

4. MAKING BOOKINGS IN SYLLABUS PLUS

4.1. Opening Syllabus Plus

Click on the S+ icon in your tool bar

Diagram 4.1



Find the most recent image on the computer (1) and open it (2)

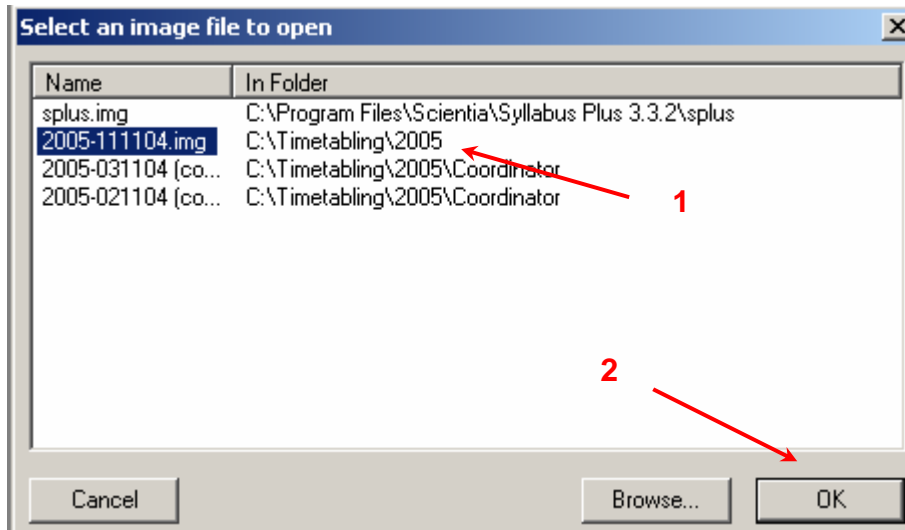


Diagram 4.2

Click on the "Connect" button

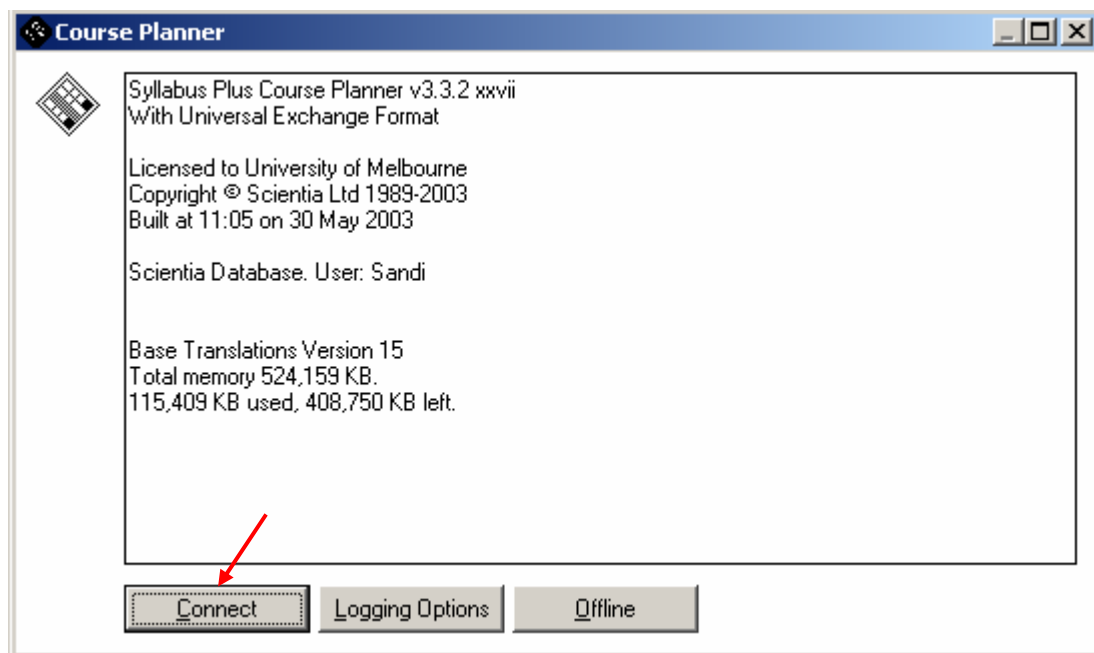
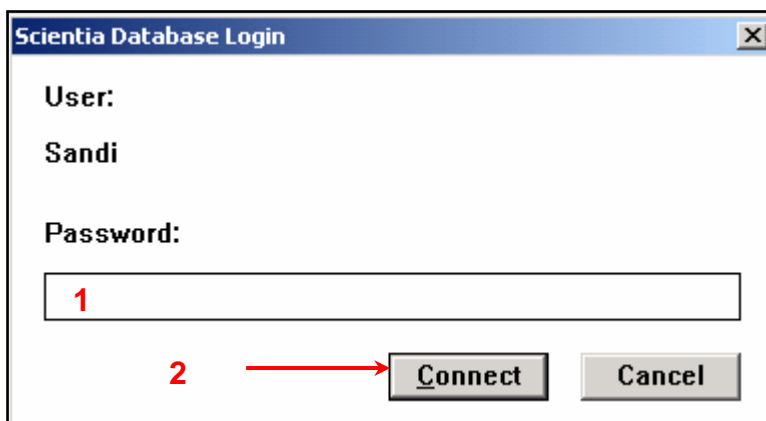


