

# UM Resource for Student Organizations

2018/10/31



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# Improvements

- Enabled the timetable checking and booking on the same interface
- Simplified the request forms



# Available Schedules

- Banner
  - E12~E21-BRIDGE-1, N8-BANNER-1F-01, etc.
- Booth
  - E21\_FSS\_G01, E4\_1\_G01, etc.
- Venue
  - E31-G001\_Theatre, PGH-S1-150PAXROOM, etc.



# Checking Resource Availability

- Accessing to the Resource Booking System
  - Click the icon  in myUM Portal
- Select Resource Schedule
- Checking of Resource Availability
  - Specifying Booking Date
  - Using the Resource Filter
  - Actual Resource & Resource for SO /SSO
  - Resource Time Table



# Login to myUM Portal



SERVICES

CHANGE PASSWORD

USER GUIDE

SIGN OUT

Service Type



Reset Filter



Resource B...



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# UM Resource Booking System

The screenshot displays the UM Resource Booking System interface. At the top, the navigation bar includes 'UM Resource Booking System', 'Dashboard', 'My Account', and 'Schedule'. The 'Schedule' dropdown menu is open, with 'Bookings' highlighted. Below the navigation bar, there are icons for 'Atom | iCalendar', a 'Venue' dropdown, and a date range '31/10/2018 - 31/10/2018' with a '(Show Full Week)' link. The main area features a calendar grid for Wednesday, 31/10/2018, with time slots from 09:30 to 23:00. The grid is currently empty. Below the calendar, there are buttons for 'Reserved', 'My Reservation', 'Participant', 'Pending', 'Past', and 'Restricted'. On the left, a 'Resource Filter' sidebar is open, showing options for 'All', 'Minimum Capacity', 'Resource Type' (set to '- All -'), 'Using Location', and 'Building' (set to '-'). A green 'Filter' button and a 'Clear Filter' button are at the bottom of the sidebar. The resource list on the left includes: E21\_FAH\_LOBBY, E21\_FAH\_LOBBY(SO), E31-1001\_Multi Hall, E31-1001\_Multi Hall(SO), E31-1002\_Multi room 3, E31-1002\_Multi room 3 (SO), E31-1003\_Multi room 4, E31-1003\_Multi room 4 (SO), E31-Back Entrance Counter, E31-Back Entrance Counter(SO), and E31-G001\_Theatre.



# UM Resource Booking System

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

Atom | iCalendar

31/10/2018 - 31/10/2018 (Show Full Week)

Open Blocked Reserved Banner Pending Past Restricted

Venue

Booth (7 Days)

Venue

Resource Filter

All

Minimum Capacity

Resource Type

Using Location:

Building:

Filter

Clear Filter

Wednesday, 31/10/2018	00:00	08:00	08:30	09:00	09:30	10:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00
E21_FAH_LOBBY																								
E21_FAH_LOBBY(SO)																								
E31-1001_Multi Hall																								
E31-1001_Multi Hall(SO)																								
E31-1002_Multi room 3																								
E31-1002_Multi room 3 (SO)																								
E31-1003_Multi room 4																								
E31-1003_Multi room 4 (SO)																								
E31-Back Entrance Counter																								
E31-Back Entrance Counter(SO)																								
E31-G001_Theatre																								





# UM Resource Booking System

Thursday, 01/11/2018  
E21\_FAH\_LOBBY  
E21\_FAH\_LOBBY(SO)

VIEW ONLY for  
checking availability

Account Schedule Help Sign Out

Venue

01/11/2018 - 01/11/2018 (Show Full Week)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Thursday, 01/11/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00		
E21_FAH_LOBBY																																		
E21_FAH_LOBBY(SO)																																		
E31-1001_Multi Hall																																		
E31-1001_Multi Hall(SO)																																		
E31-1002_Multi room 3																																		
E31-1002_Multi room 3 (SO)																																		
E31-1003_Multi room 4																																		
E31-1003_Multi room 4 (SO)																																		
E31-Back Entrance Counter																																		
E31-Back Entrance Counter(SO)																																		
E31-G001_Theatre																																		
E31-G001_Theatre(SO)																																		

