



**XIAMEN UNIVERSITY MALAYSIA**

**廈門大學 马来西亚分校**

# **e-Services User Guides**

**Oct 2024**

IT Department



**XIAMEN UNIVERSITY MALAYSIA**

**厦門大學 马来西亚分校**

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## 1 Login

Step 1: Login to <https://eservices.xmu.edu.my>

Step 2: Enter your ① Campus ID and ② Campus password.

Step 3: Tick ③ “I’m not a robot”. Complete additional challenge to ④ select specific image (e.g. “Select all images with traffic lights”) and click ⑤ “Verify”.

**Note:** If you have forgotten your password, visit [id.xmu.edu.my](https://id.xmu.edu.my) or click “Forgot your password?” to reset your Campus ID password.

**XIAMEN UNIVERSITY MALAYSIA**  
廈門大學 馬來西亞分校

**XMUM E-Services**

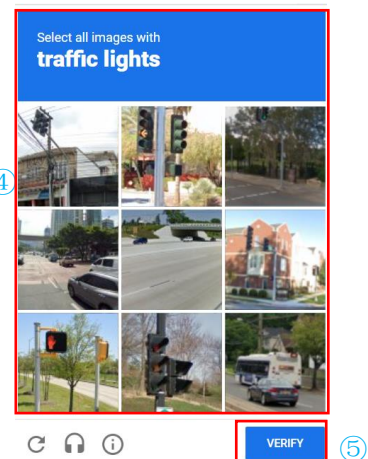
**Campus ID**  
Enter campus id ①

**Password**  
Enter Campus password ②

☐ I'm not a robot ③ reCAPTCHA Privacy - Terms

**Log In**

[Forgot your password?](#)





## 2 Modules

### 2.1 Library Rooms

#### Book Library Room

Step 1: Click on ① “Space Booking” module.

Step 2: Click on ② “Library Rooms” and choose date at ③ “Booking Date”.

Step 3: Choose the room type by selecting the tab ④ “Silent Study Room/ Study Room/ Group Discussion Room/ Student Success Room”.

Step 4: Select the available time slot at ⑤ “Available Time”.

Step 5: Click on ⑥ “Yes” to confirm the “Room Booking Confirmation”.

Step 6: Click on ⑦ “OK” at “Booking Success” message. Selected time slot will turned Grey with status updated as “Upcoming” in “My Bookings” record.

Note: Only allow for one library room booking per day.

The screenshot shows the 'Library Space Booking' page on the XMUM E-Services portal. The interface includes a sidebar with navigation links and a main content area. Numbered steps 1 through 7 are overlaid on the interface to guide the user through the booking process.

**Step 1:** Click on "Space Booking" in the sidebar.

**Step 2:** Click on "Library Rooms" in the sidebar and select a "Booking Date" (15-10-2024).

**Step 3:** Choose the room type by selecting the tab "Silent Study Room" (④).

**Step 4:** Select the available time slot (⑤) from the "AVAILABLE TIME" section.

**Step 5:** Click on "Yes" (⑥) to confirm the "Room Booking Confirmation".

**Step 6:** Click on "OK" (⑦) at the "Booking Success" message.

LIBRARY LEVEL	ROOM NAME	CAPACITY	AVAILABLE TIME
L2	N201	2	09:00 - 11:00   11:00 - 13:00   13:00 - 15:00   15:00 - 17:00   17:00 - 19:00   19:00 - 21:00



## Cancel Library Rooms Booking

Step 1: Click on ① “Library Rooms” and click on ② “My Bookings” to cancel room booking.

Step 2: Click on ③ “Cancel Booking”.

Step 3: Click on ④ “Yes” for the Booking Cancel Confirmation.

Step 4: Click on ⑤ “Yes” for the Cancellation Successful message.

Note: You can cancel the booking within 15 minutes of the scheduled time (e.g. a 3:00PM booking can be canceled until 3:14PM).

