

Setting up Bob room booking system



1. [Setting up Bob the room booking system](#)
2. [Adding weeks](#)
3. [Adding rooms](#)
4. [Adding permeant bookings](#)
5. [Completing the set-up](#)

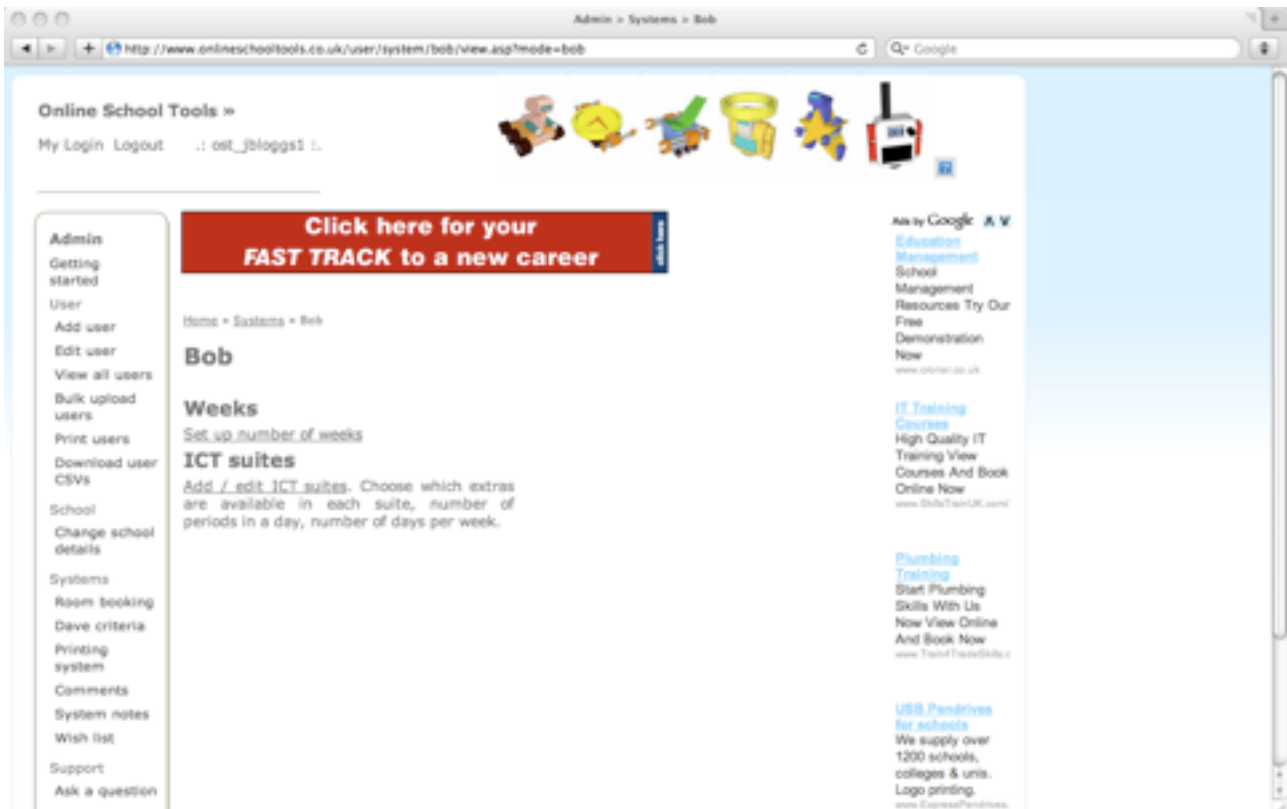
Setting up Bob Room Booking

Before setting up Bob you should have added users into the system and changed your school details (added logo etc).

Go to the Room booking option under system.

- Systems
 - Room booking
 - Dave criteria
 - Printing system
 - Comments

It will take you to the following screen.



You will need to set-up the week pattern your school has and the ICT suites you want people to be able to book.

Adding Weeks

Click on Set up number of weeks

The screenshot shows a web browser window with the URL <http://www.onlineschooltools.co.uk/user/system/bob/addweek.asp>. The page title is "Add a week". A red banner at the top says "Click here for your FAST TRACK to a new career". On the left is a navigation menu with items like "Admin", "Getting started", "User", "Add user", "Edit user", "View all users", "Bulk upload users", "Print users", "Download user CSVs", "School", "Change school details", "Systems", "Room booking", "Dave criteria", "Printing system", "Comments", "System notes", "Wish list", "Support", and "Ask a question". The main content area has a heading "Add a week" and a sub-heading "You can restrict the number of weeks you want to show at a time to stop 'block' bookings - Check the 'Show' box to allow users to view the weeks (you can come back to this page and show / hide weeks later)". Below this is a table with columns for "Week No", "Week beginning", "Week no / type", and "Show week?". The table contains 10 rows of data, each representing a week with its start date and a pattern of week numbers (Week 1, Week 2, Week 3, Week 4) and "Holiday". Each "Show week?" column has a checkbox, some of which are checked.

