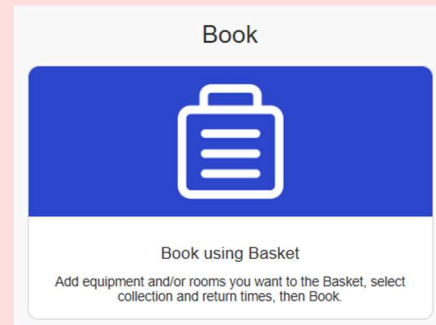
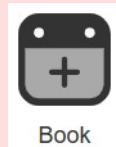


How to Make a Booking

Book equipment and/or room(s) in SISO
using **Simple Booking > Make Bookings**

> **Book using Basket**

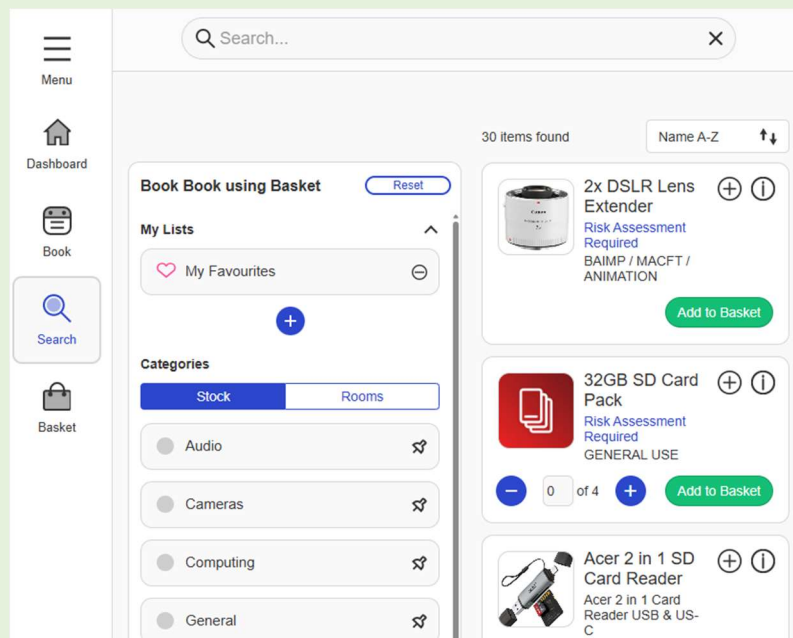


You will see a list of equipment and rooms that you can search and sort.

There's a side panel allowing you to select different categories, as well as your favourite and custom lists.

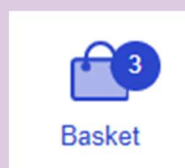
After selecting a category, you will be presented with just the items within that category.

You can pin your favourite categories to the top of the list so you don't have to look through all the categories and sub-categories to get to what you want.

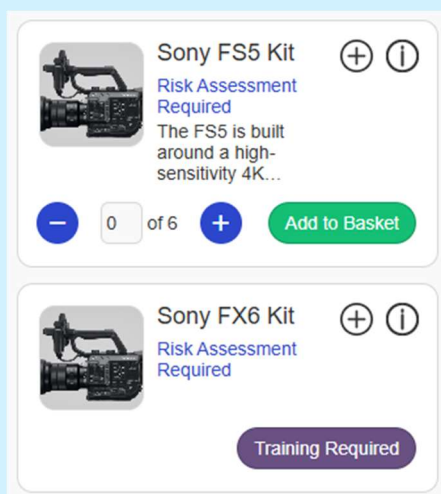


You can now start to add items to your basket.

After adding items, you will notice the basket icon to the left will show how many items are currently in your basket.



If you have not completed the **Training Required** for a particular item / room you will not be able to add it to your booking.



Click the button to see what training is required. Some training modules can be completed by passing a quiz within SISO, others require attendance at a workshop.

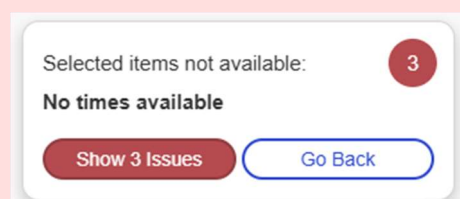
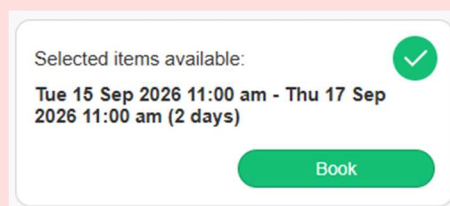
Once you have selected all the items you want you can then click on the basket icon to enter your desired times and check the availability of your basket items.

The basket lets you select the exact collection and return dates and times that you want.

If a slot is unavailable, a message will indicate if the slot is full, not available for collection or return at those times.

You can then click the 'Check Availability' button.

If all equipment and/or room(s) are available you can then click Book.



If not all equipment and/or room(s) are available you will be informed that there are issues with what you are trying to book.

Click the red 'Show Issues' button to view error code explaining why an item might not be available for your chosen times.

You will then have the option to change the item you are trying to book, or you can check again for a date and time that might work. You can then book this alternative.

Once you click Book you will be taken to the **Booking Details** page.

You do not need to associate a Risk Assessment (RA) to the Booking at this stage.

Use dropdown list to select tutor to send the Booking Form to for approval.

Use the toggle switch to indicate that you have read and understood the Terms & Conditions.

Press **Book** to complete your Booking Request and send it to your tutor for approval.

All equipment/room Requests **MUST** be approved by a Tutor (by either a Booking Form or Risk Assessment) **within 5 days** or they will be automatically **cancelled**.

Once approved your bookings will remain on the system.

Equipment bookings **MUST** be linked to a **Risk Assessment** (in Section 3 of the Risk Assessment).

The Risk Assessment **MUST** be approved by a tutor by the time of collection or we will not be able to release the equipment.

Baskets are automatically cleared after 1 week if no bookings have been made.