The screenshot displays the XMUM E-Services portal. On the left sidebar, the 'Library Rooms' menu item is highlighted with a red box and labeled ①. The main content area shows the 'Library Space Booking' page for the date 15-10-2024. A red box labeled ② highlights the 'My Bookings' button. Below this is a table of available rooms with columns for Library Level, Room Name, Capacity, and Available Time slots. The bottom section, 'Library Space Booking History', shows a table with columns for Name, Campus ID, Location, Booking Date, Booking Slot, Status, and Action. A red box labeled ③ highlights the 'Cancel Booking' button in the Action column. Below the history table, two confirmation dialogs are shown. The first dialog, 'Booking Cancellation Confirmation', asks 'Are you sure you want to cancel the booking?' and has a red box labeled ④ around the 'Yes' button. The second dialog, 'Cancellation Successful', states 'Your booking has been cancelled.' and has a red box labeled ⑤ around the 'OK' button.

**Library Space Booking**

Booking Date: 15-10-2024

**Library Rooms**

Library Level	Room Name	Capacity	Available Time
L2	N201	2	09:00 - 11:00, 11:00 - 13:00, 13:00 - 15:00, 15:00 - 17:00, 17:00 - 19:00, 19:00 - 21:00
L2	N202	2	09:00 - 11:00, 11:00 - 13:00, 13:00 - 15:00, 15:00 - 17:00, 17:00 - 19:00, 19:00 - 21:00
L2	N203	2	09:00 - 11:00, 11:00 - 13:00, 13:00 - 15:00, 15:00 - 17:00, 17:00 - 19:00, 19:00 - 21:00

**Library Space Booking History**

NAME	CAMPUS ID	LOCATION	BOOKING DATE	BOOKING SLOT	STATUS	ACTION
LEE HAND SOME	FIS2108277	N201 (L2 - Silent Study Room)	15-10-2024	09:00 - 11:00	Upcoming	Cancel Booking

Showing 1 to 1 of 1 records

**Booking Cancellation Confirmation**

Are you sure you want to cancel the booking?

Yes Cancel

**Cancellation Successful**

Your booking has been cancelled.


OK



## View Library Rooms Booking Status

Step 1: Click on ① “Library Rooms” and click on ② “My Bookings”.

Step 2: Check the ③ Status.



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Announcement

Online Application

Space Booking ①


Library Rooms ②

Meeting Rooms

Music Island - Piano

Office Documents


XMUM E-Services

Welcome Back, DENG 

Library Space Booking

Spaces Booking > Library Space Booking

Booking Date: 15-10-2024

③  My Bookings

Silent Study Room


Study Room

Group Discussion Room

Student Success Room

Available

Reserved

LIBRARY LEVEL	ROOM NAME	CAPACITY	AVAILABLE TIME
L2	N201 	2	<div>09:00 - 11:00</div> <div>11:00 - 13:00</div> <div>13:00 - 15:00</div> <div>15:00 - 17:00</div> <div>17:00 - 19:00</div> <div>19:00 - 21:00</div>

Library Space Booking History

Space Booking > Library Space Booking > History

Q Search

Back

NAME ^	CAMPUS ID	LOCATION	BOOKING DATE	BOOKING SLOT	STATUS	ACTION
ABC	123456	N201 (L2 - Silent Study Room)	15-10-2024	09:00 - 11:00 ④	<div>Upcoming</div>	<div>Cancel Booking</div>

10

Showing 1 to 1 of 1 records

< 1 >



## 2.2 Meeting Rooms (For XMUM Staff only)

### Book Meeting Room

Step 1: Click on ① “Space Booking” module.

Step 2: Click on ② “Meeting Rooms” and choose date at ③ “Booking Date”.

Step 3: Click on the available time slot ④ for the room.

Step 4: Fill in information required ⑤: Phone Number, Booking Length, Section, Usage, Attachment (optional).

Step 5: Click on ⑥ “Submit” to book room and view the room booked at ⑦ time slot with “Pending” status.

Note: View “Policy” before room booking. Once room reservation is approved/rejected by Approver, the confirmation email will be sent to Campus Email and status updated as “Approved”/ “Rejected” in “My Bookings” record.