Diagram 4.3

Enter your password (1) and click on the "Connect" button (2)

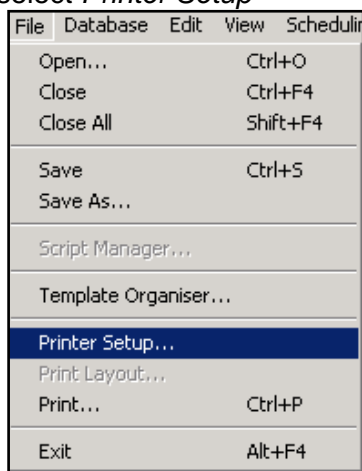
Diagram 4.4



4.2. Setting your Printer

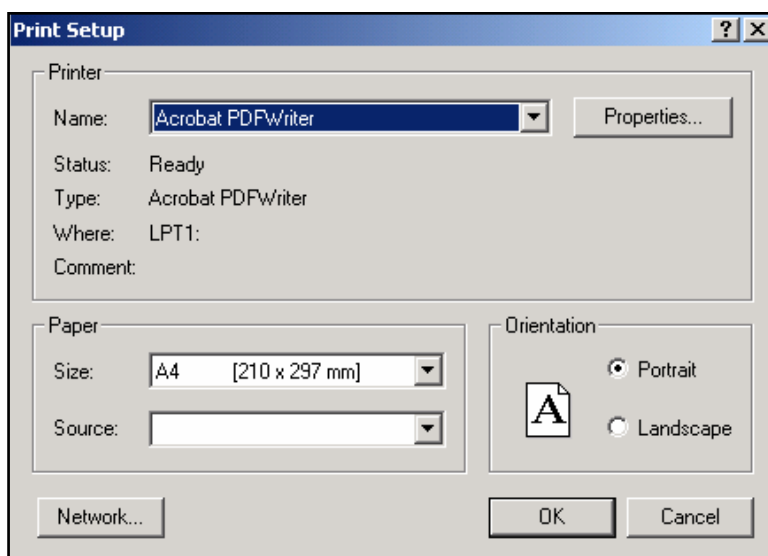
Go to the *File* dropdown menu and select *Printer Setup*

Diagram 4.5



In the Printer Setup window select Acrobat PDFWriter and click OK

Diagram 4.6



4.3. Bookings

4.3.1 Making a booking

Go to the *Scheduling* dropdown menu and select *Location Booking* (the booking screen can also be brought up with the “Control” key and “R”)

