

RESOURCE BOOKER

(Room Booking system)

Student User Guide

Information Services : April 2023

HOW TO BOOK LIBRARY STUDY SPACES

Availability:

- First reservation starts:
 - Weekdays : 9.00 am until 8.00 pm (last reservation)
 - Weekends : 9.00 am until 4.00 pm (last reservation)
- *Not applicable on Sunday except during Revision & Examination weeks*

Booking restrictions:

- Can be made **3 days in advance** and available for **3 hours per booking / per day** (no renewal)
- Remember to **cancel** any booking made that is no longer required
- If you need further assistance, kindly email to IShelp@hw.ac.uk

Check in and no shows:

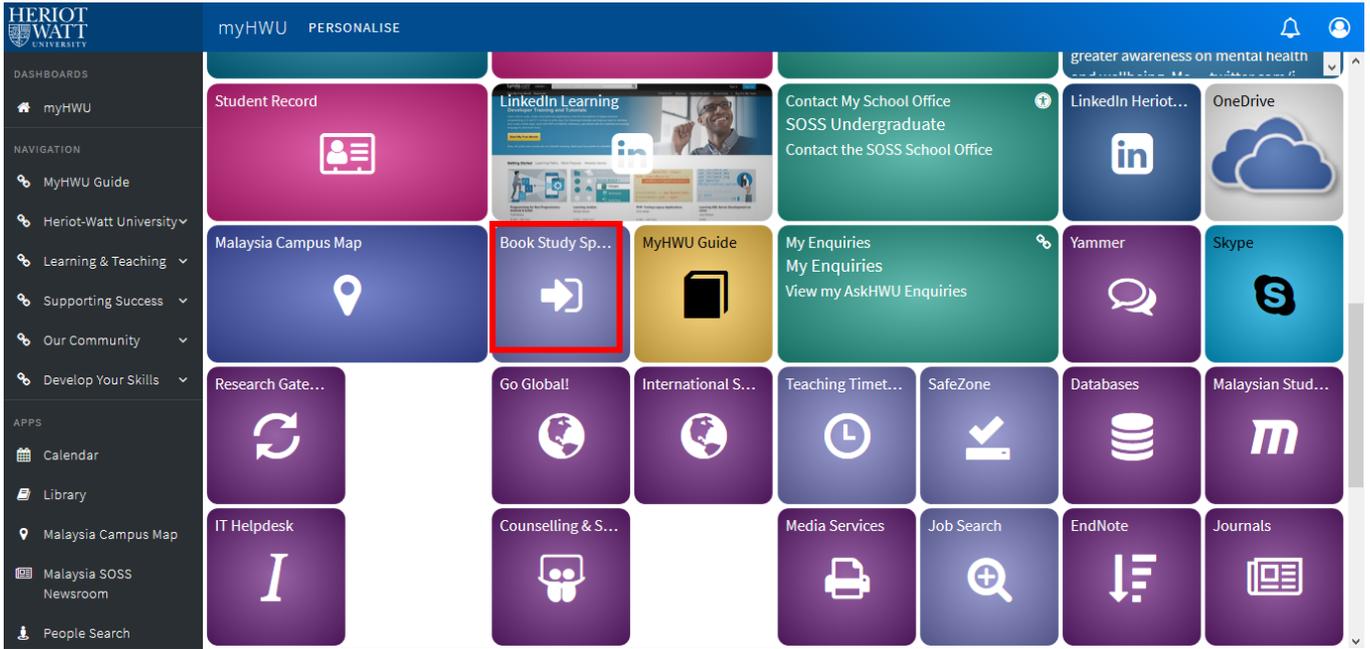
Process for check in:

- The requestor will provide **valid HWUM Student ID card** for safekeeping purposes and as an exchange with Room Key **Penalty will be imposed if lost room key (will be charged **RM 30**) or any damages to the room and IT items.*
- IT accessories (remote control, keyboard & mouse) are provided in the room.

