Resource Booking

Booking screens. ........................................................................................................................................................................... 2
The notification screen to inform user of late pickup or return. ........................................................................................................... 3
The booking screen ........................................................................................................................................................................... 4
The booking screen after selecting the resource area and category .................................................................................................. 5
The booking screen after selecting a resource ....................................................................................................................................... 6
The booking screen after selecting a resource ....................................................................................................................................... 7
Booking screen after saving the booking (Successful) .......................................................................................................................... 8
Booking screen after saving the booking (Failed) .............................................................................................................................. 9
To manage your booking or checking your category wings. Select the MY BOOKINGS link. ........................................................................... 10
Your reservation detail screen ................................................................................................................................................................. 11
Resource Booking

Booking screens.

For student or general booker, upon successful login to the system, the user’s category wing(s) and effective screen will appear as follows.

Your Booking Category and quota

<table>
<thead>
<tr>
<th>Name</th>
<th>C.S</th>
<th>Total Quota</th>
<th>Eff. from</th>
<th>Eff. to</th>
<th>U.S</th>
<th>Quota remain</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM AND VIDEO SOFTWARE</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>AUDIO STUDIO</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>MILLER TRIPODS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>MICS/ADAPTORS FOR VIDEO CAMERAS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>DOLLY</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>GRIP</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>REFLECTORS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>BOOM POLES</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>TRV 900 CAMERAS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>TRIPODS FOR VIDEO CAMERAS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>MINIDISC PORTABLE</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
<tr>
<td>GENERAL ACCESS PORTABLE AUDIO</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet,</td>
</tr>
</tbody>
</table>

C.S = The category status  
Total Quota = The total quota for the effective period  
Eff. from = The effective period starting date  
Eff. to = The effective period ending date  
U.S = The user booking category status.

Notes:  
This is an information screen explaining the status of booking rights to categories and quotas.  
Click [Next to continue] button to proceed to next screen.  
If the user has a late pickup or late return, the next screen will appear to notify the user.
The notification screen to inform user of late pickup or return.

### Portable Equipment and Facilities Booking System

#### Your Late Return/Pick up

<table>
<thead>
<tr>
<th>Late Return</th>
<th>Start datetime</th>
<th>End datetime</th>
<th>Pick up by</th>
<th>date time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARRI SK 1 KIT - 15 to 1 zoom 12.3</td>
<td>30/07/2004 09:00</td>
<td>30/07/2004 11:00</td>
<td>Lee, test</td>
<td>2004-07-30 11:42:00.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Late Pick up</th>
<th>Start datetime</th>
<th>End datetime</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOM POLE #17</td>
<td>30/07/2004 09:00</td>
<td>30/07/2004 17:00</td>
</tr>
</tbody>
</table>

Click Next to continue

---

**Notes:**

This is the information screen. You will need to clarify the above item with the store staff.

Press [Next to continue] button to enter the booking screen.
The booking screen

The booking process in numbered order of the screen panel above.

1. Select a resource area and then the category followed by clicking [Go] button to show the resource listing which will appear in Panel 2.
2. Select a resource from the list. (Please note the color code for the resource as indicated.)
3. Select the start date and end date by clicking on the calendar. (Note you can enter this date in panel 4). Please check the color of the calendar cell.
   Red means the whole day or booking block is occupied.
   Yellow means the day or booking block is partially occupied.
   If you click on the yellow cell, a pop up window will appear with information stating the hours of availability.
   White means the resource is available, upon clicking, it will turn to green color to indicate that you wish to select the day or booking block.
   (Note that the date on the panel 4 entry text box will be adjusted accordingly).
4. Adjust the booking time or date as you wish and click [Save booking] button to save the booking. The result of the booking will appear on top of the resource list which is panel 2. Please check the result of the booking to ensure your booking was successful or the reason it was not.
Click on the resource to select it. Upon doing so, the booking calendar will appears on panel 3 and the image of the resource on panel 2. The resource list is color coded for booker information as follows:
Orange: Item is in maintenance and therefore not bookable.
Pink: Item is bookable but has not yet been returned by previous booker and is overdue.
Blue: Item available for booking.

