

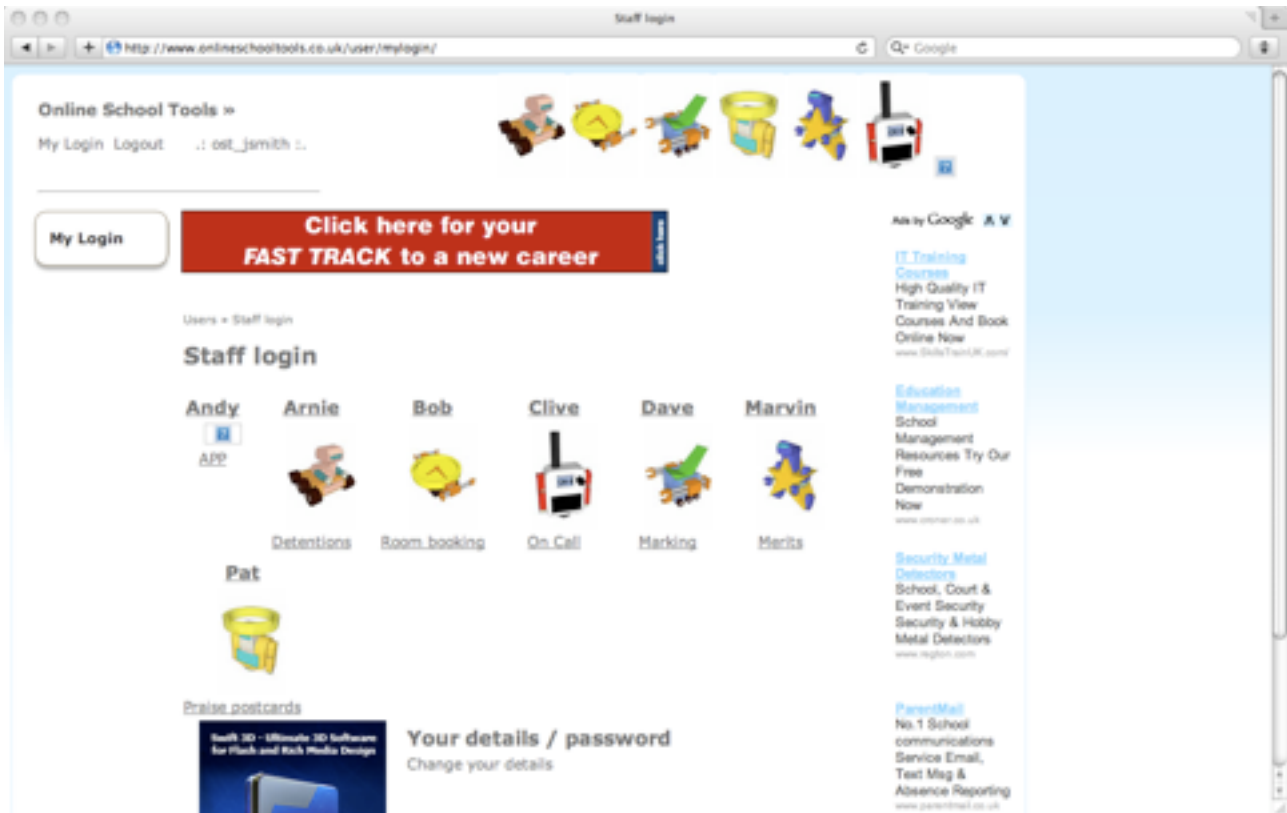
Using Bob the room booking system



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Starting

Go to www.onlineschooltools.co.uk and log in. Your system administrator should have given you details of this.



Your screen will look like this once you have logged in.

The first thing you should do is change your password, if you haven't already. Click on Change you details at the bottom of the screen.

Just enter your desired password and press change details at the bottom

Your details / password

Hide

Change user details

Title	<input type="text" value="Mr"/>
Firstname	<input type="text" value="John"/>
Surname	<input type="text" value="Smith"/>
Password	<input type="password" value="*****"/>
Password	<input type="password" value="*****"/>

Change user school info

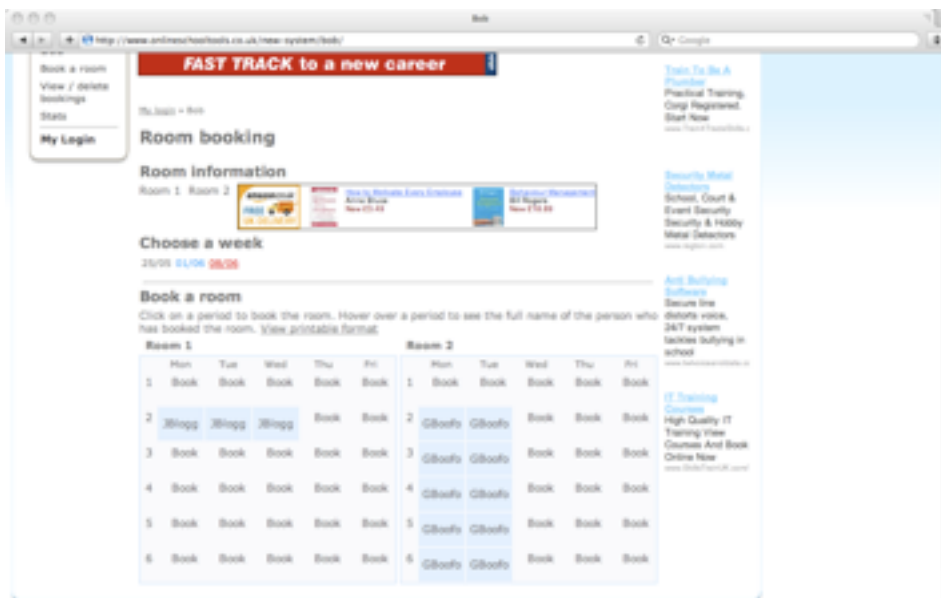
Department	<input type="text" value="Choose..."/>
Room	<input type="text" value=""/> (for detentions)

