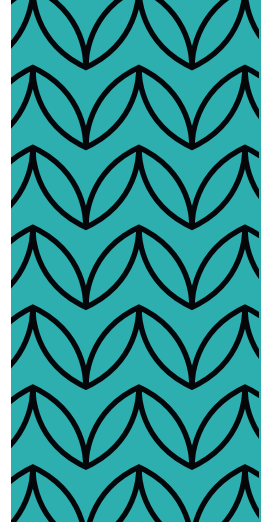# BOOKING EQUIPMENT AND FACILITIES

Using the Siso technical resources interface

BOOKING EQUIPMENT AND FACILITIES

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Contents

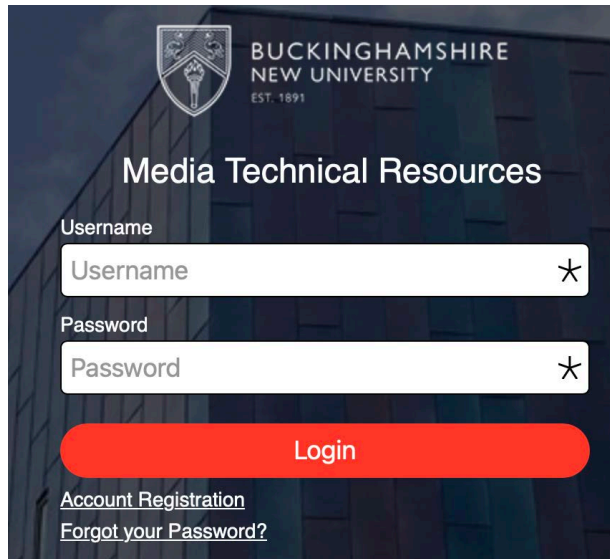**BUCKINGHAMSHIRE NEW UNIVERSITY**
EST. 1891

INTRODUCTION

In this document, we'll be detailing the step-by-step process for booking equipment and rooms. You can use the system on your phone as easily as any other device.

The first thing you'll notice is that we provide information on facilities, **opening times** and resources at the bottom of the page. To find the on-line Siso system, click on: https://bucksresources.siso.co/media
Here is a QR code for the website:

Media Technical Resources

Username
Username

Password
Password

Login

Account Registration
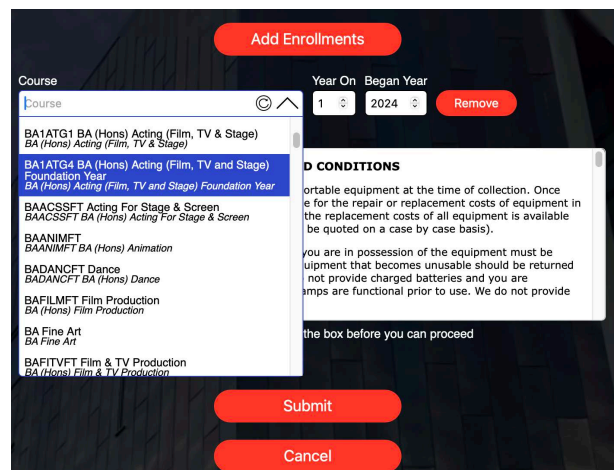Forgot your Password?

A pop up window will then appear:

1. You will need to add:
   - Your full name
   - Student ID card number
   - Your student email address
   - A username and password. We recommend this is the same username and password you use for your university login for simplicity.

2. Then click on the 'Add Enrollments' button, then in the 'Course' field, click on the drop down.
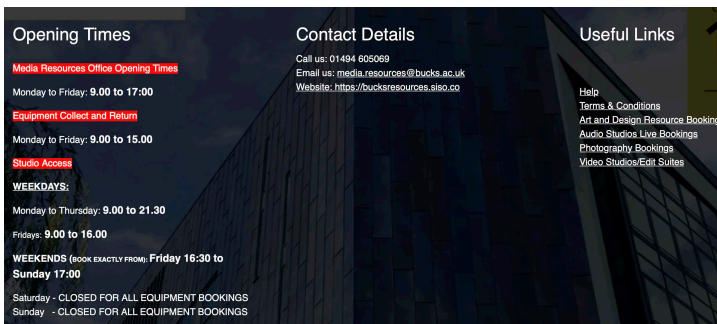
We'll be adding useful links and information, so keep an eye on this page. At the top of the page you'll see where you can log in and register for an account.

To register, click on the 'Account Registration' button under the login fields.

