Lingnan University 嶺南大學 香港 Hong Kong

Room Booking System

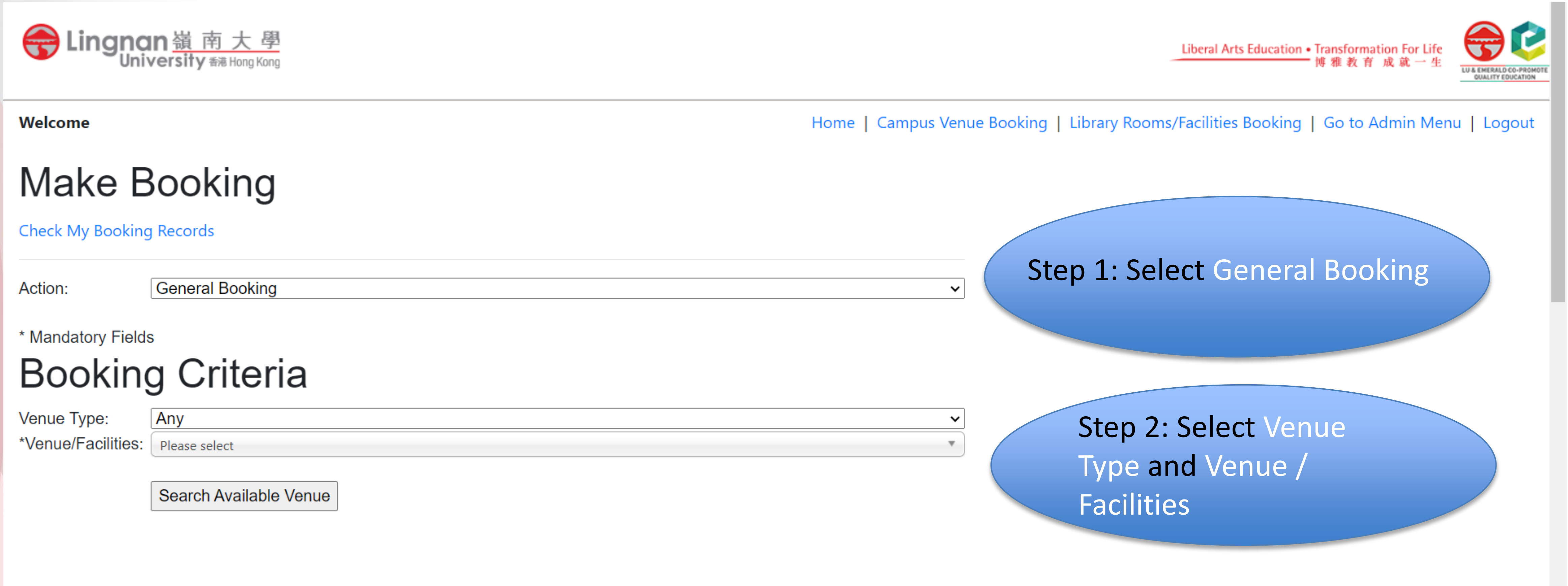
Campus Venue

Liberal Arts Education • Transformation For Life
博雅教育 成就一生

Highlighted Functions

- The RBS facilitates booking for Banner Classes (timetabled) and General Booking with user-friendly interface.
- Users can make / cancel individual booking flexibly.
- A booking can cover different venues and timeslots.
- Easy modification on users and timeslots. Modification on Banner Classes will be synchronized to Banner System to update the class timetable.
- Strict control on conflicting bookings.

Steps for General Booking



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Welcome

Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Make Booking

Check My Booking Records

Action: General Booking

* Mandatory Fields

Booking Criteria

Venue Type: Any

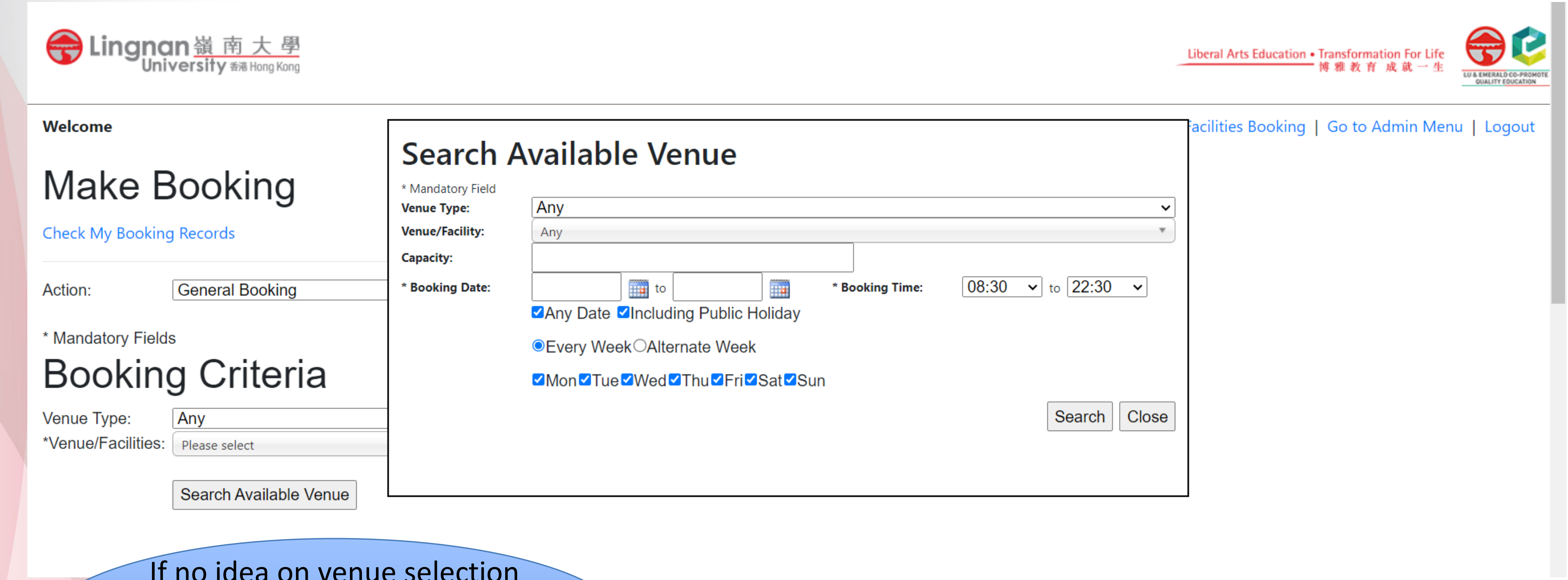
*Venue/Facilities: Please select

Search Available Venue

Step 1: Select General Booking

Step 2: Select Venue Type and Venue / Facilities

Steps for General Booking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Facilities Booking | Go to Admin Menu | Logout
Search Available Venue
Search
Close

Welcome

Make Booking

Check My Booking Records

Action: General Booking

* Mandatory Fields

Booking Criteria

Venue Type: Any
*Venue/Facilities: Please select

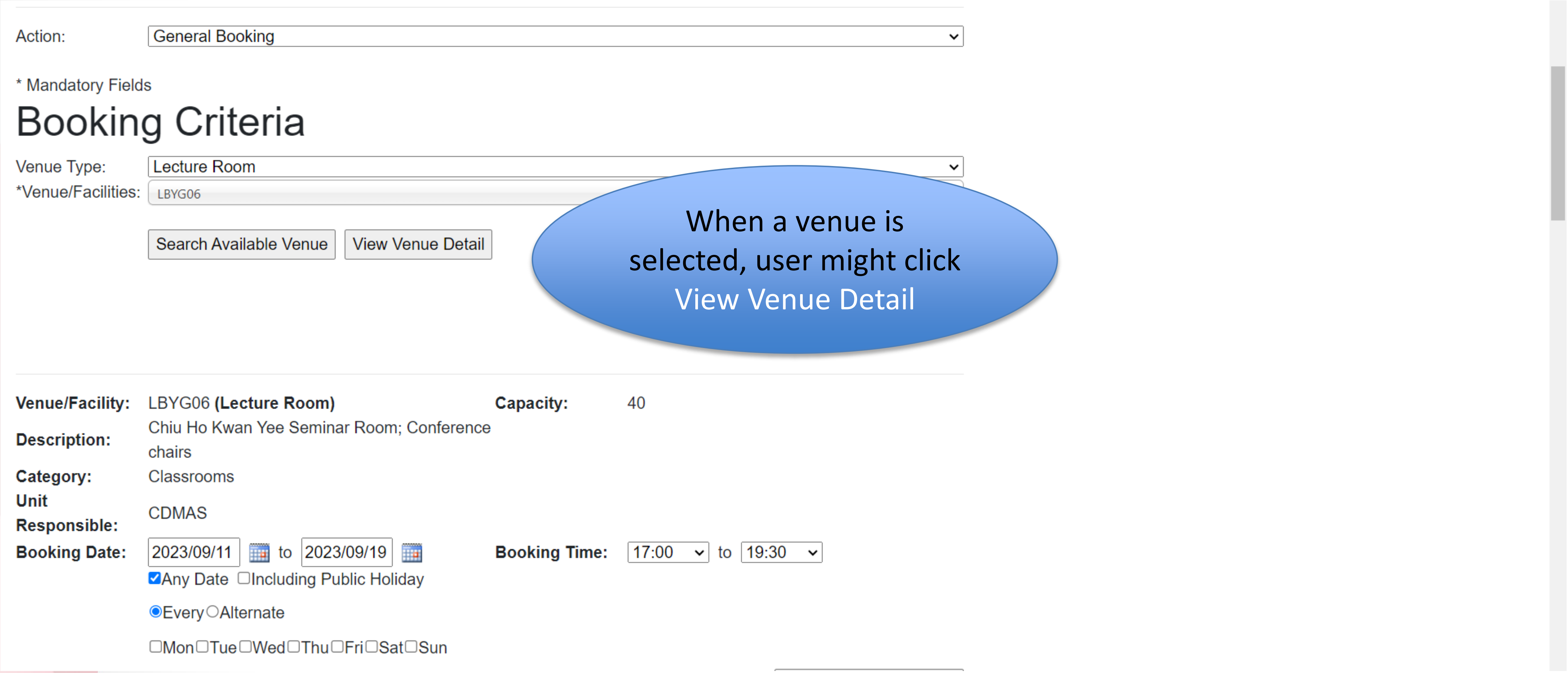
Search Available Venue

Search Available Venue

* Mandatory Field
Venue Type: Any
Venue/Facility: Any
Capacity:
*** Booking Date:** to
*** Booking Time:** 08:30 to 22:30
☑Any Date ☑Including Public Holiday
●Every Week ○Alternate Week
☑Mon ☑Tue ☑Wed ☑Thu ☑Fri ☑Sat ☑Sun

If no idea on venue selection but with a designated timeslot, please click Search Available Venue

