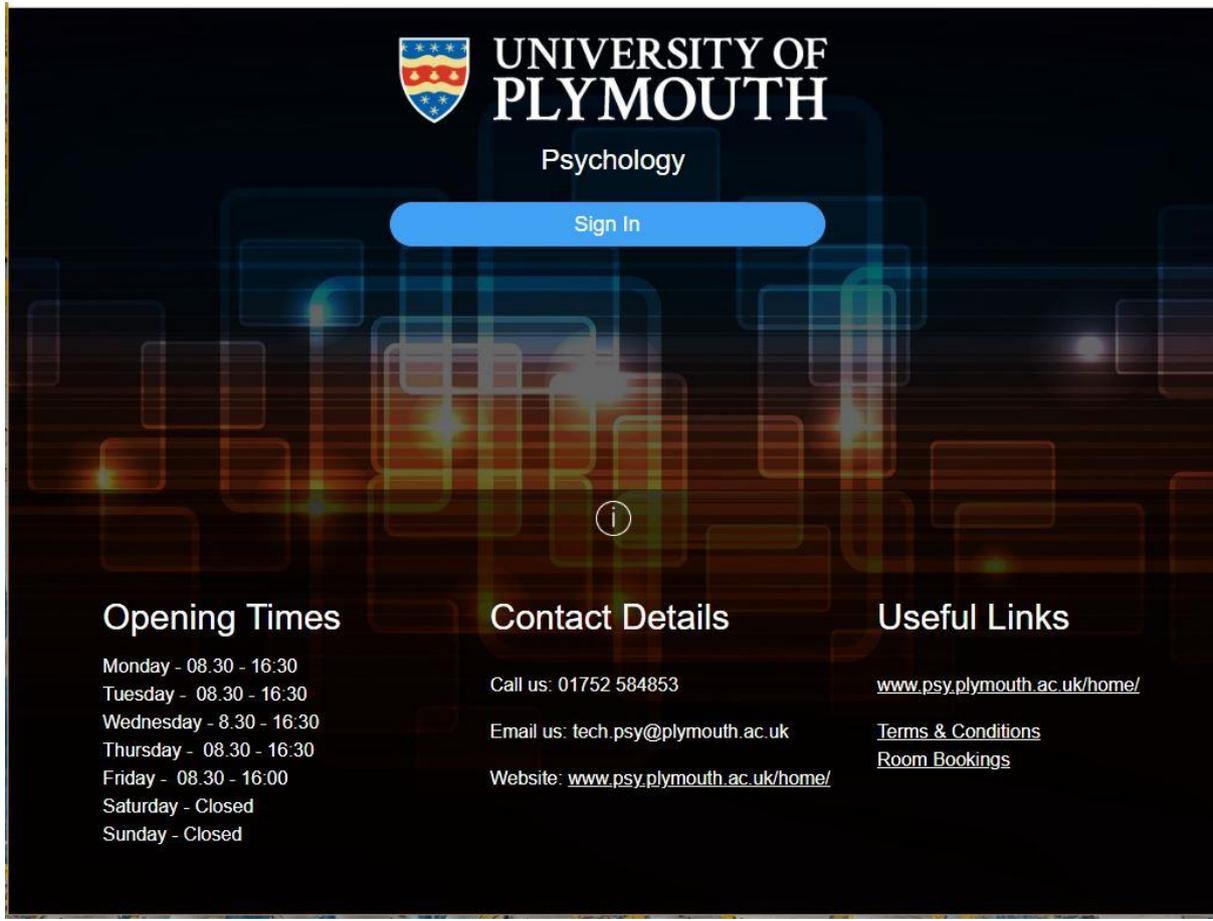
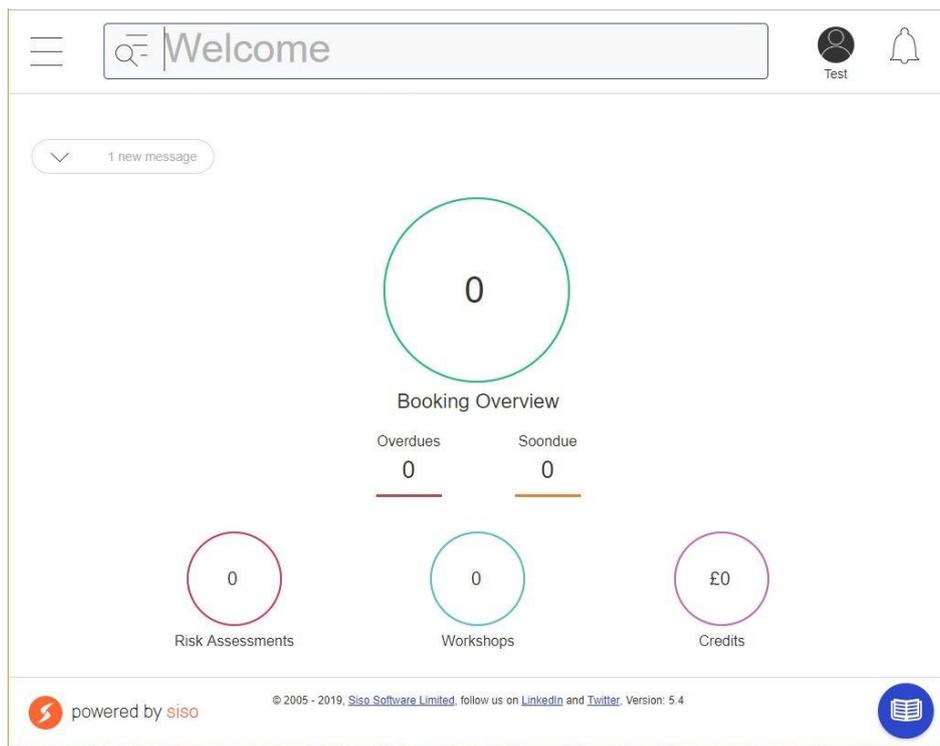


