

Online Booking System: Procedure For Creating A New Booking.

Note: The procedure outlined below assumes that you have already registered to use the Online Booking System and that, where applicable, access has been granted to pieces of equipment on your behalf.

1. Log-on to the following web-site address: <http://ncsrbooking.dcu.ie/booking/>
(Note: For convenience, you should save this web-site address as a “Favourite” / “Bookmark” within your web-browser).

2. In the “Please Log In” page, enter your e-mail address and password and then either, (a): hit the return / enter button on your keyboard, or (b): click the “Log In” button on the web-page.

(Note: You can view the booking schedule for a piece of equipment without actually logging in, (e.g. to see if it has already been reserved on your preferred time / date). Just click the “View Schedule” link near the bottom of the log-in page. Clicking on coloured segments of the grid, other than black segments, will open up details relating to that particular reservation).

3. Under the “My Quick Links” section on the left hand side of the page, click on “Bookings”.

4. From the “View schedule” drop-down box near the top-centre of the page, select the location of the equipment that you would like to reserve, (e.g. the room number). The calendar for the current week will then open up and each piece of equipment located in that room will be listed against each day of the week.

5. To book a piece of equipment for the current week, simply select the approximate start-time of the reservation from the grid on the relevant day of the week. (Note: Available time-slots will highlight in green).

To book a piece of equipment beyond the current week, then either (a): select the date from the 3 month calendar view near the top of the page, or (b): use the “Jump To Date” function near the bottom of the page. Once the date has been selected, then select the approximate start-time of the reservation from the grid.

A "New Reservation" window will then open up.

6. Under the “Basic” tab, select the start and end times for your equipment booking.

7. In the “Summary” box, enter any relevant details, (e.g. “Analysis of Wyeth Waste Water Samples”).

Note: You don’t need to include your name here – your name will be automatically tagged to the reservation.

8. As an option, you can use the fields on the right side of the window to create any repeat entries, (e.g. if you want to book a system for the same time every Monday etc).

9. As an additional option, you can use the fields on the right side of the window to set a reminder so that you'll receive an e-mail alert about your reservation either 5, 10 or 30mins before the booking is due to start. (Please note that this function is not yet available, as of 15/05/09).

10. Once all of the relevant details have been filled in, click the "Save" button in the bottom left corner of the page.

You should then see a message informing you that: "Your reservation was successfully created for the following dates".

Click the "Close" button.

Note: Within seconds of saving the booking, you should receive an e-mail to confirm the reservation.

NOTE: If you are unable to create a booking against a piece of equipment, then either:

(a): You may not have been granted access to the equipment yet – please contact the administrator of that piece of equipment, or ...

(b): You are attempting to book the equipment too far in advance.