

RESOURCE BOOKING SYSTEM (RBS)



**Resource Booking
Service (RBS)**

Welcome, please sign in to continue:

 **Sign in via MIIMS**

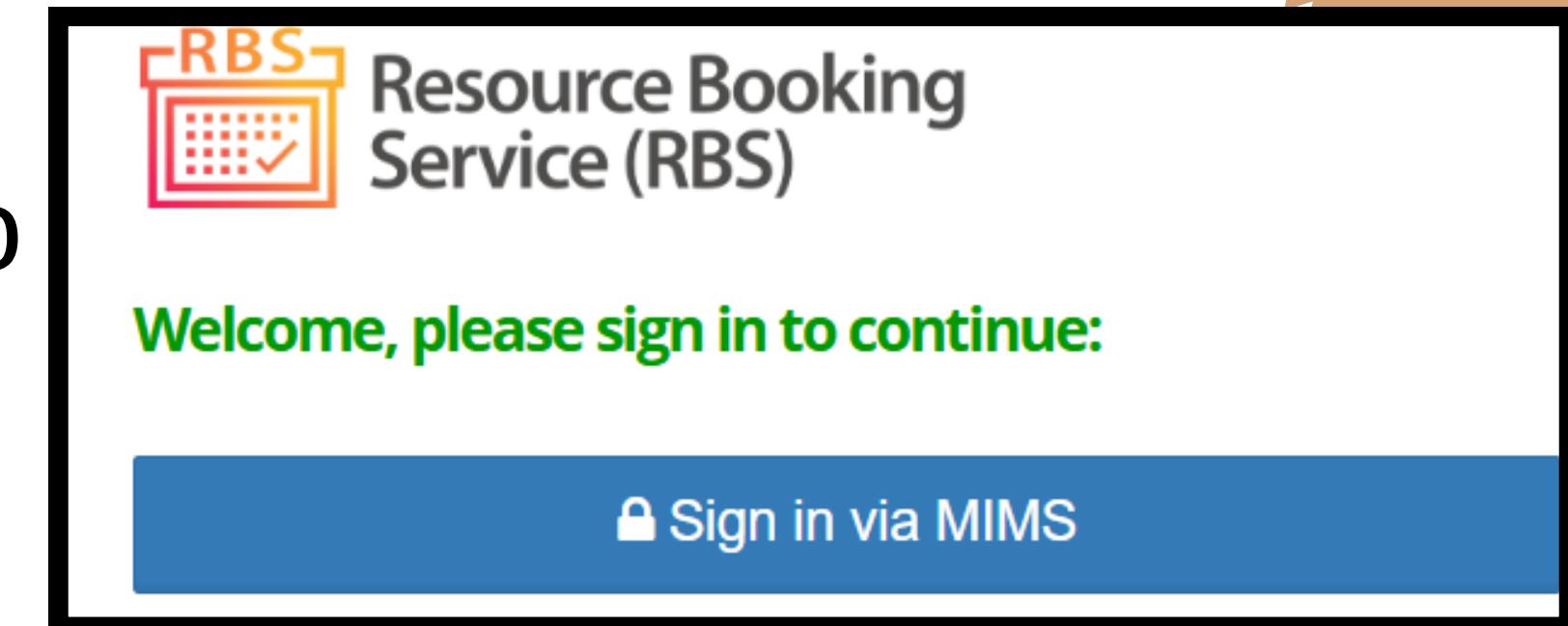
LOGGING INTO RESOURCE BOOKING SERVICE (RBS)

1. Launch your web browser and go to

<https://rbs.averotech.com>

2. Click on Sign in Via MIMS

3. Enter your MIMS Username and
Password



This screenshot shows the MIMS login form. It features two input fields: 'Username' and 'Password', both outlined in grey. Below these fields is a blue 'Sign in' button. In the bottom right corner of the form, there is a blue link labeled 'Forgot Password?'. The entire form is enclosed in a black border.

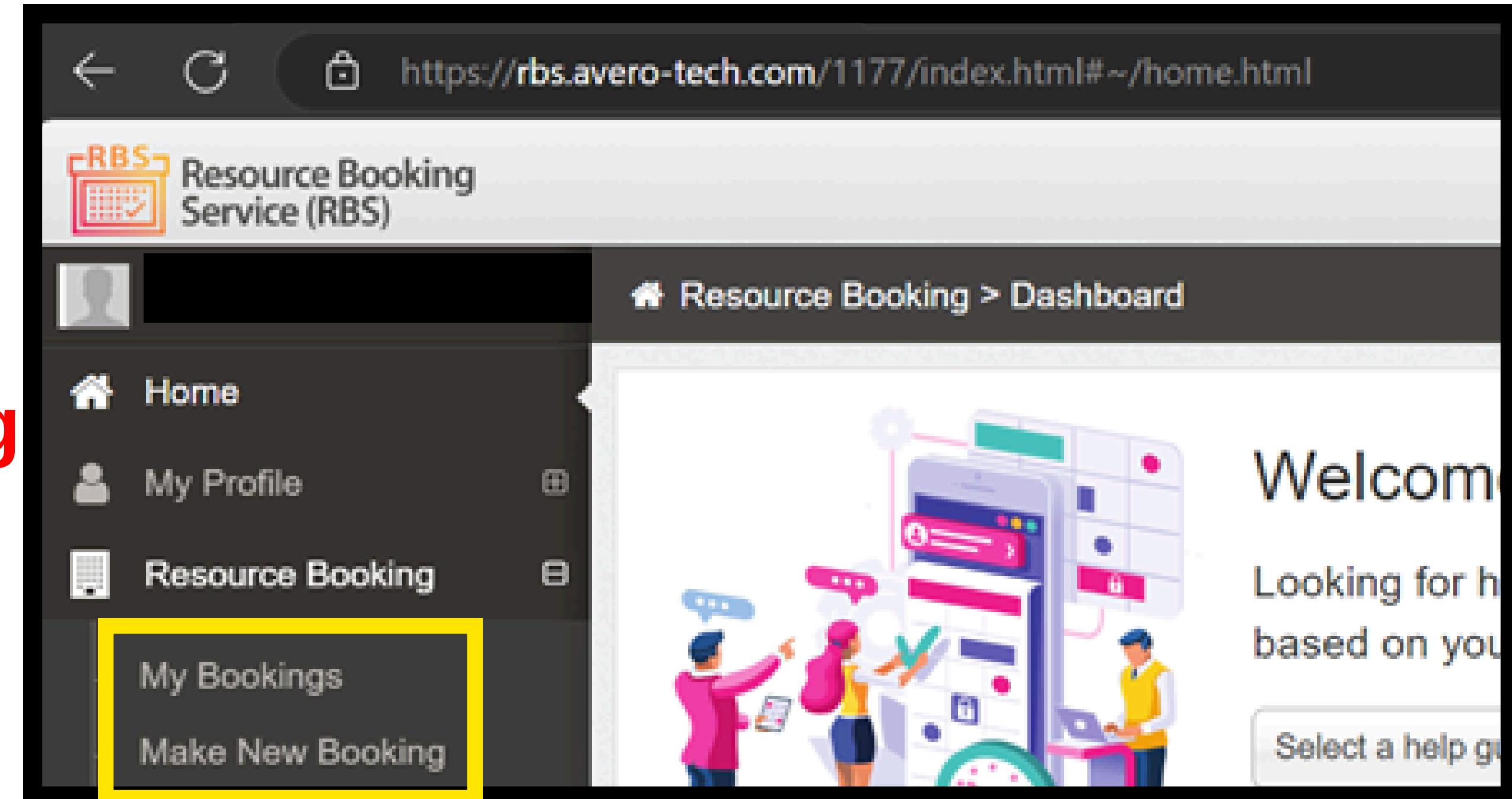
LOGGING INTO RESOURCE BOOKING SERVICE (RBS)

The screenshot shows a web browser window for the Resource Booking Service (RBS). The URL is <https://rbs.avero-tech.com/1177/index.html#/home.html>. The page title is "Resource Booking Service (RBS)". The top navigation bar includes a "Log Out" button and a menu icon. On the left, a sidebar menu lists: Home, My Profile, Resource Booking (selected), My Bookings, Make New Booking, My Resources, For My Approval, Reports, Lesson Periods, Admin Control, Fault Reporting, System Management, Rights Review, Help & Support. The main content area features a welcome message: "Welcome to Resource Booking Service (RBS)" and "Looking for help guides? Enter a keyword below or click to browse available help guides (filtered based on your roles and rights granted)". It also has a "Select a help guide..." dropdown and a "Show Me How" button. Below this are two tables: "My Bookings Today" and "My Bookings Tomorrow", both showing "No data available in table". The bottom of the screen shows a Windows taskbar with various icons and system status.

Resource Booking Service (RBS) landing page

MAKE NEW BOOKINGS

To make a new booking, click on **Make New Booking** on the left column



NEW BOOKING LANDING PAGE

New Booking Landing Page

MAKE NEW BOOKING

The screenshot shows the Avero Tech Resource Booking System interface. On the left, a sidebar lists various menu items: Home, My Profile, Resource Booking, My Bookings, Make New Booking, My Resources, For My Approval, Reports, Lesson Periods, Admin Control, Fault Reporting, System Management, Rights Review, and Help & Support. The 'Resource Booking' item is selected. The main area has two search tabs: 'Search by Date' and 'Search by Timeslots'. The 'Search by Date' tab is active, showing a date input field with '27/12/2024' highlighted with a yellow box and a red arrow pointing to it. Below the date input is a section for 'Friday, 27 December 2024' with buttons for 'Upload Bookings (By Admins)', 'Book Selected...', 'Clear Selection', 'Prev Day', and 'Next Day'. To the right of this is a note: 'Select the date that you need'. The main booking grid shows resources like 'Band Room', 'Computer Lab 1', 'Computer Lab 2', 'Computer Lab 3', 'Computer Lab 3A', and 'Conference Room'. Each resource has a row of time slots from 07:00 to 11:35 in 15-minute increments. The 'Computer Lab 1' row is highlighted with a yellow box and a red arrow pointing to the fourth time slot, which contains a green box with a checked checkbox. To the right of this is a note: 'At the row of the resource that you need eg Computer Lab 1, Click on the box of the time period that you need to book'. The URL in the browser bar is <https://rbs.averotech.com/1177/index.html#/vb.new.html>.

MAKE NEW BOOKING

Resource Booking Service (RBS) + X

https://rbs.averotech.com/1177/index.html#/vb.new.html

Home My Profile Resource Booking My Bookings Make New Booking My Resources For My Approval Reports Lesson Periods Admin Control Fault Reporting System Management Rights Review Help & Support

Search by Date
I need to book on a particular day:

27/12/2024

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
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	6	7	8	9	10	11

Search by Timeslots
I need to book for a fixed period:

From Period Till Period

Upload Bookings (By Admins) Book Selected... Clear Selection Prev Day Next Day

VENUE BOOKING

You can manually search for the dates and time slots you prefer by clicking here

Lab 1 Computer Lab 2 Computer Lab 2A Computer Lab 3 Computer Lab 3A Conference Room

MAKE NEW BOOKING

Resource Booking Service (RBS) - X

https://rbs.averotech.com/1177/index.html#~vb.new.html

Resource Booking Service (RBS)

Sim Teck Hee Jason

Home My Profile Resource Booking My Bookings Make New Booking My Resources For My Approval Reports Lesson Periods Admin Control Fault Reporting System Management Rights Review Help & Support

+ Resource Booking > New Booking

Search by Date

I need to book on a particular day:

27/12/2024

Search by Timeslots

I need to book for a fixed period:

From Period Till Period

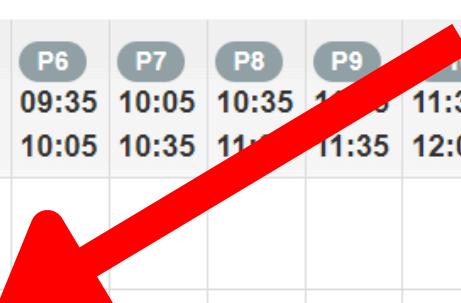
Friday, 27 December 2024

Upload Bookings (By Admins) Book Selected... Clear Selection Prev Day Next Day

Enter resource names or block to search (separate na) VENUE BOOKING

Resource	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12
Band Room	07:00	07:40	08:05	08:35	09:05	09:35	10:05	10:35	11:05	11:35	12:05	
Computer Lab 1	07:40	08:05	08:35	09:05	09:35	10:05	10:35	11:05	11:35	12:05		
Computer Lab 2												
Computer Lab 2A												
Computer Lab 3												

Locate the venue that you would like to book and the timeslot that you require.



MAKE NEW BOOKING

Resource Booking Service (RBS)

Sim Teck Hee Jason

Home My Profile Resource Booking My Bookings Make New Booking My Resources For My Approval Reports Lesson Periods Admin Control Fault Reporting System Management Rights Review Help & Support

Resource Booking > New Booking

Search by Date

I need to book on a particular day:

27/12/2024

Search by Timeslots

I need to book for a fixed period:

From Period Till Period

Upload Bookings (By Admins)

✓ Book Selected... ✖ Clear Selection ⏪ Prev Day ⏪ Next Day ⏪

As Single-Day Booking
As Recurring Booking

Friday, 27 December 2024

Enter resource names or block to search (separate na)

VENUE BOOKING

Resource	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	P15	P16	P17	P18	P19	P20	P21	P22	P23
	07:00	07:40	08:05	08:35	09:05	09:35	10:05	10:35	11:05	11:35	12:05	12:35	13:05	13:35	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
	07:40	08:05	08:35	09:05	09:35	10:05	10:35	11:05	11:35	12:05	12:35	13:05	13:35	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	
Band Room	qty	✓	✓	✓	✓																		
Computer Lab 1																							
Computer Lab 2																							
Computer Lab 2A																							
Computer Lab 3																							

Click on "book selected" to choose single or recurring booking

MAKE NEW BOOKING

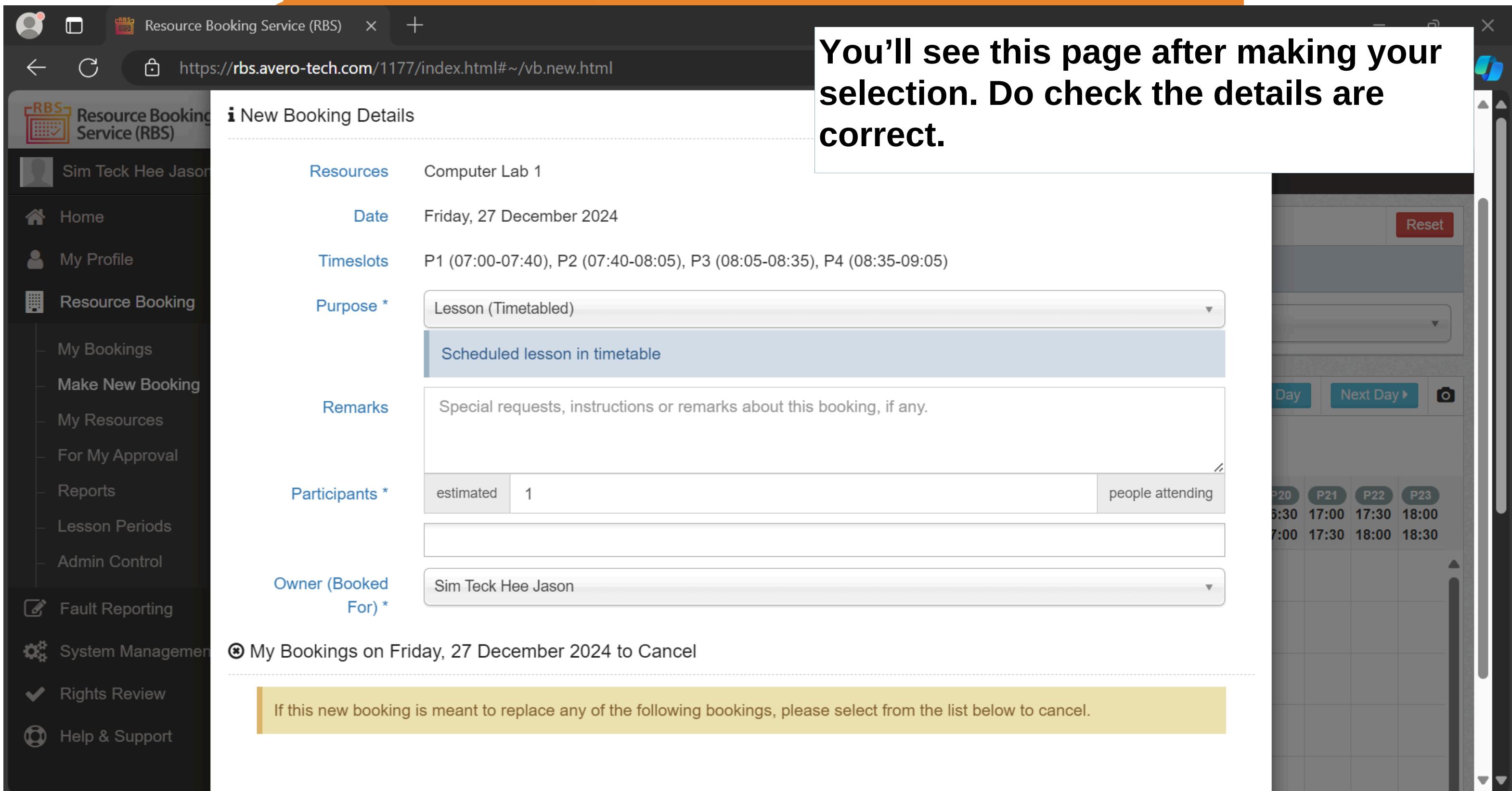
You'll see this page after making your selection. Do check the details are correct.

