



**MONASH** South Africa

Wholly owned by Monash University



# Quick Start Guide for Students

Version 1

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# Introduction

## WHAT IS "MY PC" ?

MyPC is a computer booking and access management solution, specifically designed for use in universities. The base package includes web-based booking for on and off campus users, block booking for course tutors, etc.

The system is extremely easy to use, and the benefits are enormous for all Monash students, as students are restricted to a limited daily usage, thus improving usage behaviour.

### FEATURES:

**Limits are set for the number of future bookings a student can make: multiple bookings at a maximum usage of 4 hours per day, plus 1 hour extension allowance.**

A web-based Spreadsheet layout shows which computers are available and allows students (or staff) to book a PC via a web browser or dedicated booking station - these booking stations are situated in the Learning Commons library, ground floor.

Warning messages appear at pre-configured intervals prompting the student to save their work. When the session expires the student is gracefully logged off and all programs are closed, leaving the machine ready for the next user.

MyPC also features a zoom facility that will remember your view settings for your next logon to the system.

Schools and support staff will book computers, further ahead than students, to allow block booking for scheduled classes, as per the "Allocate +" timetabling system.

ITS will ensure the removal of faulty PCs from the system to prevent accidental booking.

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# Initial Logon

This document describes the most commonly used features of MyPC and is intended to help you get quickly started using the system.

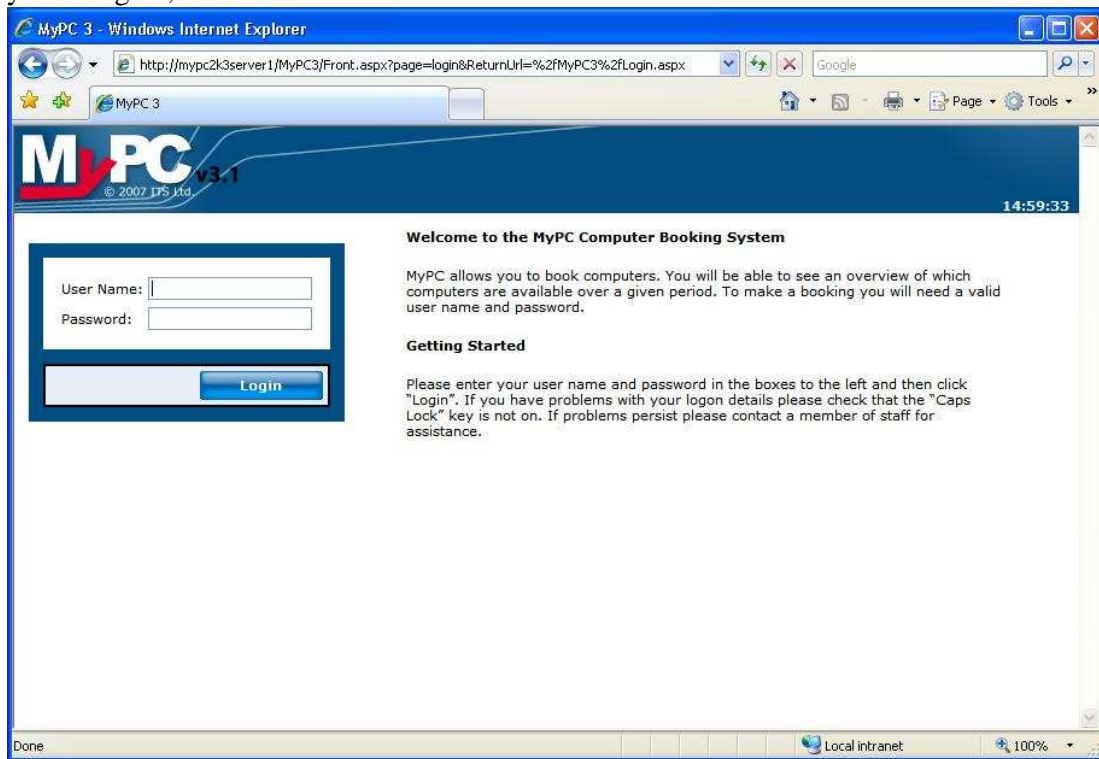
## Logging on to MyPC

In order to proceed from here, you need to be able to log in to the MyPC Web Interface. The URL to logon to is:

