Procedures for booking of Multimedia Room on School Intranet System

1  To make bookings
   1.1  Click on **Teaching**.
   1.2  Select **Resource Booking**.
   1.3  Select **Category and Resource** to make bookings.
       1.3.1  Choose **Single Time Select** to book time slots on the same day.
       1.3.2  Choose **Multime Select** to book different time slots for different week days.

2  To check and cancel bookings
   2.1  Select **Personal Borrow Record** to view your own bookings.
   2.2  Click on **remove** to cancel a selected booking.

3  To check the booking status of the rooms
   3.1  Select **All Booking Records** to check the bookings of the chosen resource in a certain period.
   3.2  Select **Whole day** to view all the bookings of the rooms with IT facilities in a certain period.

   IT Unit