



the kit hub

making a room booking

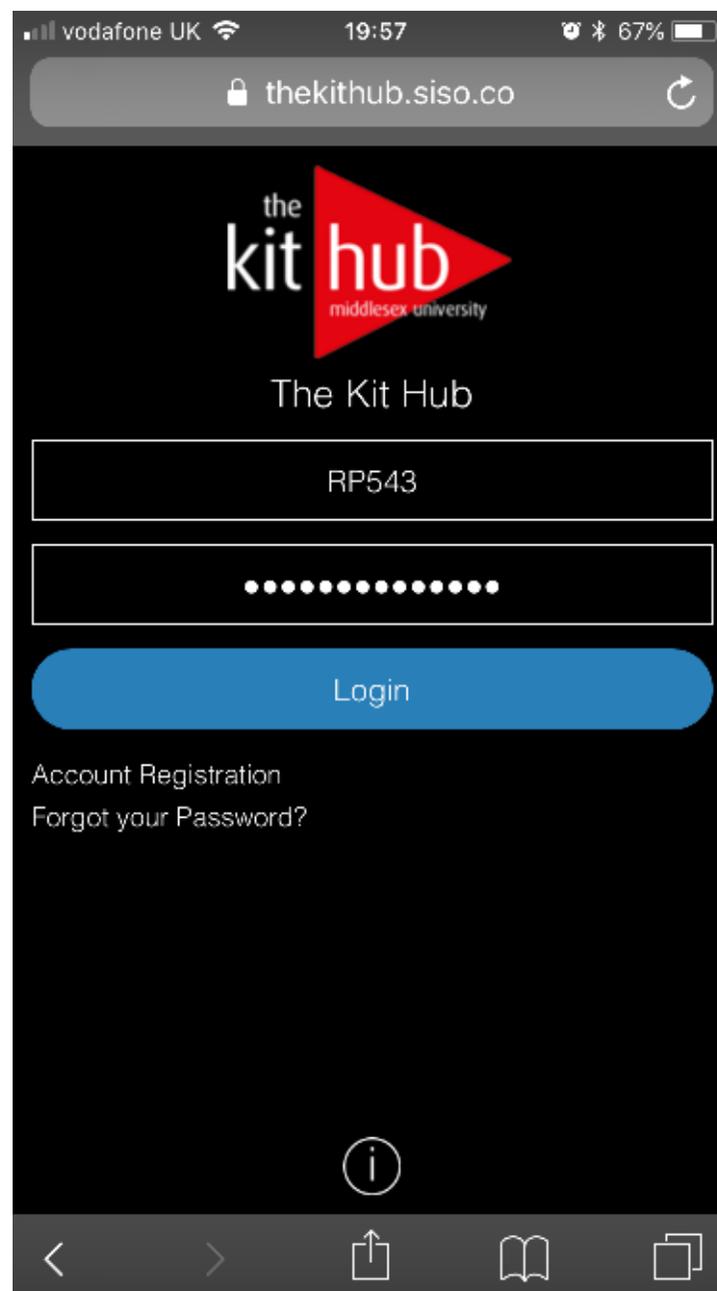
log in

Type our URL into your browser:

thekithub.siso.co

Under Username, type your IT username. If you are unsure of what this is, it should be located on the back of your student card - usually your initials, followed by numbers.

For your password, you will have been sent an email to your university email account prompting you to change password. This email will come from The Kit HUB. Follow the instructions on this to change your password. We recommend that you change it to the same password as your unihub log-in.

