

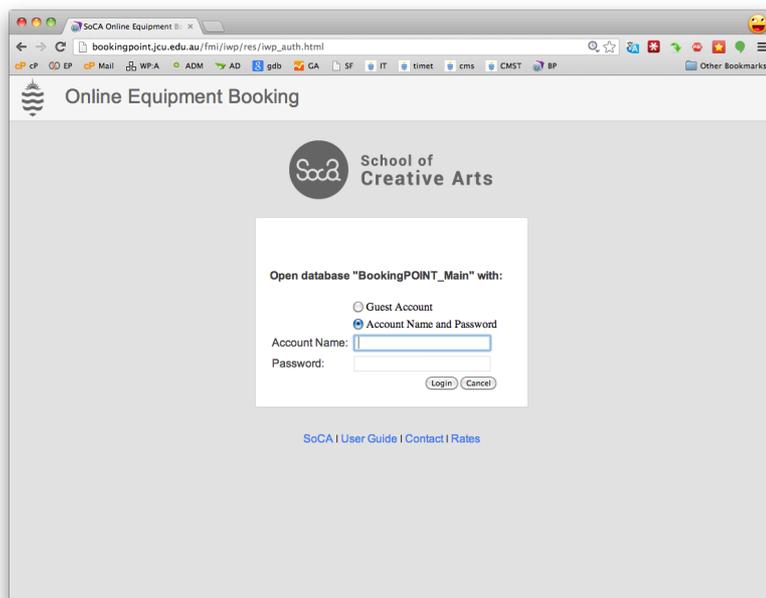
Bookingpoint: SoCA Equipment Store On-line Booking

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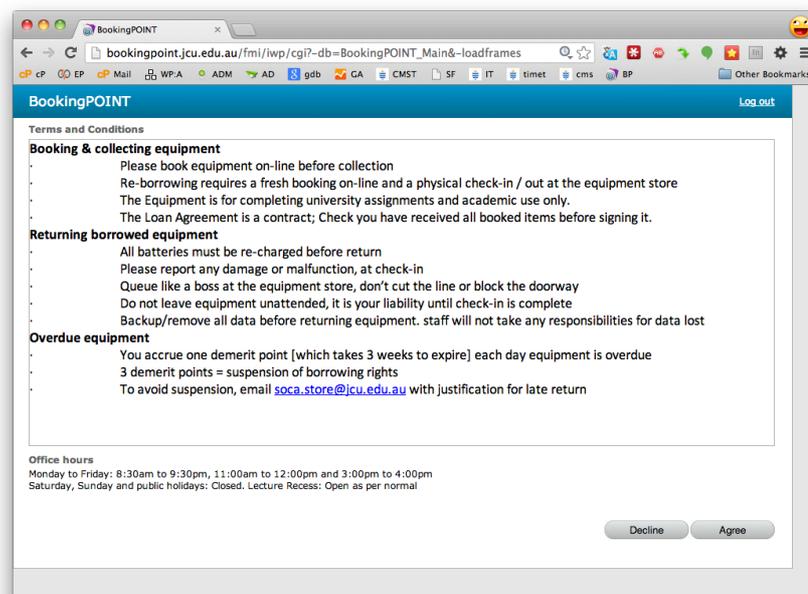
Bookingpoint: SoCA Equipment Store On-line Booking

Logging In

1. Open <http://bookingpoint.jcu.edu.au> on your browser of choice
2. Enter your **jc number** as Account Name
3. Enter your **JCU password** into the password field. This password is the same one you use for email, LearnJCU and login into computers on campus.



- 4 Terms and Conditions: please read this screen carefully. It not only informs you of your obligations and responsibilities, it informs you of any last minute changes to borrowing times and/or rules. Ignorance is not an excuse.
- 5 Click the **agree** button to continue.



