

# Common User Workflow (Staff)

Facilities iBooking System for VTC

## Login Page

1. Input User Name (student number)
2. Input Password



### Sign In

User Name



Password

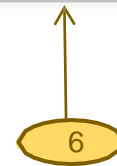


Login

## Overview Page

1. Filter by Day / Week
2. Room / Facilities
3. Filter by Campus Site
4. Filter Building Block
5. Filter by Floor
6. Dashboard showing Availability
7. Search Meeting Room
8. Search booking number

The screenshot displays the iBOOKING system interface. At the top, there is a navigation bar with 'Overview', 'Booking Status', 'Booking', and 'History' tabs. Below this is a dashboard header with 'Dashboard - All', 'THEI', 'THEI CW', and 'All' filters. The main area shows a weekly calendar for August 2024, with days from Sunday to Saturday. Bookings are shown as colored bars: yellow for 'My Own Booking' and blue for 'CLE CW'. Specific bookings for 'LIU Huan' are visible on Tuesday, Wednesday, and Thursday. A sidebar on the left contains filters for 'My Own Booking', 'CLE CW', and various rooms like 'Learning Advisor', 'One Button Studio - Alex (S103a)', 'Room B - Socrates (S103b)', 'Room C - Plato (S103c)', and 'Room D - Aristotle (S009)'. The interface also includes a search bar for 'Meeting Room' and a 'Submit' button. Numbered callouts (1-8) highlight specific UI elements: 1 points to the 'Week View' radio button, 2 points to the room selection filters, 3 points to a booking bar on Wednesday, 4 points to a booking bar on Thursday, 5 points to a booking bar on Friday, 6 points to the main calendar grid, 7 points to the 'Meeting Room' search input, and 8 points to the 'Submit' button.



# Search Meeting Room in Overview Page

VTC iBOOKING Overview Booking Status Booking History Logout (LIU Huan)

Dashboard - All THEI THEi CW All

August 2024

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
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Room B - Socrates (S103b)

11 Sun 12 Mon 13 Tue 14 Wed 15 Thu 16 Fri 17 Sat

Day View Week View

S103b

Search (Booking No) Submit

Select All Unselect All

- My Own Booking
- CLE CW
- Learning Advisor
- One Button Studio - Alex (S103a)
- Room B - Socrates (S103b)
- Room C - Plato (S103c)
- Room D - Aristotle (S008)

Search Meeting Room

## Search Booking Result in Overview Page

The screenshot displays the iBOOKING system interface. At the top, a navigation bar includes menu items: Overview, Booking Status, Booking, Service, Resource, Approve, Payment, Blacklist, History, and Statistic. A user profile for 'Logout (CHAN YUEN LING JENNIFER)' is visible in the top right. The main content area features a calendar for August 2024, with the 14th highlighted. A search bar on the left contains the text 'Room D' and '20240814-0051', with a 'Submit' button. A yellow callout bubble with an arrow points to the 'Submit' button, containing the text 'Search (Booking) Result'. A modal window titled 'Search (Booking #)' is open, displaying a table with the following data:

Date	Time	Room Name	Meeting Name	Organizer	Edit	View
2024-08-15	11:00 - 13:00	Room D - Aristotle (S009)	Website Discussion with BMCO	CHAN YUEN LING JENNIFER		



## Search Meeting Room in Booking Page

1. Input Meeting Room Name
2. Click Search

The screenshot displays the iBOOKING interface. At the top, there are navigation tabs: Overview, Booking Status, Booking, and History. A user is logged in as LIU Huan. The main section is titled 'Service & Time' and includes filters for Category, Location, and Service. The search bar contains the text 'S103b' and a search button. Two yellow circles with numbers '1' and '2' are overlaid on the search bar and search button respectively. Below the search bar, a card for 'Room B - Socrates (S103b)' is shown, featuring a photo of the room and the text 'Up to 7 people'. At the bottom, there is a calendar view for the date 15-08-2024 (Thu) with a time slot from 09:00 to 20:00.

