

SENDING AN EMAIL BOOKING FORM

All SISO requests need to be approved by a tutor within 5 days or they will be automatically removed.

To obtain this approval we recommend sending an Email Booking Form to your tutor before completing your Risk Assessment. You can do this when requesting equipment or a room (within Booking Details) or after by:

1. From the **Welcome** page click **My Bookings**
2. Select **'Email Booking Form for Approval'** in the drop down menu.
3. Tick in the box next to all the requests you want to send for approval.
4. Click on **Process Selected**.

☆ My Bookings | 3

Email Booking Form for A | Process Selected | Reload

| | State | Approved | Risk Assessment Approved | Asset Name | Asset Description | Collection | Return |
|-------------------------------------|--|----------|--------------------------|-----------------------|---------------------------|---------------------|---------------------|
| <input type="checkbox"/> | | | | | | | |
| <input checked="" type="checkbox"/> | Request , Please await email cc | Pending | N/A | Video Camera | GENERAL USE | 08/10/2019 10:00:00 | 10/10/2019 14:59:30 |
| <input checked="" type="checkbox"/> | Request , Please await email cc | Pending | N/A | Rifle Microphone | MACFT / MASPFT / ANIMATIO | 08/10/2019 10:00:00 | 10/10/2019 14:59:30 |
| <input checked="" type="checkbox"/> | Request , Please await email cc | Pending | N/A | Tripod [Video Camera] | GENERAL USE | 08/10/2019 10:00:00 | 10/10/2019 14:59:30 |

5. A form will appear – enter your name as signature and click on **Find Lecturer** to select the tutor you want to send the form to for approval (these are the only mandatory sections).
6. Click on **Finish**.

Risk Assessment

Email Selected Booking(s) for Approval

If you require approval for your bookings by a Lecturer then please complete the details below, * marked fields are mandatory

Enter your name as Signature

Enter your name as Signature *

Notes

Notes

Approval Lecturer

Approval Lecturer Find Lecturer

Add Crew Member

Day Hours Minutes

Monday 0 0

Finish Cancel

Once your tutor has approved this form your requests will become official bookings and permanently remain on the system. This then gives you time to complete your Risk Assessment knowing your bookings are secure.

Remember that the Risk Assessment MUST be approved by the time of collection or we cannot legally release the equipment.