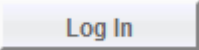


## Facility Booking Guide for Students

### Step 1. Login as student

Select Existing Student radio button. Enter JCU Student ID (8 to 10 digits), date of birth and click.  (Figure 1).

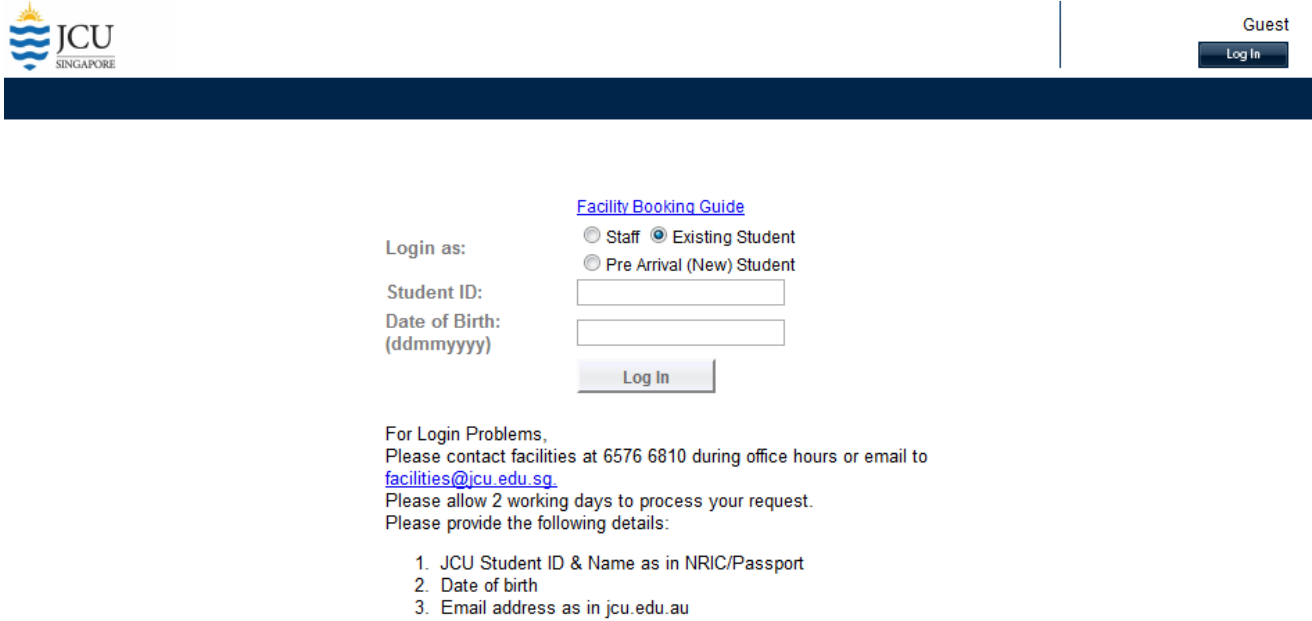


Figure 1 - Login page

Upon successful login into to the JCU system, you will be directed to Facility booking home page (Figure 1.1) where you can view your bookings status under **Booking Summary**. You should see the below screen from the student desktop.