## Make Booking by selecting booking period (Select start time/end time)

1. Select Start Time and End Time
2. Repeat booking (Optional) (Support Daily / Weekly / Monthly)
3. Select End Date
4. Click Add to preview

**Select Booking Period**

One Button Studio - Alex (S103a)  
Start Date: 2024-08-15

Start Time: 14:00      End Time: 16:00

Repeat Booking(Optional)  
Close Repeat Booking Session

Daily    Weekly    Monthly

End Date: 2024-08-15

Su	Mo	Tu	We	Th	Fr	Sa
				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	28	29	30	31

Add



## Start Booking – input booking information

1. Input Meeting Name
2. Add Classmates / Colleagues; Add Guests
3. Input a remark if applicable
4. Click View Booking Summary to confirm the booking

**VTC iBOOKING** Overview Booking Status Booking History Logout (LIU Huan)

**Service & Time** **Details** Confirm Completed

**Booking Items** Back View Booking Summary

2024-08-15 Meeting Time: 14:00 - 16:00 Duration: 120 mins

Meeting Name **1**

Attendees(Optional) **2** Add Classmates/Colleagues Add Guests

1 230338308 Name of company 230338308@stu.thei.edu.hk

Booking remarks **3**

Back **4** View Booking Summary

CHARS: 0 WORDS: 0 POWERED BY JODIT

## To Add Classmates/Colleagues in booking request

1. Input Student full name or Staff name to search
2. Input email to search
3. Select the User
4. Click Pick to add User
5. Click Add Selected Users

The screenshot shows the iBOOKING system interface. The main navigation bar includes 'Overview', 'Booking Status', 'Booking', 'Service', 'Resource', 'Approve', 'Payment', 'Blacklist', 'History', and 'Statistic'. The user is logged in as 'CHAN YUEN LING JENNIFER'. The current view is 'Service & Time' with a sub-view of 'Details'. A search modal is open, showing a search for 'FONG SUI KAM'. The search results table is as follows:

#	User Name	Contact Number	E-mail	
1	FONG SUI KAM	3890-0031	tommy_2002@thei.edu.hk	Pick

The search modal also includes a 'Back' button, a 'Name' field containing 'FONG SUI KAM', an 'Email' field, and a 'Roles' dropdown menu set to 'All'. There is an 'Add Selected Users' button at the top right of the modal. The 'Pick' button in the table is highlighted with a yellow circle and labeled '4'. The 'Add Selected Users' button is highlighted with a yellow circle and labeled '5'. The search input fields are labeled '1' and '2'. The 'Pick' button in the table is labeled '3'.

## Booking Request Preview Page

1. Click View Booking Summary
2. Submit Booking after checking

**VTC iBOOKING** Overview Booking Status Booking Service Resource Approve Payment Blacklist History Statistic Logout (CHAN YUEN LING JENNIFER)

Service & Time Details Confirm Completed

Booking Items Back View Booking Summary

2024-08-16 Meeting Time: 16:00 ~ 16:30 Duration: 30 mins

Meeting Name: test

Organizer:  Add to Attendees Add Organizer

1 jenniferchan jenniferchan@thei.edu.hk

Attendees (Optional): Add Classmates/Colleagues Add Guests

1 jenniferchan Name of company: jenniferchan@thei.edu.hk

Booking remarks

CHARS: 0 WORDS: 0 POWERED BY JODIT

Back View Booking Summary **1**

**VTC iBOOKING** Overview Booking Status Booking Service Resource Approve Payment Blacklist History Statistic Logout (CHAN YUEN LING JENNIFER)

Service & Time Details Confirm Completed

Booking Items Back Submit Booking

2024-08-16 Meeting Time: 16:00 ~ 16:30 Duration: 30 mins

Meeting Name: test

Organizer: 1 jenniferchan jenniferchan@thei.edu.hk

Attendees: 1 jenniferchan jenniferchan@thei.edu.hk

Waiting for Approval

Back Submit Booking **2**

## Booking Complete

\*Remarks Highlight:

1. Waiting for Approval  
(if Approval is required)

The screenshot shows the iBOOKING interface with the following details:

- Navigation:** Overview, Booking Status, Booking, Service, Resource, Approve, Payment, Blacklist, History, Statistic, Logout (GHAN YUEN LING JENNIFER)
- Progress:** Service & Time, Details, Confirm, Completed
- Booking No.:** 20240815-0003
- Create by:** jenniferchan
- Booking Date:** 2024-08-15 09:01
- Room:** Exhibition Hall (S005)
- Date:** 2024-08-16
- Meeting Time:** 16:00 ~ 16:30
- Duration:** 30 mins
- Title:** test
- Organizer:** 1 jenniferchan (jenniferchan@thei.edu.hk)
- Attendees:** 1 jenniferchan (jenniferchan@thei.edu.hk)
- Remark:** \*Waiting for Approval
- Action:** Next Booking

\*\*Rooms Need Approval :

