Resource Booking

User Guide

Contents

Target Audience

- All Staff

Content

Within this course staff will learn how to:

- Create Resource Bookings
- Edit/Delete an Existing Booking
- View Resource Reports

Overview

Resource Booking Module allows schools to create and manage school resource bookings.

Module Access

1. Select the **Sentral** Waffle Icon ⋮⋮⋮ in the top left corner of the screen, the modules display, then going to the **Scheduling group** that includes **Resource Booking**.
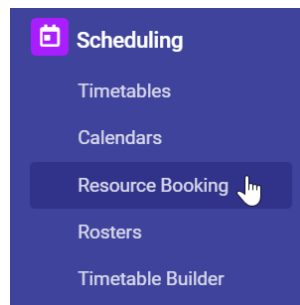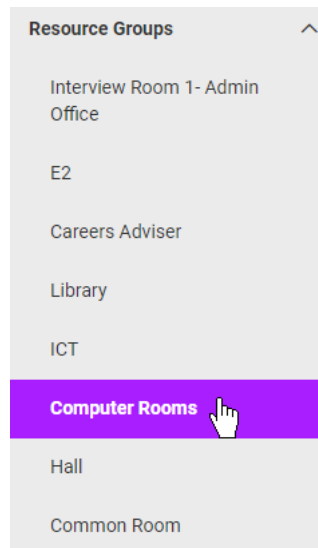

The module landing page allows you to select the current Resource Groups Bookings.

2. From the left-hand menu, select the **Resource** from under the **Resource Group** heading.

The Resource booking for the resource group displays.

Existing bookings (made by staff) are shaded in green and have the staff members name hyperlinked.

3. To view a timetable for booking a resource click on the Group name (i.e. Labs, iPad, Library, Rooms).

When you hover the cursor over the black text you get a floating badge, which will display any characters past the 25-character limit).
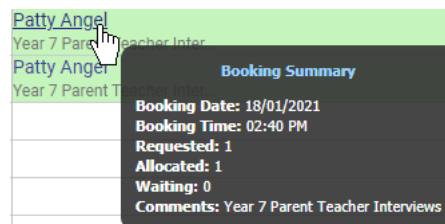
4. Clicking on the existing class hyperlinks takes you to the Timeview Timetable showing classes that are booked into a room for that period.

Create a New Booking

1. From the left-hand menu, select the **Resource** from under the Resource Group heading that you wish to create a booking for.
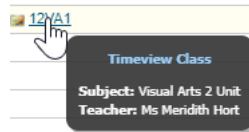

A daily or weekly timetable appears on your screen showing the existing bookings for the Group Resource you just selected.
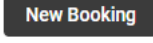
Note: The calendar to the left will automatically go to the week you are in now (in real time) and shall be highlighted in blue. You can select other days or weeks from this calendar.

2. To add a new booking click on a period (or periods), you need the resource booked for.

You should see a green tick in periods you have selected - as well as the period being greyed out.

3. Click on **New Booking** [New Booking] button (in the top right-hand corner).

The **Add Booking** dialogue box displays.

4. Select the relevant user (either yourself or the person you are making the booking on behalf of) by using the drop-list. Add any relevant comments regarding the booking.

5. Review the bookings you have made (note how you can see the multiple period(s).

6. Click the **Save** [Save] button to complete the booking.

When **saved**, the booking will be publicly displayed on the timetable for the selected resource group.

7. To review your booking either hover over the booking for a pop-up **Booking Summary** or click on the **hyperlinked** username for more detail.

Edit or Delete an Existing Booking

1. Click on the **Resource Group** you need from the left-hand menu.

A daily or weekly timetable appears on your screen showing the existing bookings for the Group Resource you just selected.

2. To review your booking either hover over the booking for a pop-up Booking Summary or click on the hyperlinked username for more detail.