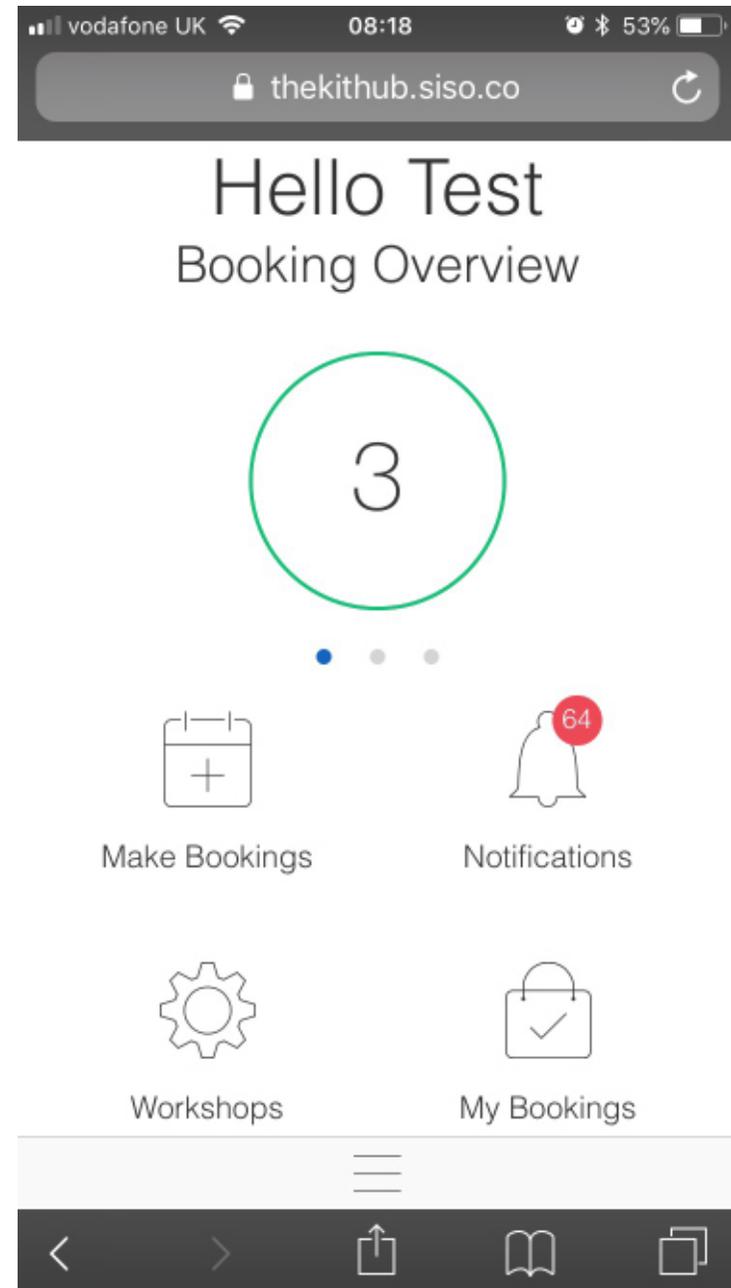


dashboard

Your dashboard allows access to make bookings, check notifications, search for workshops available to you and to check the status of your bookings.

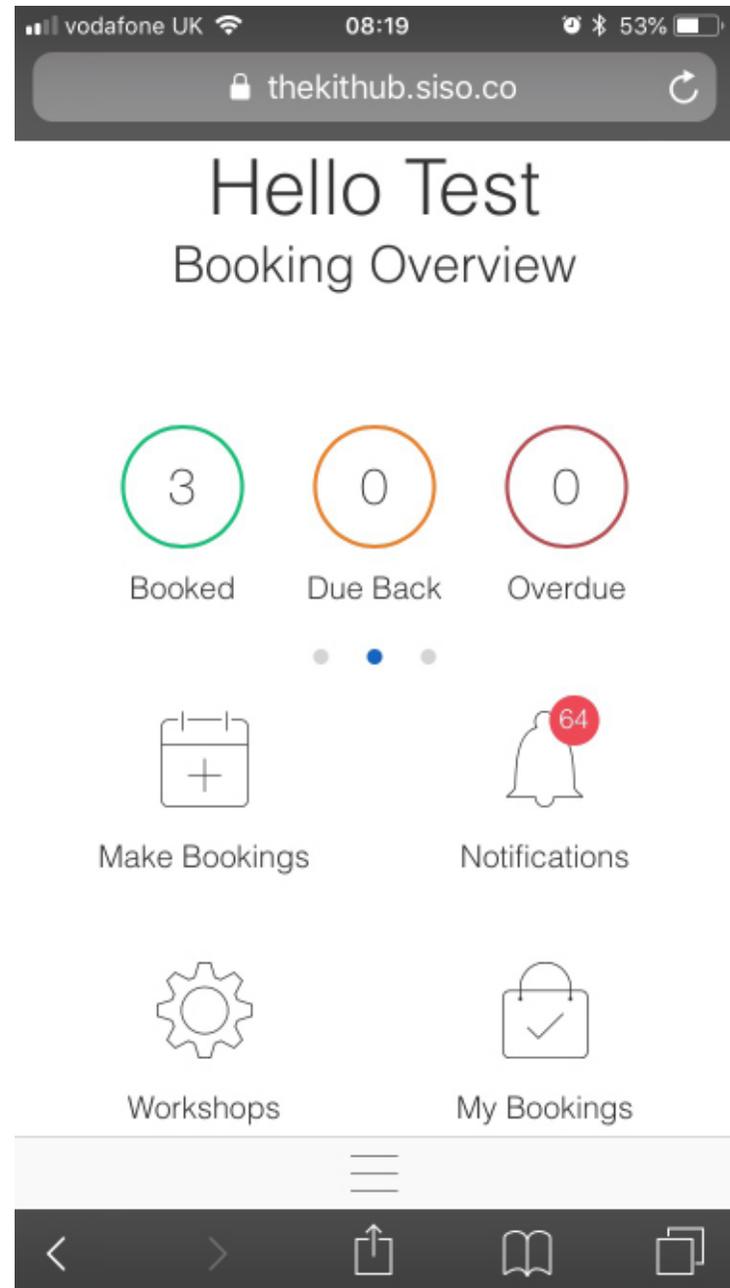
The number contained within a coloured circle will quickly tell you whether you have active bookings, if they are due back or if they are overdue.

