

## REFERENCES

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# APPENDIX 1 SURVEY QUESTIONNAIRE

Survey Questionnaire - Evaluation of the use of facilities of  
university computer laboratories - 1987/88

Dear respondent,

I am pleased to inform you that a survey is being conducted of the use of computer laboratories  
at the University of Liverpool. The survey is being conducted by the Faculty of Information Technology.

The survey will help to determine the needs of the users of computer laboratories and  
will provide a basis for the development of a new computer laboratory building.

The survey will be carried out by means of a questionnaire which will be sent to you  
by post. The questionnaire will be sent to you by post and you will be asked to return it  
by post to the Faculty of Information Technology, University of Liverpool.

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## APPENDICES

Appendix 1

Faculty of Information Technology  
University of Liverpool, 69 6PL

# APPENDIX – 1

## SURVEY QUESTION

### **Survey Questionnaire – Evaluating the user acceptance of university computer laboratory reservation system**

Dear respected respondent,

I am postgraduate student who is conducting a project on “Online Compute Laboratory Reservation System” and the objectives of this survey are as follows:

- (1) To acquire about how computer laboratory assistant/ administrator to manage the reservation and the alternative that can stimulate form them.
- (2) To acquire knowledge about the successfully multiple access based system deployed that can support the system developing phases from any publications.
- (3) To design and develop a prototype.

I am conducting a survey to collect information pertaining to the project. I hope that you could spend time to answer this questionnaire as your response is very important to this project. Please be assured that all information collected is strictly confidential and used only for academic purposes.

Thank you very much for your cooperation in supporting this survey.

With best regards,

D.S.U. Peiris  
MSc-IT/08-10027  
Post graduate student  
Faculty of Information Technology  
University of Moratuwa, Sri Lanka





## Section two: User acceptance factors

Kindly, please answer the questions. Please indicate the priority for these items that the highest priority is 1 and the lowest is 5.

	Factor A: Perceived ease of use	Strongly Agree	Agree	Average	Disagree	Strongly Disagree
1.	Learning to operate university computer lab reservation system is easy to understand.	1	2	3	4	5
2.	I found university computer lab reservation system was flexible to be interact	1	2	3	4	5
3.	I found university computer lab reservation system was easy to use.	1	2	3	4	5
4.	It was comfortable by using university computer lab reservation system.	1	2	3	4	5
5.	The interaction between university computer lab reservation system is clear and understandable	1	2	3	4	5
6.	It was easy to become skillful in booking the computer lab by using university computer lab reservation system.	1	2	3	4	5

	Factor B: Perceived Usefulness	Strongly Agree	Agree	Average	Disagree	Strongly Disagree
1.	Using university computer lab reservation system would make it easier to replace the manual current system.	1	2	3	4	5
2.	Using university computer lab reservation system would reduce consuming time.	1	2	3	4	5
3.	Using university lab reservation system would give alternative schedule for end user.	1	2	3	4	5
4.	Using university computer lab reservation system would be helpful in reservation process.	1	2	3	4	5
5.	Using the university computer lab reservation system would give good response based on requirement.	1	2	3	4	5
6.	Overall, I satisfied with this system.	1	2	3	4	5

