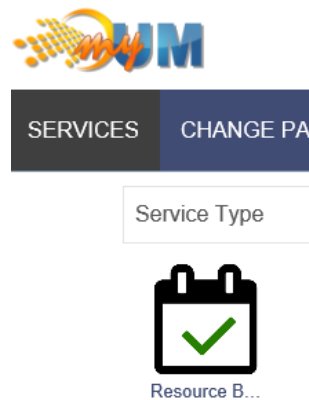


UM Resource Booking System

Handout for Student Organization Bookings

Accessing to the UM Resource Booking System

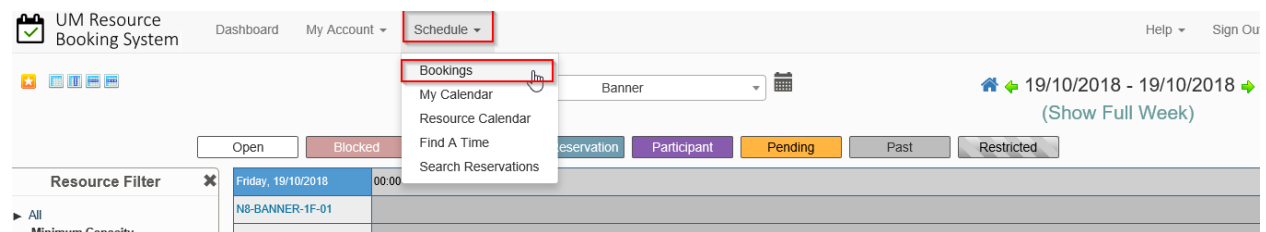
Click the Resource Booking System icon in myUM portal to create booking:



*** 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):



19/10/2018 - 19/10/2018
(Show Full Week)

Open Blocked Reserved Banner Pending Past Restricted

Resource Filter

All

Minimum Capacity

Resource Type

- All -

Friday, 19/10/2018	00:00	Booth (7 Days)
N8-BANNER-1F-01		Venue
N8-BANNER-1F-01(SO)		
N8-BANNER-1F-02A		
N8-BANNER-1F-02A(SO)		
N8-BANNER-1F-02B		

Banner

Booth (7 Days)

Venue

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 screenshot shows the UM Resource Booking System interface. At the top, there is a navigation bar with 'UM Resource Booking System', 'Dashboard', 'My Account', and 'Schedule'. A search bar for 'Venue' and a date range '01/11/2018 - 01/11/2018' are visible. A calendar icon is highlighted with a red box and labeled 'Show/Hide Calendar component'. Below the calendar, a grid shows resource availability for various rooms like 'E21_FAH_LOBBY' and 'E31-1001_Multi Hall'. A legend at the bottom of the grid shows status categories: Open, Blocked, Reserved, My Reservation, Participant, Pending, Past, and Restricted. A red box highlights this legend, with an annotation 'Color hints for Resource Availability Status' pointing to it. Another annotation 'Actual Resource managed by other departments (VIEW ONLY for checking Availability)' points to the 'E21_FAH_LOBBY (SO)' resource. A third annotation 'Dummy Resource managed by SDS (can be booked by Student Organizations)' points to the 'E31-1001_Multi Hall(SO)' resource.

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.

