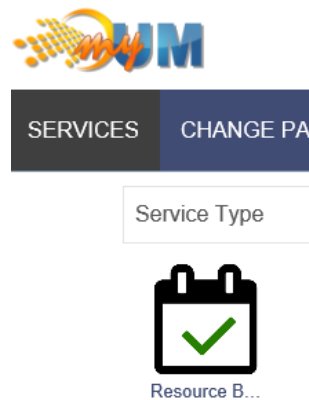# UM Resource Booking System

Handout for Student Organization Bookings

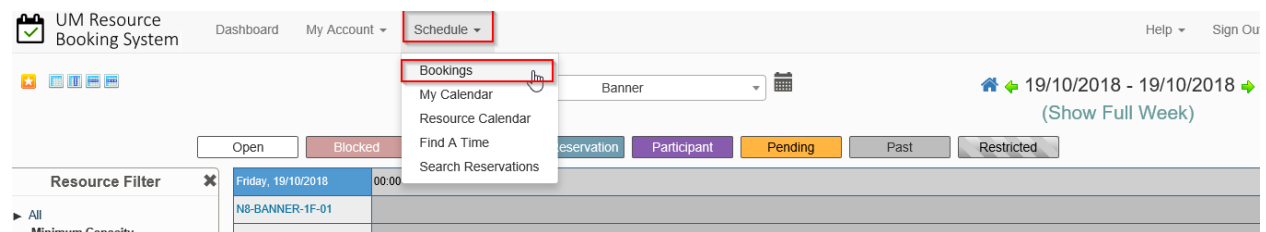## Accessing to the UM Resource Booking System

Click the Resource Booking System icon in myUM portal to create booking:

* Use the account & password previously created for your Student Organization to Login myUM Portal (e.g. umsu@umac.mo).

Create a Booking

After login to the system, click the **Schedule → Bookings** from the menu if you are not in the main schedule page:

Resources are grouped into 3 different schedules, three types of resources are available for booking by student organization (click the list box to switch between schedules):

UM Resource Booking System

Dashboard   My Account ▾   Schedule ▾   Help ▾   Sign Out

Banner ▲ 📅   🏠 ← 19/10/2018 - 19/10/2018 →
                                                   (Show Full Week)

| Open | Blocked | Reserved | | Pending | Past | Restricted |

Banner
Booth (7 Days)
Venue

Resource Filter	✖

▶ All
Minimum Capacity

Resource Type
- All -   ▾

Friday, 19/10/2018	00:00
N8-BANNER-1F-01	
N8-BANNER-1F-01(SO)	
N8-BANNER-1F-02A	
N8-BANNER-1F-02A(SO)	
N8-BANNER-1F-02B	

By default each schedule will show the resource booking status for Today, click the Calendar icon (next to the schedule name) and select another date from the calendar component for checking availability or creating booking.

The **Availability Status** for a Resource in different time slot is represented by different colors, refer to the Color Hints for meaning of each color.

Each Resource has two items listed in the schedule, the first item (without the suffix of "**(SO)**"or) "**(SSO)**") is displayed for availability checking purpose, and Student Organization should always create bookings to the second item (the Resource ID ended with"**(SO)**" or "**(SSO)**" suffix).

