
User Manual

for

Rail Skills Centre - Victoria Booking Manager Administrators

Version 1.0

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Table of Contents

1. INTRODUCTION	3
1.1 SYSTEM REQUIREMENTS.....	3
1.1.1 Client Side System Requirements.....	3
1.1.2 Minimum Hardware Requirements.....	3
1.1.3 Supported Internet Browsers.....	3
1.1.4 Supported Operating Systems.....	3
2. USING THE RSCV BOOKING MANAGER.....	4
2.1 LOGON PROCESS	4
2.2 PERSONAL DETAILS	4
2.3 TRAINING PROVIDERS TAB	5
2.3.1 Creating a New Training Provider Account	5
2.3.2 Editing/Disabling a Training Provider Account	6
2.3.3 Deleting a Training Provider Account.....	6
2.4 COURSES TAB.....	7
2.4.1 Creating a New Course.....	7
2.4.2 Editing/Disabling a Course.....	7
2.4.3 Deleting a Course	8
2.5 FACILITIES TAB	8
2.5.1 Creating a New Facility.....	9
2.5.2 Editing/Disabling a Facility.....	9
2.5.3 Deleting/Viewing a Facility	10
2.6 BOOKINGS TAB.....	10
2.6.1 Creating a New Booking.....	11
2.6.2 Searching Bookings.....	14
2.6.3 Viewing/Cancelling/Deleting a Booking.....	14
2.6.4 Invoicing Function	15
2.7 REPORTS TAB	15
2.7.1 Generating a Monthly Usage Report	15
2.8 USERS TAB	16
2.8.1 Creating a New User.....	16
2.8.2 Editing/Disabling a User	17
2.8.3 Deleting a User	18
2.8.4 Searching Users	19
2.9 LOGOUT PROCESS.....	19
3. USING THE RSCV TRAINING CALENDAR	20

1. Introduction

1.1 System Requirements

1.1.1 Client Side System Requirements

Client side:

- A PC or MAC running a supported operating system (see Section 1.1.4 below)
- Supported internet browser (see section 1.1.3 below)
- Broadband or 56k dialup internet connection

1.1.2 Minimum Hardware Requirements

Client side:

- 300 MHz CPU
- 128 MB RAM

1.1.3 Supported Internet Browsers

Users should be able to use the database through any of the following internet browsers:

- Internet Explorer 8
- Safari 3.x and 4
- Mozilla Firefox 3.x

1.1.4 Supported Operating Systems

Any Windows or MAC operating system capable of running the above mentioned browser software is supported operating system.

Any other platforms that are incompatible with the browsers above are not supported.

2. Using the RSCV Booking Manager

2.1 Logon process

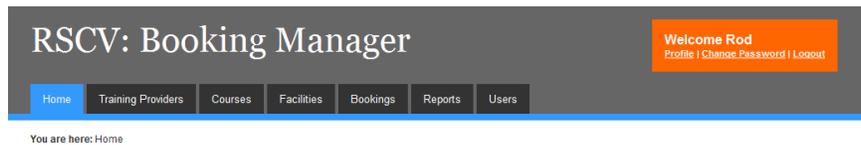
To access RSCV Booking Manager:

1. Go to www.railskillscentre.com.au, click on Bookings tab in the left hand side navigation area and then follow the link to the Booking Manager.
2. Enter your login details in the required fields and then click 'Submit' (shown below).



The screenshot shows the login interface for the RSCV Booking Manager. At the top, there is a dark grey header with the text "RSCV: Booking Manager" in white. Below the header, the word "Login" is displayed in a large, dark font. Underneath, there are two input fields: "Username:" and "Password:". Below the password field is a "Submit" button.

Successful login will bring you to the Booking Manager homepage which will allow you to access different tabs and functions of the database.



Welcome to RSCV Booking Manager !

2.2 Personal Details

User can change his/her personal details through the orange dialog box located in the upper right corner of the Booking Manager.



User can use 'Profile' and 'Change Password' links for that purpose.

2.3 Training Providers Tab

The Training Providers tab enables administrators to create new accounts for training provider institutions and to manage existing ones.

This tab is located next to the Home tab (see below).



2.3.1 Creating a New Training Provider Account

To create a new training provider account access the Training Provider tab and click on 'Add New'.



Complete the online form and click on 'Submit'. Mandatory fields are marked by the asterisk (*) symbol.

Add New Training Provider

[« Back to Training Providers List](#)

Name:*

Contact Person:*

Email:*

Phone:*

Fax:

Address Line 1:*

Address Line 2:

Suburb:*

State:*

Postcode:*

or [Cancel](#)

2.3.2 Editing/Disabling a Training Provider Account

To edit or disable a training provider account access the Training Provider tab and click on 'Edit' button located in the last cell of each row in the list of current training providers.

State	Status	
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete
VIC	√	Edit Delete

After doing that user will be able to edit any of the details previously entered for that particular training provider or even disable that account to prevent future bookings.

Edit Training Provider

[← Back to Training Providers List](#)

Name:*

Contact Person:*

Email:*

Phone:*

Fax:

Address Line 1:*

Address Line 2:

Suburb:*

State:*

Postcode:*

Disabled Yes No

or [Cancel](#)

2.3.3 Deleting a Training Provider Account

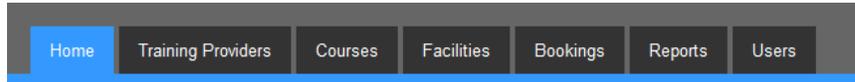
To delete a training provider account access the Training Provider tab and click on 'Delete' button located in the last cell of each row in the list of current training providers.

State	Status	
VIC	√	Edit Delete
VIC	√	Edit Delete

2.4 Courses Tab

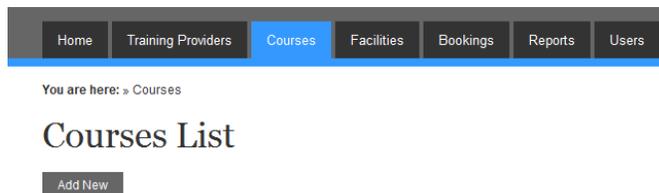
The Courses tab enables administrators to create new courses for the active training providers and to manage existing ones.

This tab is located next to the Training Providers tab (shown below).

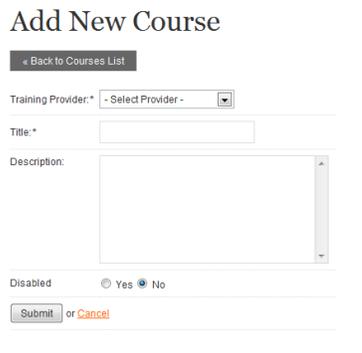


2.4.1 Creating a New Course

To create a new course access the Courses tab and then click on 'Add New'.

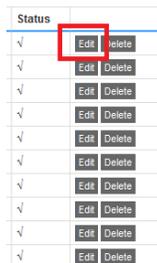


Complete the online form and click on 'Submit'. Mandatory fields are marked by asterisk (*) symbol.

A screenshot of the 'Add New Course' form. It includes a 'Back to Courses List' link, a dropdown menu for 'Training Provider' (set to '- Select Provider -'), a text input for 'Title', a text area for 'Description', and radio buttons for 'Disabled' (Yes/No). At the bottom are 'Submit' and 'Cancel' buttons.

2.4.2 Editing/Disabling a Course

To edit or disable a course access the Courses tab and click on 'Edit' button located in the last cell of each row in the list of current courses.

A screenshot of a table with a 'Status' column. The first row has a checkmark in the 'Status' column and two buttons, 'Edit' and 'Delete', in the last column. The 'Edit' button is highlighted with a red box. The table contains 10 rows in total, each with a checkmark in the 'Status' column and 'Edit' and 'Delete' buttons in the last column.

After doing that user will be able to edit any of the details previously entered for that particular course or even disable that course to prevent future bookings.

Edit Course

[« Back to Courses List](#)

Training Provider: HRD Integrated Services

Title:*

Description:

Disabled Yes No 

or [Cancel](#)

2.4.3 Deleting a Course

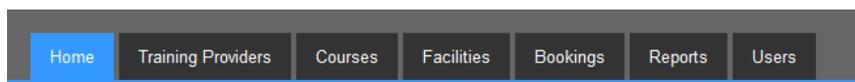
To delete a course access the Courses tab and click on 'Delete' button located in the last cell of each row in the list of current courses.

