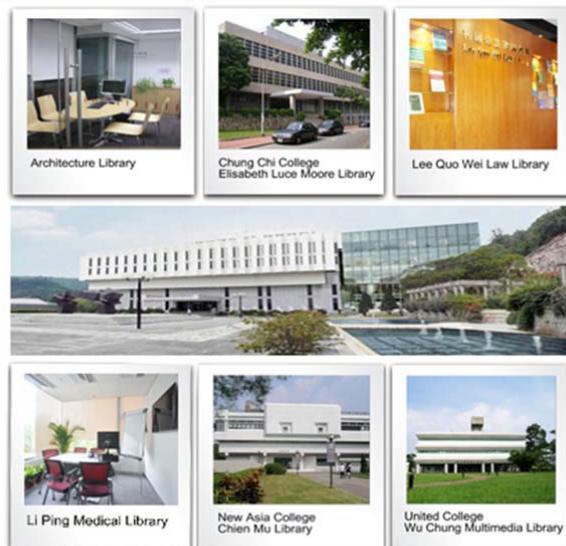# User Guide of CUHK Library Room Booking System

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 visit the FAQ page if you have any question with your login ID and password.

CUHK Library Room Booking System Main page

1. 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
   - **Faulty Study Room Booking Request** is the page to view the booking status of the Faculty Study Room
   - **Logout** is to close the system
2. 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.
3. Columns to show room names, floors and maximum number of seats
4. Timeslots for booking (30 minutes / 60 minutes / 1 day per session)
5. Calendar to select date to display room booking timeslots
6. Color explanation:
   - Yellow: available booking timeslots
   - Red: timeslots are booked
   - Green: timeslots are not available for booking
   - Purple: library is closed
7. 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

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

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

To change view by week:

1. click on the View list and select 1 week

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

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

To change view by month:

1. click on the View list and select 1 month

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

3. you can view one room with whole month booking timeslots

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:

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:

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:

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:

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: