

Shek Mun Campus Library Online Booking System

Quick Guide



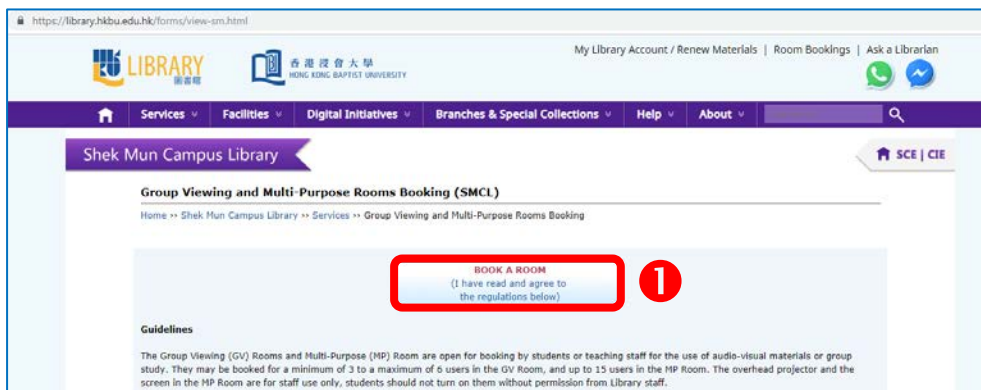
Shek Mun Campus Library
Hong Kong Baptist University

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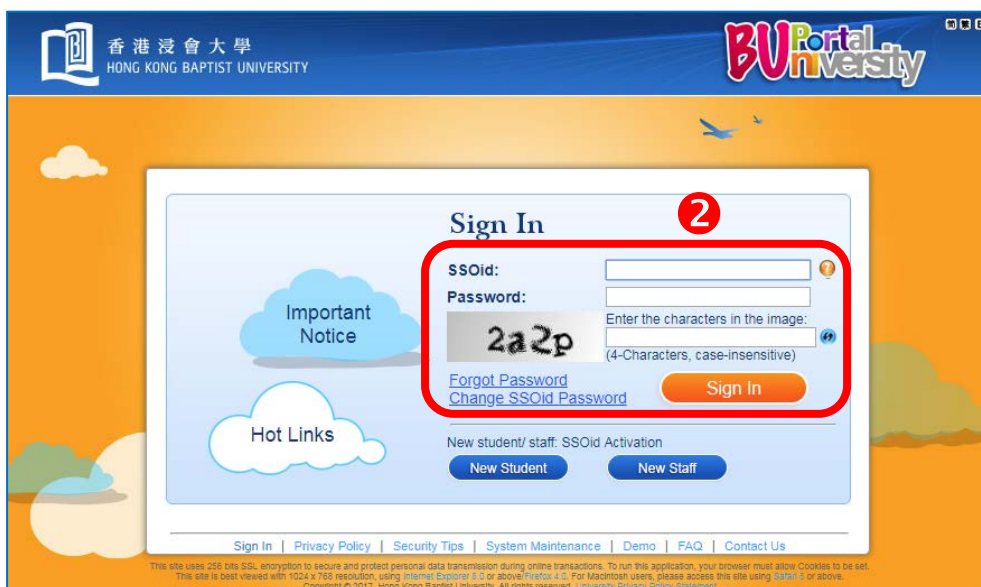
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1.1 Login to the System

Step 1: Go to the “Group Viewing and Multi-Purpose Rooms Booking (SMCL)” website at <https://library.hkbu.edu.hk/forms/view-sm.html> and click the [BOOK A ROOM] button.



Step 2: The page will be redirected to the login page. Type your SSOid, password and the characters you see in the image, then click the [Sign In] button.



1.2 Create a new booking

Step 1: After logging into the “Make Booking” page, click the target date on the “Calendar”. Each eligible user can reserve rooms one month in advance.

Step 2: Select your target “Available” slot from the “Facility Status”.