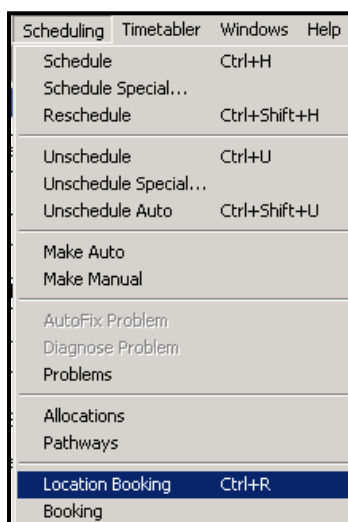


Diagram 4.7

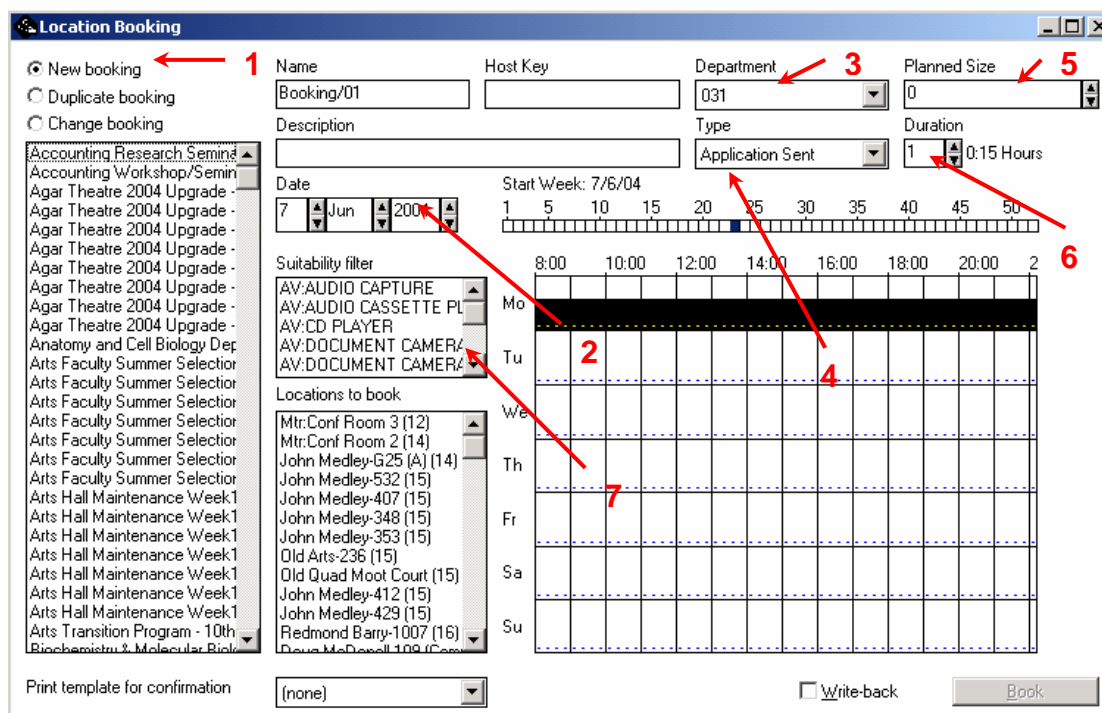


Diagram 4.8 Starting a booking

- ✓ Identify the booking type – *new booking, change existing booking* (1)
- ✓ Enter the date required for the booking (2)
- ✓ Enter the code for the department – this gives access to the correct rooms (3)
- ✓ Enter the booking type required - *booking, temp booking....* (4)
- ✓ Enter the number of students (or people) attending the event to look only at rooms of the correct size (5)
- ✓ Enter the duration of the event – time units are in 15-minute blocks (6)
- ✓ Enter the location specifics requested – *Room Type, Specified Audiovisual requirements* (7)

