
User Manual

for

Rail Skills Centre - Victoria Booking Manager Training Provider Users

Version 1.0

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1. Introduction

1.1 System Requirements

1.1.1 Client Side System Requirements

Client side:

- A PC or MAC running a supported operating system (see Section 1.1.4 below)
- Supported internet browser (see section 1.1.3 below)
- Broadband or 56k dialup internet connection

1.1.2 Minimum Hardware Requirements

Client side:

- 300 MHz CPU
- 128 MB RAM

1.1.3 Supported Internet Browsers

Users should be able to use the database through any of the following internet browsers:

- Internet Explorer 8
- Safari 3.x and 4
- Mozilla Firefox 3.x

1.1.4 Supported Operating Systems

Any Windows or MAC operating system capable of running the above mentioned browser software is supported operating system.

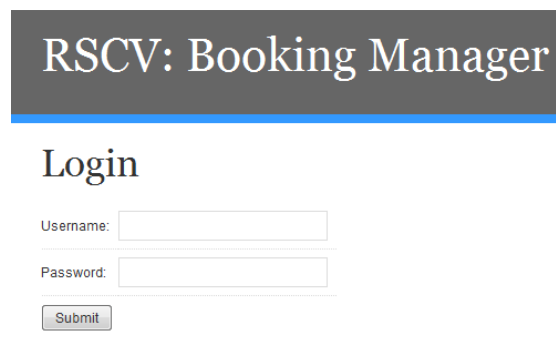
Any other platforms that are incompatible with the browsers above are not supported.

2. Using the RSCV Booking Manager

2.1 Logon process

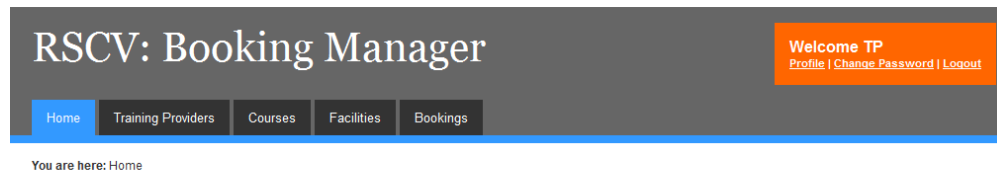
To access RSCV Booking Manager:

1. Go to www.railskillscentre.com.au, click on Bookings tab in the left hand side navigation area and then follow the link to the Booking Manager.
2. Enter your login details in the required fields and then click 'Submit' (shown below).



The screenshot shows the login interface for the RSCV Booking Manager. At the top, there is a dark grey header with the text "RSCV: Booking Manager" in white. Below the header, the word "Login" is displayed in a large, dark font. Underneath, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. A "Submit" button is located below the password field.

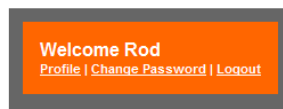
Successful login will bring you to the Booking Manager homepage which will allow you to access different tabs and functions of the database.



Welcome to RSCV Booking Manager !

2.2 Personal Details

User can change his/her personal details through the orange dialog box located in the upper right corner of the Booking Manager.

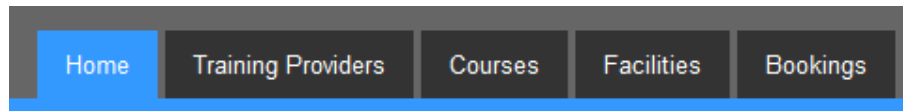


User can use 'Profile' and 'Change Password' links for that purpose.

2.3 Training Providers Tab

The Training Providers tab allows users to view and manage account details of their training provider institution.

This tab is located next to the Home tab (see below).



You are here: Home

2.3.1 Editing a Training Provider Account

To edit a training provider account details access the Training Provider tab and click on 'Edit' button.

State	Status	
VIC	√	Edit

After doing that user will be able to edit any of the details previously entered for that particular training provider.