Booking Summary

Booking Date: 08/09/2020
Booking Time: 01:43 PM
Requested: 1
Allocated: 1
Waiting: 0

Edit Booking   ✕

Recurrence	☐	Recurring Event			
User	Angel, Patty ⌄	Who this booking is for			
Comments	Year Group Meeting for Year 10 Peer Support Leaders				

Resource	Date	Period	Qty	Availability
D2	2021-01-19	1	1 ⌄	0 available now.

                                    Save   Cancel   **Delete**   **Delete All**

3. Dialog box opens, if you are looking to delete this booking, click the **Delete** [Delete] button and you will be prompted to confirm you wish to remove the entry.

Remove Entry   ✕

Are you sure you wish to remove this entry?

Confirm   Cancel

4. Click on the blue **Confirm** [Confirm] button.

5. Otherwise make your changes and click **Save** [Save] button to complete.

Edit Booking   ✕

Recurrence	☐	Recurring Event			
User	Le Noury, Susan ⌄	Who this booking is for			
Comments					

Resource	Date	Period	Qty	Availability
Comp Lab 3	2020-09-08	Per5	1 ⌄	2 available now.

Save   Cancel   **Delete All**   **Delete**

Note: if your bookings are done in multiples for the same resource (i.e. you booked the same resource for 5 different periods) when you click delete, you will lose all 5 bookings. It is not possible to remove one date from a multiple booking unless you do each one individually.

6.   If a staff member has been added to receive notifications, these will appear in Dashboard messages.
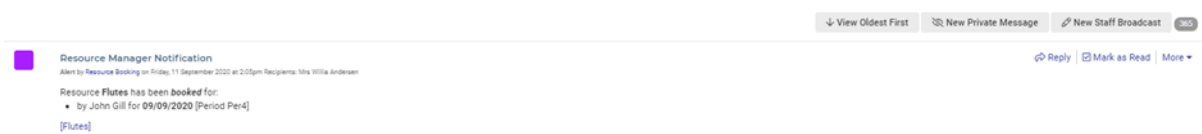
7.   Click on the resource to go to Resource Booking module.

Reports

This feature creates a report that prints out tallies for booking slots and teacher bookings.

1.   Click on the **Reports > Resource Report** from the left-hand menu.
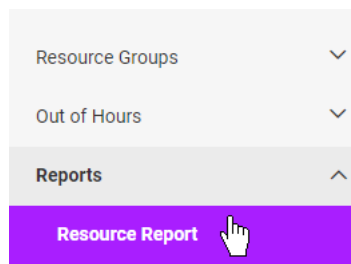
The Resource Report settings screen displays.

2.   Select the **Resource** and **Period** from the drop-down list and calendar.

3.   Click on the green **Generate** [Generate] button top right-hand side of screen.

The report generates and read to view.

Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data entry for Resource Booking. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of glossaries of terms.

Item	Description	Type
Select a Resource	select resource for booking	select from drop down
User	select user for booking	select from drop down
Comments	enter Comments for the booking	text field
Period	select the date range for the report	calendar entry
Resource Booking Default view	how will resources be displayed on homepage	select from drop down
Disable Bookings on Non-Teaching Days	do you want to show on non-teaching days	Yes/No
Copy periods from	which periods to setup	select from drop down
Type	Period type	select from drop down
Link to Timetable period	which period to link this too	select from drop down
Room	name of the room	text field
Building	name of building	text field
Capacity	how many	numeric
Description	Detail of the location	text field
Group Name	Name of resource category	text field
Quantity	number of this resource	numeric
Max booking time	the limit of how many consecutive days the resource can be booked at any one time.	numeric
Max pre booking time	the amount of days you can book in advance of today's date	numeric
Location	location of this resource	select from drop down
Maximum QTy Per Booking	number of resources limited to booking	numeric
Max number of Periods Per Booking	how many periods throughout each day a resource can be booked	tick box
Can overbook	users go into a waiting list	tick box
Can Overwrite Time table lessons	booked over existing time table lesson	select from drop down
Resource Type	type of resources	select from drop down
Resource Owner	Who owns or manages this resource	select from drop down
Notify owners	tick to notify owners	tick box
Notify users	tick to notify users	tick box