

Common User Workflow (Student)

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 (16:30-16:45), Wednesday (11:00-11:15), and Thursday (13:00-14:00). 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)'. A search bar for 'Meeting Room' and a 'Submit' button are also present. Numbered callouts (1-8) highlight specific UI elements: 1 points to the 'Week View' toggle, 2 points to the room selection filters, 3 points to a booking on Wednesday, 4 points to a booking on Thursday, 5 points to a booking on Friday, 6 points to the main calendar grid, 7 points to the 'Meeting Room' search input, and 8 points to the 'Submit' button.

6

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 room name 'Room D' and the booking ID '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 point to the search bar and the search button respectively. Below the search bar, there is a card for 'Room B - Socrates (S103b)' with a photo and the text 'Up to 7 people'. At the bottom, there is a calendar view for '15-08-2024 (Thu)' showing a grid of time slots from 09:00 to 20:00. The room 'Room B - Socrates (S103b)' is listed on the left side of the grid.

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

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 bar with 'FONG SUI KAM' entered. Below the search bar is a table of users with columns for '#', 'User Name', 'Contact Number', and 'E-mail'. The table contains one entry for 'FONG SUI KAM' with contact number '3890-0031' and email 'tommy_2002@thei.edu.hk'. A 'Pick' button is next to the entry. An 'Add Selected Users' button is at the top right of the modal. Yellow circles and arrows indicate the steps: 1. Name input, 2. Email input, 3. Selecting the user, 4. Clicking 'Pick', and 5. Clicking 'Add Selected Users'.

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

Cancel booking

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

The screenshot shows the iBOOKING interface for user LIU Huan. The main calendar view displays a week from Sunday, August 11th to Saturday, August 17th, 2024. The interface includes a navigation bar with 'Overview', 'Booking Status', 'Booking', and 'History' tabs. A sidebar on the left contains a calendar for August 2024, a search bar for booking numbers, and a legend for booking types and rooms. The main calendar grid shows several bookings:

- My Own Booking:**
 - 13 Tue: 16:30 - 16:45 LIU Huan
 - 14 Wed: 11:00 - 13:00 LIU Huan
 - 15 Thu: 10:00 - 11:00 LIU Huan
 - 15 Thu: 11:00 - 12:00 LIU Huan (highlighted with a yellow circle and a pencil icon)
- Learning Advisor:**
 - 14 Wed: 11:00 - 13:00 LIU Huan
 - 15 Thu: 10:00 - 11:00 LIU Huan
 - 15 Thu: 11:00 - 12:00 LIU Huan
- Room B - Socrates (S103b):**
 - 13 Tue: 16:30 - 16:45 LIU Huan

A yellow circle with the number '1' is drawn around the pencil icon next to the 11:00-12:00 booking on Thursday, August 15th, indicating the target for cancellation.

Cancel booking

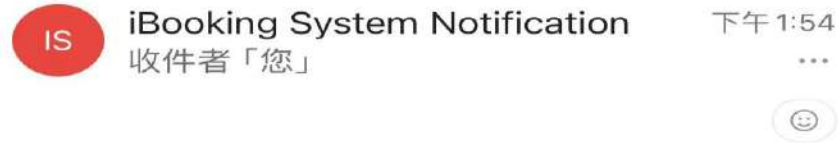
1. Click "Cancel Single Day Booking"
2. Click "ok"

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 : 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	2024-08-15
時間	10:00 - 11:00
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