

# KIT ROOM & SISO INTRODUCTION

# OPENING HOURS

## EQUIPMENT BOOKINGS

### **RETURNS**

MONDAYS | TUESDAYS

09:00 – 16:00

### **COLLECTIONS**

THURSDAYS | FRIDAYS

09:00 – 16:00

## ROOM BOOKINGS

### **3 hours slots available**

MONDAY – FRIDAY

Slot I 09:00 – 12:00

Slot II 13:00 – 16:00

Slot III 17:00 – 20:00

## CONTACT DETAILS

**For all enquiries including equipment, room and studio bookings contact**

**FTVSupport@gre.ac.uk**

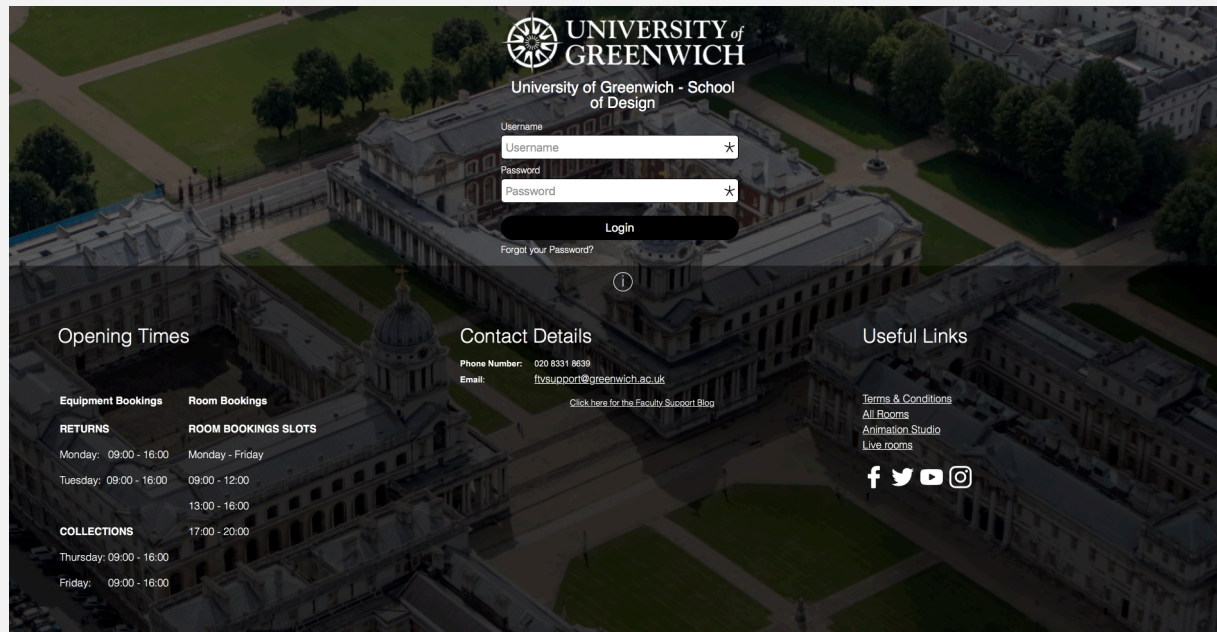
phone number: **020 8331 8639**

contact hours Monday-Friday 09:00-17:00

# SISO – ONLINE BOOKING SYSTEM

Website:

**gre.siso.co**

The image shows the login page for the University of Greenwich's SISO (School of Design) online booking system. The background is a dark, aerial view of the university's historic buildings. At the top center is the University of Greenwich logo, featuring a circular emblem with a sunburst design, followed by the text "UNIVERSITY of GREENWICH" and "University of Greenwich - School of Design". Below the logo are two input fields: "Username" and "Password", each with a small star icon on the right. A black "Login" button is positioned below the password field. To the left of the button is a link that says "Forgot your Password?". Below the login section, there are three columns of information. The first column, titled "Opening Times", contains a table with "Equipment Bookings" and "Room Bookings" sections, listing return and collection times for Monday through Friday. The second column, titled "Contact Details", provides the phone number "020 8331 8639" and the email address "fvsupport@greenwich.ac.uk", along with a link to the "Faculty Support Blog". The third column, titled "Useful Links", includes links for "Terms & Conditions", "All Rooms", "Animation Studio", and "Live rooms", followed by social media icons for Facebook, Twitter, YouTube, and Instagram.

UNIVERSITY of GREENWICH  
University of Greenwich - School of Design

Username

Password

Login

[Forgot your Password?](#)

**Opening Times**

Equipment Bookings	Room Bookings
<b>RETURNS</b>	<b>ROOM BOOKINGS SLOTS</b>
Monday: 09:00 - 16:00	Monday - Friday
Tuesday: 09:00 - 16:00	09:00 - 12:00
	13:00 - 16:00
<b>COLLECTIONS</b>	17:00 - 20:00
Thursday: 09:00 - 16:00	
Friday: 09:00 - 16:00	

**Contact Details**

Phone Number: 020 8331 8639  
Email: [fvsupport@greenwich.ac.uk](mailto:fvsupport@greenwich.ac.uk)  
[Click here for the Faculty Support Blog](#)

**Useful Links**

[Terms & Conditions](#)  
[All Rooms](#)  
[Animation Studio](#)  
[Live rooms](#)

[f](#) [t](#) [v](#) [i](#)

# LOGIN INSTRUCTIONS

**Login: your username** (just the letters and numbers, do not add '@gre.ac.uk or @greenwich.ac.uk')

**Password:** you need to reset it manually

To reset your password go to 'Forgot your Password?' under the login tab.