Keep an eye out for your notifications. This will contain important information about your bookings and also any announcements made by the Kit Hub.



For this tutorial we will be showing you how to make a room booking.

First click on Make Bookings.



booking

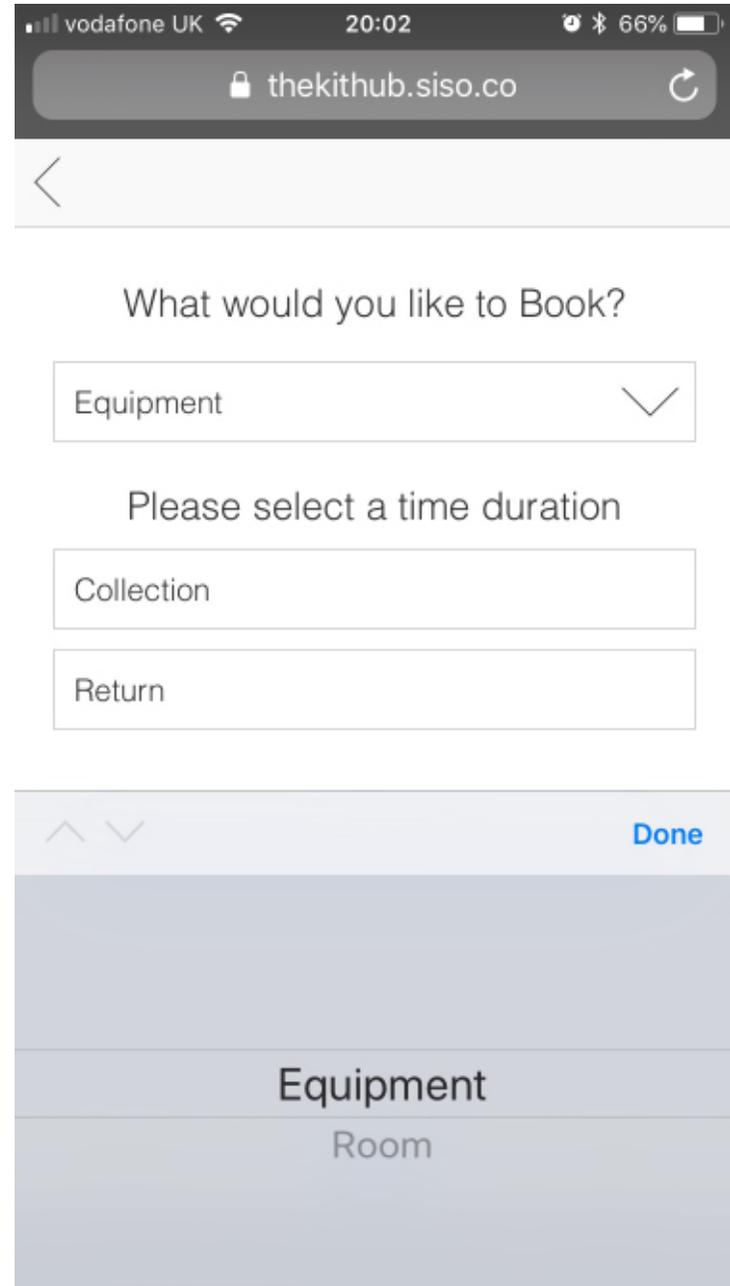
You will be prompted first with what you would like to book - Equipment or a Room.