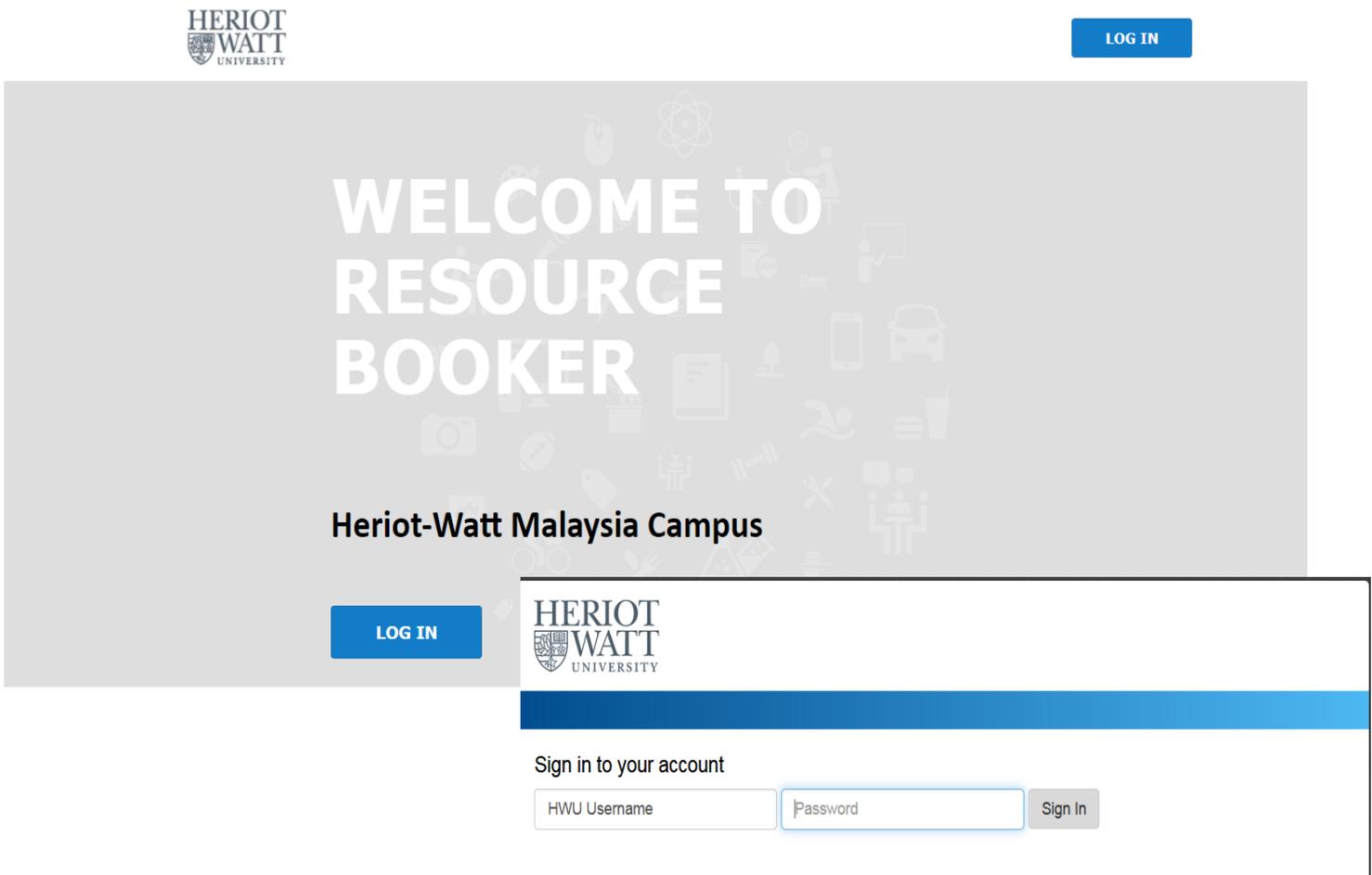
Process for no shows after 15 minutes

- Helpdesk team will release the reservation to other user if the current user doesn't show **after 15 minutes**.