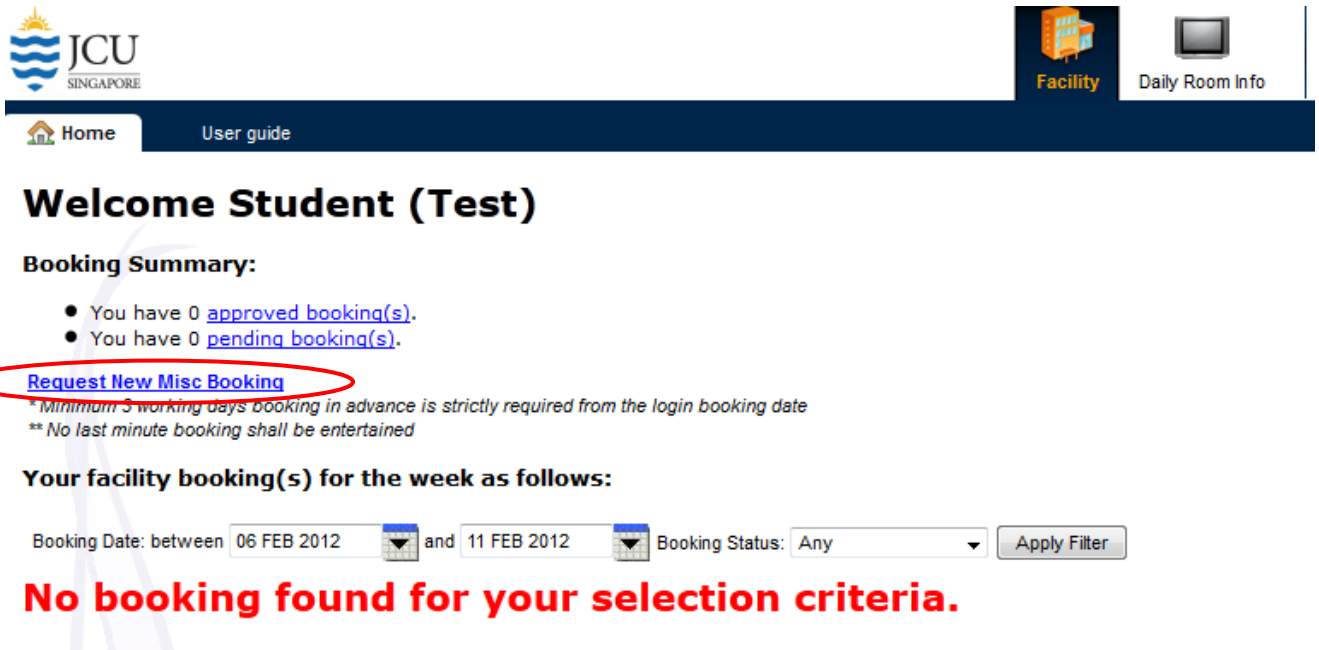


Figure 1.1 - Facility booking home page

**Step: 2** Click 'Request New Misc Booking' (Figure 1.1) and the booking form (Figure 2) will appear. Under the field 'Approving Lecturer', please select your appropriate lecturer for their approval of your booking.

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

**1. Booking Details**

Booking Title: Test Booking

Purpose: Group Discussion

Date: 01 MAR 2012

Time From: 09:00 Till: 10:00

Campus: UT Facility Type: Classroom Seating Capacity: 15

Approving Lecturer: Associate Staff (Test)

Preferred Facility: A02-01 [Show matching location](#)

Remarks (if any):

Equipment Required:  Camera  CD Player  Ear phone  Flip Chart  Laptop  Microphone  OHP  PowerPoint slide  VCR  Whiteboard

**2. Requestor Contact Information**

Contact Number: 97766543 Email: paul@bizcube.com.sg

Please check that your contact details are correct before submitting this form.

I have read and agree to the [terms and conditions](#) for the facility booking

Figure 2 - Student Booking Request form

1. No food and drinks in the room.
2. No not leave your belongings unattended.
3. Switch off the computer/equipment after used.
4. The chairs and tables back to its original place.
5. Intercom facilities staff if you have an early leaving.

The terms and conditions are found here: <https://afm.jcu.edu.sg/JCUTest/FacAssetMgmt/Facility/TNC.html>

**Step: 3.** Fill in appropriate booking details in the **Booking Request Form** inside the pop-up page. (Figure 3).

### Student Booking Request Form

**You need to select an approving lecturer.** ←

**You are required to book the facility 3 working day(s)** ←

Warning messages will show if you did not fill in all mandatory fields or have made a last minute booking.

#### 1. Booking Details

Booking Title:

Purpose:

Date:

Time From:  :  Till:  :

Campus:  Facility Type:  Seating Capacity:

Approving Lecturer:

Preferred Facility:  [Show matching location](#) ←

Click here to show following suitable facilities list.

Remarks (if any):

Equipment Required:  Camera  CD

#### 2. Requestor Contact

Contact Number:

Please check that your contact

I have read and agree to the

FacilityID:    Show pending bookings  Show booked facilities [Close](#)

Facility	Block	Level	Seating Capacity	
A02-01	A	2	24	<input type="button" value="Select"/>
B01-02	B	1	27	<input type="button" value="Select"/>
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"/>
C03-04	C	3	27	<input type="button" value="Select"/>
C03-05	C	3	27	<input type="button" value="Select"/>
B03-02	B	3	42	<input type="button" value="Select"/>

Figure 3 - Booking Request Form

**Step: 3.1** Click on  to complete facility booking and you will receive a “Booking Submitted” message (Figure 3.1). A notification email will be sent to you shortly after your booking is submitted.