SISO User Guide

<https://orb.plymouth.ac.uk/psy/>



When you click “Sign In” you will be taken to the University’s own sign in page, enter your email address and password and then the Booking System front page will appear.



Important booking Information

Room bookings are available for morning sessions 9:00am to 12.30pm and afternoon sessions 1:00pm to 4.30pm, 4pm on Fridays.

You can have up to 10 sessions booked on the system at any one time.

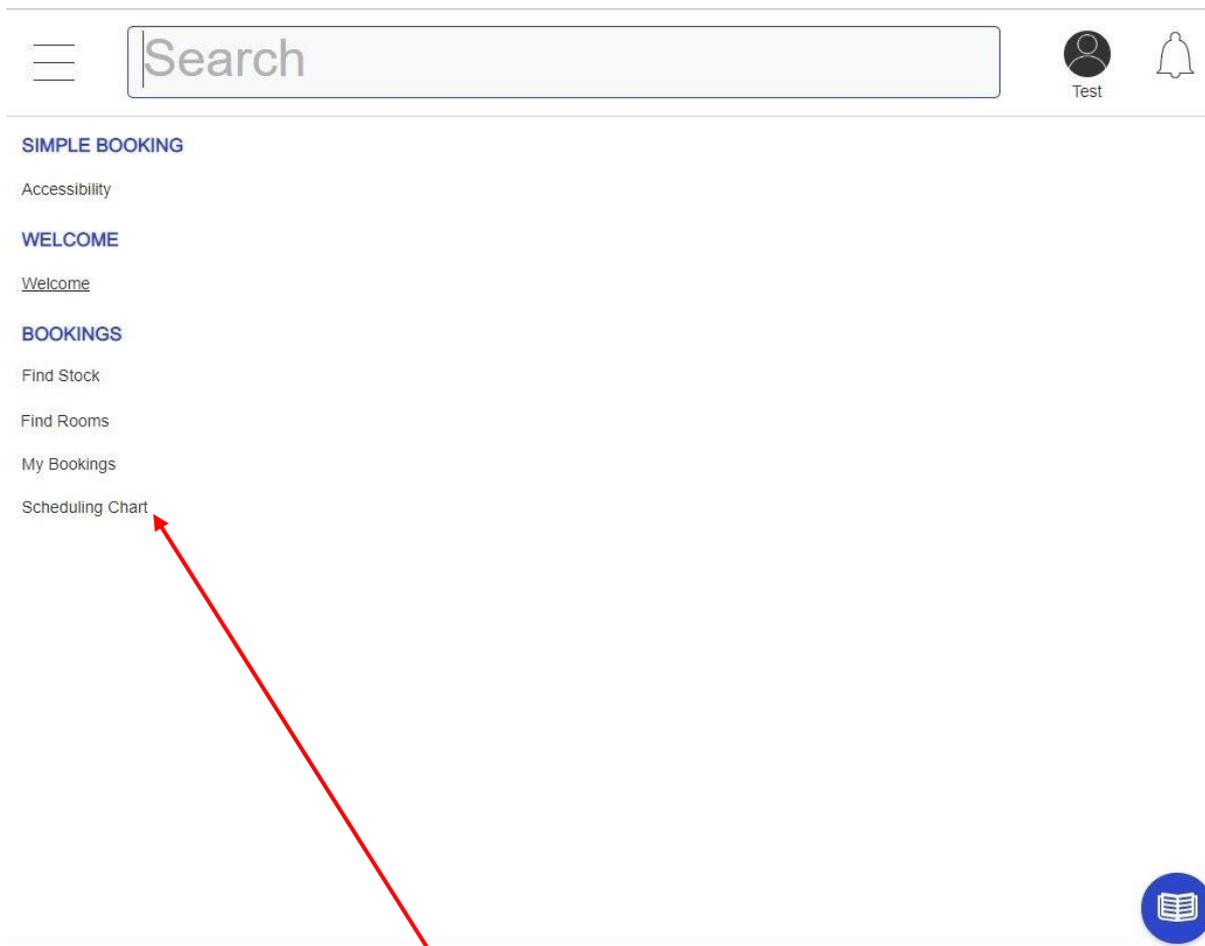
Room keys may be collected from the Technical Office (Link 109) at any time during or just before a booked session.