Before creating any booking to a resource, mouse-over the Resource ID to check the Important Notes stated by the Resource Owner.
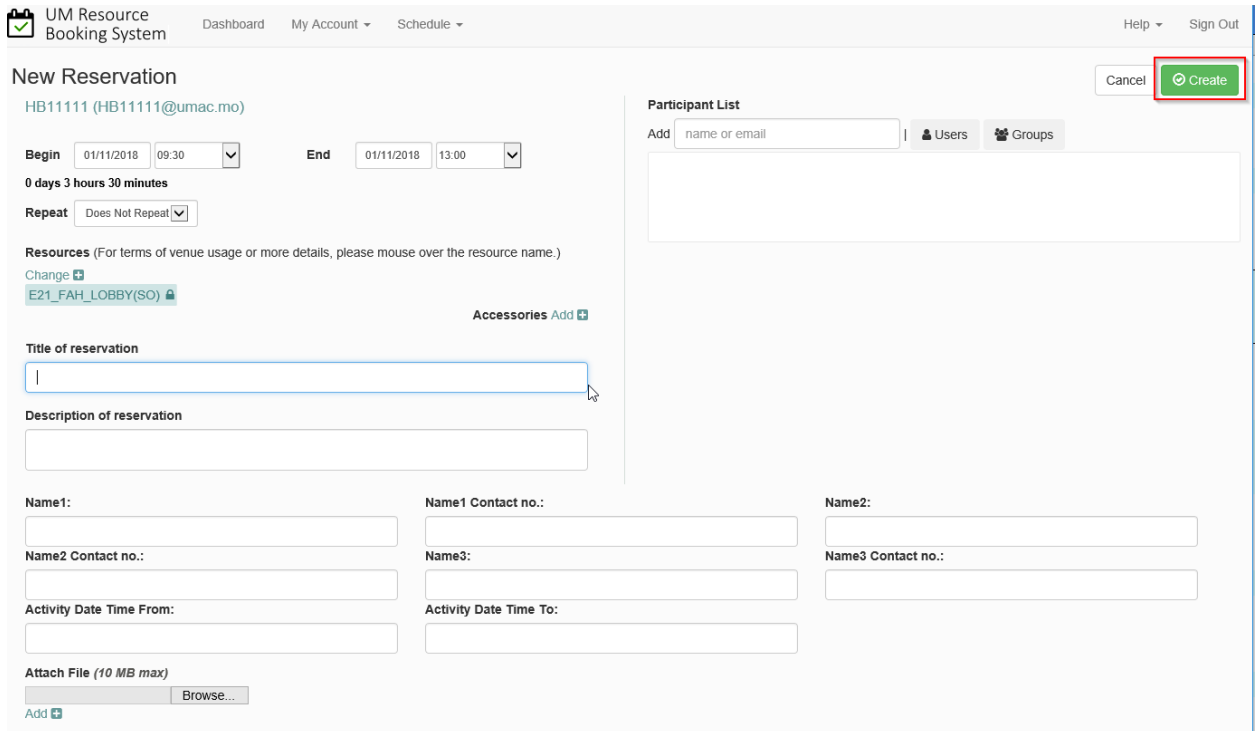
To create a Booking, first select the Booking Date from the Calendar component, then drag the mouse from Starting Time and release the mouse button at the Ending Time.
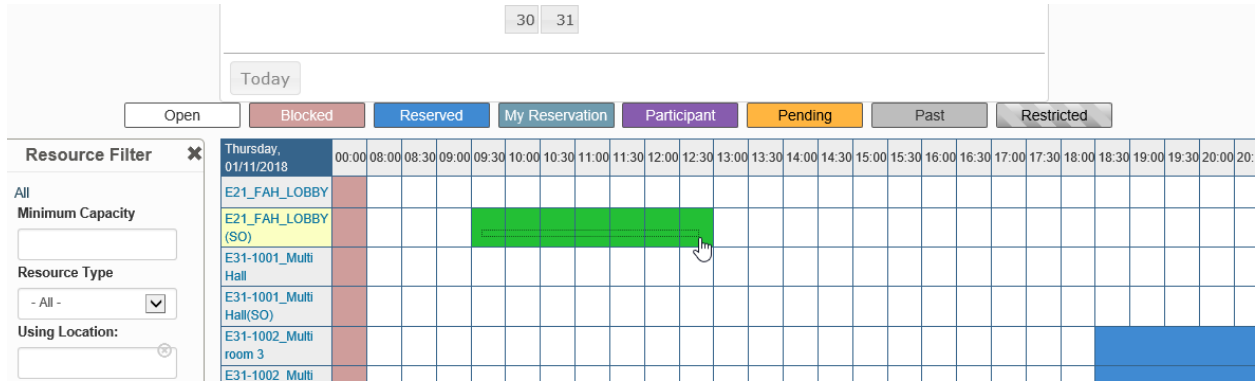
Enter the required information in the Booking form, then click the "Create" button to submit the booking request.

To create a Recurring Booking (multi-days booking), first specify the Date Time information in the "Begin" and "End" fields for the first date, then specify the Repeating Condition and the Last Date of the Booking.

After a booking has been created, two email notifications will be sent to the booking requester, at the time both when it is reviewed by SAO-SDS and finally approved by the Resource Owner.

Cancel/Update a Booking

Booking can be Cancelled or Updated when it is waiting to be reviewed by SAO-SDS, but cannot be modified after the Booking has been reviewed or approved.

To cancel or update a booking, first located the booking entry in **Schedule → My Calendar**:

Then click **More** → **Delete** to cancel the booking, or directly modify the content of the booking and then click the **Update** button.

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