1. From **myHWU portal** > click **Book Study Space** or you may use direct [Resource Booker Malaysia](#) link



2. Click **Login** > Enter your HWU Username and your password > Sign In



3. Under **Make a booking** > Choose **Booking for Study Space (Students)**

For more info on the rooms, you can click **Info** icon provided for each room.

4. Choose a room based on the users' capacity & availability:

Example: Bell Room: 4-5 users at one time

5. Choose your time slot and fill up required details

The screenshot shows a room booking form with the following sections and callouts:

- Owner's full name:** A text input field containing "<Your name>".
- Main resource of this booking:** A dropdown menu showing "W3 Main Library (5) Bell Room".
- Date and time for reservation:** A callout box pointing to the "3 hours per booking" duration.
- Booking Type:** Two buttons: "SINGLE" (selected) and "RECURRING".
- From:** A date and time selector showing "19/11/2018" at "10 : 00".
- To:** A date and time selector showing "19/11/2018" at "12 : 00".
- Book on behalf of someone?:** A checked checkbox with a callout box: "Book on behalf? Enter the other user's email address *If necessary". Below it is a text input field with the placeholder "Enter the user's email address if book on behalf of other user".
- Number of people attending*:** A spinner control set to "5" with a callout: "Number of users will be using the room".
- Reason for booking*:** A dropdown menu with "Meeting / Discussion / Study Group, etc" selected. Callout: "Justify your room usage activity".
- Student ID number*:** A text input field containing "H00XXXXX" with a callout: "HWU Student ID Number".
- TERMS*:** A section with a dropdown arrow and the text "Please accept the terms and conditions of the booking policy". Below this is the text: "TERMS AND CONDITIONS OF ROOM USAGE".
 - I will use the room for the purposes stated in the booking form and for no other purpose.
 - I will take all reasonable steps to ensure that no damage is caused to the room by those attending the event
 - I will ensure that the room will be left in a clean and tidy state, with furniture returned to the default layout for the room.
 - I will not exceed the default capacity of the room.
 - If I move furniture to an alternative layout during my booking, I will reset the room to default layout before I leave.
- Agreement:** A radio button next to the text "I agree to the booking terms and conditions". A callout box points to it: "Tick the box under Terms > Click Book".

- Once the booking is completed, notification box will show the confirmation and email confirmation will be sent to your HWU Email

ALEEYA
CLOSE WINDOW - X

✓ This booking is accepted

📅 Monday November 19th
10:00 - 12:00

Resources

📍 Location - W3 Main Library (5) Bell Room

Booked By: ██████████

Reference: RB#171120180116BD0F7

Number Of People Attending: 5

Reason For Booking: Study Group

Student ID Number: H00123546

TERMS

I agree to the booking terms and conditions

🔄

- You can check your Booking under **My Booking** section

MPTEST
hwu-malaysia

LOGOUT

📅 Make a booking

My bookings >

🔔 Notifications

👤 Profile

Help • Contact us
Asia/Kuala_Lumpur (+08:00)
English ▼

📅 **MY BOOKINGS** ↻

🔍 Search my bookings...

🖨️ PRINT

MONTH **WEEK** DAY
19 NOV - 25 NOV 2018 ▼
◀ ▶ TODAY

	Mon 19 Nov	Tue 20 Nov	Wed 21 Nov	Thu 22 Nov	Fri 23 Nov	Sat 24 Nov	Sun 25 Nov
8:00							
9:00							
10:00	10:00 - 12:00 Aleeya						
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							
21:00							

8. If you need to change booking information > choose your booking > **Edit**.

If the booking is no longer needed > choose your booking > **Delete** > click **Yes**

The screenshot shows a booking management interface for a booking titled "ALEEYA". At the top right, there is a "CLOSE WINDOW - X" link. A green banner indicates "This booking is accepted". The booking details include the date "Monday November 19th" and time "10:00 - 12:00". Under the "Resources" section, the location is "W3 Main Library (5) Bell Room". A table lists booking details: Booked By (MPTest), Reference (RB#171120180116BD0F7), Number Of People Attending (5), Reason For Booking (Study Group), and Student ID Number (H00123546). Below this is a "TERMS" section with a checkbox for "I agree to the booking terms and conditions". At the bottom, there are three buttons: a refresh icon, an "EDIT" button (highlighted with a red box), and a "DELETE" button (highlighted with a red box). A "CONFIRM CANCELLATION" dialog box is overlaid on the right, asking "Are you sure you want to cancel this booking?" with "NO" and "YES" buttons. A red arrow points from the "DELETE" button to the dialog box. Another red arrow points from the "EDIT" button to a text box at the bottom that says "Amend booking information, etc".

