



Computer bookings on Veralab

Booking computers in the library



Where to find computer bookings:

- Go to the library webpage at: <http://library.nwu.ac.za> and click on Bookings

The screenshot shows the NWU Library and Information Service website. The header includes the NWU logo, a search bar, and navigation links for 'About Us', 'Study at NWU', 'Faculties', 'Research', 'Library', 'News & Media', 'Current Students', and 'Contact Us'. The main content area features a 'Library and Information Service' banner, an 'Ask us' button, and an 'EDS Search' section with a search bar and 'Advanced Search' link. A 'Notice Board' section lists an 'Undergraduate Survival Guide'. The 'Services' menu is highlighted with a red box and a red arrow, containing the following items: Research Support, Undergraduate Support, Interlibrary Loans, Course Reserves, **Bookings**, Special Collections, Renew your Books, My Library Record, and More Services. Other sections include '?Find Information', 'Guides and Training', and 'About Us'.

- Click on book a computer :



NWU Libraries / Room Bookings and Library Training

Bookings and Library Training Events

On this page you may book a room for a group discussion, a computer in one of our computer areas or register for a training event.

Room Bookings

These rooms are meant for **group discussions only** to reduce the noise in the Libraries. It is not meant to be used as private study areas or classrooms.

NWU Mahikeng (Library rooms will be available for booking from 1 June!)

- Junior commons
- Senior research commons
- Boardroom
- Conference room
- Information skills training centre
- One Button Studio

NWU Potchefstroom

- All students seminar rooms
- Fourth year and Honours seminar rooms
- M & PhD group work room
- M & PhD Skype seminar room
- Natural Sciences Library
- Besembos
- Conference room
- Tarentaal training facility

NWU Vanderbijlpark

- Group study units
- Honours group room
- M, Phd and academic staff seminar room
- One Button Studio

Computer Bookings

NWU Mahikeng Library

- [Book a computer](#)

NWU Potchefstroom Library

- [Book a computer](#)

Training

Undergraduate Students: Finding Scholarly Sources

Struggling to find relevant information for your assignments? Learn how to search, locate and evaluate information from various sources.

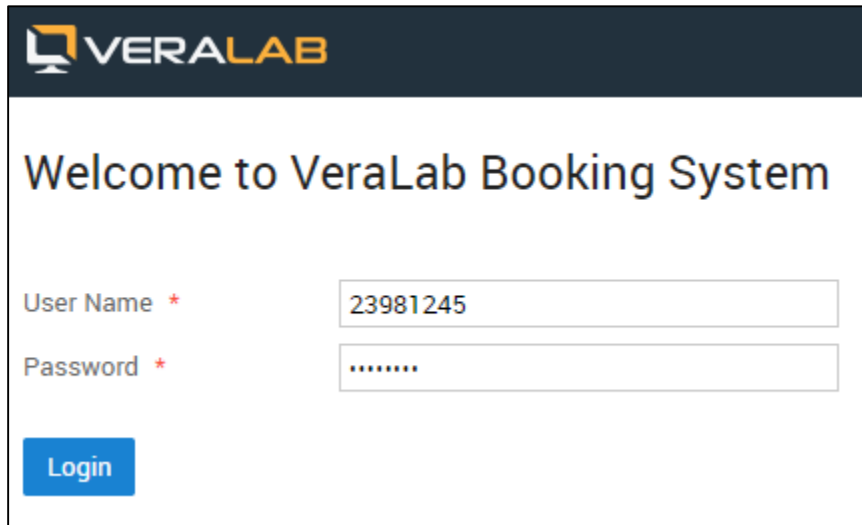


Date: Tuesday 22 May 2018
Time: 15:00 - 16:00
Location: Tarentaal - Ground floor, Potchefstroom Library
Audience: Undergraduate Students
Categories: Scholarly Publications

