

ACCUTRACK COMPUTER RESERVATIONS SCREEN

When you click on Computer Reservations from the Main Menu, you will see the following options:

- **Computers:** Use to create computer names that are then used for you to reserve time for students.
- **Computer Reservations:** Allows you to see allocate computer use to students for the computers you have created.

COMPUTERS

Purpose: This area was designed to keep a list of computers that will be used to record reservations manually accepted by staff.

How to Access: From **System Administration**, click on **Computer Reservations > Computers**.

AccuSQL - Build 20.0.0

Close Computers

Computer Description

- Acer A4598 [Computer 03]
- Dell Z8996B [Computer 02]
- Dell Z990G6 [Computer 01]

Description

Acer A4598 [Computer 03]

Add Delete Edit

Adding Computers

Follow these steps to add computers to the system.

1. Click the **Add** button to add a new computer name. The names you create here will be in the list of computers that will be available to reserve for students.
 - To edit an existing computer, click on it in the list at the top and then click the **Edit** button.
2. After you are done, click the **Save** button to finalize this process.

COMPUTER RESERVATIONS

Purpose: This section allows you to assign Students to a Computer so that they can reserve a specified date and time period.

How to Access: From **System Administration**, click on **Computer Reservations > Computer Reservations**. When you first open the screen, you will see a Computer drop-down box. Click to select the computer you want to view or add a reservation, and then click the Go button. You can also filter on a particular date range by using the Period filters on the left of the screen.

AccuSQL - Build 19.0.0

Close Computer Reservations

Period: This Week

From: Mon, Dec 17, 2018, 12:00 AM

To: Sun, Dec 23, 2018, 11:59 PM

Computer: Dell Z990G6 Go

Date	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10
Mon, Dec 17, 2018																
Tue, Dec 18, 2018																
Wed, Dec 19, 2018																
Thu, Dec 20, 2018																
Fri, Dec 21, 2018																
Sat, Dec 22, 2018																
Sun, Dec 23, 2018																

Thursday, December 20, 2018 [08:45 AM - 09:45 AM] Tutor: Student: Steffanie Graff-Rapoza

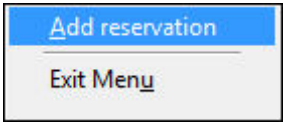
The time blocks are colored red are reserved blocks. The light

gray blocks are available.

