



中南大学 邓迪国际学院  
Dundee International Institute of Central South University



# How-to Guide

## DIICSU Room Booking System User Manual

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This guide will walk you through the process of booking a room for your events and meetings.

BY "RERTUN FALSE"



# DIICSU

## Room Booking System

### User Manual



#### Overview

Welcome to the DIICSU Room Booking System—your all-in-one solution for managing room reservations effortlessly. This guide is designed to help you navigate the platform, whether you're scheduling a meeting, hosting an event, or coordinating classes. With real-time room availability and conflict prevention at its core, our system ensures smooth and efficient bookings every time.

#### User Roles

Our platform supports three user roles:

- **Administrator:** Enjoys full access and control over all system functionalities.
- **Staff:** Has dedicated features to manage daily operations.
- **Student:** Can easily book and review reservations.

#### Guide Structure

To best serve your needs, this manual is divided into two main sections:

- **PC Version:** An in-depth walkthrough of the desktop interface, covering everything from login to advanced management functions.
- **Mobile Version:** A concise guide highlighting key features and operations on mobile devices.

Let this manual be your step-by-step companion as you explore the DIICSU Room Booking System—simplifying room management and ensuring your scheduling tasks are handled with ease. Enjoy a seamless booking experience!

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# Cover

<b>PC VERSION .....</b>	<b>1</b>
LOGIN .....	1
BOOKING .....	2
MY RESERVATION .....	5
ROOM MANAGEMENT (ADMIN ONLY) .....	9
USER BLACKLIST (ADMIN ONLY) .....	9
RESERVATION MANAGEMENT (ADMIN ONLY) .....	10
ROOM REPAIR HANDING (ADMIN ONLY) .....	12
ROOM EQUIPMENT REPAIR (EXCEPT FOR ADMIN) .....	13
<b>MOBILE VERSION .....</b>	<b>14</b>
HOME PAGE FOR ADMINISTRATOR (ADMIN ONLY).....	14
BOOKING .....	14
MY RESERVATION .....	15
REPORT ON MAINTENANCE .....	15
RESERVATION MANAGEMENT (ADMIN ONLY) .....	16
ROOM ISSUE MANAGEMENT (ADMIN ONLY).....	16
ROOM MANAGEMENT & USER BLACKLIST (ADMIN ONLY) .....	17
PAGE EXCEPT FOR ADMIN.....	17
<b>ACKNOWLEDGEMENTS .....</b>	<b>18</b>

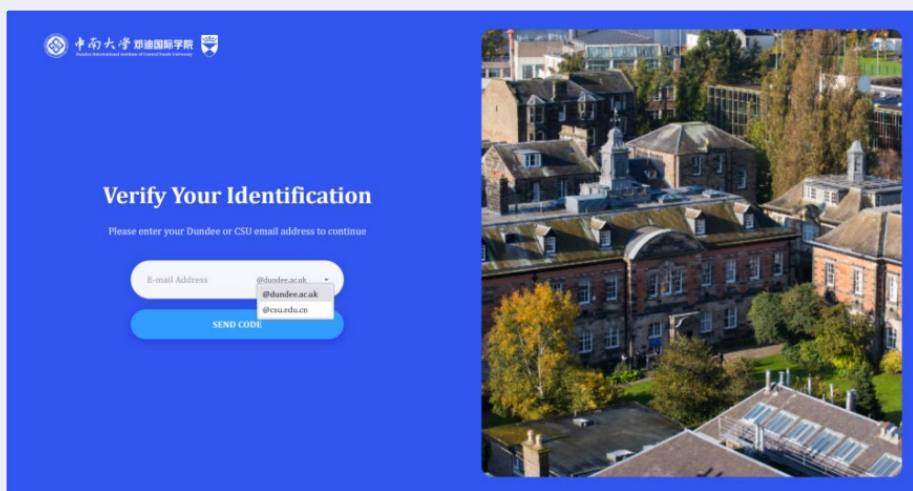
## PC version

The following is a guide to use the PC version of the system.

