Frequently Asked Questions

✳ **University of Brighton**

Q. How do I access the PC Bookings system?
A. The quickest way is to go to https://pcbookings.brighton.ac.uk from a computer or mobile device.

Q. Do I have to book a PC in advance?
A. No. Logging in automatically books that PC for 2 hours, but anyone can book it after that.

Q. Can I book a PC for the whole day in advance?
A. Yes. You can book up to 10 consecutive 2 hour sessions, up to 7 days in advance.

Q. What if I leave my computer unattended?
A. You will be automatically logged out after 15 minutes of inactivity and your booking will be cancelled. This is to promote fair use at busy times. If you are going to be longer than 15 minutes, book a PC for later and log off.

Q. If I have booked a PC for the whole day and it gets cancelled, do I lose the whole booking?
A. No. Only the current slot is cancelled (e.g. 10am – 12am), leaving it free for use by anyone during that slot.

Q. Will I lose work if I haven't saved it and I automatically get logged off?
A. Yes. Always save your work regularly.

Q. Will I have to log out and log back in at the end of each session?
A. No. Back-to-back sessions will be treated as one session. Please cancel sessions you no longer require.

Q. Can I book more than one PC at the same time?
A. No. Concurrent bookings are not allowed.

Q. What if I only booked one session but want to stay for longer?
A. If no one else has booked the PC after you, you can book additional sessions or extend your session.

Q. What if I am late for a booking I made?
A. You have 15 minutes from the start of a booking to log in before it is cancelled automatically.

Q. What if I forget which PC I booked?
A. Either check your uni email account for a receipt with the details, log in to PC Bookings and use the *My Bookings* link, or ask a member of helpdesk staff.

Q. Will I be warned before the end of my session?
A. Yes. You will receive warnings 10, 5 and 3 minutes before the end of your session.

Q. What if my PC crashes or reboots?
A. If you restart the PC, your booking will remain active for 5 minutes before it is cancelled.

Q. Can I cancel or change my own booking if I made a mistake?
A. Yes. Use the *My Bookings* page, locate your booking and left-click once for options.

Q. I received an email telling me my booking has been cancelled. Why?
A. It's most likely that the PC you booked is faulty and that a member of staff has cancelled your booking so that you can book an alternative PC. Check with the helpdesk if you're not sure.

Q. Where can I find more information about using computers at the university?
A. Students and staff can find information on all aspects of computer use at the university here:
https://staff.brighton.ac.uk/is/computing/

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pc bookings

### https://pcbookings.brighton.ac.uk

This guide serves as a quick reference and 'how to' on the most common tasks when booking a PC. If you have any questions or are having problems, please read the **FAQ** on the back page first of all, then speak to staff on the **Helpdesk** if you are still stuck.

The PC Bookings system was introduced to every University of Brighton campus at the beginning of the 2016 academic year. It is intended to promote *fair use* at busy times, so that computers are not left unattended for prolonged periods of time. You can still use a PC for a whole day if you want, but cannot leave it unattended for more than **15 minutes**. Please cancel any bookings you no longer require.

Booking a PC

Book now
Book future
Show my bookings
Delete bookings
Logoff
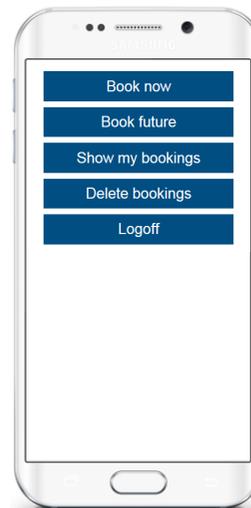
Booking via your mobile device is quick and easy. Just go to the URL at the top of this page and log in with your university username and password.

PCs can be booked at each university campus:

Eastbourne—Queenwood Library / Queenwood PC Rooms

Falmer—Library

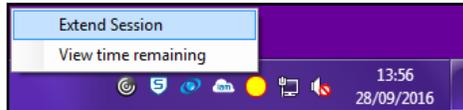**Grand Parade**—St Peters House Library

Hastings—Havelock Road Building

Moulsecoomb—Aldrich Library (Cockcroft Building)

Moulsecoomb—Watts Building

Extending Your Booking

When you log onto a PC, it is automatically booked in your name for 2 hours. In the bottom right-hand corner you will see a yellow circle. This shows how much of your session remains.

You can immediately extend your session by up to an hour by right-clicking on the icon. You can do this all day, provided no one else has booked the PC later that day.
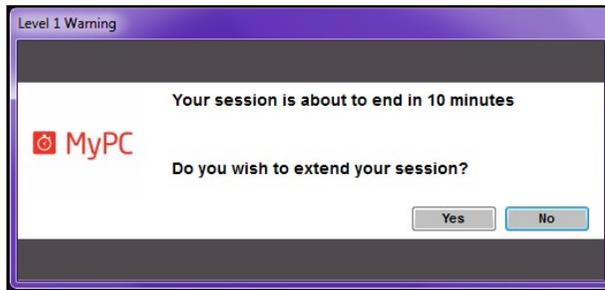
10 minutes before your session is due to end, you will receive a warning. This will also give you the option to extend your booking, if possible.

Finding a PC

You can book a PC from a device with an Internet connection. Once you are logged in, you will be able to check availability of PCs in different open access areas across the university.
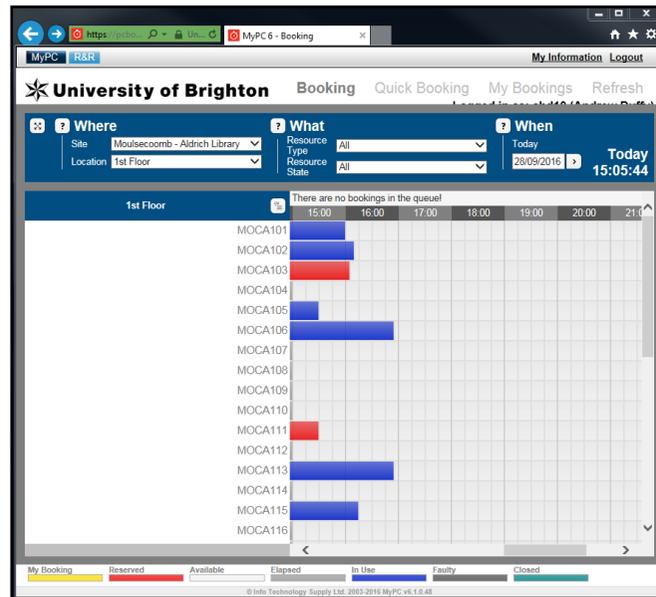
From the **Where** section, you can choose any **Site**, and **Location**. This will display all the PCs available in each area:

Blue indicates PCs in use.
Red indicates PCs that have been reserved.
Light-grey shows available time slots.

Simply click a free slot to book that PC. To book a PC on a different day, change the date in the **When** section. You can book up to 7 days in advance.


Making a Booking

When you click on an available PC, the **Booking Properties** box pops up. You can make up to 10 bookings per day and each booking can be up to 2 hours long. If you do not wish to receive an email confirming the details of your booking, uncheck the **Email booking receipt** option. Click the *Save* button to complete your booking.

If you forget the details of a booking you have made, use the **My Bookings** link from the main page.

The system can quickly locate an available PC for you if you use the **Quick Booking** page.
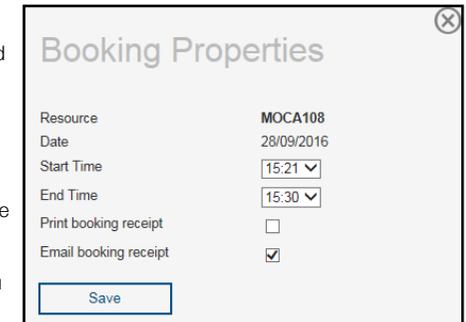
Quick Bookings

At busy times, or if you don't require a specific PC, the **Quick Booking** feature is useful. Choose a location (see the front page of this guide for a list), set a duration (up to 2 hours) , click **Find** and the system will find an available PC for you. If you wish to book that PC, click the **Yes** button to confirm your booking. You will receive an email with details of the booking.

Resource Types

All university computers have a basic set of software preinstalled on them, including: *Office 2016*, *Endnote*, *Sketchup Make*, *Firefox* and *Chrome* among others. Some PCs also have scanners and there are a number of accessibility PCs that have specialist equipment. Specialist software such as Solidworks is also available on some PCs. These can be found by finding them in the **Resource Type** dropdown list on the main screen.

Fair Usage

- If you do not log in within 15 minutes of the start of a booking, that slot is cancelled.

- Only make bookings for times that you actually need.

- Delete bookings you do not need so that other students do not have to wait.

- If you leave a PC unattended for 15 minutes, the system will automatically log you off and that slot will be cancelled.

- Always save your work either to a memory stick or to your OneDrive.

- Do not book PCs for other people, as only your username and password can be used to log in. If you need to book a PC for someone else, please speak to the Helpdesk. Logging on with someone else's account details is against the university's IT regulations.