Adding a booking

Click on the bob icon.



You will see a screen showing the room available to book in your school.

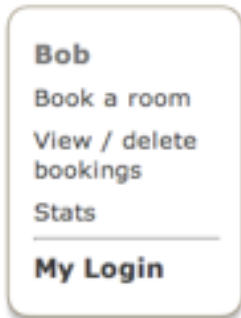


You can select the week you want to book a room in by clicking on the date at the top (choose a week). Your system administrator controls which weeks are available for people to book.

To book a room simply decide which room you wish to book and the period you wish to book and click on the book text.

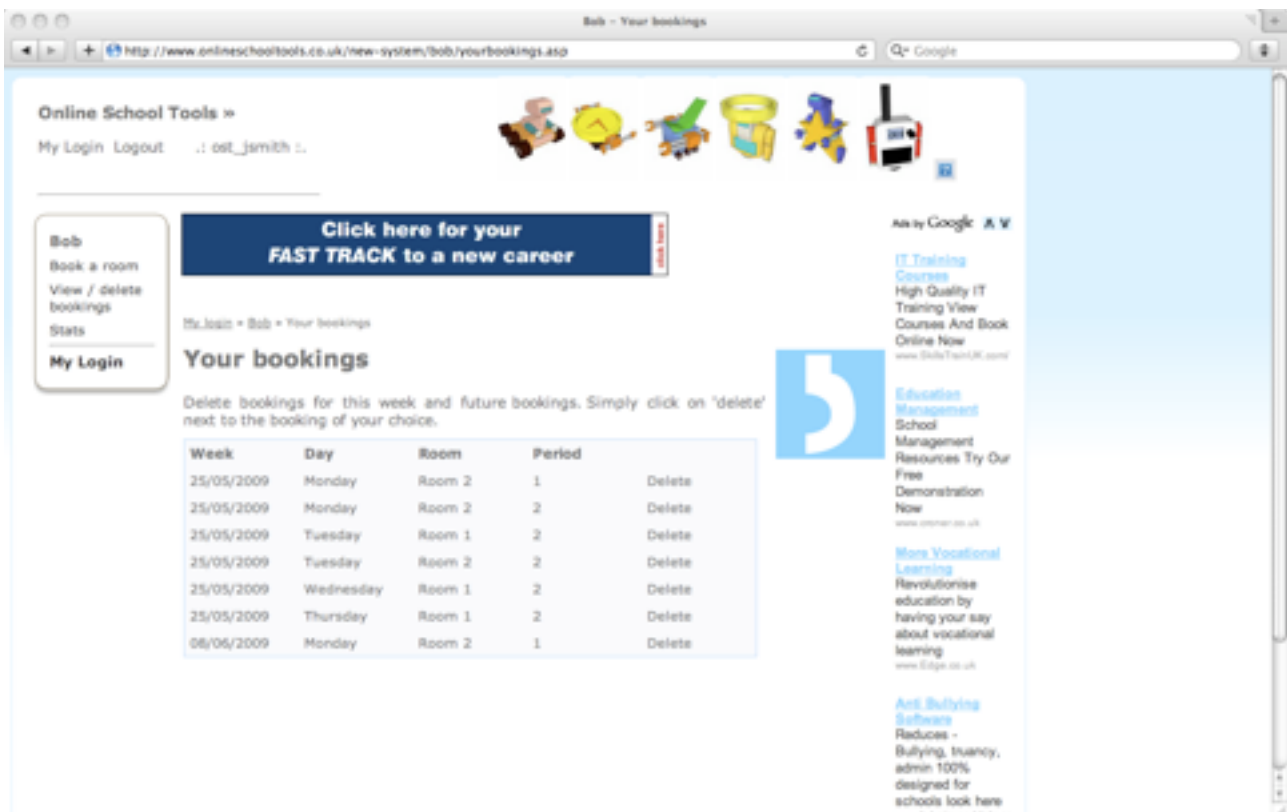
Once you click on the book text, the colour will change to orange and will display your username.

Deleting your bookings



When you are in Bob on the left hand side of your screen you will see this menu.