Status		
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

2.5 Facilities Tab

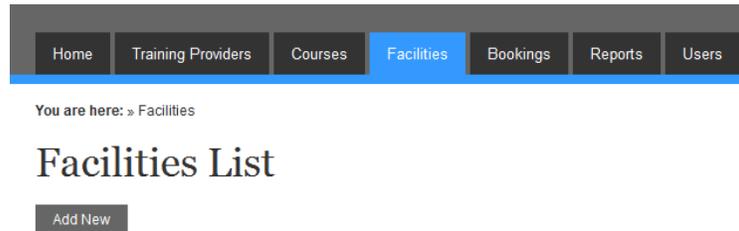
The Facilities tab enables administrators to enter new facilities to be booked by the active training providers and to manage existing ones.

This tab is located next to the Courses tab (shown below).



2.5.1 Creating a New Facility

To create a new facility access the Facilities tab and then click on ‘Add New’.



Complete the online form and click on ‘Submit’. Mandatory fields are marked by asterisk (*) symbol.

Add New Facility

[« Back to Facilities](#)

Details

Facility Type:* Room Sector

Name:*

Description:*

Fee(\$):*

Disabled Yes No

or [Cancel](#)

Note: After clicking on ‘Submit’ user will be able to upload images for that particular room/sector.

2.5.2 Editing/Disabling a Facility

To edit or disable a facility access the Facilities tab and click on ‘Edit’ button located in the last cell of each row in the list of current facilities.

Status	Action
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

After doing that user will be able to edit any of the details previously entered for that particular facility or even disable that facility to prevent future bookings.

User can also add/remove images by clicking on Images tab.

Edit Facility

« Back to Facilities

Details
Images
←

Facility Type:* Room Sector

Name:*

Description:*

This is a standard classroom with a maximum capacity for 18 trainees (set up in a U shape).
 The room features split system cooling/heating, integrated Epson roof mounted data projector (including sound) and has access to a shared trainers office and short term storage room.

Fee(\$):*

Disabled Yes No ←

or Cancel

2.5.3 Deleting/Viewing a Facility

To delete/view a facility access the Facilities tab and click on ‘Delete’/’View’ button located in the last cell of each row in the list of current facilities.

Status	Action
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

2.6 Bookings Tab

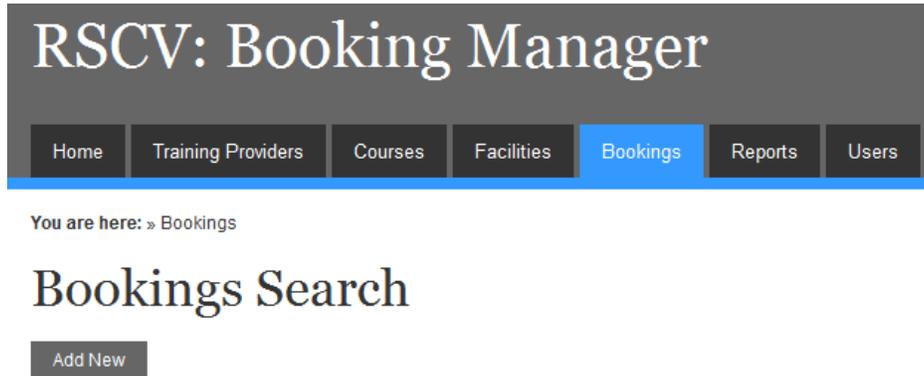
The Bookings tab has been designed to allow administrators to create new bookings and to manage existing ones.

This tab is located next to the Facilities tab (shown below).



2.6.1 Creating a New Booking

To create a new booking go to the Bookings tab and then click on 'Add New'.



STEP 1: Enter a training provider and a course

Add New Booking

« Back to Bookings List

Step1: Select Course Step 1 Step 2 Step 3 Step 4

Training Provider:*

Course:*

Next

Note: Names of existing active training providers and courses will start appearing in a drop down box as you type in or if you use arrow key which is pointing down on your keyboard (see below).



