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.



Page **2** of **8**

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.

Search	Test	\triangle
SIMPLE BOOKING		
Accessibility		
WELCOME		
Welcome		
BOOKINGS		
Find Stock		
Find Rooms		
My Bookings		
Click on Scheduling Chart.		

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

Find Rooms	× Find Stock	× 🗇	You can change the dates you are booking for by clicking on the first item and opening the dialog boxes t
☆ Schedu	ling Chart		set the "From" and "To" dates.
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Page 4 of 8

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.

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

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

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ਸ > (Name		20/09/2019	21/09/2019	22/09/2019	23/09/2019	24
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+	Link 105B Link 105C Link 105D Link 105E						
	Link 105F Link 105G Link 105H Link 108		Clara Cutello			Clara Cutello Asset Name: Link 105G	
	Link 110 Link 112						

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

×	Create Bookings
-	Booking Details
)	Collect Time Return Time
	23/09/2019
	Additional Items
	X Link 104
	Booking exceeds Maximum booking duration of 3hrs 30mins. (Ref. BAA004)
	Picked Up By
	() q= Q
	Booking Notes
	Booking Notes
	You need to read the Terms & Conditions then check the box before you can proceed
_	(Book) (Clear) (Close)

*** 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 !!!!!!

2019	Create Bookings	Under the "Collect" date you will see a button called "Additional items"
1 lin	Collect Time Return 20/09/2019 13:00 20/09/2019 Additional Items Link 104	Clicking on this will bring up the categorised equipment list.
3	Picked Up By	
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Page **6** of **8**

×					
	Additional Items				
19	Search				1
Create Bookings	Audio Recording			X	
	Cameras & Projectors				
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20/09/2019	PCs and Tablets				Click in to the appropriate
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Collect Tim	e Return	Time		extra item	will appear in the window with
27/09/2019	:00 🗸 27/09/2019	12:30 🗸		the room h	vacking (if you have backed
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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

Name E	Booking Confirmed	×
Link 105D	Booking Details Asset Details	Collect Date 24/09/2019 09:00:00 Return Date 24/09/2019 12:30:00 Booked To Test Student Collect Time Return 24/09/2019 109:00 24/09/2019 Booking Notes Booking Notes

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