The screenshot shows the 'SHEK MUN CAMPUS LIBRARY Online Booking System' interface. At the top, there are navigation links for 'LIBRARY' and 'HONG KONG BAPTIST UNIVERSITY'. The main content area is divided into 'Calendar' and 'Facility Status'. The 'Calendar' shows a monthly view for January 2019, with the 14th highlighted by a red circle and the number '1'. The 'Facility Status' section shows a table for 'Mon, 14 January 2019' with columns for Group Viewing Rooms 1-9 and a Multi-purpose Room. The 11:00-11:30 slot for Room 3 is highlighted with a red box and the number '2'.

Step 3: Select the “Duration” of your target session.

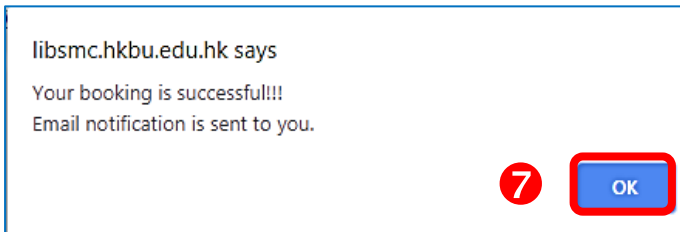
Step 4: Select the “No. of User”.

Step 5: Enter your “Phone No.”.

Step 6: Click the [Add Booking] button.

The screenshot shows the 'Add Booking (By Date)' form. The form fields are: Date (2019-01-14 Mon), Facility (Group Viewing Room 3), Start Time (11:00), End Time (12:30), Duration (3 1.5 Hour(s)), No. of User (4 6), Name (Chan Tai Man), Staff/Student ID (18123456), Email (18123456@life.hkbu.edu.hk), and Phone No. (5 [red box]). The 'Add Booking' button is highlighted with a red box and the number '6'.

Step 7: The booking result dialog box will be shown. Click the **[OK]** button to close the dialog box.