**XMUM E-Services** Welcome Back, DENG D

**Meeting Room Booking**  
Home > Spaces Booking > Meeting Room Booking

Booking Date: 15-10-2024 ③ Policy My Bookings

ROOM NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
B1 - B11	30						④														
B1 - 303	20																				

**Book Meeting Room**

Building \*  Room Name \*

Booking Date \*  Booking Time \*

User \*  Email \*

Phone Number \*  Booking Length \* ⑤

Section \*

Usage \*

Attachment  
   
2MB limit and can be of the following types: txt, pdf, doc, docx, ppt, pptx, rar.


Close ⑥ Submit

ROOM NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00
B1 - B11	30						⑦	2523001		



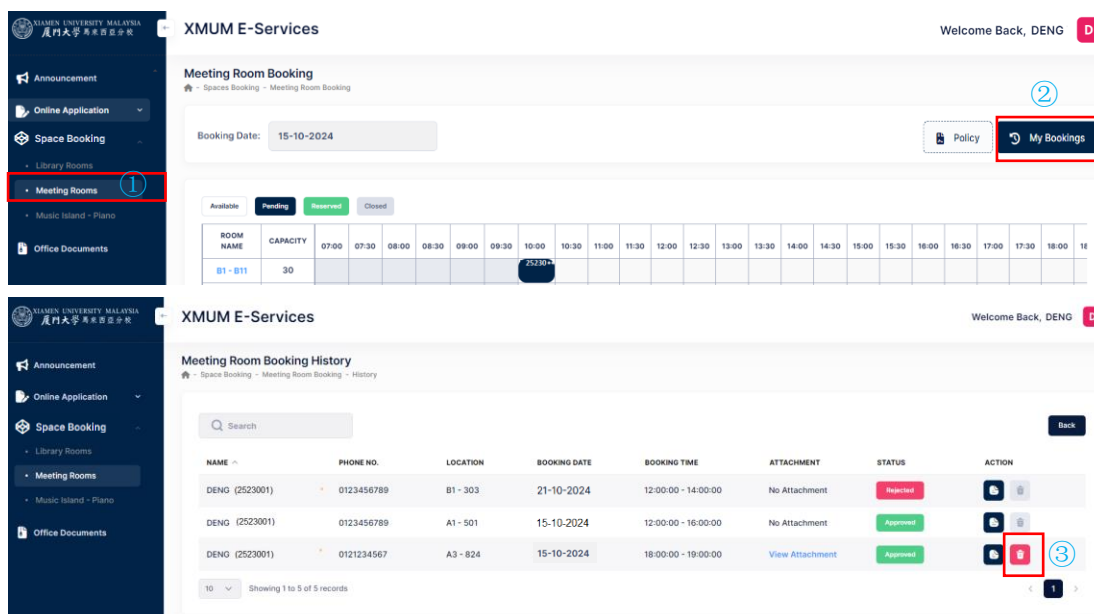
## Cancel Meeting Rooms Booking

Step 1: Click on ① “Meeting Rooms” and click on ② “My Bookings” to cancel room booking.




Step 2: Click on ③  trash can icon to cancel booking.

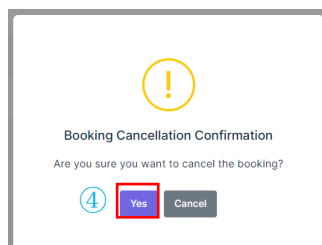
Step 3: Click on ④ “Yes” for the Booking Cancellation Confirmation.

Step 4: Click on ⑤ “Yes” for the Cancellation Successful message.

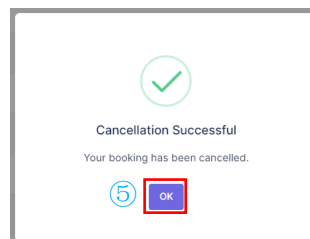


The screenshot shows the XMUM E-Services portal. On the left sidebar, the 'Meeting Rooms' option is highlighted with a red box and a circled 1. The main content area shows the 'Meeting Room Booking' section. A 'Booking Date' field is set to '15-10-2024'. A 'My Bookings' button is highlighted with a red box and a circled 2. Below this is a calendar grid showing room availability. The bottom section shows the 'Meeting Room Booking History' table. The table has columns: NAME, PHONE NO., LOCATION, BOOKING DATE, BOOKING TIME, ATTACHMENT, STATUS, and ACTION. The third row shows a booking for 'DENG (2523001)' on '15-10-2024' from '18:00:00 - 19:00:00' with a status of 'Approved'. The 'ACTION' column for this row contains a trash can icon, which is highlighted with a red box and a circled 3. Below the table, there are pagination controls showing 'Showing 1 to 5 of 5 records'.

