



Paul Y. Engineering Group Limited

Room Booking System (RBS)

User Guide

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Version	: 1.1

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1 About Room Booking System



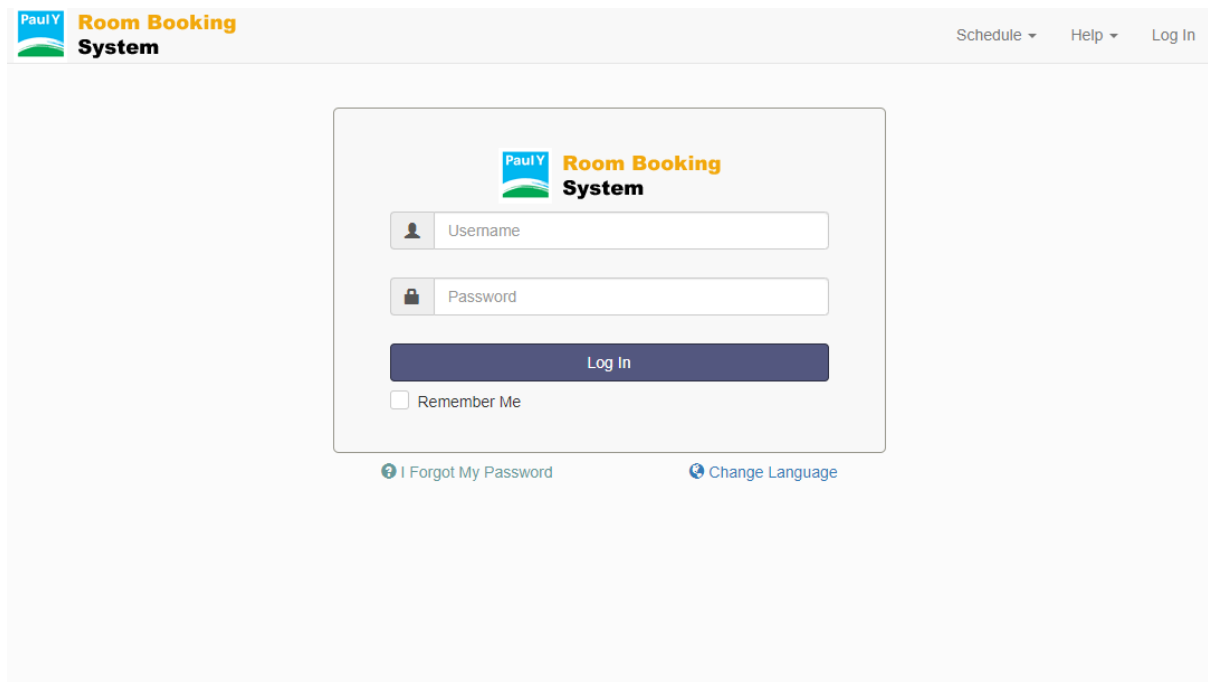
RBS is a web application system to manage, book, and track the room status. With multiple calendar views and searching tools, you can quickly find the available times for the resources they need.

To make you have a better web-experience, we recommend you to use Google Chrome or Mozilla Firefox browser to access Room Booking System

2. Functionality

2.1 Login to Room Booking System

Room Booking System has been integrated with Windows Active Directory, you can [login](#) to the system using your Windows account.



The screenshot displays the login interface for the Room Booking System. At the top left, the header includes the 'PaulY' logo and the text 'Room Booking System'. To the right of the header are links for 'Schedule', 'Help', and 'Log In'. The main login area is a light gray box containing the 'PaulY Room Booking System' logo, a 'Username' input field with a person icon, a 'Password' input field with a lock icon, a dark blue 'Log In' button, and a 'Remember Me' checkbox. Below the login box are two links: 'I Forgot My Password' and 'Change Language'.

2.2 Dashboard

All announcements, upcoming booking will be display in the dashboard. You may also check the room availability and reserve the rooms here.