Your equipment bookings should still be made on our website

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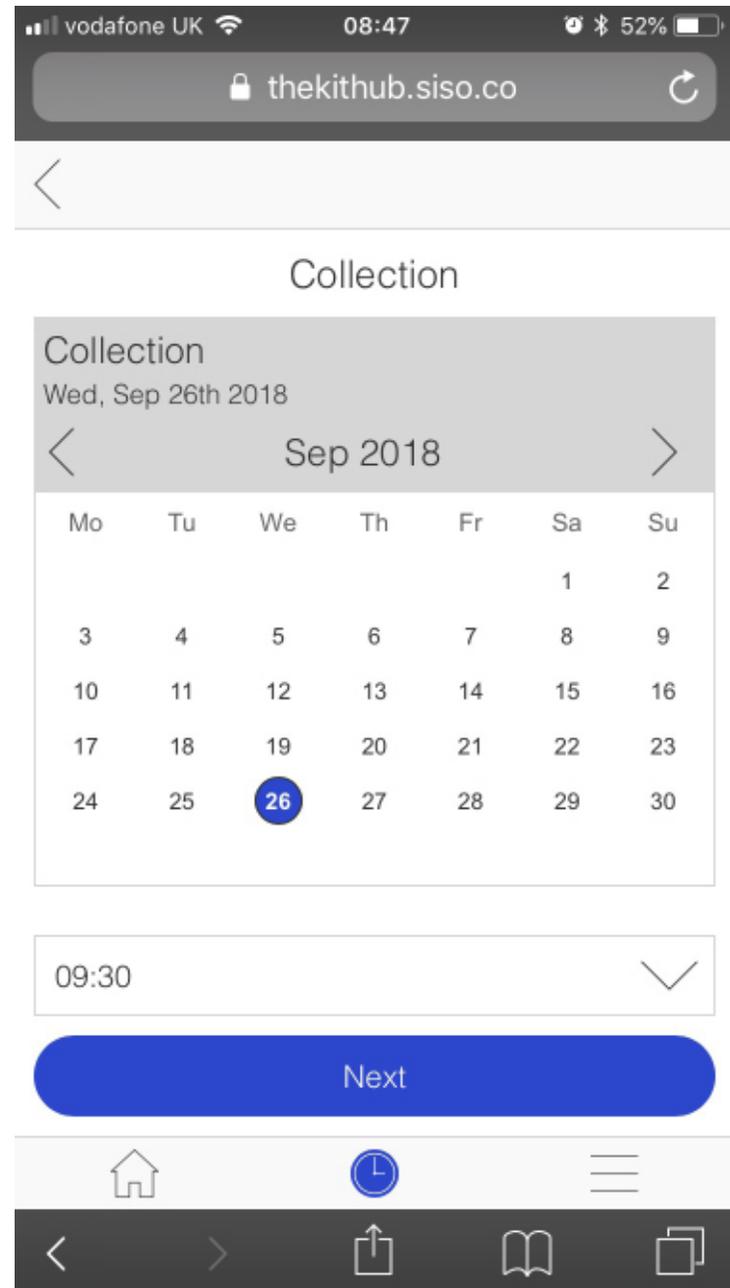
You will not see any equipment on here.

Select Room.

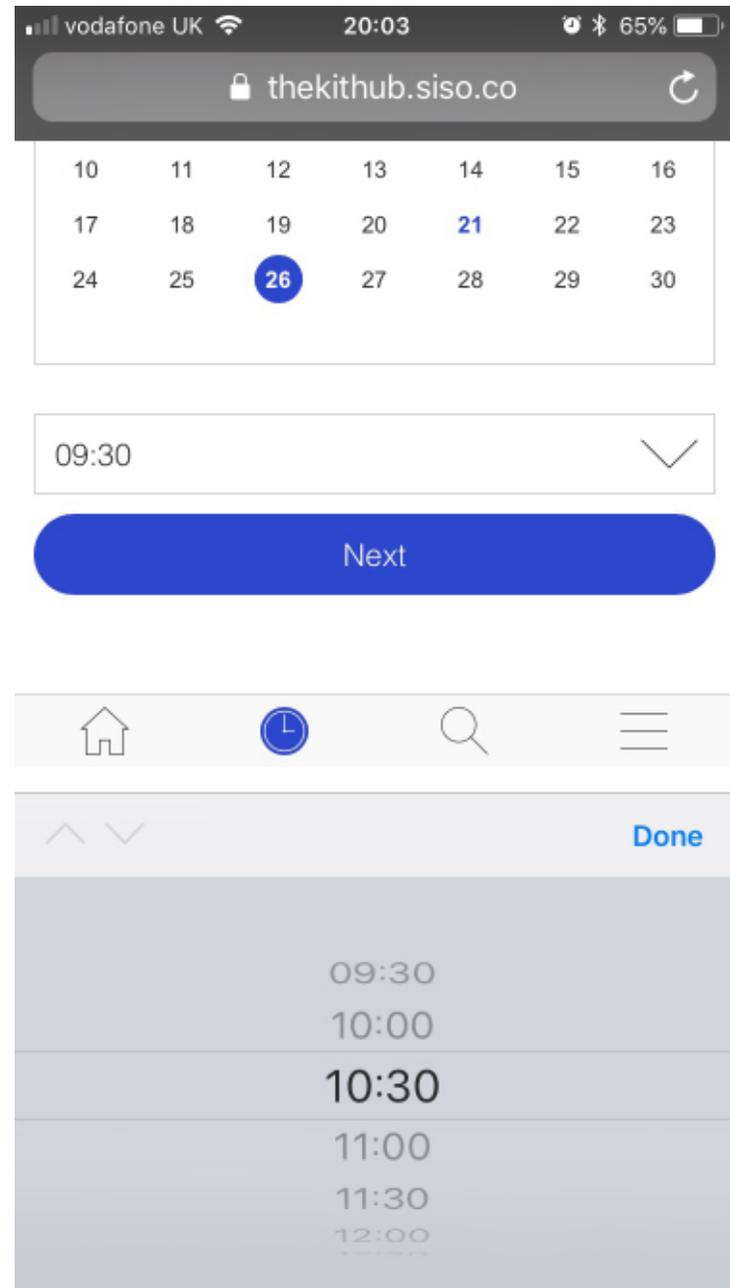


Next you will need to select a date that you would like to book the room from.

Use the calendar to select the date of collection.

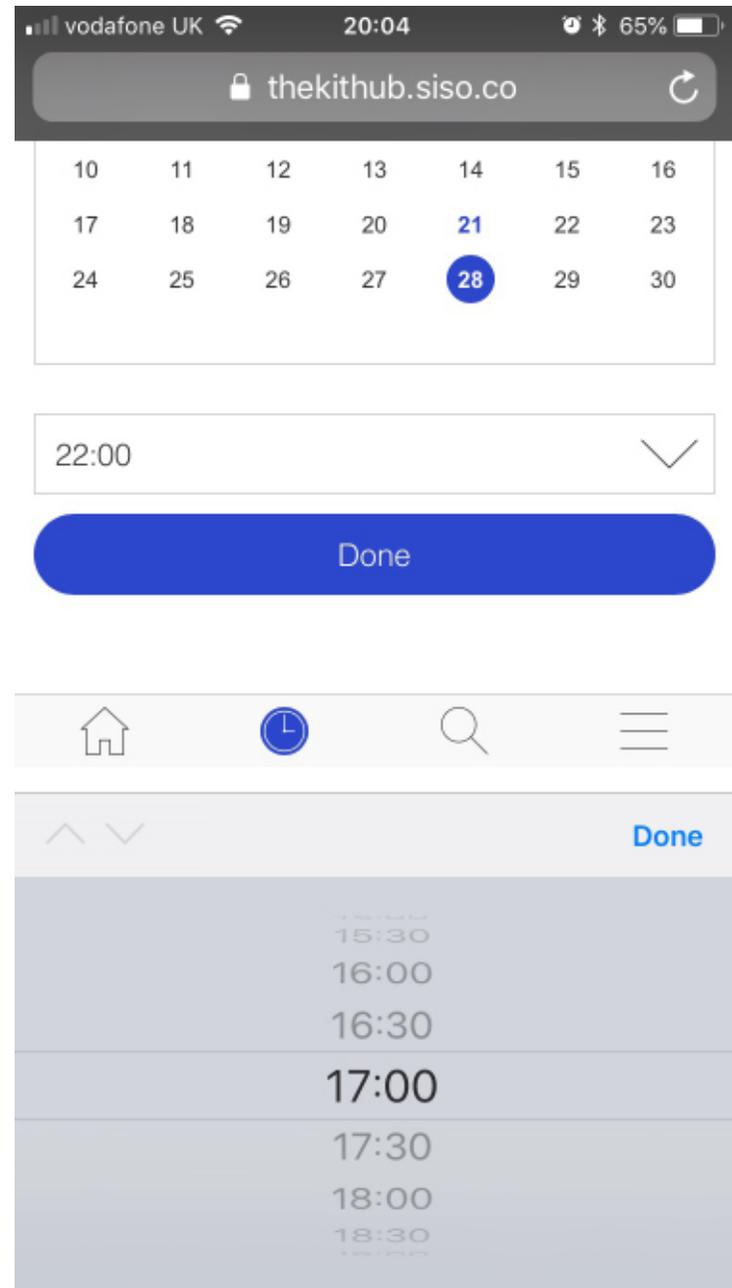


...and use the drop down menu to select the time of day that you would like to book the room from.