Register! - 26 seats left

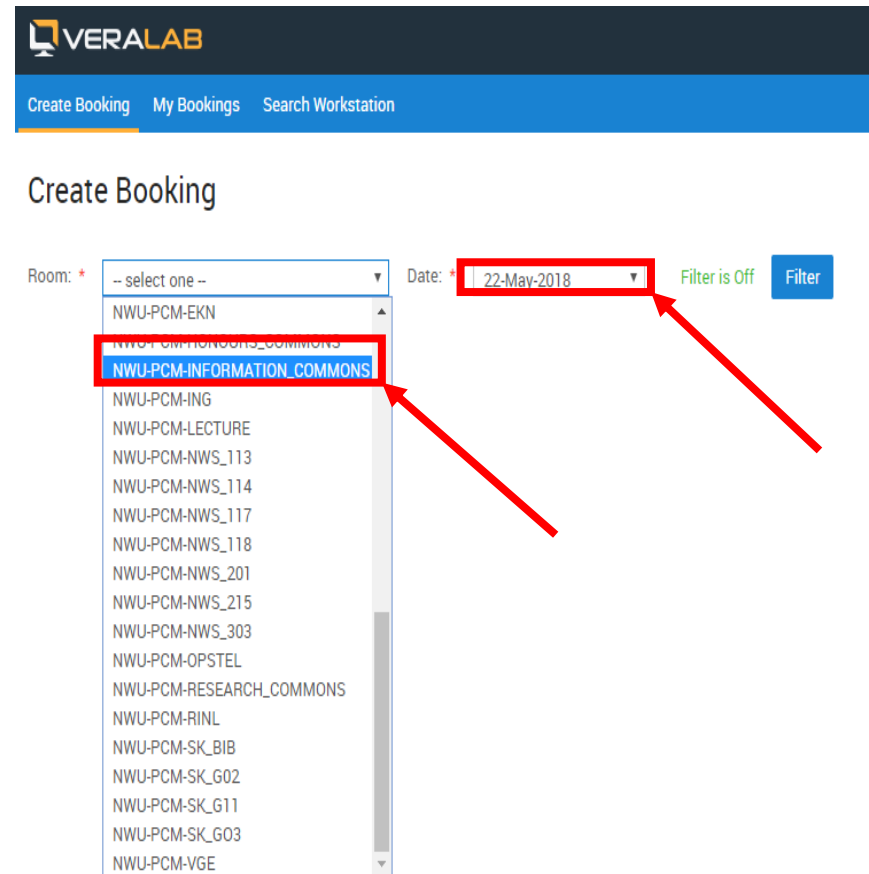
Entering details on Veralab and choosing booking:

- Enter your NWU username and password.



The screenshot shows the Veralab Booking System login page. 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" with the value "23981245" and "Password" with masked characters. A blue "Login" button is positioned below the password field.

- Select Room and date for booking.



The screenshot shows the "Create Booking" page in the Veralab Booking System. The page has a dark blue header with the Veralab logo and navigation links: "Create Booking", "My Bookings", and "Search Workstation". The main content area is titled "Create Booking" and contains a form with the following elements:

- Room:** A dropdown menu with "-- select one --" selected. The dropdown is open, showing a list of room options. The option "NWU-PCM-INFORMATION_COMMONS" is highlighted with a red box and a red arrow pointing to it.
- Date:** A dropdown menu with "22-May-2018" selected. A red box highlights the date, and a red arrow points to it.
- Filter:** A blue button labeled "Filter" with the text "Filter is Off" next to it.

Choose a computer and click on book:

Create Booking My Bookings Search Workstation

Create Booking

Room: * Date: * Filter is Off

Open hours: 7:30-22:00

E7-BENJAMIN	E7-inl-77	E7INL1	E7INL10	E7INL11	E7INL12	E7INL13	E7INL14	E7INL15	E7INL16
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL17	E7INL18	E7INL19	E7INL2	E7INL20	E7INL21	E7INL22	E7INL23	E7INL24	E7INL25
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL26	E7INL27	E7INL28	E7INL29	E7INL3	E7INL30	E7INL31	E7INL32	E7INL33	E7INL34
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL35	E7INL36	E7INL37	E7INL38	E7INL39	E7INL4	E7INL40	E7INL41	E7INL42	E7INL43
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL44	E7INL51	E7INL52	E7INL53	E7INL54	E7INL55	E7INL56	E7INL57	E7INL58	E7INL59
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL60	E7INL61	E7INL62	E7INL63	E7INL64	E7INL65	E7INL66	E7INL67	E7INL68	E7INL69
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL70	E7INL71	E7INL72	E7INL73	E7INL75	E7inl76	E7INL78	E7INL79	E7INL8	E7INL80
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL81	E7INL82	E7INL83	E7inl84	E7INL85	E7INL86	E7INL87	E7INL88	E7INL89	E7INL90
Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
E7INL92	E7INL93	E7INL94	E7INLREP1						
Book	Book	Book	Book						


Select date and time for booking:


- Please note that you can only book 60 minutes at a time and you are limited to 120 minutes per day.

Create Booking

Select Workstation *

Select Date *

Start Time * 

End Time * 

Recur Next

- You can make recurring bookings for up to 7 days for the same computer at the same time.

Managing bookings

- You can delete and view your bookings at **My Bookings**.

My Bookings

Room	Workstation	Start Time	End Time	Delete
NWU-PCM-INFORMATION_COMMONS	E7INL4	22-May-2018 14:00	22-May-2018 15:00	X
NWU-PCM-INFORMATION_COMMONS	E7-BENJAMIN	28-May-2018 11:00	28-May-2018 12:00	X