7. Please state your comment/suggestion regarding the university computer lab reservation system. (If any)

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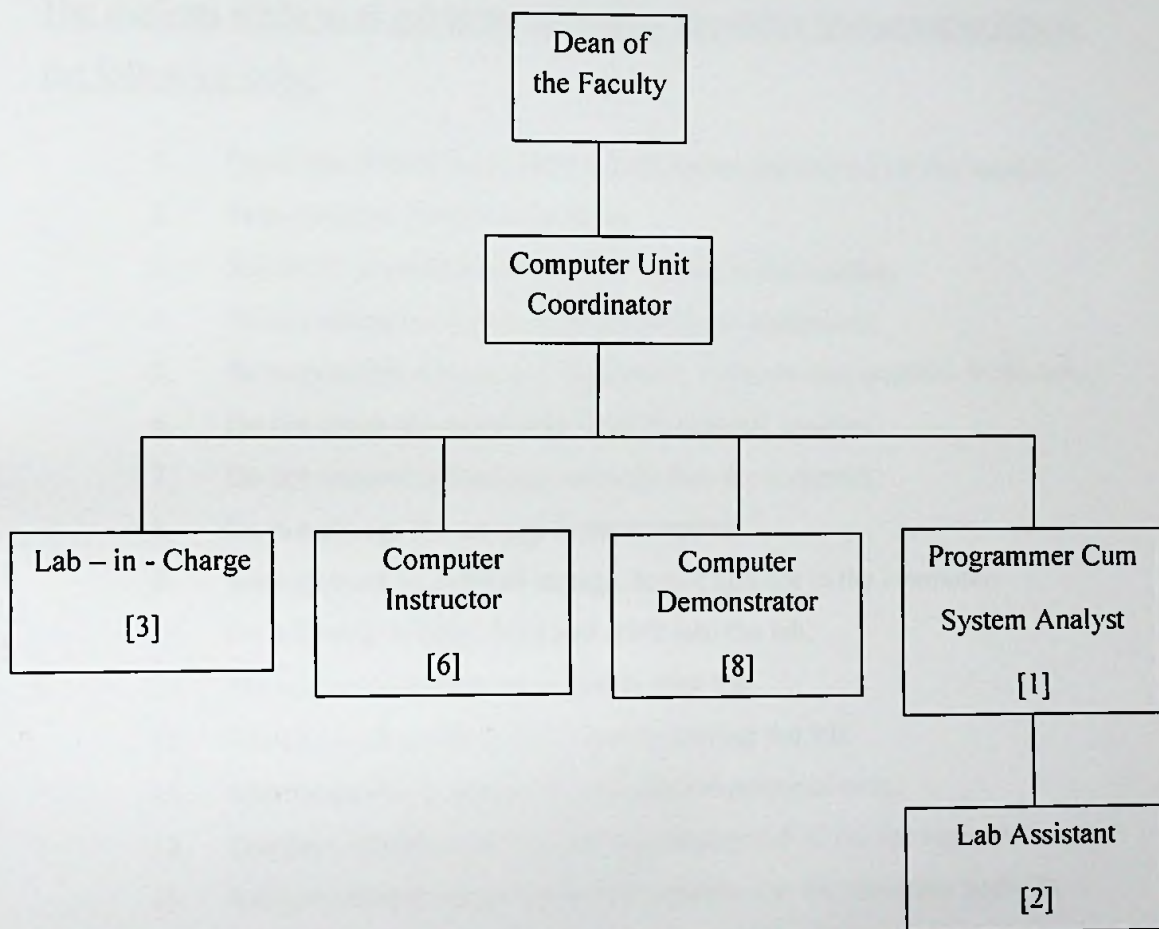
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# APPENDIX – 2

## COMPUTER CENTER ORGANIZATION CHART





## APPENDIX – 3

### RULES AND REGULATIONS OF USING COMPUTER LABORATORY IN FACULTY OF MANAGEMENT AND FINANCE

The students while working in the laboratory should be instructed to follow the following rules;

1. Pupils are prohibited to enter the lab unless authorized by the teacher.
2. Scan diskettes before using them.
3. Report all problems related to the system to the teacher.
4. Do not attempt to repair or tamper with lab equipment.
5. Be responsible when using equipment, software and facilities in the lab.
6. Do not move any equipment from its original position.
7. Do not remove or load any software into the computer.
8. Do not change the settings in the computer.
9. Save all work in external storage device and not in the computer.
10. Do not bring in bags, food and drink into the lab.
11. Turn off the computer accordingly after use.
12. Switch off all power supplies before leaving the lab.
13. Internet facility is strictly for educational purposes only.
14. Teachers should record the use of computer lab in the lab logbook.
15. All users should record the use of computers in the computer logbook.
16. The Lab should be kept clean and tidy at all times.

## APPENDIX – 4

# COMPUTER LABORATORY RESERVATION FORM

## Laboratory Reservation Form (Faculty of MF)

*Reservation must be made at least two weeks in advance. The availability of the labs is subject to existence of previous reservations. Please check the lab schedule before filling the form.*

### 1. Reservation Details

Lecturer/Staff Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

This reservation is for:  exam     Lecture/Lab     Tutorial/Training/Short Courses

### 2. Which Lab do you wish to reserve?

Lab CU1                       Lab CU2                       Lab CU3

### 3. When do you wish to reserve the lab? (2 weeks notice is required)

Date		Time and duration of each Lab		No. of Students
From: _____	To: _____	From: _____	To: _____	_____
From: _____	To: _____	From: _____	To: _____	_____
Weekly <input type="checkbox"/>	Day: _____	From: _____	To: _____	_____
<i>In case of weekly reservation: Date From: _____ Date To: _____</i>				

### 4. What software do you need during your lab class?

\_\_\_\_\_

### Unit Coordinator & Lecturer

Lecturer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that my department will fully comply with all requirements for use of the lab.