Booking & collecting equipment

- Please book equipment on-line before collection
- Re-borrowing requires a fresh booking on-line and a physical check-in / out at the equipment store
- The Equipment is for completing university assignments and academic use only.
- The Loan Agreement is a contract; Check you have received all booked items before signing it.

Returning borrowed equipment

- All batteries must be re-charged before return
- Please report any damage or malfunction, at check-in
- Queue like a boss at the equipment store, don't cut the line or block the doorway
- Do not leave equipment unattended, it is your liability until check-in is complete
- Backup/remove all data before returning equipment. staff will not take any responsibilities for data lost

Overdue equipment

- You accrue one demerit point [which takes 3 weeks to expire] each day equipment is overdue
- 3 demerit points = suspension of borrowing rights
- To avoid suspension, email soca.store@jcu.edu.au with justification for late return

Office hours
Monday to Friday: 8:30am to 9:30pm, 11:00am to 12:00pm and 3:00pm to 4:00pm
Saturday, Sunday and public holidays: Closed. Lecture Recess: Open as per normal

Bookingpoint: SoCA Equipment Store On-line Booking

Searching for Resources

Resources have been broken into groups based on type. There are two ways to search or filter the list of resources.

Filter

Show Resources

1. Show All

Show

Search

Resource Name

Search

Clear

By Resource Name

If you know the Name of the resource you want to borrow, enter it under **Search Resource Name**. Type the name of the **Resource** and click **Search**.

For example try searching for *Tripod*

By Resource Type

Under **Filter Show Resources** you will see, in the pull down menu, a list of all the **Resources Types** available to you

By Resource Status

Under **Filter Show Resources** you will see the follow choices:

- 1. Show All**
Displays all available Resources (default filter).
- 2. Show Cart**
Displays Resources you have selected and put in your cart for booking (items in blue).
- 3. Show Loaned**
Displays Resources booked out and in your possession (this filter is useful for rebooking resources you already have on loan).
- 4. Show Due**
Displays Resources booked out and in your possession and Due for return.
- 5. Show Upcoming**
Displays All Resources you have booked.

- ✓ 1. Show All
 - 2. Show Cart
 - 3. Show Loaned
 - 4. Show Due
 - 5. Show Upcoming
-
- Android
 - Colour Management
 - Digital Back
 - DSLR, Canon 20D IR
 - DSLR, Canon 50D
 - DSLR, Canon 5D
 - DSLR, Canon 7D
 - DSLR, Pentax
 - Flash, Canon
 - Headphones
 - Lens Filter
 - Lens Prime
 - Lens Telephoto
 - Light Location Strobe
 - Light Meters & Remotes
 - Light Shaper
 - Light Video
 - Lighting Studio Keys
 - Lights & Stands
 - Mbox
 - Microcontroller
 - Microphones & Stands
 - Nikon
 - Pentax Acc.
 - Rec. Studio Mics
 - Redrock Micro
 - Reflector
 - Shopping Basket
 - Sound Recorder
 - Timer Remote
 - Tripod Pano
 - Tripods
 - Video Camera Basic
 - Video Media
 - Video Production (Canon XF)
 - Wacom
 - Wierd Shutter Release

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Making a Reservation

Ignore Restrictions
 Ignore Closed Time

-7 day -1 day -3 hrs -1 hr Today Tue 20/8/2013 +1 hr +3 hrs +1 day +7 days

8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
30	30	30	30	30	30	30	30	30	30	30

Accessories

- Boom Mic Pole 1
- Boom Mic Pole 2
- Tripod 1
- Tripod 2
- Tripod 3
- Tripod 4
- Tripod 5

To make a reservation, simply click on the calendar grid (as shown above) corresponding to the resource and start time you'd like to reserve, and you will be presented a pop-up window as shown below:

Booking Details

Borrower: Aaron Calleja
Resource: Tripod 2

Booking Type: Single Recurring

Date	Time
From: Tue, 20 Aug 2013	12:00 PM
To: Tue, 20 Aug 2013	2:00 PM

Ignore Restrictions
 Ignore Closed Time

Booking Type – Choose Single if you'd like to create a one-off booking, or choose Recurring if you'd like to repeat the booking on a weekly basis. If choosing Recurring, additional options are made available such as the end date and a button to create a weekly recurring booking for rest of the semester.

