HKU Facility Booking System (HKUFBS)

User Guide

August 2019

User Guide

(1) General User creates New Booking

1. Click 'Bookings' from the menu on the top to open the facility booking schedule.
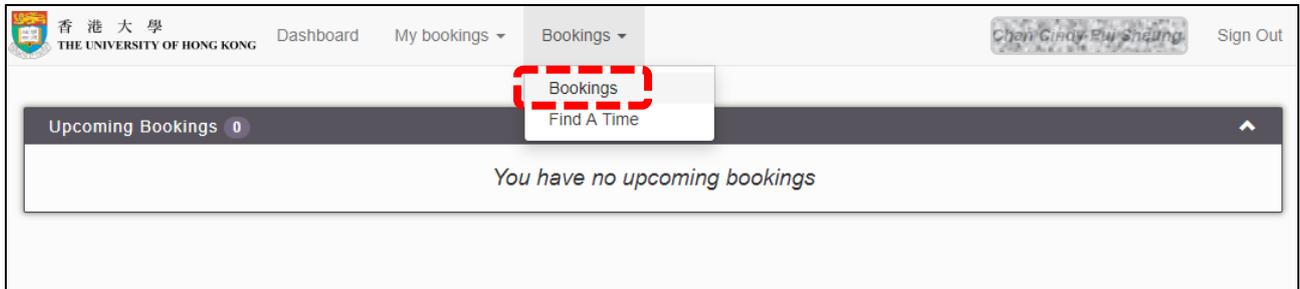
2. Click on the list to select the facility type to be reserved.
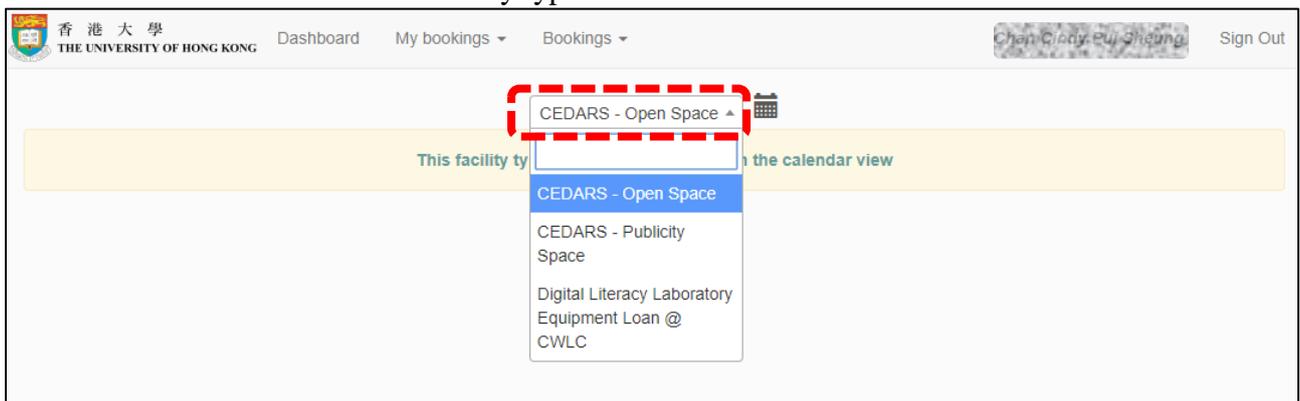
3. Click "**This facility type can only be viewed from the calendar view**" to open the monthly schedule.

4. Click on the list to select the specific facility to be reserved.

5. Find an 'Open' slot (indicated by white color) of target facility from the booking schedule and click the target slot to "Create Booking".

6. Select the requesting department in the 'Department' drop down list. (Staff)

Select the requesting student societies in the 'Group' drop down list. (Student)
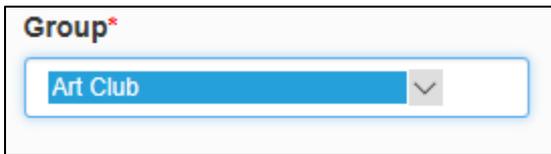
7. Enter the purpose of booking into 'Title of booking' and provide a brief description in the field 'Description of booking'.

   To provide additional information to support the booking, upload a file in the 'Attach file'. (Each attachment size is limited to under 2MB: Word, Excel, PowerPoint, CSV, PDF, JPEG, GIF, PNG and TXT format file)
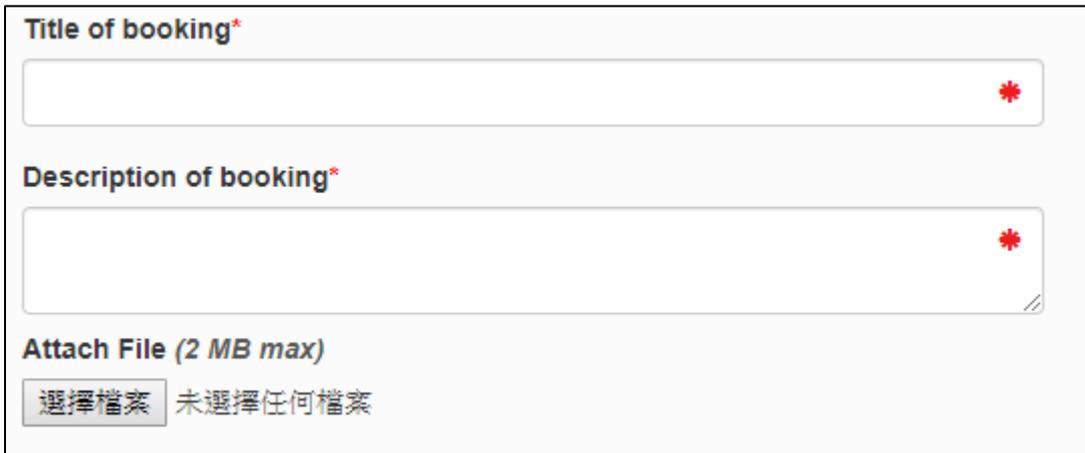
8. Complete the remaining fields of the form and submit the booking request by pressing 'Create' Button at bottom right of the form. A booking reference number will be shown on screen and an email notification will be delivered to acknowledge the receipt of your application. An accepted or rejected email notification will be sent to you when the application has been processed.
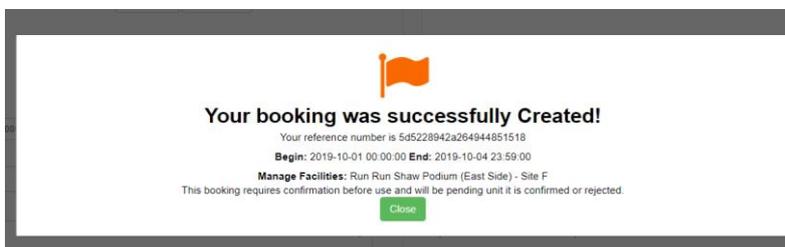
9. A **ballot** will be arranged two months prior to a period booked by 2 or more organizations.   If an open space is still available within these two months, booking will be made on a first-come, first-served basis.

User Guide

(2) User views booking record

1. Click 'My Bookings' from the menu on top, the system lists out the booking according to the setting of filter :