


### Facility Booking Guide for Staffs

**Step: 1.** Select **Log In** button. Enter Login ID, Password and click  (Figure 1).

[User guide](#)

Login as:  Staff  Student

Student ID:

Birthday:   
(ddmmyy)

Figure 1. Login page

**Step: 2.** Upon successfully logging into to the JCU system, you will be directed to Facility booking home page (Figure 2) where you can view your bookings status under **Booking Summary**.

You can see your facility bookings for the week and able to filter your list of bookings by selecting a date range and/or selecting a booking status from the drop down list.



Figure 2. Facility booking home page

**Step: 3.** Click on [Request New Booking](#) link to make a new facility booking (Figure 3.).

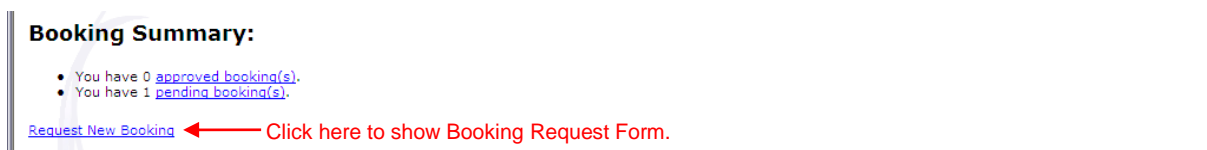


Figure 3. Facility booking home page

**Step: 4.** Fill in appropriate booking details in the **Booking Request Form** inside the pop-up page. (Figure 4).

**NOTE :** Make sure your web browser allows pop-ups from this site.

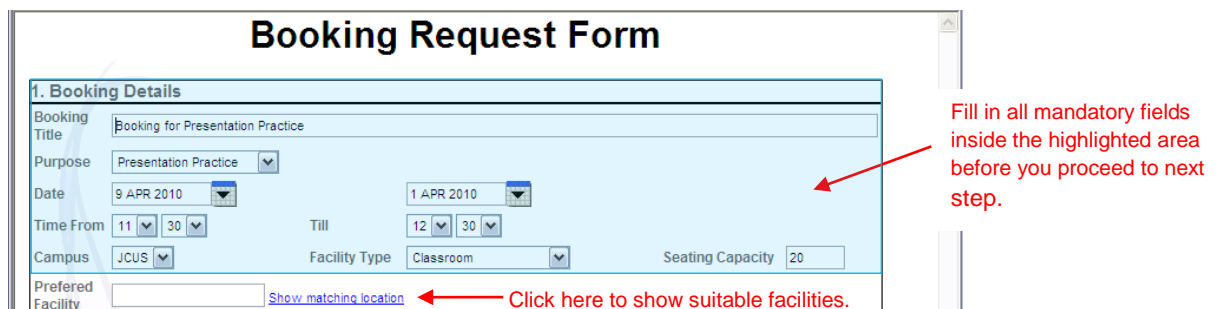


Figure 4. Booking request form

**Step: 5.**  the appropriate **Facility** form the list (*Figure 5*). You can also view the booking list under pending/booked at **Show pending bookings** and **Show booked facilities**. Otherwise you may search specific **Facility ID** and click

Facility	Block	Level	Seating Capacity	
C02-04	C	2	27	<input type="button" value="Select"/>
C02-05	C	2	27	<input type="button" value="Select"/>
C02-06	C	2	27	<input type="button" value="Select"/>
C03-03	C	3	27	<input type="button" value="Select"/>
C03-04	C	3	27	<input type="button" value="Select"/>

Figure 5 - Booking request form

**Step: 6.** Fill in **Remarks (if any)** or **Equipment Required** if needed, and click on  to complete facility booking (*Figure 6*).

### Booking Request Form

1. Booking Details Misc  Block  Lessons  Exam

Booking Title:

Purpose:

Date:

Time From:  :  Till:  :

Campus:  Facility Type:  Seating Capacity:

Setup Time:  min(s) Teardown Time:  min(s)

Preferred Facility:  [Show matching location](#)

Remarks (if any):

Equipment Required:

Figure 6. Booking request form

**Step: 7.** Once you click **Submit**, you will be receiving a “Booking Submitted” message (*Figure 7*). A notification email will be send to you shortly after your booking is submitted.

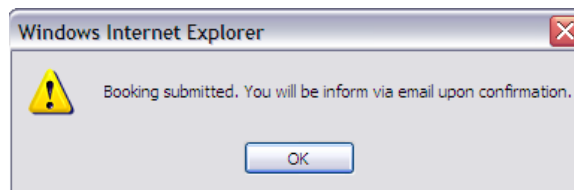


Figure 7 - Booking submission alert

**Step: 8.** Your latest booking request will be added and reflected on your booking summary and booking list.

Home Booking Calendar View Facility & Asset

## Welcome Staff (Test)

**Booking Summary:**

- You have 0 [approved booking\(s\)](#).
- You have 2 [pending booking\(s\)](#). ← New pending booking

[Request New Booking](#)

Figure 8 - Facility booking home page