

# User Guide of CUHK Library Room Booking System

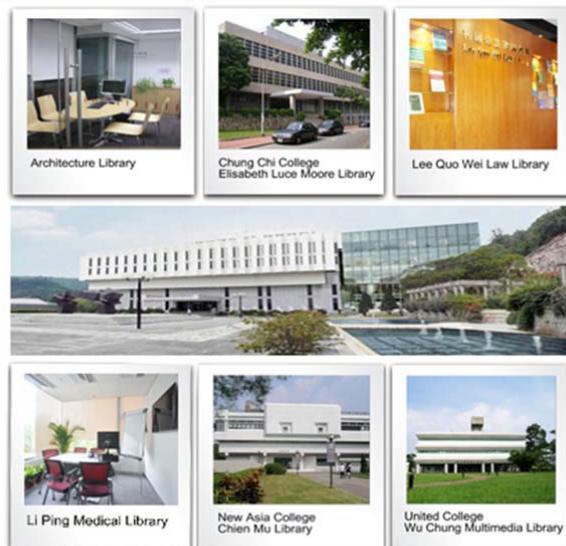
## How do I login?

All eligible users can visit the CUHK Library Room Booking System homepage and click on **CUHK LOGIN** button. You will be redirected to the CUHK LOGIN page



Please click to login:  
**CUHK LOGIN**

- FAQs
- User Guide
- What is my login ID and password?



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Please visit the [FAQ](#) page if you have any question with your login ID and password.

## CUHK Library Room Booking System Main page

Server Time: 2012/06/18 11:47:36

**CUHK Library Room Booking System**

1. Rooms Status | View / Cancel My Booking | Faculty Study Room Booking Request | Username | Logout

View: 1 day | Location: University Library | Facility Type: Group Study Room | Facility: - All - | Detail:

5. June 2012

2. Please select facility and available time slots, then click

3. Group Study Room 8 - G/F (6 seats) | Group Study Room 9 - G/F (6 seats) | Group Study Room 19 - 4/F (8 seats)

4. 2012-06-19

6. Legend:

- Yellow = Available
- Red = Full
- Green = Blocked
- Purple = Closed

Time Slot	Group Study Room 8 - G/F (6 seats)	Group Study Room 9 - G/F (6 seats)	Group Study Room 19 - 4/F (8 seats)
00:00 - 00:30	Purple	Purple	Purple
00:30 - 01:00	Purple	Purple	Purple
01:00 - 01:30	Purple	Purple	Purple
01:30 - 02:00	Purple	Purple	Purple
02:00 - 02:30	Purple	Purple	Purple
02:30 - 03:00	Purple	Purple	Purple
03:00 - 03:30	Purple	Purple	Purple
03:30 - 04:00	Purple	Purple	Purple
04:00 - 04:30	Purple	Purple	Purple
04:30 - 05:00	Purple	Purple	Purple
05:00 - 05:30	Purple	Purple	Purple
05:30 - 06:00	Purple	Purple	Purple
06:00 - 06:30	Purple	Purple	Purple
06:30 - 07:00	Purple	Purple	Purple
07:00 - 07:30	Purple	Purple	Purple
07:30 - 08:00	Purple	Purple	Purple
08:00 - 08:30	Purple	Purple	Purple
08:30 - 09:00	Purple	Purple	Purple
09:00 - 09:30	Yellow	Yellow	Yellow
09:30 - 10:00	Yellow	Yellow	Yellow

- The sub-menus are for view and search your own bookings in the System
  - Rooms Status** is the room booking page
  - View / Cancel My Booking** is the page to search your booking records
  - Faculty Study Room Booking Request** is the page to view the booking status of the Faculty Study Room
  - Logout** is to close the system
- The **View** drop down list is to define the booking page view on 1 day / 1 week / 1 month; the location list is to select target location; the facility type list is to select types of rooms; then the facility is to select room(s) for booking.
- Columns to show room names, floors and maximum number of seats
- Timeslots for booking (30 minutes / 60 minutes / 1 day per session)
- Calendar to select date to display room booking timeslots
- Color explanation:
  - Yellow**: available booking timeslots
  - Red**: timeslots are booked
  - Green**: timeslots are not available for booking
  - Purple**: library is closed
- Details: show booked timeslots with your name and department

## How do I change views on the booking page?

With CUHK Library Room Booking System, you can view the booking page for one or more rooms by day, by week and by month.