Continued next page.
The booking screen after selecting a resource

This page shows the presentation for Equipment booking which is in “Month block view”. 

View selected item detail --> ARIEL - 1000w

<table>
<thead>
<tr>
<th>July, 2004</th>
<th>August, 2004</th>
<th>September, 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
<td>Sun Mon Tue Wed Thu Fri Sat</td>
</tr>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>11 12 13 14 15 16 17 18 19 20 21</td>
<td>12 13 14 15 16 17 18 19 20 21</td>
<td>12 13 14 15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28 29 30 31</td>
<td>26 27 28 29 30</td>
<td>26 27 28 29 30</td>
</tr>
</tbody>
</table>

Search resource list result

ARIEL - 1000w
ARIEL 300 PLUS # 4 (BLUE CASE - NO STAND)
ARIEL 300 PLUS # 6 (BLUE CASE - NO STAND)
Lowel 1000w Light (spare)
REDHEAD 1 - 800w (3 LIGHTS PER KIT) +RCD
REDHEAD 3 - 8000w (3 LIGHTS PER KIT) +RCD
REDHEAD 5 - 800w (3 LIGHTS PER KIT) +RCD
REDHEAD 7 - 800w (3 LIGHTS PER KIT) + RCD
WHITE/SILVER REFLECTOR #9
i-Light #2 - 100 watt (collect battery)
i-Light #4 - 100 watt (collect battery)

Search for resource

Area: Portable Equipment Booking
Category: REFLECTORS
Go

Item selected

i-Light #1 - 100 watt (collect battery)
i-Light #3 - 100 watt (collect battery) lightstand mount only

Resource Colour Code --> In Maintenance Late Return OK

Scroll to previous 3 months Scroll to next 3 months
To save the booking click the [Save booking] button.
The next 2 screens show the possible results of the booking after the save booking button has been clicked.

The booking screen after selecting a resource

This page shows the presentation for Facility booking which is in “Day block view”.

View selected resource detail -->  

Bobo. Includes DVCAM deck, Avid/FCP

Danae. Includes a DVCAM deck, Avid/FCP

Firth of Forth - includes DVCAM deck, Avid/FCP

Han - Avid, NB Book Jordan also if you want to digitise/layback

Jordan - patchbay with DVCAM and minidisc serves Slama, Han, Irrawaddy

Item selected

- Compo Avid/FCP
- Euphrates Avid
- Slama - Avid/FCP, NB book Jordan also if you need to digitise/layback
- Irrawaddy - Avid, NB Book Jordan also if you want to digitise/layback
Booking screen after saving the booking (Successful)

View selected item detail --> ARIEL - 1000w

Search resource list result

Result of reservation [1/1 SUCCESS] Refresh Resource List

Trading for xtrace, [18]
Save [ARIEL - 1000w] booking for (02/08/2004 at 10:00 to 04/08/2004 at 17:00), type = [E]
--- Start saving for booking (02/08/2004 at 10:00 to 04/08/2004 at 17:00)
--- The duration of booking is 55 hour(s) 0 minutes
--- Checking start and end time range or day of week allowed
--- Checking total quota usage
--- Total quota allocated = [2000], left = [2000], current usage = (55.00)
--- Checking restricted quota usage
--- Not required
--- Checking maximum booking time
--- Time allowed = [73.00], intended = (55.00)
--- Checking buffer between booking
--- Not required
--- Checking Effective End
--- Category effective to [2004-11-21 00:00:00.0], booking to [Wed Aug 04 00:00:00 EST 2004]
--- Check clashing
--- No clashing result returned
--- Persist to Database
--- Update quota usage
--- Successful

Resource Colour Code -> In Maintenance Late Return OK

Refresh Resource List To show the resource list
Booking screen after saving the booking (Failed)