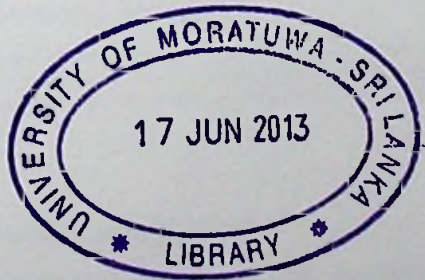
Unit Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Computer Coordinator & Lab - In - Charge

Coordinator Signature:		Date:
Lab-In-charge Name:		
Lab-In-charge Signature:		Date:

*Note: Reservation will NOT be confirmed until this form has been completed in full.*





# APPENDIX – 5

## USER MANUAL

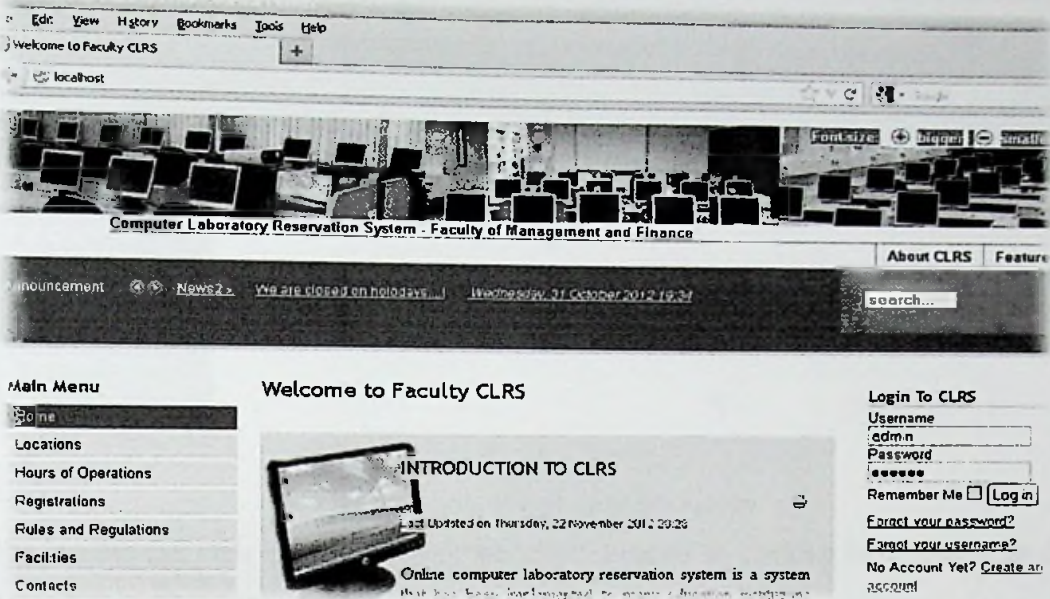


Figure 1: Home page of the Online Computer Reservation System (CLRS)

The below screen is the first view of making PC reservation. This page explained the details of how to make reservation

