

Laptop Booking System

The Laptop Booking System can be accessed via this website;

<https://suttoncoldfieldgrammarforgirls.roombookingsystem.co.uk>

If you are accessing the system in school, you will be automatically logged in. If you are at home, you will need to login with your usual **Office365 login details**. E.g. *teacher@suttcold.bham.sch.uk*, then your usual school password.

Once logged in, you will be presented with the **calendar view** page. There are options on the left side of the page. Notably **Bookings, Views, and My Account**. You can also see any existing bookings you have and bookings made by others.

The screenshot shows the 'Calendar' page of the Laptop Booking System. On the left, a navigation menu is visible with 'Day View', 'Week View', 'Category View', 'Bookings', 'Statistics', 'My Account', 'Send Feedback', 'Help', and 'Sign Out'. The main content area displays a calendar for September 2023, a 'Select Room' dropdown menu set to 'Trolley 01 - Outside Lib', and a 'Booking Colours' legend with 'My Bookings' (green), 'Other Bookings' (red), and 'Timetabled Classes' (yellow). Below this, a table shows booking periods from Monday 11/09/2023 to Sunday 17/09/2023.

< September 2023 >

M	T	W	T	F	S	S
28	29	30	31	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	1

To make a new booking you have to select the **Trolley** from the drop-down list. Then click which week you wish to make the booking on the **calendar**.

Select Room

Trolley 01 - Outside Lib

- Trolley 01 - Outside Lib
- Trolley 02 - Art
- Trolley 03 - Room 34
- Trolley 04 - Outside C10
- Trolley 08 - Lower EBlock
- Trolley 10 - Outside MFL
- Trolley 11 - Outside C10
- Trolley 12 - Upper Driffold
- Trolley 15 - Upper Driffold

The laptop trolley locations are listed next to the trolley number. You can also change the view to **Day View** to see the locations of the trolley and the existing bookings. This is done by selecting **Day View** on the left menu.

Select the tile of the correct day and period you wish to make the booking. A pop-up window will appear to confirm the time slot start and end. If this is correct, click **Book**.

The screenshot shows a booking interface for 'Trolley 01 - Outside Lib'. On the left, there is a calendar for September 2023 with dates 11-17 highlighted. Below the calendar are sections for 'Select Room' (set to 'Trolley 01 - Outside Lib'), 'Categories' (with 'Laptop Trolley' selected), and 'Booking Colours' (with 'My Bookings' selected). The main area is a grid of booking periods (Period 1 to Period 6) across a week starting Monday, 11/09/2023. A red box highlights a pop-up window for Period 3 on Tuesday, 12/09/2023, which contains a 'Book' button and a 'More Options' button.

By selecting **More Options** this will open a new page. Here, you can set the recurrence of a booking; this can be by occurrences or to a certain date. Once you're happy with your selection, click **Confirm Booking**.

The screenshot shows the 'Summary' page for a booking. It has three tabs: 'Room/Resource', 'Recurrence', and 'Attendees'. The 'Recurrence' tab is active. On the left, there are fields for 'Start Date' (11/09/2023), 'Start Timeslot' (Period 3), and 'End Timeslot' (Period 3). A red box highlights the 'Confirm Booking' button. The 'Recurrence pattern' section has radio buttons for 'No Recurrence', 'Daily Recurrence', 'Weekly Recurrence', 'Monthly Recurrence', 'Yearly Recurrence', and 'Timetable Recurrence'. The 'Range of recurrence' section shows 'Starting 11/09/2023' and radio buttons for 'End after 1 occurrences' and 'End by 11/09/2023'. A red box highlights the 'Check Recurrence' button.

Once a booking is completed you will receive a confirmation email that contain the details regarding your booking. This will be from **noreply@roombookingsystem.co.uk**. If you do not receive an email please check your Junk inbox, then please let us know.

You can view all of your bookings within the system, by selecting **Bookings** on the menu to the left. This will list all upcoming bookings you have made. You can also edit bookings and cancel bookings within this page.