Facility Booking Guide for Staffs

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

Step: 2. Upon successfully logging into 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.

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

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.
Step: 5. Select 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.

![Figure 5 - Booking request form](image)

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

![Figure 6 - Booking request form](image)

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](image)

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

![Figure 8 - Facility booking home page](image)