<http://mypc.zaf.monash.edu/mypc3>

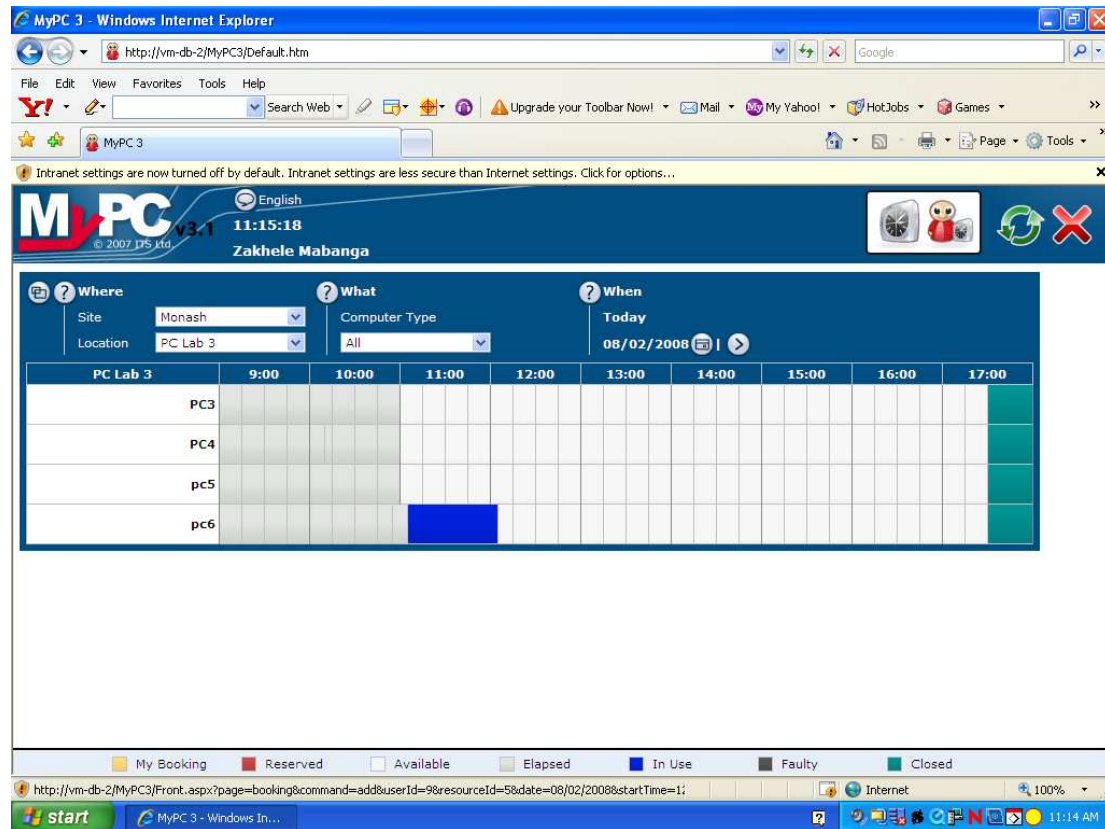
Use your NOVELL (not Authcate) User Name and Password to authenticate (logon).

Once you have successfully navigated to the MyPC Logon Page, your browser will prompt you to log on, like this.



# The MyPC Web Interface

Immediately after a MyPC user has logged on, the page presented will look something like this.



To start there is a toolbar at the top-right of the MyPC Web Page.

The four, most important, icons above represent the following functions.