Items of equipment may be booked in the same way as room bookings but are not currently subject to the same session restrictions. Please ensure you only book equipment for the required period of use. The admin team will be monitoring equipment bookings and may impose individual restrictions for over-booking or non-collection of items.

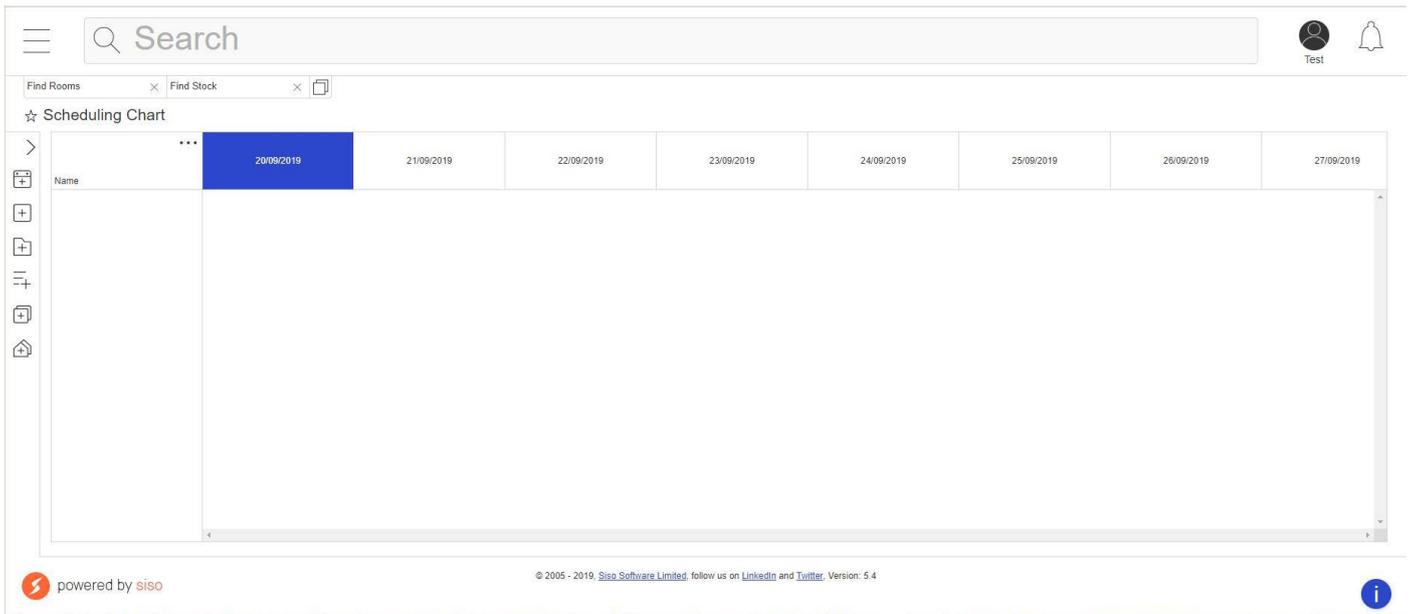
Booking a Room with the Scheduling Chart.

Using the Scheduling Chart means that you can see other bookings right away.

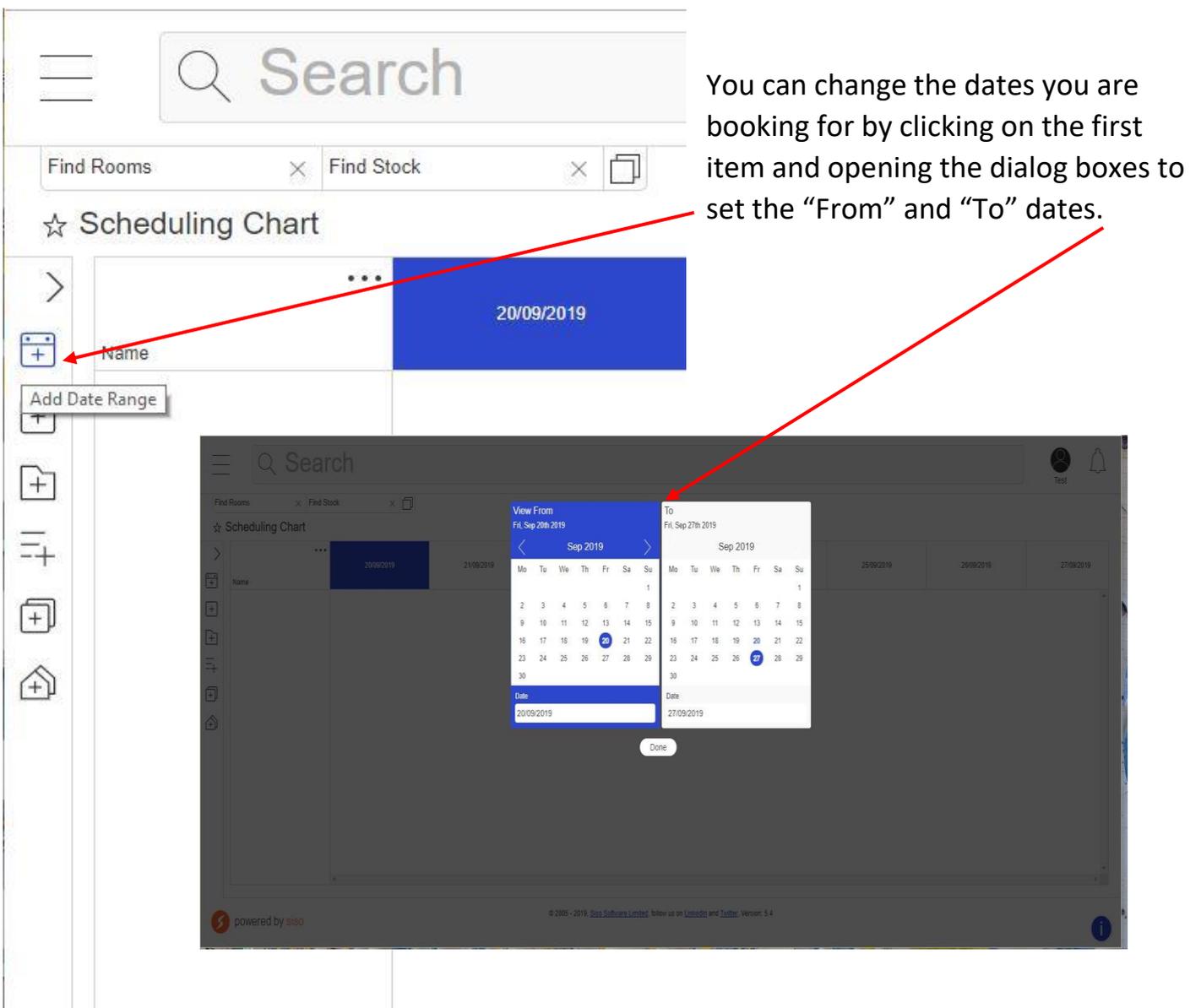
Access the menu by clicking on the 3 horizontal lines in the top left of the window.