Edit Training Provider

[« Back to Training Providers List](#)

Name:*

Contact Person:*

Email:*

Phone:*

Fax:

Address Line 1:*

Address Line 2:

Suburb:*

State:* ▼

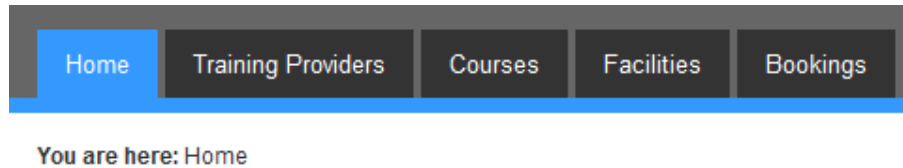
Postcode:*

or [Cancel](#)

2.4 Courses Tab

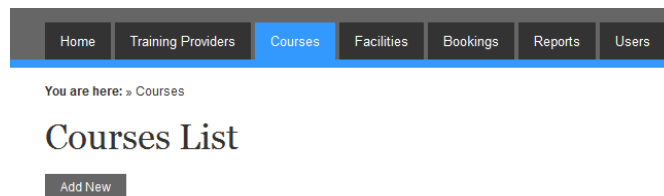
The Courses tab enables training provider users to create new courses and to manage existing ones.

This tab is located next to the Training Providers tab (shown below).

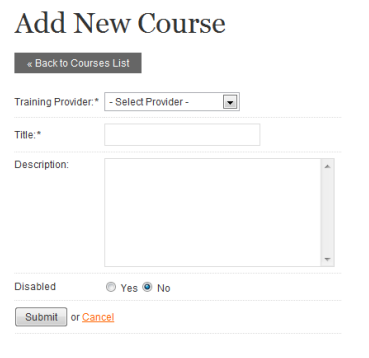


2.4.1 Creating a New Course

To create a new course access the Courses tab and then click on 'Add New'.



Complete the online form and click on 'Submit'. Mandatory fields are marked by asterisk (*) symbol.



A screenshot of the 'Add New Course' form. At the top, there is a link '« Back to Courses List'. The form contains the following fields: 'Training Provider*' with a dropdown menu showing '- Select Provider -'; 'Title*' with a text input field; 'Description:' with a large text area; and 'Disabled' with radio buttons for 'Yes' and 'No', where 'No' is selected. At the bottom, there are 'Submit' and 'Cancel' buttons.

2.4.2 Editing/Disabling a Course

To edit or disable a course access the Courses tab and click on 'Edit' button located in the last cell of each row in the list of current courses.

Status	
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete

After doing that user will be able to edit any of the details previously entered for that particular course or even disable that course to prevent future bookings.


Edit Course

[« Back to Courses List](#)

Training Provider: **HRD Integrated Services**

Title:*

Description:

Disabled Yes No 

or [Cancel](#)

2.4.3 Deleting a Course

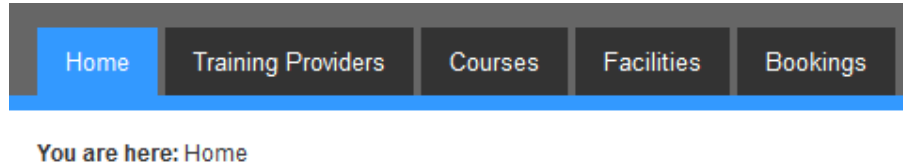
To delete a course access the Courses tab and click on ‘Delete’ button located in the last cell of each row in the list of current courses.

Status	
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete
√	Edit Delete

2.5 Facilities Tab

The Facilities tab enables users to view details about RSCV rooms and sectors.

This tab is located next to the Courses tab (shown below).



2.5.1 Viewing a Facility

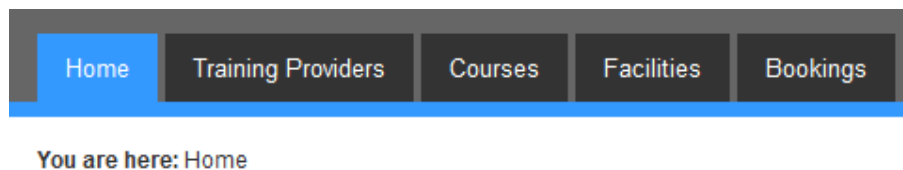
To view a facility access the Facilities tab and click on 'View' button located in the last cell of each row in the list of current facilities.

Status	Action
√	View
√	View
√	View
√	View
√	View
√	View
√	View
√	View
√	View
√	View

2.6 Bookings Tab

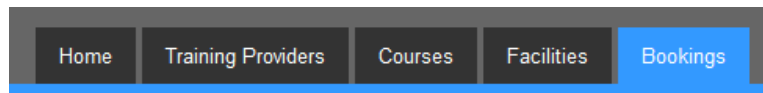
The Bookings tab has been designed to allow users to create new bookings and to manage existing ones.

This tab is located next to the Facilities tab (shown below).



2.6.1 Creating a New Booking

To create a new booking go to the Bookings tab and then click on 'Add New'.