**Make Bookings.** The MyPC Booking Screen, as shown above. Will be the Icon, mostly used.



**My bookings.** To view you current bookings



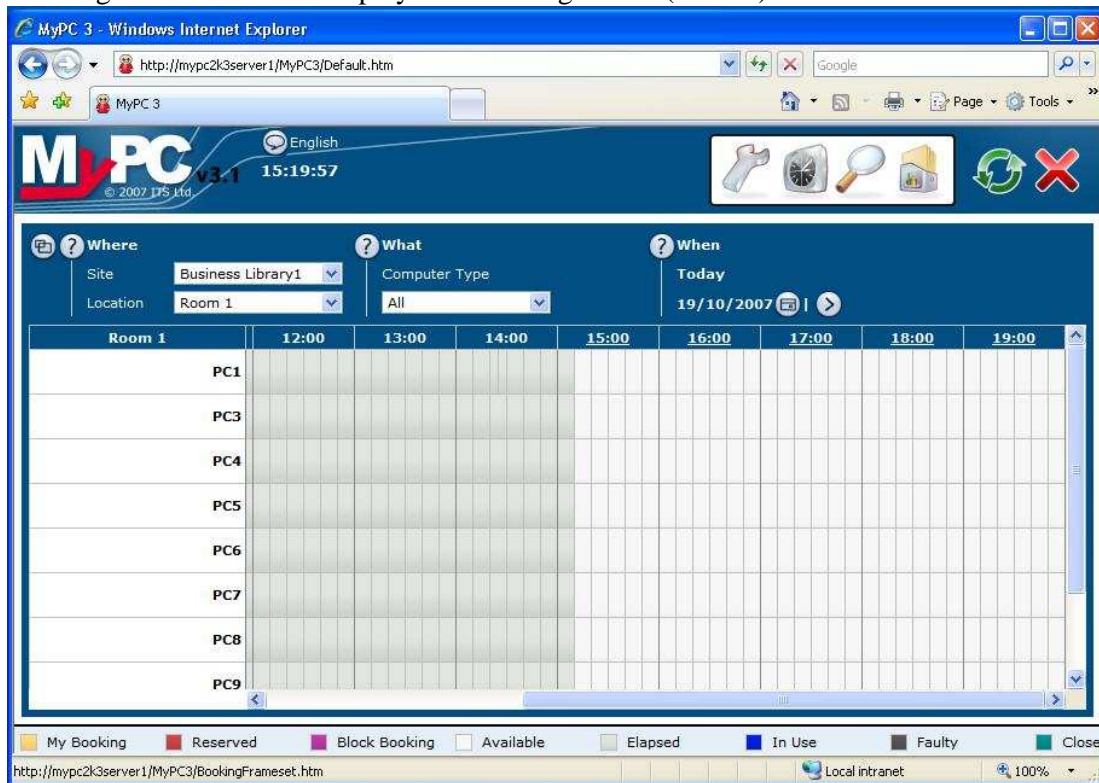
**Refresh.** Pressing this button refreshes the data on the screen.



**Logout.** Logs you out from the MyPC web interface.

# The MyPC Booking Screen








Clicking on the  icon displays the booking screen (default).