1. E-Classroom
2. Exchange Atrium
3. Exhibition Hall
4. Staff Learning Commons (S401)

## Pending for Approval

1. Pending for Approval Booking will be in Red Color

The screenshot shows the iBOOKING system interface. The top navigation bar includes options: Overview, Booking Status, Booking, Service, Resource, Approve, Payment, Blacklist, History, and Statistic. The user is logged in as CHAN YUEN LING JENNIFER. The main area displays a calendar view for August 2024, showing a week from Sunday (11) to Saturday (17). The calendar grid shows bookings for 'My Own Booking', 'Chai Wan - Heidi', 'Chai Wan - Will/Rashid', 'Chai Wan - Zoe', 'CLE CW', and 'Computer Lab 306'. A booking for 'CHAN YUEN LING' is highlighted in yellow on Wednesday (14) and Thursday (15). A red circle with the number '1' is drawn around the date '17 Sat' in the calendar header, indicating a pending approval booking.

## Email notification - Pending for Approval

Once booking successful, system will send email for notice and confirmation

### Exhibition Hall (S005) Booking Approval



iBooking System Notification <no-reply@vtc.edu.hk>  
收件者 Jennifer CHAN [THEI/LCDI]

回覆 全部回覆 轉寄 ...

15/8/2024 (週四) 9:03

#### iBooking : iBooking系統通知

這是系統發出的設施預約電子郵件。你的預約已收到。該申請正在等待批准。一經批准，我們將通知你。謝謝!

日期	2024-08-16
時間	16:00 - 16:30
設施	THEI CW-G/F Exhibition Hall (S005)
預約者	CHAN YUEN LING JENNIFER
組織者	CHAN YUEN LING JENNIFER
會議名稱	test
人數	1
預約編號	20240815-0003
參與者	jenniferchan


This is a system generated email for room booking. We are pleased to inform you that your request has been received. The application is pending for approval. We shall notify you once it is approved.

Date	2024-08-16
Time	16:00 - 16:30
Room / Facility	THEI CW-G/F Exhibition Hall (S005)
Booked by	CHAN YUEN LING JENNIFER
Organizer	CHAN YUEN LING JENNIFER
Subject	test
Number of guest	1
Booking No.	20240815-0003
Attendee	jenniferchan

## Email notification – Booking Approved

Once booking successful, system will send email for notice and confirmation

### Exhibition Hall (S005) Booking Confirmation

 iBooking System Notification <no-reply@vtc.edu.hk>  
收件者 Jennifer CHAN [THEi/LCDI]

[← 回覆](#) [↶ 全部回覆](#) [→ 轉寄](#) [...](#)

15/8/2024 (週四) 9:37

#### iBooking : iBooking系統通知

預約確認通知

已收到你的預約

[為善用資源，如不需要相關設施，請取消預約。](#)

#### 預約內容

日期	2024-08-16
時間	16:00 - 16:30
設施	THEi CW-G/F Exhibition Hall (S005)
預約者	CHAN YUEN LING JENNIFER
組織者	CHAN YUEN LING JENNIFER
會議名稱	test
人數	1
預約編號	20240815-0003
參與者	jenniferchan

This is a system generated room booking confirmation.

Your booking request has been received.

[To maximise resource utilisation, please cancel any booking\(s\) online that is / are no longer required.](#)

#### **Booking Details**

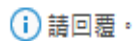
Date	2024-08-16
Time	16:00 - 16:30
Room / Facility	THEi CW-G/F Exhibition Hall (S005)
Booked by	CHAN YUEN LING JENNIFER
Organizer	CHAN YUEN LING JENNIFER
Subject	test
Number of guest	1
Booking No.	20240815-0003
Attendee	jenniferchan

## ics File Template



System Account <no-reply@vtc.edu.hk>

出席者 Jennifer CHAN [THEi/LCDI]



請回覆。

此會議已調整為反映您目前的時區。此會議原本建立於以下時區: Asia/Hong\_Kong。



2024年8月16日星期五 16:00-16:30



THEi CW-G/F Exhibition Hall (S005)

16:00 test; THEi CW-G/F Exhibition Hall (S005); System Account

17:00



## Booking Approved

1. Approved Booking will be in Black Color

The screenshot displays the iBOOKING system interface. At the top, there is a navigation bar with the following menu items: Overview, Booking Status, Booking, Service, Resource, Approve, Payment, Blacklist, History, and Statistic. A user profile indicator shows 'Logout (CHAN YUEN LING JENNIFER)'. Below the navigation bar, the dashboard shows 'Dashboard - All' with filters for 'THEI', 'THEI CW', and 'All'. The main calendar view is for August 2024, showing a week from Sunday to Saturday. The calendar is divided into rows for different resources: 'My Own Booking', 'Chai Wan - Heidi', 'Chai Wan - Will/Rashid', 'Chai Wan - Zoe', 'CLE CW', and 'Computer Lab 306'. On Thursday (15th) and Friday (16th), there are yellow booking blocks for 'CHAN YUEN LING' in the 'My Own Booking' row. A red circle with the number '1' is drawn around the Friday booking block, with an arrow pointing to it. The interface also features a sidebar with filters for meeting rooms and resources.