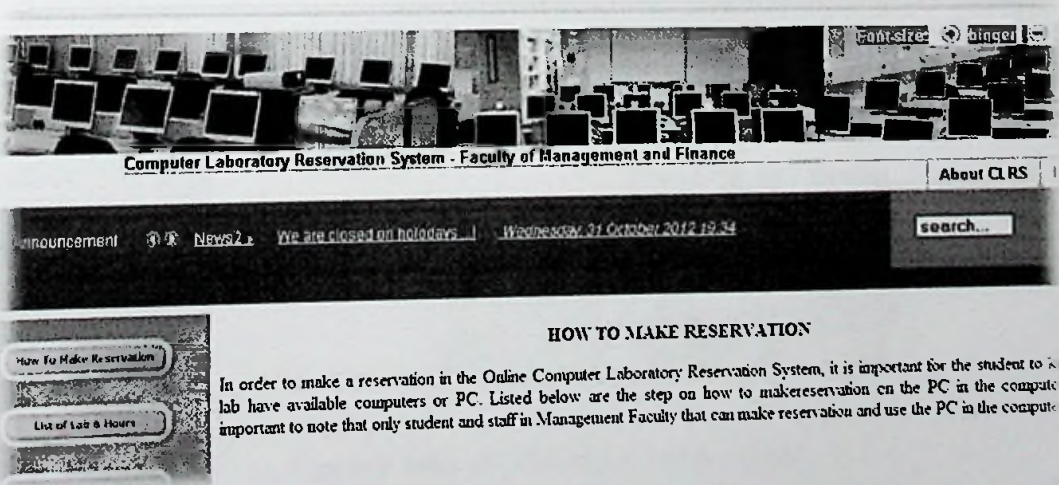
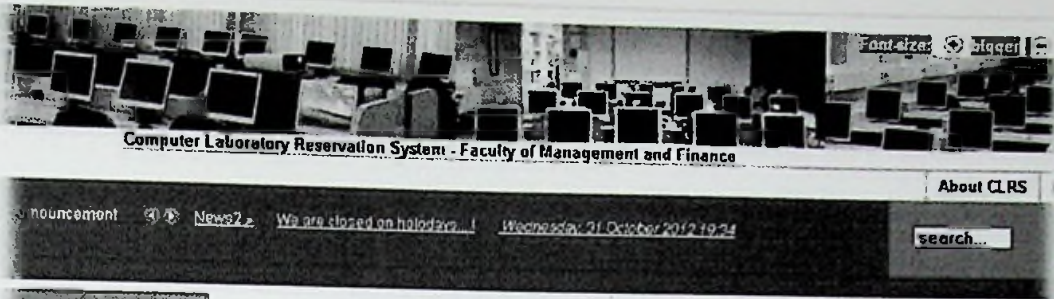


Figure 2: How to make reservation page screen

If the student wants to view the list of all computer laboratories and its operation time, they just click on **BUTTON: List of Lab & Hours**.





**LIST OF ALL LAB & CHECK LAB OURS**

	Computer Laboratory Name	Quantity of Computer	Operation Time
1	CU 1	45	9.00 am - 4.00 pm
2	CU 2	25	7.00 am - 6.00 pm
3	CU 3	50	8.00 am - 8.00 pm

Figure 3: List of Lab & Hours screen

The student can view all the computer laboratory location by clicking **Map of All Lab Location** screen.

