



cedars

Centre of Development and Resources for Students
學生發展及資源中心

HKU Facility Booking System (HKUFBS)

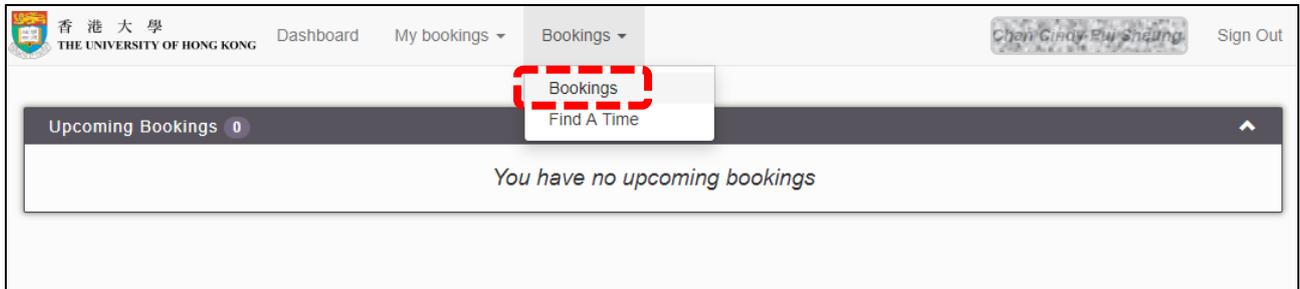
User Guide

August 2019

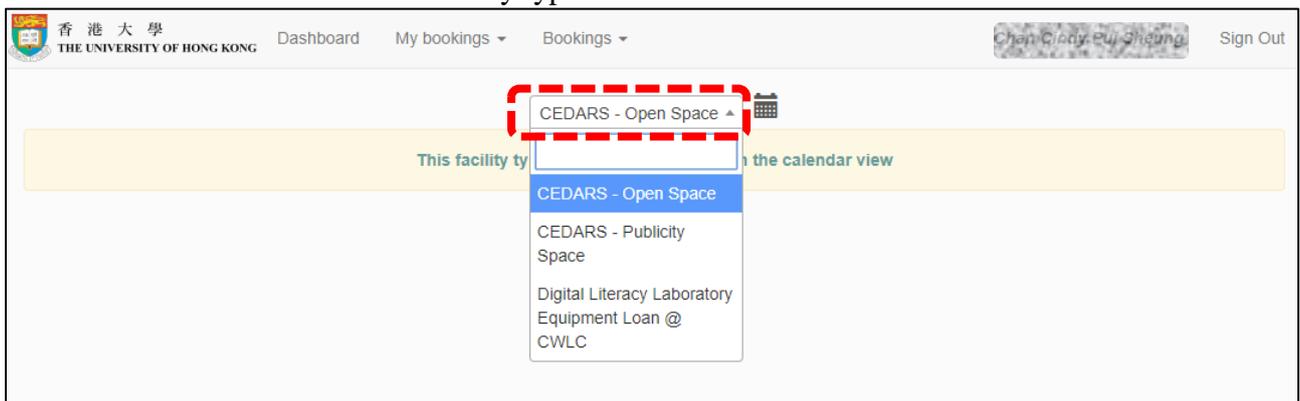
User Guide

(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.



- Click on the list to select the specific facility to be reserved.
- Find an 'Open' slot (indicated by white color) of target facility from the booking schedule and click the target slot to "Create Booking".

香港大學 THE UNIVERSITY OF HONG KONG Dashboard My bookings Bookings Chan Cindy Pui Sheung Sign Out

Change Calendar: K.K. Leung Concourse (North Side)

Open Blocked Booked My Reservation Participant Pending Past Restricted

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 Orientation	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Buttons: Create Booking, View Day, Cancel

香港大學 THE UNIVERSITY OF HONG KONG Dashboard My bookings Bookings Chan Cindy Pui Sheung Sign Out

New Booking

Chan Cindy Pui Sheung (epschen@nku.hku.hk)

Begin: 07/10/2019 12:00 AM End: 07/10/2019 11:59 PM
 0 days 23 hours 59 minutes
 Repeat: Does Not Repeat

Manage Facilities
 K.K. Leung Concourse (North Side)