You will then be asked to enter your email address, **your Siso account is registered under Greenwich email address** so please enter this here in the format: **username@gre.ac.uk**.

If you use @greenwich.ac.uk password reset will not work.

**Your username can be found on your student card**

You will shortly receive an email with your username and password and you will now be able to login and change your password. Please check your spam folder if you haven't received the email.

# ROOM BOOKINGS

Rooms as available from Monday to Friday. Bookings can be done instantaneously but you must get your access within one of the slots.

**Slot I 09:00-12:00**

**Slot II 13:00-16:00**

**Slot III 17:00-20:00**

Maximum booking length is **3 hours** and only **one person** can be in suite at the time.

For Edit and Animations Suite please come to 11\_B009 in order to gain a temporary room access on your student card.

For Sound Studios you can collect the keys from 11\_B009.

For Sound Studios training please get in touch with Reid ([r.dudley-peirson@gre.ac.uk](mailto:r.dudley-peirson@gre.ac.uk))

# BOOKING EQUIPMENT

## 2 CATEGORIES:

- **No Risk Assessment required equipment**  
3 WORKING DAYS in advance
- **Risk Assessment required equipment**  
3 WORKING DAYS in advance  
Risk Assessment has to be approved by a lecturer before taking the equipment

Try not to send lecturers RA approval requests over the weekend, they might miss it.

## BOOKING EQUIPMENT

Bookings must be made at least 3 working days in advance in order to allow your lecturer enough time to review your Risk Assessment. Bookings with RAs that haven't been approved **will not be given out**.

SiSo will not allow you to complete the booking within a shorter time limit.

Example: You want to book out kit on **Thursday at 3pm**. You must book your equipment by **Monday 2pm** the latest for the system to process your booking.

Equipment requests which Risk Assessment was not approved within 3 working days are automatically rejected. Please check the status of booking under “My Bookings” tab.

At this time we cannot accept any last-minute requests or add-ons. Please make your booking carefully and consult with us beforehand if you have any questions.



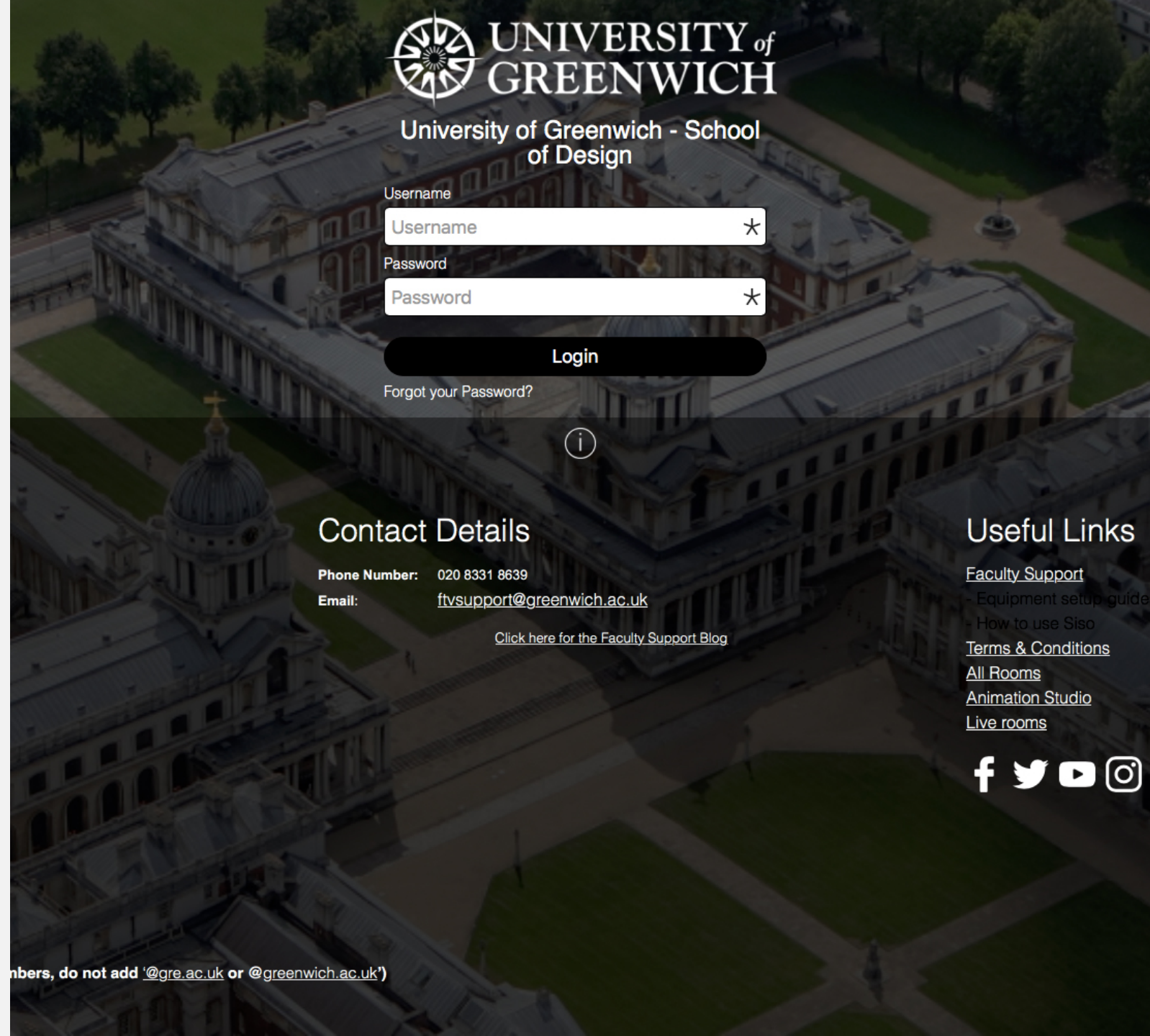
# SISO INTRODUCTION I

## First time logging in

1. Use the username found on your student card (e.g. abc234d).

2. Click “Forgot your Password”.

We recommend using your laptop instead of a phone for SiSo bookings.