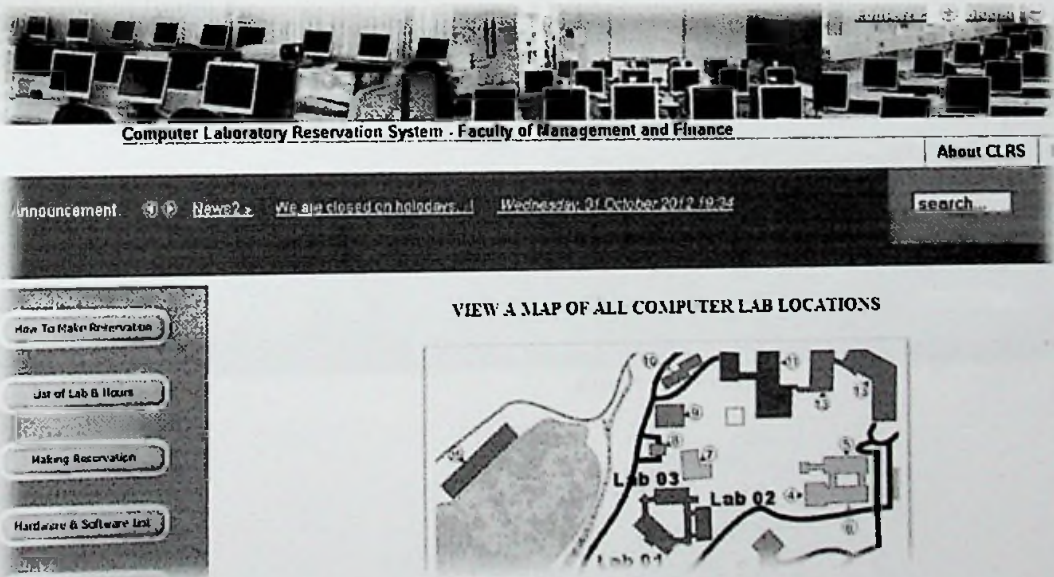


Figure 4: Map of All Lab Location screen

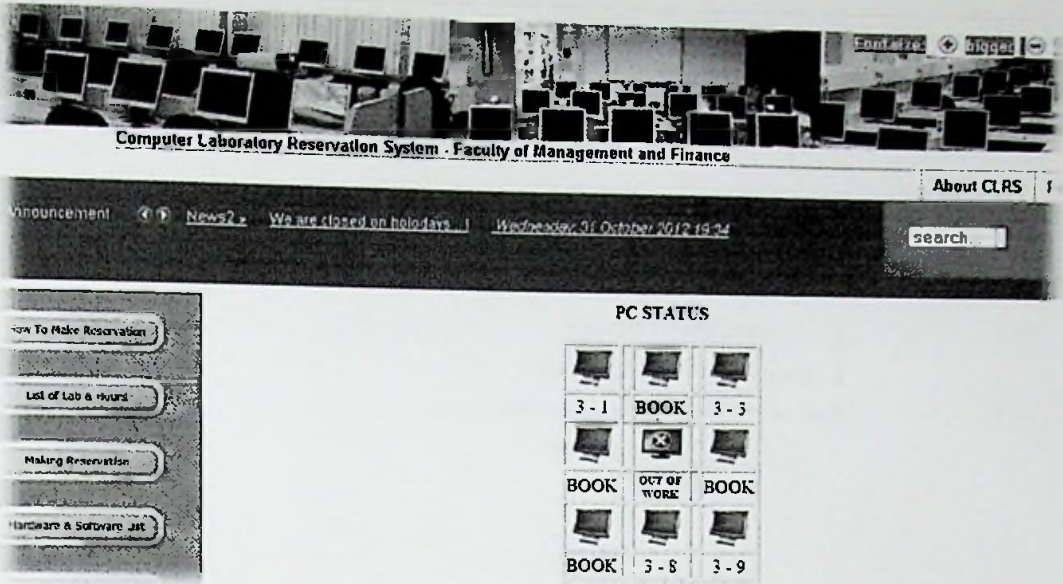


Figure 5: View the PC status for the chosen date and time screen.

Student can select the PC with “Available” status to make reservation. The student needs to click to the PC number with “Available” status and it will link to the reservation form as shown in figure 6.

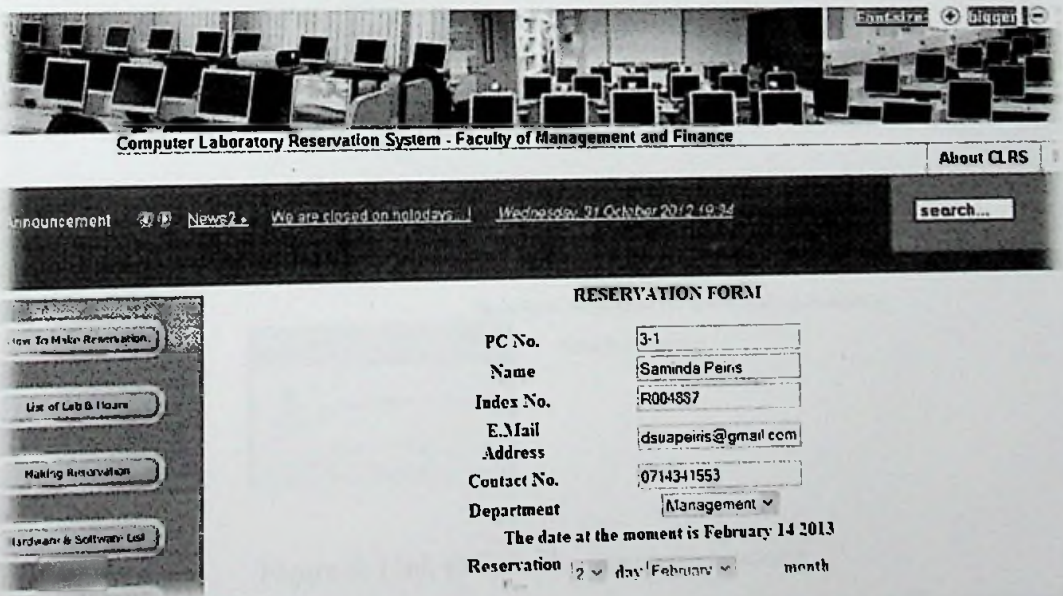


Figure 6: Link to “Reservation form” for available PC status screen.

Student need to fill in the reservation form and click the “Submit” button to make PC reservation.