Week No	Week beginning	Week no / type				Show week?	
1	01/09/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
2	08/09/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input checked="" type="checkbox"/>
3	15/09/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input checked="" type="checkbox"/>
4	22/09/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input checked="" type="checkbox"/>
5	29/09/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
6	06/10/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
7	13/10/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
8	20/10/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
9	27/10/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>
10	03/11/2008	Week 1	Week 2	Week 3	Week 4	Holiday	Show? <input type="checkbox"/>

This screen allows you to set-up your week pattern, a two week set-up is shown. If you have a regular timetable just leave the week 1's ticked. You can select when your holidays are.

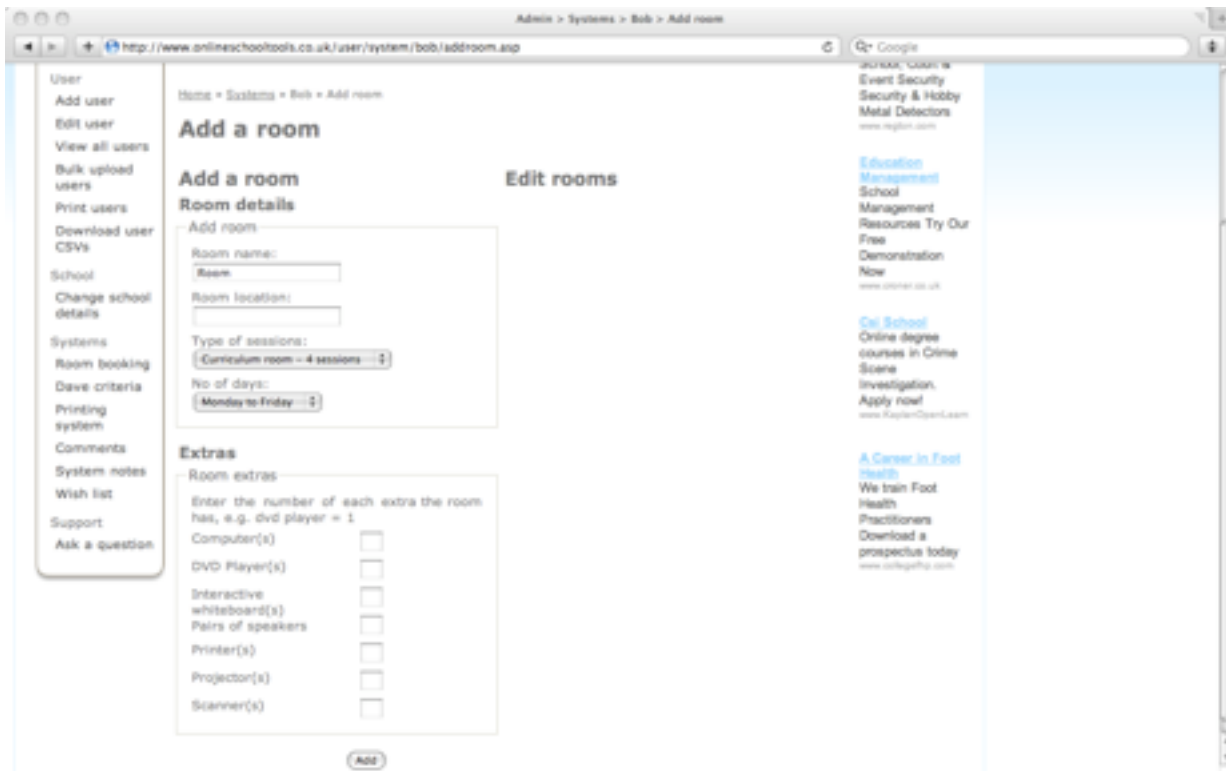
The last thing of note on this screen is the show week tick box, you use this option to select which weeks you want the users to be able to see. You can use this to manage when people will be able to book rooms.

When you have completed this click on add weeks, this is at the bottom

Adding Rooms



You then have the option to click here to add rooms.



This screen allows you to name your room. Select the number of lessons that take place in the room. It also allows you to add the number of computers, DVD players, IWB etc in the room.

Adding permanent bookings

Home » Systems » Bob » Add room

Add a room

Room created - Room 1

Add timetable

[Click here to add timetables to your room\(s\)](#)

Add a room

Room details

Edit rooms

Room 1 » Front | [Edit](#) | [Delete](#)

If you click here you can add timetabled bookings to all rooms in the system.

Home » Systems » Bob » Add timetable

Add a timetable

Add permanent bookings to your rooms

Select week

| [Week 1](#) | [Week 2](#) |

Delete bookings

[Delete your timetabled bookings](#)

Click on the week you want to add the timetabled bookings for. You can also delete timetabled bookings in this section.

