



CENTER OF SIMULATOR
AND VIRTUAL MEDICINE
FACULTY OF MEDICINE
UPJS IN KOŠICE

RESERVIO Reservation system

User manual



Košice 2023



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1. General description

The Reservio reservation system is designed for online reservations 24 hours a day, seven days a week. It allows interested parties to choose any available time, date, and service by enabling work on the selected simulator in the Center of Simulator and Virtual Medicine UPJŠ FM (CSVM).

Within CSVM, we offer teachers and students of UPJŠ FM the following services:

- HAL advanced wireless patient simulator,
- Susie advanced wireless patient simulator,
- US Mentor,
- GI Bronch,
- simulator for auscultation of lungs,
- LAP Mentor,
- cardiology simulator,
- Body Interact,
- Sectra,
- First aid,
- Simodont dental trainer.

A more detailed description, as well as the reservation of services itself, is available online at: <https://centrum-simulatorovej-a-virtualnej-mediciny.reservio.com/>. The website of the reservation system can also be accessed using a QR code (Figure 1).



Figure 1 QR code for CSVM reservation system

After loading the page, the initial page of the CSVM reservation system will appear (Figure 2).

In the middle part of the screen, there is basic information, that is, the address of CSVM and the opening hours for the current day of the week (Figure 2, part 1.). An overview of the offered services is displayed in the lower part (or after scrolling down in case view for smartphones), including a corresponding description in Slovak and English (Figure 2, part 2.).

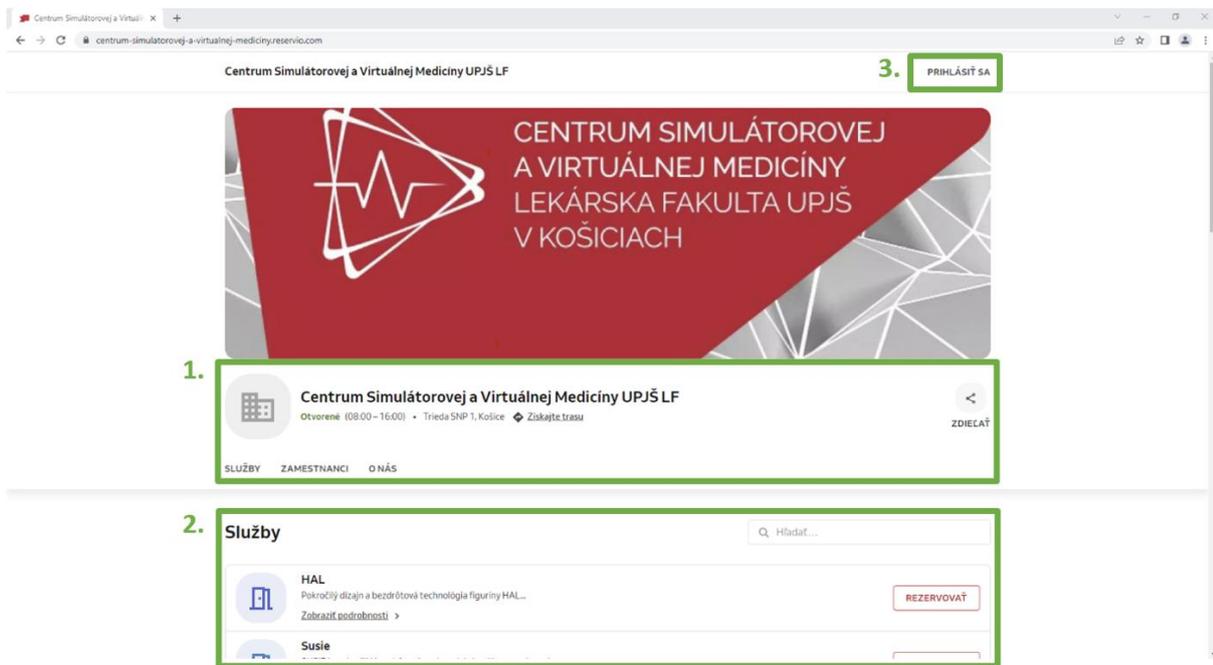


Figure 2 Reservation system of CSVM

It is also possible to use “log in” option shown on the initial screen of the reservation system (Figure 2, part 3.).



2. User registration and login

User login to the Reservio reservation system is possible based on previous registration and subsequent username entry in the form of an e-mail (**we strongly request that newly registering users enter their official UPJS e-mail**) and a chosen password (Figure 3, part 1.).