From / To – Specify the From time, as well as the To time. Click on the Add To Cart button to save your reservation and it

will show up in your calendar as light blue (see below), or choose Cancel to cancel the reservation.

Keep in mind the times you enter for collection and return **are important**. While you are free to collect and return your booked items during any of the store times, the software will not allow you to rebook a similar type of resource if the pick-up and return times overlap.

Tripod 2

If you are reserving **additional Resources**, the initial pick up and return times will automatically be used, until you click **save reservations**.

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Viewing Resources in The Cart

Show Cart (1)

Click the **Show Cart** button on the bottom right hand side of the page to show only the resources in your cart. The button shows how many resources are in your cart.

Turning Reservations into Bookings

Save Reservations

Resources are only temporarily reserved and must be saved in order to become Bookings. To save your reservations, click on the **Save Reservations** button on the bottom right hand side of the page.

If you don't save your reservations, after a period of time or if you quit the system, the reserved items become available to other Borrowers so it's important that reservations are saved.

You'll be asked if you want to save the current reservations when leaving the page as a reminder in case you forget.

Editing / Deleting an Existing Booking

 Simply click on the dark red booking within the grid to edit or delete it and a popup window will be displayed as shown below.

Booking Details

Borrower
Resource

Booking Type Single Recurring

	Date	Time
From	Tue, 20 Aug 2013	12:00 PM
To	Tue, 20 Aug 2013	2:00 PM

Ignore Restrictions
 Ignore Closed Time

You can edit the booking directly via this window.

Click the **Save** button to save the changes, or click **Cancel** to discard them. Click the **Delete** button to delete the booking.

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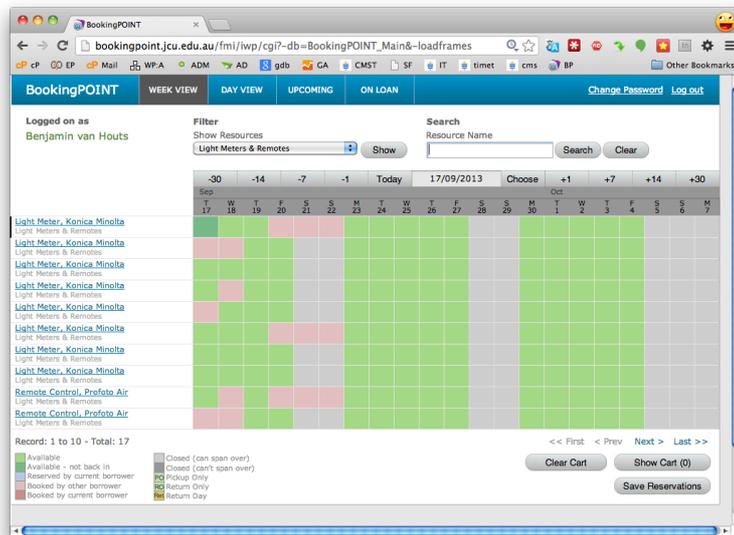
Making a booking

Week View

This screen is where most of the action takes place. The list on left will display Resources that are available for booking. This list is different for everyone as it is dependent on the subjects in which you are enrolled.

The grid on the right shows approximately three weeks from the current date. It is here that you select the date you wish to collect the Resources you are reserving.

1. Click on the grid to select the booking date for a resource you'd like to reserve.



2. In the next dialog box enter the **dates and time** for collection and return.

Booking

Booking for: Light Meter, Konica Minolta

Booking Type: Single Recurring

Date Time

From: 17/09/2013 3:00 PM

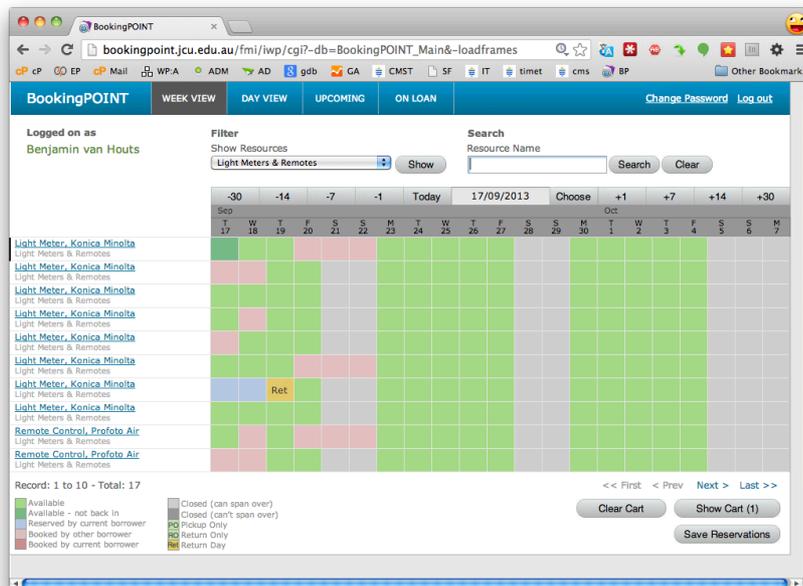
To: 19/09/2013 9:30 AM

Office hours
Monday to Friday: 8:30am to 9:30pm, 11:00am to 12:00pm and 3:00pm to 4:00pm
Saturday, Sunday and public holidays: Closed. Lecture Recess: Open as per normal

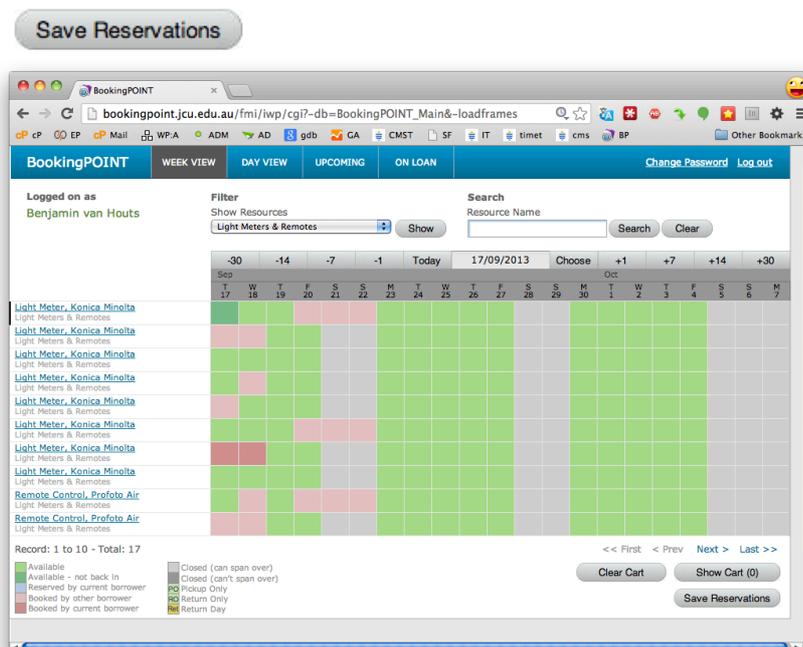
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Keep in mind the times you enter for collection and return **are important**. While you are free to collect and return your booked items during any of the store times, the software will not allow you to rebook a similar type of resource if the pick-up and return times overlap.