### Login

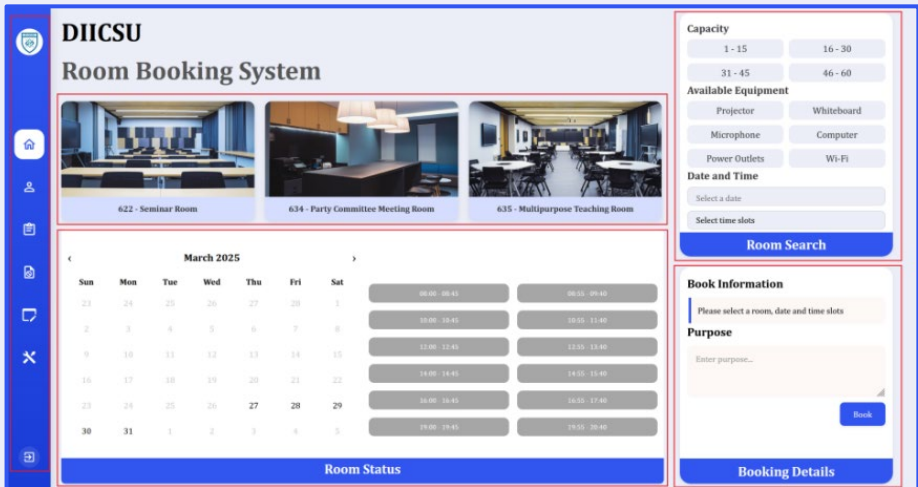
The system supports two email login methods: CSU and Dundee.

Then you can obtain the verification code from your email to log in.



## Booking

Our main interface is divided into five sections. The left section is the function **navigation bar**, the middle sections are **room display** and **room status**, and the right section is **room search** and **booking details**.



**DII-CSU Room Booking System**

**Room Display**

- 622 - Seminar Room
- 634 - Party Committee Meeting Room
- 635 - Multipurpose Teaching Room

**Room Status**

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Room Search**

**Book Information**

Please select a room, date and time slots

**Purpose**

Enter purpose...

**Book**

**First**, you can slide the room and click on the room you want to reserve.

**Next**, you can see the specific information about the room, and you can select the date and specific time point below.

If there is **any problem** with the room, you can see the **red** information prompt below the specific information about the room.

If a **gray** "time slot" icon is found, it indicates that the time slot has been reserved.

You can see your current reservation information in the "Booking Details" section.

**Then**, you need to enter the purpose -- this field cannot be left blank **otherwise** the reservation cannot be made.

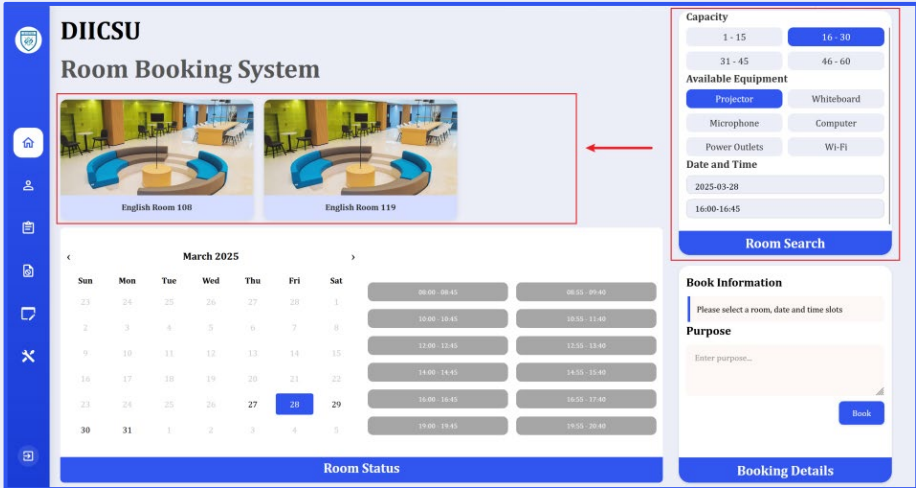
**Finally**, you can click the "Book" button to complete the reservation.

If the reservation is successful, there will be a prompt message, and an **email** will be sent to the user's mailbox.

Furthermore, you can also conduct a screening of the rooms that meet the requirements in the "Room Search" section first. At this point, only the



filtered rooms will be displayed.



**DIICSU**  
**Room Booking System**

English Room 108 English Room 119

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Room Status

Room Search

Capacity

1 - 15 16 - 30

31 - 45 46 - 60

Available Equipment

Projector Whiteboard

Microphone Computer

Power Outlets Wi-Fi

Date and Time

2025-03-28

16:00-16:45

Book Information

Please select a room, date and time slots

Purpose

Enter purpose...

Book

Booking Details

It should be **noted** that the room reservation authority varies for three different types of users.

**For administrators**, all room reservations will be automatically confirmed.

**For staff**, formal meeting rooms, informal meeting rooms, and Room 634 require approval from the administrator for the reservation application; moreover, only **specific staff** members can make reservations for Room 634.

