

Online Room Booking Service - Library User Guide

Login

Click [HERE](#) to go to the login page of Room Booking System (RBS).

Use your network account and password (i.e. the account to login the computer in campus, example: s1234567) to login the RBS.

明愛專上學院 Caritas Institute of Higher Education 明愛白英奇專業學校 Caritas Bianchi College of Careers



Please Login

Username:

Password:

Login

New Booking

1. In New Booking, select “Library” under Area and click “Filter”.
2. Click the room photo or the calendar icon  at the right-bottom corner of the room.

Room Booking System

Hi, Aleph.Student_CBCC!

New Booking

Site: All Sites

Room Number: Room Number

Capacity: 0

Area: Library (selected)

Room Type: All Room Types

Start Date: dd/mm/yyyy

End Date: dd/mm/yyyy

Clear Filter

4 records found.

Library - Group Discussion Room 1 (CIHE Learning Commons) (A412)

Room Type: Group Discussion Room

Capacity: 15

Equipment:

Desk Type:

Remarks: User must observe and follow the library regulations as stated at <http://library.cche.edu.hk/facilities/discussion-room/>

3. The calendar view of the selected room will be shown. Drag to select the available time slot.

Room Booking System

Hi, Aleph.Student_CBCC!

New Booking

Day Week Month

30 Jan 2023 – 5 Feb 2023

Room A412

Day	30 January (Mon)	31 January (Tue)	01 February (Wed)	02 February (Thu)	03 February (Fri)	04 February (Sat)	05 February (Sun)
09:00							
10:00	NaN						
11:00							
12:00							

- A form will be pop-up. Input the mandatory fields: “Event Description”, “No of Participants” and “Login ID of Participants (Separated by semicolon [;])”. Input other fields if necessary and click “Save”.

12:00 - 14:00 New event

Room A412

Event Type Function Other Purpose

Event Description * Group Project

No of Participants 5

ID of Participant(s) (Separated by semicolon [;]) s18xxxxxx; s19xxxxxx; s20xxxxxx; s21xxxxxx; s22xxxxxx

CC (Separated by semicolon [;])

Immediate Contact No.

Time 12:00 30 January 2023 - 14:00 30 January 2023

Save Back Disclaimer

- Your booking request has been successfully submitted. Your time slot will be highlighted in yellow indicating your request is pending for approval. An email will be sent to you to acknowledge receipt of your booking request.

Room Booking System Hi, Alesh.Student_CBCU!

Booking Calendar

New Booking View Booking

30 Jan 2023 – 5 Feb 2023

Day	Week	Month	30 January (Mon)	31 January (Tue)	01 February (Wed)	02 February (Thu)	03 February (Fri)	04 February (Sat)	05 February (Sun)
09:00									
10:00			10:00 - 12:00 Group Project						
11:00									
12:00									

- Once your booking request has been approved, you will receive a confirmation email and the time slot will be highlighted in green.

Room Booking System Hi, Alesh.Student_CBCU!

Booking Calendar

New Booking View Booking

30 Jan 2023 – 5 Feb 2023

Day	Week	Month	30 January (Mon)	31 January (Tue)	01 February (Wed)	02 February (Thu)	03 February (Fri)	04 February (Sat)	05 February (Sun)
09:00									
10:00			10:00 - 12:00 Group Project						
11:00									
12:00									

Check-in

Users are required to check-in the room at the Help Desk in the Learning Commons. If you do not check-in the room, the room will be released after 20 minutes of the booking time.

Regulations

Please click [HERE](#) to read the regulations carefully.