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## 1 Introduction

This document describes key steps for successfully setting up Sentral to track resource booking within a school i.e. Laptops, Library rooms, sport equipment. The document describes the top-level setup of the Resource Booking Module.

A detailed description for the setup of each area in Health has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

## 2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Resource Booking module.

### 2.1 Staff Access

For the Resource Booking to operate and be useful, you must have user accounts created for staff members at the school.

### 2.2 Timetables

Schools using Timetables like Edval need to ensure these are updated regularly so that Resource Booking changes can be reflected.

### 2.3 User Permissions

Staff will need to view the User Permissions for staff absences via the **Sentral Cog Wheel > Setup Enterprise > Permissions > Resource Booking Setup**.

## 3 Setup Resource Booking

The following is a description of the setup for each area in the Staff Absences setup. These details will guide you through the critical configurations you need to setup. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Resource Booking > Resource Booking Setup**.




### 3.1 Settings

This is where you configure global settings for resource bookings. This includes:

- Resource Booking Default View – Daily or weekly define the display page.
- Sender Email – this will be the email used as the from email address when sending notifications.
- Disable Bookings on Non-Teacher Days – disable for non-teaching days if required.

### 3.2 Timetables

This is where you can create and manage the timetable being used for the booking of resources.

1. Click on the **Add**  **button** to add new resource timetable.
2. You can prefill the timetables with the following information:

- a. Name
- b. How many periods/sessions do you have?
- c. Do you want roll class included?
- d. Do you want to include recess and lunch?
- e. Click **Save** when done.

**NOTE:** you can add or delete periods manually as needed.

The screen will then display to **Period Setup**

Playground Roster

Monday	Tuesday	Wednesday	Thursday	Friday
<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>	<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Recess				
Lunch				
Before /After School				
<span style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">Save</span>				

i Please note: You can change the name or sequence of a period by clicking on it. For example, you could rename *Period 1* to *Morning Session*.

To begin editing the period setup, select a period from the grid in the left, or press the Add button for the particular day.

Once you have selected the appropriate period, you can adjust its name, type and position in the day, as well remove it from the list entirely.

\* Denotes the day's official attendance roll

**Tools**

Use the following tools to perform mass actions on the period setup.

Copy Periods

Clear List

**Importers**

Importers allow you to import the period structure from another source into Resource Manager.

Import from Timetables

There are 3 options to create the resource timetable;

1. **Importers** - Importers allow you to import the period structure from another source into Resource Manager.
  - a. Click **Import from Timetable** and **Save**. You can then change the name or sequence of a period by clicking on it.
2. **Tools** – use **Copy Periods**.
  - a. Use the dropdown lists to select the day you want to copy the periods from and the day(s) you want to copy the periods to. You can change the name of any of the periods by clicking on them individually and editing the name.
  - b. Save. If you want to change the structure, click on **Clear List** to start over.
3. **Period Setup** - To begin editing the period setup, select a period from the grid in the left, or press the Add button for the particular day.
  - a. Once you have selected the appropriate period, you can adjust its name, type, and position in the day, as well remove it from the list entirely.
  - b. \* Denotes the day's official attendance roll

### 3.3 Locations

Define the locations associated with resources. Typically, these are rooms, buildings, and facilities within the school.

Simply click on the **Add** Add button to add locations.

Resource Locations	
<a href="#">Add</a>	
<b>Location</b>	
Room	<input type="text"/>
Building	<input type="text"/>
Capacity	<input type="text"/>
Description	<input type="text"/>
<a href="#">Save</a> <a href="#">Delete</a> <a href="#">Close</a>	

1. To Edit or Delete the locations, click on the location name.

### 3.4 Resources

Create and manage resources that are available to be booked, their properties and restrictions.

1. **Add a New Resource Group** - add the name of the group
2. Complete the online form and **Save**.

Resource Details
✕

Resource Details
Notifications
Timetable Linking
Move Group

**Resource Details**

Name

Quantity

Location

Max Booking Time

Max PreBooking Time

Max Qty Per Booking

Max Number of Periods Per Booking

Allow users to wait list this resource when quantity is exceeded

Allow out of hours bookings

[Save](#)
[Cancel](#)
[Use Defaults](#)

3. **Use Defaults or Default Booking Limits** – this defines if all resources have the same limits and settings. Once defined, it needs to be applied to each resource.

### 3.5 Import From Timetables

Bulk create resources by importing from Timetables. You have the option to import Teachers and Rooms.

**Import from Timetables**

Teachers Rooms

[Import](#) [Select All](#) [Deselect All](#)

**!** You can bulk create resources by importing rooms. Only rooms that have not previously been used as a resource will show up in the list below.

Group Name:

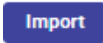
Quantity:

Can Overbook:  Users go onto a waiting list for this resource.

Notify Owners:  Notify owners of this resource.

Notify Users:  Notify users who are going to be using this resource.

Room Name	External Source	Location	Clear All
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1. To import rooms from your timetable, complete the online form.
  - a. Select a group name from the drop-down list or enter a new group name in the text box.
  - b. Enter the quantity – the number of resources limited to the booking.
  - c. Tick remaining boxes according to how you plan to manage
  - d. Then 

## 4 Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Resource Booking module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Setup</i>	Manage resource booking settings	As required
<i>Timetables</i>	Create and manage the timetable used for the booking of resources	As required
<i>Locations</i>	Define the locations associated with resources. Typically, these are rooms, buildings and facilities within the school.	As required
<i>Resources</i>	Create and manage resources that are available to be booked, their properties and restrictions	As required
<i>Import From Timetables</i>	Bulk create resources by importing from Timetables.	As required