## Cancel booking

1. Click on the pencil icon to the right of the reservation to be canceled.

The screenshot displays the iBOOKING interface for user LIU Huan. The main calendar view shows a week starting from Sunday, August 11th, to Saturday, August 17th. The interface is divided into several sections:

- Navigation:** Includes 'VTC iBOOKING', 'Overview', 'Booking Status', 'Booking', and 'History' tabs. A 'Logout (LIU Huan)' button is in the top right.
- Calendar:** Shows a weekly view for August 2024. Bookings are represented by colored bars:
  - My Own Booking (Yellow):** 16:30 - 16:45 LIU Huan (Sun), 11:00 - 13:00 LIU Huan (Wed), 10:00 - 11:00 LIU Huan and 11:00 - 12:00 LIU Huan (Thu).
  - Learning Advisor (Blue):** 11:00 - 13:00 LIU Huan and 10:00 - 11:00 LIU Huan and 11:00 - 12:00 LIU Huan (Thu), 16:30 - 16:45 LIU Huan (Tue).
- Left Panel:** Contains a calendar navigation, 'Day View' and 'Week View' options, a 'Meeting Room' search field, and a 'Search (Booking No)' field with a 'Submit' button. There are also filter options for 'Select All', 'Unselect All', and various booking types like 'My Own Booking', 'Learning Advisor', 'Room B - Socrates', etc.
- Right Panel:** A list of booking details for the selected date (Thursday, August 15th), showing the booking type, time slot, and a pencil icon for editing/cancellation. A yellow circle with the number '1' highlights this pencil icon.

## Cancel booking

1. Click "Cancel Single Day Booking"
2. Click "ok"

The screenshot displays the VTC iBOOKING interface. At the top, navigation tabs include Overview, Booking Status, Booking, and History. The current booking details are: Booking No.: 20240814-0015, Booking Create Date: 2024-08-14 12:16, and Booking By: LIU Huan. The booking is for the date 2024-08-15, from 10:00 to 11:00, with a duration of 1 hour. The room is identified as 'One Button Studio - Alex (S103a)'. The attendees list shows one person with ID 230338308 and email 230338308@stu.thei.edu.hk. A 'Booking remarks' section is present but empty. A confirmation dialog box is overlaid on the screen, asking 'Do you want to cancel this booking?' with 'Ok' and 'Cancel' buttons. A yellow callout '1' points to the 'Cancel Single Day Booking' button at the bottom left of the booking details, and another yellow callout '2' points to the 'Ok' button in the dialog box. A 'Submit Update' button is visible at the bottom right of the booking details area.

## Email notification - Cancel booking

Once Cancel booking successful, system will send email for notice and confirmation

### One Button Studio - Alex (S103a) Booking Cancellation



iBooking System Notification

下午 1:54

收件者「您」

...



iBooking : iBooking系統通知

你的預約已被取消

你的預約已取消

為善用資源，如不需要相關設施，請取消預約。

**預約內容**

日期	<a href="#">2024-08-15</a>
時間	<a href="#">10:00 - 11:00</a>
設施	THEi CW-1/F One Button Studio - Alex (S103a)
預約者	LIU Huan
組織者	LIU Huan
會議名稱	test
人數	1
預約編號	20240814-0015

## User Settings

1. Click the user page
2. Edit user setting

The screenshot displays the iBOOKING system interface. The top navigation bar includes the VTC logo, iBOOKING, and various menu items: Home Status, Booking, Service, Resource, Approve, Payment, Blacklist, History, Statistic, System, and User. A 'Logout (CHAN YUEN LING JENNIFER)' button is located on the right. The main content area shows the 'User Profile: jenniferchan' with the following details:

Login	jenniferchan
User Name	CHAN YUEN LING JENNIFER
Language	English
Roles	THEi_CW - Admin User (Staff) THEi_CW - Staff (AD) THEi_CW - Superadmin (Super users) THEi_TY - Staff (AD)

An 'Edit' button is located at the bottom right of the profile section.