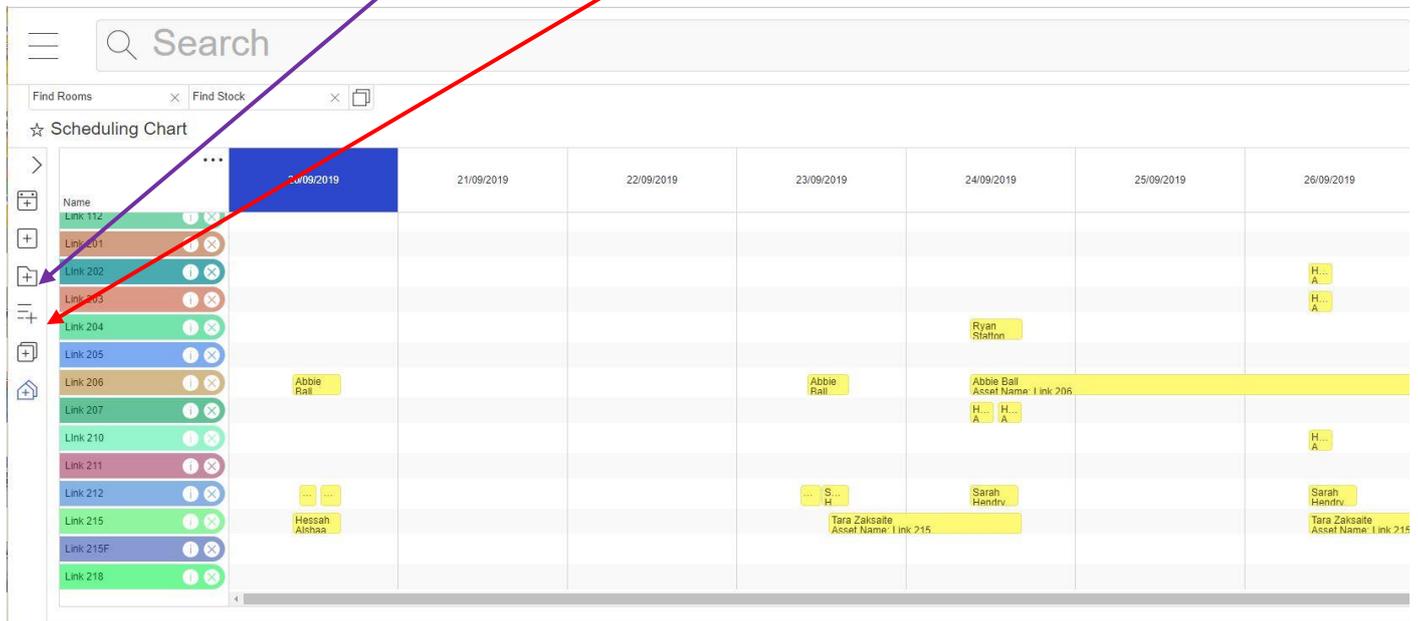
Click on Scheduling Chart.



In order to see a week, you have to widen the window.

