sobs

Instructions for Staff

SOBS Resource Booking version 3

As a staff member you will have access to SOBS in order to perform one of these operations:

- View your bookings
- Create a list of favourite resources
- Book a resource
- Edit your own bookings
- Delete a booking

We will cover each of these instructions in turn.

Login into SOBS normally

1. You will be presented with a calendar view of your bookings

Use the arrows to move forward and backward a week
Click on the date to select a date to move to
The "Week" indicates the relative week number in the term

My bookings

June 3, 2019
Week:7

| 03	04	05	06	07	08	09
D6 Mon Blue Week	D7 Tue Blue Week	D8 Wed Blue Week	D9 Thu Blue Week	D10 Fri Blue Week	Sat	Sun
PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1		
PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2		
PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3		
PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4		
PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5		
PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6		

The day number
Day of the week
Current timetable

Timetable periods
Mouse over to
make a booking

By default the system will display a collapsed view of the periods, there are three views:

a) The collapsed view will only show the "teaching" periods and normally the ones you would use to create bookings.

b) The expanded view will show all periods, "teaching" and "non-teaching". The teaching periods are listed in blue, the non-teaching will be in gray.

c) The condensed view will show all periods in a more condensed layout.

2. You switch between the three views using the button bar at the bottom of the page
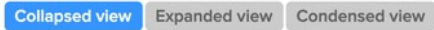
If you have a preferred view you can configure this preference in your profile – click on your name in the bottom left or the screen, and then on "Profile"

3. Use the menu on the left to switch between:
   a) Viewing your own bookings
   b) Viewing your favourite resources
   c) Viewing all bookings by category
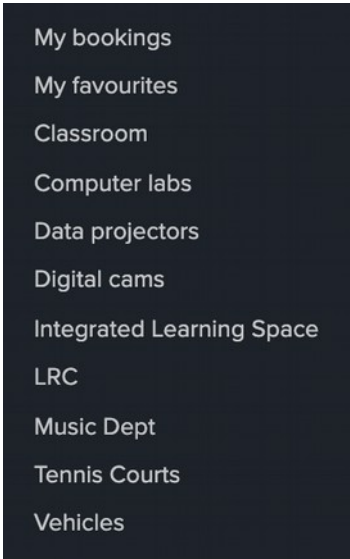
4. Select your favourite resources.
   a) Click on your name in the bottom left of the screen.
   b) Click on "My favourites"

   A dialog will appear listing all of the resources – simply check the box for each of your favourite resources and click "Save"
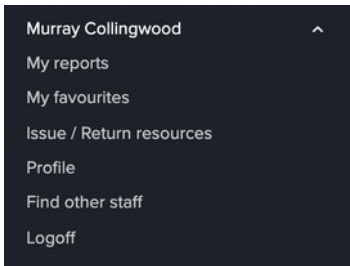

5. Booking a resource. Mouse over the period name – it will toggle to a clickable button (if the period is bookable). Click the "Make a booking" button.
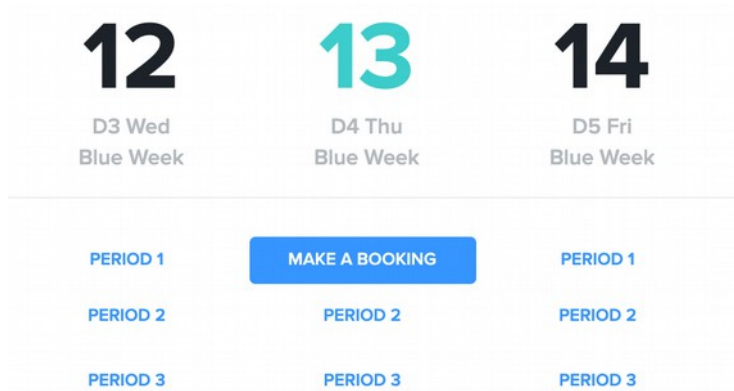
A list of category / resources will be displayed. This is an automatically expanding list, simply click on the category and the resources will be listed. Any other visible resources will be hidden.

Resources that are restricted may not be visible.

Resources that are not available for the selected period will not be listed. All of the listed resources are available to be booked.
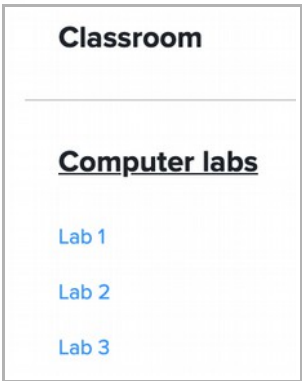
6. The booking form (this will vary depending on your security, the resource type, and configuration within your school):

Create a booking

Select resource

Computer labs : Lab 4 ⌄

Only resources that are available to you will be listed here

> Click here to select a different resource

Notes:
15 x HP BT125s
1 x Printer
1 ceiling mounted projector

> A description of the resource

☐ Multiday booking

Booking starts
13-06-2019 Period 3

Booking ends

Period 3 ⌄

> Check this option to create a booking that lasts multiple days

> By default the system will assume this is a booking for just a single period. Pull down this selection box to select a different ending period

> Enter a description for this booking

Reason

Enter the class number for this computer lab

Booking Type

Regular classes ⌄

Select the option that best described the usage of this resource

> Optionally select a booking type

User

COLLINGWOOD, Murray ⌄

Select the staff member that this booking belongs to

> Book on behalf of another staff member

☐ Permanent booking

Flag this booking as permanent, this will limit staff

> Check this option for permanent bookings. A permanent booking does not create any additional bookings, it simply indicates that this booking can not be changed or deleted by regular staff.

☑ Room change notification

Post a notice about this room change

> Select the "Room change notification" to automatically create a notice in the "School Notices" application regarding this room change

Room change notice

in room Lab 4 for Period 3

Check this option to repeat this booking

Select the frequency to repeat this booking

You must select an end date for this repetition

Select the appropriate options:
By default the application will only repeat a booking on school days.
As an administrator you can choose to overwrite Bookings and send notification emails

7. Some resources will also require additional questions to be answered. For example, when booking a meeting room you may be required to specify A/V requirements. Or, when booking a vehicle you may be required to specify who the authorised driver will be.

8. Click on a booking for additional actions – a menu will appear.

   "Import to my calendar" - will download an event. Depending on your computer configuration this may allow you to save this event to your local calendar application.

   "Edit" allows you to edit this booking. (If the booking is flagged as 'Permanent' you may not have this option).

   "Attachments" allows you to view or add attachments to this booking.

   "Delete" - delete this booking

   "Delete all repeats" - delete this booking and all future repeats

   "Audit records" (administrator only) allows the SOBS Administrator to view all of the actions related to this booking.