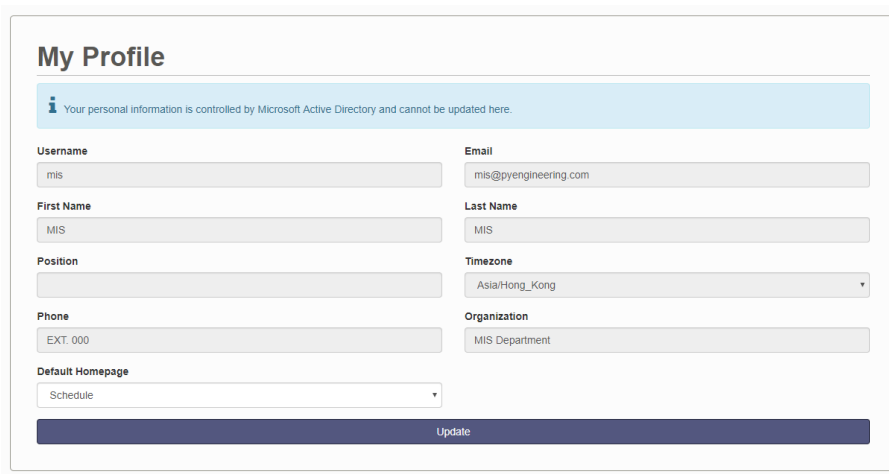
The screenshot displays the 'Room Booking System' dashboard. The top navigation bar includes 'Dashboard', 'My Account', and 'Schedule'. The main content area is divided into three sections: 'Announcements', 'Upcoming Reservations', and 'Resource Availability'. The 'Resource Availability' section is expanded, showing a list of rooms categorized as 'Available' and 'Unavailable'. Each room entry includes its name, location, and a 'Reserve' button. The 'Available' section lists rooms like '11F - Function Room' and '11F - Multi-purpose Room'. The 'Unavailable' section lists rooms like '11F - Room 1110' and '12F - Room 1261'. The 'Unavailable All Day' section lists rooms like '12F - Room 1209' and '16F - Room 1605'.

Room Name	Availability Status	Availability Details	Action
11F - Function Room	Available	Available Until Wednesday, 15/05/2019 11:00	Reserve
11F - Multi-purpose Room	Available	Available Until Friday, 10/05/2019 16:30	Reserve
11F - Room 1108	Available	Available Until Friday, 10/05/2019 10:00	Reserve
11F - Room 1129	Available	Available Until Saturday, 11/05/2019 09:30	Reserve
15F - Room 1514	Available	Available Until Tuesday, 21/05/2019 15:30	Reserve
16F - Room 1607	Available	Available Until Friday, 10/05/2019 10:00	Reserve
17F - Room 1713 (MGT)	Available	Available Until Thursday, 09/05/2019 16:30	Reserve
20F - Room 2017 (BIM)	Available	There are no upcoming reservations in next 30 days	Reserve
11F - Room 1110	Unavailable	Available Beginning At Thursday, 09/05/2019 16:00	Reserve
11F - Room 1127	Unavailable	Available Beginning At Thursday, 09/05/2019 17:30	Reserve
12F - Room 1261	Unavailable	Available Beginning At Thursday, 09/05/2019 16:00	Reserve
12F - Room 1262	Unavailable	Available Beginning At Thursday, 09/05/2019 17:00	Reserve
17F - Room 1731	Unavailable	Available Beginning At Thursday, 09/05/2019 17:30	Reserve
12F - Room 1209	Unavailable All Day	Available At Sunday, 12/05/2019 21:00	Reserve
16F - Room 1605	Unavailable All Day	Available At Sunday, 12/05/2019 21:00	Reserve
20F - Room 2013	Unavailable All Day	Available At Sunday, 12/05/2019 21:00	Reserve

2.3 Check your Profile and Change Default Homepage

System will retrieve the personal information from Microsoft Active Directory automatically, you may check their information in “Menu” → “My Account” → “Profile” page.

The personal information will be auto-filled into the reservation form when the you create a new booking.



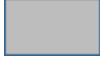

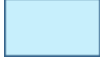




The screenshot displays the 'My Profile' page. At the top, there is a light blue banner with an information icon and the text: 'Your personal information is controlled by Microsoft Active Directory and cannot be updated here.' Below this, the profile information is organized into two columns. The left column includes fields for Username (filled with 'mis'), First Name (filled with 'MIS'), Position (empty), Phone (with a sub-field 'EXT. 000' filled with '000'), and Default Homepage (a dropdown menu currently showing 'Schedule'). The right column includes fields for Email (filled with 'mis@pyengineering.com'), Last Name (filled with 'MIS'), Timezone (a dropdown menu currently showing 'Asia/Hong_Kong'), and Organization (filled with 'MIS Department'). At the bottom center of the form is a dark blue button labeled 'Update'.

