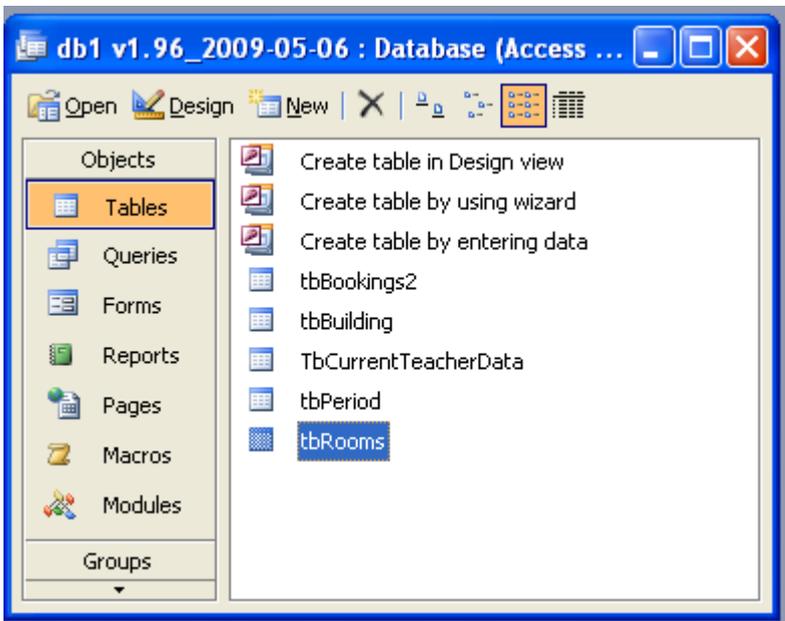
The user must then go on to click the cross on the top of the design screen of the main menu:



The following menu will be shown:



Now the user must go to Tables, located on the left of this small screen.



The user should now select "tbRooms", as highlighted above.

tbRooms : Table							
	RoomID	Location	RoomBuildingID	Num of Comput	Projector	I-Whiteboard	Room
+ ▶	7	ICT1	5	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BS
+ ▶	6	ICT2	4	25	<input type="checkbox"/>	<input type="checkbox"/>	ITB
+ ▶	5	LRC1	3	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ITH

The above screen will then be shown.

To delete a room completely, the user should select the grey box to the left of the record:

tbRooms : Table							
	RoomID	Location	RoomBuildingID	Num of Comput	Projector	I-Whiteboard	Room
+ ▶	7	ICT1	5	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BS
▶ +	6	ICT2	4	25	<input type="checkbox"/>	<input type="checkbox"/>	ITB
+ ▶	5	LRC1	3	24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ITH

Right click this area, and select "Delete Record".



The following prompt will then be shown:



Click "Yes".

The room is now deleted completely.

NOTE TO THE ADVANCED USER:

Changes to the information about Rooms can be done via this method.

## Using the “View/Edit Teachers” section:

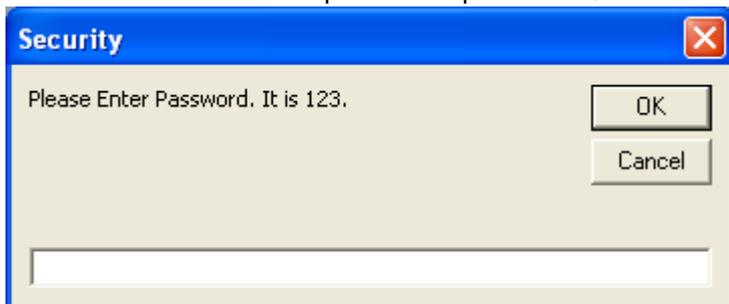
Use the View/Edit Teachers section of the system to view the current teachers in the system, and edit the details of the teachers, and even add new teachers

Open the system.

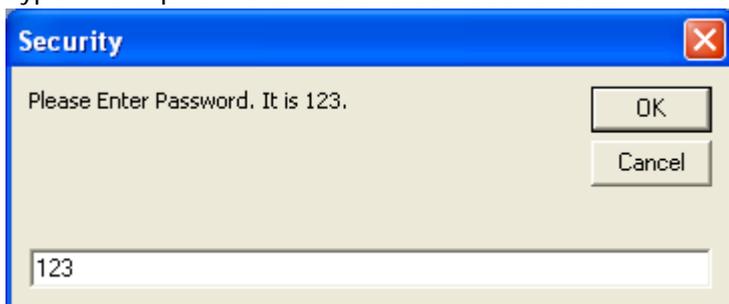
Click on the “View/Edit Teachers” button on the main menu.



