HKU Facilities Booking System

User Guide

(Version 1.0)

Information Technology Services
The University of Hong Kong

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## Document Revision History

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Introduction

HKU Facilities Booking System is a web-based general purpose booking system which provides easy management for booking facilities. ‘Staff’ or ‘Student’ can use this system to book facilities. The system supports booking requests, booking requests approval, email notification and online enquiry. There are three main categories of users in the system: General users, Approvers and Administrators.

The system can be accessed through HKU Portal using single sign-on authentication. After HKU Portal login, General users will be automatically assigned to the default user group “Staff” or “Student” based on their portal account type.
User Guide

(1) General User creates New Booking

1. Click ‘Facility Type’ -> ‘Bookings’ from the menu on the top to open the facility booking schedule.

![Facility Booking System Screenshot]

- Click ‘Facility Type’ to open the facility type list. Click on the list to select the facility type to be reserved.

![Facility Type Selection Screenshot]

- Click the calendar icon next to the blue triangle can toggle the visibility of a 3-month calendar spanning from last month to next month on default. Click the target date in the calendar to select the weekly reservation schedule.

![Calendar Screenshot]
4. Find an ‘Available’ slot (indicated by white color) of target facility from the booking schedule and click the target slot to open the booking form.
5. On the reservation form, change the ‘Facility to be reserved’ or add additional facilities by clicking ‘(More Facilities)’ if reserving multiple facilities by the same booking is needed. (This option may be disabled by the administrator)

![Reservation Form]

6. Select the ‘Begin’ and ‘End’ date and time to specify the booking period.

![Date Selection]

7. Select the ‘Repeat’ type and enter details if recurrent booking is required. (This option may be disabled by the administrator)

![Repeat Type]

8. If the booking is on behalf of departments, select the requesting department in the ‘Department’ drop down list. (This option may be disabled by the administrator)

![Department Selection]
9. Enter the purpose of booking into ‘Title of booking’ and provide a brief description in the field ‘Detail of booking’.

![Image of 'Title of booking' and 'Detail of booking' fields]

10. To provide additional information to support the booking, upload a file in the ‘Attach file’ field by pressing the ‘Browse’ button to select the file(s). (This option may be disabled by the administrator)
   - You can only upload Word, Excel, PowerPoint, CSV, PDF, JPEG, GIF, PNG and TXT format files.
   - Each attachment size is limited to under 4MB.

![Image of file selection dialog]

11. Enter the staff or student number of co-applicant if needed. (The number of co-applicant needed is determined by the administrator)

![Image of 'Co-applicant List' with sample entries]

Please make sure you obtain the consent from the co-applicant before inputting their Staff/Student Number. All co-applicants will be notified by email.
12. Submit the booking request by pressing ‘Create’ Button at bottom right of the form. A booking reference number will be shown on screen and an email notification will be delivered if your submission for booking is successful and pending for approval.
(2) General User view booking record

1. Click ‘Facility Type’ -> ‘My Bookings’ from the menu on top, the system lists out the booking according to the setting of filter:

   a. Between
   b. Facility Type
   c. Facility
   d. Status
   e. Reference Number