1. Prihláste sa do účtu

E-mail

Heslo

PRIHLÁSIŤ SA

ZABUDLI STE HESLO?

alebo pokračovať s

GOOGLE APPLE FACEBOOK

Prihlásením alebo vytvorením účtu súhlasíte so Všeobecnými podmienkami a Pravidlami ochrany súkromia.

2. Ešte nemáte účet? Zaregistrujte sa

Figure 3 User login to the reservation system

In case the user has no account (new users), it is necessary to click on the "Zaregistrujte sa" option (Figure 3, part 2.). Subsequently, the user is redirected to the registration website, where it is necessary to fill in the name (ideally in the form of First Name and Surname), e-mail address (official UPJS e-mail), telephone number that can be used to contact users in case the clarification regarding reservation is needed and to send notification e-mails about the confirmation or cancellation of the reservation, and the password to your account (Figure 4).

Vytvoriť účet

Meno

E-mail

Telefónne číslo

+421

Heslo

VYTVORIŤ ÚČET

alebo pokračovať s

GOOGLE APPLE FACEBOOK

Prihlásením alebo vytvorením účtu súhlasíte so Všeobecnými podmienkami a Pravidlami ochrany súkromia.

Už máte účet? Prihláste sa

Figure 4 User registration

The registration step is not mandatory for the user, but registration will allow the user to access their booking history, create reservations faster and manage their bookings.

3. Creating a reservation

The reservation itself can be made by clicking on the name of the selected service from the list of available services (Figure 5, part 1.) or on the corresponding "Rezervovať" button (Figure 5, part 2.).

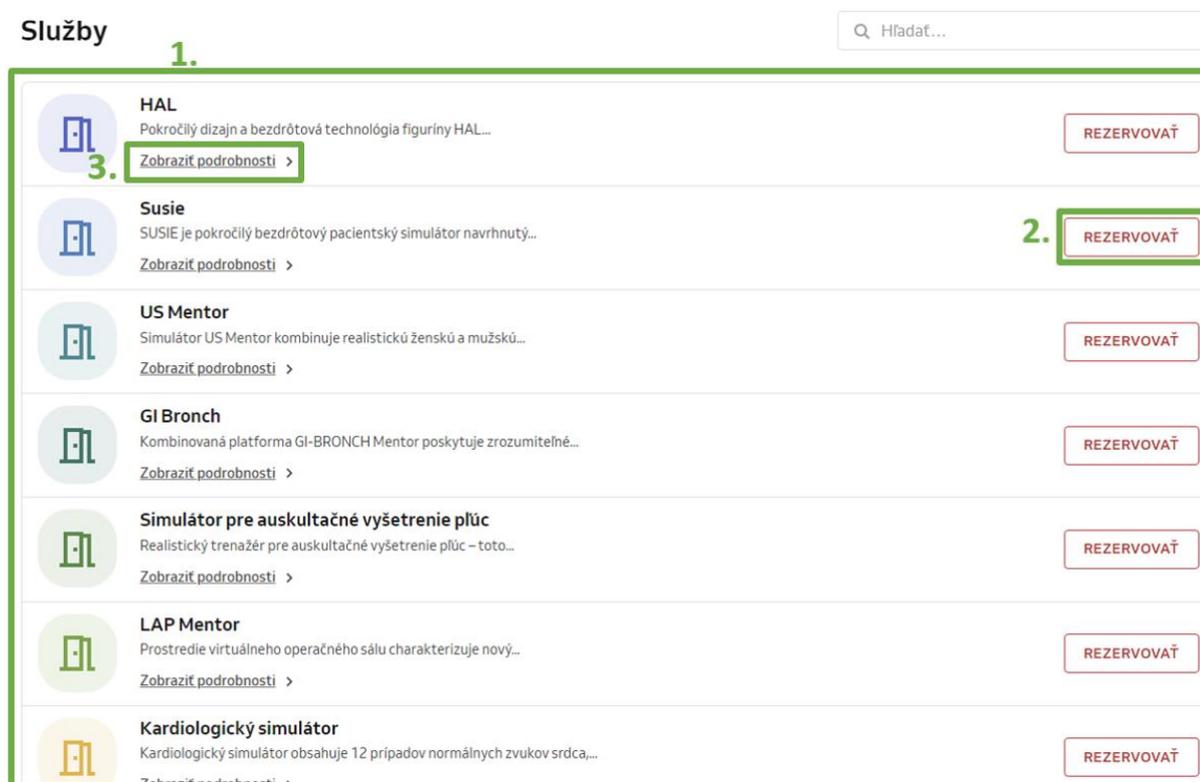


Figure 5 List of available services in CSVM

Within each service, there is also a description of what the given service, room or simulator is aimed at, and what it can provide to students and teachers. The description of the services can be viewed by clicking on the name of the selected service or on the text "Zobrazíť podrobnosti" (Figure 5, part 3.). Subsequently, the user is redirected to a page where the following information is displayed for each service (Figure 6):

- name of the service (Figure 6, part 1.),
- description of the service in the Slovak language (Figure 6, part 2),
- description of the service in English (Figure 6, part 3.),
- duration of the service in case of reservation (Figure 6, part 4.),
- the nearest available service reservation date (Figure 6, part 5.),
- button for making a service reservation (Figure 6, part 6.).



