

RESOURCE BOOKER

(Room Booking system)

Student User Guide

Information Services : November 2018

HOW TO BOOK LIBRARY STUDY SPACES

Availability:

- First reservation starts:
 - Weekdays : 9.00 am until 7.30 pm (last reservation)
 - Weekends : 9.30 am until 3.30 pm (last reservation)

Booking restrictions:

- Can be made **2 days in advance** for **2 hours per group**
- Renewal can be made for another 1 hour if there's any available slots after 2 hours fully used
- Remember to **cancel** any booking made that is no longer required
- If you need further assistance, kindly email to MYlibrary@hw.ac.uk

Check in and no shows:

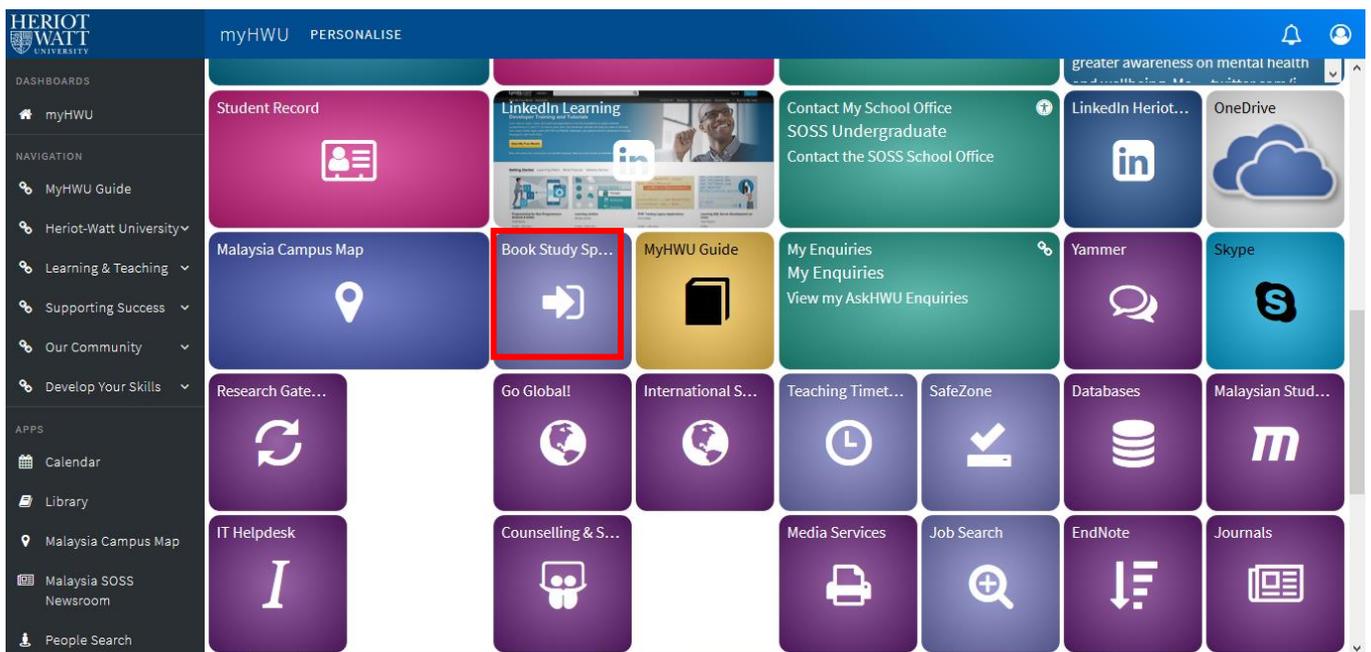
Process for check in:

- The user will approach Helpdesk team to get the room key by **providing all users' HWU Student ID cards** (all users who will be using the room) in order to capture the exact total of the users
- Helpdesk team will swap Room Key with Owner's Student ID Card and keep at the IS Helpdesk for safekeeping purposes.

Process for no shows after 15 minutes

- Helpdesk team will release the reservation to other user if the current user doesn't shows **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