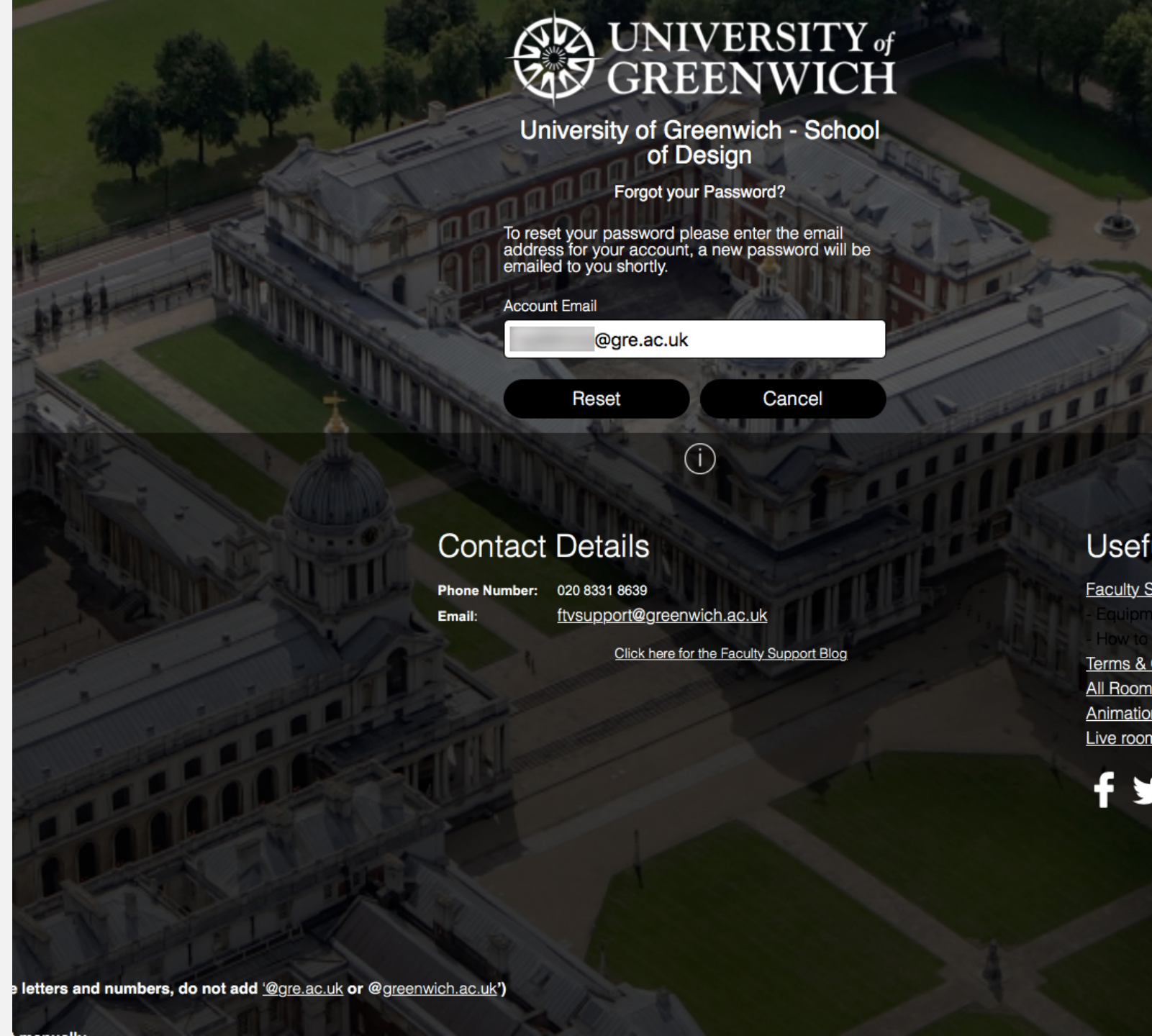
## SISO INTRODUCTION II

### First time logging in

3. Type your student email. Use the format **username@gre.ac.uk**

4. Reset your password.

Using @greenwich.ac.uk will not work.