Resource Filter

All

Minimum Capacity

Resource Type

Using Location:

Building:

Filter

Clear Filter

For Student Organizations  
Booking



# UM Resource Booking System

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

Atom | iCalendar  31/10/2018 - 31/10/2018 [\(Show Full Week\)](#)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Wednesday, 31/10/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	
E21_FAH_LOBBY																																	
E21_FAH_LOBBY(SO)																																	
E31-1001_Multi Hall																																	

### E31-1001\_Multi Hall

**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“場地二”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。

**Contact** (no contact information)

**Location** SAC 1/F Multi-Function Hall 1001

**Resource Type** Venue

**Building:**  
E31

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

**Resource Filter**

All

Minimum Capacity

Resource Type

Using Location:

Building:



# UM Resource Booking System

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

Atom | iCalendar Venue 31/10/2018 - 31/10/2018 (Show Full Week)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

Wednesday, 31/10/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00		
E21_FAH_LOBBY																																		
E21_FAH_LOBBY(SO)																																		
E31-1001_Multi Hall																																		
E31-1001_Multi Hall(SO)																																		
E31-1002_Multi room 3																																		
E31-1002_Multi room 3 (SO)																																		
E31-1003_Multi room 4																																		
E31-1003_Multi room 4 (SO)																																		
E31-Back Entrance Counter																																		
E31-Back Entrance Counter(SO)																																		
E31-G001_Theatre																																		
E31-G001_Theatre(SO)																																		
E31-G001_Meeting room																																		

**Resource Filter**

- All
- Minimum Capacity
- Resource Type
- Using Location:
- Building:
- Filter
- Clear Filter



# UM Resource Booking System

Open Blocked Reserved My Reservation Participant Pending Past Restricted

**Resource Filter**

All

Minimum Capacity

Resource Type

Using Location:

**Building:**

E31

Filter

Clear Filter

Wednesday, 31/10/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	
E21_FAH_LOBBY																																	
E21_FAH_LOBBY(SO)																																	
E31-1001_Multi Hall																																	
E31-1001_Multi Hall(SO)																																	
E31-1002_Multi room 3																																	
E31-1002_Multi room 3 (SO)																																	
E31-1003_Multi room 4																																	
E31-1003_Multi room 4 (SO)																																	
E31-Back Entrance Counter																																	
E31-Back Entrance Counter(SO)																																	
E31-G001_Theatre																																	
E31-G001_Theatre(SO)																																	
E31-G013_Meeting room 1																																	
E31-G013_Meeting room 1(SO)																																	
E31-G014_Meeting room 2																																	
E31-G014_Meeting room 2(SO)																																	
E31-G015_16_Meeting room 3																																	
E31-G015_16_Meeting room 3(SO)																																	
E31-G027_Exhibition room																																	
E31-G027_Exhibition room(SO)																																	



# UM Resource Booking System

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

Atom | iCalendar Venue 31/10/2018 - 31/10/2018 [\(Show Full Week\)](#)

Wednesday, 31/10/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00		
E31-1001_Multi Hall																																		
E31-1001_Multi Hall(SO)																																		
E31-1002_Multi room 3																																		
E31-1002_Multi room 3 (SO)																																		
E31-1003_Multi room 4																																		
E31-1003_Multi room 4 (SO)																																		
E31-Back Entrance Counter																																		
E31-Back Entrance Counter(SO)																																		
E31-G013_Meeting room 1																																		
E31-G013_Meeting room 1(SO)																																		
E31-G014_Meeting room 2																																		
E31-G014_Meeting room 2(SO)																																		
E31-G015_16_Meeting room 3																																		
E31-G015_16_Meeting room 3(SO)																																		