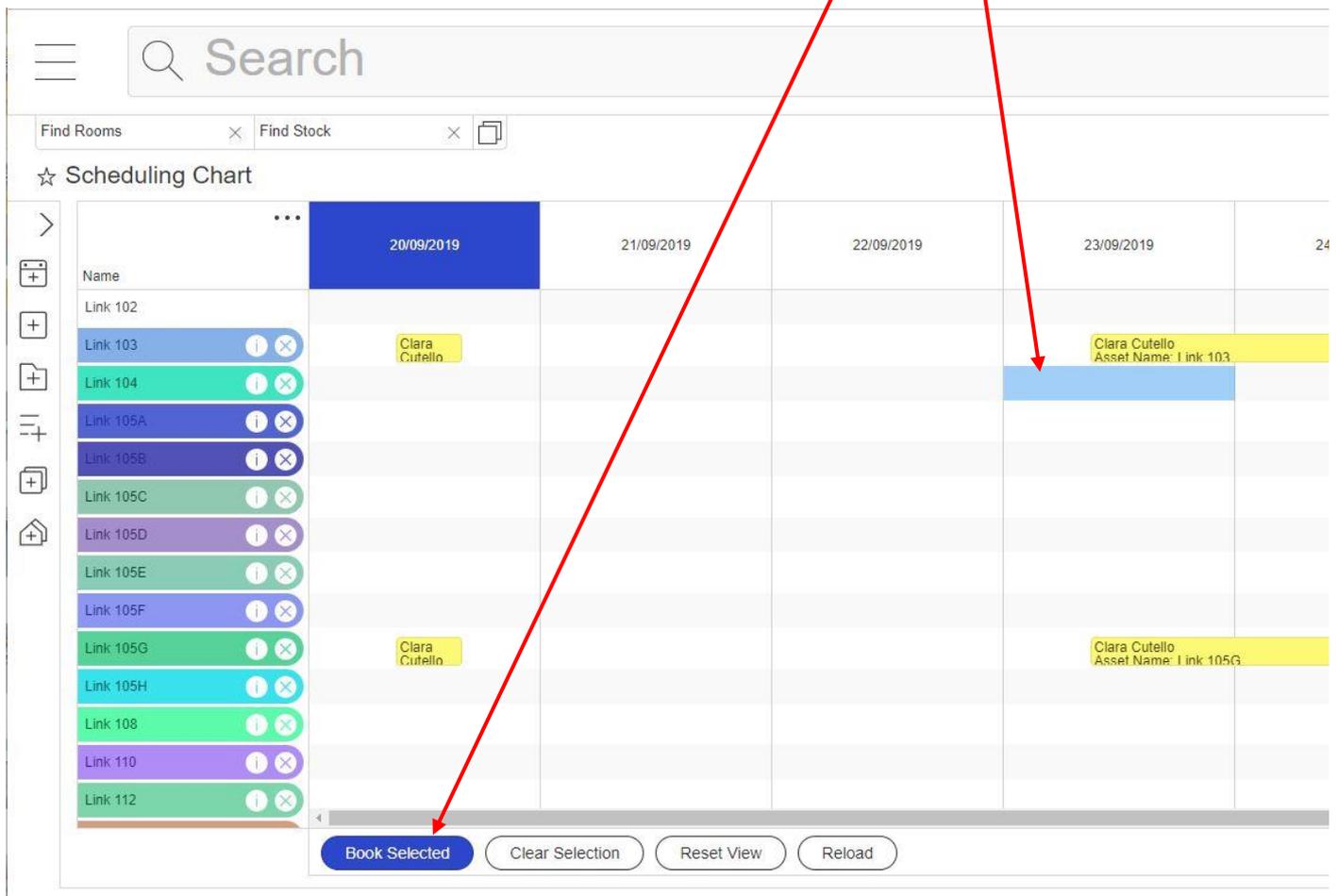


Clicking on the bottom option will load up all the rooms. Or if you want to book **ONLY** equipment you can use the penultimate button. If you want to book both follow the room booking instructions until you get to *** halfway down the next page.



You can then click into the day and room that you want to book.

Then click "Book Selected" at the bottom of the window.



An extra window opens so that you can specify the times, please take note of any error message, the red cross will change to a green tick, and the error message will change, when your booking is valid

The screenshot shows a 'Create Bookings' window with the following details:

- Collect:** 23/09/2019
- Time:** 09:00
- Return:** 23/09/2019
- Time:** 17:00
- Additional Items:** A red 'X' icon and a checkbox next to 'Link 104'. Below it, an error message reads: 'Booking exceeds Maximum booking duration of 3hrs 30mins. (Ref: BAA004)'. A red arrow points from the text above to this error message.
- Picked Up By:** An empty text field.
- Booking Notes:** A text area with the placeholder 'Booking Notes'.
- Terms & Conditions:** A toggle switch is currently off. A blue link text reads: 'You need to read the Terms & Conditions then check the box before you can proceed'. A red arrow points from the text above to this toggle.
- Buttons:** 'Book', 'Clear', and 'Close' buttons are visible at the bottom. A red arrow points from the text above to the 'Book' button.

*** You will then need to click the Terms and Conditions before you can click on "Book"

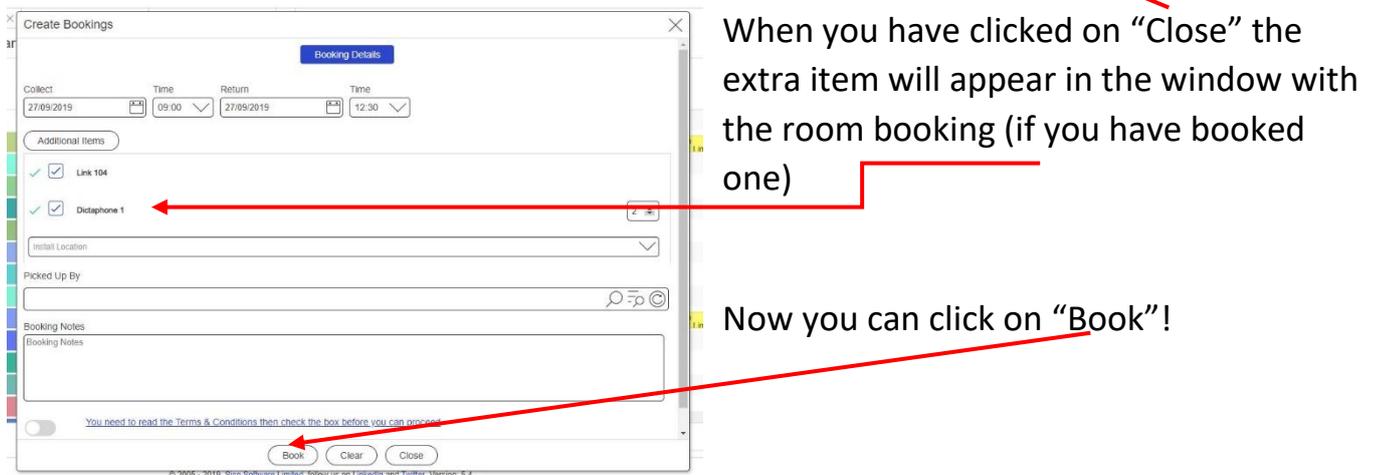
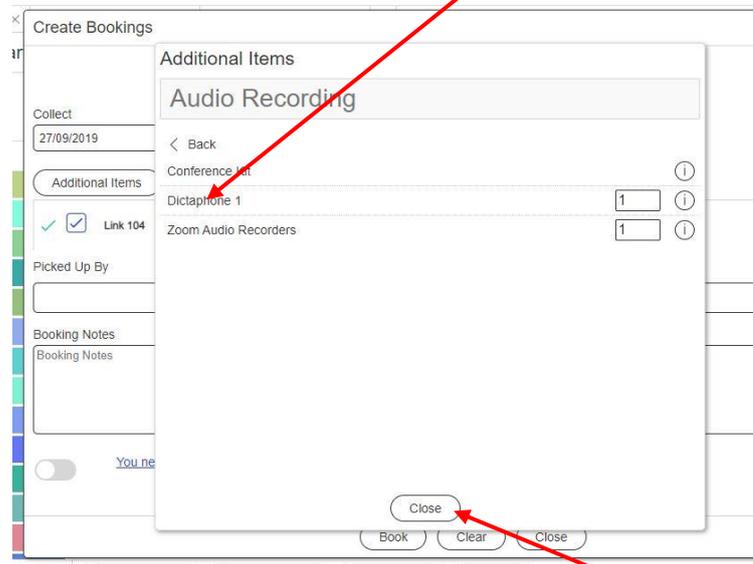
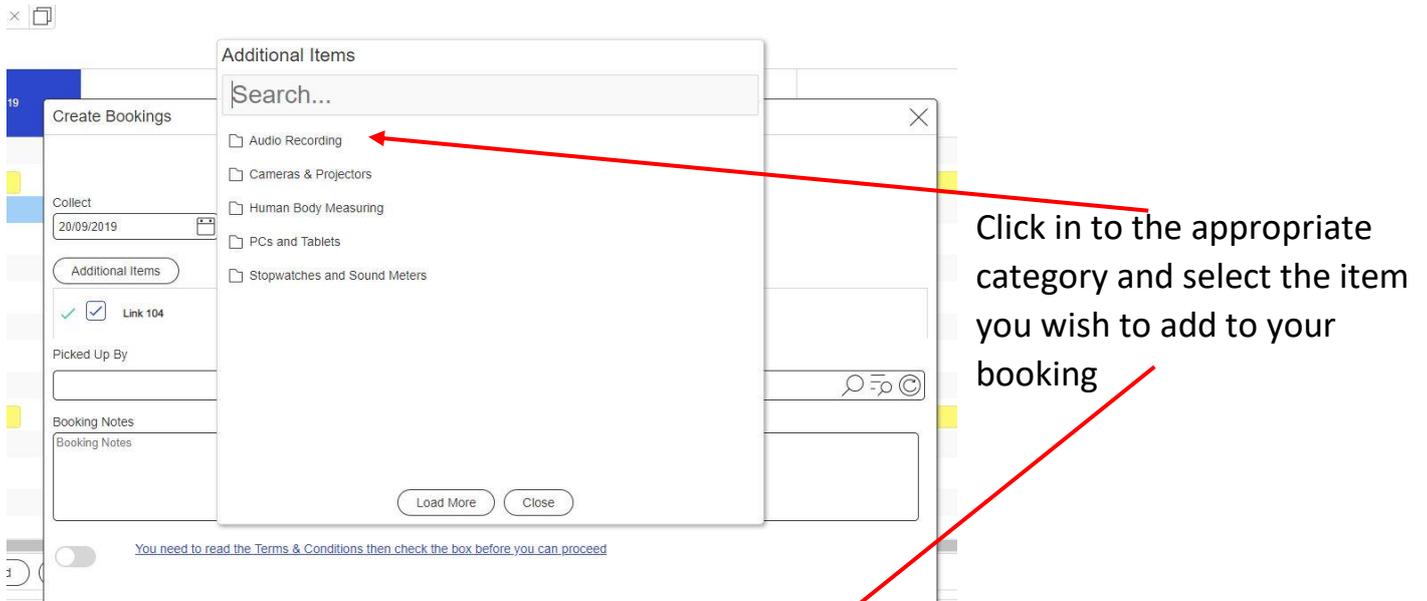
If you want to add in an item of equipment DO NOT CLICK "BOOK" YET!!!!!!