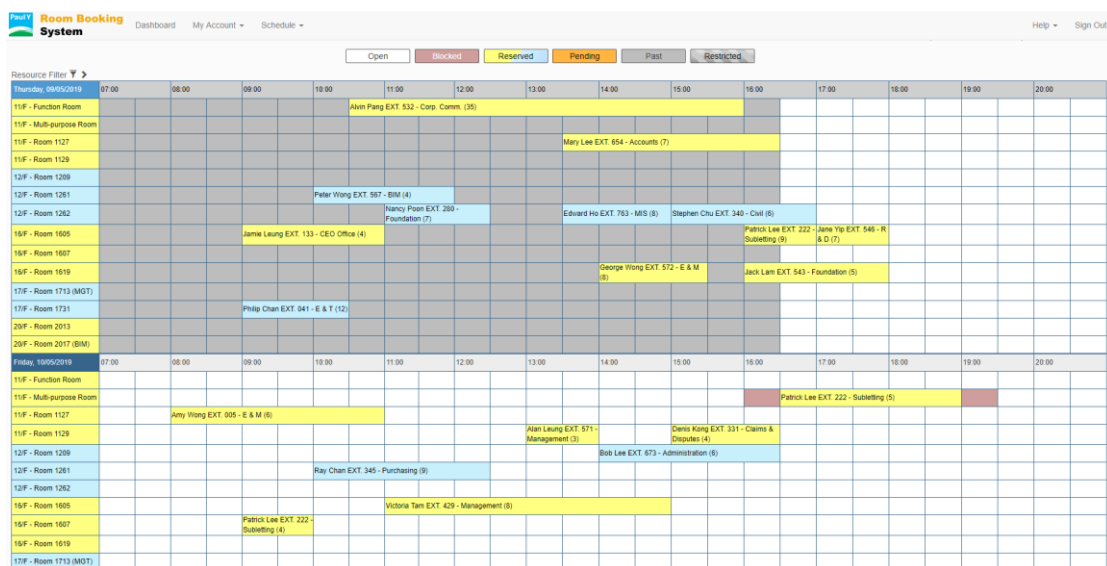
Please note that all the personal information, username and password will be managed by Active Directory, and therefore these information cannot be updated in Room Booking System.

2.4 Create booking

There are 6 types of booking label in the system, and all the reserved bookings will be colored in light yellow or light blue. The details of booking labels are listed as below:

Label	Color	Status	Remarks
Open		Available for booking	
Blocked		Not available for booking.	
Past		Not available for booking.	
Restricted		Not available for booking.	No access right to create the bookings for these rooms. The access right will be managed by System Administrator
Reserved	 or 	Not available for booking.	
Pending		Not available for booking.	Required for Admin department approval

- To create a booking, please click on an open timeslot or find the available timeslots by using “Find A time” (Please refer to [section 2.9](#)).



- Input the booking date time, booking purpose and the other mandatory fields. The contact name, email address and contact number will be filled automatically. All the mandatory fields will be marked with a Red Star.

Room Booking System Dashboard My Account Schedule Help Sign Out

Reservations must be made at least 24 hours prior to start time. For urgent booking, please contact Reception / Admin Department for assistance.