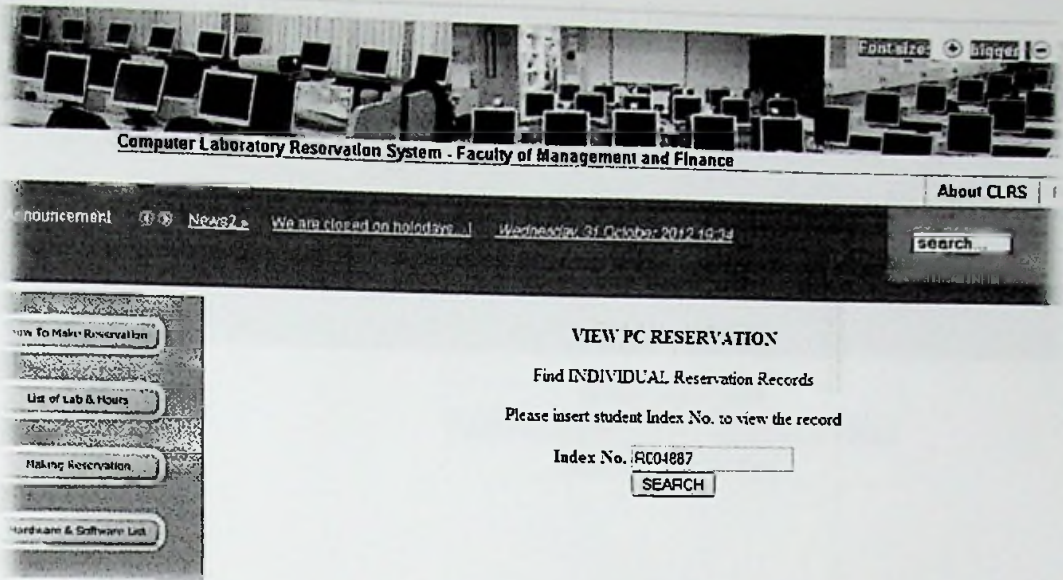


Figure 7: Link to View Reservation screen.

Students have to insert their index number in order to view their reservation record and click the “Search” button.

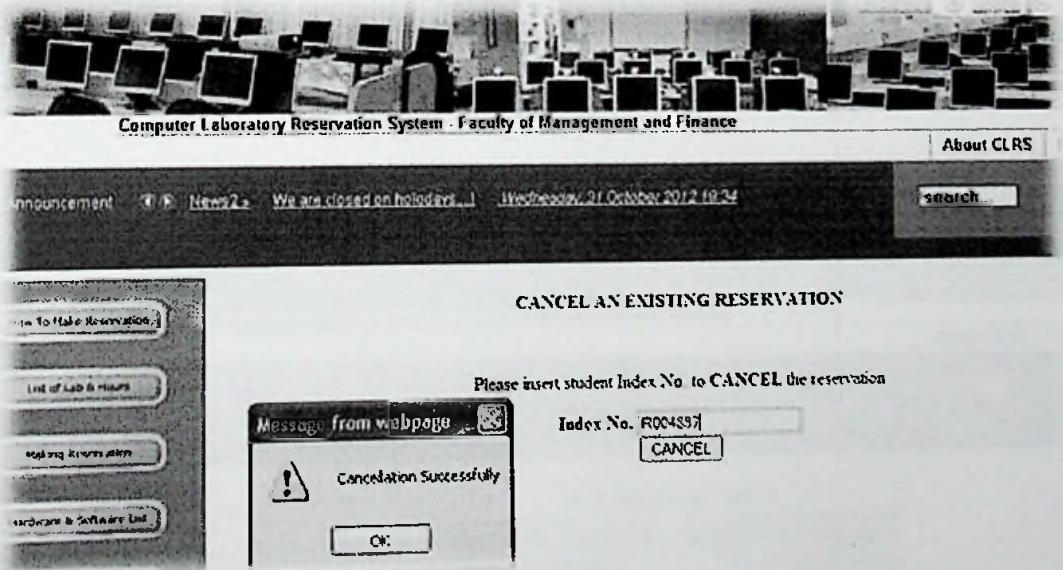


Figure 8: Link to Cancel a Reservation screen.

To cancel a reservation, the student/lecturer needs to insert their index/ staff number and click the “Cancel” button to cancel the reservation.

The lab assistant can view the reservation record by clicking to “Reservation” button.