1. < Spät | Úvod / Služby / HAL

HAL

2. Popis

Pokročilý dizajn a bezdrôtová technológia figuríny HAL umožňujú prevádzkovanie simulátoru bez externého pripojenia na vzduch a elektrinu. HAL funguje bez prestávok aj počas transportu pre vytvorenie reálneho tréningového prostredia. Môžete ho premiestniť z miesta nehody na JIS a tam liečiť jeho stav pomocou reálnych prístrojov pre monitoring a resuscitáciu. HAL prirodzene prechádza medzi fyziologickými stavmi podľa príkazov z bezdrôtového počítača.

The HAL dummy's advanced design and wireless technology allow the simulator to be operated without an external connection to air and electricity. HAL works without breaks even during transport to create a natural training environment. You can move him from the accident site to the JIS and treat his condition using accurate monitoring and resuscitation devices. HAL naturally transitions between physiological states according to commands from a wireless computer.

Podrobnosti

4. ⌚ 45 minút

5. 📅 Ďalší dostupný termín je 2. mája 2023 o 08:00

6. REZERVOVAŤ

ZDIELAŤ

3.

Figure 6 Description of the selected service - example

By clicking the book button (REZERVOVAŤ), the user is provided with all available booking dates, max., for the next three months. In the left part of the screen, the user chooses the reservation date (Figure 7, part 1.). To the right of the date, it is possible to choose the reservation time for the selected day (Figure 7, part 2.). On the right part of the screen, basic information about the service is shown (Figure 7, part 3.), i.e., the name and time duration of the reservation, as well as the CSVM address and navigation to continue creating the reservation (Figure 7, part 4.).

Each service can be booked for 45 minutes. If interest is in a more extended reservation, the reservation must be made repeatedly for a new date every 45 minutes.

< Spät

Vyberte termín

1. Dátum a čas

Máj 2023

Po	Ut	St	Št	Pi	So	Ne
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

2. Piatok, 05.05.2023

11:00 14:45 15:00 15:15

3. Zhrnutie

Centrum Simulátorovej a Virtuálnej Medicíny UPJŠ LF
Trieda SNP 1, Košice

Ktokoľvek dostupný

HAL
45 minút

4. POKRAČOVAŤ

Figure 7 Information for selecting the reservation date of the selected service

The minimum time limit for making a reservation is 24 hours before the reservation date. For this reason, the system will display the next booking date after adding 24 hours to the current time, i.e., if today is Thursday 04/05/2023 10:19, the next possible free booking date should be Friday 05/05/2023 10:15. However, as shown in Figure 7, part 2, the specified time is not available. This is because another reservation has already been made for the selected service at the given time, and thus the service cannot be booked for the requested time. In that case, the user is provided with the nearest possible time.

In the next step, after pressing the "POKRAČOVAŤ" button (Figure 7, part 4.), the user fills in his contact details (Figure 9). He can continue as a guest or log in to his account, which will automatically fill in his contact details (Figure 8).

Detaily rezervácie

Osobné údaje UPRAVIŤ
Centrum Simulátorovej a Virtuálnej Medicíny lf-csvm@upjs.sk 05523435555
Podmienky zrušenia
Rezervácia môže byť zrušená do 10. mája 2023 o 09:00.
Poznámka k rezervácii PRIDAŤ POZNÁMKU

Figure 8 Sample of pre-filled personal data when creating a reservation

In case the user decides to continue as a "guest", he fills in his name (first name + last name), e-mail, and telephone contact (Figure 9, part 1.). As part of reservation process, the user can also create an account in the reservation system to manage his reservations (see Figure 4). The right part of the screen summarizes the reserved service (Figure 9, part 2.).

Ako sa chcete rezervovať?

Mám účet Reservio PRIHLÁSIŤ SA CEZ RESERVIO

1. alebo

Pokračujte ako hosť

Meno

E-mail

Telefónne číslo

Chcem si vytvoriť účet Reservio pre správu svojich rezervácií.

