

# 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

**SIM Library** Library Group Study Room Booking

You are not signed in [Log In](#)

Help

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  | 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 NRIC and date of birth (in DDMMYYYY format) to proceed

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   |          |                |             |          |          |            |         |         |         |         |         |         |         |         |          |          |
| 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  |         |         |         |         |         |         |         |          |          |
| <b>Tuesday, 16/12/2014</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   |          |                |             |          |          |            |         |         |         |         |         |         |         |         |          |          |
| 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  |         |         |         |         |          |          |
| <b>Wednesday, 17/12/2014</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   |          |                |             |          |          |            |         |         |         |         |         |         |         |         |          |          |
| Group Study Room 2                    |              |          |                |             |          | Booked   |            |         |         |         |         |         |         |         |         |          |          |
| 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 Nirmal Prabu (nirmalprabu001@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 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 dialog box is displayed, containing a green checkmark icon and the text: 'Your reservation was successfully created! Your reference number is 548e5a84d8a1f147557226 16/12/2014 Resources: Group Study Room 3'. A 'Close' button is located at the bottom of the dialog box. 'Create' and 'Cancel' buttons are visible at the top and bottom right of the main form area. At the bottom of the page, the copyright notice reads: '© 2014 Twinkle 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 |  |
|-----------------------|--|------------|---------|---------|----------|----------|----------|-------------------------|---|---------|---------|---------|---------|---------|----------|----------|----------|----------|--|
| 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                 | S/O Sangar Nirmal Prabu<br>16/12/2014 2:00 PM - 16/12/2014 4:00 PM<br>(no title)<br>Resources (1): Group Study Room 3<br>Participants (0):<br>Participants (0):<br>(no description) |         |         |         | 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    |  |            |         |         |          |          |          | S/O Sangar Nirmal Prabu |   |         |         |         |         |         |          |          |          |          |  |
| 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 |  |
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| Group Study Room 2    |  |            |         |         |          |          | Booked   |                         |   |         |         |         |         |         |          |          |          |          |  |
| 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  |          |          |          |          |  |
| Thursday, 18/12/2014  |  | 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  |         |         |         |         |          |          |          |          |  |
| Group Study Room 3    |  |            |         |         |          |          |          |                         |   |         |         |         |         |         |          |          |          |          |  |
| Group Study Room 4    |  | Repainting |         |         |          |          |          |                         |   |         |         |         |         |         |          |          |          |          |  |