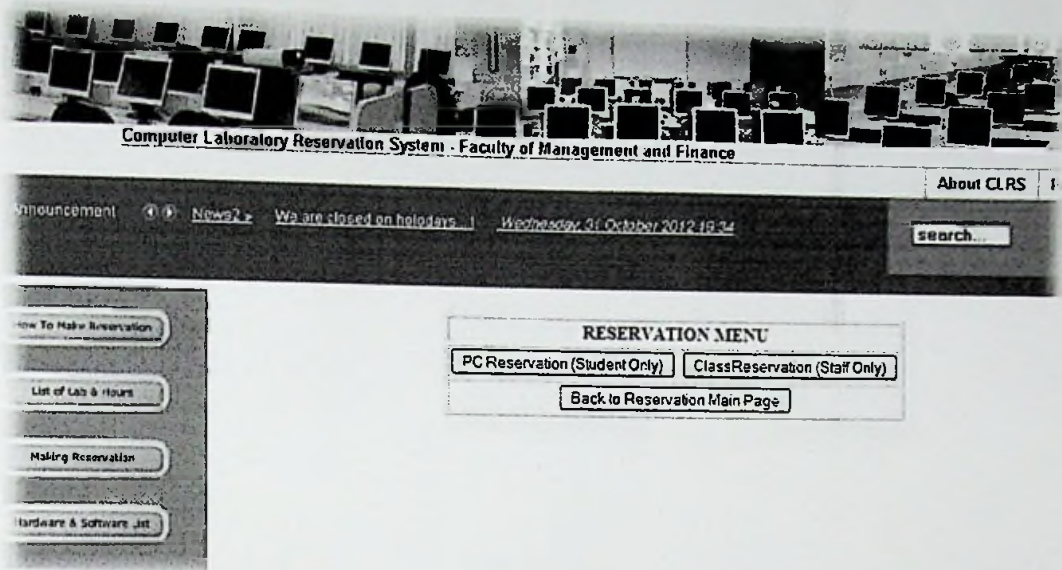


Figure 9: Link to Cancel a Reservation screen.

There are two type of reservation in the system namely PC reservation made by student and Class reservation by lecturers. The lab assistant can choose which type of reservation they want to update by just click to the button available in the page. Figure 10 shows the menu on PC reservation and Figure 11 shows the menu on Class reservation.

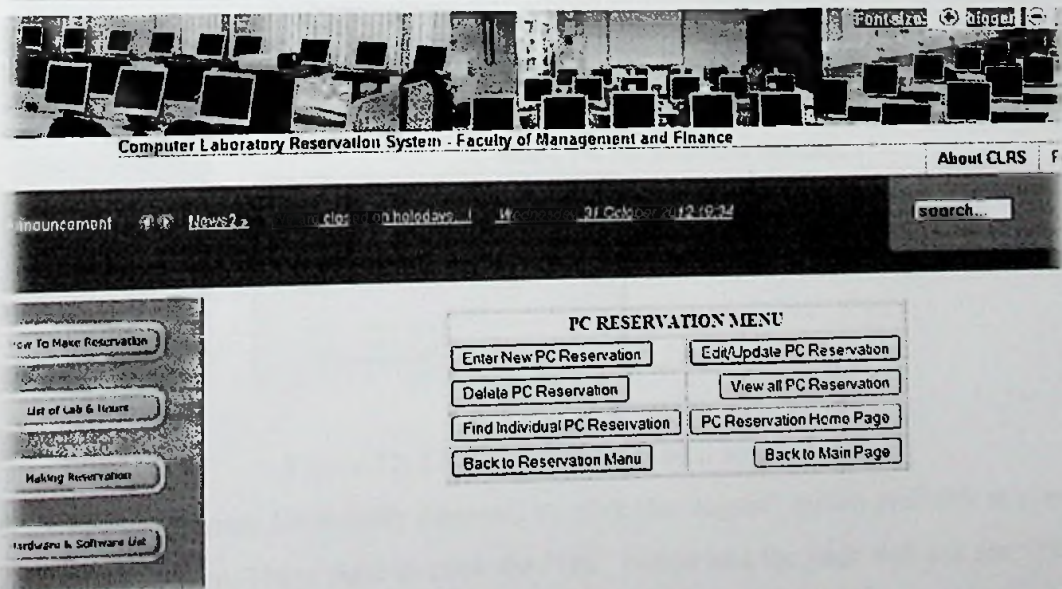


Figure 10: PC reservation menu screen.