Type either the code or the course name.

Opening Times

Media Resources Office Opening Times

Monday to Friday: **9.00 to 17:00**

Equipment Collect and Return

Monday to Friday: **9.00 to 15.00**

Studio Access

WEEKDAYS:

Monday to Thursday: **9.00 to 21.30**

Fridays: **9.00 to 16.00**

WEEKENDS (BOOK EXACTLY FROM): **Friday 16:30 to Sunday 17:00**

Saturday - CLOSED FOR ALL EQUIPMENT BOOKINGS
Sunday - CLOSED FOR ALL EQUIPMENT BOOKINGS

Contact Details
Call us: 01494 605069
Email us: media.resources@bucks.ac.uk
Website: https://bucksresources.siso.co

Useful Links
Help
Terms & Conditions
Art and Design Resource Booking
Audio Studios Live Bookings
Photography Bookings
Video Studios/Edit Suites

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In the 'Began Year' box, add the year that you started your course and then in the 'Year On' field add which year of your degree you are in.

PLEASE ONLY ADD ONE ENROLMENT FOR THE COURSE THAT YOU ARE ON.

3. Read through the Terms and click the button to confirm you have done so.

4. Once you are ready, click on the 'Submit' button. A member of staff will then check through the registration and activate your account (please give 2 days for this to happen).

INTERFACE

The mobile version of the interface is very similar to the desktop version, just the menu is on the left hand side. Within the interface you will notice a number of buttons, these are:

Note: If you need to reset at any time, you can return to the Dashboard by clicking on the house icon at the bottom.

- **Make Bookings** - This is where you can schedule bookings of work spaces and equipment.

- **Notifications** - In here is a record of all notifications on your account.

- **My Bookings** - This is a record of the bookings you have made.
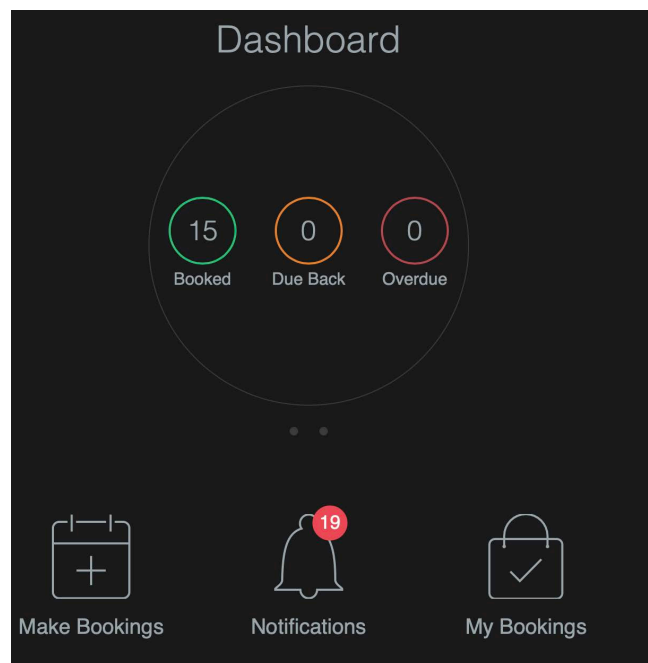
If you click on the menu icon: ☰ at the boom of the page, you will be able to navigate to the same pages that are shown on the Dashboard, but you also have the ability to find the 'My Account' page.

If you click on My Account, you will see a sub menu with the following options:

- **Accessibility** - Here you have the accessibility options and settings. The system supports Speech Controls so that the keyboard can be bypassed.

- **Accessibility Statement** - The system also supports a number of other options to control accessibility. In here you can view and download the Siso accessibility statement.