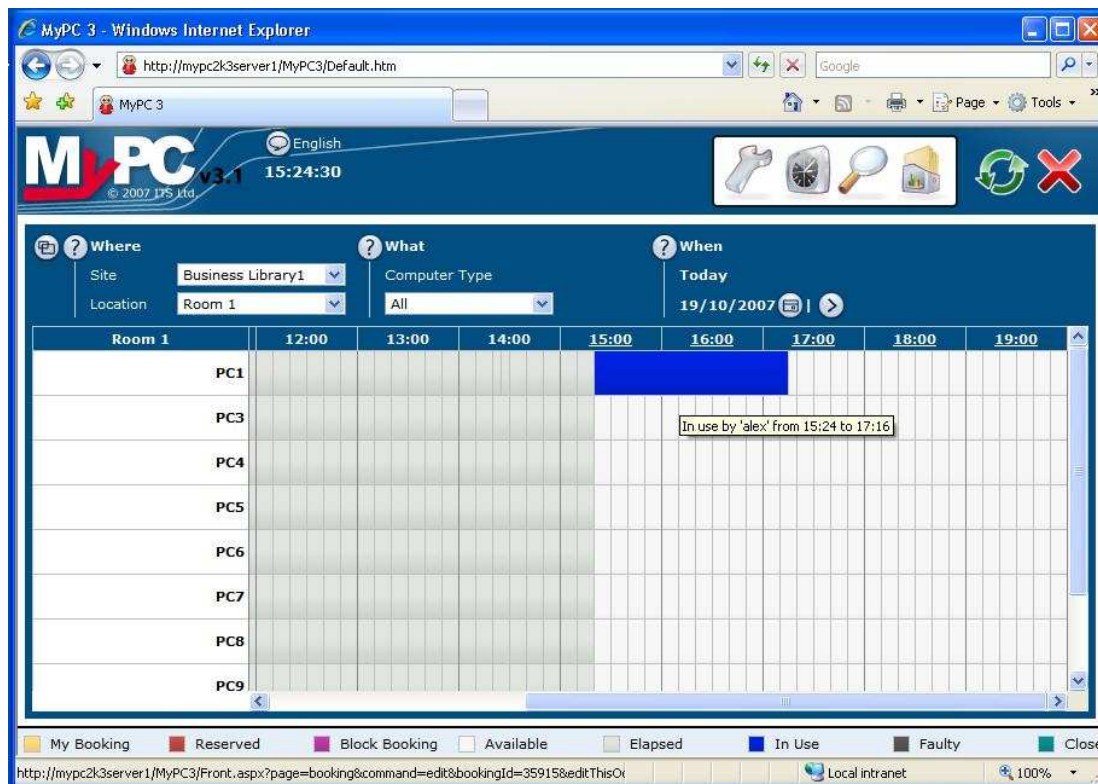
A legend along the bottom of the screen provides an explanation of the different coloured slots shown on the booking screen.

A slot represents a period in time on the computers shown on the booking screen. In the above example each hour is divided up into slots of fifteen minutes.

As per the legend, slots may be shown in various colours, which will indicate different scenarios.

 My Booking	Yellow represents a booking made for you – a “My Booking”.
 Reserved	Red represents a booking that has been made for another user.
 Block Booking	Purple represents a Block Booking made for a group of people.
 Available	White means that the slot is available and can be booked.
 Elapsed	Grey represents a time slot that is in the past and can no longer be booked.
 In Use	Blue represents that the computer is currently in use.
 Faulty	Black indicates that the computer has been marked Faulty and should not be booked.

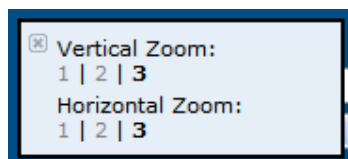
You can gain access to additional information pertaining to reserved computers, block bookings and in use computers by hovering your mouse over red (reserved), purple (block booked) and blue (in use) slots. See below example.



## The Zoom Feature

To display more or less information on the booking screen it is possible to adjust the “zoom” applied to the booking grid. Increasing the zoom will show more computers over a longer period of time, while decreasing it will show less information but perhaps be easier on the eyes.

The Zoom Feature can be accessed by clicking on this  icon, located on the top left immediately above the booking grid.



The Zoom Feature allows you to adjust both the horizontal and vertical zoom applied to the booking grid. The higher number selected the **greater** the zoom.

We recommend you take some time to play around with this feature allowing you to discover the settings that work best for you.  
(Please note that Zoom settings are unique to your user account and do not affect other users.)

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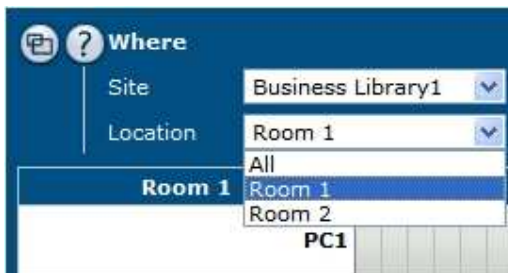
# Making a PC Booking

## Making a User Booking

Before making a PC booking for yourself, you should understand the following sections within the PC Booking screen:



The “Where” dialogue, shown to the left above the booking screen, allows us to change the “Site” and “Location” shown on the booking screen via the drop down arrows. A Site usually represents a building, while a Location is often a room. An example which may exist within Monash could be “Site: Seminar building” and, “Location: PC Lab 5”.