Diagram 4.9 Completing a booking

- ✓ In the Description Field, enter the name of the person who is making the booking and their phone number (a)
 - ✓ In the Name Field, enter the name of the booking with your initials in front for easy tracking – for Venue Hiring use “vcm” instead of your initials. This applies to all bookings, except for bookings in the meeting rooms (Old Physics, Council Chambers and Plaza), which have “vcm mtr” in front of them. (b)
 - ✓ Click on the area in the timetable grid when the booking is to start – eg Wednesday 10am (c)
 - ✓ Select a location from the pool of rooms available to book (d)
 - ✓ Ensure the *Write-back* option is activated (e)
 - ✓ Click on the *Book* button, which will become active once a location has been selected (f)
- ✓ Print a PDF confirmation slip using the correct template (see below) and email to the client.

(Confirmation Templates are as follows: Confirmation Slip - Confirmed.ptm; Confirmation Slip - Internal.ptm; Confirmation Slip - Tentative.ptm and can be found as follows: S:\Venue\Hiring\S+ Printing)

For out of hours bookings or bookings with charges involved, print out a hard copy of the confirmation too and place this under the corresponding month in the Quotations folder

4.3.2 Changing a booking

- ✓ Select the booking you want to change in one of two ways:
 - Using the Activities screen find the booking and then use “Control” key and “R” to bring the booking to the booking screen
 - Using the booking screen find the name of the booking
- ✓ Click on the *Change Booking* tab in the *Location Booking* screen (1)
- ✓ Make any alterations you want – name of the booking, booking type, location of the booking.....(when changing the location unselect all locations in the “Locations to book” section and then reselect (2) – otherwise the “Book” button will stay grayed out)
- ✓ Click on the book button (3)

