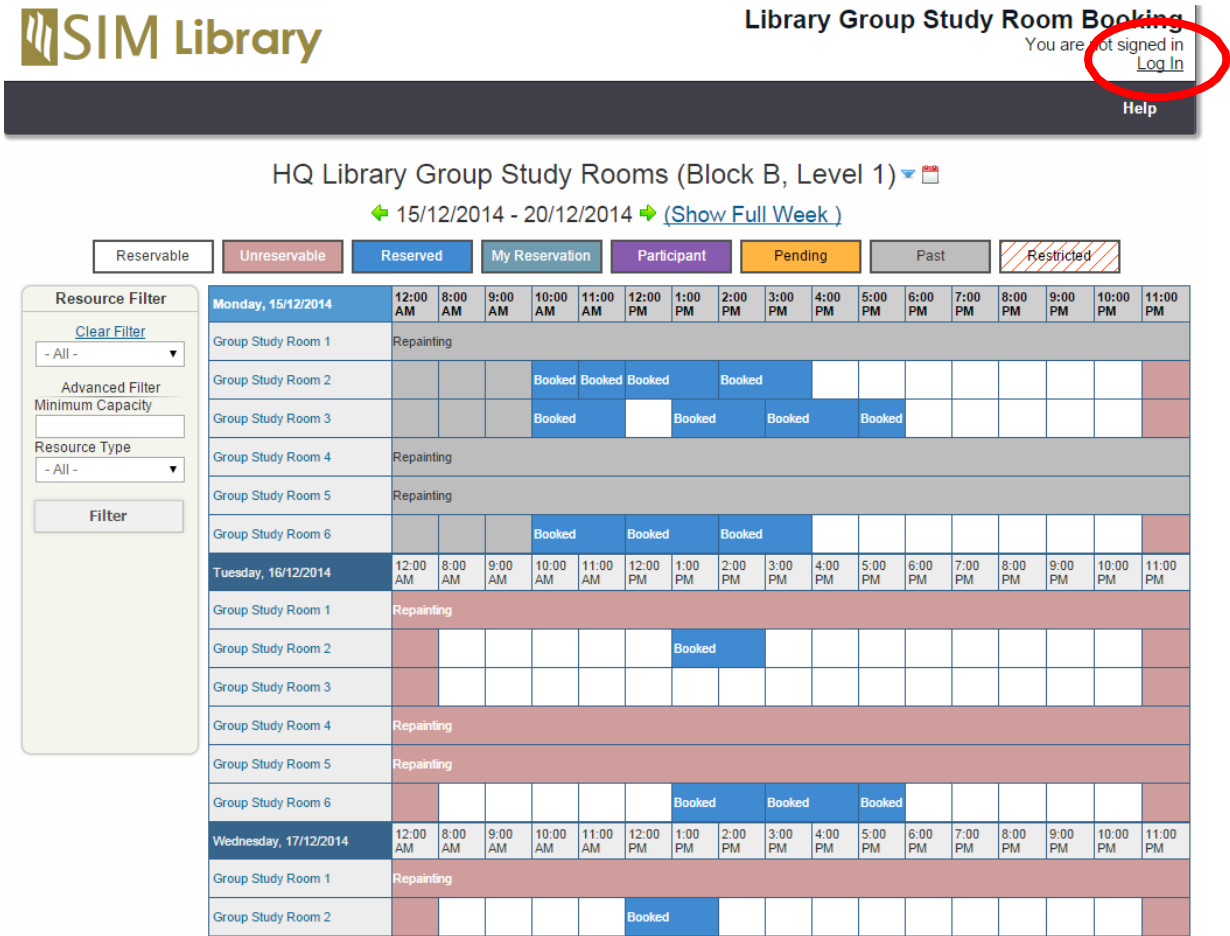



# Guide on how to book Library Group Study Room

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

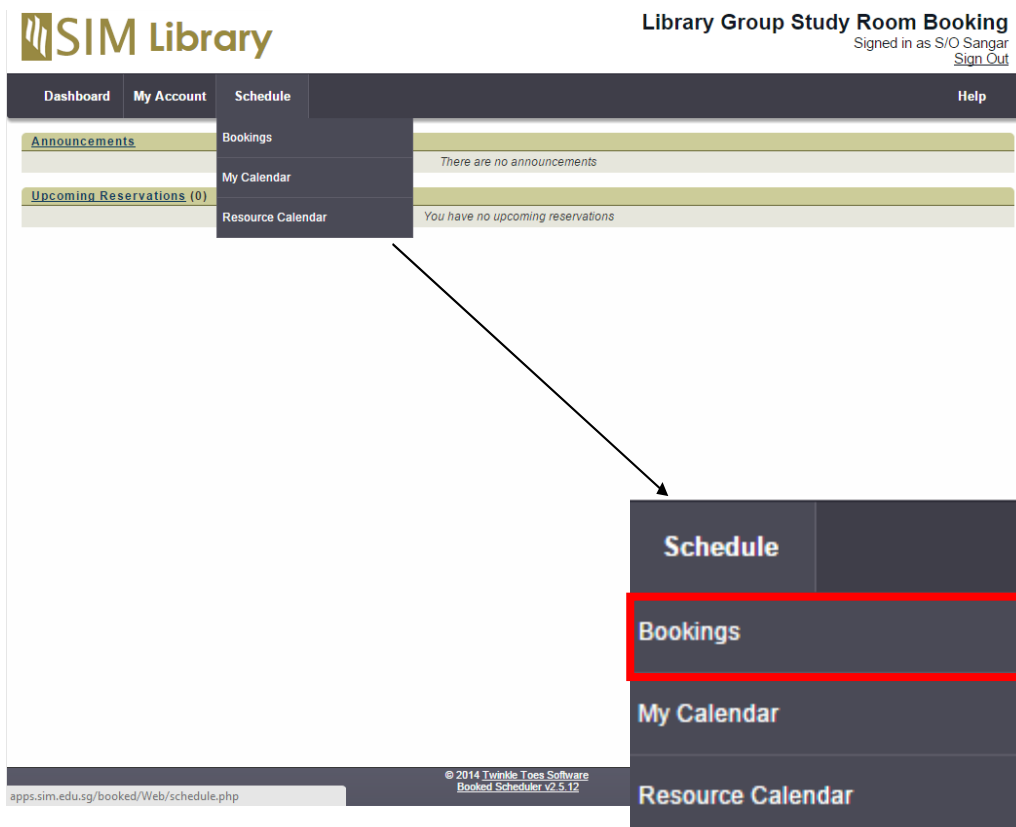


Login ID

Password

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											
<b>Resource Filter</b>																		
<a href="#">Clear Filter</a>																		
- All -																		
▶ All																		
Advanced Filter																		
Minimum Capacity																		
Resource Type																		
- All -																		
<input type="button" value="Filter"/>																		
<b>Monday, 15/12/2014</b>																		
	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																	
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Group Study Room 6				Booked		Booked		Booked										
<b>Tuesday, 16/12/2014</b>																		
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Group Study Room 3							Booked		Booked		Booked							
Group Study Room 4	Repainting																	
Group Study Room 5	Repainting																	
Group Study Room 6									Booked	Booked			Booked		Booked			
<b>Thursday, 18/12/2014</b>																		
	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																	

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](#)

