



MAIDSTONE COMMUNITY  
SUPPORT CENTRE

# MCSC Online Booking System

## User Manual

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# 1 Logging on to the Room Booking System

To access the booking system, go onto the MCSC website ([www.mcsc.org.uk](http://www.mcsc.org.uk)) and click on 'Meeting Rooms', which is located on the main heading bar on the site.



Alternatively, you can navigate through to the system via the 'Book a Meeting Room' function on the homepage.



To enable you to use the room booking system you must apply to MCSC for a user name and password. This can be done directly by [emailing your request](#) or by telephoning the centre (01622 690369).

Once you have your username and password you can directly log on to the system via the 'log in' button – located at the top right hand corner of the screen.



# 2 Making a Reservation

## 2.1 Views

The system allows you to view the calendar by day, week or month. The selections are located below the system in the footer.



Please note, when viewing by week or month, users can only view one type of room at one time. These can be selected from the list of rooms shown at the top left of the screen<sup>1</sup>.



You can also go to a specific date by either making a selection from the monthly calendar<sup>2</sup> or by inputting a specific date into the search function<sup>3</sup>.

## 2.2 Room availability

The online bookings are colour coded to enable you to easily identify the status of a room booking.

Time:	Hall 1(45)	Hall 2(45)	Hall 3(40)
08:00			
08:30		Better Life 	
09:00		Assembly	
09:30			
10:00			Living Water 
10:30	GGCF 	GGCF 	Global Church
11:00			
11:30			
12:00	1		
12:30			
13:00		? Presentation	
13:30		2	

1. Confirmed Bookings- will appear in purple

2. Pending booking – will appear with a '?'.

All other spaces in the booking system are available.

A member of MCSC will approve all bookings before they are confirmed.

## 2.3 Booking a room

To make a reservation select the date required from the side calendar or date search bar.

*Side calendar*

September 2011							October 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

*Date search bar*

Meeting Room Booking System

0 pending bookings

Select the start time and room by clicking on the calendar.

Time:	Hall 1(45)	Hall 2(45)	Hall 3(40)	Interview 1(10)	Interview 2 (8)
08:00					
08:30					
09:00				SCOPE (Greg McPherson)	
09:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
13:00					
13:30					
14:00	Golden Girls	Golden Girls			
14:30					
15:00					
15:30					
16:00					
16:30					

**Add Entry**

Title of meeting:

Full Description:  
(Purchase order No.,  
Number of people,  
Seating layout, etc...)

Start:    All day

End:

Rooms:      Use Control-Click to select more than one room

Contact name:

Organisation:

Contact tel:

Urn:

Laptop:

Multimedia Projector:

Flip Charts:

OHP:

TV & Video:

DVD:

PA System:

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Repeat Type:  None  Daily  Weekly  Monthly  Yearly  Monthly, corresponding day  n-Weekly<sup>2</sup>

Repeat End Date:

Repeat Day<sup>2</sup>:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
(for weekly or n-weekly)

Number of weeks<sup>4</sup>:   
(for n-weekly)

The room details are then displayed.

**Brief Description** – Title of meeting, this can be used for cross referencing with invoices etc.

**Full Description** – You can type in specific details for the Administrator.

**Start Date & Hour of booking** – This can be changed but if the time is already booked a warning message is given.

### *Example of Warning message*

#### **Scheduling Conflict**

The new booking will conflict with the following entries:

- Mediation training ( 09:30:00 - Monday 10 October 2011) ([View Day](#) | [View Week](#) | [View Month](#))

[Return to calendar view](#)

**End Date & Hour of booking** – If the meeting time selected runs into another meeting a warning message is given.

**Room** – Name of the room booked. This can be changed but again, the warning message is given if there is a conflict.

**Contact Name** – Your name. This is generated by the system when you log on.

**Contact Tel** – Please include your contact number so we can contact you if any problems arise.

**Equipment** – This allows you to pre-book equipment for a meeting by ticking the corresponding tick box.

**Repeat type** – Repeats the booking depending on selections e.g. daily, weekly, and monthly.

**Repeat daily** – Allows multiple days within a week to be booked out.

**Repeat date** – Select the date you would like the booking to be repeated to.

**Number of weeks** – Allows a set number of weeks to be booked in relation to n-Weekly. e.g. repeat booking for 7 weeks.

Once the details are complete click the save button and an email is sent to the administrator for activation and to you to confirm that the meeting request is acknowledged.

### 3 Changing or Cancelling a Booking

If you wish to change the details of a reservation or cancel a booking you have already made, then please contact MCSC Reception on **01622 690369** or email [jackie@mcsc.org.uk](mailto:jackie@mcsc.org.uk).

When a booking is amended or cancelled, you will be notified by email.

***NB. Depending on when the booking was cancelled you may still be charged.***

# 4 Search Reservations

## 4.1 Keyword search

All reservations can be searched using the keyword search field located on the top banner. Criteria such as the client name and the user who created the booking can be searched.



The system will generate a list of all matches which correspond to the search.

**Search Results for: "Butterflies"**

Records 1 through 20 of 189  
[Previous](#) | [Next](#)

Entry	Created By	Brief Description	Description	Start Time
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 12 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 12 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 12 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 19 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 19 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 19 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 26 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 26 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 26 October 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 02 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 02 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 02 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 09 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 09 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 09 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 16 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 16 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 16 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 23 November 2011
<a href="#">View</a>	jax	Butterflies		19:00:00 - Wednesday 23 November 2011

View Day: [Oct 05](#) | [Oct 06](#) | [Oct 07](#) | [Oct 08](#) | [Oct 09](#) | [Oct 10](#) | [\[ Oct 11 \]](#) | [Oct 12](#) | [Oct 13](#) | [Oct 14](#) | [Oct 15](#) | [Oct 16](#) | [Oct 17](#) | [Oct 18](#)  
View Week: [Sep 11](#) | [Sep 18](#) | [Sep 25](#) | [Oct 02](#) | [\[ Oct 09 \]](#) | [Oct 16](#) | [Oct 23](#) | [Oct 30](#) | [Nov 06](#)  
View Month: [Aug 2011](#) | [Sep 2011](#) | [\[ Oct 2011 \]](#) | [Nov 2011](#) | [Dec 2011](#) | [Jan 2012](#) | [Feb 2012](#) | [Mar 2012](#) | [Apr 2012](#)

## 4.2 User Log Out

Once you have finished using the Booking System you can log out of the system by selecting the Log off option.