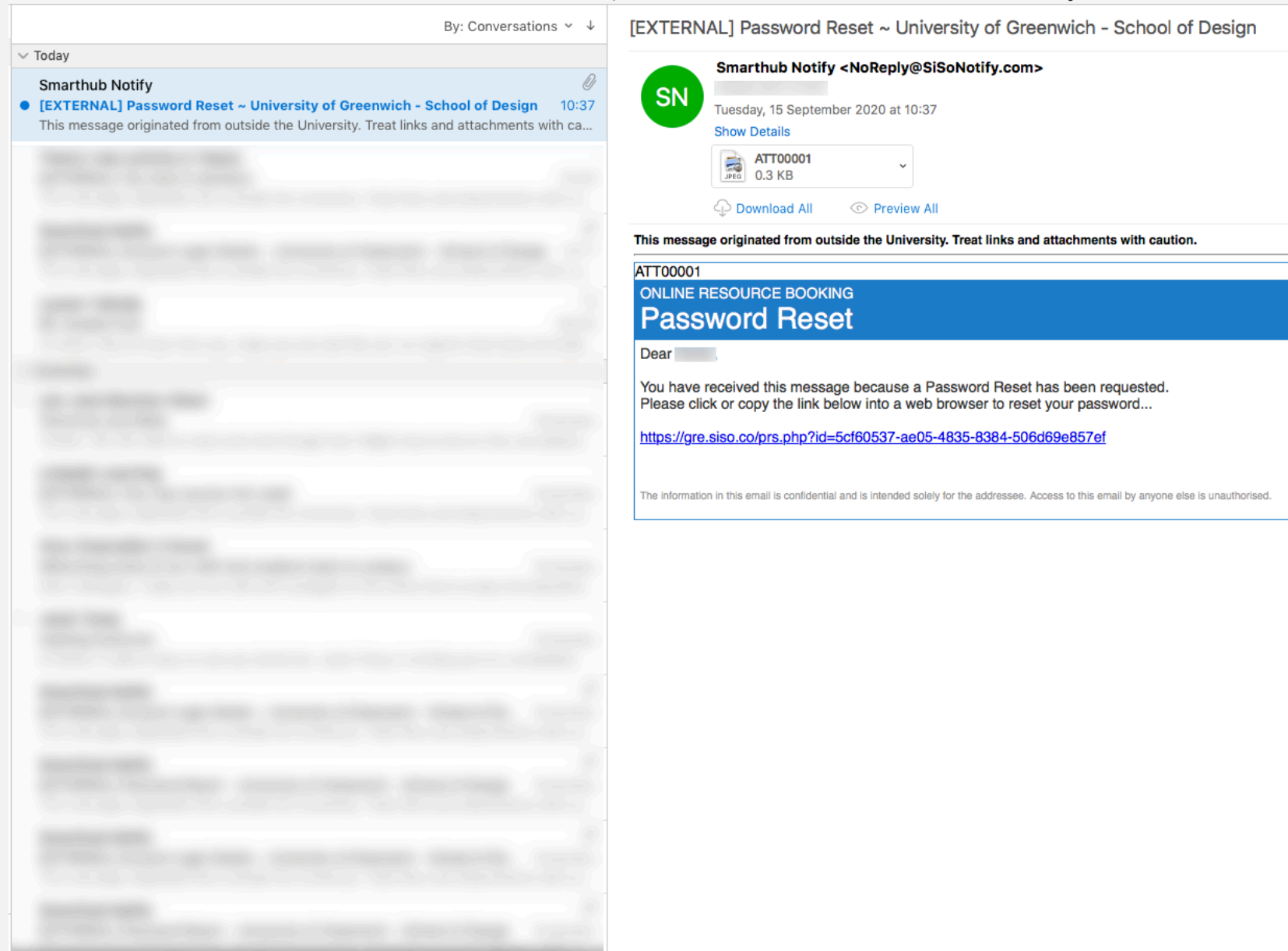
# SISO INTRODUCTION III

## First time logging in

5. Check your student email.

6. Click on the link.

Sometimes it takes a little time for the email to come through. If you haven't received it within 30min try resetting your password again.



