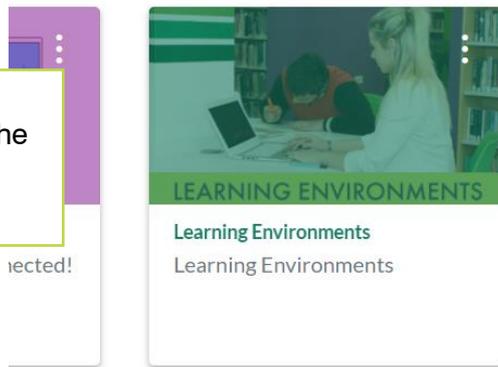


GUIDE TO BOOKING A PC

In this guide you will see how you can book a PC to use in the Learning Environments.

Go to your ALO dashboard. Scroll down and you will see the Learning Environments tile, which you need to click on.



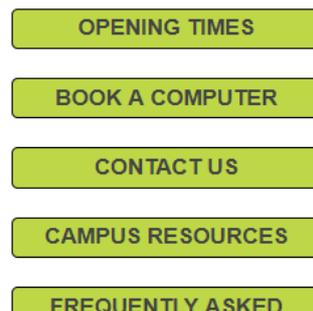
1.  



2.

On the right of the page you will see a number of buttons. Click on **Book a Computer**.

3.



Current time: 14:33
Not logged on

Input login information

Login
Please read the instructions to the right (under the ['Instructions'](#) title).

Username:
72121092

Password:

Extend login time to web interface from 20 to 200 minutes.

Login

Instructions
Welcome to netloan reservation system. Please enter your card no and pincode. If you don't have a card no or don't remember your pincode please contact someone who knows.

Extend login expiration time
Once you are logged on you will be automatically logged off after twenty minutes of inactivity. You can extend the login time to ten times the normal time by enabling 'Extend login time'.

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Once in the login screen of our booking system, put in your username, which is your college ID number, and your college password and click **login**.

4.

Current time: 14:34
Logged on as: 72121092_Log_off

Home page

Home page
Please read the instructions to the right (under the ['Home page instructions'](#) title).

Your future reservations

Items per page: 20

Tasks	Time	Site	Unit group	Units
No reservations				

< Previous page Next page >

Welcome to netloan
Choose the reservations menu to reserve a computer. A wizard ('Reservation wizard') will then guide you through to create a new booking.
A graphical alternative to create a reservation is located under the menu 'Reservations' and the submenu 'Reservation grid'.

Note
'Reservation grid' is less accessible than the 'Reservation wizard'.

Home page instructions
Under ['Your future reservations'](#) to the left you will find your future reservations.
You can view or alter a reservation in 'Reservation wizard' or 'Reservation grid' by selecting the corresponding task in the table. You can also delete reservations that are no longer required.

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[Reservation wizard](#)
[Reservation grid](#)

Here, you will see your homepage. Scroll down and on the right you have two options on how you can reserve a PC. You can use the **Reservation Wizard** which will guide you through the process step by step, or you can use the **Reservation Grid**.

5.

Wokingham College (B)

[View later](#)

18:00	20:00	22:00	+

Reservation tasks

Select date
Date
27/08/2020

Change location
Enter new site ([select from list](#))
Bracknell and Wokingham Colle

Select new unit group
B

Start
16:00

Finish
18:00

Create

Choose the date you need from the **Reservations Tasks** box on the right. Also check you have selected your college.

6.

[Zoom out](#) Normal [Zoom in](#)

Using the **Reservation Grid**, you can click on a free slot which will turn yellow.

7.

Wokingham College (B)

8. [Zoom out](#) Normal [Zoom in](#)

Reservation tasks

Select date
Date: 27/08/2020

Change location
Enter new site: [\(select from list\)](#)
Bracknell and Wokingham College

Select new unit group
B

Create reservation
Card number: 72121092
Selected unit: B09
Start: 16:00 Finish: 18:00

You can scroll through the drop down menu which says **Unit Groups** to find a free slot if all PCs are booked. These are banks of PCs in the Learning Environments and over time you will get to know which PCs are where.

The time and computer number will be entered into the **Reservation tasks** box for you.

Edit the finish time if you need to in the task box.

When the details are correct click **Create** to make the booking.

Click on the **Home** tab to see your reservations, where you can edit or delete your reservations.

Home page

Please read the instructions to the right (under the '[Home page instructions](#)' title).

Your future reservations

Items per page: 20

Tasks	Time	Site	Unit group	Units
	28/08/2020 10:00 - 12:00	Bracknell and Wokingham College	B	B09

Reservations 1-1 of 1 [< Previous page](#) [Next page >](#)

9.

Welcome to netloan

Choose the reservations menu to reserve a computer. A wizard ('Reservation wizard') will then guide you through to create a new booking.

A graphical alternative to create a reservation is located under the menu 'Reservations' and the submenu 'Reservation grid'.

Note

When using our PC booking system, there are a few things you should know.

- **You must have a booking to use a PC in the Learning Environments. You will not be able to simply walk in and sit down and use a PC.**
- **You cannot book more than two sessions per week. If this creates a problem for you, speak to your tutor, who can speak to us.**
- **You can book a session up to two weeks in advance.**
- **You may be able to stay an extra hour on your PC if no one has booked that PC after your slot. When you come to the end of your two hours, your PC will ask you if you want to stay longer and if you do, you can simply decide to accept and do that.**
- **We ask you to please make a note of your booking. For example, which computer you're using. Then, when you walk into the Learning Environment, you can go straight to your PC.**
- **You will need to clean your PC or Laptop before you use it.**