New Reservation

MIS Test (mis@pyengineering.com) [Change](#)

[View Availability](#) [Cancel](#) [Create](#)

Begin: 24/05/2019 09:30 End: 24/05/2019 12:30
0 days 3 hours 0 minutes

Repeat: Does Not Repeat

Resources: [Change](#) 11/F - Function Room

Contact Person: MIS Test

Contact Person's Email: mis@pyengineering.com

Contact Number / Extension: EXT 000

Department: MIS

Booking Purpose: Internal Meeting

Other Booking Purpose: --

No. of Participants: 8

PY Representative: Testing

External Parties: --

Topic / Theme: --

Drink Service: Water Qty: 8

Need MIS Support?: No

MIS Support Remarks: --

Seating Plan: S1 [View Seating Plan](#)

Category: Type B [View Category Description](#)

Remarks: Testing

#	Field	Input Type	Optional	Remarks
1.	Begin Date Time	Dropdown List	Mandatory	
2.	End Date Time	Dropdown List	Mandatory	
3.	Repeat	Dropdown List	Optional	
4.	Resource	Dropdown List	Mandatory	
5.	Contact Person	Text	Mandatory	
6.	Contact Email	Text	Mandatory	Please see Note 1
7.	Contact Number / Ext	Text	Mandatory	
8.	Department	Dropdown List	Optional	
9.	Booking Purpose	Dropdown List	Mandatory	
10.	Other Booking Purpose	Text	Mandatory when Booking Purpose is "Others"	

11.	No. Of Participants	Number (1 – 999)	Mandatory	
12.	PY Representative	Text	Mandatory when Booking Purpose is “ Internal Meeting ”, “ External Meeting ”, “ Workshop ”, “ Training ”, “ Event ” and “ Others ”	Please see Note 2 & Note 3
13.	External Parties	Text	Mandatory when Booking Purpose is “ External Meeting ”, “ Workshop ”, “ Training ”, “ Event ” and “ Others ”	Please see Note 2 & Note 3
14.	Topic / Theme	Text	Mandatory when Booking Purpose is “ Workshop ”, “ Training ”, “ Event ” and “ Others ”	Please see Note 2 & Note 3
15.	Drink Service	Dropdown List	Optional	
16.	Drink Qty	Number (1 – 999)	Mandatory when Drink service is selected	
17.	Need MIS Support?	Yes / No	Optional	
18.	MIS Support Remarks	Text	Mandatory when Need MIS Support is selected “Yes”	
19.	Seating Plan	Dropdown List	Optional, only available for the booking at 11/F Function Room and 11/F Multi-purpose Room	

20.	Category	Type A / Type B	Mandatory , only available for the booking at 11/F Function Room	Please see Note 4
21.	Remarks	Text	Optional	

Note 1: Multiple contact person email address is also allowed, please separate the email address by semicolon (;)

Note 2: Please mark “N/A” if it is not applicable

Note 3: Multiple name is also allowed, please separate the name by semicolon (;)

Note 4: Type A: Premium Booking, Type B: General Meeting

If the booking is a Type A (Premium) booking, the following fields are required to be filled:

Welcome Carpet	Welcome Board
No	No
Table Name Plate	No. Of Plate
No	--
Need Admin Dept Support ?	Admin Dept Support Remarks
No	--
Photography Service	Pick up Service
No	No
Corporate Video/ PPT	Office Tour
No	No
Décor Arrangement	Dining Arrangement
No	No
	Snacks
	No

#	Field	Input Type	Optional	Remarks
1.	Welcome Carpet	Yes / No	Mandatory	-
2.	Welcome Board	Yes / No	Mandatory	
3.	Table Name Plate	Yes / No	Mandatory	
4.	No. of Name Plate	Text	Mandatory when Table Name Plate is selected "Yes"	
5.	Need Admin Support?	Yes / No	Mandatory	
6.	Admin Support Remarks	Text	Mandatory when Need Admin Support is selected "Yes"	
7.	Photography Service	Dropdown List	Mandatory	
8.	Pick up Service	Yes / No	Mandatory	
9.	Corporate Video/ PPT	Dropdown List	Mandatory	
10.	Office Tour	Yes / No	Mandatory	
11.	Décor Arrangement	Dropdown List	Mandatory	
12.	Dining Arrangement	Dropdown List	Mandatory	
13.	Snacks	Dropdown List	Mandatory	

3. Click “Create” to confirm your booking.
4. If there is any conflict, an error message will be prompted



5. A confirmation mail will be sent to contact person’s mail box.

Dear MIS Test,

Your booking is confirmed.