You are here: » Bookings

Bookings Search

Add New

STEP 1: Enter a course

Add New Booking

« Back to Bookings List

Step 1: Select Course

Step 1 Step 2 Step 3 Step 4

Training Provider:*

Course:*

Next

Note: Names of existing active courses will start appearing in a drop down box as you type in or if you use arrow key which is pointing down on your keyboard (see below).



STEP 2: Find available facilities

In this step you can find RSCV rooms and sectors that are available for bookings within specified period of time.

Add New Booking

[← Back to Bookings List](#)

Step 2: Select Facility

Step 1 Step 2 Step 3 Step 4

Training Provider: Rod Ryan
Course: Test

Date Range: From To

Facility type:

Facility Name:

After entering some of the parameters user can click on the ‘Find Available Facilities’ button to see available facilities.

Add New Booking

[← Back to Bookings List](#)

Step 2: Select Facility

Step 1 Step 2 Step 3 Step 4

Training Provider: Rod Ryan
Course: Test

Showing [1-1] of 1 records

Name	Type	Fee	
Boardroom	Room	\$50.00	<input type="button" value="Book"/>

Showing [1-1] of 1 records

Boardroom

Fee: \$50.00 AUD

Boardroom

- a) Clicking on the facility name will allow user to see all details about that facility including images (if any)
- b) Clicking on the ‘Book’ button will allow user to proceed to the next step

STEP 3: Select Booking Dates and Time Periods

In this step users can select dates and day periods for their bookings by ticking appropriate checkboxes. This step will be completed by clicking on the ‘Submit’ button.

Add New Booking

[« Back to Bookings List](#)

Step 3: Select Booking Dates

Step 1 Step 2 **Step 3** Step 4

Training Provider: Rod Ryan
 Course: Test

Facility: Boardroom

Availability Calendar

February 2011																															
	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			
Morning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Afternoon	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Evening	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Submit

Note: A box with a grey tick represents room/sector booked by another provider.

FINAL STEP: Booking Confirmation

In this step users will need to agree to the cancelation disclaimer and then they will be able to submit their booking(s).

Add New Booking

[« Back to Bookings List](#)

Final Step: Confirm Booking

Step 1 Step 2 Step 3 **Step 4**

Training Provider: Rod Ryan
 Course: Test
 Facility Type: Room
 Facility: Boardroom

Selected Dates for Booking:

- 18/02/2011 - Morning

Disclaimer:

The booking fees are calculated and charged in the following way:

a) If the booking was made and was not cancelled prior to the day of the booking the full fee for that room/sector will apply.

b) If the booking is cancelled and number of days prior to the day of the booking is greater than 7 days, no cancellation penalty will apply.

Accept Disclaimer:

Submit Booking

After clicking on 'Submit Booking' the booking will be made and confirmation email sent to the training provider.

2.6.2 Searching Bookings

The system allows users to search existing bookings by accessing the Bookings tab. The search output will depend on the selected search parameters. For example: If those parameters are left as default the system will display all bookings in the database entered for that particular training provider.

Bookings Search

[Add New](#)

Training Provider:

Room/Sector:

Date Range:

Records per page:

[Search](#)

Note: Leaving all field as default will result in displaying all bookings.

Note: Search results can be printed by clicking on the ‘Print’ button.

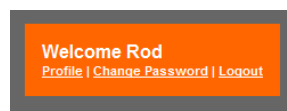
2.6.3 Viewing/Cancelling a Booking

After the bookings search output is displayed users can view or cancel a booking by clicking on the relevant button located in the last cell of each row in the list of bookings.

Fee	Action
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel
\$ 50.00	View Cancel

2.7 Logout Process

User can log out of his/her account using the ‘Logout’ link inside the orange dialog box located in the upper right corner of the Booking Manager.



3. Using the RSCV Training Calendar

To access RSCV Training Calendar go to www.railskillscentre.com.au, click on Training Calendar tab in the left hand side navigation area and then follow the link to the calendar.

The Training Calendar will allow you to select range of dates and display RSCV bookings for that time period.

The screenshot shows the 'RSCV: Booking Manager' header in a dark grey box with white text. Below this is a blue horizontal line. The main heading is 'Training Calendar' in a large, black, serif font. Underneath the heading is a dark grey button labeled 'Home'. Below the 'Home' button is the 'Date Range:' label, followed by two input fields. The first input field is labeled 'From' and the second is labeled 'To'. Below the input fields is a grey button labeled 'Generate Calendar'. A blue horizontal line is positioned below the 'Generate Calendar' button.