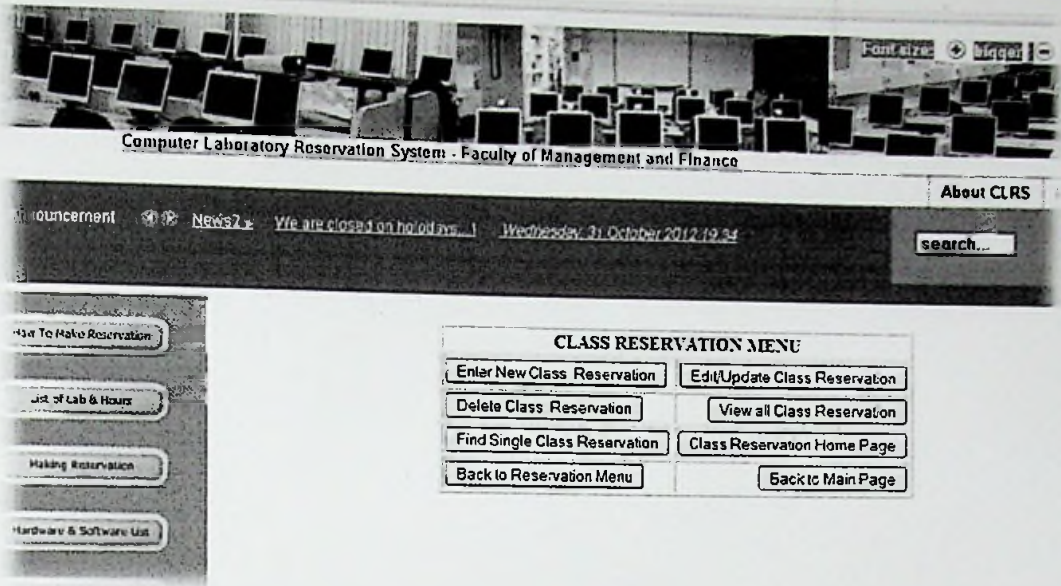


Figure 11: Class reservation menu screen.

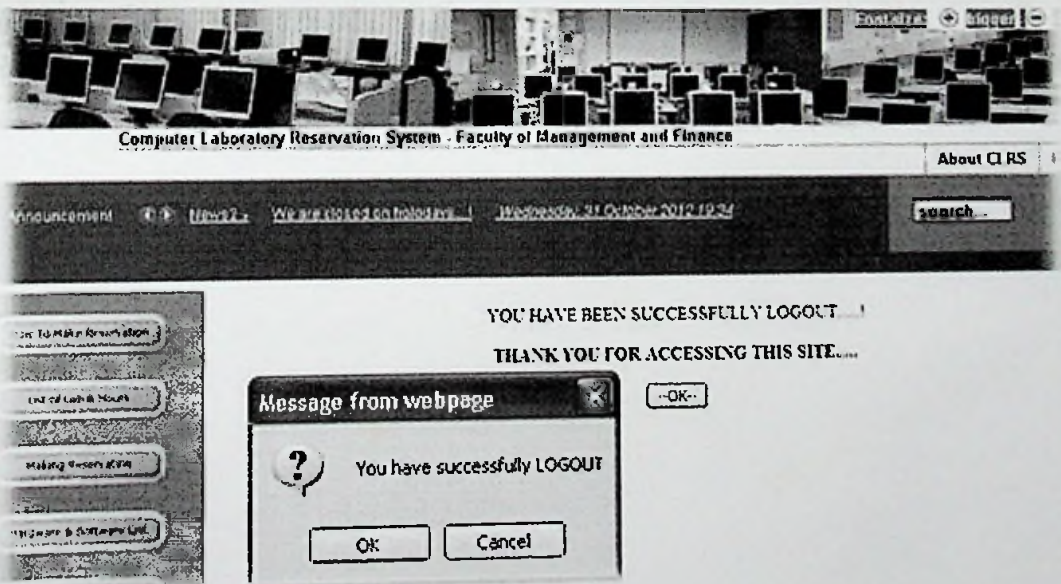


Figure 12: Link to “Logout” button screen.

Users need to logouts for security purposes by click the “logout” button available at every page of the system. Users need to click the “OK” button and the page will ask for “You have successfully logout” message. Just click “OK” button, they can close the window.