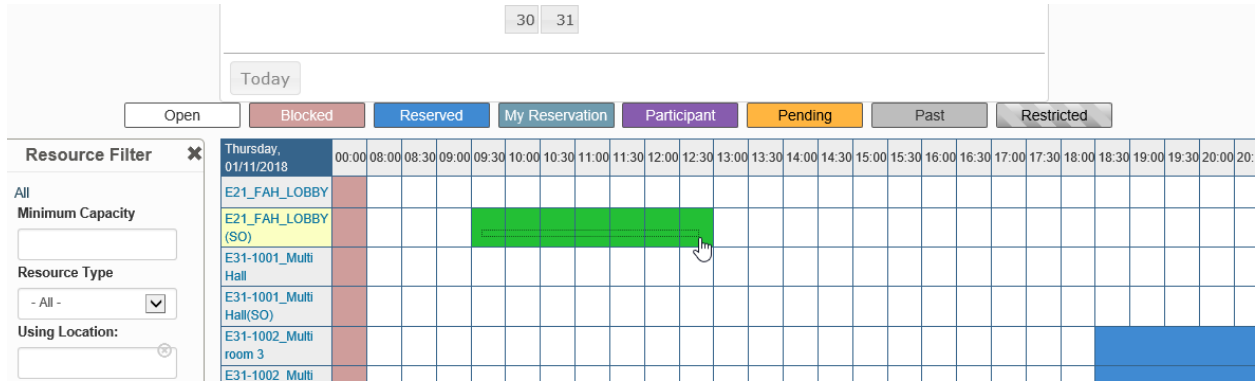
Each Resource has two items listed in the schedule, the first item (without the suffix of “(SO)” or “(SSO)”) is displayed for availability checking purpose, and Student Organization should always create bookings to the second item (the Resource ID ended with“(SO)” or “(SSO)” suffix).

Before creating any booking to a resource, mouse-over the Resource ID to check the Important Notes stated by the Resource Owner.

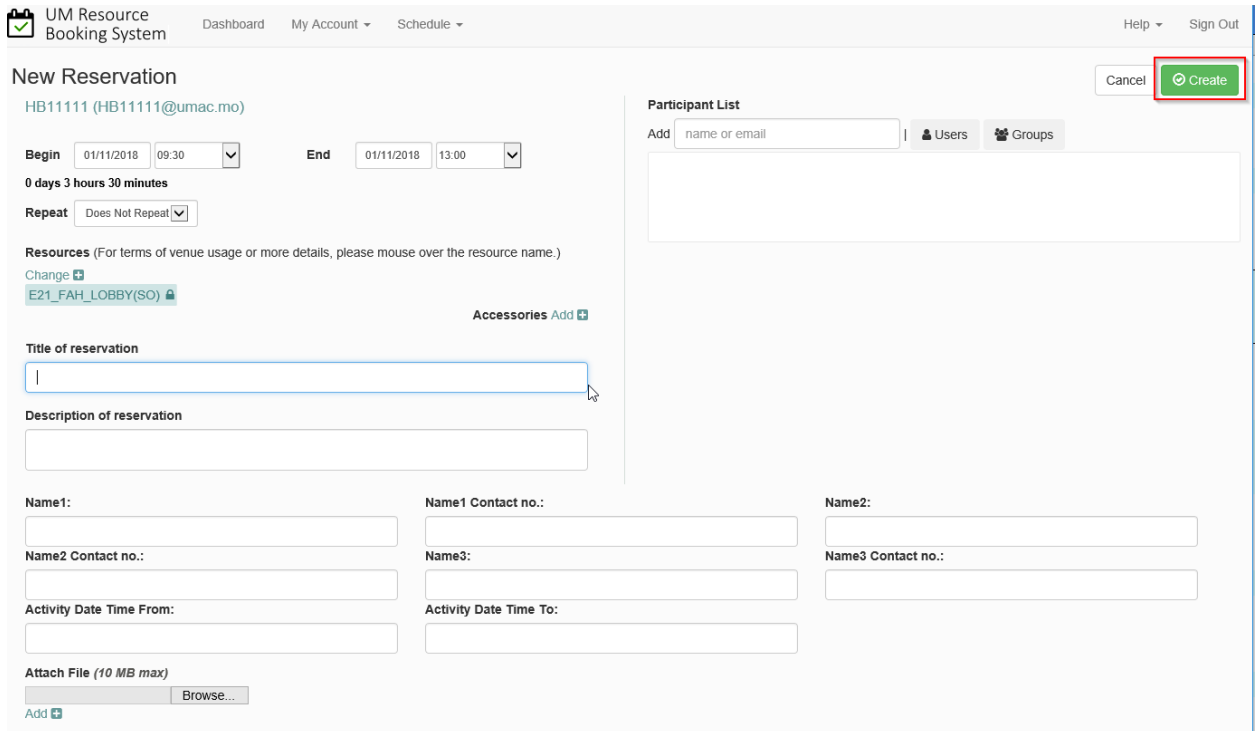
This screenshot shows a detailed view of the 'E31-1001_Multi Hall(SO)' resource. On the left, there is a 'Resource Filter' panel with options for 'All', 'Minimum Capacity', 'Resource Type', 'Using Location', and 'Building'. The main area shows a grid with a tooltip for the selected resource. The tooltip contains the following information:

- Description (no description)**
- Notes** 申請必須得到學生會/研究生會之確認，方為有效。申請人須自行拿取及歸還所借用之全部設備，並對其一切損壞或遺失作出賠償。除“場地”外，申請任何場地和設施須提前4個工作天，如更改或取消已借用之場地，須即時通知你們的學生活動協調員。如沒有按申請時間到達所借用之場地，其申請將於過時20分鐘後自動被取消。使用場地時避免聲浪過大，以免影響他人上課。借用場地只允許獲批准之申請團體使用，絕不可轉讓其他團體。如有任何違反《借用場地及設備指引》，本處將會作出警告。
- There is no minimum reservation duration
- There is no maximum reservation duration
- Reservations must be approved
- Reservations can be made up until the current time
- Reservations can end at any point in the future
- Reservations can be made across days
- This resource has unlimited capacity

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.

New Reservation
 HB11111 (HB11111@umac.mo)

Begin 01/11/2018 09:30 **End** 01/11/2018 13:00
 0 days 3 hours 30 minutes

Repeat Daily **Every** 1 days
Until 09/11/2018

Resources (For terms of venue usage or more details, please mouse over the resource name.)
 Change **E21_FAH_LOBBY(SO)**

Accessories Add

Title of reservation

Description of reservation

Participant List
 Add name or email | Users Groups

Cancel Create

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**:

UM Resource Booking System

Dashboard My Account Schedule

Bookings
 My Calendar
 Resource Calendar
 Find A Time
 Search Reservations

Change Calendar All Reservations

October 2018

Today

Sun Mon Tue Wed Thu Fri Sat

1
 2
 3
 4
 5
 6
 7
 8
 9
 10
 11
 12
 13
 14
 15
 16
 17
 18
 19
 20
 21
 22
 23
 24
 25
 26
 27

HB11111
 HB11111@umac.mo
 23/10/2018 11:00 - Tue, 23/10 11:30
 30 minutes
 Magic Show2
 Resources (2): E31-G013_Meeting room 1, E31-G013_Meeting room 1(SO)
 Participants (0)
 Accessories (0)
 Text
 Department code (e.g. ICTO):
 SDS
 Applicants (e.g. Chan Tai Men, Mary Lam):
 a
 Contact no.:
 a
 Name1:
 John
 Name1 Contact no.:
 888888
 Name2:
 Name2 Contact no.:
 Name3:
 Name3 Contact no.:
 Activity Date Time From:
 Activity Date Time To:

20p E31-1001 Multi-Hall, E31-1001 Multi-Hall(SO) Magic Show
 20p E31-1001 Multi-Hall, E31-1001 Multi-Hall(SO) Magic Show
 11:00a E31-G013_Meeting room 1, E31-G013_Meeting room 1(SO) Magic Show2
 01:00a E31-G013_Meeting room 1, E31-G013_Meeting room 1(SO) Magic Show2

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

UM Resource Booking System | Dashboard | My Account | Schedule | Help | Sign Out

Editing Reservation (Approved)

HB111111 (HB111111@umac.mo)

Begin: 23/10/2018 11:00 | End: 23/10/2018 11:30
0 days 0 hours 30 minutes
Repeat: Does Not Repeat

Resources: E31-G013_Meeting room 1 | E31-G013_Meeting room 1(SO) | Accessories: Add

Title of reservation: Magic Show2
Description of reservation: Test
Reference Number: 5bc9fbee2252410775716

Department code (e.g. ICTO): SDS *	Applicants (e.g. Chan Tai Man, Mary Lam): a *	Contact no.: a *
Name1: John	Name1 Contact no.: 888888	Name2:
Name2 Contact no.:	Name3:	Name3 Contact no.:
Activity Date Time From:	Activity Date Time To:	

Attach File (10 MB max) | Browse... | Add

Buttons: Cancel | More | Update

<< END OF DOCUMENT >>