## SISO INTRODUCTION IV

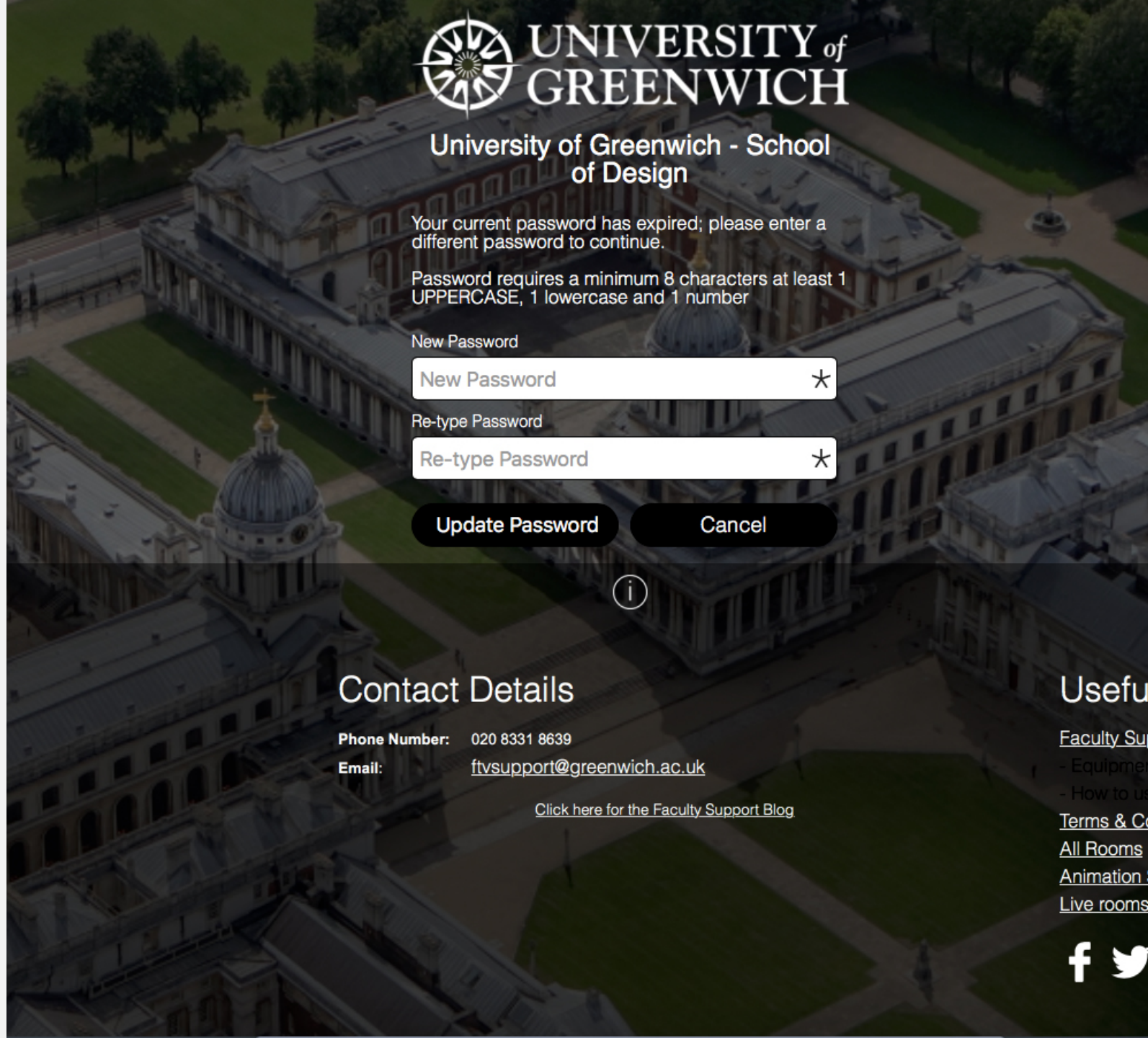
### First time logging in

7. Update your password. Please follow the security instructions.

8. Click update password.

9. Log in with your new details.

You can always change your user details under “My Account” tab after accessing the system. We advise not to change your username.





# Welcome

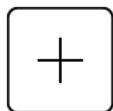


Gosia



Booking History × Find Rooms × Find Stock ×

1 new message



Find Stock



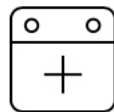
Find Rooms



Risk Assessment



Workshops



Booking Calendar



My Bookings

SISO – WELCOME  
PAGE

Left upper corner – expanded menu access

Right upper corner – user tab & notifications

Center – menu shortcuts

My Bookings

Gosia

2

Booking History

Find Rooms

Find Stock

☆ My Bookings | 2

Cancel

Process Selected

Reload

<div><div><div></div><div></div></div><div>2</div></div>	Project Usage	State	Requires Risk Assessment	Risk Assessment	Asset Name	Asset Description	Picked Up By	Approved	Form ID	Install Location	Collection	
<div><div><div></div><div></div></div><div></div></div>												
<div><div><div></div><div></div></div><div></div></div>		Request, Awaiting Confirmation	Yes	Not Approved	Canon 550D	SD CARD NOT INCLUDED Inc					18/09/2020 14:30:00	21/09/
<div><div><div></div><div></div></div><div></div></div>		Request, Awaiting Confirmation	No	N/A	Edit Suite B003						28/09/2020 14:00:00	28/09/

This is an example view of ‘My Bookings’.

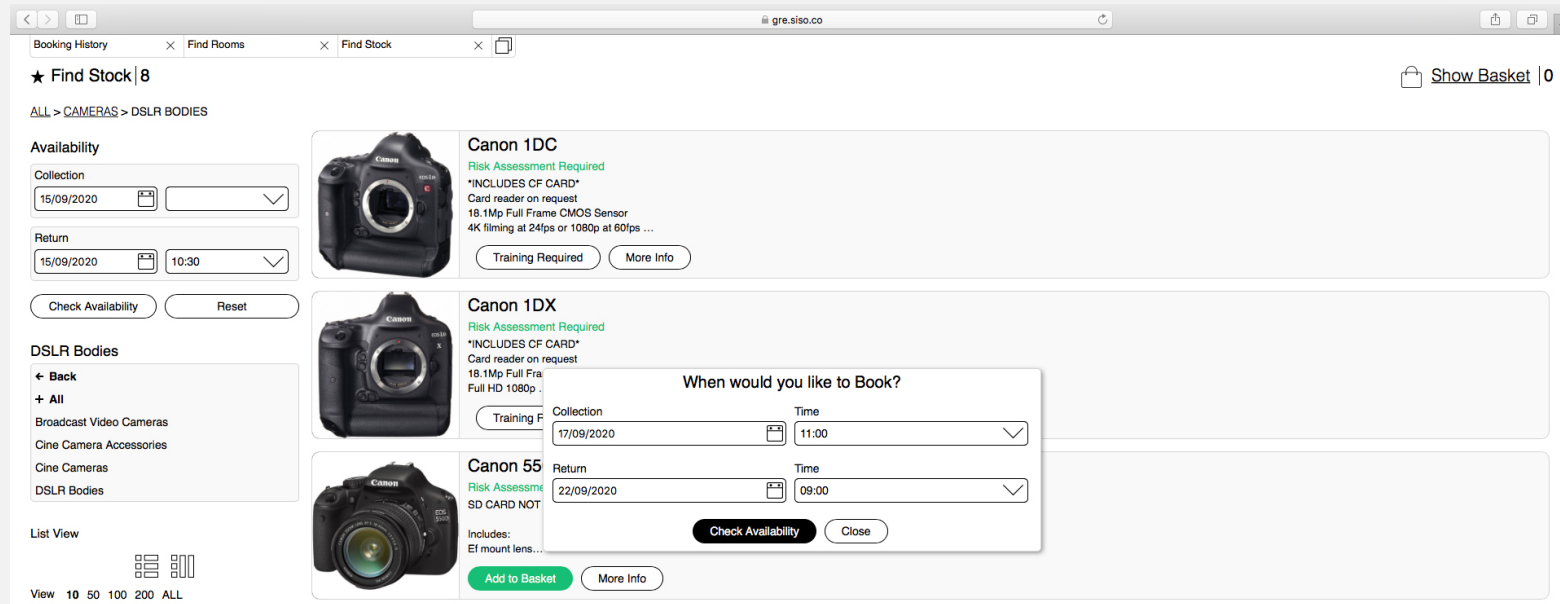
You can cancel your own bookings. If you need to renew your booking, please contact [FTVSupport@gre.ac.uk](mailto:FTVSupport@gre.ac.uk).

