

Guide on how to book Library Group Study Room

1. Log in from the link at the top right-hand corner to book a Group Study Room

Library Group Study Room Booking
You are not signed in [Log In](#)

HQ Library Group Study Rooms (Block B, Level 1)

◀ 15/12/2014 - 20/12/2014 ▶ [\(Show Full Week\)](#)

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

Resource Filter
Clear Filter
- All -
Advanced Filter
Minimum Capacity
Resource Type
- All -
Filter

Monday, 15/12/2014	12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Group Study Room 1	Repainting																
Group Study Room 2				Booked	Booked	Booked	Booked										
Group Study Room 3				Booked			Booked		Booked		Booked						
Group Study Room 4	Repainting																
Group Study Room 5	Repainting																
Group Study Room 6				Booked		Booked		Booked									
Tuesday, 16/12/2014	12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Group Study Room 1	Repainting																
Group Study Room 2							Booked										
Group Study Room 3																	
Group Study Room 4	Repainting																
Group Study Room 5	Repainting																
Group Study Room 6								Booked	Booked	Booked							
Wednesday, 17/12/2014	12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM
Group Study Room 1	Repainting																
Group Study Room 2						Booked											

2. Enter your SIM ID/SUSS PI No. and date of birth (in DDMMYYYY format) to proceed

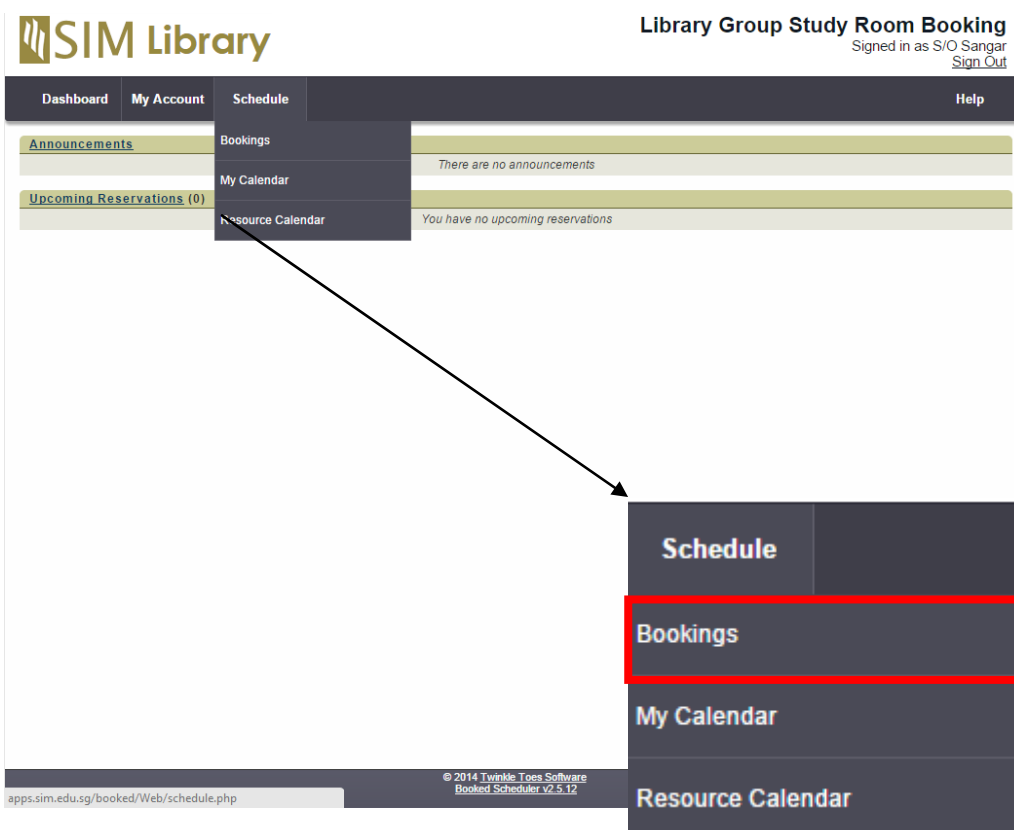


Login ID
Enter your SIM ID / SUSS PI No.

Password
Date of Birth e.g. DDMMYYYY

Remember Me

3. Under 'Schedule', select 'Bookings' to view/book a Group Study Room



4. To select the timeslots, highlight on the box. A maximum of 2 hours per person per day is allowed

Reservable	Unreservable	Reserved	My Reservation	Participant	Pending	Past	Restricted											
Monday, 15/12/2014																		
	12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	
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Group Study Room 4	Repainting																	
Group Study Room 5	Repainting																	
Group Study Room 6										Booked	Booked				Booked		Booked	
Thursday, 18/12/2014																		
Group Study Room 1	Repainting																	

5. Check on 'Send Reminder' and select the number of minutes to be reminded of the room bookings via email, and click 'Create'.

SIM Library Library Group Study Room Booking
Signed in as S/O Sangar [Sign Out](#)

Dashboard My Account Schedule Help

Create Cancel

Create a new reservation

S/O Sangar Nimal Prabu (nimalprabu001@unisim.edu.sg)
Resources to be reserved
[Group Study Room 3](#) [More Resources](#)

Begin 16/12/2014 2:00 PM
End 16/12/2014 4:00 PM
Reservation Length 0 days, 2 hours
Title of reservation
Description of reservation

Send Reminder 15 minutes before the start time 15 minutes before the end time

Create Cancel

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Booked Scheduler v2.5.12

6. The confirmation of your room booking will be displayed. Click 'Close' to continue.

The screenshot displays the SIM Library Group Study Room Booking interface. At the top, the SIM Library logo is on the left, and the page title "Library Group Study Room Booking" is on the right, with "Signed in as S/O Sangar" and a "Sign Out" link below it. A navigation bar contains "Dashboard", "My Account", "Schedule", and "Help". The main content area shows a "Create a new" form on the left with fields for "S/O Sangar Nirm", "Resources to be", "Group Study Room", "Begin" (16/12/20), "End" (16/12/20), "Reservation Length", "Title of reservation", "Description of reservation", and "Send Reminder". A central white modal box displays a green checkmark and the message: "Your reservation was successfully created! Your reference number is 548e5a84d8a1f147557226 16/12/2014 Resources: Group Study Room 3". A "Close" button is at the bottom of the modal. "Create" and "Cancel" buttons are visible in the top right and bottom right corners of the main form area. The footer contains the copyright notice: "© 2014 Twinkl Toes Software Booked Scheduler V2.5.12".

7. Your room booking will be displayed along with your name.

		12:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	
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Group Study Room 2								Booked			Booked								
Group Study Room 3																			
Group Study Room 4		Repainting																	

- All -

► All

Advanced Filter

Minimum Capacity

Resource Type

- All -

Filter

S/O Sangar Nirmal Prabu
 16/12/2014 2:00 PM - 16/12/2014 4:00 PM
 (no title)
 Resources (1): Group Study Room 3
 Participants (0):
 (no description)