# Creating a Resource Booking

- Choose Schedule & Specify Booking Date
- Specifying Booking Time
- Recurring Booking Condition (Optional)
- Fill-in Required Fields
  - Title – Event Title
  - Description – Remarks and Additional Requests
  - Contact People
  - Actual Activity Date/Time
  - Adding required attachments



# UM Resource Booking System

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

Atom | iCalendar  12/11/2018 - 12/11/2018 [\(Show Full Week\)](#)

Monday, 12/11/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00	
E21_FAH_LOBBY																																	
E21_FAH_LOBBY(SO)																																	
E31-1001_Multi Hall																																	
E31-1001_Multi Hall(SO)																																	
E31-1002_Multi room 3																																	
E31-1002_Multi room 3 (SO)																																	
E31-1003_Multi room 4																																	
E31-1003_Multi room 4 (SO)																																	
E31-Back Entrance Counter																																	
E31-Back Entrance Counter(SO)																																	
E31-G001_Theatre																																	
E31-G001_Theatre(SO)																																	

**Resource Filter** ✕

▶ All

Minimum Capacity

Resource Type - All - ▾

Using Location:

Building: -- ▾



# UM Resource Booking System

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

## New Reservation

HB11111 (HB11111@umac.mo)

**Begin** 12/11/2018 14:00 ▾ **End** 12/11/2018 16:00 ▾  
0 days 2 hours 0 minutes

**Repeat** Does Not Repeat ▾

**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  | [Users](#) [Groups](#)

**Name1:**  **Name1 Contact no.:**

**Name2:**

**Name2 Contact no.:**

**Name3:**

**Name3 Contact no.:**

**Activity Date Time From:**  **Activity Date Time To:**

**Attach File (10 MB max)**  
 [Browse...](#)  
[Add](#) +



# UM Resource Booking System

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

## New Reservation

HB111111 (HB111111@umac.mo)

**Begin** 12/11/2018 14:00 **End** 12/11/2018 16:00  
0 days 2 hours 0 minutes

**Repeat** Daily  
**Every** 1 days  
**Until** 16/11/2018

**Resources** (For terms of venue usage or more details, please mouse over the resource name.) Change  
E21\_FAH\_LOBBY(SO)

**Title of reservation**

**Description of reservation**

**Name1:** **Name1 Contact no.:** **Name2:**  
**Name2 Contact no.:** **Name3:** **Name3 Contact no.:**

**Activity Date Time From:** **Activity Date Time To:**

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

Participant List  
Add name or email Users Groups

Cancel Create

Cancel Create

**First Date's Booking Date / Time**

**Repeating Condition**

**Repeat Until Date (i.e., Last Booking Date)**



# UM Resource Booking System

Begin 12/11/2018 14:00 End 12/11/2018 16:00 Add name or email Users Groups

0 days 2 hours 0 minutes

Repeat Daily

Every 1 days

Until 16/11/2018

Resources (For terms of venue usage or more details)  
E21\_FAH\_LOBBY(SO)

Title of reservation  
For activity A

Description of reservation  
For activity A

Name1: Name1 Contact no.: Name2:



## Your reservation was successfully created!

Your reference number is 5bd16c4ede82e696466852

Dates: 11/12/2018, 11/13/2018, 11/14/2018, 11/15/2018, 11/16/2018

Resources: E21\_FAH\_LOBBY(SO)

One or more of the resources reserved require approval before usage. This reservation will be pending until it is approved.