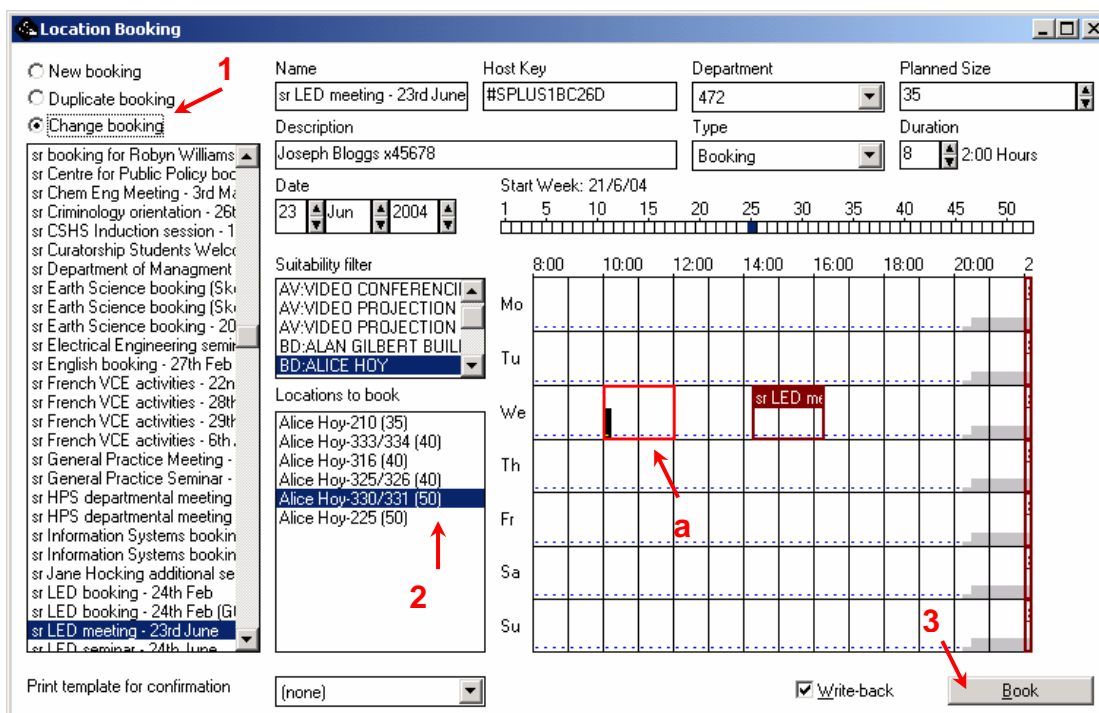


Diagram 4.10 Changing a booking

Example:

LED has a booking for a staff meeting on the 23rd June from 2:15 to 4:15 in Alice Hoy 330/331. It is then requested to have the meeting in the morning at 10:00. Bring the booking up in the booking screen and select the “Change booking” option in the top left-hand corner (1). Click in the grid at the new time requested – a red square will show (a). Select a location from the “Locations to book” (2) at the new time. Once the location is selected then click the “Book” button to alter the booking.

***Note: if you want to change the week pattern of the booking, you need to go to the *Timetabler* menu and click on *Activities*. Select your activity from the list, click on the *availability* tab and you can change the weeks around. When you have changed the week, click on the *modify* button at the bottom of the screen ***

4.3.3 Finding a booking

It is usually easier to find a booking by Location, rather than its name.

- ✓ Select *Location* from the *Timetabler* menu

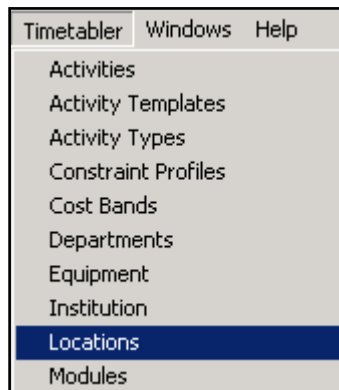


Diagram 4.11

- ✓ Select the venue it is in (1) and look at the Timetable tab (2) (in the above example the Booking was in Alice Hoy 330/331 on the 23rd June from 10:00 – 12:00)
- ✓ Click on the week the booking has been made in (3)