The ‘State’ tab updates you about the status of your booking. When your booking doesn’t require a Risk Assessment and it has been confirmed, you are ready to collect at your chosen time.

If your booking requires a RA, you are unable to collect until it has been approved. Confirmation of the booking that requires a RA does not mean is ready to collect. Only approval of the Risk Assessment will allow you to do so. You will receive an email notification if that happens, although it is useful to check your booking status before collection.

SISO – MY BOOKINGS

# SISO – BOOKING PROCESS



This is an example of a stock booking page.

You can find categories on your right side or type your query in the search tab on the top of the page.

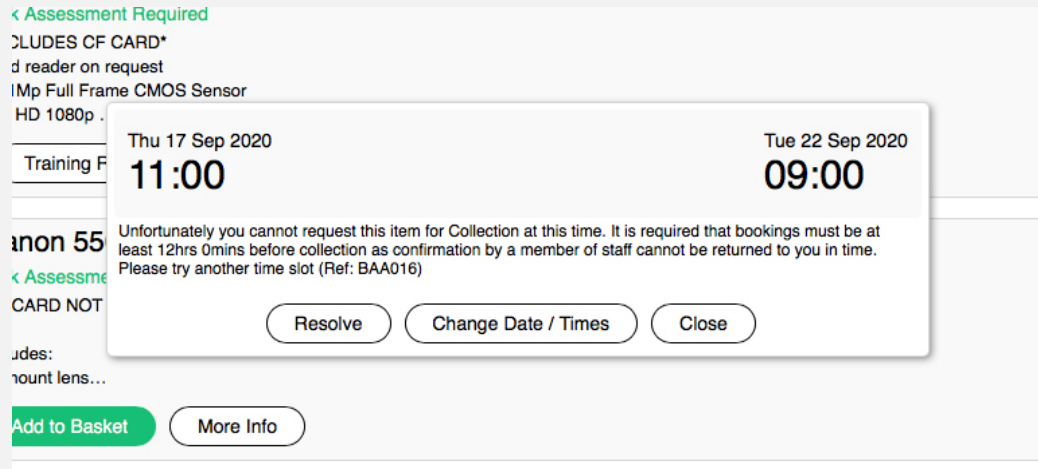
To set your booking time you can either edit the Collection and Return times under ‘Availability’ or edit the pop-up window after clicking ‘Add to Basket’.

Please follow the 3 working days rule and our Collection and Return days, while choosing your times. You can book out equipment up to 10 days. For longer times please contact the tech team.

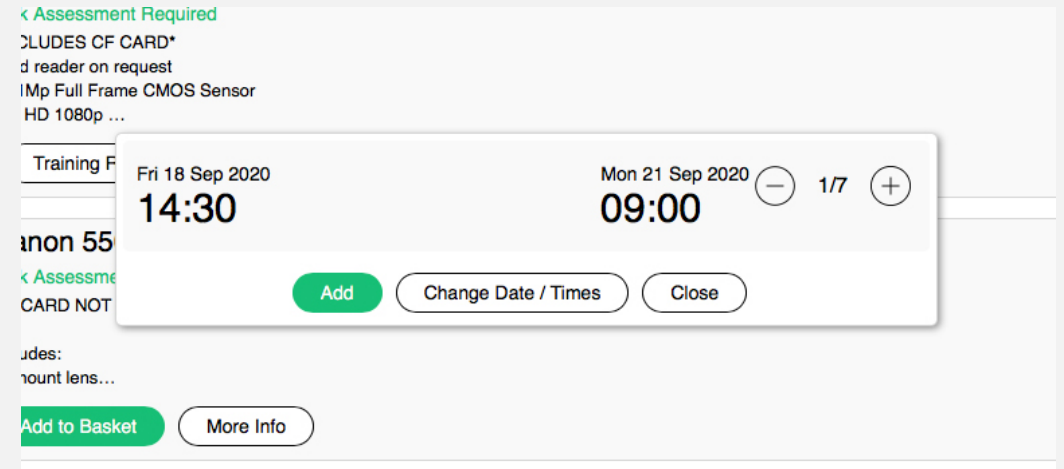
If the equipment states that ‘Training is Required’ it means that you need to undergo a training session and pass a competency test before it will be available to you. The sessions occur during practical workshops of your course.

**Please read the item descriptions carefully to see whether you must provide your own SD card or if the camera comes with their own memory. The Kit Room does not provide SD cards unless stated in the item description.**