STEP 2: Find available facilities

In this step you can find RSCV rooms and sectors that are available for bookings within specified period of time.

Add New Booking

[← Back to Bookings List](#)

Step 2: Select Facility

Step 1 Step 2 Step 3 Step 4

Training Provider: Rod Ryan

Course: Test

Date Range: From To

Facility type:

Facility Name:

After entering some of the parameters user can click on the ‘Find Available Facilities’ button to see available facilities.

Add New Booking

[← Back to Bookings List](#)

Step 2: Select Facility

Step 1 Step 2 Step 3 Step 4

Training Provider: Rod Ryan

Course: Test

Showing [1-1] of 1 records

Name	Type	Fee	
Boardroom	Room	\$50.00	<input type="button" value="Book"/>

Showing [1-1] of 1 records

Boardroom

Fee: \$50.00 AUD

Boardroom

- a) Clicking on the facility name will allow user to see all details about that facility including images (if any)
- b) Clicking on the ‘Book’ button will allow user to proceed to the next step

STEP 3: Select Booking Dates and Time Periods

In this step users can select dates and day periods for their bookings by ticking appropriate checkboxes. This step will be completed by clicking on the ‘Submit’ button.

Add New Booking

[« Back to Bookings List](#)

Step 3: Select Booking Dates

Step 1 Step 2 **Step 3** Step 4

Training Provider: Rod Ryan
 Course: Test

Facility: Boardroom

Availability Calendar

		February 2011																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
Morning		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Afternoon		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Evening		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Submit

Note: A box with a grey tick represents room/sector booked by another provider.

FINAL STEP: Booking Confirmation

In this step users will need to agree to the cancellation disclaimer and then they will be able to submit their booking(s).

Add New Booking

[« Back to Bookings List](#)

Final Step: Confirm Booking

Step 1 Step 2 Step 3 **Step 4**

Training Provider: Rod Ryan
 Course: Test
 Facility Type: Room
 Facility: Boardroom

Selected Dates for Booking:

- 18/02/2011 - Morning

Disclaimer:

The booking fees are calculated and charged in the following way:

a) If the booking was made and was not cancelled prior to the day of the booking the full fee for that room/sector will apply.

b) If the booking is cancelled and number of days prior to the day of the booking is greater than 7 days, no cancellation penalty will apply.

Accept Disclaimer:

Submit Booking

After clicking on 'Submit Booking' the booking will be made and confirmation email sent to the training provider.

2.6.2 Searching Bookings

The system allows users to search existing bookings by accessing the Bookings tab. The search output will depend on the selected search parameters. For example: If those parameters are left as default the system will display all bookings in the database.

You are here: » Bookings

Bookings Search

[Add New](#)

Training Provider:

Room/Sector:

Date Range:

Records per page:

Generate Invoice:

[Search](#)

Note: Leaving all field as default will result in displaying all bookings.

Note: Search results can be printed by clicking on the ‘Print’ button.

2.6.3 Viewing/Cancelling/Deleting a Booking

After the bookings search output is displayed users can view, cancel or delete a booking by clicking on the relevant button located in the last cell of each row in the list of bookings.

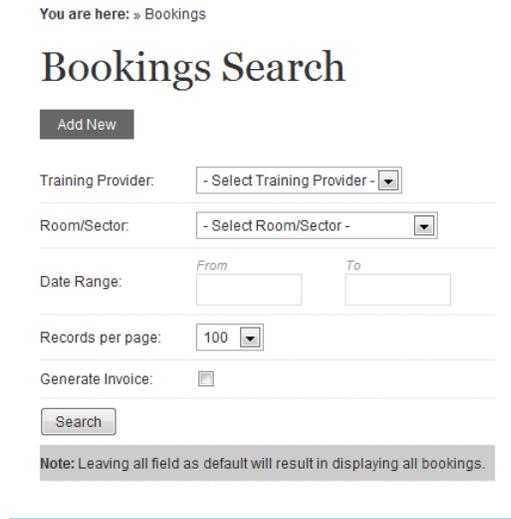
Fee	Action
\$ 50.00	View Cancel Delete
\$ 50.00	View Cancel Delete
\$ 50.00	View Cancel Delete
\$ 50.00	View Cancel Delete
\$ 50.00	View Cancel Delete

IMPORTANT: Deletion will remove a booking and all its details from the database. This function should only be used when necessary. At the same time, cancellation keeps the history of that booking and applies cancellation algorithms to it.