Steps for General Booking



Action: General Booking

* Mandatory Fields

Booking Criteria

Venue Type: Lecture Room

*Venue/Facilities: LBYG06

Venue/Facility: LBYG06 **(Lecture Room)**

Capacity: 40

Description: Chiu Ho Kwan Yee Seminar Room; Conference chairs

Category: Classrooms

Unit Responsible: CDMAS

Booking Date: 2023/09/11 to 2023/09/19

Booking Time: 17:00 to 19:30

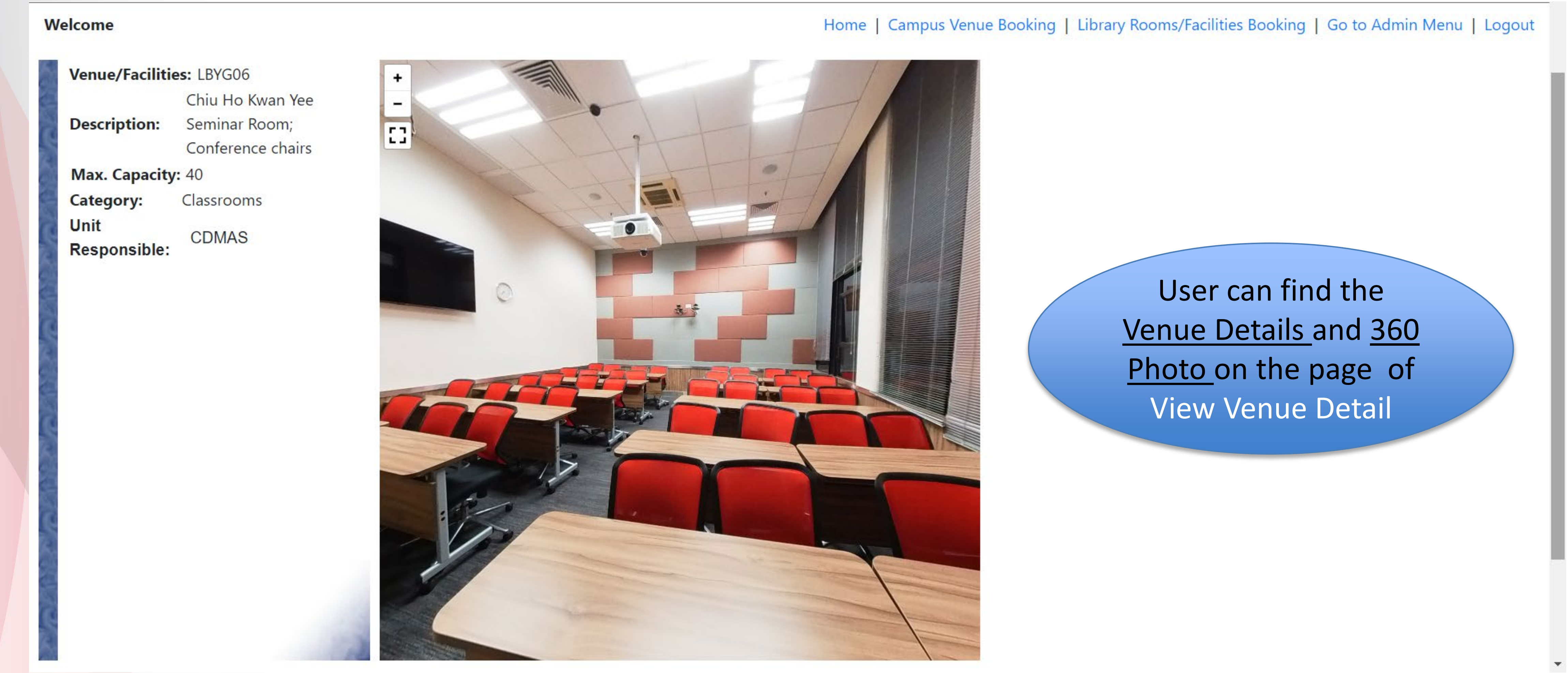
☑Any Date ☐Including Public Holiday

●Every ○Alternate

☐Mon ☐Tue ☐Wed ☐Thu ☐Fri ☐Sat ☐Sun

When a venue is selected, user might click View Venue Detail

Steps for General Booking


Welcome
Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout
+
−

Venue/Facilities: LBYG06

Description: Chiu Ho Kwan Yee Seminar Room; Conference chairs

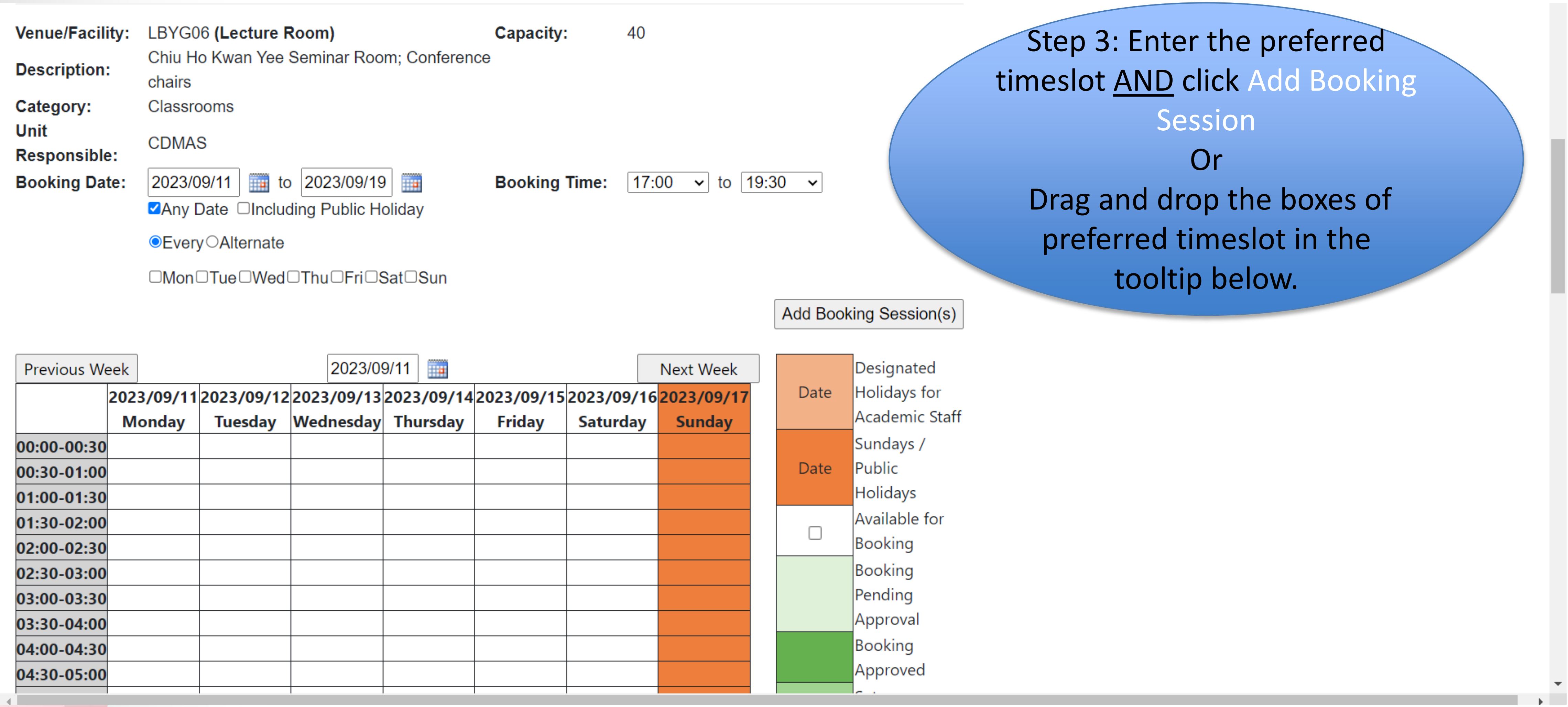
Max. Capacity: 40

Category: Classrooms

Unit Responsible: CDMAS

User can find the Venue Details and 360 Photo on the page of View Venue Detail

Steps for General Booking



Venue/Facility: LBYG06 **(Lecture Room)**
Capacity: 40
Description: Chiu Ho Kwan Yee Seminar Room; Conference chairs
Category: Classrooms
Unit Responsible: CDMAS
Booking Date: 2023/09/11 to 2023/09/19
Booking Time: 17:00 to 19:30

☑Any Date ☐Including Public Holiday

●Every ○Alternate

☐Mon ☐Tue ☐Wed ☐Thu ☐Fri ☐Sat ☐Sun

	2023/09/11 Monday	2023/09/12 Tuesday	2023/09/13 Wednesday	2023/09/14 Thursday	2023/09/15 Friday	2023/09/16 Saturday	2023/09/17 Sunday
00:00-00:30							
00:30-01:00							
01:00-01:30							
01:30-02:00							
02:00-02:30							
02:30-03:00							
03:00-03:30							
03:30-04:00							
04:00-04:30							
04:30-05:00							

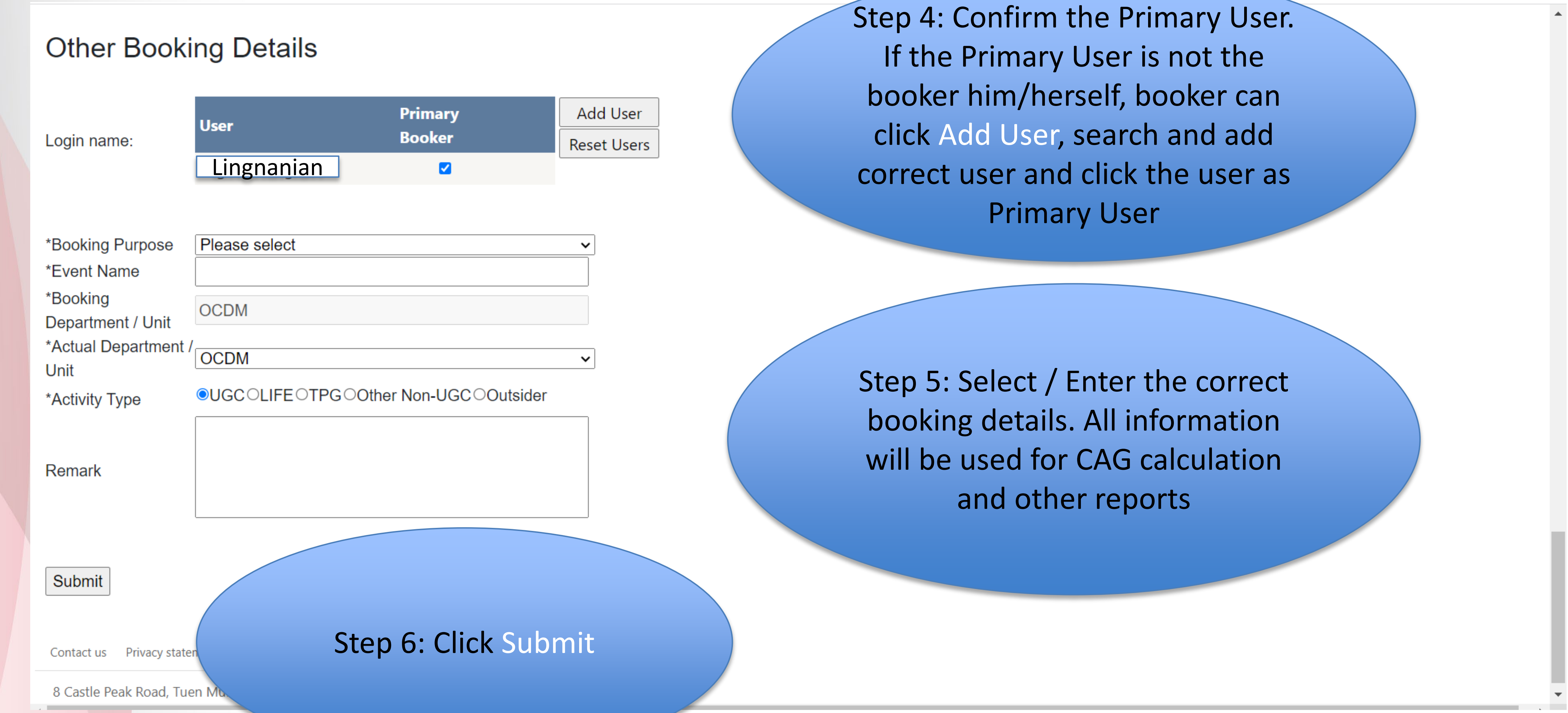
Date	Designated Holidays for Academic Staff
Date	Sundays / Public Holidays
☐	Available for Booking
	Booking Pending Approval
	Booking Approved

Step 3: Enter the preferred timeslot AND click Add Booking Session

Or

Drag and drop the boxes of preferred timeslot in the tooltip below.

Steps for General Booking



Other Booking Details

Login name:

User	Primary Booker
Lingnanian	☑

Add User
Reset Users

*Booking Purpose: Please select

*Event Name:

*Booking Department / Unit: OCDM

*Actual Department / Unit: OCDM

*Activity Type: ●UGC ○LIFE ○TPG ○Other Non-UGC ○Outsider

Remark:

Submit
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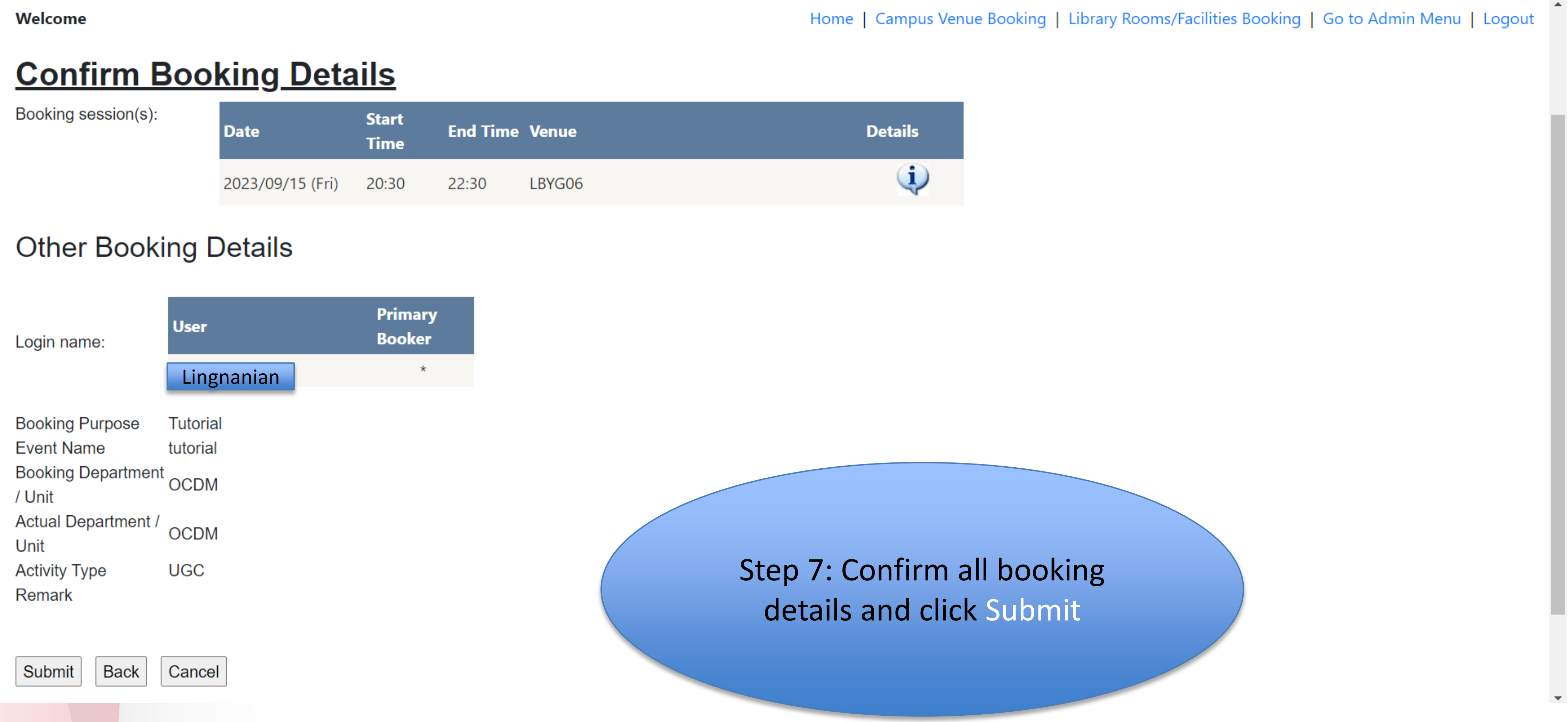
Step 4: Confirm the Primary User. If the Primary User is not the booker him/herself, booker can click Add User, search and add correct user and click the user as Primary User

Step 5: Select / Enter the correct booking details. All information will be used for CAG calculation and other reports

Step 6: Click Submit

Steps for General Booking



Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Welcome

Confirm Booking Details

Booking session(s):

Date	Start Time	End Time	Venue	Details
2023/09/15 (Fri)	20:30	22:30	LBYG06	ⓘ

Other Booking Details

Login name:

