

# Getting Started with Asset Manager - Room and Asset Booking

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CSE Asset Manager and Service Manager have an enormous number of powerful features, and these short introductory guides cannot cover all of them. The purpose of these guides is to get you started, and lead you to discover more about the features and facilities at your own pace.

If you need help please ask, either by emailing [assetmanager@cse-net.co.uk](mailto:assetmanager@cse-net.co.uk), or telephoning 01993 886688 and asking for Asset Manager support.

To support your exploration of the system further, we have produced a number of application notes that go into greater detail on specific functions. These can be downloaded from our Asset Manager microsite at [www.cseassetmanager.co.uk](http://www.cseassetmanager.co.uk) or can be accessed directly within the demo system by going to the Download section.

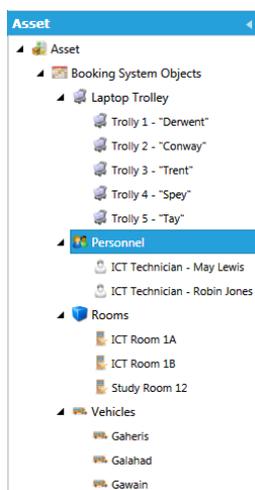
This guide covers the booking system for both rooms and other assets.

## Booking System

A key feature of Asset Manager is the booking system. It is designed to allow you to provide a single point where your end users can book available assets for individual lesson periods or for specific time slots.

In other guides we have looked at assets as purely physical devices, such as computers or telephones. In fact you may well want to provide a booking service for such physical devices: for instance, you may have an inventory of digital cameras that are loaned out for lessons. But equally you might want to expand the system to allow for laptop trollies or even classrooms to be booked.

Whilst a classroom isn't exactly what we would normally think of as an asset, it might be useful to create an asset category called 'rooms' and then create appropriate assets representing the rooms that can be booked.



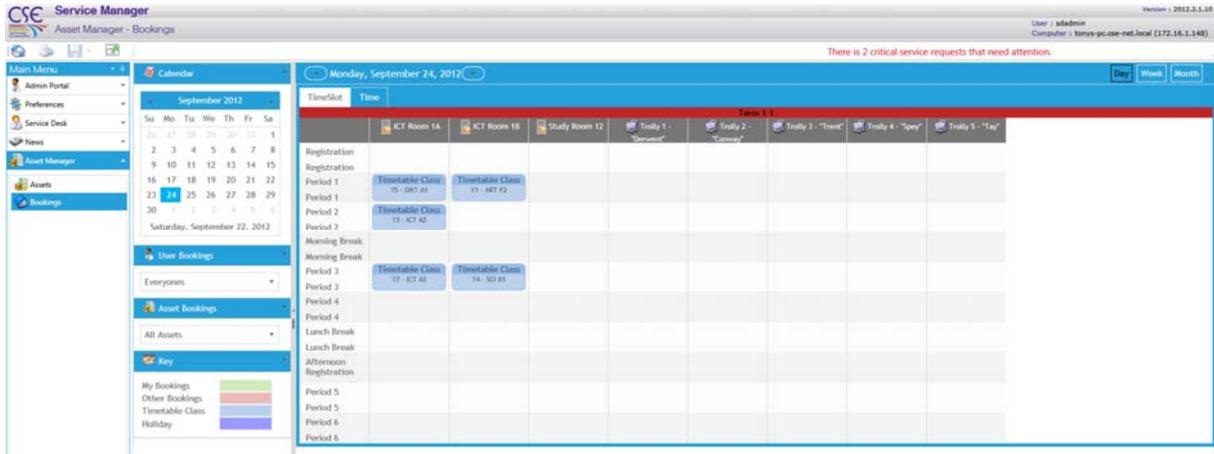
Within *Asset*, expand the *Booking System Objects* categories.

As you can see we have 4 sub-categories and under each of these we have objects that we have marked as bookable.

Open up *ICT Technician – May Lewis*.

Notice that the bookable option is ticked and that the booking type is set to Time.

Now open up *Trolley 1 – “Derwent”*. Once again it is bookable, but this time the booking type is set to Time Slot. Now select *Bookings*, found under the Asset Manager main menu: this opens the booking portal.



On the left hand side of the screen is the calendar control, filter controls and legend description. On the right side is the booking form. In the toolbar at the top are various controls that allow you to move between days and controls to change to week or month views.

Below are a couple of tabs to switch between assets bookable by time slot (period) or by time.

Click on the *Time* tab and take a look at what's available.

Monday, September 24, 2012					
TimeSlot	Time				
	Gaheris	Galahad	Gawain	ICT Technician - May Lewis	ICT Technician - Robin Jones
07:30	Pickup Rout2 1 Notes: Student pickup route 1	Pickup Route 2 Notes: Pickup Route 2			
07:45					
08:00					
08:15					
08:30					
08:45					
09:00					

Here we see the three school minibuses and the ICT Technicians, who we have made available to help out within lessons.

Double click on one of May Lewis's time slots.

Fill in the request details by providing a subject, a start and end time and any notes that might be useful.

Click on **Save**.

The booking system registers the request made. If you position the mouse pointer over the booking, a pop-up screen will appear.

Double click the booking header: this re-opens the booking form so we can change its details.

Tick the *Recurrence* box. Change the booking so that it now recurs every week day and end after five days.

**Save** the booking.

Then use the calendar controls to skip forward a couple of days and check that the repeat booking appears in the diary.

## **Now at your own pace...**

Now at your own pace checkout the various calendar controls and explore the week and month views. Try making some more bookings, try and create some clashes and see how the system handles them.