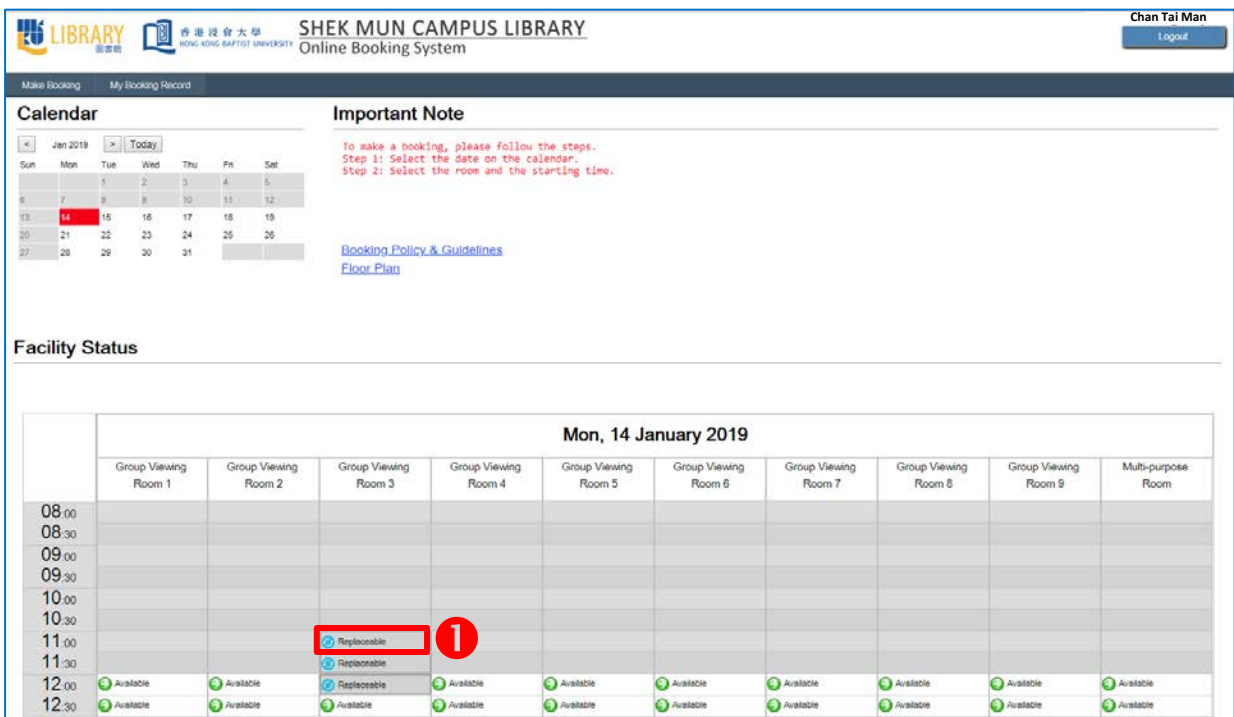


A confirmation email will be sent to the registered user upon successful booking.

1.3 Book/Take over a “replaceable” room

1. If users do not check in the booked room within the first 15 minutes of the booking time, the room will be released to other users and be shown as **“Replaceable”** on the **“Facility Status”**.
2. Other eligible users can take over these “replaceable” rooms through online booking. By doing so, the rest of the whole booking period will be replaced.

Step 1: Select your target **“Replaceable”** slot from the **“Facility Status”**.



The screenshot displays the Shek Mun Campus Library Online Booking System interface. At the top, there is a navigation bar with the library logo, the name 'SHEK MUN CAMPUS LIBRARY Online Booking System', and a user profile 'Chan Tai Man' with a 'Logout' button. Below the navigation bar, there are two main sections: 'Calendar' and 'Important Note'. The 'Calendar' section shows a calendar for January 2019, with the 14th of January highlighted in red. The 'Important Note' section contains instructions for making a booking. Below these sections is the 'Facility Status' section, which displays a table for Monday, 14 January 2019. The table has columns for Group Viewing Rooms 1 through 9, and a Multi-purpose Room. The rows represent time slots from 08:00 to 12:30. The status for each room and time slot is indicated by a green checkmark for 'Available' or a blue circle with a checkmark for 'Replaceable'. A red box highlights the 'Replaceable' status for Group Viewing Room 3 at 11:00, with a red circle containing the number '1' next to it.

Step 2: Enter your “**Phone No.**”

Step 3: Select the “**No. of User**”.

Step 4: Click the “**Replace Booking**” button.

The screenshot shows a dialog box titled "Information" with a tab labeled "Booking Details". The details listed are: Session : 2019-01-15 (11:30 - 14:00), Facility : Group Viewing Room 3, No. of User : 3, and Last Modified: 2019-01-15 11:19:58. Below this is a section for replacement, labeled "(For Replace only)", containing a "Phone No. :" text box (marked with a red circle 2), a "No. of User:" dropdown menu (marked with a red circle 3 and showing the value 3), and a "Replace Booking" button (marked with a red circle 4).

Step 5: The booking result dialog box will be shown. Click the **[OK]** button to close the dialog box.