- **My Account** - In here you can view and change the settings that are set to your account. You can change personal details and password here.
Also, as part of the accessibility options, you can change the system colours.
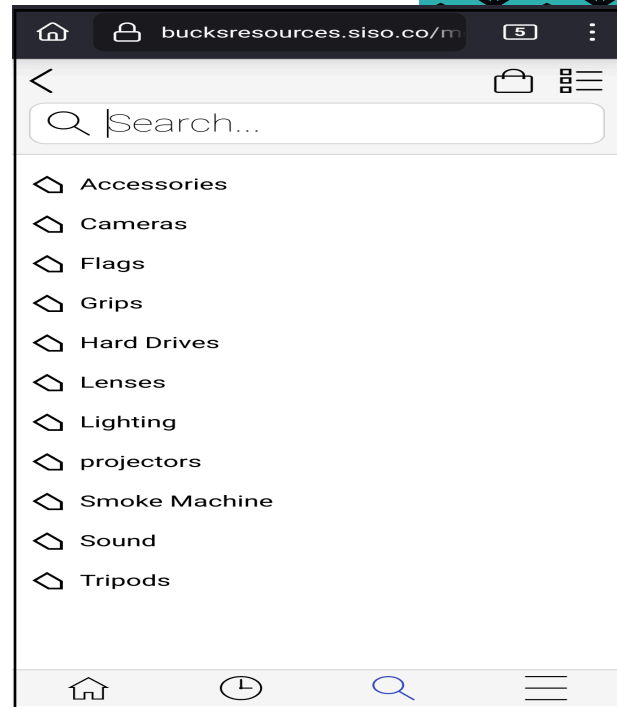

5. If you wish to go back to the start, click on the left arrow at the top of the screen. In this particular example, the cameras category has been selected, and you can see all the different cameras that you're able to book. I have selected the Canon XF305 camera. Click on it and then click on the red "resolve" button (see next page):
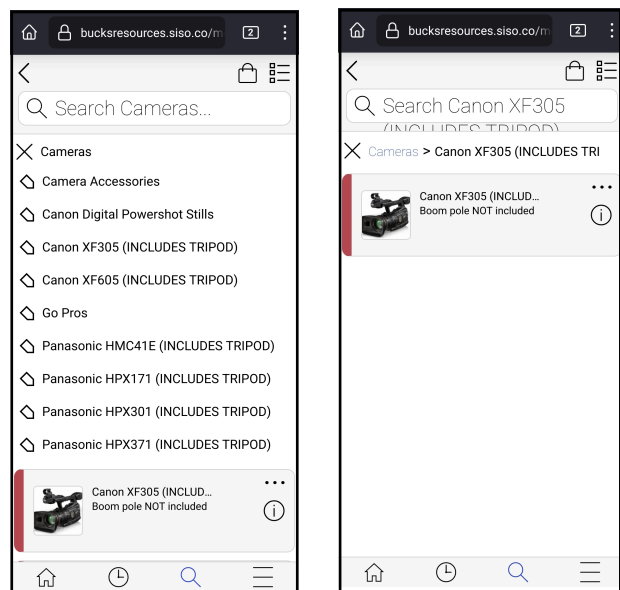
MAKING BOOKINGS

1.Firstly, click on the 'Make Bookings' button in the Dashboard, as seen here:
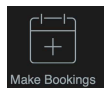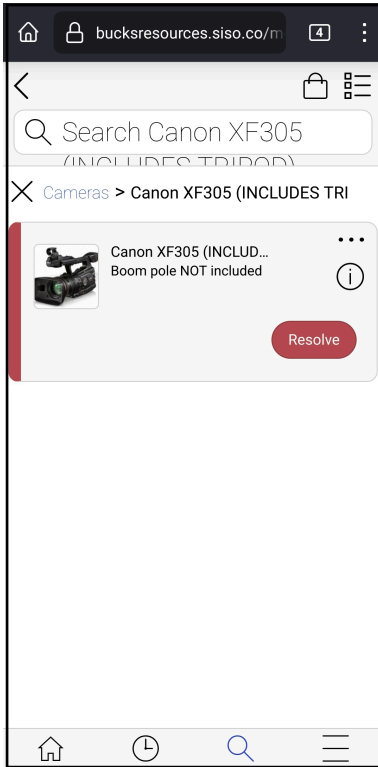
2.   Choose between if you want to book Stock or Rooms, under where it says: "What would you like to Book?". In this instance, we'll be booking out Stock, so make sure that's selected.

3.   Then select "Reset".

4.   Then select "Search Assets".
You will then see a list of all the categories of equipment that you're able to book.


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6. Once you click on Resolve, you will then be taken to the page where you will need to enter the dates and times for the collection and return. Select "View Calendar" to view the amount of stock available at any given time.
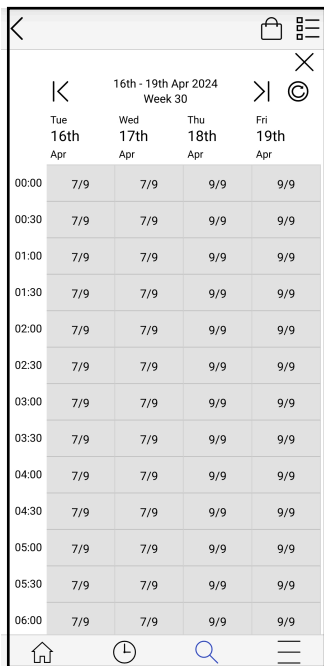
7. Once you click on "View calendar" you can move from week to week by pressing these arrow keys: |< >|

If you wish to revert to the current week, press this button: ©
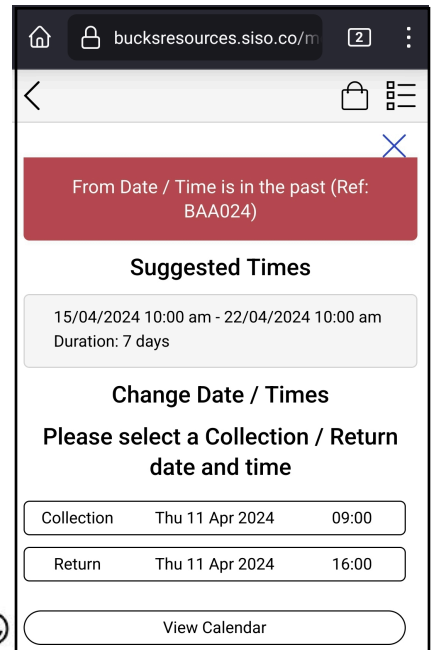
8. Follow the steps in the four images below, from left to right, finishing by clicking the green "book" button at the end:
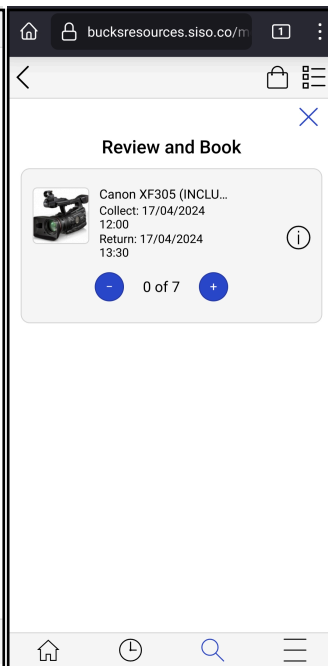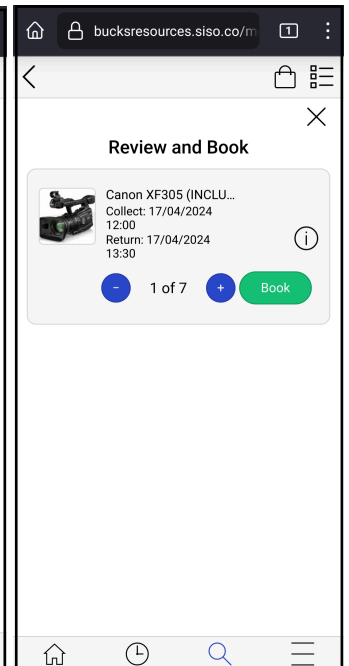
1.) 2.) 3.) 4.)

NOTE: You need to give us 24 HOURS NOTICE before a booking. **This is to allow time to charge up the batteries, check that all the accessories are present, etc.**

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TRAINING:

As you move through your course, you will have many different workshops, inductions and demonstrations that will teach you how to use the equipment and resources we have. As such, you will notice that some of the equipment and rooms state "Training required".
If you wish to use any of these resources, please see either your tutor or get in touch with the supervising technician to discuss this (contact details are on the front page of SISO).

TROUBLESHOOTING:

Whilst navigating the website and making bookings, you may see the following error messages. Here is what they mean and how to solve the issue:

Unfortunately you cannot request this item for Collection at this time. It is required that bookings must be at least 5hrs 8mins (Opening Hours) before collection. Please try another time slot (Ref: BAA016)

This means it's too short notice. All bookings **MUST** be made with a minimum 24 hours notice, or if making a booking for a collection on Monday, you must submit your request by the Friday before, at the very latest.

Mon 15 Apr 2024
11:30

Mon 15 Apr 2024
12:30

This item is not available for the times selected Suggestion: Next Availability after: 22/04/2024 17:00:00 (Ref: BAA001)

Resolve
Close

The item is not available at the times that you selected. Try to book for a different time, or book another item (if possible).

You do not have the required Training to use this asset (Ref: BAA006)

Please get in touch with your module tutor or a technician to discuss access and arrange an appropriate training session.