If we change the Site and/ or Location the booking screen will immediately update to display the Resources (Computers by name) in the chosen Location. Please note selecting “All” will show all Locations in the Site selected.




The “What” dialogue, shown to the centre-left above the booking screen allows us to filter the computers shown based on their “Computer Type”, by default computers of all types are shown.

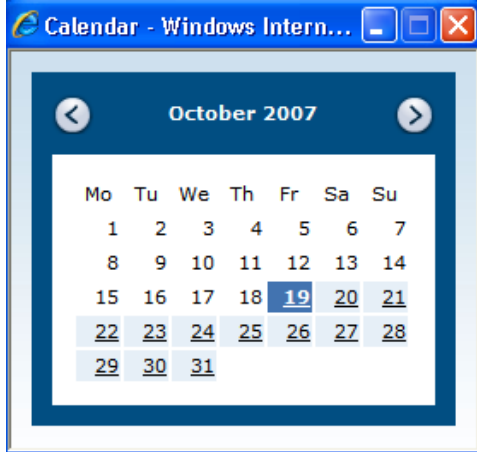


Using the drop down arrow shown above and below allows us to filter the computers shown. This only has effect if your ITS has configured the MyPC system to offer different Computer Types.

Finally, the “When” dialogue allows you to change the date shown on the booking screen. If the date shown is today or tomorrow’s date then words “Today” or “Tomorrow” will be shown above the date in question.



It is possible to change the date shown on the booking screen by navigating forwards and back using the arrow buttons  and  above. You can use the  icon to display the calendar dialogue shown below. This allows you to select an alternative booking date.



Today’s date is highlighted in dark blue, while light blue represents dates that are available for booking. Clicking the desired available date will close the calendar and update the booking screen to display the date in question.

To make a booking you simply click on a free white slot. In the following example we will make a booking for “Nick” on PC 1 from 11:50 to 13:40. We start by clicking the slot in question. Note: each block is 15 minutes therefore ensure correct “End Time” is entered.



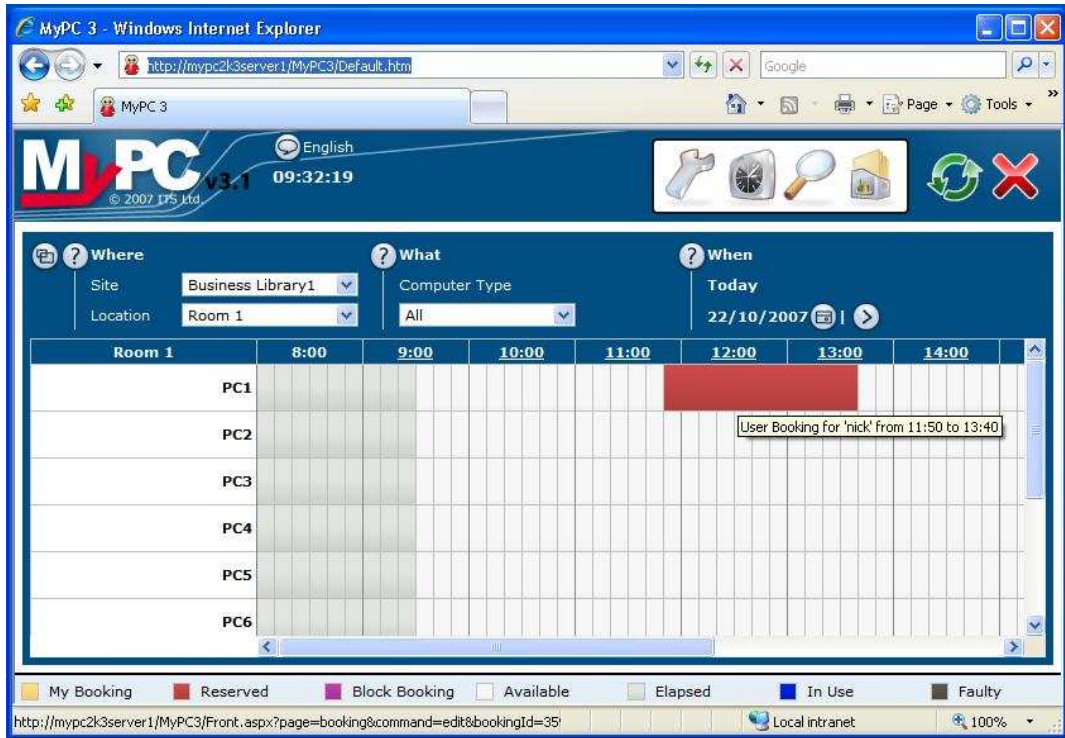
This will start the booking wizard, as below