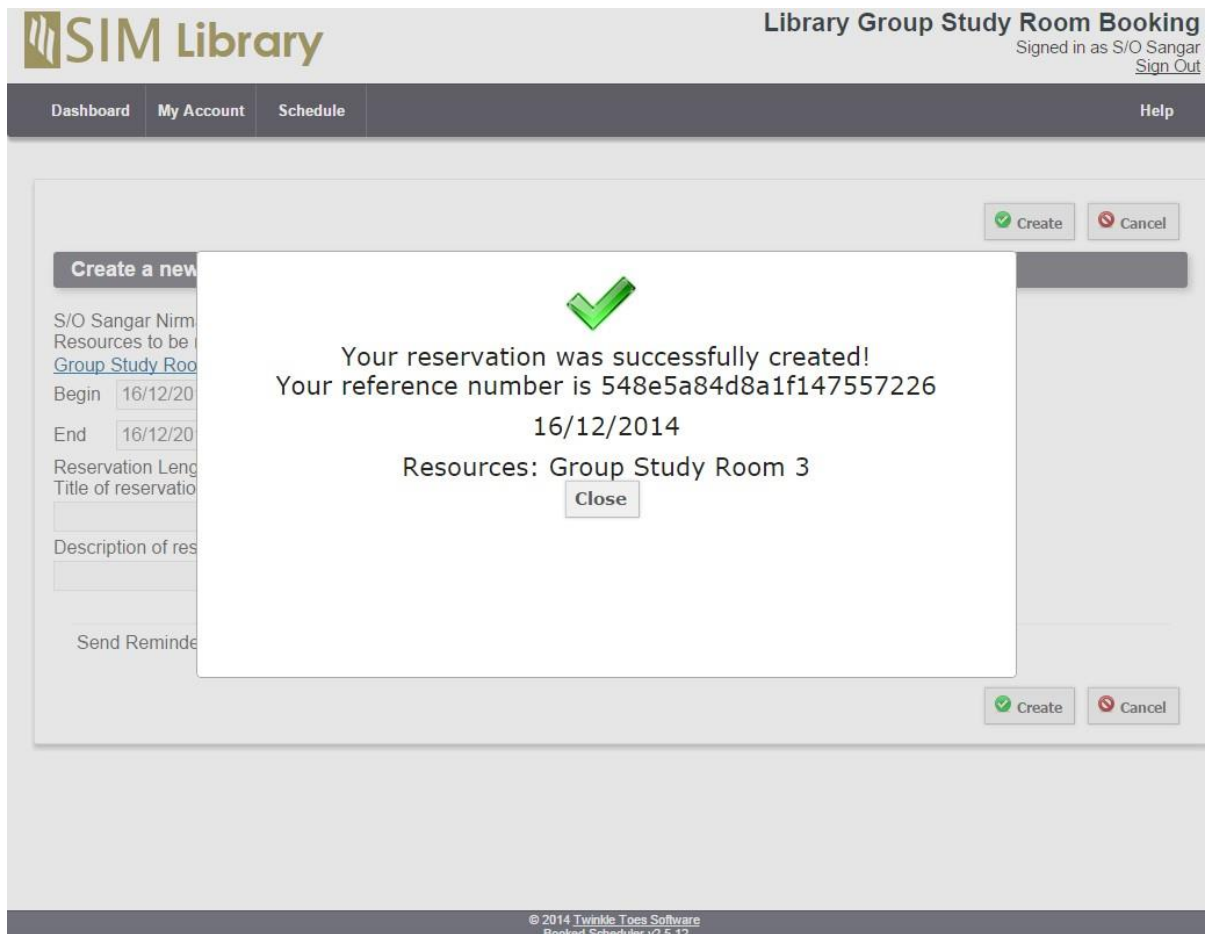
Begin 16/12/2014 2:00 PM  
End 16/12/2014 4:00 PM  
Reservation Length 0 days, 2 hours  
Title of reservation  
Description of reservation

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

Create Cancel

© 2014 Twinkle Toes Software  
Booked Scheduler v2.5.12

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



The screenshot shows the SIM Library Group Study Room Booking interface. At the top, the SIM Library logo is on the left, and the text "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 features a "Create a new" button and a form with fields for "S/O Sangar Nirm", "Resources to be", "Group Study Room", "Begin" (16/12/20), "End" (16/12/20), "Reservation Leng", "Title of reservatio", "Description of res", and "Send Reminde". A central confirmation message is displayed: "Your reservation was successfully created!" with a green checkmark icon, "Your reference number is 548e5a84d8a1f147557226", "16/12/2014", and "Resources: Group Study Room 3". A "Close" button is positioned below the message. "Create" and "Cancel" buttons are visible in the top right and bottom right corners of the main area. At the bottom of the page, the copyright notice "© 2014 Twinkl Toes Software" and "Booked Scheduler V2.5.12" is displayed.

## 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 1		Repainting																	
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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)