

## **Reservation services**

Since April 1st, 2016 there will be couple of changes due to ordering and paying of the services. Therefore we created this document to write down all changes and instructions for students:

### **1. Pricing – change**

There will be price differentiation of services for each dormitory so it can happen that the price of some services will be increased. The pricelists will be updated on our website.

### **2. Changes in payment procedure and payments of services due**

All payments for the services will have due date as of 20th day of the month (same term as payment for rent) so you can choose to pay on the spot or by ISKAM. You will be also allowed to charge up your account and to spend it as needed. If there will be payment due it will be debited towards the account together with the rent payment.

### **3. Cancelation of reservation**

You can cancell your reservation up to 30 minutes before start of the service, after this time is over the service will be charged to your account and you will have to pay it.

### **4. Passess**

There will be no change for passess, unfortunately you cannot pay them online and you have to order them at the reception as you were used to it till today. Pass will be recorded to your ISIC card, payment is the same like for the service( you can pay it right away at the reception or via ISKAM later on or by debiting your account) .

### **5. Not picking up the service**

If there will be a situation that you cannot use the service based on the mistake of other student or failure of the equipment receptionist will return your service in your account and you will be allowed to use it at some other time.

### **6. Reservation of the service throught website**

You can make a reservation at the reception as you were used to or you can use website. Guidelines how to use it are described below.

### **7. Late service return**

If the service is returned late, student has to pay a fine 50 CZK. If the following student cannot use the service due to the fact that previous student did not return it on the time, he will not be forced to pay for the service and his payment will be return for this unused service.

## Reservation services

1. You will log in at [iskam-web.vse.cz](http://iskam-web.vse.cz) and click on Reservation services.
2. There will be displayed main sportsground reservation page, for the reservation of sportsground click on chosen sportsground (for instance Gym in dormitory Jarov III G) . You will have displayed reservation at this sportsground and you will click on NEW reservation.

The screenshot shows the ISKAM web application interface. At the top, there is a green header with a logo on the left and a 'Logout' button on the right. Below the header is an orange navigation bar with several menu items: 'Basic information', 'Accounts', 'Cards', 'View available capacity', 'List of accommodation', 'Book', 'Requests for accommodation', and 'Reservation services'. The 'Reservation services' item is highlighted with a red rectangular box. Below the navigation bar, there is a section titled 'Basic information' with a sub-section 'A list of reservation'. On the left side, there is a dark sidebar with 'My book' and 'Passes' sections. The 'Passes' section lists several sportsgrounds: 'Blanice - Posilovna', 'Blanice - Stolní tenis', 'Blanice - Tělocvična aerobic', 'Jarov I. - Dámská posilovna', and 'Jarov I. - Pánská posilovna'. The main content area displays a table with the following data:

reservation number	Sports	From	To	Price
R16000006	Jarov III. G - Posilovna	3/23/2016 5:00:00 PM	3/23/2016 6:00:00 PM	1 Kč

The screenshot shows the ISKAM web application interface for the 'Blanice - Tělocvična aerobic' sportsground. The header is green with the ISKAM logo. The navigation bar is orange. The sidebar on the left lists the sportsgrounds: 'Blanice - Posilovna', 'Blanice - Stolní tenis', 'Blanice - Tělocvična aerobic', 'Jarov I. - Dámská posilovna', and 'Jarov I. - Pánská posilovna'. The main content area is titled 'Blanice - Tělocvična aerobic' and features a 'Date:' field with the value '04/13/2016' and a calendar icon. Below the date field is an orange 'New Reservation' button. A table displays the reservation schedule for the selected date:

Time	Events
08:00	
09:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	
16:00	
17:00	
18:00	18:00 - 19:00 1 person
19:00	19:00 - 20:00 1 person
20:00	20:00 - 21:00 1 person
21:00	
22:00	

3. After that you will choose in new window a time of reservation and you will confirm reservation. If you will want to cancel it you can do it by clicking on recycle bin at the reservation (at some of the reservations there is minimum time required before the start of the reservation) .

The dialog box is titled "New Reservation Blanice - Posilovna" and contains the following fields:

- Date:** Wednesday 4/13/2016
- From:** 2:00 PM
- To:** 4:00 PM
- Tariff:** Student
- Note:** (empty text area)
- Price:** (empty field)

At the bottom right, there are two buttons: "Confirm" (blue) and "Cancel" (grey).

The screenshot shows a web application interface with a green header containing the logo "ISKAM 4". On the left is a dark sidebar with navigation links. The main content area is titled "A list of reservation" and displays a table with two rows of reservation data.

reservation number	Sports	From	To	Price	
R16001397	Blanice - Posilovna	4/13/2016 2:00:00 PM	4/13/2016 4:00:00 PM	30 Kč	
R16000006	Jarov III. G - Posilovna	3/23/2016 5:00:00 PM	3/23/2016 6:00:00 PM	1 Kč	