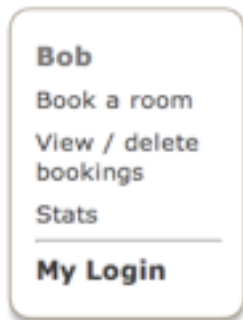
To delete a room you have booked click on the View/ delete bookings.

A screenshot of a web browser displaying the 'Bob - Your bookings' page. The browser's address bar shows the URL 'http://www.onlineschooltools.co.uk/new-system/bob/yourbookings.asp'. The page features a navigation menu on the left with 'Bob', 'Book a room', 'View / delete bookings', 'Stats', and 'My Login'. A central banner reads 'Click here for your FAST TRACK to a new career'. Below this, the page title is 'Your bookings' with a sub-header 'Delete bookings for this week and future bookings. Simply click on 'delete' next to the booking of your choice.' A table lists bookings with columns for Week, Day, Room, Period, and a Delete button. The table contains seven rows of booking data. On the right side, there are several promotional links for IT Training Courses, Education Management School, More Vocational Learning, and Anti-Bullying Software.

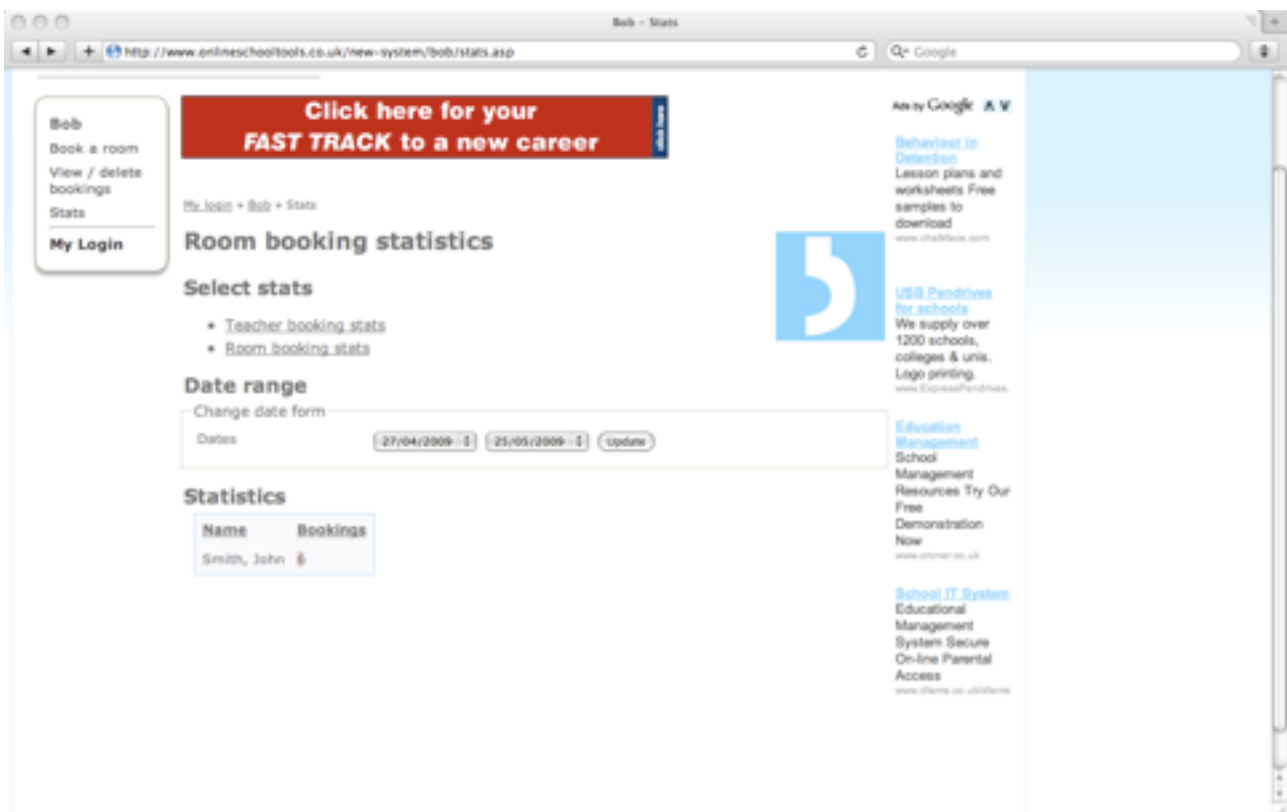
Week	Day	Room	Period	Delete
25/05/2009	Monday	Room 2	1	Delete
25/05/2009	Monday	Room 2	2	Delete
25/05/2009	Tuesday	Room 1	2	Delete
25/05/2009	Tuesday	Room 2	2	Delete
25/05/2009	Wednesday	Room 1	2	Delete
25/05/2009	Thursday	Room 1	2	Delete
06/06/2009	Monday	Room 2	1	Delete

This will show you a list of rooms you have booked. If you no longer need a room just click on the delete button.

Room booking stats



The stats section will show you who has book the most rooms and which room is booked most.



There are a few options in this section:-

- You can view by number of rooms each teacher has booked or number of booking each room has had.
- You can select the date range you want.
- The statistic show you the number of non-timetabled bookings.