Room:	11/F - Function Room
Date / Time:	2019-05-24 09:30 - 12:30
Contact Person:	MIS Test (EXT. 000)
Booking Purpose:	Internal Meeting
No. of Participants:	8
Paul Y. Representative:	Testing
Drinks Service:	-
MIS Support:	No
Remarks:	Testing

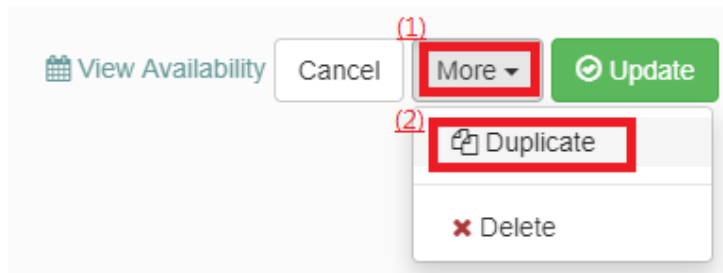
Thanks and Regards,
Room Booking System

**This is a system generated email, please do not reply to this email.

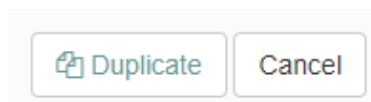
2.5 Duplicate booking

You can create a new booking by copying your previous booking.

1. Select the booking that you want to copy (Please see Note 5)
2. If it is an editable booking, click on the button “More” → “Duplicate”



3. If it is a view-only booking, click on the “Duplicate” button.



4. Update the booking information

Note 5: You can only copy your own bookings.

2.6 Repeat booking

1. Create a new booking
2. As the booking date will be generated based on the repeat option, then you just need to change the begin time and end time.
3. Select the Repeat Option

The screenshot shows the 'Room Booking System' interface for editing a reservation. The 'Repeat' dropdown menu is highlighted with a red box, showing options: 'Repeat' (selected), 'Does Not Repeat', and 'More...'. The form includes fields for Begin/End times, Resources (12F - Room 1262), Contact Person, Booking Purpose, and other details.

There are 4 types of repeat option:

- Daily
- Weekly
- Monthly
- Yearly

4. Select the repeat ending date
5. Click “Create” to confirm your booking.

6. A confirmation mail (all repeated date will be listed in the email) will be sent to contact person's mail box.

Dear MIS Test,

Your booking is confirmed.

Room:	12/F - Room 1262
Date / Time:	2019-05-27 14:00 - 16:00 This booking will repeat on : 2019-05-29 2019-05-31 2019-06-12 2019-06-14 2019-06-26
Contact Person:	MIS Test (EXT. 000)
Booking Purpose:	Internal Meeting
No. of Participants:	3
Paul Y. Representative:	Testing
Drinks Service:	Water (3)
MIS Support:	No
Remarks:	

Thanks and Regards,
Room Booking System

**This is a system generated email, please do not reply to this email.

2.7 Delete booking

1. To delete a booking, select the booking that you want to delete.
2. Then click on the button “More” → “Delete”

3. A confirmation dialog will be prompted, click “Delete” button to cancel this booking.

4. A notification email will be sent to contact person mail box after the deletion.

Dear MIS Test,

Your booking was cancelled.