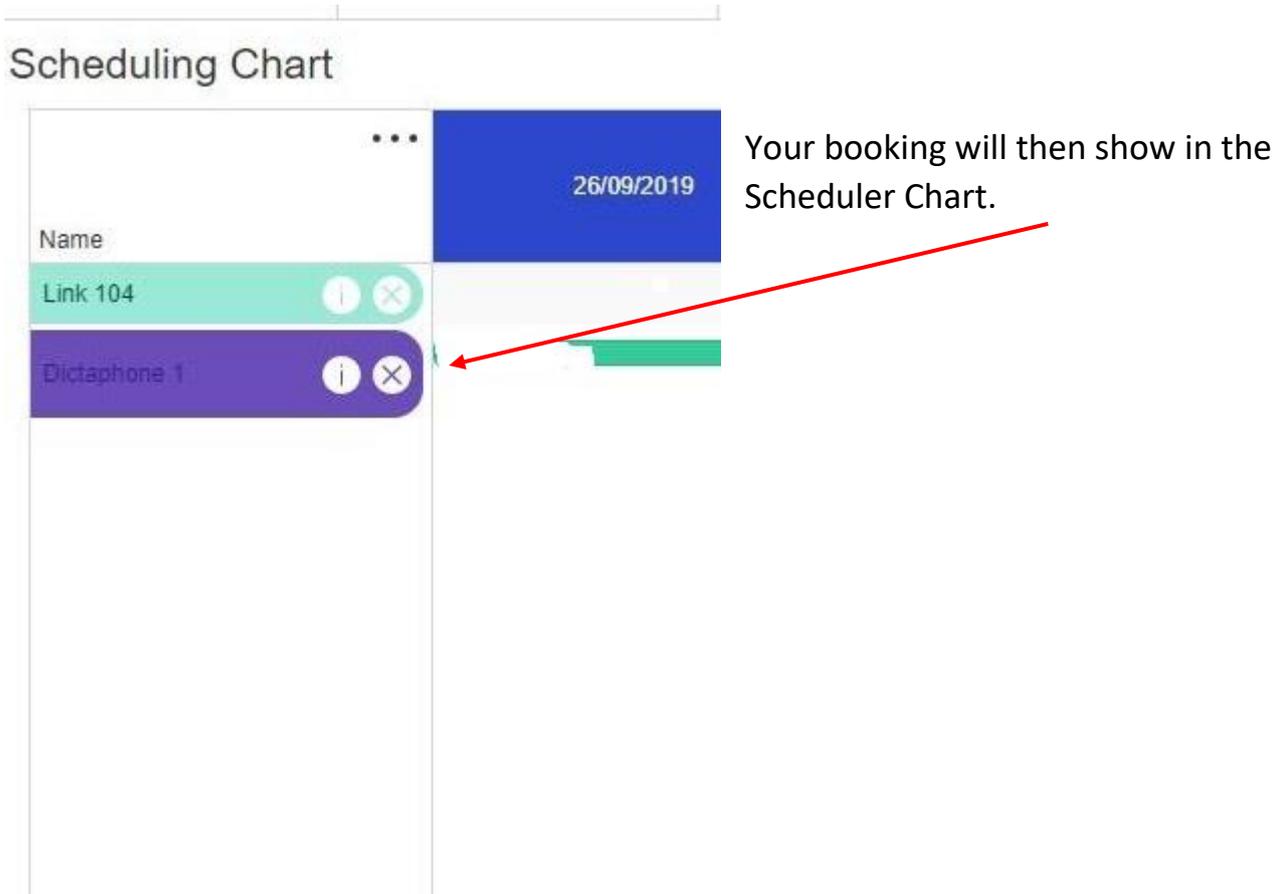
The screenshot shows the 'Create Bookings' window with the following details:

- Collect:** 20/09/2019
- Time:** 13:00
- Return:** 20/09/2019
- Additional Items:** A blue 'Additional Items' button is highlighted with a red arrow. Below it, a green checkmark and a checked checkbox are next to 'Link 104'.
- Picked Up By:** An empty text field.
- Booking Notes:** A text area with the placeholder 'Booking Notes'.