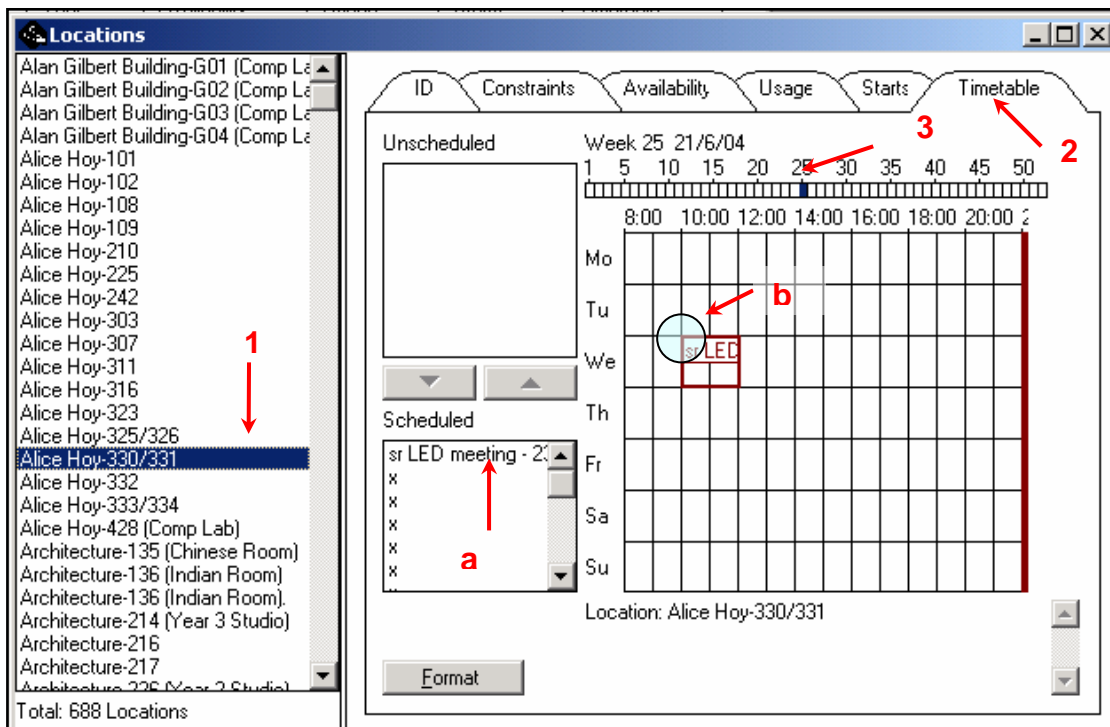


Diagram 4.12 Finding a booking in the location window

- ✓ Identify the booking and select it by double clicking on it in either the "Scheduled" section (a) or the grid section – on the top left-hand corner of the booking (b)

4.3.4 Checking bookings in a particular location

Sometimes you need to check what bookings are in a certain room over a particular period of time. For example what bookings were or are going to be held in the Asia Centre Theatre for the months of June and July 2004. This is done by doing an activity check (see section 8.2), but before saving the file activities need to be filtered by the location you are interested in and when saving include the weeks you are interested in.

A quick outline on how to do this is as follows:

1. In Timetabler drop down menu, select “Activities”
2. Filter activities (Ctrl + I)
 - a. by ‘location’ in the pull down option in the “Filter” window
 - b. In the objects field, select the venue(s) required
 - c. Click on Filter button
3. Select All (Ctrl + A) activities that are now in the Activities window
4. File drop down menu, select “Save As”
 - a. Change format drop down to spreadsheet
 - b. Use “Browse to select where to save file (File name should end in ‘.txt’)
 - c. Select weeks to Export (highlight the weeks you want)
 - d. Save from window – Selected Objects
 - e. Activity Check Template should be selected in the lower left-hand corner of the “Save As” window (If not here, you will need to retrieve it – on the S:\Venue\Hiring\S+Printing, activity check ptm – see Appendix - Getting a template)
 - f. Click Save
5. Open Excel, Open File
6. Text Import Wizard – Click Finish
7. Delete Row 1
8. Change column names/delete if not required
9. Filter by Overlap column to remove the blanks – those bookings not in the rooms for the weeks you are looking.
10. Sort bookings as required (date, sort)
11. Save as Excel Spreadsheet.

Example of a booking request

Name of Activity: Timetabling meeting

Day/Week/s: 10th January 2005

Duration of Activity: 2 hours

Contact: Sandi Robertson x49689

Size of Activity: 5

Dept: Timetabling

Suitabilities/Preferred Room: Meeting room in Old Physics Building

Time for Activity start: 10:00am

Your booking will then appear in the Activities window with all the information supplied

The confirmation slip will be a pdf and look something like the following:

The University of Melbourne		
Timetabling, Venue and Conference Management Location Booking		
<i>Confirmation Slip</i>		
Booking Name: vcm mtr Timetabling Meeting - 10th January		
Booking Description: Sandi Robertson x49689		
Monday, 10 Jan 2005 at 10:00 to 12:00		Date booking made: 11 Nov 2004
		Scheduled date of booking: 10 Jan 2005
Location Name	Capacity	Description
Mtr:Conf Room 3	12	OLD PHYSICS-Rm:G19-Flr:G
Expected number of people: 5		Print Date: 11 Nov 2004
Week Pattern: 2		
<small>The University of Melbourne reserves the right to cancel or refuse a booking at any time. Please contact Venue and Conference Management for more information. Phone: 8344 4490, Fax: 8344 6122, Email: roombookings@unimelb.edu.au</small>		