

# Botany Booking System User Instructions

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prepared by Botany IT

Please find the updated user instruction for Botany Booking System at <http://it.botany.ubc.ca/it-services-and-resources/room-resource-booking/>

## Access to the Botany booking system

URL: The Botany booking system is one of the online applications featured in the Botany Internal Website. The URL for the Botany Internal Website is <https://in.botany.ubc.ca>

Network Requirements: This URL is accessible from any UBC network. Users who need access from outside of UBC must first connect to UBC myVPN before attempting to log in. For more information on the UBC myVPN service, please visit <http://it.ubc.ca/services/email-voice-internet/myvpn>. For further assistance, please contact the Botany IT Helpdesk at [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca).

User Account: Only registered users may log in to this website through a CWL account. To register your CWL account, please contact Botany IT Helpdesk at [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca) with your CWL username.

**Please DO NOT send your password.**

## Interfaces/pages

- Booking System Overview: an overview of the booking system; includes a summary of the booking procedure, a list of available resources, and brief notes on each resource.
- Resource details: picture and detailed information about the resource.
- Reserve a room/IT equipment: booking page for room and/or IT equipment.
- Reserve a vehicle: booking page for vehicle; requires more mandatory information to be provided than the booking page for room and IT equipment.
- Manage my reservations: a list of reservations made by the user; user can view and edit (including delete) reservations.
- Availability Calendars: calendar view for selected resource.

## Available resources

- Meeting rooms: Room 1318, room 2203 (Biological Science building).
- IT equipment: laptop No. 1, laptop No. 2, laptop No. 3, MacBook Pro, Projector No. 1, Projector No. 2, Projector No. 3, Digital Camcorder.

- Vehicles: Ford F-150 pickup, Chevrolet Uplander, Dodge Caravan.

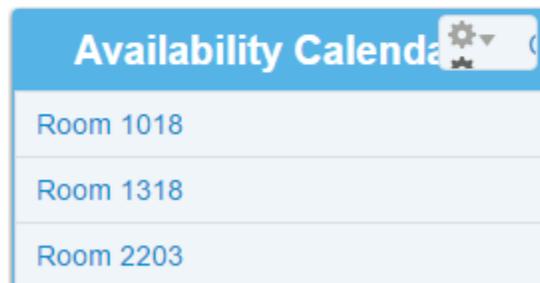
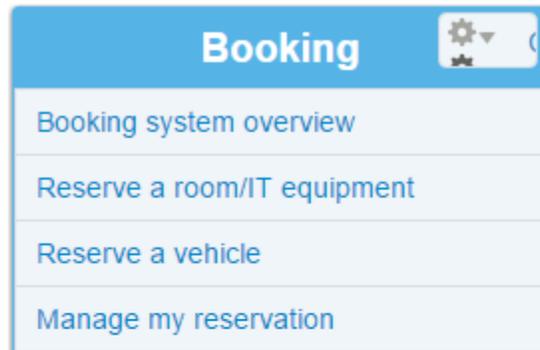
## Booking Procedure

1. Log in to the Botany internal website.
2. After logging in to the Botany Internal website, look for the main menu item labelled “Resource Booking”.



Clicking the “Resource Booking” menu item takes you to the “Booking System Overview” page.

3. On all pages within the booking system, there are side bar menus for users to reserve resources, (separate menu items for room/IT equipment and vehicles), manage their own reservations, view the availability calendars, and to return to the booking system overview.



- On the booking system overview page, click the title of the desired resource from the resource list to view photos and more detailed information.

Title	Capacity	Description
<a href="#">Ford F-150 Pickup</a>	2 passengers plus driver.	1999 Ford F-150 Pickup. License # 521 9DB. 205 hp 4.2 I passenger capacity. 4x8 cargo bar.
<a href="#">Chevrolet Uplander</a>	6 passengers plus driver	2005 Chevrolet Uplander. License # 125 BRE. 2000 passenger capacity.

- At the top or bottom of the resource detail page, click the “View Calendar” button to proceed to the availability calendar of the resource. Alternatively, click the “Book Resource” button to go directly to the reservation creation form.

**Capacity of Resource**

2 passengers plus driver.

**Location of Resource**

Any stall No. from M90 to M94. next to the loading bay out

**Description of Resource**

1999 Ford F-150 Pickup. License # 521 9DB. 205 hp 4.2 I

[View Calendar](#)

[Book Resource](#)

- At the bottom of the availability calendar page of a resource, there is a “Resource Details” button for the user to quickly return to the resource detail page. To reserve a resource from the calendar, click the “Book Resource” button once you have determined that the item is available during your desired reservation timeframe.
- On the “Create Reservation for Booking” (for room or IT equipment) or “Create Vehicle Reservation” (for vehicle) page, fill in all mandatory information (marked with a red asterisk) and click “Save”. Note that vehicle reservations require more mandatory information than room and IT equipment reservations.

8. From the side menu, click “Manage my reservation” to access the “User Reservation List” page. On this page, there are separate lists for vehicle reservations and room/IT equipment reservations. To view or edit a particular entry, click the title of the reservation, which will take you back to the reservation creation form.
9. If you book a vehicle, you will have to return to the respective reservation form within 14 days of the reservation end time/date in order to fill in information such as “Odometer Out” and “Odometer In”.

## Business Rules

### Room and IT equipment

- Any authenticated user can book any listed resource.
- There shall not be conflict between any two reservations for each resource.
- Title, Reservation DATE and Time (including start and end data/time), Reservation Resources, Email, and Phone are mandatory fields.
- A user may book multiple resources.
- A user may tick the “Repeat” checkbox to bring up options for repeat booking.
- A user may view or edit (including delete) future reservations (the end date/time of the reservation must be after the current date/time) on the “Manage my reservation” page.

### Vehicle

- The procedure is exactly the same as for room and IT equipment booking except for the following points.
- Users need to fill in more information for vehicle reservations, such as speedchart, odometer out, and odometer in values (once users have determined those numbers, they must return to the reservation form by clicking “manage my reservation” in the side menu and then clicking the title of the reservation). If applicable, the user must fill in other information, such as fuel cost, the number of times crossing the Port Mann bridge, etc.
- Users may book only one vehicle per reservation. There is no “repeat booking” for vehicle reservations.
- When a user creates a vehicle reservation, an on screen warning will appear to remind him or her to fill in necessary information later.
- If the user hasn’t entered either the odometer out or odometer in number one hour after the end date/time of the vehicle reservation, the first email reminder will be sent to the user
- If the user hasn’t entered either the odometer out or the odometer in number 24 hours after the end date/time of the vehicle reservation, the second email reminder will be sent to the user.

In the meantime, an additional email will be sent to the finance clerk to let her know about the outstanding reservation

- There are lists in the “manage my reservation” page, one for vehicles and one for room/IT equipment. The user has 14 days to edit his/her vehicle reservation(s). Any reservation older than 14 days (based on the end date/time of the reservation) will disappear from the list;
- If the user adds a message in the “Note” field (to report a mechanical problem or damage to the vehicle) for a vehicle reservation, the information will be emailed to the mechanical technician.