Resource	<b>PC1</b>
Booking for	<input checked="" type="radio"/> User <input type="radio"/> Self
User Name	<input type="text"/>
Date	22/10/2007
Start Time	11:50 ▼
End Time	12:00 ▼
Recurring Bookings	<input type="checkbox"/>
Print booking receipt	<input type="checkbox"/>

The booking wizard allows us to make a booking for oneself, by clicking the “Self” radio button, or for another user by entering their user name. We can also search for the user to book for by clicking on . Clicking the down arrow next to the start and end time boxes allows us to change the times that the booking will start and end. Clicking the recurring bookings box will allow us to make the booking repeat for a number of days, weeks or months, but we will cover that later. Clicking on the “Print booking receipt” box will print a receipt for the booking once it has been saved successfully.

Resource	<b>PC1</b>
Booking for	<input checked="" type="radio"/> User <input type="radio"/> Self
User Name	<input type="text" value="nick"/>
Date	22/10/2007
Start Time	11:50 ▼
End Time	13:40 ▼
Recurring Bookings	<input type="checkbox"/>
Print booking receipt	<input type="checkbox"/>

Clicking “Save” completes this process and the booking screen will update to display the new booking as shown below.



If it has not been possible to save the booking you will be presented with the reason at this stage. Possible reasons might include that someone has already booked the computer in question, whilst you were making the booking, the computer might have been marked faulty, whilst you were making the booking, the student in question is banned (encumbered), or the student already has a booking on another computer, perhaps in a different Location, at the desired time.

The following screenshots show the booking wizard refusing to make a booking because the computer has been marked faulty.



You will, also be warned if you break any the rules or if the booking is longer than what is allowed (i.e. 1 to 2 hours).

## Making a Recurring User Booking

We will now repeat the process of making a booking but this time we will create a recurring booking.

We click on a free slot, which starts the booking wizard. This time we will make a recurring book for “jay”.




The screenshot shows a 'Booking Properties' dialog box with the following fields and values:

- Resource: PC2
- Booking for:  User,  Self
- User Name: jay
- Date: 22/10/2007
- Start Time: 10:40
- End Time: 11:40
- Recurring Bookings:
- Recurring Type:  Daily,  Weekly - Monday,  Monthly On 22
- Recurring End Date: (empty)
- Print booking receipt:

Buttons: Save, Cancel

We enter the user name, “jay”, select the start and end times and then clicking the Recurring Bookings check box. This will then cause the Recurring Type options to appear of Daily, Weekly or Monthly. In our example we will choose Daily.

In all options it is necessary to select the Recurring End Date by click the  button, which launches the calendar dialogue.



The screenshot shows a 'Calendar' dialog box for October 2007. The calendar grid is as follows:

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The date 22 is highlighted in blue.

Selecting the required end date closes the calendar and updates the booking wizard accordingly.

Booking Properties - Windows Internet Expl...

Resource: PC2

Booking for:  User  Self

User Name: jay

Date: 22/10/2007

Start Time: 10:40

End Time: 11:40

Recurring Bookings:

Recurring Type:  Daily  Weekly - Monday  Monthly On: 22

Recurring End Date: 31/10/2007

Print booking receipt:

Save Cancel

Before making the booking the booking wizard will display any warning messages where applicable. In the following example we can see that one of our recurring bookings falls on a day which is marked as “Non working days”. Clicking “Save” will create the recurring booking for all days *except* those shown in the warning box. Clicking “Save” completes the operation. (see below)

Booking Properties - Windows Internet Expl...