**For students**, these three rooms are not visible; other rooms will be automatically approved.



## My Reservation

Through the navigation bar on the left, you can access the reservation interface of mine. You can view your reservation records there.

By using the filter function and switching the list by the button at the bottom, you can search for and find the specific reservation.

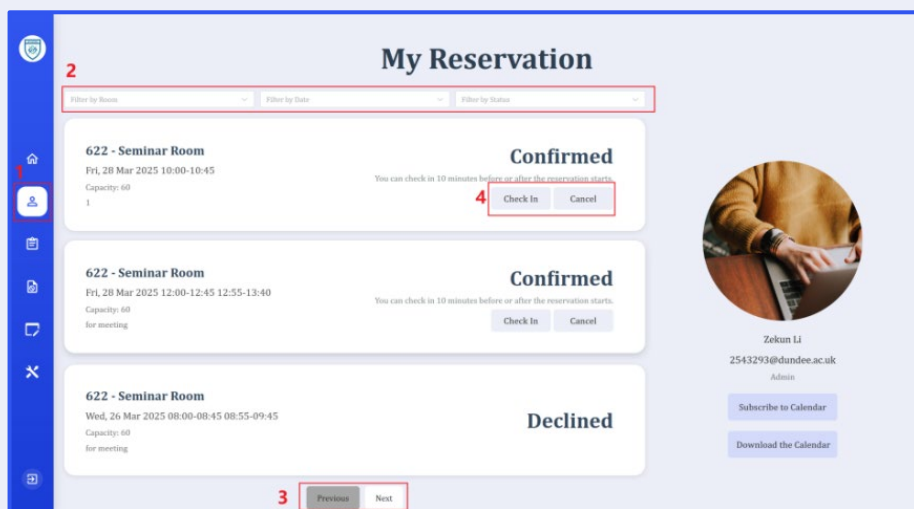
You can either check in or cancel the confirmed reservation.

You can **check in 10 minutes before or after the reservation starts**.

If you **cancel** a reservation, you will **receive an email** about room booking cancellation confirmation.

If it is not cancelled by your own initiative, for instance, if the administrator **refuses or cancels** your reservation, you will still receive the email including the reason.

**Note:** If you fail to sign in three times in total, you will be blacklisted and unable to make room reservations for a month.



The screenshot displays the 'My Reservation' page. On the left is a blue navigation bar with icons for home, user profile, calendar, and other functions. The main content area is titled 'My Reservation' and features three filter buttons: 'Filter by Room', 'Filter by Date', and 'Filter by Status'. Below the filters is a list of reservations for '622 - Seminar Room'. The first two reservations are 'Confirmed' and show a check-in time 10 minutes before or after the reservation starts. The third reservation is 'Declined' and shows a date and time. The 'Confirmed' reservations have 'Check In' and 'Cancel' buttons. The 'Declined' reservation has a 'Previous' and 'Next' button. On the right side, there is a user profile section for 'Zekun Li' with the email '2543293@dundee.ac.uk' and the role 'Admin'. Below the profile are buttons for 'Subscribe to Calendar' and 'Download the Calendar'.

Furthermore, you can **integrate the reservation** into your local calendar by three ways.

6 |

622 - Seminar Room - Meeting

Event Scheduling Assistant

Response options - Busy - 15 minutes before - Categorise - Private - Scheduling poll - ...

Save

622 - Seminar Room

Invite attendees

Optional

28/03/2025 12:00 to 13:40 Make recurring

622 - Seminar Room

for meeting

Teams meeting








All day

In-person event

Calendar view for Fri, Mar 28, 2025

12:00 - 13:40

Second, by clicking on "Subscribe to Calendar", you will be redirected to your outlook email and can perform the import operation.

## My Reservation

Filter by Room
Filter by Date
Filter by Status

**622 - Seminar Room**  
Fri, 28 Mar 2025 10:00-10:45  
Capacity: 60  
1

**Confirmed**  
You can check in 10 minutes before or after the reservation starts.  
Check In Cancel


**622 - Seminar Room**  
Fri, 28 Mar 2025 12:00-12:45 12:55-13:40  
Capacity: 60  
for meeting

**Confirmed**  
You can check in 10 minutes before or after the reservation starts.  
Check In Cancel

**622 - Seminar Room**  
Wed, 26 Mar 2025 08:00-08:45 08:55-09:45  
Capacity: 60  
for meeting

**Declined**

Previous Next



Zekun Li  
2543293@dundee.ac.uk  
Admin

Subscribe to Calendar
Download the Calendar

University of Dundee
Outlook
Search

Home
View
New event

March 2025
M T W T F S S
24 25 26 27 28
3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28
31 1 2 3 4

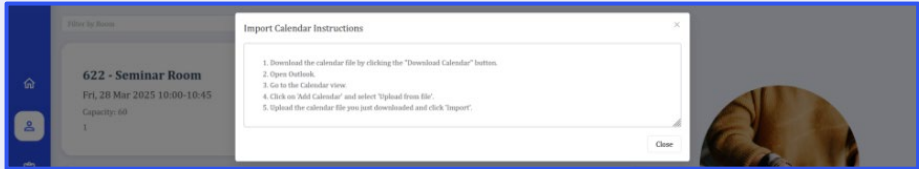
Add calendar
Go to my booking
My calendars
Show all

Add calendar
Subscribe from web

Recommended
Add personal calendars
Edit my calendars
Create blank calendar
Add from directory
Subscribe from web
Upload from file
Holidays
Birthdays
Sports
Looking for additional calendars?
Yes No

Paste the url for the calendar you would like to subscribe to below. Any edits that the author of the calendar makes will be updated automatically.
https://legal-certainty-gobbler.ngrok-free.app/subscribe\_cal...
My DIICSU Calendar
Colour
Charm
Add to
My calendars
Import Discard

Third, by clicking on "Download to Calendar", the reservation file will be automatically downloaded, and you can view the detailed operation instructions to integrate the reservation.



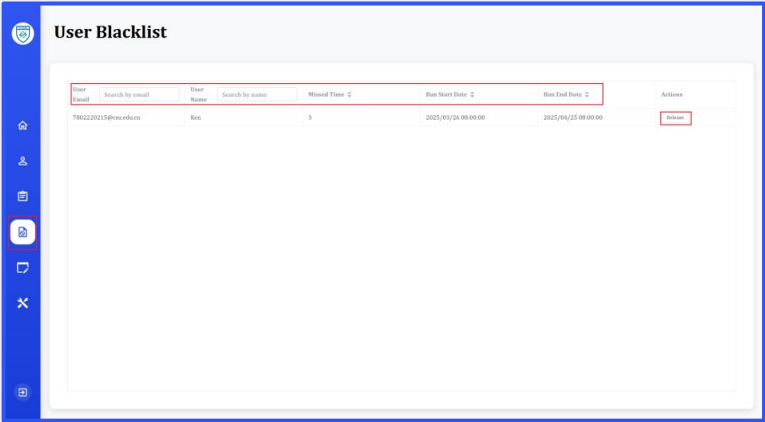
## Room Management (Admin Only)

Here you can view and modify all the room information.



## User Blacklist (Admin Only)

Here you can view all the blacklisted users, filter specific records and have the right to release them from the list ahead of time.



## Reservation Management (Admin Only)

On this interface, you can view and manage all reservations of all people.

Then you can choose specific conditions.

For reservations that require approval, you can either approve or reject them.

**Reservation Management** Limit usage time Export to Excel

User	Room Name	Purpose	Date	Time	Processing State	Status	Application Time	Actions
Search by user	Filter		Filter		approve...	Filter	2	
Yan Chen (Admin)	622 - Seminar Room	Peer tutoring	2025-02-10	10:00-10:45 10:55-11:40	unprocessed	Pending	2024-06-23 18:06:43	<a href="#">Approve</a> <a href="#">Reject</a>
Yao Huiang (Admin)	English Room 102	Exam review	2025-02-13	08:00-08:45	processed completed	Pending	2024-07-19 08:20:53	<a href="#">Approve</a> <a href="#">Reject</a>
Yao Huiang (Admin)	English Room 102	Study abroad program	2025-02-16	10:55-11:40 12:00-12:45 14:00-14:45	unprocessed	Pending	2024-09-05 23:01:52	<a href="#">Approve</a> <a href="#">Reject</a>
Tianzhou Wang (Student)	English Room 138	Assignment review	2025-03-01	10:00-10:45 10:55-11:40 19:00-19:45	unprocessed	Pending	2025-01-14 14:41:00	<a href="#">Approve</a> <a href="#">Reject</a>
Tianzhou Wang (Student)	English Room 103	Graduate school application discussion	2025-03-05	12:55-13:40 16:55-17:40 19:00-19:45	unprocessed	Pending	2025-01-29 02:57:46	<a href="#">Approve</a> <a href="#">Reject</a>
Yao Huiang (Admin)	635 - Multipurpose Teaching Room	Journal club session	2025-03-10	12:55-13:40 14:55-17:40 19:55-20:40	unprocessed	Pending	2025-02-17 18:49:15	<a href="#">Approve</a> <a href="#">Reject</a>
Jiaohou Chang (Admin)	634 - Party Committee Meeting Room	Test	2025-03-25	08:00-08:45	unprocessed	Pending	2025-03-25 11:13:26	<a href="#">Approve</a> <a href="#">Reject</a>
Jiaohou Chang (Admin)	634 - Party Committee Meeting Room	test2	2025-03-25	08:55-09:45	unprocessed	Pending	2025-03-25 11:15:04	<a href="#">Approve</a> <a href="#">Reject</a>

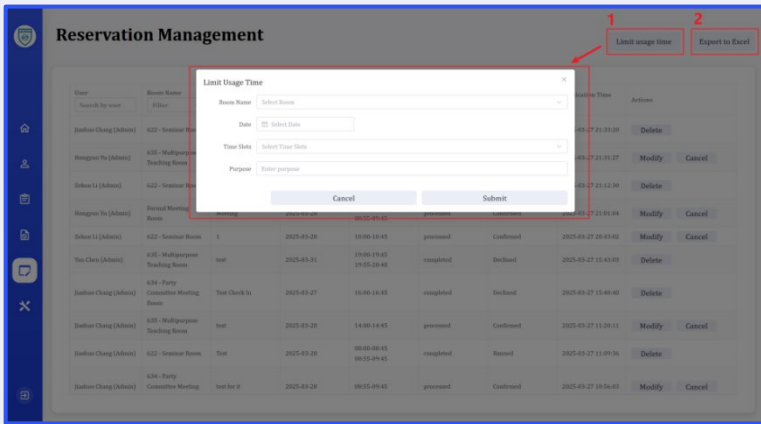
For the reservations in the "confirmed" status, you can either modify or cancel them.

You can modify any reservation information except for that of the person making the reservation.

**Reservation Management** Limit usage time Export to Excel

User	Room Name	Purpose	Date	Time	Processing State	Status	Application Time	Actions
Search by user	Filter				approve...	Filter		
Jiaohou Chang (Admin)	622 - Seminar Room		2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 21:30:20	<a href="#">Delete</a>
Wangguo Yu (Admin)	635 - Multipurpose Teaching Room	test	2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 21:31:27	<a href="#">Modify</a> <a href="#">Cancel</a>
Jiaohou Li (Admin)	622 - Seminar Room		2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 21:32:39	<a href="#">Delete</a>
Wangguo Yu (Admin)	Journal Meeting Room		2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 21:33:04	<a href="#">Modify</a> <a href="#">Cancel</a>
Jiaohou Li (Admin)	622 - Seminar Room		2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 20:43:42	<a href="#">Modify</a> <a href="#">Cancel</a>
Yao Huiang (Admin)	635 - Multipurpose Teaching Room		2025-05-28	14:00-14:45	unprocessed	Pending	2025-05-27 15:43:03	<a href="#">Delete</a>
Jiaohou Chang (Admin)	634 - Party Committee Meeting Room	Test Check In	2025-03-27	14:00-14:45	completed	Confirmed	2025-03-27 13:12:40	<a href="#">Delete</a>
Jiaohou Chang (Admin)	635 - Multipurpose Teaching Room	test	2025-03-28	14:00-14:45	processed	Confirmed	2025-03-27 11:20:11	<a href="#">Modify</a> <a href="#">Cancel</a>
Jiaohou Chang (Admin)	622 - Seminar Room	Test	2025-03-28	08:00-08:45 08:55-09:45	completed	Reserved	2025-03-27 11:09:36	<a href="#">Delete</a>
Jiaohou Chang (Admin)	634 - Party Committee Meeting Room	test for 2	2025-03-28	08:55-09:45	processed	Confirmed	2025-03-27 10:56:03	<a href="#">Modify</a> <a href="#">Cancel</a>

By clicking "export to excel", you can export all the reservation records into Excel and download it automatically.





## Room Repair Handling (Admin Only)

Here you can view all the repair requests from everyone and operate on them.

**Room Repair Handling**

Report New Issue | Report to Excel

Room Name	User Email	Report Info	Status	Actions
English Room 102	2542762@dundee.ac.uk	Air conditioner is broken	Completed	Delete
Unknown Room	2542799@dundee.ac.uk	Table is unstable	Rejected	Delete
English Room 116	2542799@dundee.ac.uk	Computer has no signal	Rejected	Delete
English Room 116	2542679@dundee.ac.uk	Microphone is not working	Completed	Delete
English Room 107	2543822@dundee.ac.uk	Speakers are not functioning	Rejected	Delete
English Room 107	2542884@dundee.ac.uk	Whiteboard markers are missing	Approved	Complete
English Room 119	2542762@dundee.ac.uk	Door lock is broken	Completed	Delete
Unknown Room	2542750@dundee.ac.uk	Window is stuck	Rejected	Delete
Unknown Room	2542750@dundee.ac.uk	Power outlet is not working	Approved	Complete
English Room 119	2542799@dundee.ac.uk	Projector screen is damaged	Rejected	Complete
Unknown Room	2543506@dundee.ac.uk	Smartboard is not responding	Unreviewed	Approve   Reject
Personal Meeting Room	2542861@dundee.ac.uk	CCTV is not functioning	Completed	Delete
Personal Meeting Room	2542762@dundee.ac.uk	Fire alarm is faulty	Unreviewed	Approve   Reject
Unknown Room	2542799@dundee.ac.uk	Emergency exit light is out	Completed	Delete
English Room 119	2542762@dundee.ac.uk	Ventilation system is noisy	Approved	Complete

You can **report the problem** by clicking on "Report New Issue".

By clicking "export to excel", you can export all the handling records into Excel and download it automatically.

**Room Repair Handling**

Report New Issue | Report to Excel

Report New Issue

Room Name: Select Room

User Email: Enter your email

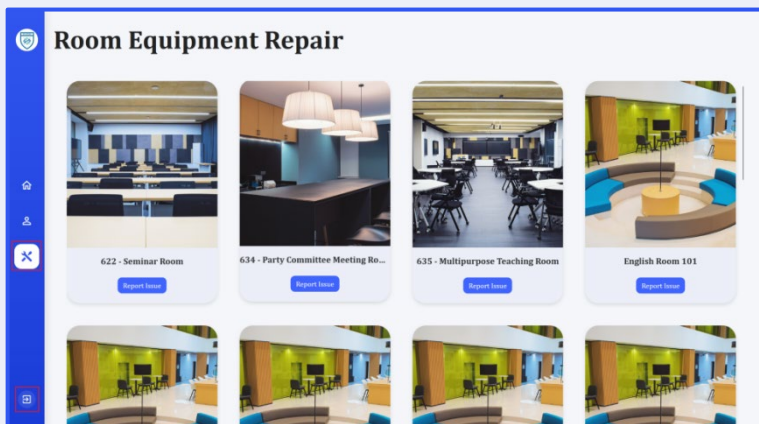
Report Info: Describe the issue

Cancel | Submit

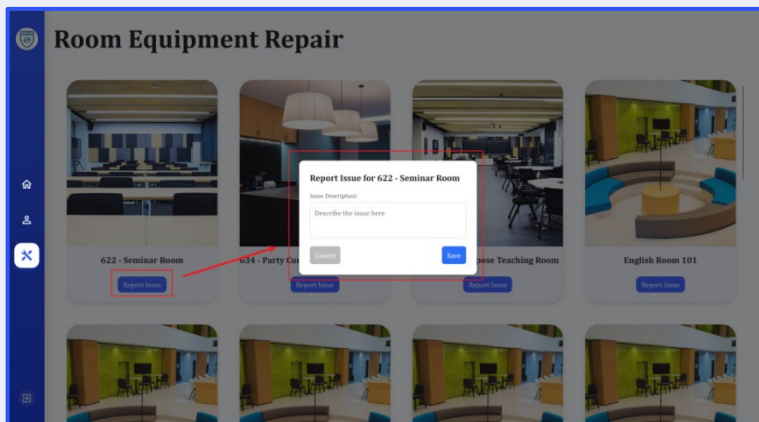
## Room Equipment Repair (Except for Admin)

Here you can report a malfunction.

And by clicking the icon at the bottom of the left navigation bar, you can **log out** of your account. This is always feasible at any time.



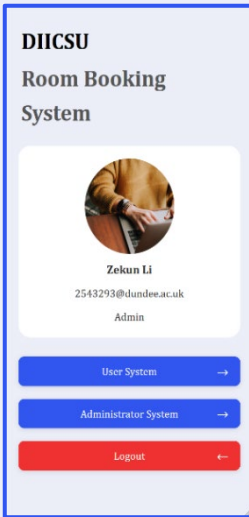
Select a room and submit the information.



## Mobile version

There are some differences between the mobile and PC versions.

### Home Page for Administrator (Admin Only)

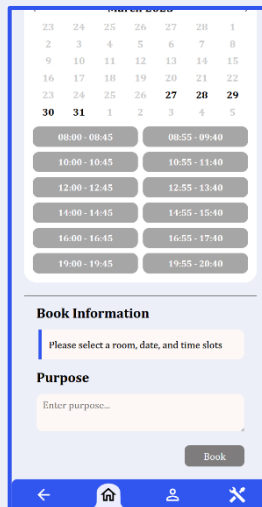
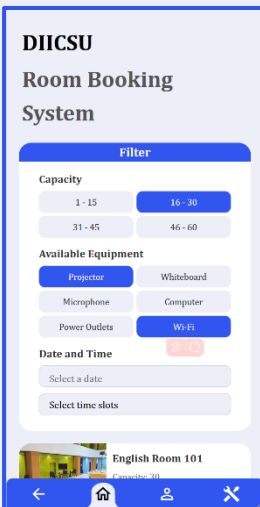


When you log in, you will first see your home page about your personal information and two system entrances.

**User System** refers to the functions that belong to other users, while **Administrator System** refers to the functions exclusive to the administrator.

If you enter each one, you can **go back** through the left arrow icon in the lower navigation bar.

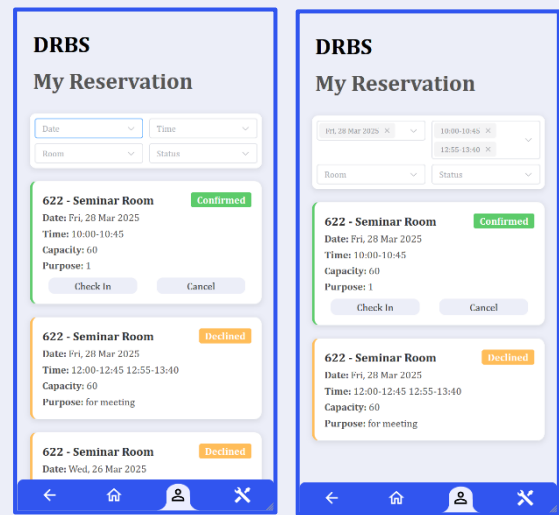
## Booking



Entering the **User System**, you can search the room through filter first, or you can directly click the room to view the information, select the reservation time, fill in the purpose, and click the Book button at last.

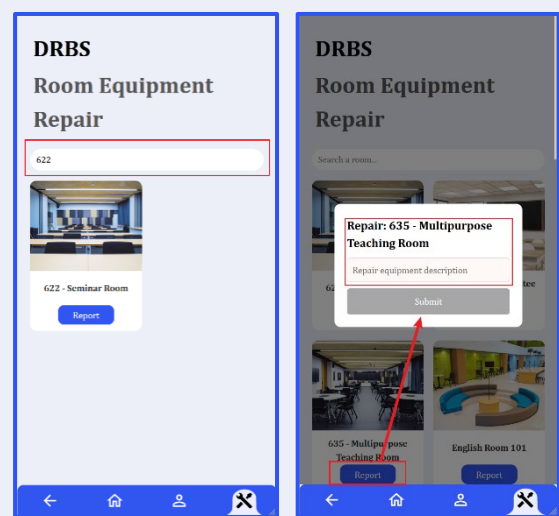
The process is the same as the PC version

My Reservation



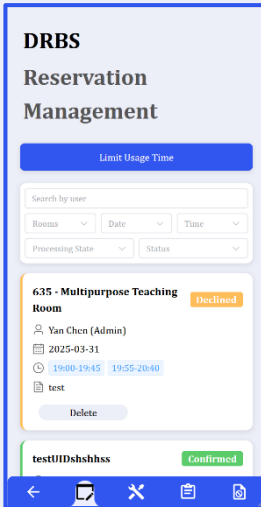
Here you can see all your reservations and you can filter them.

Report on Maintenance



Here you can report a room repair by clicking the "Report" button below the room and submitting the information. Furthermore, you can locate a specific room by searching for its name.

## Reservation Management (Admin Only)



DRBS  
Reservation Management

Limit Usage Time

Search by user

Rooms  Date  Time

Processing State  Status

635 - Multipurpose Teaching Room Declined

Yan Chen (Admin)

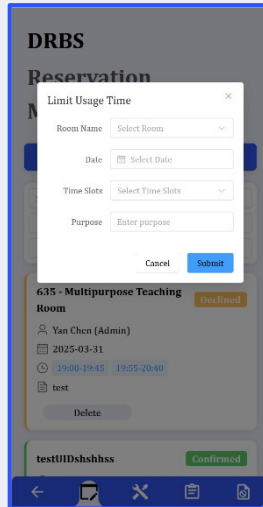
2025-03-31

19:00-19:45 19:55-20:40

test

Delete

testU1Dshshhs Confirmed



DRBS  
Reservation Management

Limit Usage Time

Room Name

Date

Time Slots

Purpose

Cancel Submit

635 - Multipurpose Teaching Room Declined

Yan Chen (Admin)

2025-03-31

19:00-19:45 19:55-20:40

test

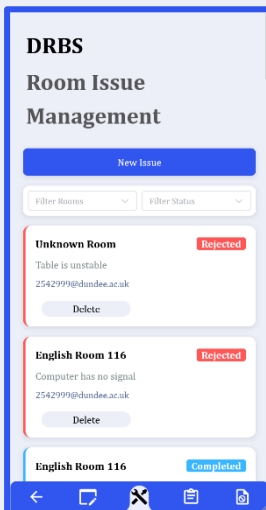
Delete

testU1Dshshhs Confirmed

Entering the **Administrator System**, you can view and manage all reservations of all people on the first interface.

By clicking "Limit usage time", you can also set a limit on the usage time for any room.

## Room Issue Management (Admin Only)



DRBS  
Room Issue Management

New Issue

Filter Rooms  Filter Status

Unknown Room Rejected

Table is unstable

2542999@dundee.ac.uk

Delete

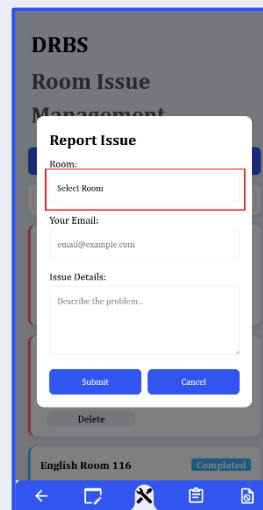
English Room 116 Rejected

Computer has no signal

2542999@dundee.ac.uk

Delete

English Room 116 Completed



DRBS  
Room Issue Management

Report Issue

Room:

Select Room

Your Email:

email@example.com

Issue Details:

Describe the problem...

Submit Cancel

Delete

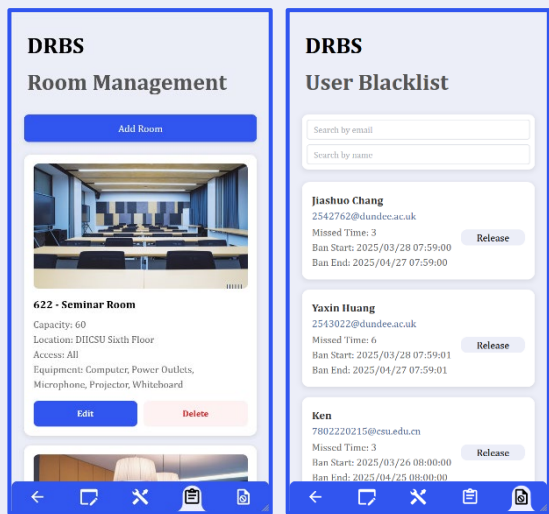
English Room 116 Completed

Here you can view all the repair requests from everyone and operate on them.

You can report the problem by clicking on "Report Issue".

You need to select a room, fill in your email address and report any problems with the room.

## Room Management & User Blacklist (Admin Only)



On the Room Management page, you can view and modify all the room information.

On the User Blacklist page, you can view all the blacklisted users, filter specific records and have the right to release them from the list ahead of time.

## Page Except for Admin



Unlike the admin who logs out from the home page interface, ordinary users need to click the exit icon at the far right of the navigation bar to log out.

And there is no rollback function here.



## Acknowledgements

We, team **Return False**, would like to express our heartfelt gratitude for the passion and effort that each of us—**Tianshuo Wang, Jiashuo Chang, Yan Chen, Qi Xiao, Yaxin Huang, Hongyun Yu, Zekun Li, and Yixi Huang**—contributed to developing the **DIICSU Room Booking System**. Working together on this project has been an incredibly inspiring and rewarding experience.

We also appreciate the valuable feedback and support from the GitHub community. For more details about our project and to follow our progress, please visit our GitHub page: <https://github.com/eddy-Wang/Intelligent-Room-Booking-System>.

Thank you for being a part of this journey with us.