LOG IN

WELCOME TO RESOURCE BOOKER

Heriot-Watt Malaysia Campus

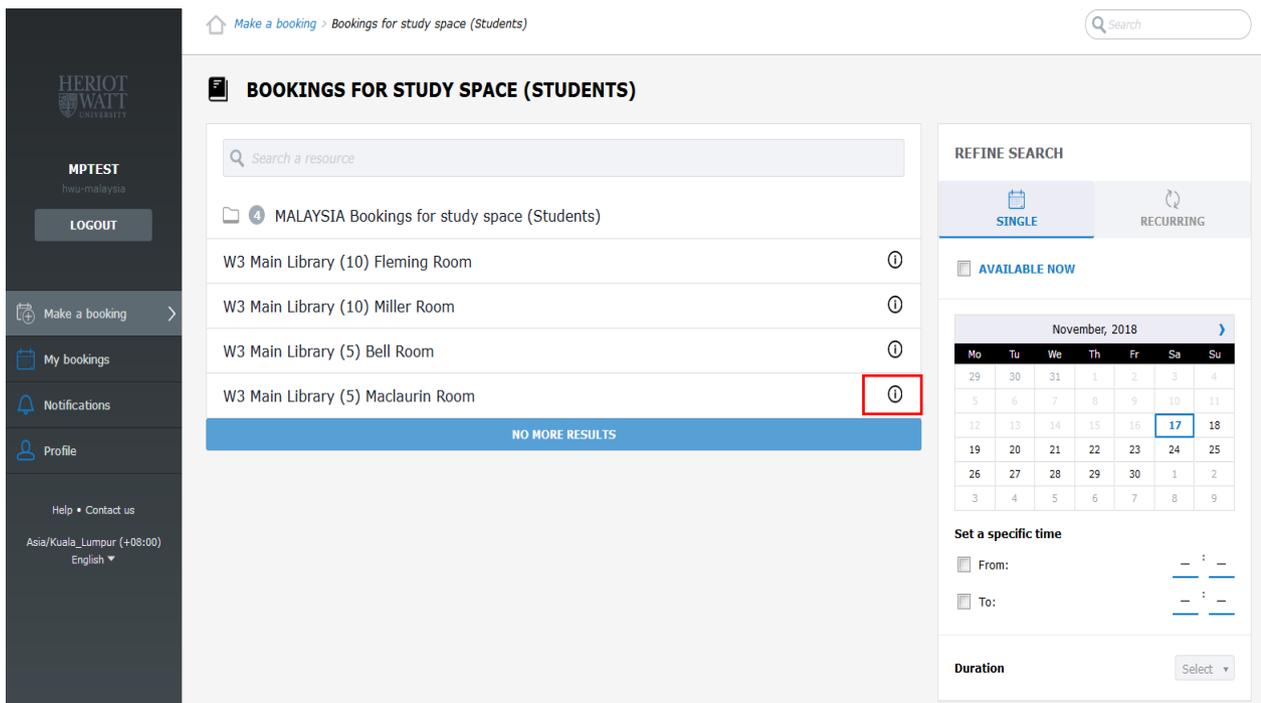
LOG IN



Sign in to your account

Sign In

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



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:

- Miller & Fleming Room: **10 users at one time**
- Maclaurin & Bell Room: **5 users at one time**

W3 MAIN LIBRARY (5) BELL ROOM SHOW AVAILABILITY ABOUT: W3 MAIN LIBRARY (5) BELL ROOM

MONTH WEEK DAY 8 OCT - 14 OCT 2018 TODAY

	Mon 8 Oct	Tue 9 Oct	TODAY	Thu 11 Oct	Fri 12 Oct	Sat 13 Oct	Sun 14 Oct
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 - 9:30 Unavailable	8:00 - 9:30 Unavailable
9:00	9:00 - 11:00 Mark 2027555(MY)						
10:00		10:00 - 12:00 Kezia Auralya 2309250(MY)		10:00 - 11:00 Internship	10:00 - 11:00 Internship		
11:00					11:00 - 12:00 Adrian-Jon (2252831)(MY)		
12:00	12:00 - 13:00 Lim Jia Jing 2027555(MY)			12:00 - 13:00 Muhammad Danish (2252831)(MY)			
13:00	13:00 - 14:00 Lee Jia Eng (2252831)(MY)	13:00 - 15:00 Chua An Keith 2159358(MY)	12:30 - 14:30 Her Li Ling 2314284(MY)	13:00 - 15:00 Wong Yee Mun 2300788(MY)			
14:00							
15:00	15:00 - 17:00 Teoh Wun Ker 20817776(MY)	15:00 - 16:00 Loh Wey Sen 20817776(MY)	15:00 - 16:00 Internship	15:00 - 16:00 Internship			
16:00		16:00 - 18:00 Lee Jia Eng (2252831)(MY)		16:15 - 17:30 Lee Jia Eng 2252831(MY)			
17:00	17:00 - 18:00 Lee Jia Eng (2252831)(MY)					16:30 - 23:59 Unavailable	16:30 - 23:59 Unavailable
18:00							
19:00							

Example: Bell Room – 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 "2 hours per booking" duration.
- Booking Type:** Radio buttons for "SINGLE" (selected) and "RECURRING".
- From:** Date and time selection for "19/11/2018" at "10 : 00".
- To:** Date and time selection for "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 box 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 titled "TERMS AND CONDITIONS OF ROOM USAGE" containing a list of rules. A callout box points to the bottom: "Tick the box under Terms > Click **Book**".

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

6. 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: 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

**Applicable for Fleming, Maclaurin and Bell Room only*

ALEEYA CLOSE WINDOW - X

? This booking is pending approval

Tuesday November 20th
10:00 - 12:00

Resources

Location - W3 Main Library (10) Miller Room

Booked By: MPTest (MTT31@hw.ac.uk)
Reference: RB#171120180126C223D
Number Of People Attending: 5
Reason For Booking: Study group
Student ID Number: H00111xxx

TERMS

I agree to the booking terms and conditions

**Approval needed for Miller Room*

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

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

- Please also check “**More info**” tab as you may be required to provide more information before approval **applicable for Miller Room only*

NOTIFICATIONS

Search type

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 notify through HWU Email and following are related to the request status

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

Room Bookings: Room Booking Request Received

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

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. Room Booking Confirmation (status: **Approved**)

Room Bookings: Room Booking Confirmation



noreply@hw.ac.uk
Today, 11:01 AM
Test, MPTest T

Reply all |

Inbox

The room booking detailed below has been confirmed. To discuss AV/IT provision or any issues with your booking, please contact ITHelp@hw.ac.uk

Booking Title: Aleeya
Date(s): 19 Nov 2018
Day: Monday
Booking Starts: 09:00
Booking Ends: 10:00
Room: W3 Main Library (5) Bell Room

If you have valid credentials, you can view your booking here: <https://scientia-rb-hwu-malaysia.azurewebsites.net/#/app/booking-requests?id=08610cee-29c1-2b7f-77a2-a4037ba8cae7>

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.

c. Request for more information (status: **Pending Approval**)

Room Bookings: Request for More Information



noreply@hw.ac.uk
Today, 9:29 AM
Test, MPTest T

Reply all |

Inbox

Your room booking request **Aleeya** is currently provisional – We require a response from you before we can confirm this request. Your request may be cancelled if we do not receive this response from you.

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.

d. 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