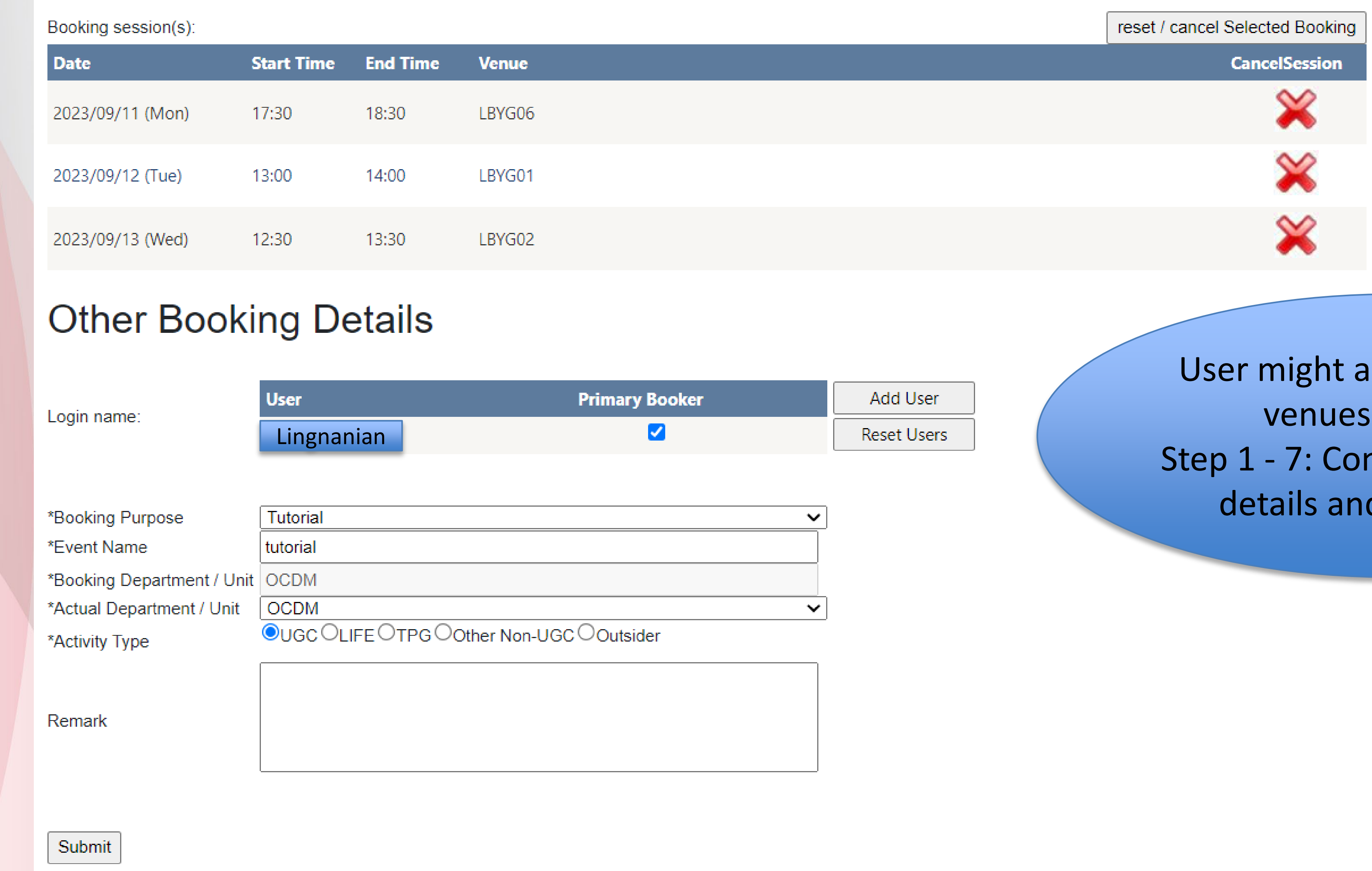
User	Primary Booker
Lingnanian	*

Booking Purpose	Tutorial
Event Name	tutorial
Booking Department / Unit	OCDM
Actual Department / Unit	OCDM
Activity Type	UGC
Remark	

Submit
Back
Cancel

Step 7: Confirm all booking details and click Submit

Steps for General Booking - Different Venues & Timeslots



Booking session(s):

Date	Start Time	End Time	Venue	CancelSession
2023/09/11 (Mon)	17:30	18:30	LBYG06	✗
2023/09/12 (Tue)	13:00	14:00	LBYG01	✗
2023/09/13 (Wed)	12:30	13:30	LBYG02	✗

Other Booking Details

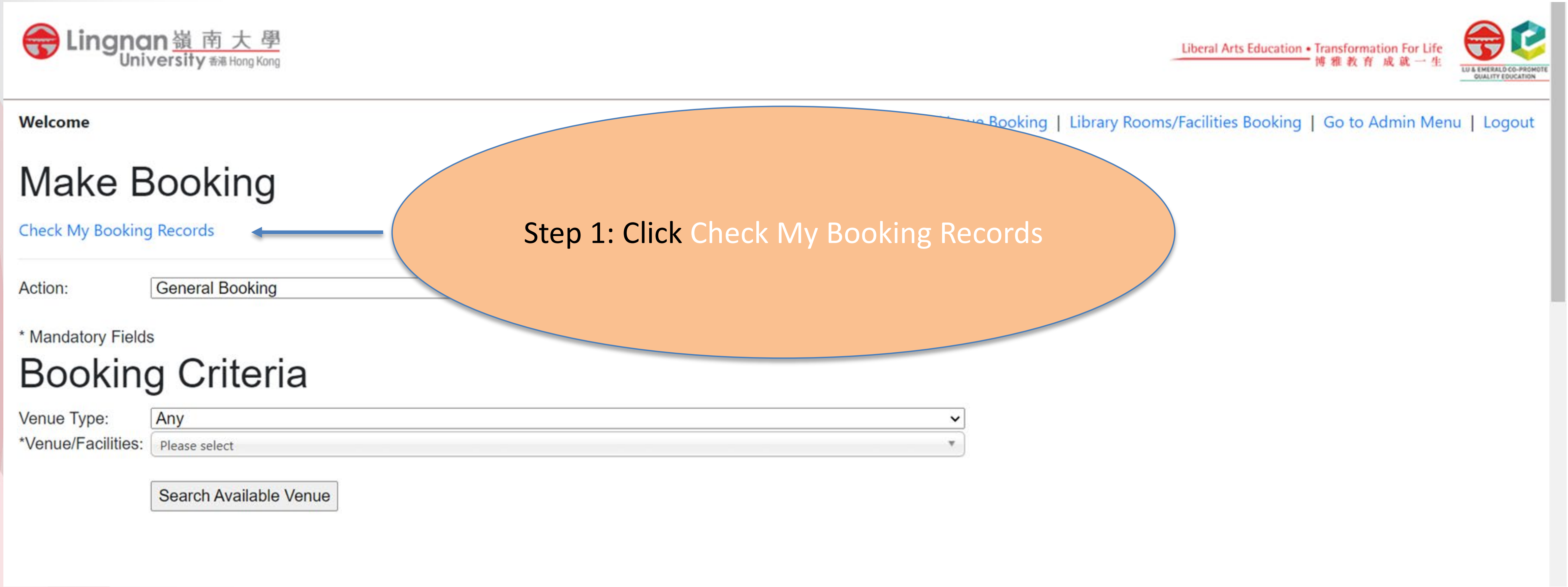
Login name:

User	Primary Booker
Lingnanian	☑

*Booking Purpose: Tutorial
*Event Name: tutorial
*Booking Department / Unit: OCDM
*Actual Department / Unit: OCDM
*Activity Type: ● UGC ○ LIFE ○ TPG ○ Other Non-UGC ○ Outsider
Remark:

User might also book several venues in one go.
Step 1 - 7: Confirm all bookings details and click Submit

Steps for Modification on Booking Details



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Make Booking

Check My Booking Records

Action: General Booking

* Mandatory Fields

Booking Criteria

Venue Type: Any
*Venue/Facilities: Please select

Search Available Venue
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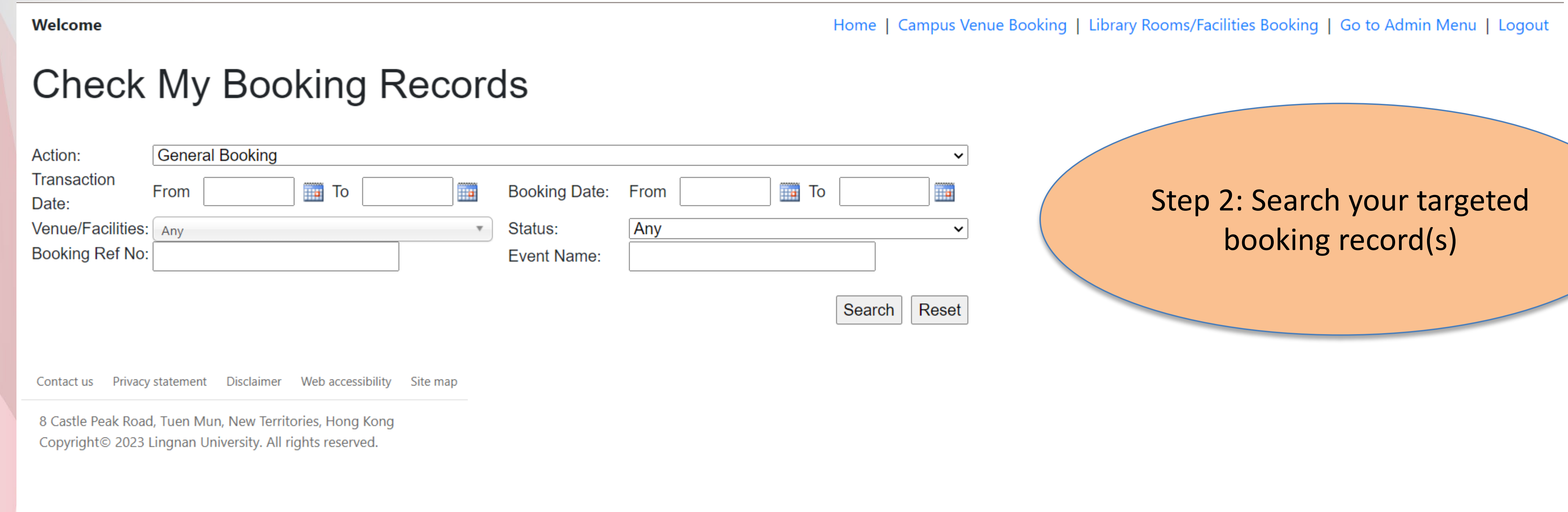
Step 1: Click Check My Booking Records

Steps for Modification on Booking Details


Welcome
Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Check My Booking Records

Action: General Booking

Transaction Date: From … To …

Booking Date: From … To …

Venue/Facilities: Any

Status: Any

Booking Ref No:

Event Name:

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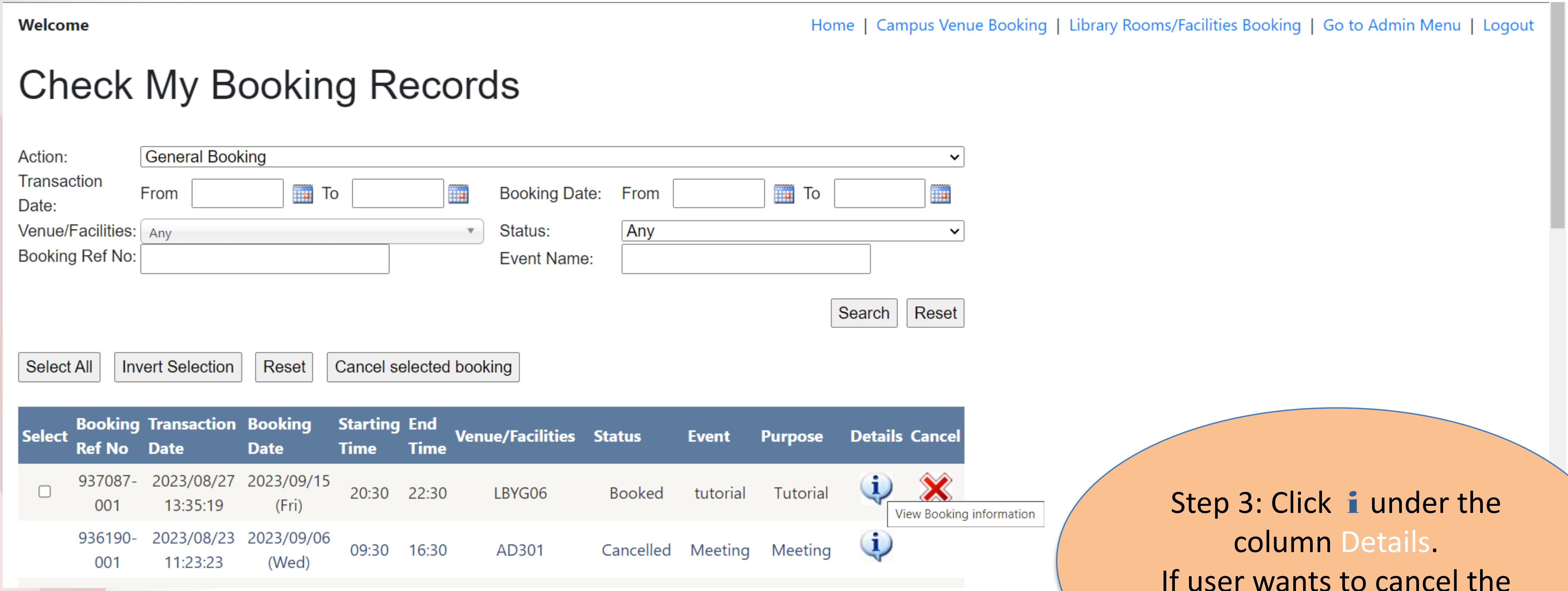
Step 2: Search your targeted booking record(s)

Steps for Modification on Booking Details


Welcome
Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Check My Booking Records

Action: General Booking
Transaction Date: From … To …
Booking Date: From … To …
Venue/Facilities: Any
Status: Any
Booking Ref No:
Event Name:

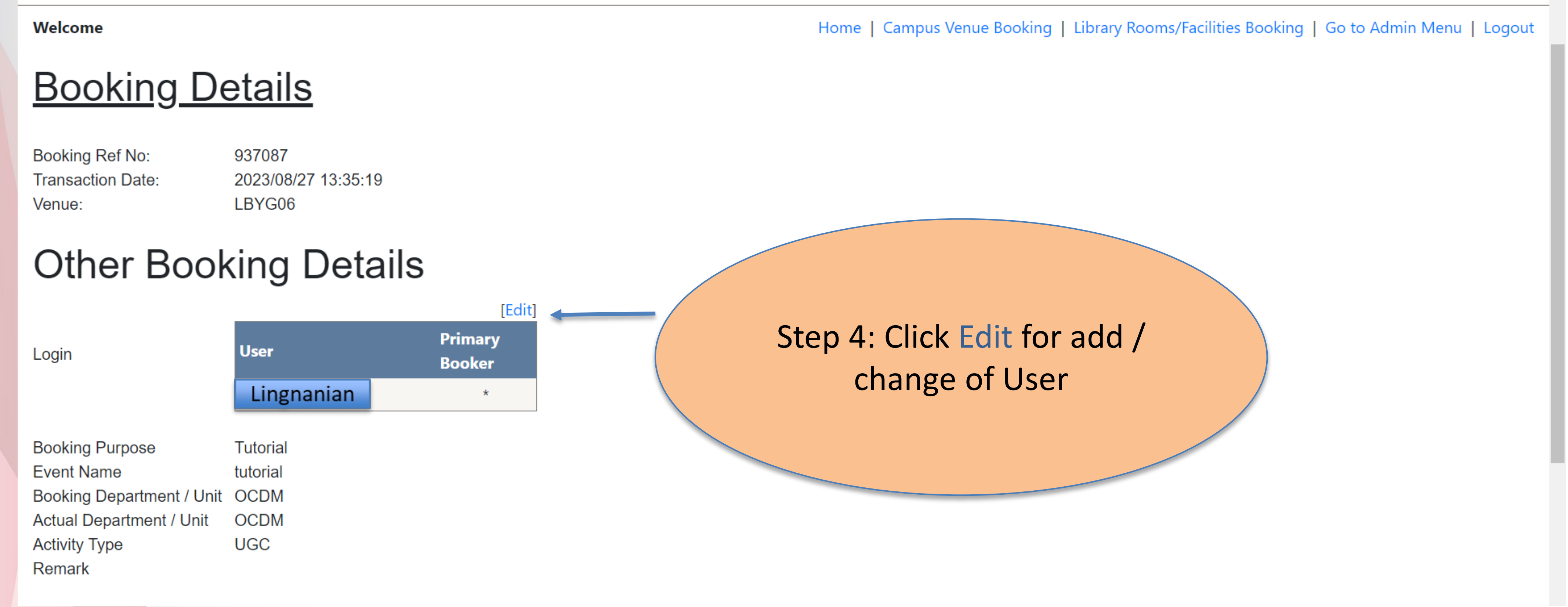
Search
Reset
Select All
Invert Selection
Reset
Cancel selected booking

Select	Booking Ref No	Transaction Date	Booking Date	Starting Time	End Time	Venue/Facilities	Status	Event	Purpose	Details	Cancel
☐	937087-001	2023/08/27 13:35:19	2023/09/15 (Fri)	20:30	22:30	LBYG06	Booked	tutorial	Tutorial	ℹ	✗
	936190-001	2023/08/23 11:23:23	2023/09/06 (Wed)	09:30	16:30	AD301	Cancelled	Meeting	Meeting	ℹ	

View Booking information

Step 3: Click ℹ under the column Details.
If user wants to cancel the booking, click X.

Steps for Modification on Booking Details



Welcome

Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Booking Details

Booking Ref No:	937087
Transaction Date:	2023/08/27 13:35:19
Venue:	LBYG06

Other Booking Details

[Edit]

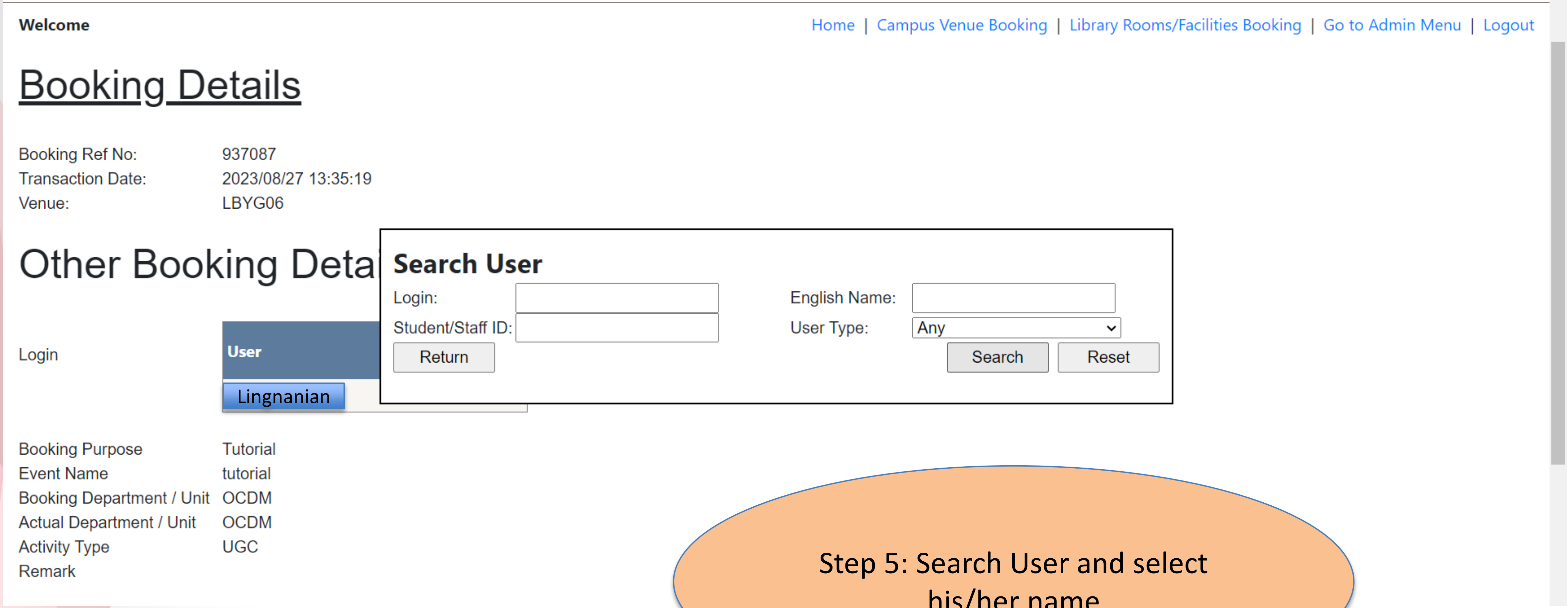
Login

User	Primary Booker
Lingnanian	*

Booking Purpose	Tutorial
Event Name	tutorial
Booking Department / Unit	OCDM
Actual Department / Unit	OCDM
Activity Type	UGC
Remark	

Step 4: Click Edit for add / change of User

Steps for Modification on Booking Details


Welcome
Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Booking Details

Booking Ref No: 937087
Transaction Date: 2023/08/27 13:35:19
Venue: LBYG06

Other Booking Deta

Login

User
Lingnanian

Search User

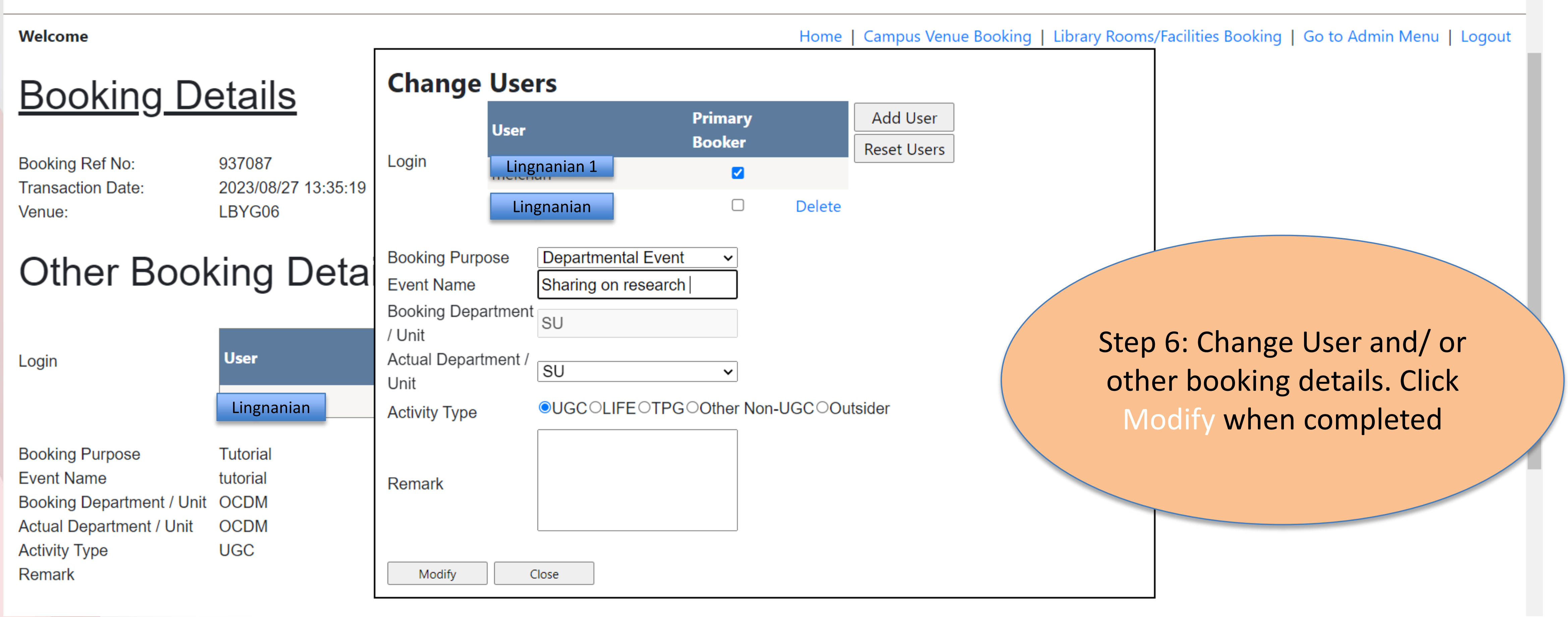
Login:
Student/Staff ID:
English Name:
User Type: Any

Return
Search
Reset

Booking Purpose	Tutorial
Event Name	tutorial
Booking Department / Unit	OCDM
Actual Department / Unit	OCDM
Activity Type	UGC
Remark	

Step 5: Search User and select his/her name

Steps for Modification on Booking Details



Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Welcome

Booking Details

Booking Ref No:	937087
Transaction Date:	2023/08/27 13:35:19
Venue:	LBYG06

Other Booking Deta

Login

User
Lingnanian

Booking Purpose	Tutorial
Event Name	tutorial
Booking Department / Unit	OCDM
Actual Department / Unit	OCDM
Activity Type	UGC
Remark	

Change Users

Login

User	Primary Booker	
Lingnanian 1	☑	
Lingnanian	☐	Delete

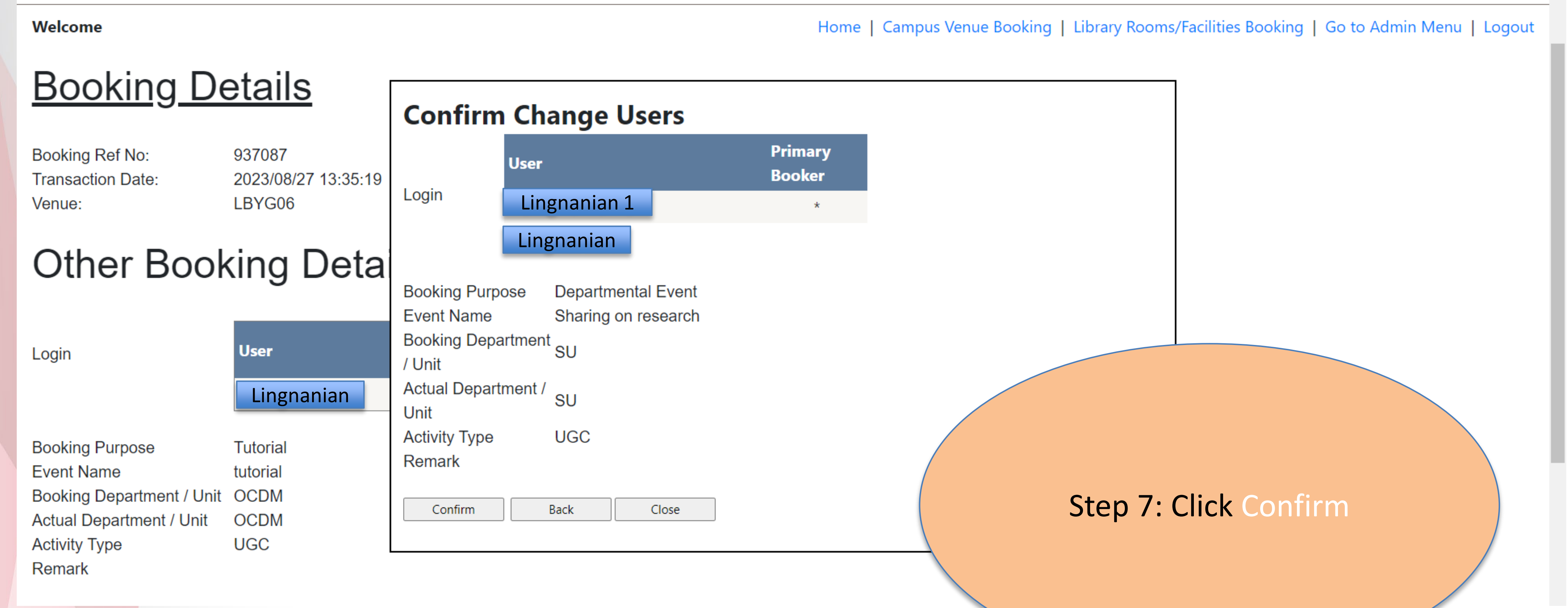
Add User
Reset Users

Booking Purpose: Departmental Event
Event Name: Sharing on research
Booking Department / Unit: SU
Actual Department / Unit: SU
Activity Type: ● UGC ○ LIFE ○ TPG ○ Other Non-UGC ○ Outsider
Remark:

Modify
Close

Step 6: Change User and/ or other booking details. Click Modify when completed

Steps for Modification on Booking Details



Welcome

Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Booking Details

Booking Ref No:	937087
Transaction Date:	2023/08/27 13:35:19
Venue:	LBYG06

Other Booking Deta

Login

User
Lingnanian

Booking Purpose	Tutorial
Event Name	tutorial
Booking Department / Unit	OCDM
Actual Department / Unit	OCDM
Activity Type	UGC
Remark	

Confirm Change Users

Login

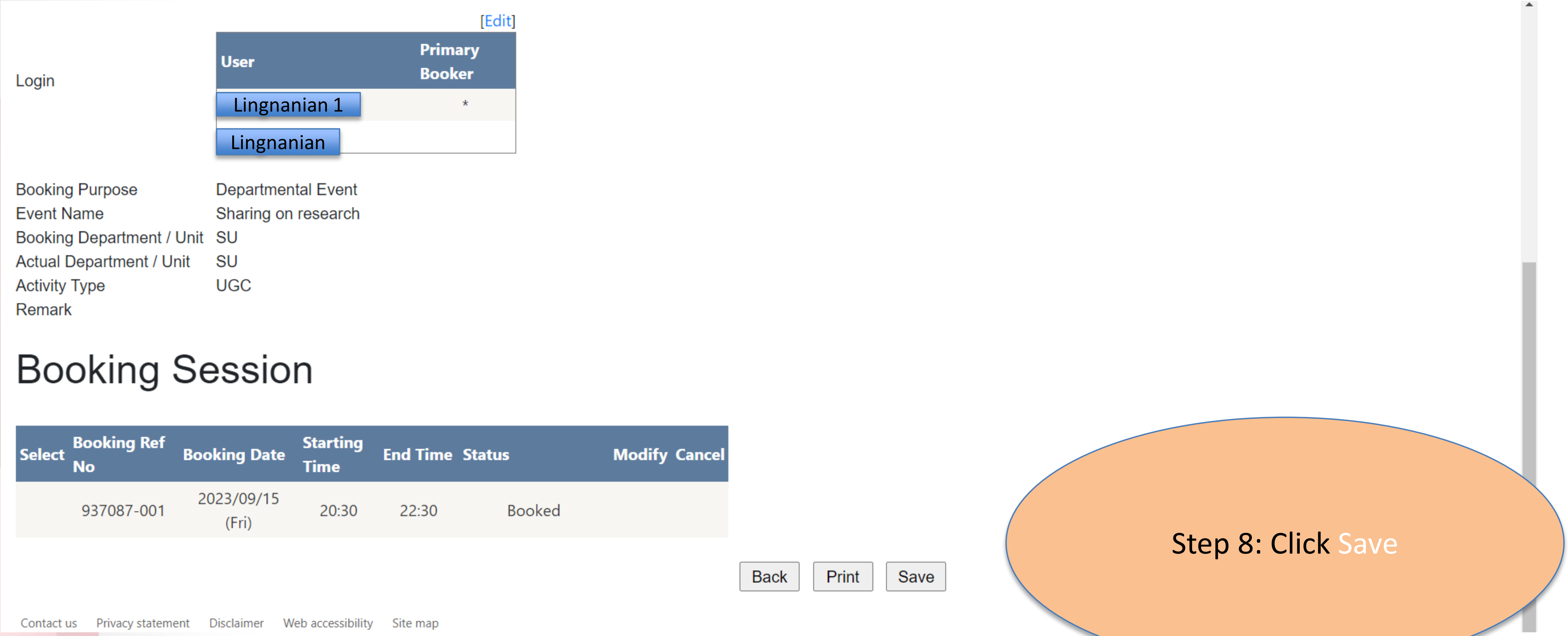
User	Primary Booker
Lingnanian 1	*
Lingnanian	

Booking Purpose	Departmental Event
Event Name	Sharing on research
Booking Department / Unit	SU
Actual Department / Unit	SU
Activity Type	UGC
Remark	

Confirm
Back
Close

Step 7: Click Confirm

Steps for Modification on Booking Details



[Edit]

	User	Primary Booker
Login	Lingnanian 1	*
	Lingnanian	

Booking Purpose	Departmental Event
Event Name	Sharing on research
Booking Department / Unit	SU
Actual Department / Unit	SU
Activity Type	UGC
Remark	

Booking Session

Select	Booking Ref No	Booking Date	Starting Time	End Time	Status	Modify	Cancel
	937087-001	2023/09/15 (Fri)	20:30	22:30	Booked		

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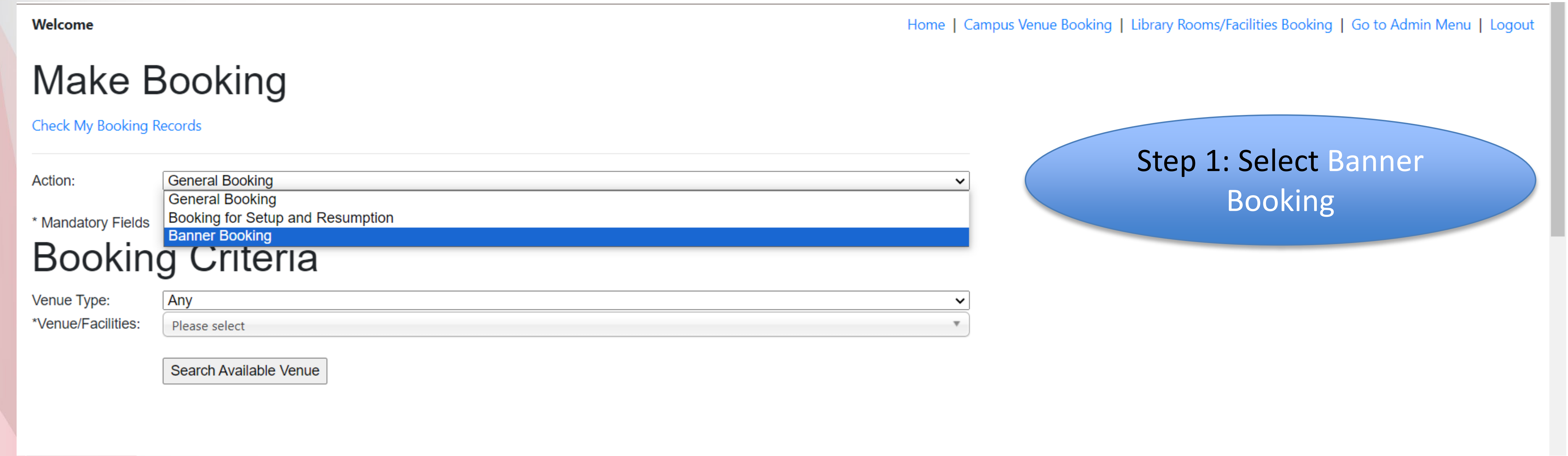
Step 8: Click Save

Steps for Banner Booking



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Home | Campus Venue Booking | Library Rooms/Facilities Booking | Go to Admin Menu | Logout

Make Booking

Check My Booking Records

Action: General Booking

General Booking
Booking for Setup and Resumption
Banner Booking

* Mandatory Fields

Booking Criteria

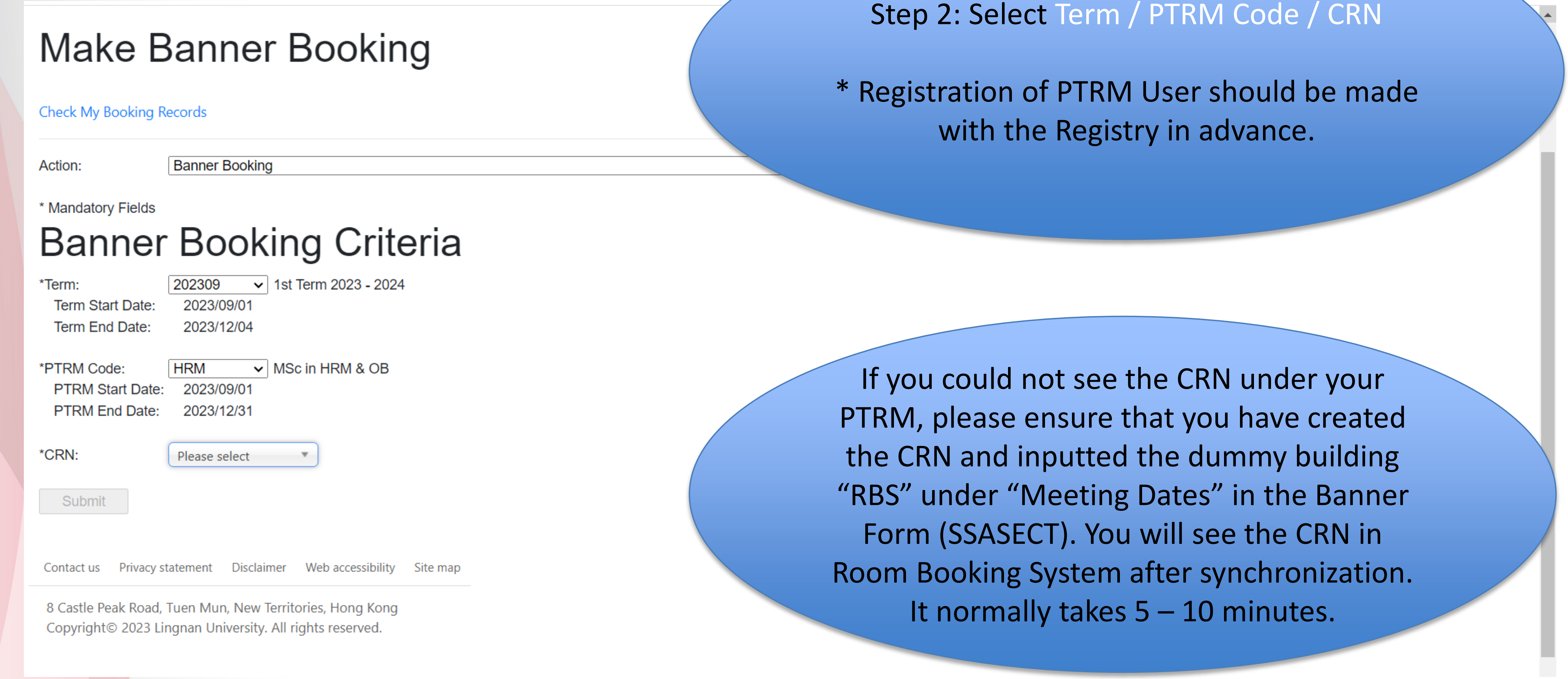
Venue Type: Any

*Venue/Facilities: Please select

Search Available Venue

Step 1: Select Banner Booking

Steps for Banner Booking



Make Banner Booking

Check My Booking Records

Action: Banner Booking

* Mandatory Fields

Banner Booking Criteria

*Term: 202309 1st Term 2023 - 2024
Term Start Date: 2023/09/01
Term End Date: 2023/12/04

*PTRM Code: HRM MSc in HRM & OB
PTRM Start Date: 2023/09/01
PTRM End Date: 2023/12/31

*CRN: Please select

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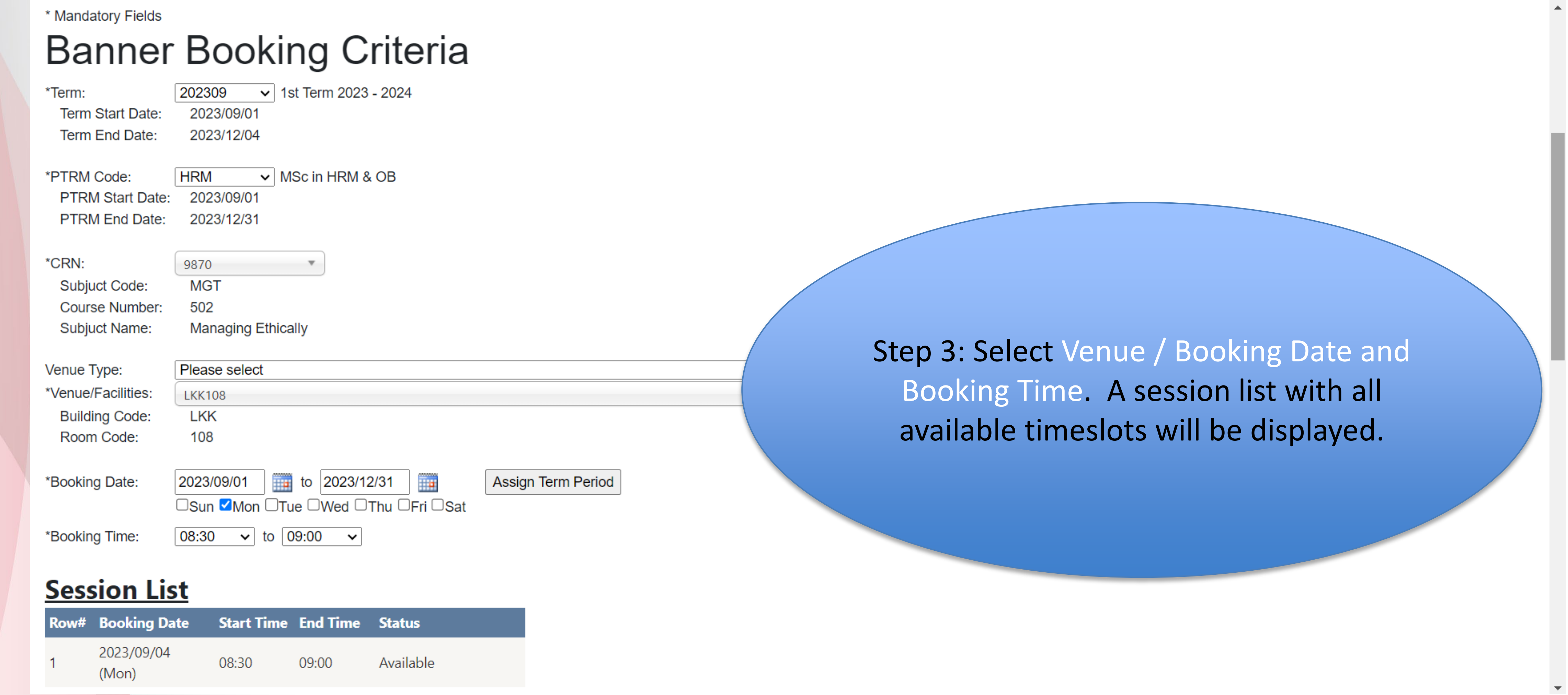
Step 2: Select Term / PTRM Code / CRN

* Registration of PTRM User should be made with the Registry in advance.

If you could not see the CRN under your PTRM, please ensure that you have created the CRN and inputted the dummy building “RBS” under “Meeting Dates” in the Banner Form (SSASECT). You will see the CRN in Room Booking System after synchronization. It normally takes 5 – 10 minutes.

Steps for Banner Booking



* Mandatory Fields

Banner Booking Criteria

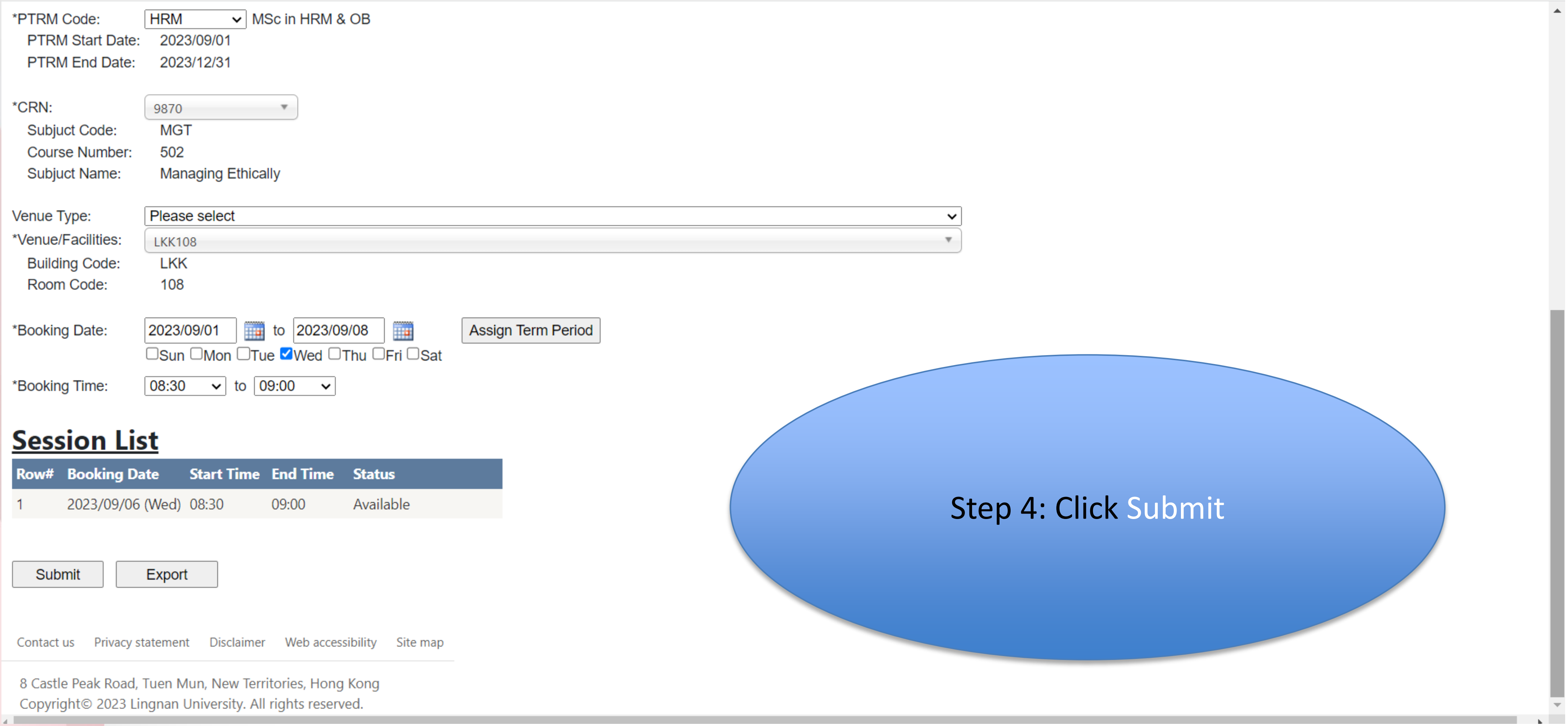
*Term:	202309 1st Term 2023 - 2024
Term Start Date:	2023/09/01
Term End Date:	2023/12/04
*PTRM Code:	HRM MSc in HRM & OB
PTRM Start Date:	2023/09/01
PTRM End Date:	2023/12/31
*CRN:	9870
Subject Code:	MGT
Course Number:	502
Subject Name:	Managing Ethically
Venue Type:	Please select
*Venue/Facilities:	LKK108
Building Code:	LKK
Room Code:	108
*Booking Date:	2023/09/01 to 2023/12/31 Assign Term Period ☐Sun ☑Mon ☐Tue ☐Wed ☐Thu ☐Fri ☐Sat
*Booking Time:	08:30 to 09:00

Session List

Row#	Booking Date	Start Time	End Time	Status
1	2023/09/04 (Mon)	08:30	09:00	Available

Step 3: Select Venue / Booking Date and Booking Time. A session list with all available timeslots will be displayed.

Steps for Banner Booking



*PTRM Code: HRM MSc in HRM & OB
PTRM Start Date: 2023/09/01
PTRM End Date: 2023/12/31

*CRN: 9870
Subjuct Code: MGT
Course Number: 502
Subject Name: Managing Ethically

Venue Type: Please select
*Venue/Facilities: LKK108
Building Code: LKK
Room Code: 108

*Booking Date: 2023/09/01 to 2023/09/08 Assign Term Period
☐Sun ☐Mon ☐Tue ☑Wed ☐Thu ☐Fri ☐Sat

*Booking Time: 08:30 to 09:00

Session List

Row#	Booking Date	Start Time	End Time	Status
1	2023/09/06 (Wed)	08:30	09:00	Available

Step 4: Click Submit

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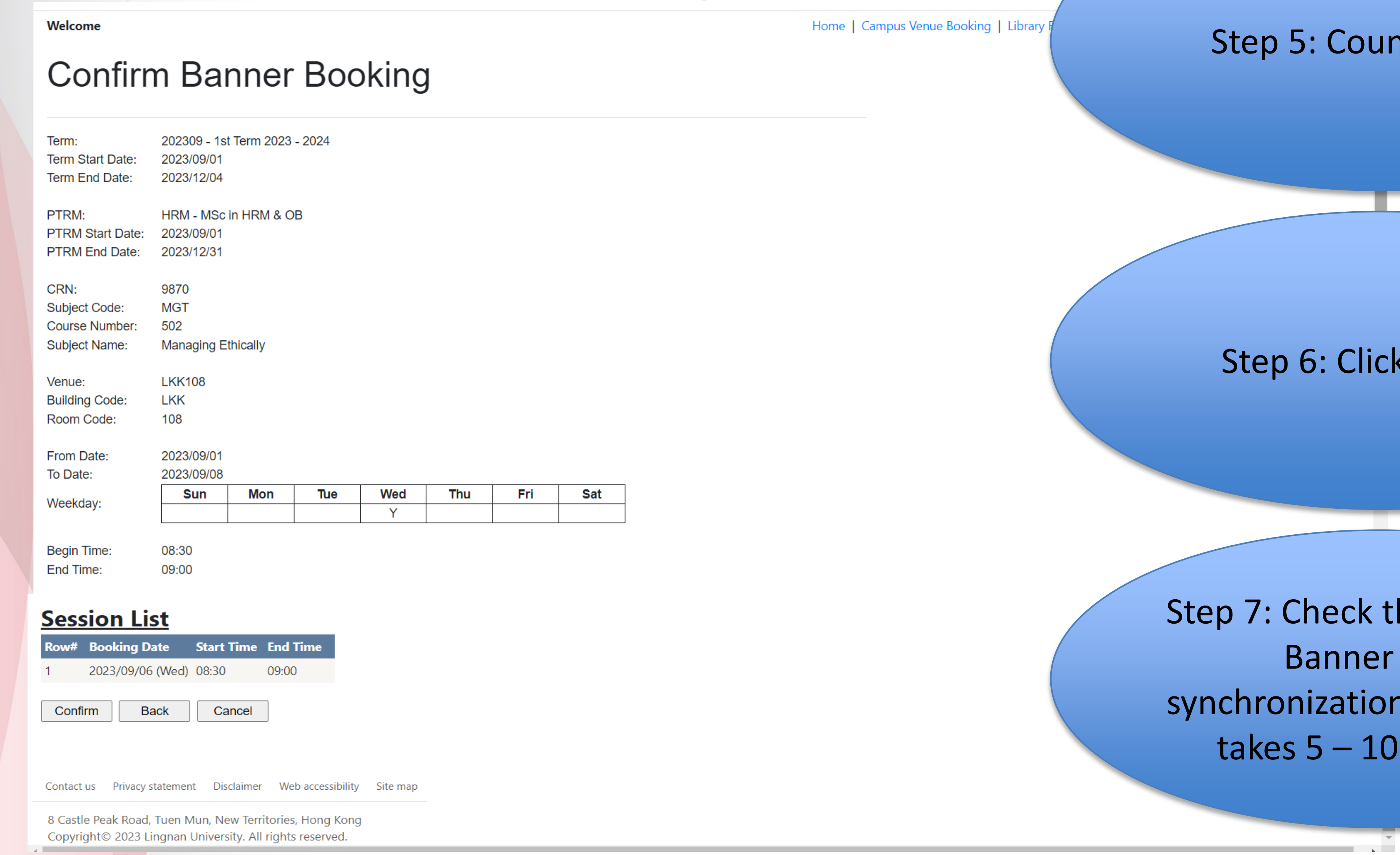
Steps for Banner Booking



Welcome

Home | Campus Venue Booking | Library

Confirm Banner Booking

Term:	202309 - 1st Term 2023 - 2024
Term Start Date:	2023/09/01
Term End Date:	2023/12/04
PTRM:	HRM - MSc in HRM & OB
PTRM Start Date:	2023/09/01
PTRM End Date:	2023/12/31
CRN:	9870
Subject Code:	MGT
Course Number:	502
Subject Name:	Managing Ethically
Venue:	LKK108
Building Code:	LKK
Room Code:	108
From Date:	2023/09/01
To Date:	2023/09/08

Weekday:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Y			

Begin Time: 08:30
End Time: 09:00

Session List

Row#	Booking Date	Start Time	End Time
1	2023/09/06 (Wed)	08:30	09:00

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Cancel

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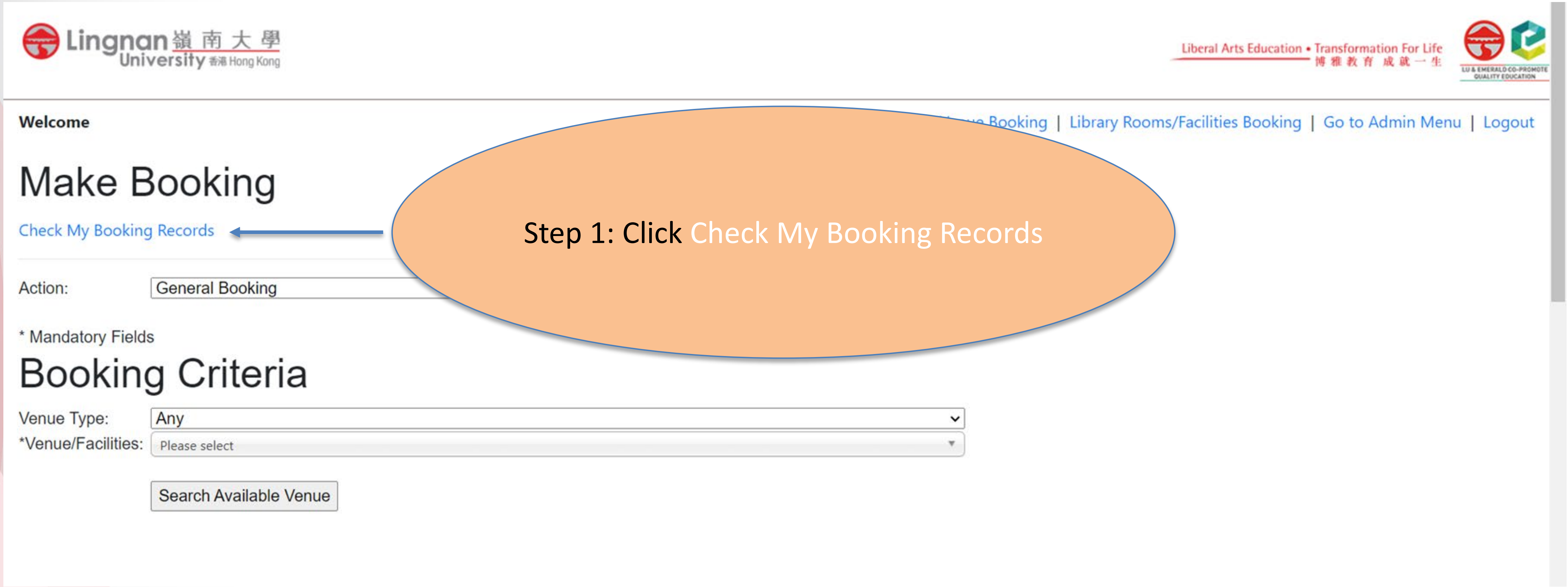
Step 5: Counter-check

Step 6: Click Confirm

Step 7: Check the records in Banner after synchronization (it normally takes 5 – 10 minutes)

Steps for Modification on Banner Booking Details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Welcome

Make Booking

Check My Booking Records

Action: General Booking

* Mandatory Fields

Booking Criteria

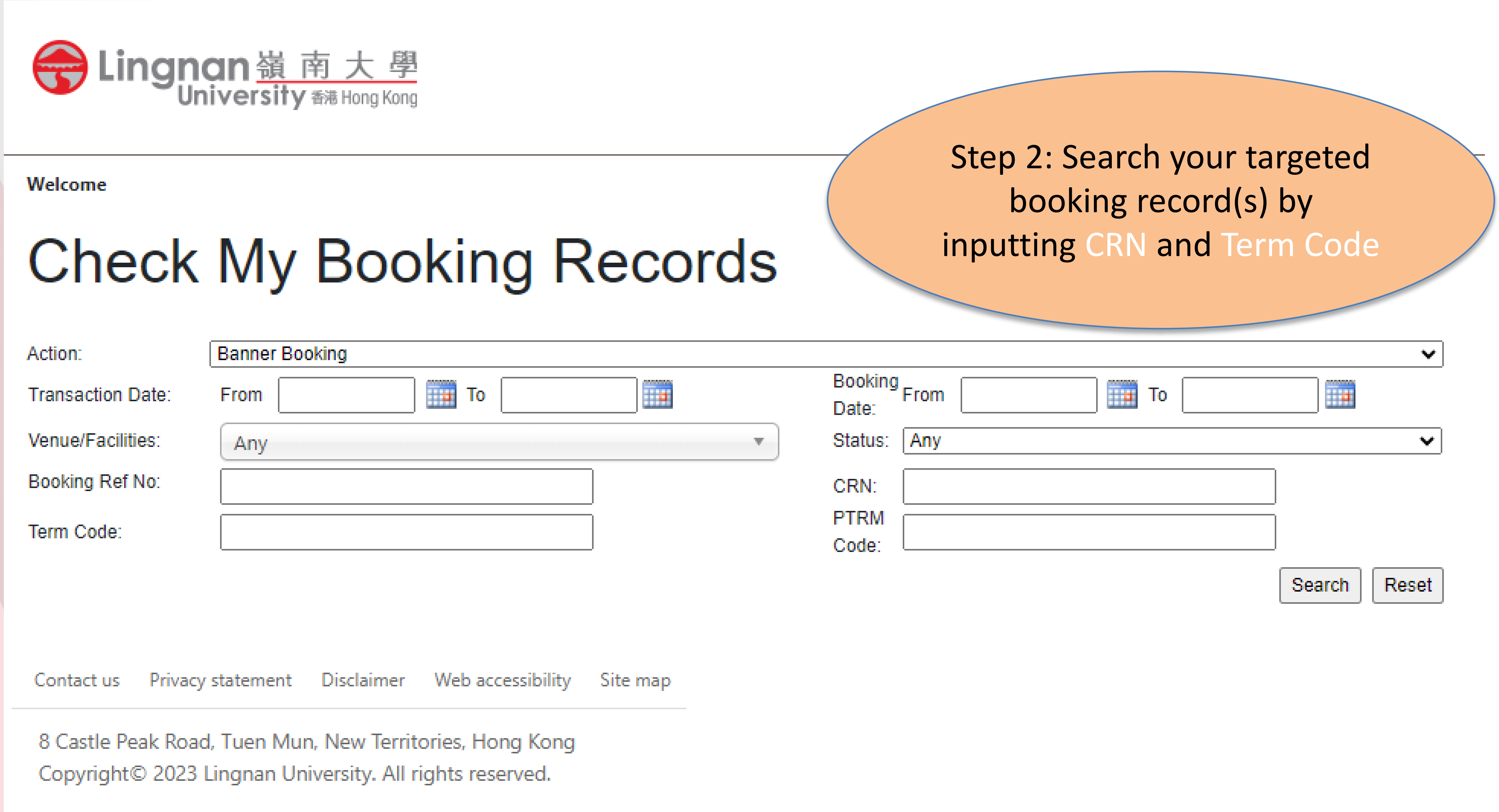
Venue Type: Any

*Venue/Facilities: Please select

Search Available Venue

Step 1: Click Check My Booking Records

Steps for Modification on Banner Booking Details



Step 2: Search your targeted booking record(s) by inputting CRN and Term Code

Welcome

Check My Booking Records

Action: Banner Booking

Transaction Date: From ☐ To ☐

Booking Date: From ☐ To ☐

Venue/Facilities: Any

Status: Any

Booking Ref No:

CRN:

Term Code:

PTRM Code:

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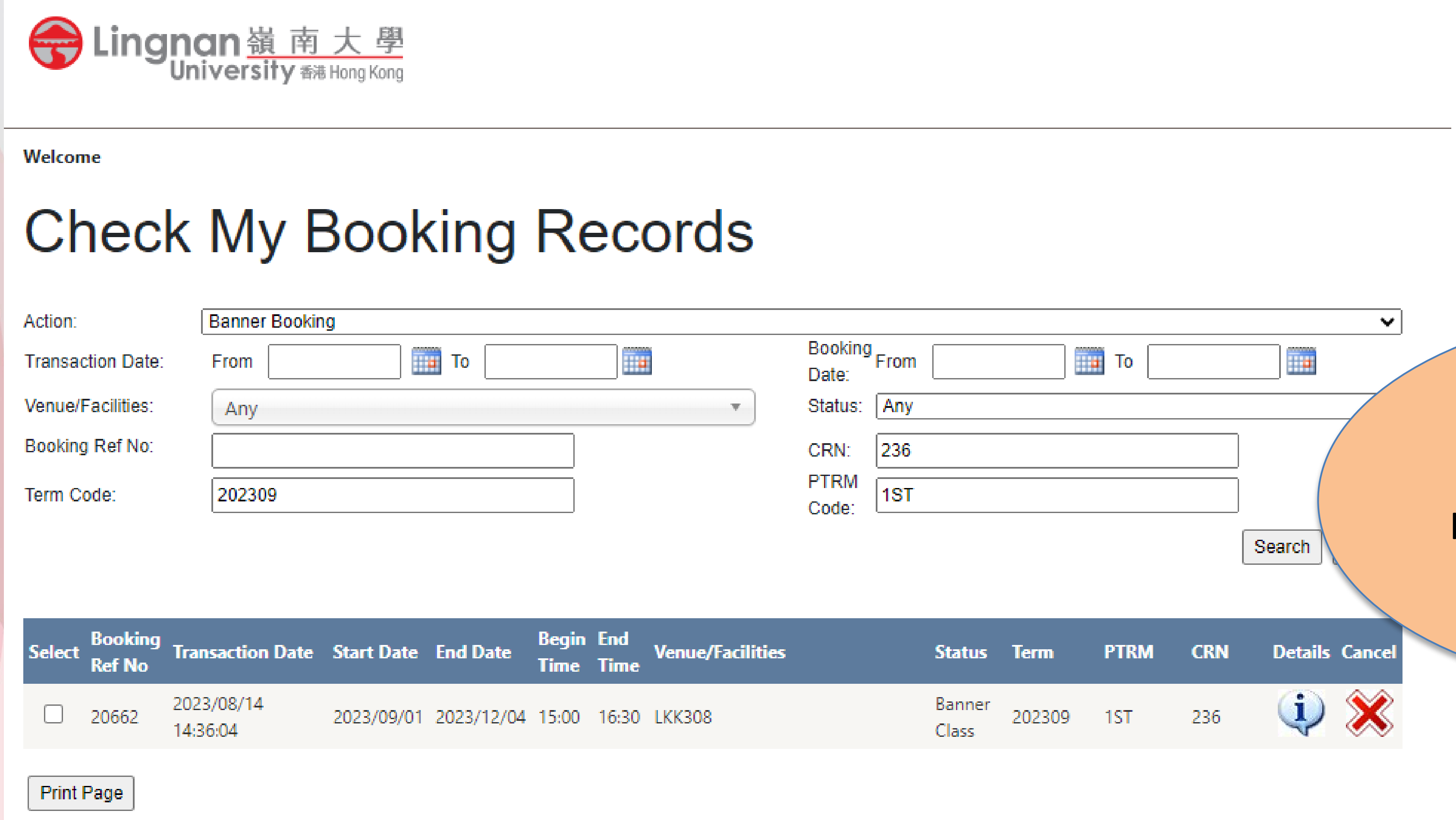
Steps for Modification on Banner Booking Details



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Welcome

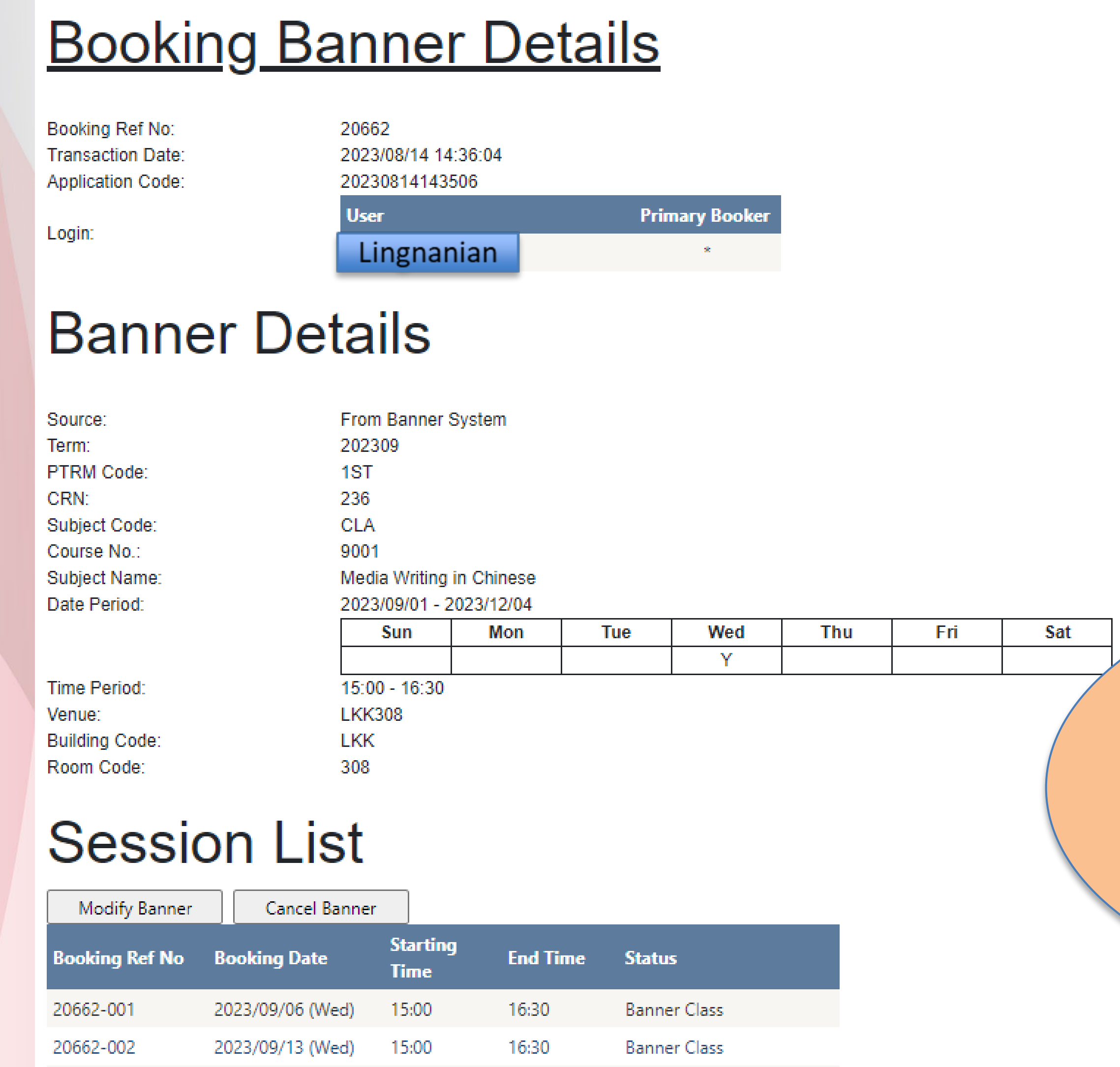
Check My Booking Records

Action:	Banner Booking		
Transaction Date:	From ___ To ___	Booking Date:	From ___ To ___
Venue/Facilities:	Any	Status:	Any
Booking Ref No:		CRN:	236
Term Code:	202309	PTRM Code:	1ST

Select	Booking Ref No	Transaction Date	Start Date	End Date	Begin Time	End Time	Venue/Facilities	Status	Term	PTRM	CRN	Details	Cancel
☐	20662	2023/08/14 14:36:04	2023/09/01	2023/12/04	15:00	16:30	LKK308	Banner Class	202309	1ST	236	ℹ	✗

Step 3: Click i under the column Details.
If user wants to cancel the booking, click X.

Steps for Modification on Banner Booking Details



Booking Banner Details

Booking Ref No:	20662
Transaction Date:	2023/08/14 14:36:04
Application Code:	20230814143506
Login:	

User	Primary Booker
Lingnanian	*

Banner Details

Source:	From Banner System
Term:	202309
PTRM Code:	1ST
CRN:	236
Subject Code:	CLA
Course No.:	9001
Subject Name:	Media Writing in Chinese
Date Period:	2023/09/01 - 2023/12/04