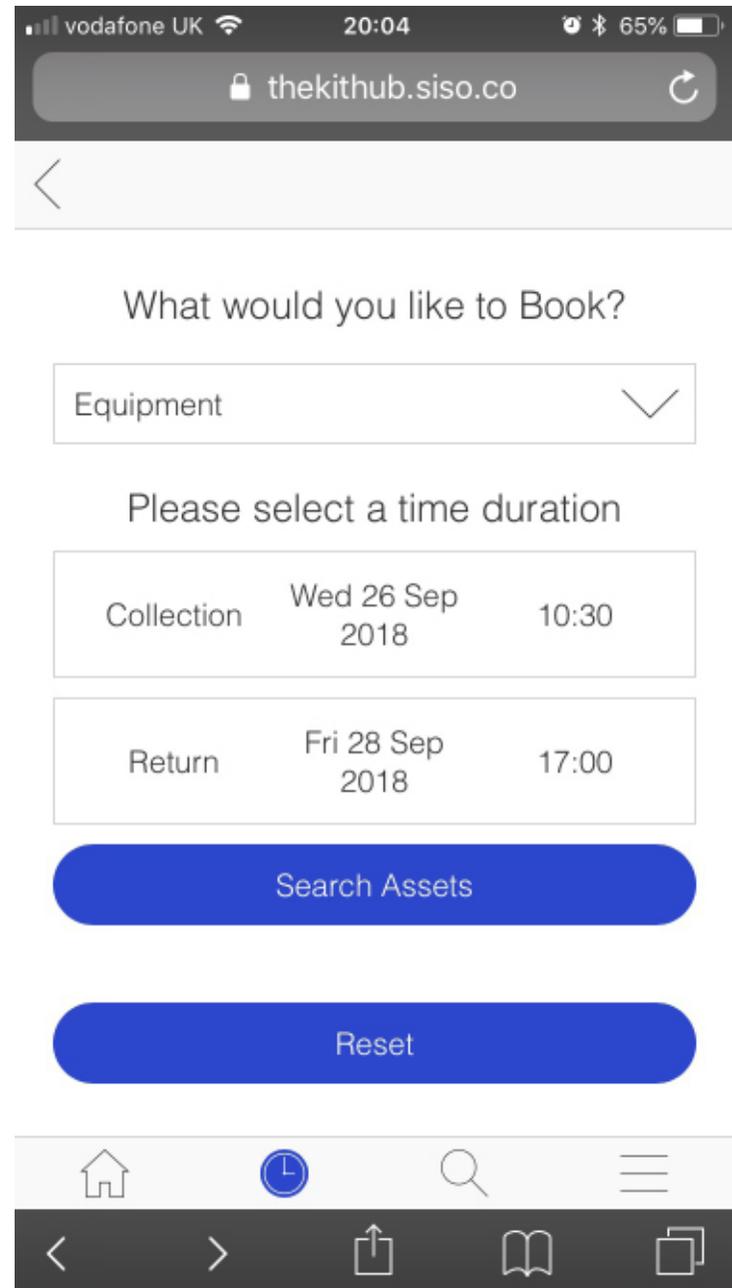


Then follow the same process for when you would like to book the room until.

Remember the room is only bookable for one day and so if you try to book beyond this, the system will not allow you.