Close



# UM Resource Booking System

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

Atom | iCalendar  12/11/2018 - 12/11/2018 [\(Show Full Week\)](#)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

**Resource Filter**

All

Minimum Capacity

Resource Type

- All -

Using Location:

Building:

Filter

Clear Filter

Monday, 12/11/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00		
E21_FAH_LOBBY																																		
E21_FAH_LOBBY(SO)																																		
E31-1001_Multi Hall																																		
E31-1001_Multi Hall(SO)																																		
E31-1002_Multi room 3																																		
E31-1002_Multi room 3 (SO)																																		
E31-1003_Multi room 4																																		
E31-1003_Multi room 4 (SO)																																		
E31-Back Entrance Counter																																		
E31-Back Entrance Counter(SO)																																		



# UM Resource Booking System

Reservation Created for E21\_FAH\_LOBBY(SO)



UMRESOURCE <IMS\_OA\_TEST14@umac.mo>

Thu 25/10/2018 15:10

To: ims\_oa\_test14; ims\_oa\_test14;

1 attachment



## Reservation Details:

Starting: 12/11/2018 @ 14:00 (Asia/Macau)

Ending: 12/11/2018 @ 16:00 (Asia/Macau)

Resource: E21\_FAH\_LOBBY(SO)

Title: For activity A

Description: For activity A

Status: Pending Approval

The reservation occurs on the following dates:

12/11/2018

13/11/2018

14/11/2018

15/11/2018

16/11/2018



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# UM Resource Booking System

Notification: Reservation Updated for E21\_FAH\_LOBBY E21\_FAH\_LOBBY(SO)



UMRESOURCE <IMS\_OA\_TEST6@umac.mo>

Thu 25/10/2018 15:20

To: ims\_oa\_test14; ims\_oa\_test14;

📎 1 attachment



## Reservation Details:

Starting: 12/11/2018 @ 14:00 (Asia/Macau)

Ending: 12/11/2018 @ 16:00 (Asia/Macau)

Resource: E21\_FAH\_LOBBY

Title: For activity A

Description: For activity A

Status: Pending Approval

The reservation occurs on the following dates:

12/11/2018

13/11/2018

14/11/2018

15/11/2018

16/11/2018



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# UM Resource Booking System

Reservation Has Been Approved for E21\_FAH\_LOBBY E21\_FAH\_LOBBY(SO)



UMRESOURCE <IMS\_OA\_TEST5@umac.mo>

Thu 25/10/2018 15:22

To: ims\_oa\_test14; ims\_oa\_test14;

📎 1 attachment



## Reservation Details:

Starting: 12/11/2018 @ 14:00 (Asia/Macau)

Ending: 12/11/2018 @ 16:00 (Asia/Macau)

Resource: E21\_FAH\_LOBBY

Title: For activity A

Description: For activity A

Status: Approved

The reservation occurs on the following dates:

12/11/2018

13/11/2018

14/11/2018

15/11/2018

16/11/2018



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# UM Resource Booking System

Atom | iCalendar

Venue

12/11/2018 - 12/11/2018  
(Show Full Week)

Open Blocked Reserved My Reservation Participant Pending Past Restricted

**Resource Filter**

All

Minimum Capacity

Resource Type

- All -

Using Location:

Building:

Filter

Clear Filter

Monday, 12/11/2018	00:00	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	23:00		
E21_FAH_LOBBY																																		
E21_FAH_LOBBY(SO)																																		
E31-1001_Multi Hall																																		
E31-1001_Multi Hall(SO)																																		
E31-1002_Multi room 3																																		
E31-1002_Multi room 3 (SO)																																		
E31-1003_Multi room 4																																		
E31-1003_Multi room 4 (SO)																																		
E31-Back Entrance Counter																																		
E31-Back Entrance Counter(SO)																																		
E31-G001_Theatre																																		



# Processing of Resource Booking

- Email notifications
  - Will be sent when Reviewed / Approved / Rejected
- Booking Status Checking
  - My Calendar
- Updating / Cancelling a Booking



