RESOURCE BOOKER

(Room Booking system)

Student User Guide

Information Services : November 2018
HOW TO BOOK LIBRARY STUDY SPACES

Availability:

• First reservation starts:
  o Weekdays: 9.00 am until 7.30 pm (last reservation)
  o 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
3. Under **Make a booking > Choose Booking for Study Space (Students) *Library Rooms Only**

![Booking interface](image)

*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**

Example: Bell Room – **5 users at one time**
5. Choose your time slot and fill up required details

- **Owner’s full name**
- **Date and time for reservation**
  - 2 hours per booking
- **Number of people attending**
  - Number of users will be using the room
- **Reason for booking**
  - Meeting / Discussion / Study Group, etc
- **Student ID number**
  - 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

*Applicable for Fleming, Maclaurin and Bell Room only*

*Approval needed for Miller Room*
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.

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

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

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

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/T provision for your booking, please contact **ITHelp@hw.ac.uk**

- **Booking Title:** Aleeya  
- **Date:** 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://iclienta-ib-hwu-malaysia.azurewebsites.net/8/app/bookings/requests?id=cadc7b5b-8729-097a-ae81-0319d85c55c6](https://iclienta-ib-hwu-malaysia.azurewebsites.net/8/app/bookings/requests?id=cadc7b5b-8729-097a-ae81-0319d85c55c6)

**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
Text, M/Pest TW

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-hw-malaysia. azurewebsites.net/#/app/booking requests?id=0f60f0c4-e29c-1257-7872-ae4037b6a8ce7

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
Text, M/Pest TW

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-hw-malaysia. azurewebsites.net/#/app/booking requests?id=3ad7065-8729-097a-a081-0119d85e4936

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.
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