



## Accessing Queensway Chapel's Room Booking Diary.

1. Use your web browser to visit <http://qc-diary.homecall.co.uk>.
2. The room booking system can be found in the zip folder QC-Room-Booking.zip. It contains a folder called QC-Room-Booking with 2 files in it:
  - (a) The room booking system (chapelbookingsystem.exe).
  - (b) An up-to-date copy of the diary database (diary.mdb).
3. The first time you use the Room Booking System you will need to...
  - (a) Install the Room Booking System (chapelbookingsystem.exe).
  - (b) Download the up-to-date copy of the diary database (diary.mdb).
4. On subsequent uses of the Room Booking System it is recommended that you download a new copy of the diary database. This is because a new copy of the diary database is uploaded weekly.
5. Instructions for installing the booking system are as follows...
  - (a) Close any programs which are running.
  - (b) Open QC-Room-Booking.zip
  - (c) Open and save the file chapelbookingsystem.exe
  - (d) Open the folder to which chapelbookingsystem.exe has been downloaded
  - (e) Run chapelbookingsystem.exe
  - (f) Grant any security authorisations requested
  - (g) If the installer finds that one of the programs it is about to install already exists on your computer and that your computer's version is more recent then it will ask whether or not you want to replace it. Answer 'no' to this.
  - (h) If any other error messages arise then take the option to continue.
6. Instructions for downloading the diary are as follows...
  - (a) Click the file QC-Room-Booking.zip
  - (b) Open and save diary.mdb
  - (c) Open the folder to which diary.mdb has been downloaded.
  - (d) Copy diary.mdb (select diary.mdb then hold down Ctrl and press the letter c once).
  - (e) Using the start menu, select "Queensway Chapel Room Booking System" from the list of programs.
  - (f) Right-click "Queensway Chapel Room Booking System" (the icon is an open book ) and select open file location.
  - (g) Copy diary.mdb into this folder (hold down Ctrl and press the letter v once).
7. Running the Room Booking System...
  - (a) Using the start menu, select "Queensway Chapel Room Booking System" from the list of programs.
  - (b) Left-click "Queensway Chapel Room Booking System" (the icon is an open book )