

Room Booking System Instructions for Students:

1. Use the drop down list at the top of the screen to selection the location of the room you want to book.

The screenshot shows the 'Unitec Library Home / Study room bookings / Space Availability' page. At the top, there is a 'Location' dropdown menu with a red box around it, showing options: 'Waitakere library', 'Building 1 library', 'Waitakere library', 'Mt Albert Hub Library (Upstairs)', and 'Mt Albert Hub Library (Downstairs)'. To the right of the dropdown are 'Category' (set to 'Student study rooms') and 'Capacity' (set to 'For any number of people') dropdowns. A 'Confirmed Bookings' search button is also present. Below these is the text 'Available: July 12th – 18th 2017' and a 'Go To Date' button with navigation arrows. The main area displays a table of room availability for Thursday, July 13th, with columns for time slots from 3am to 9pm. The table lists six rooms with their capacities: Rm 1 Opanuku Ako (520-3018) capacity 10, Rm 2 Oratia Ako (520-3016) capacity 12, Rm 3 Makomako Ako (520-3014) capacity 6, Rm 4 Waiomoka Ako (520-3012) capacity 6, Rm 5 Waikumete Ako (520-3010) capacity 6, and Rm 6 Anamata Ako (520-3063) capacity 6. The time slots are color-coded: green for available, yellow for 'Your Booking', and red for unavailable. A red box highlights the 'Available' status at the bottom of the table.

2. Use the calendar to select the date you want to make your booking.

This screenshot shows the same interface as the previous one, but with a red arrow pointing to the 'Go To Date' button. A calendar for July 2017 is displayed, with a red box around it. The calendar shows the dates from Sunday the 25th to Saturday the 31st. The 12th is highlighted in yellow, indicating the selected date. Below the calendar, the text 'Available: July 12th – 18th 2017' is visible. The main table of room availability for Thursday, July 13th, is also shown, with the same color-coding for time slots. A red box highlights the 'Available' status at the bottom of the table.

3. Decide which room you wish to book, and select the **start** time slot in this row. When the time slot is selected, it becomes yellow, and it is listed under the "Booking Details" below.

This screenshot shows the same interface, but with a red box around the 'Student study rooms' table. The table lists the same six rooms as before. A red box also highlights the 'Available' status at the bottom of the table. Below the table, the 'Booking Details' section is visible, showing a red box around the selected room and time slot: 'Rm 4 Waiomoka Ako (520-3012) from 12:00pm Thursday Jul 13th until...'. A dropdown menu is open, showing the selected time slot '12:30pm Thursday Jul 13th' and other available time slots: '12:00pm Thursday Jul 13th', '1:00pm Thursday Jul 13th', '1:30pm Thursday Jul 13th', and '2:00pm Thursday Jul 13th'. A red box highlights the '12:30pm Thursday Jul 13th' option. A red box also highlights the 'Available' status at the bottom of the table.

To delete this start time slot click  at the end of the booking details.

<\\Kiwi.unitec.ac.nz\share\STAFF\2. Academic Development\Library\Documentation\Tech Help\Springshare\LibCal\Room Booking System Instructions for Students.docx>

4. Click “Submit Time Slots” button.

Available: July 12th – 18th 2017

Capacity	Student study rooms
10	Rm 1 Opanuku Ako (520-3018)
12	Rm 2 Oratia Ako (520-3016)
6	Rm 3 Makomako Ako (520-3014)
6	Rm 4 Waiomoka Ako (520-3012)
6	Rm 5 Waiomete Ako (520-3010)
6	Rm 6 Anamata Ako (520-3003)

Thursday, July 13th

Booking Details

Rm 4 Waiomoka Ako (520-3012) from 12:00pm Thursday Jul 13th until... 12:30pm Thursday Jul 13th

Submit Time slots

5. You will be asked to sign in using your Unitec @myunitec.ac.nz email address and your password.

Unitec

Sign in with your organizational account

yzhu2@myunitec.ac.nz

.....

Sign in

6. After you have successfully signed in, you will be asked to confirm the space that you have checked out and the date and time.

