

# CPCE Facilities iBooking System –

## Guideline to Reservation of workstation at the Visiting Office

### 1. Introduction

CPCE Facilities iBooking System has been launched since 2018 serving as a one-stop on-line platform on venue reservation for staff and students, particularly:

- Study Rooms and Study Corners in CPCE Libraries
- Sports Facilities such as Multi-purpose Halls (courts for badminton, volleyball, and basketball), Rehearsal Rooms, Fitness Centres
- The Music Room

An enhancement of the system has been made to further accommodate the needs of self-booking of workstations at the cross-campus visiting offices. A few new functions have been developed to bring convenience to users and to facilitate a better management of resources.

There are two types of bookings for visiting workstations: 1. Individual Booking and 2. Batch Booking.

#### 1. Individual Booking

Individual booking is to reserve a workstation by users on a one time, on-the-need basis.

#### 2. Batch Booking

Batch booking allows reserving regular bookings over a period of time.

For example, from 25 January 2021 to 31 May 2021, every Tuesday, 11:00 – 13:00

There are some global constraints with respect to both types of bookings:

- i. User can only reserve a workstation at a maximum of 4 hours per day, regardless of the mixture of both Individual and Batch bookings.
- ii. The opening booking period will normally start from the first day of a semester, Monday to Friday, closed on Saturday, Sunday, and Public Holidays, and ended after the last day of viewing. No booking is needed for Saturday, Sunday, and Public Holidays.
- iii. At the current stage, only staff who are assigned for cross-campus teaching duty will be registered to the system, i.e., if your home office is HHB and you have a teaching duty on WK Campus, you will see the workstation booking information of WK Campus; and vice versa.

## 2. Make a Booking

To start reserving a workstation, input <https://mbs.cpce-polyu.edu.hk/ibooking/> at a browser.

### 2.1 Individual Booking

2. Once you input the website address above, you will see the screen below. Click Login.

The screenshot shows the homepage of the CPCE Facilities iBooking System. At the top, there is a navigation bar with links for Home, Booking Status, New Booking, Guidelines, and Regulations. Below the navigation bar, the page is titled "CPCE Facilities iBooking System" and includes a welcome message. The main content is organized into three columns: CPCE Libraries, Sports Facilities, and Music Room. Each column lists available facilities and provides a link to view the Booking FAQ / User Guide. At the bottom, there are two buttons: "View Status" and "Login". A red arrow points to the "Login" button.

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.

The screenshot shows the CPCE Single Sign On webpage. At the top, there is a "Sign In" header. Below the header, there is the logo of The Hong Kong Polytechnic University and the College of Professional and Continuing Education. The main content is a sign-in form with two text boxes: "User name:" and "Password:". Below the text boxes is a "Sign In" button. At the bottom of the form, there is a link for "Forget Password". Below the sign-in form, there is a red button labeled "New Student / Staff".

4. Click New Booking, select a Facility Group [either Workstation (HHB) or Workstation (WK)], Date, timeslots, then click Book when you have finished selecting.

**THE HONG KONG POLYTECHNIC UNIVERSITY** COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION  
香港理工大學 專業及持續教育學院

Home Booking Status **New Booking** My Booking Record My Batch Booking Batch Booking Calendar Guidelines Regulations Logout

### New Booking

Facility Group  
Workstation (HHB) / Workstation (HHB)

Date  
2021-Feb-17

Book

Last update: 2021-Feb-16 14:48:00

Facility	08:00 - 09:00	09:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00 - 13:00	13:00 - 14:00
HHB Workstation Seat 01 (1 users)	Available	Available	Available	Available	Available	Available
HHB Workstation Seat 02 (1 users)	Available	Available	Available	Available	Available	Available
HHB Workstation Seat 03 (1 users)	Available	Available	Available	Available	Available	Available

\* The map button next to the Seat number shows a floor plan of the Visiting Office. You can see where the seat is located at in the Visiting Office.

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

### Confirm Booking

Facility Group: Workstation (HHB) / Workstation (HHB)

Facility: HHB Workstation Seat 02

Capacity: 1 users

No. of Users:

Selected Date: 2021-Jan-25

Time: 16:00 - 20:00

Duration: 4 hours

Registration Under: ccstdsfqtest11

6. A confirmation message will be appeared with a booking code as follows, and you will receive a confirmation email with 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**

---

[Back](#)

### Edition or Deletion of Individual Booking

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

The screenshot shows the 'My Booking Record' page of The Hong Kong Polytechnic University College of Professional and Continuing Education. The page features a navigation menu with 'My Booking Record' highlighted. Below the menu, there are search filters for 'From' (2021-Jan-25) and 'To' (2021-Jan-31), and a search box for 'Search by booking code'. The main content area displays booking details for a workstation reservation, including facility group, facility, capacity, reservation period, booking time, and booking code (VBt6tM). On the right side, there is an 'Action / Status' column with a blue pencil icon labeled 'Edit Button' and a red trash can icon labeled 'Delete Button'. The status is 'Confirmed'.

