

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:

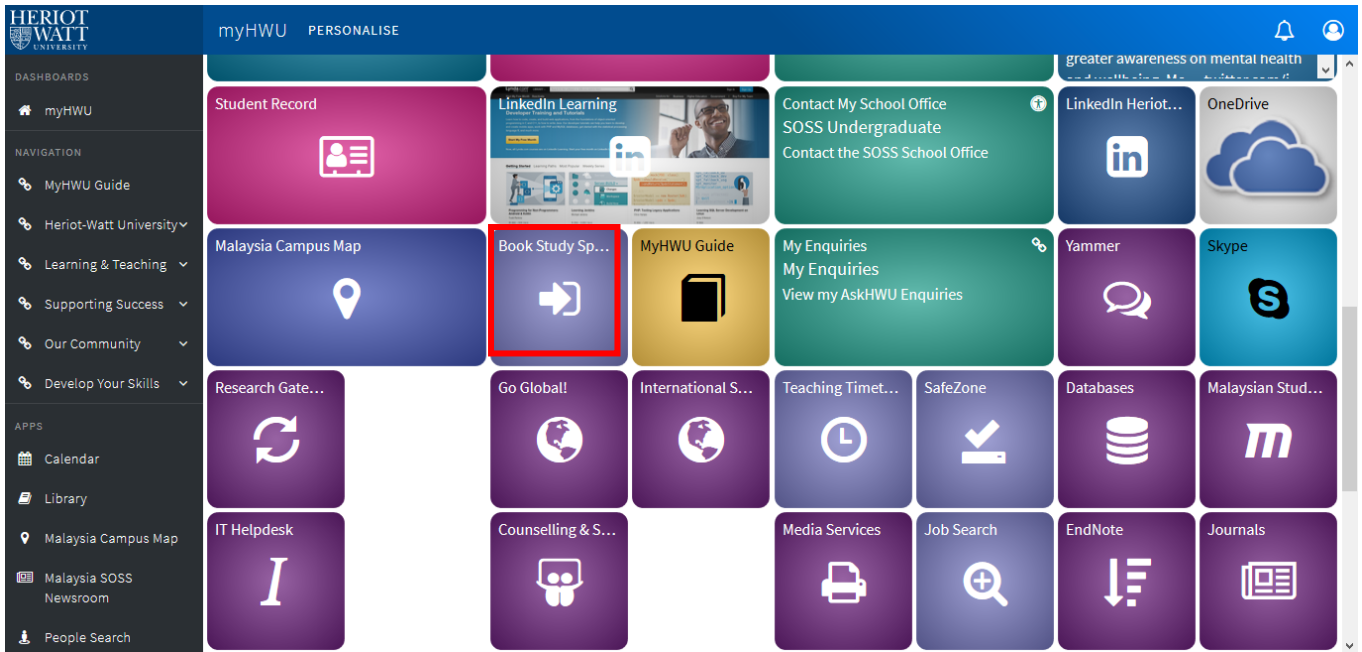
Process for check in:

- 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

The image shows the 'WELCOME TO RESOURCE BOOKER' page for Heriot-Watt Malaysia Campus. At the top left is the Heriot-Watt University logo. At the top right is a blue 'LOG IN' button. The main area has a large 'WELCOME TO RESOURCE BOOKER' text and 'Heriot-Watt Malaysia Campus' below it. At the bottom, there is a sign-in form. The form has a 'LOG IN' button on the left, the Heriot-Watt University logo in the center, and a 'Sign in to your account' label above two input fields: 'HWU Username' and 'Password'. A 'Sign In' button is to the right of the password field.

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

Heriot Watt University

LOGOUT

Make a booking >

My bookings

Notifications

Profile

Help • Contact us

Asia/Kuala_Lumpur (+08:00)

English ▾

Make a booking > Bookings for study space (Students)

BOOKINGS FOR STUDY SPACE (STUDENTS)

Search a resource

4 MALAYSIA Bookings for study space (Students)

W3 Main Library (10) Fleming Room ⓘ

W3 Main Library (10) Miller Room ⓘ

W3 Main Library (5) Bell Room ⓘ

W3 Main Library (5) Maclaurin Room ⓘ

NO MORE RESULTS

REFINE SEARCH

SINGLE RECURRING

AVAILABLE NOW

November, 2018

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	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	1	2
3	4	5	6	7	8	9

Set a specific time

From: -- : --

To: -- : --

Duration Select ▾

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:

W3 MAIN LIBRARY (4) BELL ROOM ⓘ SHOW AVAILABILITY ABOUT: W3 MAIN LIBRARY (...)

MONTH WEEK DAY 3 APR - 9 APR 2023 ▾ TODAY ⓘ

	Mon 3 Apr	Tue 4 Apr	Wed 5 Apr	TODAY	Fri 7 Apr	Sat 8 Apr	Sun 9 Apr
8:00	8:00 - 9:00 Unavailable	8:00 - 9:00 Unavailable	8:00 - 9:00 Unavailable	8:00 - 9:00 Unavailable	8:00 - 9:00 Unavailable	8:00 - 22:00 Unavailable	8:00 - 22:00 Unavailable
9:00							
10:00	10:00 - 22:00 Unavailable	10:00 - 22:00 Unavailable	10:00 - 22:00 Unavailable	10:00 - 16:00 Unavailable	10:00 - 16:00 Unavailable		
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00				16:30 - 18:00 Unavailable			
18:00							
19:00				18:30 - 22:00 Unavailable	18:30 - 22:00 Unavailable		
20:00							
21:00							

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 interface. On the left, a sidebar contains fields for the user's name, the main resource (W3 Main Library (5) Bell Room), booking type (Single/Recurring), dates and times, and an option to book on behalf of someone else. On the right, the main form includes fields for the number of people attending, the reason for booking, the student ID number, and a section for terms and conditions. A red arrow points from a callout box to the 'I agree to the booking terms and conditions' checkbox.

Owner's full name

Main resource of this booking
W3 Main Library (5) Bell Room

Date and time for reservation
3 hours per booking

Number of people attending*
5
Number of users will be using the room

Reason for booking*
Meeting / Discussion / Study Group, etc
Justify your room usage activity

Student ID number*
H00XXXXX
HWU Student ID Number

Book on behalf?
Enter the other user's email address **If necessary*

TERMS *

Please accept the terms and conditions of the booking policy

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.

*** I agree to the booking terms and conditions**

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: [REDACTED]

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

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**

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

EDIT DELETE

CONFIRM CANCELLATION

Are you sure you want to cancel this booking?

NO YES

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

 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





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@hwu.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@hwu.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 |

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