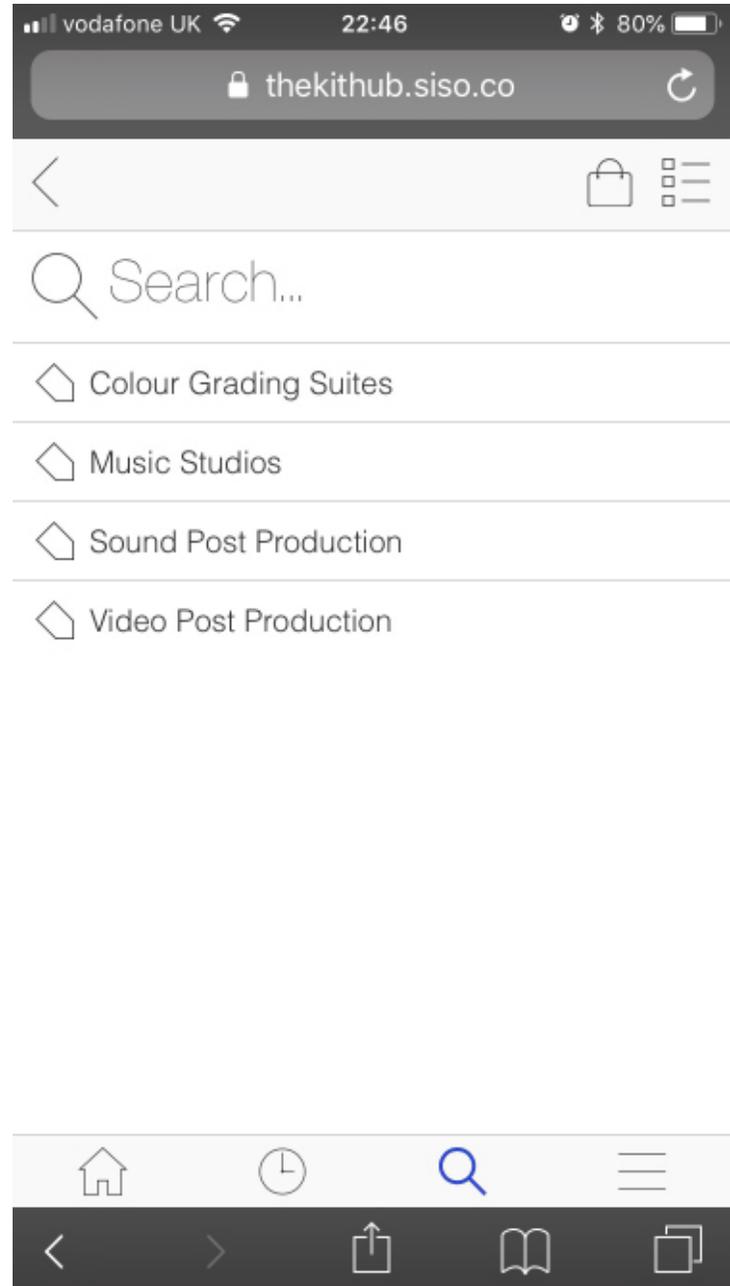


Once you click "Done" it will give you a review of the dates and times that you have selected.



Next you will be presented with different categories. Select the relevant category.

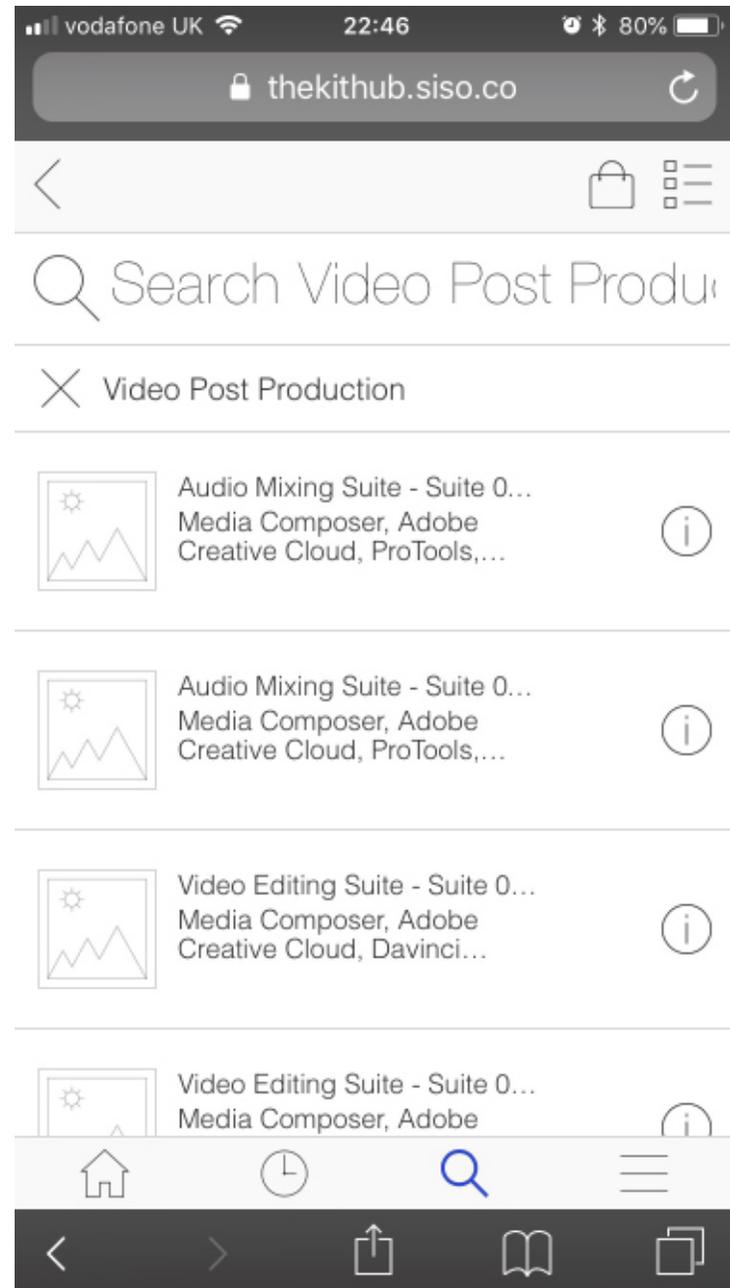
Alternatively, you can use the search bar to type in exactly what you are looking for.