## SISO – BOOKING PROCESS



Example of incorrect date and times causing system error

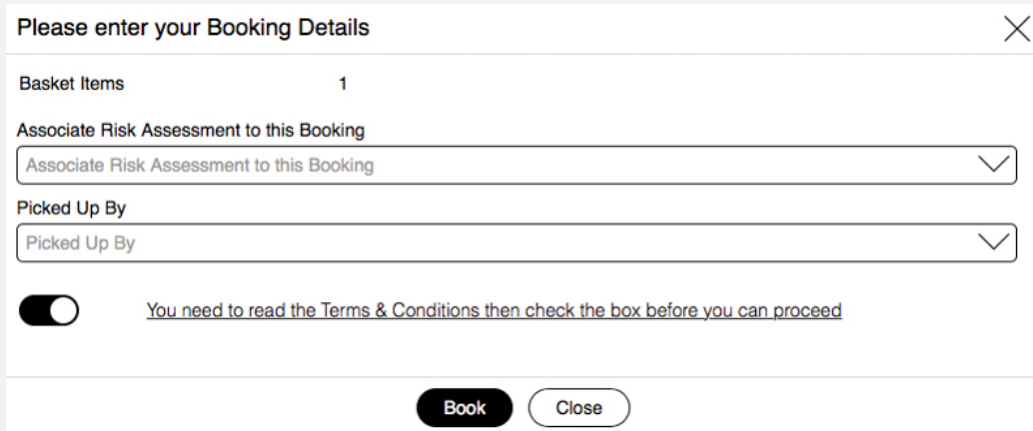


Example of correct date and times allowing the user to proceed with the booking

Unfortunately, we are unable to accept booking request outside the times set on Siso. The Kit Room does not operate on the weekends.



## SISO – BOOKING PROCESS



The screenshot shows a white pop-up window with a grey border and a close button (X) in the top right corner. The title bar reads 'Please enter your Booking Details'. Inside the window, there is a section for 'Basket Items' showing '1'. Below this, there is a section titled 'Associate Risk Assessment to this Booking' with a dropdown menu showing 'Associate Risk Assessment to this Booking'. Underneath, there is a section titled 'Picked Up By' with a dropdown menu showing 'Picked Up By'. At the bottom left, there is a toggle switch that is currently turned off, followed by the text 'You need to read the Terms & Conditions then check the box before you can proceed'. At the bottom right, there are two buttons: a black 'Book' button and a white 'Close' button with a grey border.

Please familiarize yourself with the Terms & Conditions before proceeding with your booking.

- After successfully putting your booking times, you will be redirected to this pop-up window.
- If you have already made a Risk Assessment you can attach it to your booking now.
- You can always come back to Risk Assessment tab and complete it at different time.
- If your booking doesn't require the RA please ignore this tab.
- The person who has made the booking is the one who is responsible for the Collection and Return of the equipment, unless another student is specified under 'Picked Up By'.

# SISO – ROOM BOOKINGS



Gosia



☆ Find Rooms | 10 / 13

[Review Bookings](#) | 0

## Availability

Collection

22/09/2020



10:00



Return

22/09/2020



10:00



Check Availability

Reset

## Categories

+ All

Animation Studios

Post Production Suites

Sound Studios

List View



View 10 50 100 200 ALL

Sort A-Z Z-A



### Animation 0009 Zone 1

Please come to 11\_B009 in order to gain a temporary room access on your student card - Room access will be given only to the student who has made the booking.

Book

More Info



### Animation 0009 Zone 2

Please come to 11\_B009 in order to gain a temporary room access on your student card - Room access will be given only to the student who has made the booking.

Book

More Info



### Animation 0010 Zone 1

Please come to 11\_B009 in order to gain a temporary room access on your student card - Room access will be given only to the student who has made the booking.

Book

More Info

You can book rooms under Find Room tab on the welcome page. Click on the 'Book' icon under the selected room.

# SISO – ROOM BOOKINGS

Book Animation 0010 Zone 1



You have selected a Animation 0010 Zone 1

21st - 27th Sep 2020 - Week 9



	Mon 21st Sep	Tue 22nd Sep	Wed 23rd Sep	Thu 24th Sep	Fri 25th Sep	Sat 26th Sep	Sun 27th Sep
08:30 - 09:00							
09:00 - 09:30							
09:30 - 10:00							
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17:30 - 18:00							
18:00 - 18:30							
18:30 - 19:00							

## Booking Restrictions

Min Booking Duration

3 hrs

Max Booking Duration

3 hrs (Working Hours)

Close

Continue

Close

Room bookings are presented in the calendar view, where you can see available slots.

# SISO – ROOM BOOKINGS

Book Animation 0010 Zone 1



You have selected a Animation 0010 Zone 1

21st - 27th Sep 2020 - Week 9

	Mon 21st Sep	Tue 22nd Sep	Wed 23rd Sep	Thu 24th Sep	Fri 25th Sep	Sat 26th Sep	Sun 27th Sep
08:30 - 09:00							
09:00 - 09:30							
09:30 - 10:00							
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17:30 - 18:00							
18:00 - 18:30							
18:30 - 19:00							

Wed 23 Sep 2020

09:00

Wed 23 Sep 2020

12:00

Book

Close

Continue

Close

Select the slot (remember to book out all 3 hours) and then click the Book icon.

## SISO – ROOM BOOKINGS

Book Animation 0010 Zone 1

×

<

You have selected a Animation 0010 Zone 1

Booking Details

Change Date / Times

Asset Name

Animation 0010 Zone 1

Collection

09:00 am, Wednesday 23rd September 2020

Return

12:00 pm, Wednesday 23rd September 2020

Quantity

1

Associate Risk Assessment to this Booking

Associate Risk Assessment to this Booking

Picked Up By

Picked Up By

☐

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

After you made your booking, you will be directed to this screen. Fill the appropriate spaces and your booking is complete. You don't need to fill a Risk Assessment for Room Bookings.

## KIT ROOM – BOOKING PROCEDURES

- You must wear face coverings in the Kit Room area at any time.
- Please sanitise your hands before handling the equipment/entering the rooms.
- Please respect and follow social distancing guidelines in the area.
- Under no circumstance students are allowed inside of the Kit Room space.
- You must come within 30 mins of your chosen booking slot. You may be turned away if you miss your slot.
- Maximum of two students at any time in the Kit Room area.
- All elements of a booking must be returned at the same time.
- It is advisory to check your equipment before taking it out. If you need more time to do so, ask one of the kit room technicians for an available space.
- Any faults and loses must be reported during return of equipment
- Refer to the Terms & Conditions for more information about booking procedures.