Unitec Library Home / Study room bookings / Waitākere library / Space Checkout

Space Checkout

You have **1 room** from **Waitākere library**:

Item	From	To
Rm 4 Waiomoka Ako (520-3012)	12:00pm Thursday, July 13, 2017	12:30pm Thursday, July 13, 2017

[Remove](#)

[Return to Spaces](#)

Student study rooms: Terms & Conditions

To ensure fair and equal access to these spaces for everyone

- You may book up to 2 hours per group per day.
- If rooms are not occupied within 15 minutes of a scheduled booking time they are available for other groups to use.
- Please be considerate and vacate the room on time, leaving it tidy.

Continue

Powered by Springshare. All rights reserved.
[Report a tech support issue.](#)
[Dashboard](#) / [Logout](#)

[\\Kiwi.unitec.ac.nz\share\STAFF\2. Academic Development\Library\Documentation\Tech_Help\Springshare\LibCal\Room_Booking_System Instructions for Students.docx](\\Kiwi.unitec.ac.nz\share\STAFF\2. Academic Development\Library\Documentation\Tech_Help\Springshare\LibCal\Room_Booking_System_Instructions_for_Students.docx)

7. Complete the form. This information will help identify your booking for yourself and group members. Click on “Submit my Booking”.

Unitec Library Home / Study room bookings / Waitākere library / Space Checkout

Space Checkout

You have **1 room** from **Waitākere library**:

Item	From	To	
Rm 4 Waiomoka Ako (520-3012)	12:00pm Thursday, July 13, 2017	12:30pm Thursday, July 13, 2017	Remove

[Return to Spaces](#)

Booking Details

Study Group Name *

Group purpose *

Number of students in group *

[Submit my Booking](#)

Powered by Springshare. All rights reserved.
[Report a tech support issue](#)
[Dashboard / Logout](#)

8. On the confirmation screen, remember to log out if you are not using your own personal device.

Unitec Library Home / Study room bookings / Waitākere library / Space Checkout

Space Checkout

The following items were submitted for Yvonne Siang:
Rm 4 Waiomoka Ako (520-3012): 12:00pm to 12:30pm Thursday, July 13, 2017

[Start Over](#) [Logout](#)

Powered by Springshare. All rights reserved.
[Report a tech support issue](#)
[Dashboard / Logout](#)

9. You will receive a confirmation email. You can find your booking details in the email, and also can use the link to cancel your booking.

Wed 12/07/2017 4:53 p.m.
alerts@mail.libcal.com
Your booking has been submitted

Hi [REDACTED]

The following has been confirmed:
Rm 4 Waiomoka Ako (520-3012): 12:00pm to 12:30pm Thursday, July 13, 2017

To cancel this booking visit: http://libcal.unitec.ac.nz/cancel_ebooking.php?id=cs_K0RL1uD

Thank you for using Unitec Library Room Booking System

Powered by Springshare

[\\Kiwi.unitec.ac.nz\\share\\STAFF\\2. Academic Development\\Library\\Documentation\\Tech_Help\\Springshare\\LibCal\\Room Booking System Instructions for Students.docx](http://Kiwi.unitec.ac.nz/share/STAFF/2. Academic Development/Library/Documentation/Tech_Help/Springshare/LibCal/Room_Booking_System_Instructions_for_Students.docx)

10. Once you have completed your booking, the time slots you have chosen will change to red. Click “Confirmed Bookings” button at the top of the right column to see your booking.

Unitec Library Home / Study room bookings / Waikare library / Confirmed Bookings

Confirmed Bookings

Location: Waikare library Category: Student study rooms When: Next 7 days Search booking name... Search Clear

Confirmed Bookings - Next 7 days

Study Group Name	Time	Room	Category
Janine's study group	12:00pm - 12:30pm Thursday, July 13, 2017	Rm 4 Waikomaka Ako (520-3012)	Student study rooms

Previous 1 Next

Powered by Springshare. All rights reserved.
Report a tech support issue
Dashboard / Logout

Need more help?

Please find our contact information on <http://library.unitec.ac.nz/aboutlibrary/contact.htm>