Admin > Systems > Bob > Add timetable

Click here for your **FAST TRACK** to a new career

Home » Systems » Bob » Add timetable

Add a timetable

Add permanent bookings to your rooms

Select week

| [Week 1](#) | [Week 2](#) |

Delete bookings

[Delete your timetabled bookings](#)

Add permanent bookings - Week 1

Select teacher form

Teacher name: [Change teacher](#)

Room 1

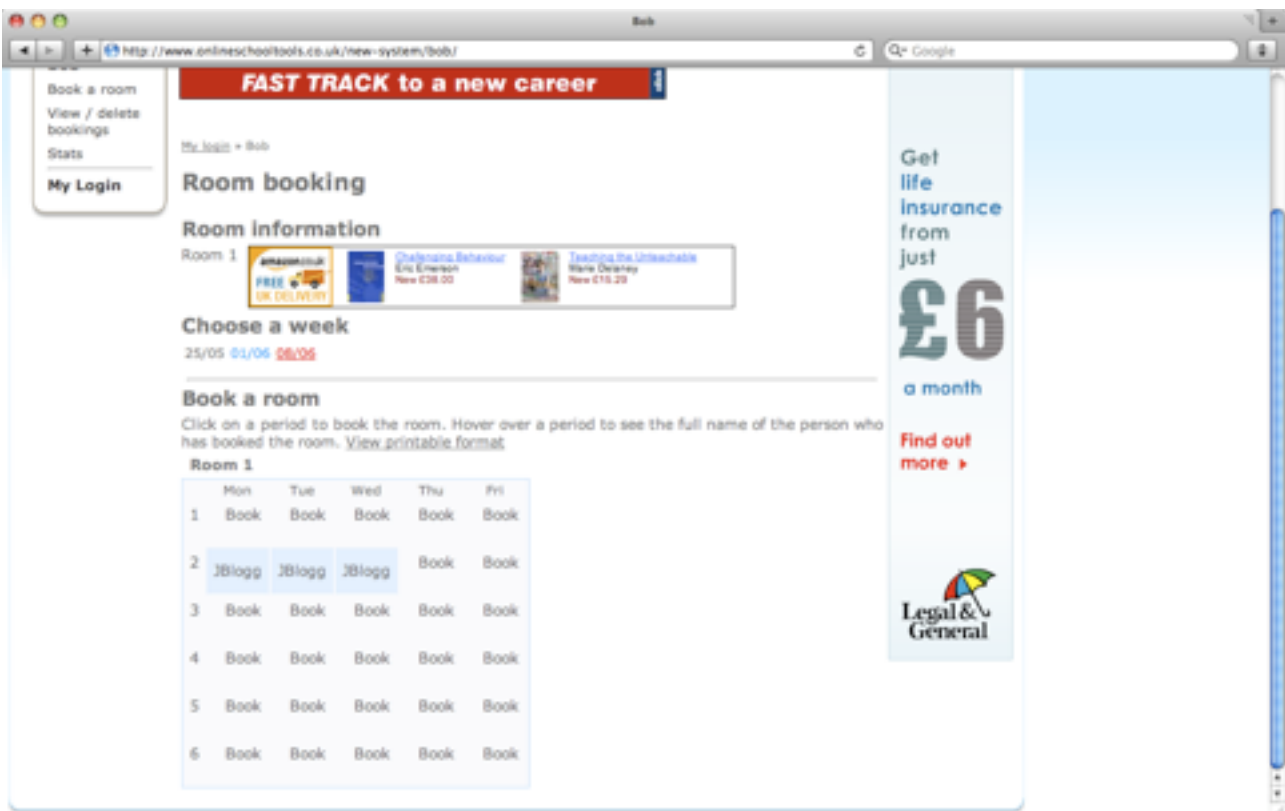
	Mon	Tue	Wed	Thu	Fri
1	Book	Book	Book	Book	Book
2	Booked	Booked	Booked	Book	Book
3	Book	Book	Book	Book	Book
4	Book	Book	Book	Book	Book
5	Book	Book	Book	Book	Book
6	Book	Book	Book	Book	Book

You are able to select the teacher, then to book a room simply click on the lessons you wish to book.

You are free to change between week 1 and 2 and change the teacher as you need to.

Completing the set-up

Your done, to see the system as other people will and add one off bookings click on the Bob logo at the top of your screen.






FAST TRACK to a new career

My Login - Bob

Room booking

Room Information

Room 1

 **FREE** OR DELIVERY  **Challenging Behaviour** Eric Emerson New £28.00  **Teaching the Unthinkable** Marie Delaney New £15.25

Choose a week

25/05 01/06 06/06

Book a room

Click on a period to book the room. Hover over a period to see the full name of the person who has booked the room. [View printable format](#)

Room 1

	Mon	Tue	Wed	Thu	Fri
1	Book	Book	Book	Book	Book
2	JBlogg	JBlogg	JBlogg	Book	Book
3	Book	Book	Book	Book	Book
4	Book	Book	Book	Book	Book
5	Book	Book	Book	Book	Book
6	Book	Book	Book	Book	Book

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