# FTV COVID ARRANGEMENTS I

## **Basement Area**

- There will be a one-way entrance / exit route in place. Please follow the signs when accessing and leaving the basement area.

## **Open Access I Macs**

- The open access I Macs in the basement will not be in use. Only the edit suites may be used after booking in advance.

## **TV Studios**

- Maximum occupancy for the TV Studio during taught sessions is 10 students on the studio floor and 3 students in the gallery
- Students wishing to film single camera production in the Film Studio must have a maximum crew and cast size of 8 people in total. Social distancing measures and face coverings must be included in risk assessments for studio filming.

# FTV COVID ARRANGEMENTS II

## Equipment Booking

- Equipment will continue to be booked using the Siso system, however we will need to limit the number of bookings on any given day to allow additional time for cleaning. Please try and book equipment as far in advance as possible.
- Thursday and Friday are designated equipment collection days.
- Monday and Tuesday are designated equipment return days.
- There are no collections or returns on Wednesday.
- You will be given a 30 minute slot to collect or return your equipment. In order for us to be able to implement these new safety measures it is essential that you arrive promptly. If you arrive outside of your designated slot you may be turned away.
- Maximum of 2 students to collect or return equipment at any time.
- Please collect/drop off large or small bookings in the designated areas.



# FTV COVID ARRANGEMENTS III

## **Sound Studios**

- Sound Studios 1 – 3 have a maximum occupancy of 2 people, to include one person at the desk and one person in the vocal booth. The sound studios will be bookable in the following 3 hour slots: 9am – 12pm, 1pm – 4pm, 5pm – 8pm.
- On arrival at the Tech Office for your booking, your student card will be assigned access to the booked room for the three hours of your booking only.

## **Edit Suites / Animation Rooms**

- Edit suites and Animation rooms will be bookable in the following 3 hour slots: 9am – 12pm, 1pm – 4pm, 5pm – 8pm.
- Only one person may use an edit suite or animation workstation at any time
- Please sanitise your station after use
- On arrival at the Tech Office for your booking, your student card will be assigned access to the booked room for the three hours of your booking only.

# TERMS&CONDITIONS I

- **Students may borrow University equipment needed for coursework only, on the following terms and conditions:**
- No University property may be removed from University premises **without the approved Risk Assessment** (for items that require RA) or a **premade and confirmed booking**.
- **The borrower undertakes to ensure that the equipment is returned to the University in the same condition in which it was removed.** No reconfiguration, modification, dismantling or removal of parts is permitted.
- **Items used for bona fide coursework are covered by the University's insurance policy.** Where the University's insurance does not cover the use or extent of loss of the equipment, the borrower is financially liable for all loss or damage including any excesses payable under University insurance arrangements.
- In order to claim for equipment losses under the University's property insurance policy the Department must (a) demonstrate that the equipment was listed in the University's inventory; (b) demonstrate that the borrower had been granted written permission to remove the equipment from University premises prior to the loss occurring; (c) where the loss occurred as a result of theft from a residence, vehicle or other premises, produce a copy of a police report.
- **The University accepts no liability for any damage to third party property and/or persons arising out of the use of the equipment by the borrower and the borrower agrees to indemnify the University against all third party claims, actions, and demands howsoever arising from the use of the equipment.**

## TERMS&CONDITIONS II

- **Any carriage/transport costs arising from the removal or return of the borrowed equipment shall be borne by the borrower.**
- The equipment remains at all times the property of the University of Greenwich and the University reserves the right to recall the equipment at short notice if it is required for other University business.
- **Late or improper** (damages, signs of negligence) **returns of equipment may incur a temporary revoked access to the previously borrowed item.** In certain cases, the borrower might be required to redo their competency training to be able to book the item again. Revoked access or training will be considered on a case to case basis, upon consultation with a leading tutor. **The student will always have access to the basic equipment, to allow them the possibility of the completion of their coursework.**
- Any changes of the equipment pick up and drop off times (including both early and late drop off) have to be confirmed via email or phone to the FTV team (ftvsupport@gre.ac.uk or 020 8331 8639).
- Non-return of equipment is a serious matter and shall be dealt with as a breach of discipline by the student. If the non-return of equipment is not explained to the satisfaction of the University authorities the equipment will be considered stolen and the University will bring disciplinary charges against the borrower, and may at its sole discretion refer the matter to the police for recovery of the equipment and prosecution of the borrower.

## TERMS&CONDITIONS III

- The borrower should submit this authorisation to caretaking/security when leaving University premises and must retain this for as long as necessary, i.e. in the case of loaned equipment is returned to the University.
- This authorisation is valid only for the School of Design and for the period stated above. It must be returned immediately if recalled by the Faculty for any reason.
- **The Kit Room operates between 09:00-16:00, no equipment pick ups or drop offs are accepted outside the working hours. Collections and returns are not accepted on Wednesdays.**
- The borrower is responsible to check all the equipment before leaving the area to ensure that all the correct equipment is provided and in working order, including any accessories.
- The equipment must be returned in the presence of a staff member; in cases of students working in Stockwell Street Film Studio and TV Studio, equipment still must be delivered back to the kit room.
- **All faults found must be reported at the time of booking return.**
- **All equipment must be picked up and returned at the selected time, by the person listed in the booking form.**
- **A booking consisting of multiple items must be picked up and returned at the same time. (including: memory cards, readers, etc.)**

PLEASE EMAIL **FTVSUPPORT@GRE.AC.UK**  
IF YOU HAVE ANY QUESTIONS.