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			Y			

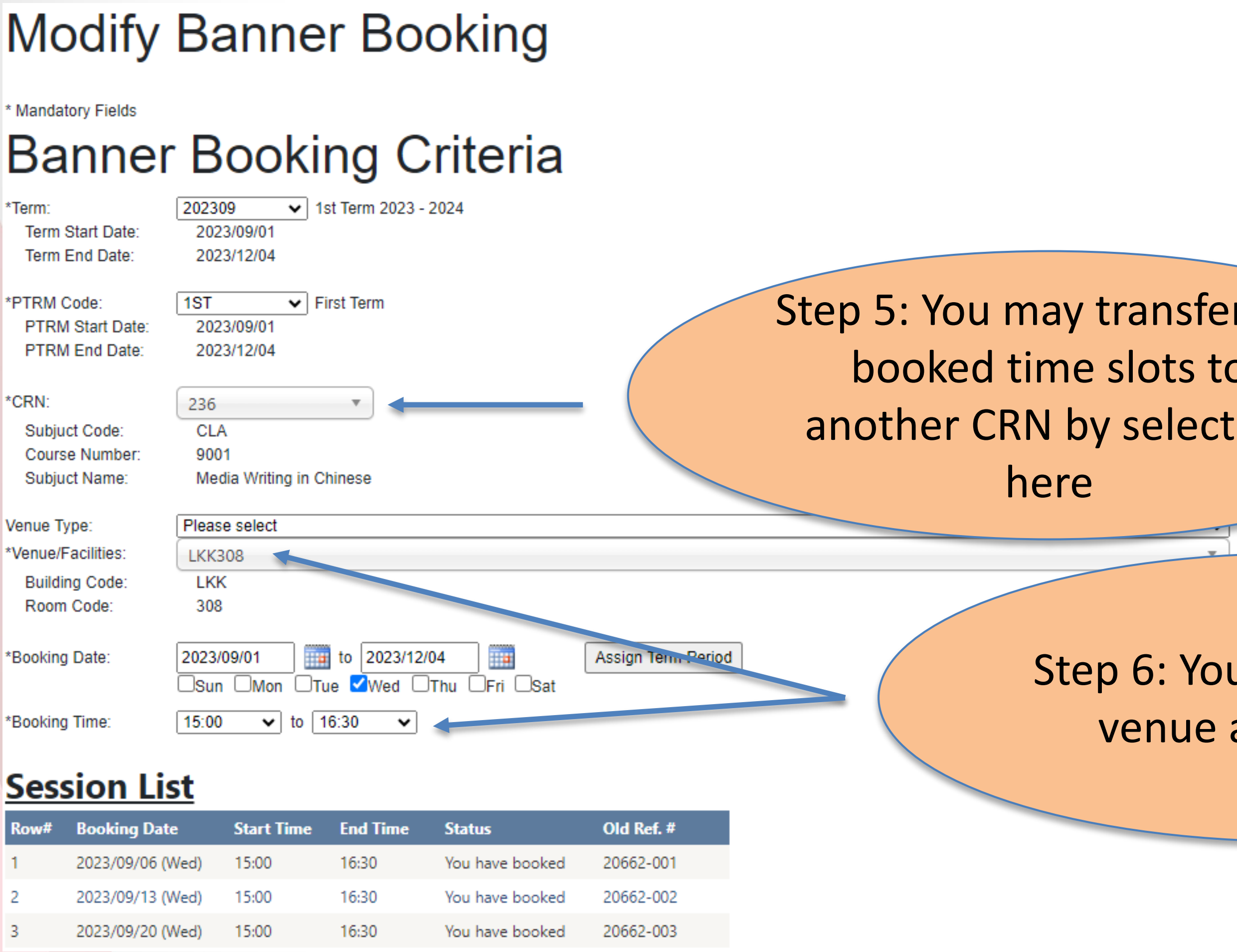
Time Period:	15:00 - 16:30
Venue:	LKK308
Building Code:	LKK
Room Code:	308

Session List

Booking Ref No	Booking Date	Starting Time	End Time	Status
20662-001	2023/09/06 (Wed)	15:00	16:30	Banner Class
20662-002	2023/09/13 (Wed)	15:00	16:30	Banner Class

Step 4: Click "Modify Banner"

Steps for Modification on Banner Booking Details



Modify Banner Booking

* Mandatory Fields

Banner Booking Criteria

*Term:	202309	1st Term 2023 - 2024
Term Start Date:	2023/09/01	
Term End Date:	2023/12/04	
*PTRM Code:	1ST	First Term
PTRM Start Date:	2023/09/01	
PTRM End Date:	2023/12/04	
*CRN:	236	
Subject Code:	CLA	
Course Number:	9001	
Subject Name:	Media Writing in Chinese	
Venue Type:	Please select	
*Venue/Facilities:	LKK308	
Building Code:	LKK	
Room Code:	308	
*Booking Date:	2023/09/01 to 2023/12/04	Assign Term Period
	☐Sun ☐Mon ☐Tue ☑Wed ☐Thu ☐Fri ☐Sat	
*Booking Time:	15:00 to 16:30	

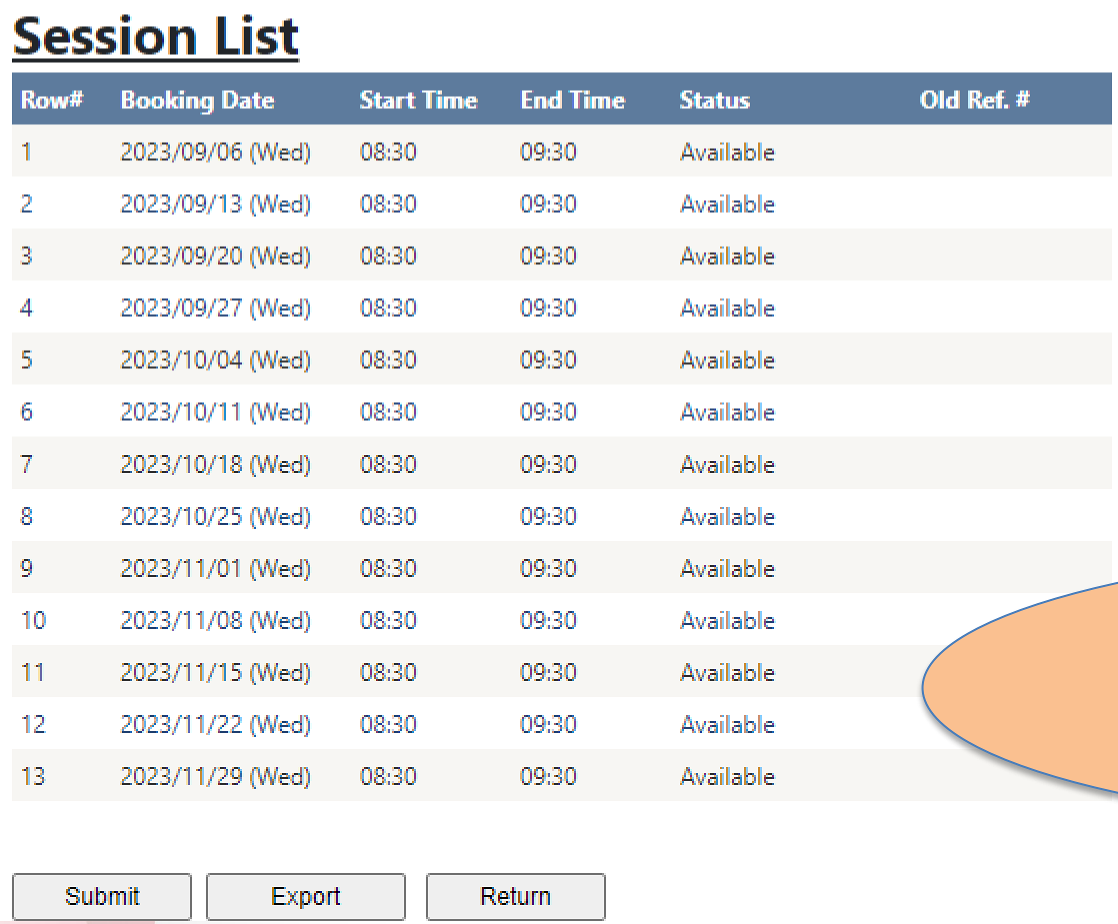
Session List

Row#	Booking Date	Start Time	End Time	Status	Old Ref. #
1	2023/09/06 (Wed)	15:00	16:30	You have booked	20662-001
2	2023/09/13 (Wed)	15:00	16:30	You have booked	20662-002
3	2023/09/20 (Wed)	15:00	16:30	You have booked	20662-003

Step 5: You may transfer the booked time slots to another CRN by selecting here

Step 6: You may update the venue and time here

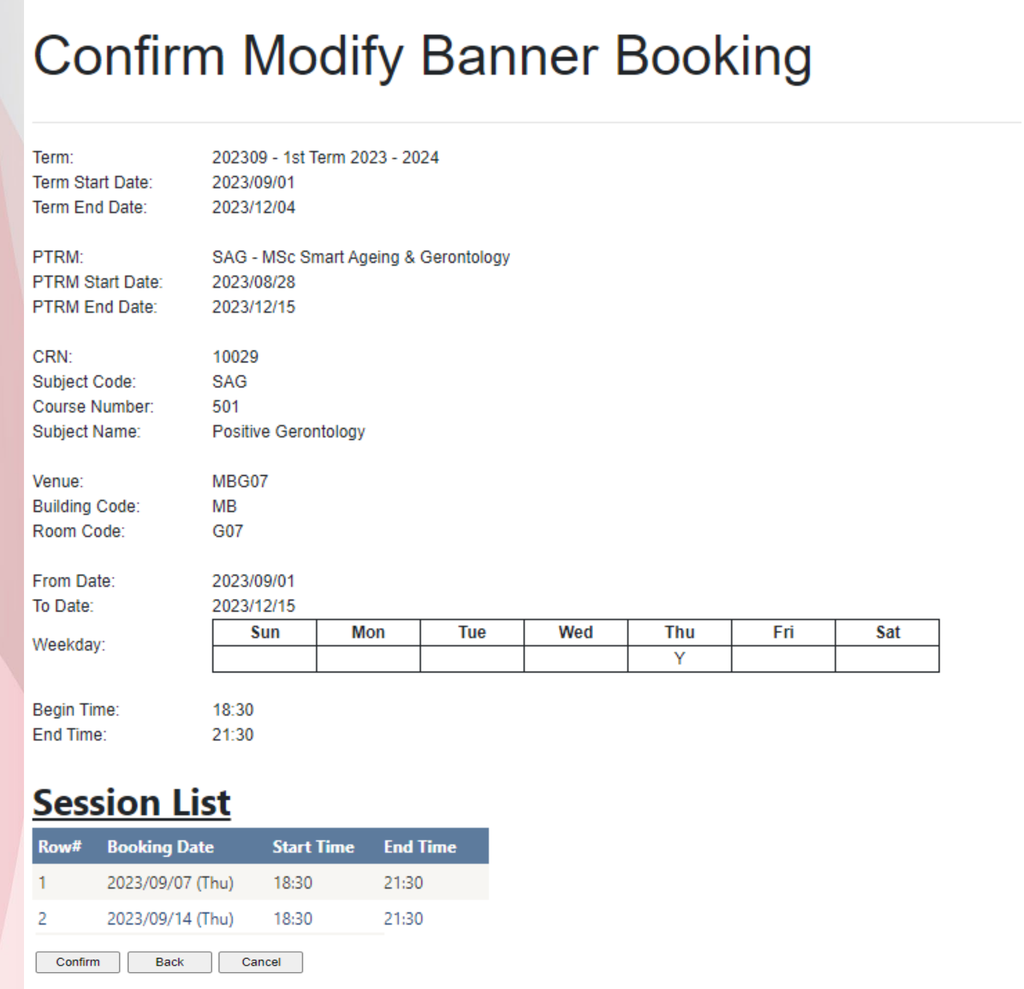
Steps for Modification on Banner Booking Details



Session List

Row#	Booking Date	Start Time	End Time	Status	Old Ref. #
1	2023/09/06 (Wed)	08:30	09:30	Available	
2	2023/09/13 (Wed)	08:30	09:30	Available	
3	2023/09/20 (Wed)	08:30	09:30	Available	
4	2023/09/27 (Wed)	08:30	09:30	Available	
5	2023/10/04 (Wed)	08:30	09:30	Available	
6	2023/10/11 (Wed)	08:30	09:30	Available	
7	2023/10/18 (Wed)	08:30	09:30	Available	
8	2023/10/25 (Wed)	08:30	09:30	Available	
9	2023/11/01 (Wed)	08:30	09:30	Available	
10	2023/11/08 (Wed)	08:30	09:30	Available	
11	2023/11/15 (Wed)	08:30	09:30	Available	
12	2023/11/22 (Wed)	08:30	09:30	Available	
13	2023/11/29 (Wed)	08:30	09:30	Available	

Step 7: A session list with all available timeslots will be displayed. Please ensure that all time slots are available before clicking “Submit”



Confirm Modify Banner Booking

Term: 202309 - 1st Term 2023 - 2024
Term Start Date: 2023/09/01
Term End Date: 2023/12/04

PTRM: SAG - MSc Smart Ageing & Gerontology
PTRM Start Date: 2023/08/28
PTRM End Date: 2023/12/15

CRN: 10029
Subject Code: SAG
Course Number: 501
Subject Name: Positive Gerontology

Venue: MBG07
Building Code: MB
Room Code: G07

From Date: 2023/09/01
To Date: 2023/12/15

Weekday:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Y		

Begin Time: 18:30
End Time: 21:30

Session List

Row#	Booking Date	Start Time	End Time
1	2023/09/07 (Thu)	18:30	21:30
2	2023/09/14 (Thu)	18:30	21:30

Step 8: Counter-check

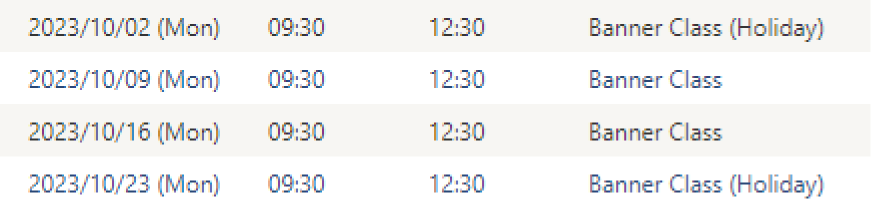
Step 9: Click “Confirm”

Step 10: Check the records in Banner after synchronization (it normally takes 5 – 10 minutes)

FAQ (Banner Booking)

1. If I make a Banner booking, will the booking cover public holidays?

   If the booking period covers public holidays, the session status will be displayed “Banner Class (Holiday)”, those marked this status will not be booked. You should make the general booking to reserve the timeslot for classes held on public holidays.



2023/10/02 (Mon)	09:30	12:30	Banner Class (Holiday)
2023/10/09 (Mon)	09:30	12:30	Banner Class
2023/10/16 (Mon)	09:30	12:30	Banner Class
2023/10/23 (Mon)	09:30	12:30	Banner Class (Holiday)

2. How can I transfer one of the timeslots in my Banner Booking to another CRN? (e.g. a Banner booking covers 14 weeks and wish to transfer the time-slot of 13th sessions to another CRN).

   You will have to cancel the original Banner bookings and make new bookings for the original and the another CRN.

FAQ (Banner Booking)

3. How can I change the confirmed general booking to a Banner Booking?
   1. There should be a confirmed general booking by a PTRM user.
   2. The PTRM user makes booking for the Banner class under Banner Booking at the same timeslot & venue of the general booking (no confirmation email for this stage). The system only supports a banner booking overlapping a general booking by users under the same PTRM.
   3. Upon confirmation, Banner System will be updated for that Banner Class and it will be sync back every 5 minutes.
   4. User shall cancel the overlapped bookings in the General Booking and the schedule will then correctly display the info of the banner booking.