ALEEYA CLOSE WINDOW - X

✓ This booking is accepted

Monday November 19th
10:00 - 12:00

Resources

Location - W3 Main Library (5) Bell Room

Booked By:	MPTest (MTT31@hw.ac.uk)
Reference:	RB#171120180116BD0F7
Number Of People Attending	5
Reason For Booking	Study Group
Student ID Number	H00123546

TERMS

I agree to the booking terms and conditions

CONFIRM CANCELLATION

Are you sure you want to cancel this booking?

Amend booking information, etc

9. You can check your booking status under **Notification section.**

Notifications (Requested, Accepted, Rejected/Cancelled, More info) is shown in the system.

NOTIFICATIONS

Search type **SEARCH**

All To Approve More info Requested Accepted Rejected Cancelled

YOUR ACTIVITY

- Your booking for W3 Main Library (5) Bell Room on 19 November from 09:00 to 10:00 was accepted by MPTest on 17 November.
Aleeya
a few seconds ago (17/11/2018 11:01:10)
Reference: RB#171120180301266D1
- Your booking for W3 Main Library (10) Miller Room on 20 November from 10:00 to 12:00 was rejected by MY on 17 November.
Aleeya
an hour ago (17/11/2018 09:43:53)
Reference: RB#171120180126C223D
VIEW NOTES
- Your booking for W3 Main Library (5) Bell Room on 19 November from 09:00 to 11:00 was cancelled .
Aleeya
2 hours ago (17/11/2018 09:25:54)
Reference: RB#171120180122E4E16

10. You will be notified through HWU Email and following are related to the request status:

a. Room Booking Request Received (status: **Received**)

Room Bookings: Room Booking Request Received

noreply@hw.ac.uk
Today, 9:26 AM
Test, MPTest T

Reply all

Inbox

Your room booking request **Aleeya** has been received. The request will be checked and either confirmed back to you if we have all the information required, or we will be in touch to request more information about the proposed event. Please keep an eye on your email inbox and your 'Notifications' folder in Resource Booker.

To discuss AV/IT provision for your booking, please contact ITHelp@hw.ac.uk

Booking Title: Aleeya
Date(s): 20 Nov 2018
Day: Tuesday
Booking Starts: 10:00
Booking Ends: 12:00
Room: W3 Main Library (10) Miller Room

If you have valid credentials, you can view your booking here: <https://scientia-rb-hwu-malaysia.azurewebsites.net/#/app/booking-requests?id=cadc70b5-8729-097a-aa81-0119d85b4936>

Terms and Conditions Agreed

- I will use the room for the purposes stated in the booking form and for no other purpose.
- I will take all reasonable steps to ensure that no damage is caused to the room by those attending the event.
- I will ensure that the room will be left in a clean and tidy state, with furniture returned to the default layout for the room.
- I will not exceed the default capacity of the room.
- If I move furniture to an alternative layout during my booking, I will reset the room to default layout before I leave.

b. Cancellation of Room Booking

(status: **Rejected/Cancelled**)

Room Bookings: Cancellation of Room Booking



noreply@hw.ac.uk

Today, 9:43 AM

Test, MPTest T



Reply all | v

Inbox

The room booking detailed below has been cancelled and the room(s) released so they are available for other users to book.

Booking Title: Aleeya

Date(s): 20 Nov 2018

Day: Tuesday

Booking Starts: 10:00

Booking Ends: 12:00

Room: W3 Main Library (10) Miller Room