2.6.4 Invoicing Function

The system allows the admin users to generate invoice files for the training providers. To do that admin users will need to:

STEP 1: Go to the Bookings tab, specify a training provider and a date range and then tick the 'Generate invoice' checkbox.



You are here: » Bookings

Bookings Search

[Add New](#)

Training Provider:

Room/Sector:

Date Range:

Records per page:

Generate Invoice:

[Search](#)

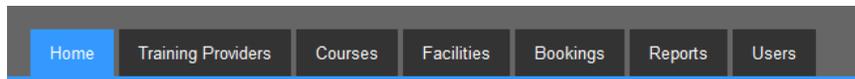
Note: Leaving all field as default will result in displaying all bookings.

STEP 2: Click on the 'Search' button

2.7 Reports Tab

Reports tab provides RSCV admin users with the access to a monthly usage report of the RSCV rooms and sectors according to the algorithm described in the specification document that was prepared for the purpose of designing the RSCV Booking Manager.

This tab is located next to the Bookings tab (shown below).



2.7.1 Generating a Monthly Usage Report

To generate a Monthly Usage Report access Reports tab, select appropriate parameters and then click on 'Generate Report' button.

You are here: » Reports

Monthly Usage Report

Month:

Year:

Facility:

2.8 Users Tab

The Users tab has been designed to allow administrators to create new admin and training provider users and to manage existing ones.

This tab is located next to the Reports tab (shown below).



2.8.1 Creating a New User

To create a new admin or training provider user access the Users tab and then click on 'Add New'.



Complete the online form and click on 'Submit'. Mandatory fields are marked by asterisk (*) symbol.

Add New User

[← Back to Users List](#)

Account Details

Username:*

Password:*

Confirm Password:*

Select Role:* Admin Training Provider

Training Provider:*

Personal Details

Title:*

First Name:*

Last Name:*

Email:*

Phone:

Fax:

Address Details

Address Line 1:

Address Line 2:

Suburb:

Postcode:

State:

or [Cancel](#)

IMPORTANT: Selecting a user type/role will determine a set of system privileges and permissions that will be given to that particular user.

2.8.2 Editing/Disabling a User

To edit or disable a user access the Users tab and click on ‘Edit’ button located in the last cell of each row in the list of current system users.

Status		
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
√	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

After doing that user will be able to edit any of the details previously entered – including the password change - for that particular user or even disable that user.

Edit User Profile

[« Back to Users List](#)

Account Details

Username:*

Check here to update password 

User Role: **Admin**

Disable Account? Yes No 

Personal Details

Title:* 

First Name:*

Last Name:*

Email:*

Phone:

Fax:

Address Details

Address Line 1:

Address Line 2:

Suburb:

Postcode:

State: 

or [Cancel](#)

2.8.3 Deleting a User

To delete a user access Users tab and click on 'Delete' button located in the last cell of each row in the list of current Users.

Status	
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
√	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

2.8.4 Searching Users

To search for a particular user access Users tab and then click on 'Search' button.



The system will allow you to search by user's name and role or by only one of those two parameters.

2.9 Logout Process

User can log out of his/her account using the 'Logout' link inside the orange dialog box located in the upper right corner of the Booking Manager.



3. Using the RSCV Training Calendar

To access RSCV Training Calendar go to www.railskillscentre.com.au, click on Training Calendar tab in the left hand side navigation area and then follow the link to the calendar.

The Training Calendar will allow you to select range of dates and display RSCV bookings for that time period.

The screenshot shows the 'RSCV: Booking Manager' header in a dark grey box with white text. Below this is a blue horizontal line. The main heading 'Training Calendar' is in a large, black, serif font. Underneath the heading is a dark grey button labeled 'Home'. Below the 'Home' button is the 'Date Range:' label, followed by two input fields. The first input field is labeled 'From' and the second is labeled 'To'. Below the input fields is a light grey button labeled 'Generate Calendar'. A blue horizontal line is positioned below the 'Generate Calendar' button.