3. Click **add to cart** to close the pop-up and reserve your booking
4. At this point the Resource will be displayed in blue. This means it's reserved but not booked. If you are reserving **additional Resources**, the initial pick up and return times will automatically be used until you click **save reservations**.



5. When your reservations are complete click on the **save reservations** button in the lower right to **convert your reservation(s) to a booking**.



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Note that your reservation has gone from **blue** to **dark red**, indicating that you have successfully made a booking

6. Don't forget to log out when you're done.

Making a Short term Booking

The screenshot shows the BookingPOINT web application interface. The user is logged in as Benjamin van Houts. The interface displays a calendar view for the day of 25/09/2013. The calendar shows time slots from 7 AM to 5 PM. A list of resources is shown on the left, including 'Audio interface, Presonus HP60 6-Channel' and several 'DI Box, Behringer ULTRA-DI DI100' units. The calendar grid shows that some resources are available (green) and some are booked (dark red). The interface also includes a search bar, a filter dropdown, and a legend for resource availability.

The **Day View** tab lets you book resources for less than 8 hours eg. 8:30am to 3pm on a Friday. Not all items are allowed to be booked short term.

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Rebooking a Resource (Student only)

If you wish to re-borrow a resource you already have in your possession you'll need to make a new booking for that item or a similar resource.

Filter
Show Resources
1. Show All Show

Search
Resource Name
Search Clear

To display the Resource you have in your possession you can choose either **On loan** or **Due** from the **Filter Show Resources** pull down menu.

Show Loaned

Displays Resources booked out and in your possession

Show Due

Displays Resources booked out and in your possession and Due for return

Filter
Show Resources
4. Show Due Show

Search
Resource Name
Search Clear

-30 -14 -7 -1 Today 17/09/2013 Choose +1 +7 +14 +30

Sep Oct

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
						Ret														

<< First < Prev Next > Last >>

ad (can span over)
ad (can't span over)
jp Only
rn Only
rn Day

Clear Cart Show Cart (1) Save Reservations

- 1 If the resource you have on loan is followed by a free slot on the calendar grid, you may rebook that Resource.
- 2 **NOTE that Rebooking requires the resource to be physically checked in and back out again at the equipment store during store hours. If the Resource is part of a kit please bring all the items that make up that kit.**

*Keep in mind the time you enter for collection and return is **important**. While you are free to collect and return your booked items during any of the store times it is still encouraged to enter a **valid approximate time**, because the software **will not allow** you to rebook a similar type of resource if the **pick-up and return times overlap**.*

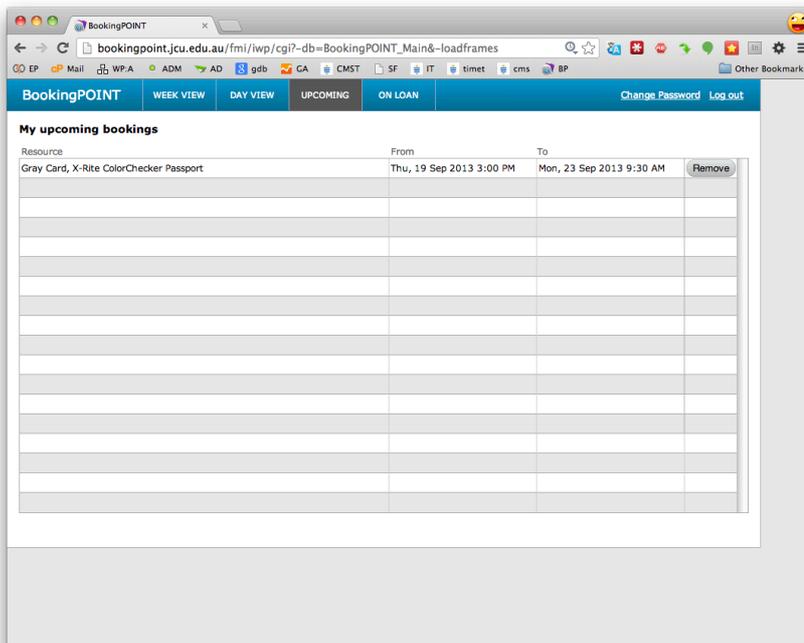
If someone else has booked the resource in your possession on its return date

- Find and book a similar resource that's free on the day that you want.
- You will need to take the resource you are holding, to the store to have it swapped.

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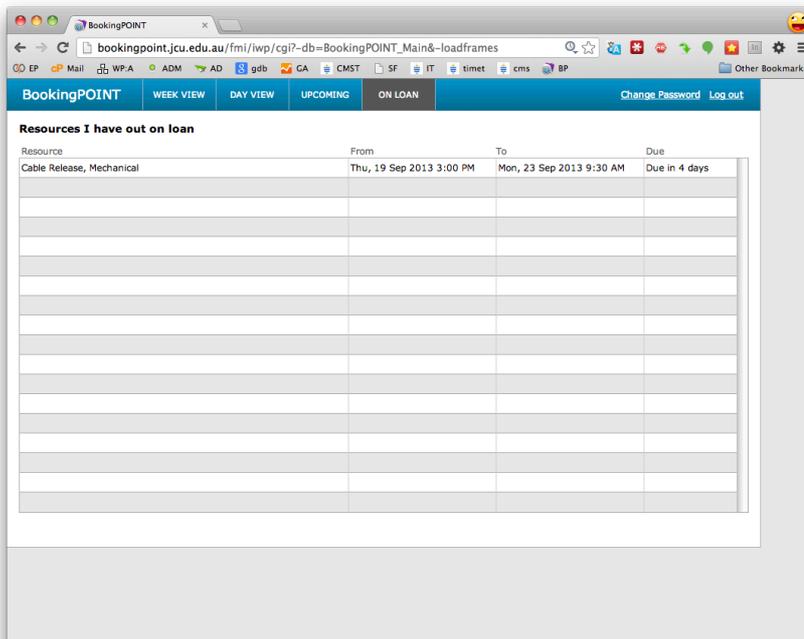
Canceling an upcoming booking

- 1 Click on the **upcoming** tab, from here you can see the Resources you have booked.
- 2 To cancel the booking click on the **remove** button.



Seeing what Resources you have on loan

- 3 Click on the **On loan** tab, from here you can see Resources you have in your possession.



Bookingpoint: SoCA Equipment Store On-line Booking

FAQ

Is there a limit to the number of Resources I can book?

No, there is no limit to the total number of resources that can be added to your cart. However there is a limit placed on individual resources. For example a borrower can only book one DSLR.

Why can I only set the pick up and return times for the first Resource I reserve?

If you are reserving **additional Resources**, the initial pick up and return times will automatically be used until you click **save reservations**.

You have reached the maximum number of bookings allowed for this resource group for this timeslot.

There are three reasons why a borrower may receive this message.

1. Firstly **Resource Groups** like cameras, tripods, softbox etc. have a limit on how many a borrower can book. For example only **one** Canon EOS 50d can be booked on a **given day**. You cannot book any more of this type.
2. You are attempting to make a **new** reservation for a similar **Resource** that you already have on loan or reserved, The software will not allow you to reserve a similar type of resource if the **pick-up and return times overlap**. Adjust your pick up time to remove the conflict.
3. You're trying to **edit** a reservation for a resource you have in your cart. If you need to edit the pick-up times for a **reserved resource** (blue square) then you need to **delete** it first, then make a **new reservation** for the item in question.

The duration of your booking overlaps with an existing booking. Please amend your booking to prevent a clash.

The software will not allow a borrower to re-book a similar type of resource if the pick-up and return times overlap.

When booking a **Resource** the times entered for collection and return of a Resource **are important**. While Borrowers are free to collect and return booked Resources during any of the store times it is still **encouraged** to enter an **approximate time**.