Department* Group*
 Please select a department Please select a group

Title of booking*

Description of booking*

Attach File (2 MB max)
 未選擇任何檔案

Participant List
 Add |

Contact Telephone

Position in Student Society

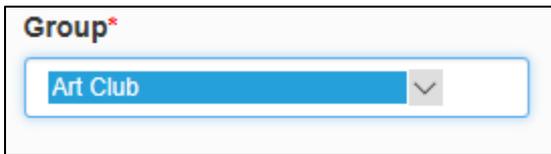
By submitting this form, you have read and understood the "Regulations on Posting of Publicity Materials on Campus" and "Conditions on Using Open Space", "Privacy Policy Statements" and "Personal Information Collection Statements". For further details and sketches of publicity areas, please view <http://www.cedars.hku.hk/campuslife/societiesactivities/cedarsfbs>

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



The image shows two dropdown menus. The first is labeled 'Department*' and has a dropdown arrow. Below it, a list of options is visible, with 'Centre of Development and Resources for Students (50000)' highlighted in blue. The second dropdown is labeled 'Group*' and is currently closed, showing 'Please select a department'.

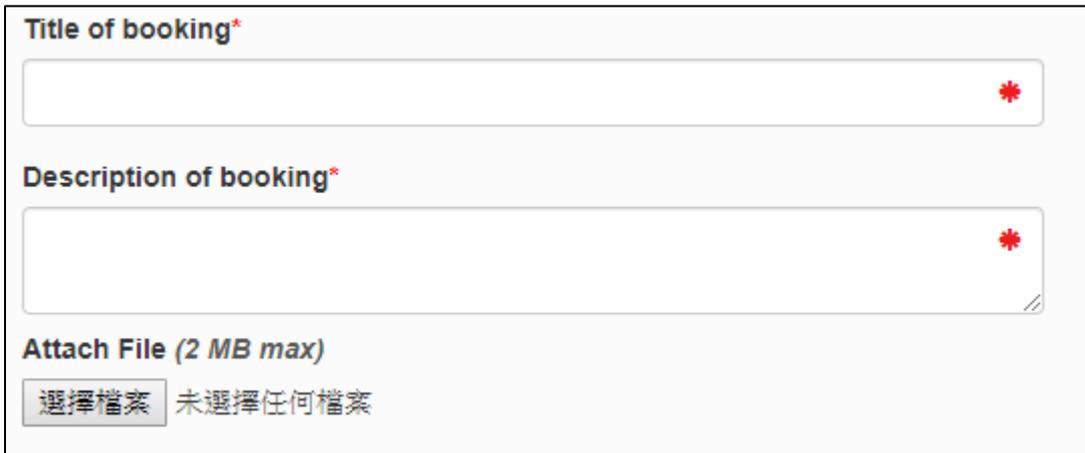
Select the requesting student societies in the 'Group' drop down list. (Student)



The image shows a dropdown menu labeled 'Group*'. The dropdown is open, and 'Art Club' is selected and highlighted in blue.

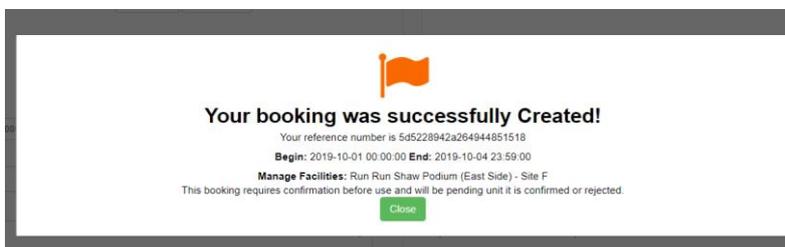
7. Enter the purpose of booking into 'Title of booking' and provide a brief description in the field 'Description of booking'.

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)



The image shows a form with three main sections. The first is 'Title of booking*' with a text input field and a red asterisk icon. The second is 'Description of booking*' with a larger text input field and a red asterisk icon. The third is 'Attach File (2 MB max)' with a button labeled '選擇檔案' and the text '未選擇任何檔案'.

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.

The screenshot shows a booking interface for 'Knowles Concourse'. At the top, there is a 'Change Calendar' dropdown menu set to 'Knowles Concourse'. Below this are five tabs: 'Booked' (blue), 'My Reservation' (teal), 'Participant' (purple), 'Pending' (orange), and 'Past' (grey). The main heading is 'October 2019'. The calendar grid shows the days of the week: Tue, Wed, Thu, and Fri. The date '1' is under 'Tue', '2' is under 'Wed', and '3' is under 'Thu'. A yellow bar highlights the time slot '12:00a Private' on Tuesday, October 1st. Below the calendar, there are three buttons: 'Create Booking' with a green checkmark icon, 'View Day' with a magnifying glass icon, and 'Cancel' with a red prohibition sign icon. A red dashed box highlights the '12:00a Private' booking and the three buttons below it.

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 :

