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)**

![Image of booking interface]

*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**
- **Date and time for reservation**
  - 3 hours per booking
- **Number of users** will be using the room
- **Justify** your room usage activity
- **HWU Student ID Number**

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

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**
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**)

   Room Bookings: Room Booking Request Received

   no-reply@hwu.ac.uk

   Today, 9:26 AM

   Test, MPTest T. M.

   **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 Books.

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

   **Booking Title**: Aleeya

   **Date/Time**: 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=ca6c8879d-097a-3ed1-9d9d853b995b

   **Terms and Conditions Agreed**

   1. I will use the room for the purposes stated in the booking form and for no other purpose.
   2. I will take all reasonable steps to ensure that no damage is caused to the room by those attending the event.
   3. 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.
   4. I will not exceed the default capacity of the room.
   5. 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

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