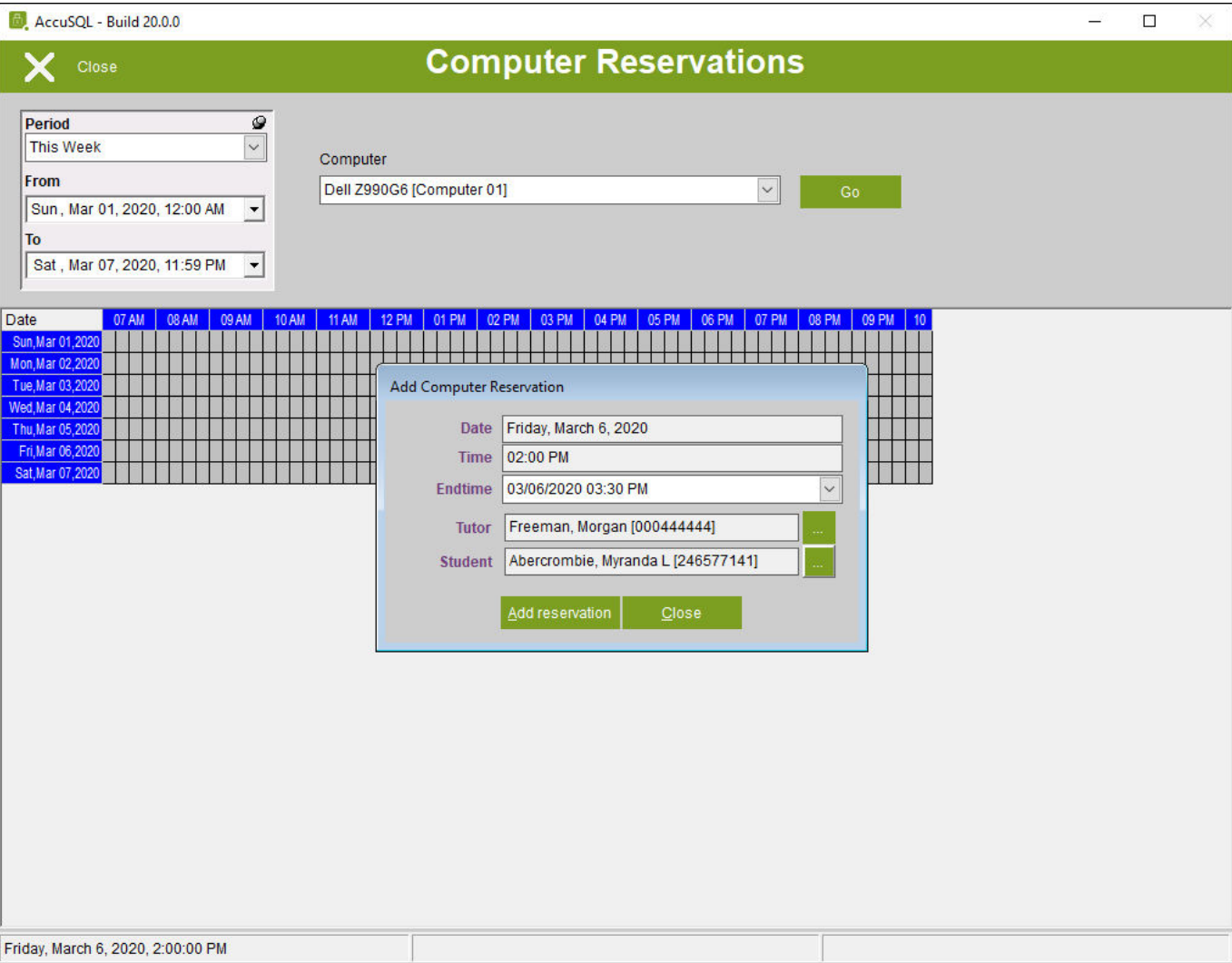
Adding a Computer Reservation

Computer reservations are only available to be added for dates and times in the future. So for example, if you are displaying the current week and it is Friday, you would not be able to schedule a reservation for an earlier day in the week.

To add a reservation, click on the block of time for the Date you want in the grid. A pop-up box will appear. Click **Add Reservation**.



Now you will see the Add Computer Reservation box. In this box, the start date and time will automatically be filled in based on the block you picked from the grid. From the drop-down box, select then end time for the reservation, and the tutor (optional) and student for whom you are making the reservation.



Click **Add Reservation** to add it to the grid. You will see that block of time reserved now in the

Computer Reservations grid.

AccuSQL - Build 20.0.0

Close

Computer Reservations

Period

This Week

From

Sun , Mar 01, 2020 , 12:00 AM

To

Sat , Mar 07, 2020 , 11:59 PM

Computer

Dell Z990G6 [Computer 01]

Go

Date	07 AM	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM	06 PM	07 PM	08 PM	09 PM	10
Sun, Mar 01, 2020																
Mon, Mar 02, 2020																
Tue, Mar 03, 2020																
Wed, Mar 04, 2020																
Thu, Mar 05, 2020																
Fri, Mar 06, 2020																
Sat, Mar 07, 2020																

If you move your mouse over a reserved, slot, you will see the details for that reservation in the status bar at the bottom of the Computer Reservations screen.

Thursday, December 20, 2018 [08:45 AM - 09:45 AM]	Tutor:	Student:Steffanie Graff-Rapoza
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If you click on a reserved block, you will see options to remove the reservation or to expand or shrink the time for the reservation. Click the option you want from the options available.

Remove reservation

Expand or Shrink reservation

Exit Menu

Computer Reservations do not have any Setup Options since all setup is handled through the main screen directly.

From:

<https://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:

<https://www.attendance-tracking.com/docs/doku.php/accutrack/fullmanual/computer-reservations-screen>

Last update: **2020/03/05 15:12**