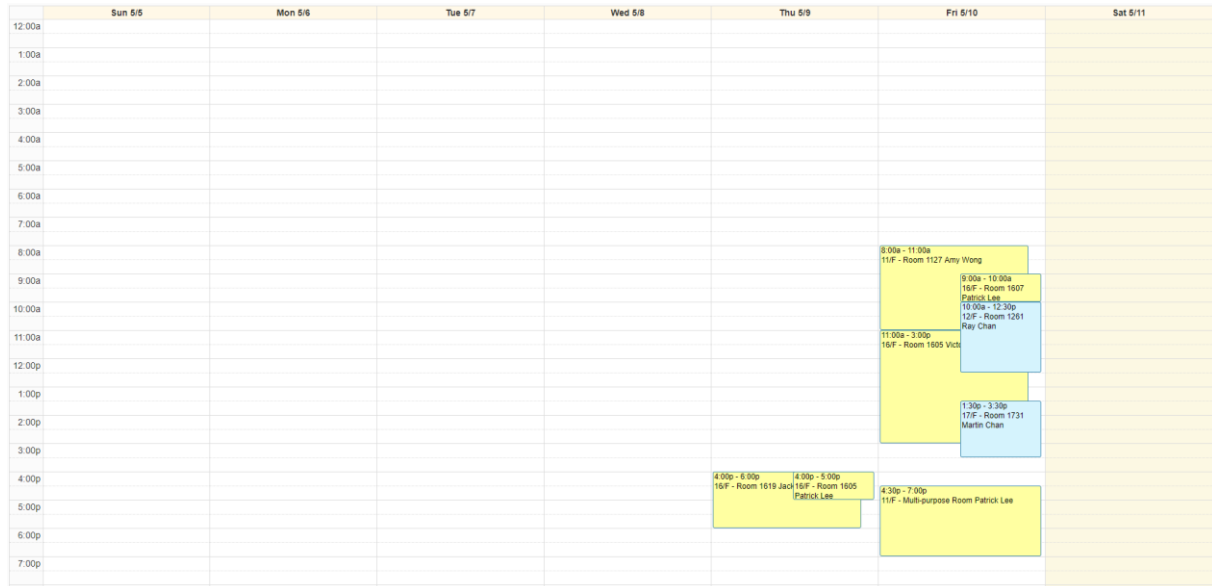
Room:	11/F - Function Room
Date / Time:	2019-05-24 09:30 - 12:30
Contact Person:	MIS Test (EXT. 000)
Booking Purpose:	Internal Meeting
No. of Participants:	8
Cancel Reason:	Testing

Thanks and Regards,
Room Booking System

**This is a system generated email, please do not reply to this email.

2.8 Check your Booking

To check your own booking, please go to “Schedule” → “My Calendar”



Besides checking your bookings in a calendar view, you can also search the bookings by the following criteria.

To use the search function, please go to “Schedule” → “Search Reservations”

Room Booking System

Dashboard My Account Schedule

Help Sign Out

MIS Test (mistest@pyengineering.com)

Resources

Schedules

Contact Person

Remarks

Reference Number

Today 09 May Tomorrow 10 May This Week

Date Range 06/05/2019 - 10/05/2019

Search Reservations

User	Resource	Contact Person	Remarks	Begin	End	Duration	Reference Number	Created	Last Modified
MIS Test	16/F - Room 1619	Jack Lam		9/5/19 16:00	9/5/19 18:00	2 hours	5cd3e4b1c1a3d281390331	9/5/19 16:28	
MIS Test	16/F - Room 1605	Patrick Lee		9/5/19 16:00	9/5/19 17:00	1 hours	5cd3e4d9e9a3212911394	9/5/19 16:29	9/5/19 16:29

2.9 Find A Time

You can find an available timeslot for booking by using this function.

1. Go to “Schedule” → “Find A Time”
2. Find the available timeslots by the booking time or rooms
3. If any equipment are required, please click “More Option” and tick the checkboxes

Room Booking System Dashboard My Account Schedule Help Sign Out

☐ Any Resource

0 Hours 30 Minutes 14:00 - 16:00 ?

Today 15 May Tomorrow 16 May This Week Date Range Begin End

Repeat Does Not Repeat

More Options

Minimum Capacity

TV / Projector ☒

Video Conference ☐

Resource Type

Teleconference ☐

Find A Time

11/F - Room 1108 15/05/2019 14:00 - 16:00	11/F - Room 1110 15/05/2019 14:00 - 16:00	11/F - Room 1129 15/05/2019 14:00 - 16:00
12/F - Room 1261 15/05/2019 14:00 - 16:00		

3. Private Booking Information

As there are several fields required for input and some of the information should not be disclosed to public.

To protect your critical data, system will only display the following information to public (can be viewed by all users):

- Booking Date & Time
- Room Name
- Contact Person
- Contact Email
- Contact Number / Ext.
- Booking Department
- Booking Purpose
- No. Of Participants

User MIS Test (mistest@pyengineering.com)

Begin 22/05/2019 11:00
End 22/05/2019 14:00
0 days 3 hours 0 minutes

Resources 11/F - Function Room
Contact Person Test MIS

Contact Person's Email	Contact Number / Extension	Department
mistest@pyengineering.com	EXT. 000	

No. of Participants
6

Cancel

For the others critical information (e.g. Booking Topic, Guest Name and Remarks), these information can only be viewed by the booking owner and system administrator.