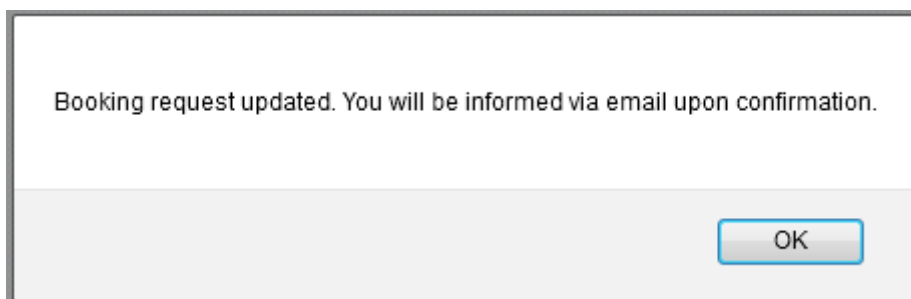


Figure 3.1 – Student booking submission alert

**Step: 4** The Lecturer will receive the following email with a link to approve / disapprove:

**(The lecturer does not need to login to JCU system to approve/disapprove)**

Associate Staff (Test),

Student (Test) has submitted a booking that requires your approval, details as follows:

<b>Booking Title</b>	Test Booking
<b>Purpose</b>	Group Discussion
<b>Booking Date &amp; Time</b>	1 Mar 2012 09:00 to 10:00
<b>Facility</b>	UTA02-01
<b>Facility Type</b>	Classroom
<b>Seating Capacity</b>	15
<b>Remarks</b>	
<b>Equipment Request</b>	Flip Chart, Laptop, Microphone

[Approve](#) this request (once approved, this request will be routed to the Facilities Department for final approval)

[Reject](#) this request (a rejection notification will be sent to the Student)

Thank you.

(Please do not reply to this email - this is an automated email sent from the Facilities Booking System)

**Step: 4.1** The Lecturer will then click 'Approve' or 'Disapprove' message (in this screenshot the 'Approve' link is clicked (Figure 4.1))

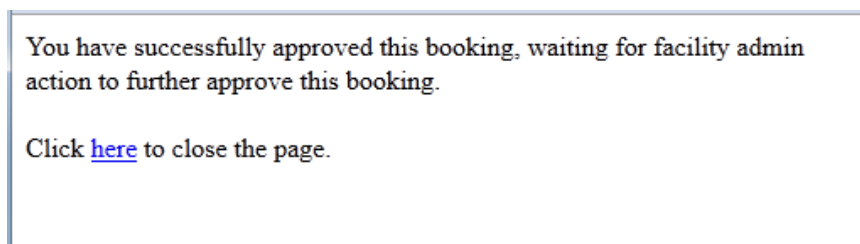


Figure 4.1 – Lecturer booking approval alert

**Step: 5** Once the Lecturer approves the booking, it will then enter the standard Facility Booking process (Figure 5) and is required to be approved by the Facility Administrator.

**Booking List (Misc / Block Bookings)**

	Layout/Planning	Pending	Approved	Cancelled
Total	0	21	914	3

[New Misc Booking](#) [New Block Booking](#)

Requestor:  Booking Date: between 01 MAR 2012 and 01 MAR 2012

Facility ID:  Facility Type: Any Booking Status: Pending

Booking Title:  Processed: between:  and

Booking ID	Date	Day	Time	Facility ID	Requestor	Requested On	Booking Title	Seating Capacity	Remarks	Equipment Request	Status	Email Status	Processed On	Last Modified By	Modified Date	Conflict(s)	Action
86693	01 Mar 2012	Thu	09:00 - 10:00	A02-01	Student (Test)	09 Feb 2012 15:58	Test Booking	15		Flip Chart Laptop Microphone	Pending	Pending		Student (Test)	09 Feb 2012 16:01		<a href="#">View/Change Duplicate</a>

Figure 5 - Facility Admin booking home page