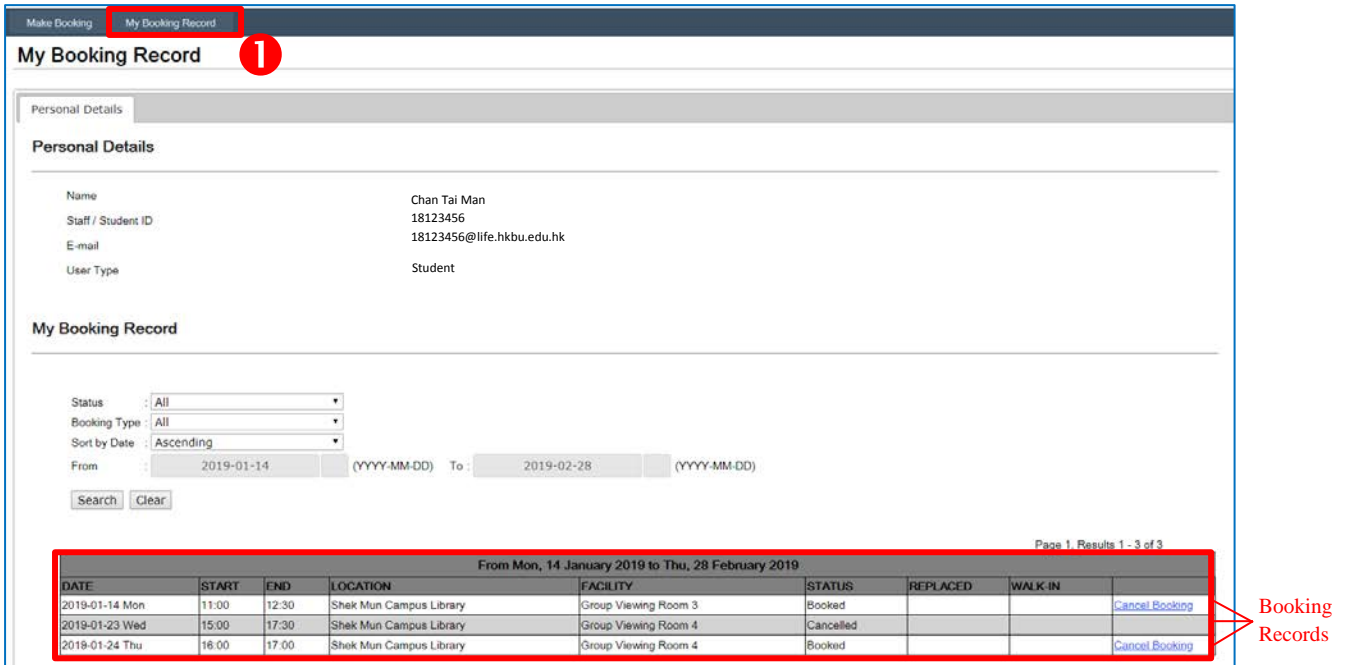
The screenshot shows a confirmation dialog box with the text "libsmc.hkbu.edu.hk says Confirm to Replace Booking?". At the bottom, there are two buttons: "OK" (highlighted with a red circle 5) and "Cancel".

A confirmation email will be sent to the registered user upon successful booking.

1.4 View and search my booking record

The “My Booking Record” page allows users to view and search their own booking records in a convenient way.

Step 1: Click the “My Booking Record” tab on the menu bar.



The screenshot shows the 'My Booking Record' page. At the top, there are two tabs: 'Make Booking' and 'My Booking Record', with the latter highlighted and marked with a red circle and the number '1'. Below the tabs is the page title 'My Booking Record'. Underneath is a 'Personal Details' section with a form containing the following information:

Name	Chan Tai Man
Staff / Student ID	18123456
E-mail	18123456@life.hkbu.edu.hk
User Type	Student

Below the personal details is the 'My Booking Record' section. It features search filters: Status (All), Booking Type (All), Sort by Date (Ascending), and a date range (From: 2019-01-14 To: 2019-02-28). There are 'Search' and 'Clear' buttons. Below the filters, a table displays booking records. The table is titled 'From Mon, 14 January 2019 to Thu, 28 February 2019' and 'Page 1, Results 1 - 3 of 3'. The table has columns for DATE, START, END, LOCATION, FACILITY, STATUS, REPLACED, WALK-IN, and a 'Cancel Booking' link. The records are:

DATE	START	END	LOCATION	FACILITY	STATUS	REPLACED	WALK-IN	Cancel Booking
2019-01-14 Mon	11:00	12:30	Shek Mun Campus Library	Group Viewing Room 3	Booked			Cancel Booking
2019-01-23 Wed	15:00	17:30	Shek Mun Campus Library	Group Viewing Room 4	Cancelled			Cancel Booking
2019-01-24 Thu	16:00	17:00	Shek Mun Campus Library	Group Viewing Room 4	Booked			Cancel Booking

A red arrow points from the text 'Booking Records' to the 'Cancel Booking' links in the table.

The system will list the booking(s) according to the setting of filters:

- Status
- Booking Type
- Sort by Date
- From *date* To *date*

To search for previous/all booking records:

Step 1: Click the “My Booking Record” tab on the menu bar.