i New Booking Details

Resources	Computer Lab 1
Date	Friday, 27 December 2024
Timeslots	P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)
Purpose *	Lesson (Timetabled) Scheduled lesson in timetable
Remarks	Special requests, instructions or remarks about this booking, if any.
Participants *	estimated 1 people attending
Owner (Booked For) *	Sim Teck Hee Jason

⌚ My Bookings on Friday, 27 December 2024 to Cancel

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.



MAKE NEW BOOKING

Do fill in the purpose of the booking

i New Booking Details

Resources Computer Lab 1

Date Friday, 27 December 2024

Timeslots P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)

Purpose * Lesson (Timetabled)

Remarks Lesson (Ad-hoc booking)
Remedial/Supplementary Lesson (Timetabled)
Remedial/Supplementary Lesson (Ad-hoc booking)

Participants * CCA
Enrichment Programme
Meeting

Owner (Booked For) * Examination
School Event

My Bookings on Friday, 27 December 2024

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.

Reset Day Next Day

P20 P21 P22 P23
5:30 17:00 17:30 18:00
7:00 17:30 18:00 18:30

MAKE NEW BOOKING

Resource Booking Service (RBS) + New

https://rbs.averotech.com/1177/index.html#/vb.new.html

Date: Friday, 27 December 2024

Admin Control

Fault Reporting

System Management

Rights Review

Help & Support

Timeslots: P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)

Purpose *: Lesson (Timetabled)

Scheduled lesson in timetable

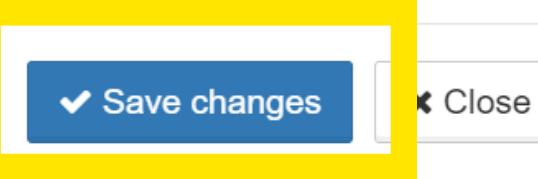
Remarks: Special requests, instructions or remarks about this booking, if any.

Participants *: estimated 1 people attending

Owner (Booked For) *: Sim Teck Hee Jason

My Bookings on Friday, 27 December 2024 to Cancel

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.

Once confirmed, click on save changes  

Save changes 

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Report Vulnerability

MAKE NEW BOOKING

The screenshot shows the RBS interface with a successful booking confirmation. A yellow box highlights the booking details: **My Confirmed Booking**, Resources: Computer Lab 1, Booked By: Sim Teck Hee Jason, Purpose: Lesson (Timetabled) (1 pax), Timeslots: P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05). Below the confirmation, a red box highlights four green person icons representing attendees. The main calendar view shows a grid of time slots from 07:00 to 18:00 on Friday, 27 December 2024.

After it has been booked successfully, you will receive an email notification and on the RBS calendar page, you can see the details of your booking when you mouse over the icon.