

- All Laptop Cabinets for Central St Michaels and Central Campus will be displayed. Please book a cabinet under your appropriate Campus by clicking on a white square along the same row as the cabinet you wish to book. Already booked Cabinet timeslots are displayed in red, time is displayed above each Campus.

The screenshot shows the MyPC Booking interface. At the top, there are navigation links: Booking, Quick Booking, My Bookings, and Refresh. Below this is a search bar with three sections: 'Where' (Site: Laptop cabinets, Location: All), 'What' (Resource Type: Laptops, Resource State: All), and 'When' (Tomorrow, 08/10/2020). The main area displays a calendar grid for two locations: 'Central 6th Laptop Cabinets' and 'Central Campus Laptop Cabinets'. The grid shows time slots from 08:00 to 17:00. Red bars indicate booked timeslots. For Central 6th, Cabinet 1 FE (20x Laptops) is booked from 08:00 to 14:00, Cabinet 2 HE (20x Laptops) from 12:00 to 16:00, and Cabinet 3 (20x Laptops) from 09:00 to 14:00. For Central Campus, Cabinet 1 (Laptops) is booked from 08:00 to 16:00, Cabinet 2 (Laptops) from 09:00 to 12:00, and Cabinet 3 (Laptops) from 09:00 to 15:00. Cabinet 4 (Laptops) is not booked.

- The Booking Properties screen is displayed showing which cabinet (Resource) is to be booked, Date and Start and End Time of booking. Cabinets can be booked for 2 hours. Confirm times and click on save to save the booking.

The screenshot shows a 'Booking Properties' dialog box overlaid on the calendar. The dialog has a close button (X) in the top right corner. It displays the following information:

- Resource: Cabinet 3 (20x Laptops)
- Date: 08/10/2020
- Start Time: 10:00 (dropdown menu)
- End Time: 10:15 (dropdown menu)
- Print booking receipt: 10:15, 10:30, 10:45, 11:00, 11:15, 11:30, 11:45, 12:00 (dropdown menu)
- Email booking receipt: (checkbox)
- Save button: A blue button labeled 'Save'.

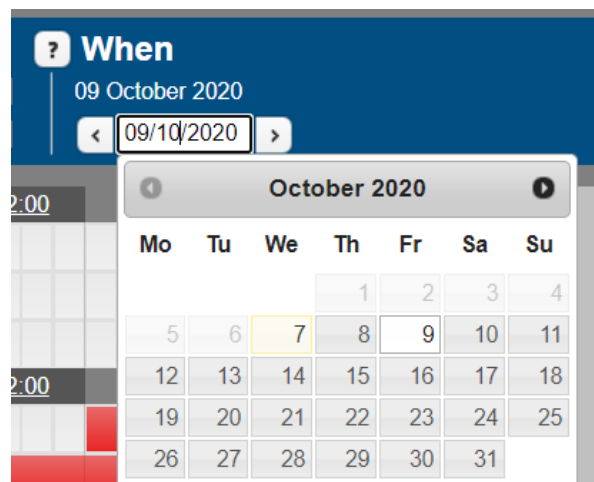
- 5.) Your booking is displayed on the booking grid as a yellow block. You can edit the time of the booking and delete the booking by clicking on your booking.

The screenshot shows a booking grid with the following details:

- Where:** Site: Laptop cabinets, Location: All
- What:** Resource Type: Laptops, Resource State: All
- When:** Tomorrow, 08/10/2020

Resource	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
Central 6th Laptop Cabinets										
Cabinet 1 FE (20x Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Cabinet 2 HE (20x Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Cabinet 3 (20x Laptops)	Red	Red	Yellow	Yellow	Yellow	Red	Red	Red	Red	Red
Central Campus Laptop Cabinets										
Cabinet 1 (Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Cabinet 2 (Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Cabinet 3 (Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Cabinet 4 (Laptops)	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

- 6.) To make a future booking click on the date underneath the when text on the booking menu and select the date when you wish to book laptops. You can book 2 weeks in advance. Alternatively use the arrow buttons to advance or go back a day



- 7.) Click on **My Bookings** link on the top menu bar to display your current bookings. Your bookings can also be edited here by clicking on the **edit** link

The screenshot shows the MyPC top navigation bar with the following links: Booking, Quick Booking, **My Bookings** (circled in red), and Refresh. The user is logged in as 888888 (Huwate Allthepies).

Date	Start time	End time	Duration	Site	Location	Resource	Booking Type
08/10/2020	10:00	12:00	02:00:00	Laptop cabinets	Central 6th Laptop Cabinets	Cabinet 3 (20x Laptops)	User Edit (circled in red)

Please collect the laptop cabinet from the appropriate Campus 3rd floor Learning Centre at your Booking Start Time and return to the Learning Centre after your booking.