Step 2: Select the filter option(s):

Status: All/ Booked/ Claimed/ Unclaimed/ Cancelled/ Booked+Claimed+Unclaimed

Booking Type: All/ Exclude All/ Replaced/ Walk-in

Sort by Date: Ascending/ Decending

From date To date: Click the calendar icon to select the start date and end date.

Step 3: Click the [Search] button.

1

2

3

Page 1 Results 1 - 3 of 3

DATE	START	END	LOCATION	FACILITY	STATUS	REPLACED	WALK IN	
2019-01-14 Mon	11:00	12:30	Shek Mun Campus Library	Group Viewing Room 3	Booked			Cancel Booking
2019-01-23 Wed	15:00	17:30	Shek Mun Campus Library	Group Viewing Room 4	Cancelled			
2019-01-24 Thu	16:00	17:00	Shek Mun Campus Library	Group Viewing Room 4	Booked			Cancel Booking

Booking Records

The search results will be shown according to the setting of filters.

A maximum of 30 records can be displayed on a page.

1.5 Cancel a booking

If the record is still available for cancellation (i.e. the session has not started yet), the “Cancel Booking” link will be visible. To cancel a booking,

Step 1: Click the “My Booking Record” tab on the menu bar.

Step 2: Click the “Cancel Booking” option.

Make Booking My Booking Record

My Booking Record 1

Personal Details

Personal Details

Name: Chan Tai Man
Staff / Student ID: 18123456
E-mail: 18123456@life.hkbu.edu.hk
User Type: Student

My Booking Record

Status: All
Booking Type: All
Sort by Date: Ascending
From: 2019-01-14 To: 2019-02-28

Search Clear

Page 1, Results 1 - 3 of 3

DATE	START	END	LOCATION	FACILITY	STATUS	REPLACED	WALK-IN	
2019-01-14 Mon	11:00	12:30	Shek Mun Campus Library	Group Viewing Room 3	Booked			Cancel Booking 2
2019-01-23 Wed	15:00	17:30	Shek Mun Campus Library	Group Viewing Room 4	Cancelled			
2019-01-24 Thu	16:00	17:00	Shek Mun Campus Library	Group Viewing Room 4	Booked			Cancel Booking

Step 3: Click the [OK] button to confirm.

libsmc.hkbu.edu.hk says

Do you confirm to Cancel the booking record?

3 OK Cancel

A cancellation email will be sent to the registered user upon successful cancellation of the booking.

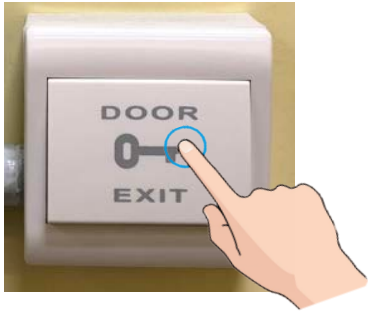

2.1 Check in

Tap **THREE** user cards (1 registered user' card, plus 2 other eligible users' cards) on the card reader in the specific order at the booking time. Users can access the room with any of the three user cards during the booking period.

Note:

1. Each user card can access only one room at a time. Double registration is not allowed.
2. If the user-group is late for 15 minutes, the booking will no longer be in force. Another user-group can take the room for the rest of this particular slot upon successful replacement booking via the system.
3. Library staff members reserve the right to reassign the rooms to other users if the user-group does not show up within the first 15 minutes of the booking time.

2.2 Check out (Leaving the room)

Step 1: Press the release button to open the door.	Step 2: Close the door.
 An illustration of a hand pressing a white rectangular button. The button has a keyhole symbol in the center, with the word 'DOOR' above it and 'EXIT' below it. A blue circle highlights the keyhole area.	 A photograph of a closed wooden door with a window. The door is set in a doorway with a light-colored wall.

Note:

1. When you leave the room, please bring along all your personal belongings and close the door.
2. Please turn off the lights and AV equipment after use.