

## **CPCE Facilities iBooking System**

### **Booking Rules and Guidelines to Reservation of Consultation Rooms at the Co-working Space**

**(12/F, South Tower, PolyU West Kowloon Campus)**

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## **Booking Rules**

1. The Consultation Rooms are for counseling and consultation only.
2. Students are not allowed to use the Consultation Rooms unless accompanied by staff.
3. The Opening Hours of the Consultation Rooms are:

Monday – Saturday:	8:15 am – 10:45 pm
Sunday	9:15 am – 6:45 pm
Public Holidays	Closed

4. The duration of each session is 30 mins. Please reserve the session precisely for counseling and consultation.
5. Each user can book a Consultation Room for a maximum of 6 hours (12 sessions) per day.
6. All Consultation Rooms are available on a first-come, first-served basis, and can be reserved up to 3 days in advance or on the spot using the CPCE Facilities iBooking System: <https://mbs.cpce-polyu.edu.hk/ibooking/>.
7. Do not leave your personal belongings unattended and occupy the seat. Personal belongings should be kept inside your locker or workstation.
8. A reborn software is installed in all the desktop computers in the Consultation Rooms. Please be reminded to save your working files in your portable device or upload them to your Cloud space before switching off the computers. If you need IT support, please contact ITU Hotline (WK) at extension 0819.
9. Always keep the Consultation Rooms clean and tidy. No eating or drinking (except water) should be allowed in the Consultation Rooms. Please enjoy your meals in the Staff Common Area at the pantry.

# Make a Booking

1. To start reserving a Consultation Room, input <https://mbs.cpce-polyu.edu.hk/ibooking/> in a browser, or scan the following QR Code



2. You will be directed to the CPCE Facilities iBooking System below. Click Login.




- Home
- Booking Status
- New Booking
- Guidelines
- Regulations

## CPCE Facilities iBooking System


Welcome to CPCE Facilities iBooking System for reserving the following facilities:

CPCE Libraries	Sports Facilities	Music Room
<ul style="list-style-type: none"> <li>Library Group Study Rooms</li> <li>Library Group Study Corners</li> </ul>	<ul style="list-style-type: none"> <li>Multi-Propose Halls</li> <li>Rehearsal Rooms</li> <li>Fitness Centre (PolyU West Kowloon Campus)</li> </ul>	<ul style="list-style-type: none"> <li>Music Room</li> </ul>
<a href="#">Click to view Booking FAQ / User Guide</a>	<a href="#">Click to view Booking FAQ / User Guide</a>	<a href="#">Click to view Booking FAQ / User Guide</a>


Please click to view the booking status or directly login to place reservations.


[View Status](#)
[Login](#)


3. You will be re-directed to the CPCE Single Sign On webpage. Login by your CPCE NetID at the User name text box and Password.


4. Click New Booking, select [WK-S12/F Co-working Space / Consultation Rooms] in the Facility Group, choose Date and timeslots. Click  when you have finished selecting.

Facility	11:45 - 12:15	12:15 - 12:45	12:45 - 13:15	13:15 - 13:45	13:45 - 14:15	14:15 - 14:45
WK-S1202 (1 user)	Selected	Available	Available	Available	Available	Available
WK-S1203 (1 user)	Available	Available	Available	Available	Available	Available
WK-S1204 (1 user)	Available	Available	Available	Available	Available	Available

\* The map button  under 'Facility' shows a floor plan of the Co-Working Space. You can see where the Consultation Room is located.

5. The details of your booking will be shown. Click  if the details are accurate.

Confirm Booking

Facility Group:	WK-S12/F Co-Working Space / Consultation Rooms
Facility:	WK-S1203
Capacity:	1 user
No. of Users:	<input type="text" value="1"/>
Selected Date:	2024-Oct-24
Time:	12:45 - 13:15
Duration:	30 minutes
Registration Under:	<input type="text"/>
Student / Staff no.:	<input type="text"/>
 <input type="button" value="Back"/> <input type="button" value="Confirm"/>	

6. A confirmation message will appear with a booking code as follows. You will then receive a confirmation email indicating your booking details.

Booking Success

Booking completed successfully.

Confirmation email with check-in barcode has been sent to your email address.



Your booking code is: **VBt6tM**

7. Use your Staff Card to access the Consultation Room during your reserved period.

# Edit or Delete of Booking

You can edit or delete your Booking under My Booking Record.

The screenshot shows the 'My Booking Record' page. At the top left is the logo of The Hong Kong Polytechnic University and the College of Professional and Continuing Education. The top navigation bar includes 'Home', 'Booking Status', 'New Booking', 'My Booking Record' (highlighted with a red arrow), 'Guidelines', and 'Regulations'. A 'Logout' link is on the right. Below the navigation bar, the page title 'My Booking Record' is displayed. A search filter is present with 'From' and 'To' date pickers (both set to 2024-Oct-24 and 2024-Oct-30) and a search box labeled 'Search by booking code'. The main content area is a table with one row of booking details. The table has two columns: 'Booking Details' and 'Action / Status'. The 'Booking Details' column contains: Facility Group: WK-S12/F Co-Working Space / Consultation Rooms; Facility: WK-S1202; Capacity: 1 user; No. of Users: 1; Reservation Period: 2024-Oct-24 17:45 - 18:15 (30 minutes); Booking Time: 2024-Oct-24 17:14:30; Booking Code: t40CBu. The 'Action / Status' column contains a pencil icon (labeled 'Edit Button' with a red arrow) and a red square icon (labeled 'Delete Button' with a red arrow). Below the red square icon, the status is listed as 'Confirmed'.

Booking Details	Action / Status
<p>Facility Group: WK-S12/F Co-Working Space / Consultation Rooms</p> <p>Facility: WK-S1202</p> <p>Capacity: 1 user</p> <p>No. of Users: 1</p> <p>Reservation Period: 2024-Oct-24 17:45 - 18:15 (30 minutes)</p> <p>Booking Time: 2024-Oct-24 17:14:30</p> <p>Booking Code: t40CBu</p>	<p> </p> <p>Status: Confirmed</p>

**Locations and Consultation Rooms at the Co-working Space, 12/F, South Tower**