Search resource list result

Result of reservation [0/1 FAIL] Refresh Resource List

-->Booking clashes<-- (Why booking failed)

Tracing for xtrace, [19]
Save [ARIEL - 1000w] booking for [02/08/2004 at 10:00 to 04/08/2004 at 17:00), type = [E]
-- Start saving for booking [02/08/2004 at 10:00 to 04/08/2004 at 17:00)
----> The duration of booking is 55 hour(s) 3 minutes
-- Checking start and end time range or day of week allowed
-- Checking total quota usage
----->Total quota allocated = [2000], left = [1945], current usage = (55.00)
-- Checking restricted quota usage
----->Not required
-- Checking maximum booking time
----->Time allowed = [75.0], intended = (55.0)
-- Checking buffer between booking
----->Not required
-- Checking Effective End
Category effective to [2004-11-21 00:00:00.0], booking to [Wed Aug 04 00:00:00 EST 2004]
-- Check clashing
----->Moving through (1) record to determine
----->Checking against 2004-08-02 00:00:00.0 at 600 to 2004-08-04 00:00:00.0 at 1020
-----> Booking dash with 2/8/2004 at 10:00 to 4/8/2004 at 17:00
-----> Booking dashes

Resource Colour Code -> In Maintenance Late Return OK

Refresh Resource List To show the resource list
To manage your booking or checking your category wings, select the **MY BOOKINGS** link.

**Booking category information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Q.S</th>
<th>Total Quota</th>
<th>Eff. from</th>
<th>Eff. to</th>
<th>U.S</th>
<th>Quota remain</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM AND VIDEO SOFTWARE</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet</td>
</tr>
<tr>
<td>AUDIO STUDIO</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet</td>
</tr>
<tr>
<td>MILLER TRIPods</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
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<tr>
<td>MICS/ADAPTORS FOR VIDEO CAMERAS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet</td>
</tr>
<tr>
<td>TRV900 CAMERAS</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet</td>
</tr>
<tr>
<td>TRIPods FOR VIDEO CAMERAS</td>
<td>A</td>
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<td>30/07/2004</td>
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<td>Your category is not active yet</td>
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<tr>
<td>MINIDISC PORTABLE</td>
<td>A</td>
<td>2000</td>
<td>30/07/2004</td>
<td>21/11/2004</td>
<td>I</td>
<td>2000</td>
<td>Your category is not active yet</td>
</tr>
</tbody>
</table>

**Late Return**

<table>
<thead>
<tr>
<th>Name</th>
<th>Start datetime</th>
<th>End datetime</th>
<th>Pick up by</th>
<th>date time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREF SR 1 KIT - 15 to 1 room T2.3</td>
<td>30/07/2004 09:00</td>
<td>30/07/2004 11:00</td>
<td>Test, Test</td>
<td>2004-07-30 11:42:00.0</td>
</tr>
</tbody>
</table>

**Late Pick up**

<table>
<thead>
<tr>
<th>Name</th>
<th>Start datetime</th>
<th>End datetime</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOM POLE #17</td>
<td>30/07/2004 09:100</td>
<td>30/07/2004 17:00</td>
</tr>
</tbody>
</table>
Your reservation detail screen

Today's reservation
Reservation >= today
Cancelled reservation

Resource | Start date/time | End date/time
---------|----------------|----------------
BOOM PCLE #17 | 30/07/2004 09:00 | 30/07/2004 17:00
ARRI SR 1 KIT - 15 to 1 zoom T2.3 | 30/07/2004 09:00 | 30/07/2004 11:00
ARIEL - 1000v | 02/08/2004 10:00 | 04/08/2004 17:00

Click to cancel the resource, you will be prompted. You can only cancel the resource that is not late for and has not been picked up.

Today's reservation
Booking(s) that you made today
Reservation >= today Booking(s) start date greater or equal to today
Cancelled reservation Cancelled booking(s)

PRINT Print screen detail
Detail Your resource category detail and late return and pickup information if any