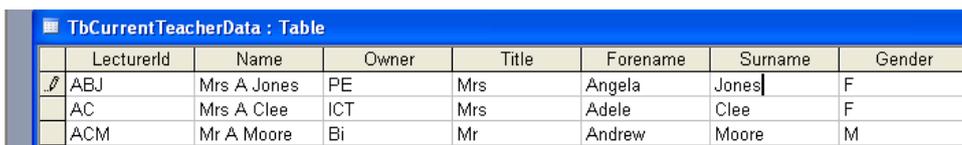
Because this section is password protected, the following screen should appear:



For the demonstration of the system, the prompt tells the user what the password is. Type in the password into the box at the bottom:



Click the “OK” button.

A screenshot of a table window titled "TbCurrentTeacherData : Table". The table has 8 columns: LecturerId, Name, Owner, Title, Forename, Surname, and Gender. It contains three rows of data.

LecturerId	Name	Owner	Title	Forename	Surname	Gender
ABJ	Mrs A Jones	PE	Mrs	Angela	Jones	F
AC	Mrs A Clee	ICT	Mrs	Adele	Clee	F
ACM	Mr A Moore	Bi	Mr	Andrew	Moore	M

This is the screen you should be presented with now. If this is not the screen you can see, then the wrong password was entered. See the Troubleshooting Section of the user guide for help with this.

Headings:

Initials                    The initials of the teacher  
Name                        The full name, including title, of the teacher  
Dept                        The department the teacher belongs to  
Title                        The title of the teacher  
Forename                    The forename of the teacher  
Surname                    The surname of the teacher

Adding a new teacher is similar to adding a new room. The only differences are the details entered. Please see the section on adding a new room for more information.

Editing an existing teacher requires the user to go through the list and made amendments.

Amendments can also be made using the tables in the database for the advanced user.

## Error Messages

You may see some error messages when you use the system. This section tells you how to respond to them.

Error Message:	When it occurs	Solution
 <p>Microsoft Office Access </p> <p>Enter Room</p> <p><input type="button" value="OK"/></p>	<p>Attempt to make a booking without entering a room</p>	<p>Click OK and ensure you have entered a room on your booking</p>
 <p>Microsoft Office Access </p> <p>Select Teacher</p> <p><input type="button" value="OK"/></p>	<p>Attempt to make a booking without selecting a teacher</p>	<p>Click OK and ensure you have selected a teacher on your booking</p>
 <p>Microsoft Office Access </p> <p>Select Date</p> <p><input type="button" value="OK"/></p>	<p>Attempt to make a booking without selecting a date</p>	<p>Click OK and ensure you have entered a date for your booking</p>
 <p>Microsoft Office Access </p> <p> WRONG PERIOD</p> <p><input type="button" value="OK"/></p>	<p>Attempt to make a booking without a period selected</p>	<p>Click OK and ensure you have selected a period for your booking</p>

## Glossary

Booking	This allows you to book a room
Booking Checker	This section of the system enables you to check whether a room is free at a certain time.
Clickable	This is a place in any menu or form where you can click to select. If a part of the form can not be selected by clicking it is 'unclickable' for security reasons
Delete	This will remove an item from a form or table in the system
Design Screen	A form viewed in the design screen can be edited. For example the design of a form can be changed.
Edit	Editing means you can make changes to one of the tables in the system. For example you could add a new room or a new teacher by editing
Exit	This will take you out of the form or section of the system you are working on
Form	This is any of the screens for making and amending bookings. It is a user friendly interface with buttons and drop down lists
ID	This is the unique reference for a particular booking
Initials	This is the initials of the teacher as set out by the school admin system
Location	This is where a room will be found on the school campus
Main Menu	The menu you see on the opening page of the booking program. This leads you to all other sections of the room booking database
Menu	This is a place with options for you to select from
New Booking	This is where you can make a booking for a particular room
Period	This is one lesson in the school day
Printing	This allows you to print any of the forms in the system
Record	This is one row of data in a table.
Save Record	This allows you to save the changes you have made when editing
Table	This is a design feature and is where different fields can be added to the various areas of the system.