Resource: PC2

Booking for:  User  Self

User Name: jay@gaia

Date: 22/10/2007

Start Time: 10:40

End Time: 11:40

Recurring Bookings:

Recurring Type:  Daily  Weekly - Monday  Monthly On: 22

Recurring End Date: 31/10/2007

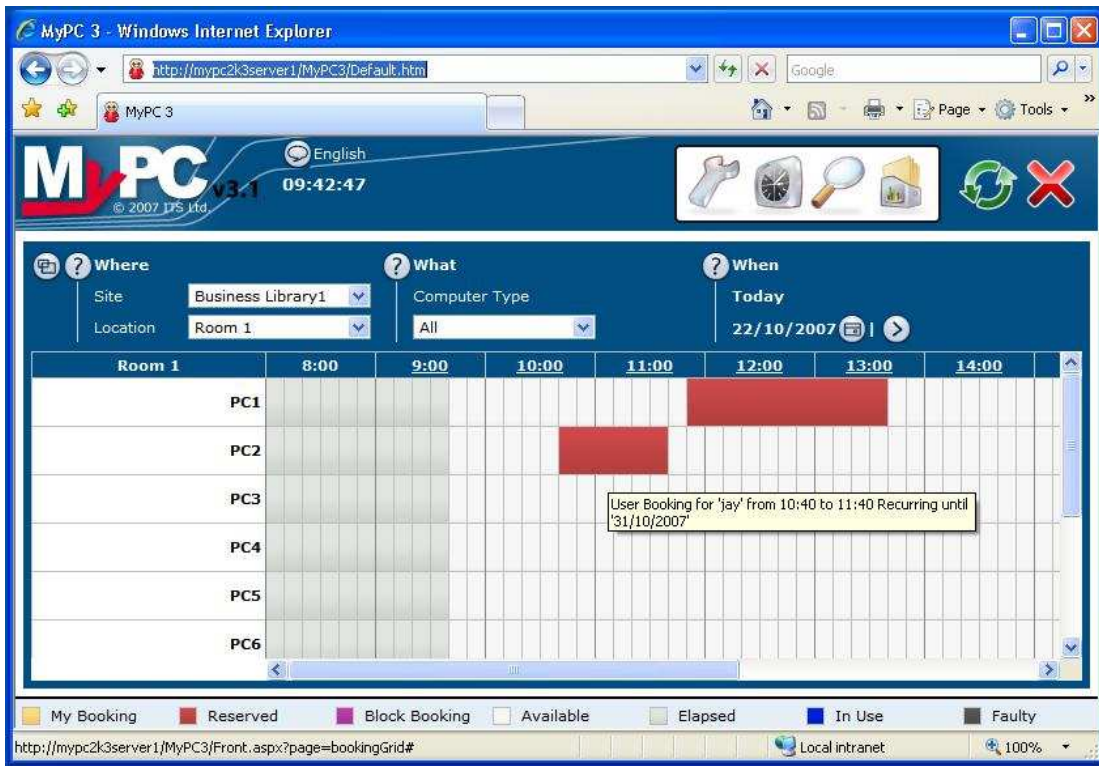
Print booking receipt:

**Validation summary**  
Click Save if you want to save the booking anyway

28/10/2007 Non working day!