# Processing of Resource Booking

The screenshot displays the UM Resource Booking System interface. At the top, there is a navigation bar with 'UM Resource Booking System', 'Dashboard', 'My Account', and a 'Schedule' dropdown menu. The 'Schedule' dropdown is open, showing options: 'Bookings', 'My Calendar', 'Resource Calendar', 'Find A Time', and 'Search Reservations'. The 'My Calendar' option is highlighted. Below the navigation bar, there are icons for 'Atom | iCalendar' and a 'Venue' dropdown menu. The main area features a calendar grid for Monday, 12/11/2018, with time slots from 09:30 to 18:00. The grid shows various resource bookings, including 'E21\_FAH\_LOBBY', 'E21\_FAH\_LOBBY(SO)', 'E31-1001\_Multi Hall', 'E31-1001\_Multi Hall(SO)', 'E31-1002\_Multi room 3', 'E31-1002\_Multi room 3 (SO)', 'E31-1003\_Multi room 4', 'E31-1003\_Multi room 4 (SO)', 'E31-Back Entrance Counter', and 'E31-Back Entrance Counter(SO)'. The grid is color-coded by status: 'Reserved' (blue), 'My Reservation' (purple), 'Participant' (orange), 'Pending' (yellow), 'Past' (grey), and 'Restricted' (light grey). On the left side, there is a 'Resource Filter' panel with fields for 'Minimum Capacity', 'Resource Type' (set to '- All -'), 'Using Location', and 'Building'. The 'Filter' button is highlighted in green.



# Processing of Resource Booking

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

Change Calendar Venue

Hide from public Subscribe to this Calendar

URL: <https://devapp.umac.mo/umresource/export/ical-subscribe.php?uid=5b3b21143f872&sid=d4f41107dd36167e4552&rid=&icskey=qHmWB1dmkO>

< > Today November 2018 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	2:00p E21_FAH_LOBBY, E21_FAH_LOBBY(SO) For activity A					
18	19	20	21	22	23	24
	10:00a E21_FAH_LOBBY(SO) For activity B					

Booking can be cancelled or updated when it is waiting for approval



# Processing of Resource Booking

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

## Editing Reservation (Pending Approval)

IMS\_OA\_TEST14 (IMS\_OA\_TEST14@umac.mo)

**Begin** 19/11/2018 10:00 **End** 19/11/2018 12:00  
0 days 2 hours 0 minutes  
**Repeat** Does Not Repeat

**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**  
For activity B

**Description of reservation**  
For activity B

**Reference Number** 5bd1735010286226451199

**Name1:**  **Name1 Contact no.:**   
**Name2 Contact no.:**  **Name3:**   
**Activity Date Time From:**  **Activity Date Time To:**   
**Name2:**  **Name3 Contact no.:**

**Attach File (10 MB max)**  
 [Browse...](#)  
[Add](#)

**Participant List**  
Add  | [Users](#) [Groups](#)

[Cancel](#) [More](#) [Update](#)

[Cancel](#) [More](#) [Update](#)



# Processing of Resource Booking

UM Resource Booking System Dashboard My Account Schedule Help Sign Out

## Editing Reservation (Pending Approval)

IMS\_OA\_TEST14 (IMS\_OA\_TEST14@umac.mo)

**Begin** 19/11/2018 10:30 **End** 19/11/2018 12:30  
0 days 2 hours 0 minutes

**Repeat** Does Not Repeat

**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**  
For activity B

**Description of reservation**  
For activity B

**Reference Number** 5bd1735010286226451199

<b>Name1:</b> <input type="text"/>	<b>Name1 Contact no.:</b> <input type="text"/>	<b>Name2:</b> <input type="text"/>
<b>Name2 Contact no.:</b> <input type="text"/>	<b>Name3:</b> <input type="text"/>	<b>Name3 Contact no.:</b> <input type="text"/>
<b>Activity Date Time From:</b> <input type="text"/>	<b>Activity Date Time To:</b> <input type="text"/>	

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

**Participant List**  
Add  | Users Groups

Cancel More Update  
Add to Calendar  
Add to Google  
Print  
Duplicate  
Delete

Cancel More Update



# Q & A

Thank you for attention



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