### To change view by day:

1. click on the View list and select 1 day



The screenshot shows the top navigation bar with the CUHK logo and the title 'CUHK Library Room Booking System'. Below the navigation bar, there are links for 'Rooms Status', 'View / Cancel My Booking', and 'Faculty Study Room Booking Request'. On the right, there are links for 'Username' and 'Logout'. The main content area features a calendar for June 2012. A dropdown menu labeled 'View:' is open, showing options for '1 day', '1 week', and '1 month'. The '1 day' option is highlighted. To the right of the calendar, there is a 'Location:' dropdown menu with the text '- Please select -'.

2. then click on the Location list and select the location



The screenshot shows the same interface as the previous one, but the 'Location:' dropdown menu is now open, displaying a list of library locations: '- Please select -', 'University Library', 'Chung Chi College Library', 'New Asia College Library', 'United College Library', 'Architecture Library', 'Li Ping Medical Library', and 'Law Library'. The 'University Library' option is highlighted. The 'View:' dropdown menu is still set to '1 day'.

3. or alternatively, view all rooms for one day booking timeslots



The screenshot shows the interface with more options visible. The 'View:' dropdown is set to '1 day', 'Location:' is 'University Library', and 'Facility Type:' is 'Group Study Room'. The 'Facility:' dropdown menu is open, showing options: '- All -', 'All', 'Group Study Room 8 - G/F', 'Group Study Room 9 - G/F', and 'Group Study Room 19 - 4/F'. The 'All' option is highlighted. Below the calendar, there is a table showing available time slots for the selected location and facility type. The table has columns for dates and room names. The first row shows '2012.06.18' and three 'Group Study Room' entries. A button labeled 'Add Selected Booking' is visible next to the calendar.

**To change view by week:**

1. click on the View list and select 1 week

The screenshot shows the top navigation bar with the CUHK logo and the text 'CUHK Library Room Booking System'. Below the navigation bar, there are links for 'Rooms Status' and 'View / Cancel My Booking', along with 'Username' and 'Logout' options. A calendar for June 2012 is visible on the left. The 'View' dropdown menu is open, showing options for '1 week', '1 day', '1 week', and '1 month'. The '1 week' option is highlighted. The 'Location' dropdown menu is set to '- Please select -'.

2. then click on the location list and select the location

The screenshot shows the same interface as the previous step. The 'View' dropdown menu is now set to '1 week'. The 'Location' dropdown menu is open, showing a list of library locations: '- Please select -', 'University Library', 'Chung Chi College Library', 'New Asia College Library', 'United College Library', 'Architecture Library', 'Li Ping Medical Library', and 'Law Library'. The 'Please select Library' text is visible next to the dropdown menu.

3. you can view one room with one week booking timeslots

The screenshot shows the booking timeslot grid for a room. The 'View' dropdown menu is set to '1 week', the 'Location' dropdown menu is set to 'University Library', the 'Facility Type' dropdown menu is set to 'Group Study Room', and the 'Facility' dropdown menu is set to 'Group Study Room 8 - G/F'. The grid shows the booking timeslots for the week of June 17 to June 23, 2012. The timeslots are color-coded: yellow for 'Available', pink for 'Full', green for 'Blocked', and purple for 'Closed'. The grid shows that the room is available from 09:00 to 10:00 on Monday, Tuesday, Wednesday, and Thursday.

Time Slot	Jun 17 Sun	Jun 18 Mon	Jun 19 Tue	Jun 20 Wed	Jun 21 Thu	Jun 22 Fri	Jun 23 Sat
00:00 - 00:30							
00:30 - 01:00							
01:00 - 01:30							
01:30 - 02:00							
02:00 - 02:30							
02:30 - 03:00							
03:00 - 03:30							
03:30 - 04:00							
04:00 - 04:30							
04:30 - 05:00							
05:00 - 05:30							
05:30 - 06:00							
06:00 - 06:30							
06:30 - 07:00							
07:00 - 07:30							
07:30 - 08:00							
08:00 - 08:30							
08:30 - 09:00							
09:00 - 09:30							
09:30 - 10:00		Available	Available	Available	Available		
10:00 - 10:30		Available	Available	Available	Available		
10:30 - 11:00		Available	Available	Available	Available		
11:00 - 11:30							
11:30 - 12:00							



## How do I make a booking?

Steps to make a room booking are as follows:

1. select your favorite view on room booking timeslots – 1 day 1 room / 1 day all rooms / 1 week 1 room / 1 month 1 room.
2. for example to select 1 day with all rooms, only advance timeslots shown on page:

Server Time: 2012/06/14 11:08:22

Room Status View / Cancel My Booking Faculty Study Room Booking Request ULV Rm Booking Staff Logout

View: 1 day Location: Chung Chi College Library Facility: - All - Detail:

Please select facility and available time slots, then click **Add Selected Booking**

2012-06-14	Group Study Room 1 (4 seats)	Group Study Room 2 (6 seats)	Group Study Room 3 (6 seats)	Group Study Room 4 (4 seats)
09:00 - 09:30				
09:30 - 10:00				
10:00 - 10:30				
10:30 - 11:00				
11:00 - 11:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11:30 - 12:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12:00 - 12:30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12:30 - 13:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13:00 - 13:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13:30 - 14:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14:00 - 14:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14:30 - 15:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15:00 - 15:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15:30 - 16:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16:00 - 16:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16:30 - 17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17:00 - 17:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17:30 - 18:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18:00 - 18:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18:30 - 19:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Legend:  
= Available  
= Full  
= Blocked  
= Closed

3. select the timeslots by checking the boxes, only one room can be booked at a time
4. press **“Add Selected Booking”** button to confirm the selection

5. then you are directed to New Booking Information page:

Server Time: 2012/06/14 11:11:10

  **CUHK Library Room Booking System** 

Room Status   View / Cancel My Booking   Faculty Study Room Booking Request   [ULV Rm Booking Staff](#)   [Logout](#)

From	To	Location	Room	
1	14/6/2012 11:30:00	14/6/2012 12:30:00	Chung Chi College Library	Group Study Room 1

Contact Number\*

Email\*

No. of users (min=3)\*

Purpose\*

Remark

\* Mandatory Fields

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6. fill in the mandatory blank fields with \*, and press **Submit** button

7. a booking message with booking room details will be shown on dialog box:

**Booking Result**

 Your booking is successful. Please make sure to claim the room on time, otherwise your reservation may be cancelled. You and 2 additional group members will have to present the student/staff/library cards to enter the room.

8. a notification email will be sent to your mailbox.

## How do I search and view my bookings?

To search and view for your booking records, select the menu link **View / Cancel My Booking**. You are directed to a list of booking information page:

Server Time: 2012/06/14 12:17:06

  **CUHK Library Room Booking System** 

Room Status [View / Cancel My Booking](#) Faculty Study Room Booking Request Administrator  
ULV Rm Booking Staff Logout

Search Record

Start Date	End Date	Duration reserved (min.)	Location	Room	Status
2012-06-07 (Thu) 09:00	2012-06-07 (Thu) 10:00	60	Chung Chi College Library	Group Study Room 1	Finished
2012-06-07 (Thu) 09:00	2012-06-07 (Thu) 10:00	60	Chung Chi College Library	Group Study Room 2	Finished
2012-06-02 (Sat) 16:00	2012-06-02 (Sat) 18:00	120		Multi-Purpose Room 2 - 1/F	Finished
2012-05-28 (Mon) 01:00	2012-05-28 (Mon) 10:00	540		Multi-Purpose Room 1 - LG/F	Rejected
2012-04-25 (Wed) 00:00	2012-05-25 (Fri) 23:59	44640	University Library	Faculty Study Room 304	Finished
2012-05-24 (Thu) 15:30	2012-05-24 (Thu) 17:00	90	Architecture Library	Group Study Room	Finished
2012-05-24 (Thu) 14:00	2012-05-24 (Thu) 14:30	30	Chung Chi College Library	Group Study Room 1	Finished
2012-05-23 (Wed) 14:00	2012-05-23 (Wed) 15:30	90	Architecture Library	Group Study Room	Finished
2012-05-23 (Wed) 09:00	2012-05-23 (Wed) 09:30	30	Law Library	Group Study Room 1	Finished
2012-05-22 (Tue) 08:30	2012-05-22 (Tue) 09:00	30	Chung Chi College Library	Group Study Room 1	Finished

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By default, the search period is predefined all days, you can adjust the date period, room, and status from **Search Record** to narrow the search scope:

**Search Record** X

Start Date: - Date -   (yyyy-MM-dd)

End Date: - Date -   (yyyy-MM-dd)

Room: - Keywords -

Status: - All Records -