NAME	PHONE NO.	LOCATION	BOOKING DATE	BOOKING TIME	ATTACHMENT	STATUS	ACTION
DENG (2523001)	0123456789	B1 - 303	21-10-2024	12:00:00 - 14:00:00	No Attachment	Rejected	
DENG (2523001)	0123456789	A1 - 501	15-10-2024	12:00:00 - 16:00:00	No Attachment	Approved	
DENG (2523001)	0121234567	A3 - 824	15-10-2024	18:00:00 - 19:00:00	View Attachment	Approved	



A dialog box titled 'Booking Cancellation Confirmation' with a yellow warning icon. It asks 'Are you sure you want to cancel the booking?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box and a circled 4) and 'Cancel'.



A dialog box titled 'Cancellation Successful' with a green checkmark icon. It says 'Your booking has been cancelled.' At the bottom, there is a single button labeled 'OK' (highlighted with a red box and a circled 5).





## View Meeting Rooms Booking Status

Step 1: Click on ① “Meeting Rooms” and click on ② “My Bookings”.

Step 2: Check the ③ Status.

The screenshot shows the XMUM E-Services interface. On the left sidebar, the 'Meeting Rooms' option is highlighted with a red box and labeled ①. The main content area shows the 'Meeting Room Booking' page with a 'Booking Date' of 15-10-2024. A 'My Bookings' button is highlighted with a red box and labeled ②. Below this, a calendar grid shows the booking status for room B1-B11 on 15-10-2024, with a 'Pending' status indicated. The bottom section, 'Meeting Room Booking History', shows a table with one record for DENG (2523001) with a 'Pending' status, highlighted with a red box and labeled ③.

NAME	PHONE NO.	LOCATION	BOOKING DATE	BOOKING TIME	ATTACHMENT	STATUS	ACTION
DENG (2523001)	0121234567	B1 - B11	15-10-2024	09:30:00 - 10:30:00	No Attachment	Pending	

## View Meeting Room Booking Information

Step 1: Click on ① “Meeting Rooms” and click on ② Campus ID displayed on the reserved time slot.

Step 2: Booking information displays at ③ “Meeting Room Booking Information”.

The screenshot shows the XMUM E-Services interface. On the left sidebar, the 'Meeting Rooms' option is highlighted with a red box and labeled ①. The main content area shows the 'Meeting Room Booking' page with a 'Booking Date' of 16-10-2024. A calendar grid shows the booking status for room B1-B11 on 16-10-2024, with a 'Reserved' status indicated. A modal window titled 'Meeting Room Booking Information' is displayed, showing the booking details for DENG (2523001) with a 'Pending' status, highlighted with a red box and labeled ③.

ROOM NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00
B1 - B11	30			Reserved				
B1 - 303	20							

Meeting Room Booking Information

User: DENG (2523001)

Phone Number: 0121234567

Email: deng@xmu.edu.my

Room Name: B1 - B11

Booking Date: 16-10-2024

Booking Time: 08:00 - 09:00

Section: Morning

Approval Status: Approved



## 2.3 Music Island - Piano

### Book Piano at Music Island

Step 1: Click on ① “Space Booking” module.

Step 2: Click on ② “Music Island – Piano” and choose date at ③ “Booking Date”.

Step 3: Select the available time slot ④.

Step 4: Fill in information required ⑤: Phone Number, Booking Length, Section, Usage, Attachment (optional).

Step 5: Click on ⑥ “Submit” to book room and room booked with ⑦ “Reserved” status at “Musical Instrument Booking”.

Note: View “Policy” before room booking. Once piano is reserved, the confirmation email will be sent to Campus Email.

**XMUM E-Services** Welcome Back, LEE HAND SOME

**Musical Instrument Booking**  
Spaces Booking - Musical Instrument Booking

Booking Date: 16-10-2024

Policy My Bookings

NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	1
Piano (Music Island - L1)	1																			

**Book Musical Instrument**

Building \* Music Island - L1 Musical Instrument Name \* Piano

Booking Date \* 16-10-2024 Booking Time \* 10:00

User \* LEE HAND SOME (FIS2108277)

Email \* FIS2108277@xmu.edu.my Phone Number \*

Booking Length \* Select an option

Section \* Section

Usage \* Usage

Attachment Choose File No file chosen

SMB limit and can be of the following types: txt, pdf, doc, docx, ppt, pptx, xlsx, zip, or rar.


Close Submit

NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30	11:00
Piano (Music Island - L1)	1									



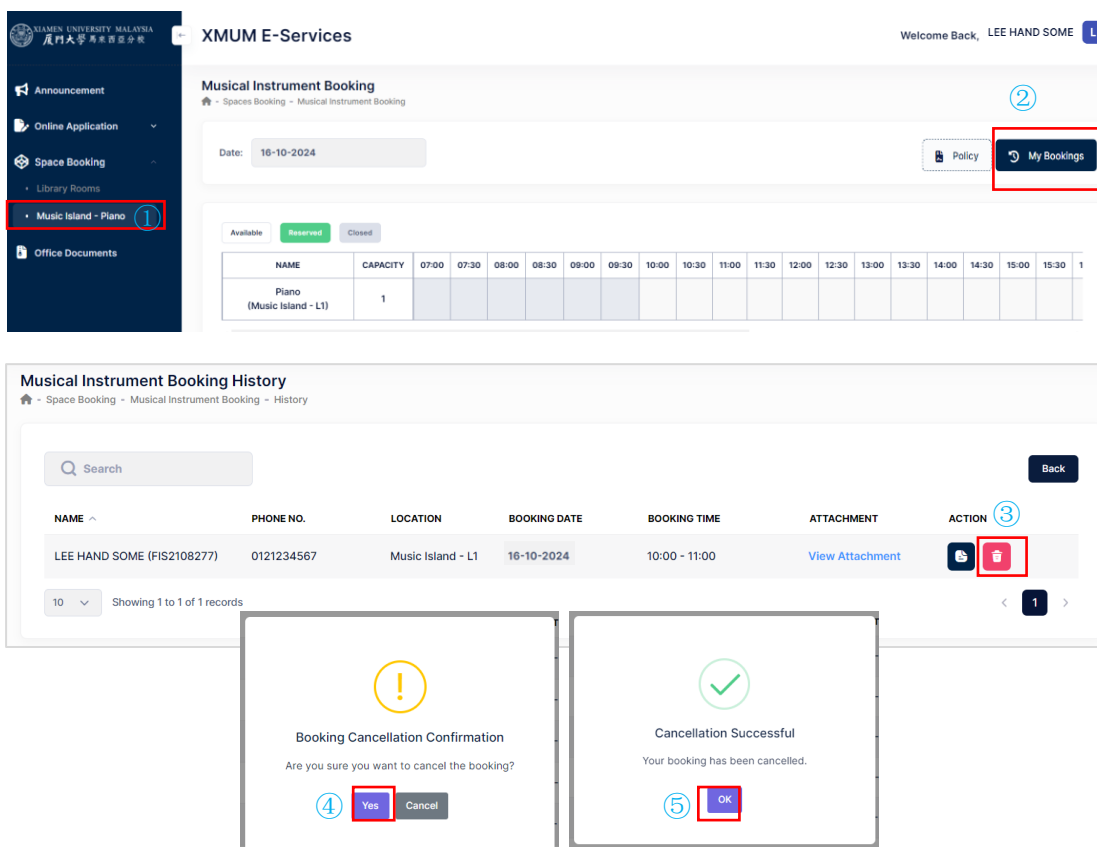
## Cancel Piano Booking

Step 1: Click on ① “Instrument Island - Piano” and click on ② “My Bookings” to cancel piano reservation.

Step 2: Click on ③  trash can icon to cancel reservation.


Step 3: Click on ④ “Yes” for the Booking Cancellation Confirmation.

Step 4: Click on ⑤ “Yes” for the Cancellation Successful message.



The screenshot displays the XMUM E-Services portal. On the left sidebar, the 'Music Island - Piano' option is highlighted with a red box and labeled ①. The main content area shows the 'Musical Instrument Booking' section. A date filter is set to '16-10-2024'. A 'My Bookings' button is highlighted with a red box and labeled ②. Below this, a table shows the booking status for 'Piano (Music Island - L1)' with a capacity of 1. The table has columns for time slots from 07:00 to 15:30. The 'Booking Cancellation Confirmation' dialog box is shown, asking 'Are you sure you want to cancel the booking?'. The 'Yes' button is highlighted with a red box and labeled ④. The 'Cancellation Successful' dialog box is also shown, stating 'Your booking has been cancelled.' The 'OK' button is highlighted with a red box and labeled ⑤.

**Musical Instrument Booking History**

NAME	PHONE NO.	LOCATION	BOOKING DATE	BOOKING TIME	ATTACHMENT	ACTION
LEE HAND SOME (FIS2108277)	0121234567	Music Island - L1	16-10-2024	10:00 - 11:00	<a href="#">View Attachment</a>	

Showing 1 to 1 of 1 records



## View Piano Booking Records

- Step 1: Click on ① “Music Island - Piano” and click on ② “My Bookings”.
- Step 2: Check your piano booking records at ③ “Musical Instrument Booking History”.

**Musical Instrument Booking History**

Space Booking - Musical Instrument Booking - History

Search [ ] Back

NAME ^	PHONE NO.	LOCATION	BOOKING DATE	BOOKING TIME	ATTACHMENT	ACTION
③ LEE HAND SOME (FIS2108277)	0121234567	Music Island - L1	16-10-2024	10:00 - 11:00	<a href="#">View Attachment</a>	

10 Showing 1 to 1 of 1 records

## View Piano Booking Information

- Step 1: Click on ① “Music Island - Piano”.
- Step 2: Click on ② Campus ID to display the reserved time slot and view the ③ “Music Island Piano Booking Information”.

**Musical Instrument Booking**

Space Booking - Musical Instrument Booking

Booking Date: 16-10-2024

Policy My Bookings

NAME	CAPACITY	07:00	07:30	08:00	08:30	09:00	09:30	10:00	10:30
Piano (Music Island - L1)	1							Reserved	

②

**Musical Instrument Piano Booking Information**

User: LEE HAND SOME (FIS2108277)

Phone Number: 0121234567

Email: FIS2108277@xmu.edu.my

Musical Instrument Name: Piano

Location: Music Island - L1

Booking Date: 2024-10-16

Booking Time: 10:00:00 - 11:00:00

Section: Morning

Usage: test

③



## 2.4 Office Documents

### Download Office Documents

Step 1: Click on ① “Office Documents”.

Step 2: Select ② Department Folder and view for the document files. You may select All Departments to view the listing of all uploaded documents.

Step 3: Click on ③ “Download” to view or download file.

**XMUM E-Services** Welcome Back, LEE HAND SOME

**Office Documents Folder**

Office Documents - Office Documents Folder

① Office Documents

② IT DEPARTMENT

**Office Forms & Templates**

Office Documents - Office Documents Folder - Office Forms & Templates

Search Forms/Templates

FORMS & TEMPLATES	DESCRIPTION	DEPARTMENT FOLDER	ACTIONS
IT Device Installation Request Form	Installation request arrangement for approved classroom/multimedia device such as laptop, desktop and wireless microphones.	IT DEPARTMENT	③ Download

Showing 1 to 1 of 1 records

Step 4: Click on ④ to download.

Step 5: Click on ⑤ “Save” to save file in local pc.

IT\_Device\_Installation\_Request\_Form.pdf

1 / 1 100% +

④

**REQUEST FORM**

XMU JIAGENG EDUCATION DEVELOPMENT SDN BHD (1022606-P)

FINANCE MARKETING ACADEMY

HUMAN RESOURCE ADMIN IT

STUDENT'S AFFAIR OTHERS

Date	Description / Purpose	Quantity
------	-----------------------	----------

Save As

File name: IT\_Device\_Installation\_Request\_Form

Save as type: Foxit PDF Editor Document

⑤ Save