

How to make booking for an individual workstation

Booking Application add-in for VeraLab Suite is designed to provide students with a robust web-based tool to book an individual workstation for a specific period of time.

Please note ICT Services General labs:

Are scheduled to open from 08:00 am and close at 6:30 pm.

Maximum single booking duration per day is 3hrs.

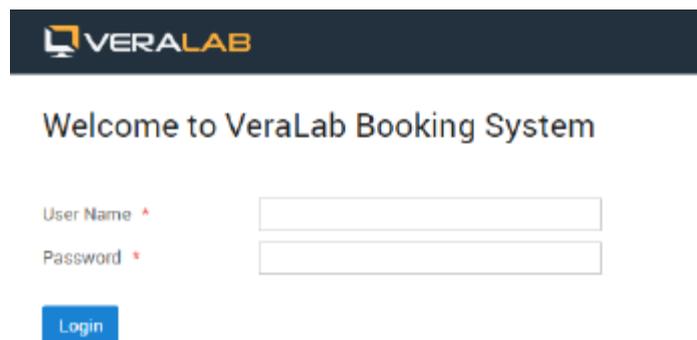
Students can book up to 7 days in advance.

Booking Process

To make a reservation you can use your computer/laptop or smartphone, students must login to VeraLab Booking Application.

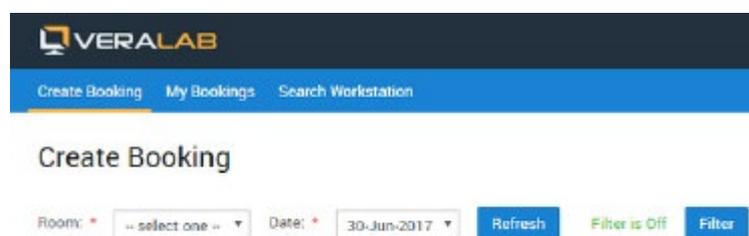
Click the link below to login:

<https://labspace.mandela.ac.za:8443/booking/#login>



The screenshot shows the login interface of the VeraLab Booking System. At the top, there is a dark blue header with the 'VERALAB' logo. Below the header, the text 'Welcome to VeraLab Booking System' is displayed. The login form consists of two input fields: 'User Name' and 'Password', both with red asterisks indicating they are required. Below the password field is a blue 'Login' button.

Upon successful login, a student is presented with several tabs and can either create new reservation, view/edit/cancel existing reservations.



The screenshot shows the 'Create Booking' page of the VeraLab Booking System. At the top, there is a dark blue header with the 'VERALAB' logo. Below the header, there is a blue navigation bar with three tabs: 'Create Booking', 'My Bookings', and 'Search Workstation'. The 'Create Booking' tab is selected. Below the navigation bar, the text 'Create Booking' is displayed. The form includes a 'Room' dropdown menu with a red asterisk and the text 'select one', a 'Date' dropdown menu with a red asterisk and the text '30-Jun-2017', a blue 'Refresh' button, a green 'Filter is Off' button, and a blue 'Filter' button.

Once Room and Date selections are made, a user is presented with a grid of available workstations in the room. Each cell in the grid contains a workstation's name and the Book link, clicking on it and a new window pops up, prompting to specify reservation start and end times for selected workstation on that date.

Room: * SC-Aberdare Lab Date: * 23-Mar-2021 Filter

Open hours: 8:00-16:30
Search Workstations in all Rooms

ABER-10 Book	ABER-100 Book	ABER-107 Book	ABER-109 Book	ABER-113 Book
ABER-133 Book	ABER-134 Book	ABER-136 Book	ABER-14 Book	ABER-149 Book
ABER-164 Book	ABER-166 Book	ABER-168 Book	ABER-40 Book	ABER-42 Book
ABER-55 Book	ABER-72 Book	ABER-74 Book	ABER-75 Book	ABER-77 Book

Create Booking

Select Workstation * ABER-10

Select Date * 23-Mar-2021

Start Time *

End Time *

Recur Next 2 days

Ok Close

Please note

For all student without computer/laptop or smartphone, we have booking station reserved for booking in our general labs and booking can be made on student behalf as long as they show student cards.