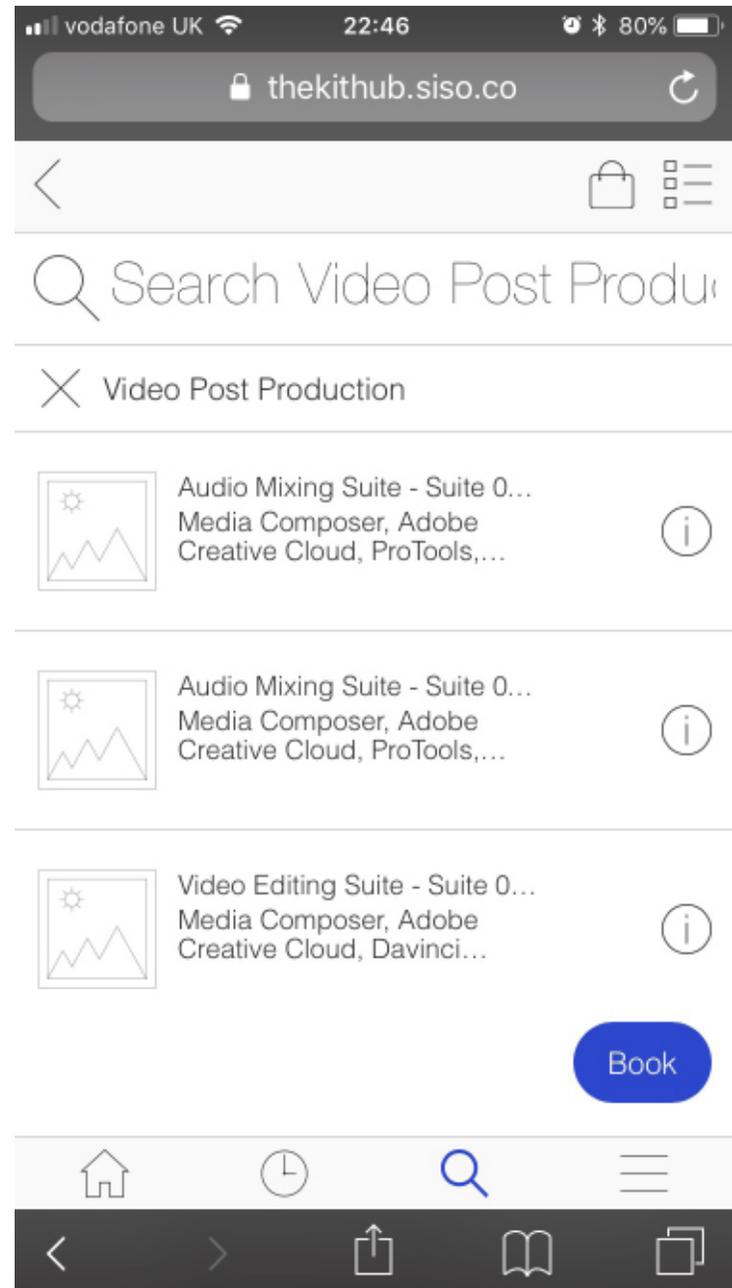
In this example we have selected Video Post Production from the categories.

It will then display all rooms in that category that are available to you.

Clicking on the “i” icon will give you more information on the item.



Once you click on the room that you would like to use, a "Book" icon will then appear for you to press.



You will then be taken to the Booking Details screen.

This information is mandatory and you will not be able to move passed it without filling it in.

We only hire rooms to you for module related activity and so if we don't see a module code and title, we cannot give you the access card for the room that you have booked when you come to collect it.

Once you have filled out these details accurately, you then need to read the terms and conditions and press on the switch icon to state that you have read them.

Click confirm.

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Booking Details

Module Code and Title *

FLM1420

Contact telephone number *

0793373949

Location/s equipment will be used

On campus

You need to read the [Terms & Conditions](#) then check the box before you can proceed

Terms & Conditions

Confirm

Home Clock Search Menu

Back Forward Share Bookmarks Tabs

Your booking has been made once you get this green message flash up.

Simply come to the Kit Hub to collect the access card to the room when your booking is due to start.

You can book rooms for a maximum of 12 hours between the hours of 09:30 and 21:30.

Cards must not be taken home.

If the card is due back outside of the Kit Hub's operating times, it must be returned to the locker.