Booking Details	Action / Status
<p>Facility Group: Workstation (HHB) / Workstation (HHB)</p> <p>Facility: HHB Workstation Seat 07</p> <p>Capacity: 1 users</p> <p>No. of Users: 1</p> <p>Reservation Period: 2021-Jan-29 10:00 - 13:00 (3 hours)</p> <p>Booking Time: 2021-Jan-25 15:31:42</p> <p>Booking Code: VBt6tM</p>	<p><a href="#">Edit Button</a></p> <p><a href="#">Delete Button</a></p> <p>Status: Confirmed</p>

## 2.2 Batch Booking

1. For batch booking or regular booking, click Batch Booking Calendar, select the Facility Group, Facility (that is the Seat that you would like to reserve), then click one of the timeslots in the Calendar.

The screenshot shows the 'Batch Booking Calendar' page. At the top, the navigation bar includes 'Home', 'Booking Status', 'New Booking', 'My Booking Record', 'My Batch Booking', 'Batch Booking Calendar' (highlighted with a red arrow and callout 1), 'Guidelines', 'Regulations', and 'Logout'. Below the navigation bar, the page title is 'Batch Booking Calendar'. The main content area shows a calendar for 'Jan 25 - 31, 2021'. On the left, there are two dropdown menus: 'Facility Group' with 'Workstation (HHB) / Workstation (HHB)' selected (callout 2) and 'Facility' with 'HHB Workstation Seat 09' selected (callout 3). The calendar grid shows timeslots from 08:00 to 15:00. A red arrow points to the 13:00-15:00 slot on Wednesday, Jan 27 (callout 4).

2. You will see a pop-up box for Batch Booking as below. Input the booking details and click Submit.

The example below means a reservation starts from 27 Jan 2021 to 30 Apr 2021, 13:00-15:00, every Tuesday, on a weekly basis.

The screenshot shows a 'Batch Booking' pop-up form. It has a close button 'X' in the top right. The form contains the following fields and options:

- Date:** A date picker set to '2021-Jan-27' (callout 1) and a 'To' date picker set to '2021-Apr-30' (callout 2).
- Time:** A dropdown menu set to '13:00' (callout 3) and a 'To' dropdown menu set to '15:00' (callout 4).
- Repeat in Weekday(s):** Radio buttons for Mon, Tue (checked), Wed, Thu, Fri, Sat, Sun (callout 5).
- Repeat in Week(s):** Radio buttons for Weekly (selected) and Bi-weekly (callout 6).
- Remarks:** A text input field.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right, with a red arrow pointing to the 'Submit' button.

\* Remember to choose the "To" Date [Step 2]. Otherwise it would only be a one-time booking.

3. Another pop-up box will indicate the number of new bookings made at your request.

Batch Booking X

---

Batch booking completed.

---

No. of new bookings: 13

No. of cancelled bookings: 0

---

[Close](#)

4. Now you can go back to the Batch Booking Calendar. You can check your batch bookings by clicking the single right-arrow button.

Batch Booking Calendar

---

Facility Group: Workstation (HHB) / Workstation (HHB)

Facility: HHB Workstation Seat 09

Navigation: << < > >> Today Feb 15 – 21, 2021 month week

	Mon Feb-15	Tue Feb-16	Wed Feb-17	Thu Feb-18	Fri Feb-19	Sat Feb-20	Sun Feb-21
08:00							
09:00							
10:00							
11:00							
12:00							
13:00		13:00 - 15:00 Booked					
14:00							
15:00							
16:00							

**Booking made here**

\* Make sure you have selected the correct Seat number in [ Facility ].

### Deletion of Batch Booking

5. You can delete your Batch Booking under My Booking Record.

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION 專業及持續教育學院

Home Booking Status New Booking My Booking Record **My Batch Booking** Batch Booking Calendar Guidelines Regulations Logout

---

Batch Booking Management

Facility Group: All Status: Active

From: To: Search Reset

---

Batch Booking Details

Batch ID: 2011

Batch Booking Action: New Booking

Facility Group: Workstation (HHB) / Workstation (HHB)

Facility: HHB Workstation Seat 09 (1 users)

Effective Date: 2021-Jan-27 to 2021-Apr-30 (Every Tue)

Reservation Period: 13:00 - 15:00 (2 hours)

Booking Time: 2021-Jan-25 17:05:32

Registration Under: ccstdsfqtest11

Action / Status

**Delete Button**