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
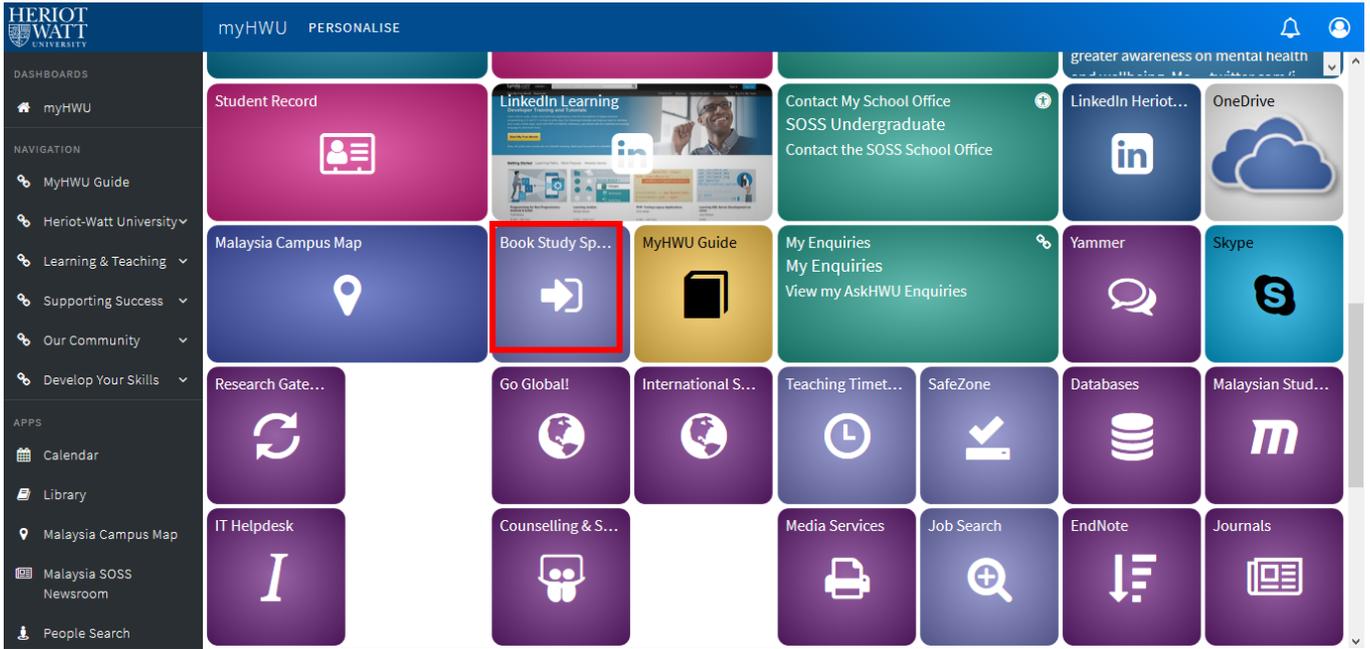
2. Click **Login** > Enter your HWU Username and your password > Sign In
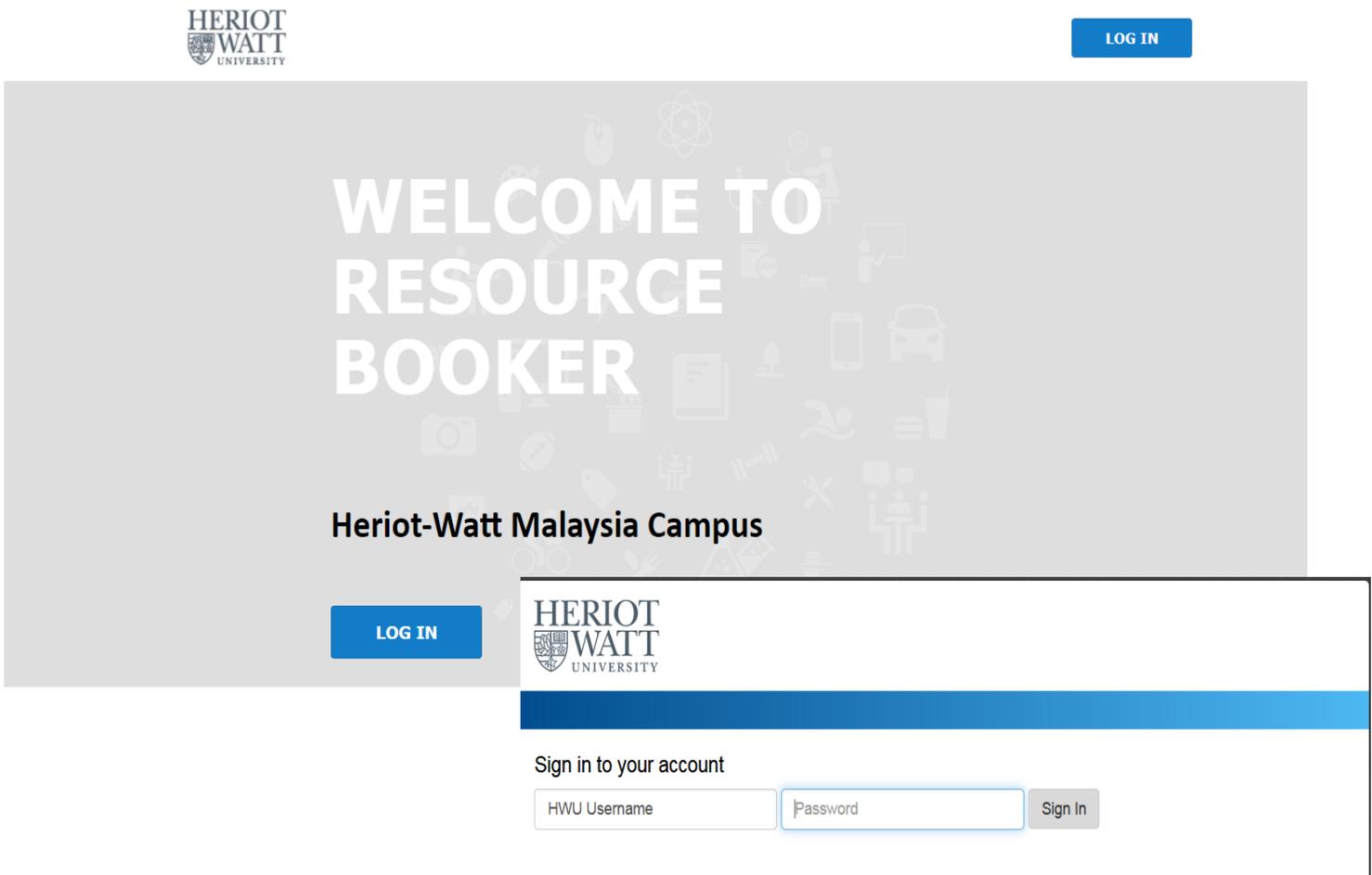
3. Under **Make a booking** > Choose **Booking for Study Space (Students)**

*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

Owner's full name

`<Your name>` ✕

Main resource of this booking

W3 Main Library (5) Bell Room

Date and time for reservation

3 hours per booking

📅 SINGLE   ↻ RECURRING

From

19/11/2018   10 : 00

To

19/11/2018   12 : 00

☑ Book on behalf of someone?

Enter the user's email address if book on behalf of other user

Book on behalf?

Enter the other user's email address *If necessary*

Number of people attending*

5 ⬍   **Number of users** will be using the room

Reason for booking*   **Justify** your room usage activity

Meeting / Discussion / Study Group, etc

Student ID number*

H00XXXXX   **HWU Student ID Number**

▼ **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**

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

7. You can check your Booking under **My Booking section**

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**

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.

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

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

b. Cancellation of Room Booking (status: **Rejected/Cancelled**)

Room Bookings: Cancellation of Room Booking

N noreply@hw.ac.uk
Today, 9:43 AM
Test, MPTest T ⌄

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