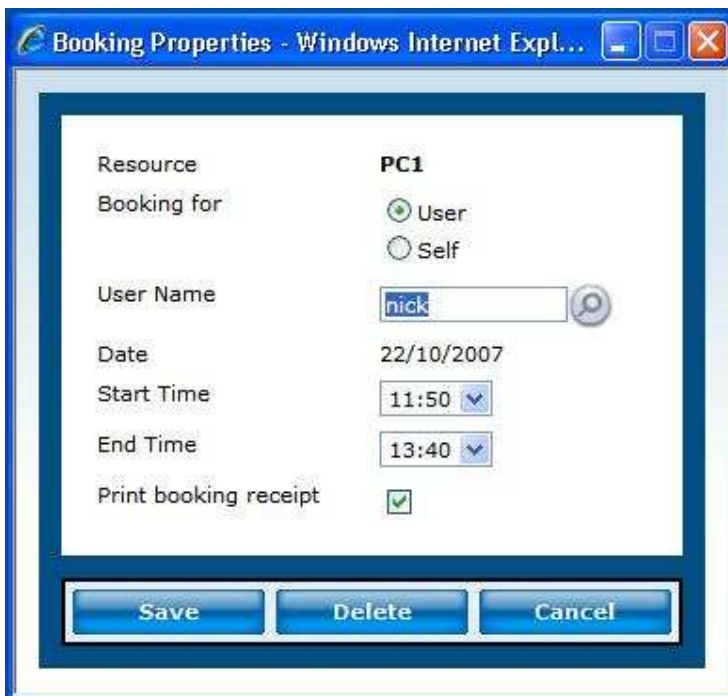
Save Cancel

After clicking “Save” the booking screen will update to show the recurring booking. Checking the recurring booking via hovering over the red slot will display a tool tip that states the date until which the booking will recur. (see below)



### Creating a Booking Receipt

When making a booking clicking the “Print booking receipt” dialogue will automatically print out a booking receipt once the wizard has completed the booking process.



After clicking “Save” the standard print dialogue will be shown.

Clicking “Print” sends the job to your desired printer.

## Editing or Deleting a User Booking

To edit an existing booking simply click on the booking shown on the booking screen. If the booking is *not* a recurring booking then the booking wizard will be immediately shown with the details of the booking.



The screenshot shows a 'Booking Properties' dialog box with the following details:

Resource	PC1
Booking for	<input checked="" type="radio"/> User <input type="radio"/> Self
User Name	<input type="text" value="nick"/>
Date	22/10/2007
Start Time	11:50
End Time	13:40
Print booking receipt	<input type="checkbox"/>

Buttons: Save, Delete, Cancel

You can then edit the start and end times as required. Alternatively clicking “Delete” cancels the booking and removes it from the system.

## Editing or Deleting a Recurring Booking

To edit or delete a recurring booking simply click on any booking that is part of the recurring booking. The following dialogue will then be shown.



The screenshot shows a context menu with the following options:

- Edit Occurrence
- Edit Recurring

Selecting “Edit Occurrence” allows you to edit solely that day’s booking and does not affect any other booking in the series. Selecting “Edit Recurring” allows you to edit all booking in the series.

Selecting “Edit Occurrence” produces the following dialogue, which allows you to edit *only* that day’s part of the recurring booking.



The screenshot shows a window titled "Booking Properties - Windows Internet Expl...". The dialog box contains the following fields and controls:

Resource	PC2
Booking for	User
User Name	jay@gaia
Date	22/10/2007
Start Time	10:40
End Time	11:40
Print booking receipt	<input type="checkbox"/>

At the bottom of the dialog box are three buttons: "Save", "Delete", and "Cancel".

Selecting “Edit Recurring” produces the following dialogue allowing you to edit that part of the recurring booking in one go.



The screenshot shows a window titled "Booking Properties - Windows Internet Expl...". The dialog box contains the following fields and controls:

Resource	PC2
Booking for	<input checked="" type="radio"/> User <input type="radio"/> Self
User Name	<input type="text" value="jay@gaia"/>
Date	22/10/2007
Start Time	10:40
End Time	11:40
Recurring Bookings	<input checked="" type="checkbox"/>
Recurring Type	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly - Monday <input type="radio"/> Monthly On <input type="text" value="22"/>
Recurring End Date	<input type="text" value="31/10/2007"/>
Print booking receipt	<input type="checkbox"/>

At the bottom of the dialog box are three buttons: "Save", "Delete", and "Cancel".

Refer to the section on “Making a recurring user booking”.