POKRAČOVAŤ

2. **Zhrnutie**

Centrum Simulátorovej a Virtuálnej Medicíny UPJS LF
Trieda SNP 1, Košice

Ktokoľvek dostupný

HAL
45 minút • 10. mája 2023 o 13:00

Figure 9 Filling in the user's personal data

If the user does not fill in all the fields for entering personal data, the reservation system displays a warning about the obligation to fill in the required data (Figure 10).

Telefónne číslo

Toto pole je povinné

Figure 10 Warning about the necessity of filling in mandatory fields of personal data



After filling in all mandatory fields and pressing the "POKRAČOVAŤ" button, a summary of the entire reservation will be displayed, i.e., personal contact data of the user (Figure 11, part 1.), conditions for cancelling the reservation with information about the latest possible date for cancelling the reservation (Figure 11, part 2.), enabling adding your note to the reservation (Figure 11, part 3.), summarizing the reserved services (Figure 11, part 4.).

Suppose the interested party is reserving the service **for teaching purposes**. In that case, we recommend that information about the subject of teaching, the study program, and the number of the student group be filled in in the section designated for entering a note (Figure 11, part 3). If administrative staff books the service, adding information about the teacher's name to the notice is advisable.

Figure 11 Booking summary

Suppose the interested party is booking the service **for personal interest** (testing their knowledge and skills). In that case, it is necessary that in the section intended for entering a note (Figure 11, part 3.), information is added as to whether it is an individual or a group of persons (ideally together with a name list of persons).

The creation of the reservation is completed after confirming the button "VYTVORIŤ REZERVÁCIU" (Figure 11, part 5.), through which the user sends his reservation to the CSVM reservation system. The user will then be shown information about the creation of a reservation (Figure 12).

Figure 12 Information about making a reservation

Since the reservation system runs online and anyone interested in making a reservation has access to it, several people can reserve the same service simultaneously. In that case, the system will first evaluate who confirmed the reservation to avoid a collision. Subsequently, after the evaluation (in the background, the interested party does not see this process), information is provided about the necessity of choosing an alternative date (Figure 13).

The screenshot shows a reservation form with a warning message: "Je nám ľúto, ale vybraný čas je už rezervovaný. Vyberte iný čas." (Sorry, but the selected time is already reserved. Choose another time). The form includes fields for personal data (OSOBNÉ ÚDAJE), terms and conditions (PODMIENKY ZRUŠENIA), and a note field (POZNÁMKA K REZERVÁCI). A summary panel (Zhrnutie) on the right shows the reservation details: Centrum Simulátorovej a Virtuálnej Medicíny UPJŠ LF, Trieda SNP 1, Košice; Ktokoľvek dostupný; HAL; 45 minút • 10. mája 2023 o 13:00. A red button "VYTVORIŤ REZERVÁCIU" is visible.

Figure 13 Information on the necessity of selecting another available time for the service chosen

An authorized person in CSVM must approve each reservation. As soon as the reservation is approved, the applicant will receive a notification e-mail to the e-mail address he entered during the appointment reservation. The interested party will receive a notification e-mail even if the authorized person does not approve his reservation.

The user can also check the status of his reservation continuously. As part of the information regarding the reservation, the status is always indicated at the time of the reservation. If the user sent the reservation, but it has not yet been approved or rejected, the reservation status is "Prijaté" (Figure 14, part 1.).

The screenshot shows three reservation statuses: 1. Prijaté (Accepted), 2. Potvrdené (Confirmed), and 3. Zamietnuté (Rejected). Each status is shown with a date and time: st, 10. 5. 2023, 13:00. The interface includes a "Reservio" logo, a "Spät" button, and a "Vytvoriť novú rezerváciu" button. A "Zrušiť rezerváciu" button is visible in the first two statuses.

Figure 14 Overview of the statuses of the created reservation



After confirming the reservation by CSVm employees, the status of the reservation is changed to "Potvrdené," (Figure 14, part 2). After it is rejected than the status shows "Zamietnuté" (Figure 14, part 3).

A reservation with the status "Prijaté" and "Potvrdené" can be cancelled by the user at any time (Figure 14, part 4.) but **no later than 4 hours before the reservation time**. After clicking on the appropriate button, the user will see a window (Figure 15) in which he can cancel the reservation.

Figure 15 Reservation cancelation

Suppose the interested party cannot attend the reserved service. In that case, it is desirable to provide this information in writing to the e-mail address lf-csvm@upjs.sk or by phone to any CSVm employee.

In case of questions regarding teaching, don't hesitate to contact lf-csvm@upjs.sk.

If you are interested in visiting the CSVm or agreeing on the date of the exercises, don't hesitate to contact the head of the CSVm: **MDDr. Jakub Jánošík**

Tel./VoIP: +421 55 234 3557

e-mail: jakub.janosik@upjs.sk).

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