Under the "Collect" date you will see a button called "Additional items"

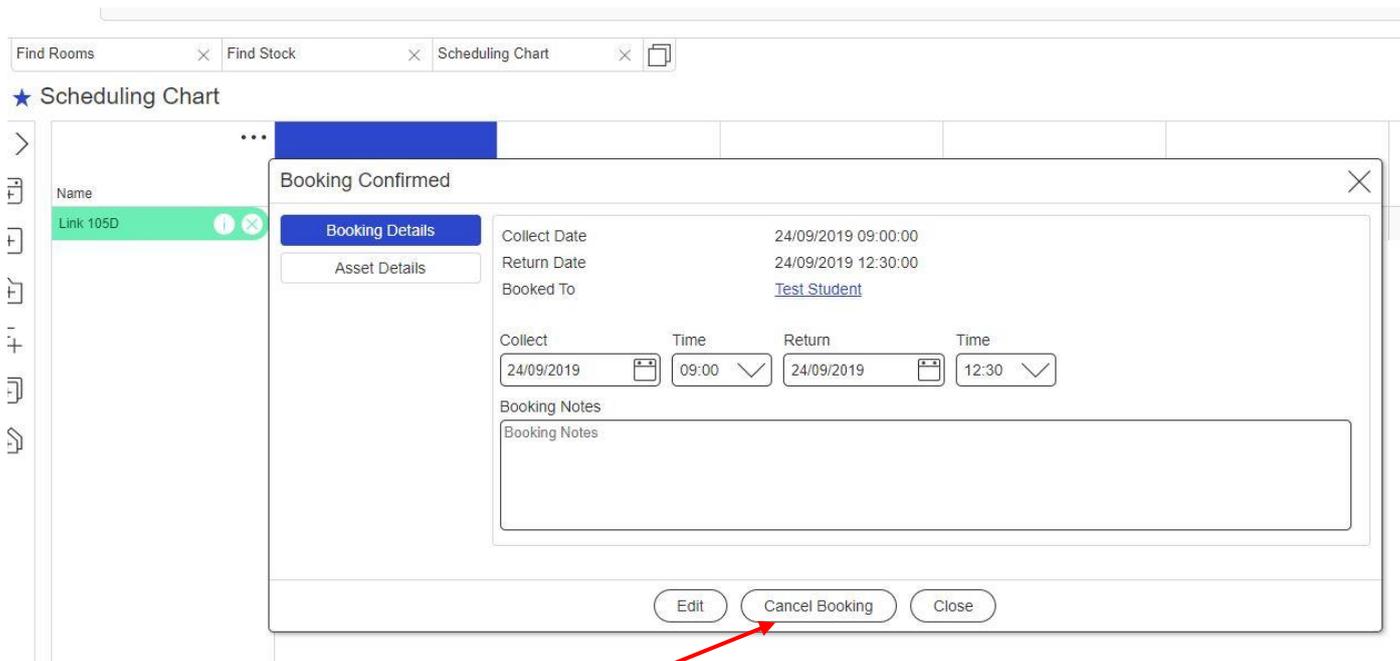
Clicking on this will bring up the categorised equipment list.





cancelling a Room/Equipment with the Scheduling Chart.

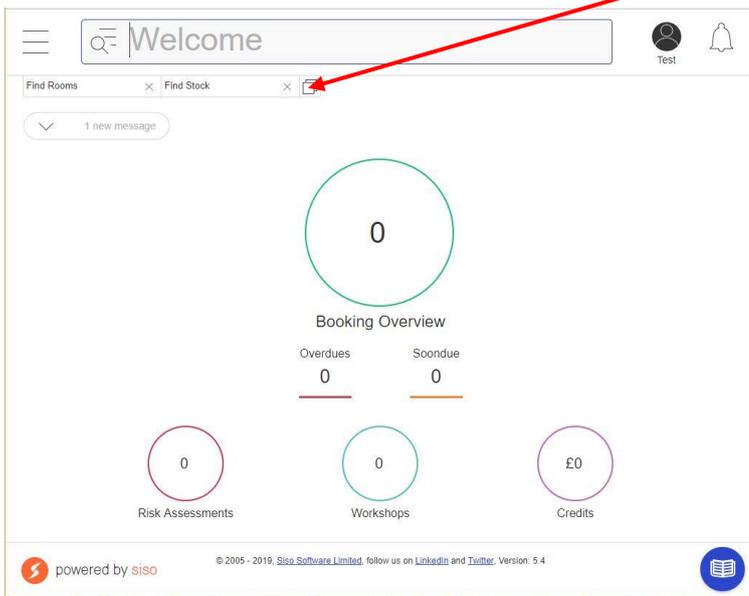
With the Scheduling Chart open, go to the booking you want to cancel and click on it



In the window that opens, click on “Cancel Booking” at the bottom. AT the top of the screen you will be asked to confirm in an extra window – clicking Ok will cancel the booking.

Adding quick click items to your login page.

If you want to see the options you use most often, on your front page, like this



When you access a page, click on the star beside the title and the option will appear at the top of each of your pages.

