

### User Guide for Central Research Facilities Booking System -Laboratory Animal Facility (CWB)

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# **1. CRF Booking System – Service for LAF**

- This system is a user-operated platform specifically designed for reserving surgery rooms, experimental rooms, and behavioral rooms within LAF.
- The table on the right provides:
  - $\circ~$  The list of available rooms
  - $\circ~\mbox{Associated equipment}$
  - $\circ~$  Available booking types

		Booki	ng Types	
Rooms	Room Only	Room with Anesthesia Machine	Anesthesia Machine Only	BSCII Only
7149-A Surgery Room	Y	Y		
7149-B Procedure Room				Y
7149-D Behavior Room	Y			
7149-E Behavior Room	Y			
7149-F Behavior Room	Y			
7203 Procedure Room	Y	Y	Y	Y
7204 Procedure Room	Y			
7207 Behavior Room	Y			
7207A Behavior Room	Y			
7209 Behavior Room	Y			
7209A Behavior Room	Y			
7210 Rabbit Preparation Room	Y			
7212A Rabbit Surgery Room	Y			
7322 Procedure Room				Y
7326 Behavior Room	Y			
7328 Surgery Room	Y	Y		



# 2. Prerequisite for using CRF Booking System

- This system is exclusively for approved LAF users who possess a wristband for those room access.
- To register, please provide the following details:
  - School/Department
  - Principal Investigator (PI) Name (First Name / Last Name)
  - Booker Information:
    - Booker Name (First Name / Last Name)
    - Booker Role (Staff, UG, or PG)
  - Valid HKUST Email Address (e.g., account@ust.hk or account@connect.ust.hk)
  - Billing Information:
    - Project Type (UGC, non-UGC, or Industrial)
    - Project Name (Project ID / Project Number / Account Code)



### **3. How to login CRF Booking System**



# **Entry points of CRF Booking System**

• Website of Laboratory Animal Facility (CWB)

# **HKUST current students / staff**

FOR CURRENT STUDENTS / STAFF FOR EXTERNAL USERS Booking 香港科技大學 THE HONG KONG UNIVERSITY OF SCIENCE Sign in Email Address Can't access your account? Sign-in options

THE HONG KONG INNERSITY OF SCIENCE CRF Booking System

- 1. Go to URL: <u>https://w5.ab.ust.hk/njcrf/booker</u>
- 2. Click the login button under section "FOR CURRENT STUDENTS / STAFF," which would redirect to the sign in page of CAS
- 3. Sign in with your primary email address in account@ust.hk or account@connect.ust.hk
- 4. Default land to "My Bookings" Page after successful login



# **External users**



- 1. Go to URL: <u>https://w5.ab.ust.hk/njcrf/booker</u>
- 2. Click the login button under section "FOR EXTERNAL USERS," which would redirect to the CRF login page
- 3. Log in with your registered email address and password.
- 4. Default land to "My Bookings" Page after successful login



### 4. What are on the side bar



# What are on the side bar

### **Booker Panel**



- Kiosk: Entry point to Kiosk panel for check in/out booking
- New Booking: Make room/equipment booking
- Bookings -> My Bookings: View all your bookings
- Me: Profile page to view user details
- User Feedback: Entry point to ITSO User Feedback Form
- Dropdown: Switch to user profile of different labs



# What are on the side bar

#### **Booker Kiosk Panel**



- Booker Panel: Entry point to the Booker Panel
- Today's Bookings:
  - View all bookings of today
  - Check in bookings
  - Check Out Bookings:
    - Check out bookings of today



### 5. How to make booking



# **Conditions and Restrictions**

- Each booking allows the selection of 1 room and/or 1 equipment in the same room
- All selected timeslots should be in the same date
- All selected timeslots in a booking should be continuous
  - E.g., Not allowing booking 0900 0930 and 1000 1030 in the same booking form
- After a timeslot has started, booking of that timeslot is not allowed
  - E.g., To book a timeslot of 0900 0930, you should make the booking on or before 0859
- After a booking is made, the selected room / equipment cannot be changed.

# **Entry points**

- Click 'New Booking' on the sidebar
- Click 'New' on 'My Bookings' Page

🖸 Kiosk	THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	RF Booking Syster	n			Logout istest1	57@ust.hk		🖸 Kiosk	THE HONG KONG UNIT TECHNOLOGY CRF Booking System Logout	istest157@ust.hk
📽 New Booking	CRF Booking System	> Bookings							📽 New Booking	CRF Booking System > Bookings > Create Booking	
🗰 Bookings 🛛 🗸 👻					_					× .	
🛓 Me	+ Search					🗉 List 💽 🗜	New	$\rightarrow$	💄 Me	Booking Details	
User Feedback			< 2025 V	Apr V >					User Feedback	Project	
LAF V	<b>Su</b> 30	<b>Mo</b>	Tu	We 02	Th	Fr 04	Sa		LAF ×	No Projects Selected Select Project	
		Ŭ.L	01	02	00	04	05		:	Equipment	
	06	07	08	09 7328 (A	10 mesthesia 7328 (	11 (Anesthesia	12			No Equipments Selected Timeslot	
										No Timeslot Selected	
	13	14	15	16	17	18	19			Back without Save Submit	



14



# **Select Project**



- A project in CRF is configured by admin.
  - Identify the PI in charge and billing information
- For most users, it is expected that you are under 1 project only, the project will be auto selected.



# **Select Project**

- For users with multiple projects, click 'Select Project' to open a pop-up
- Then select the correct project

THE HONG KONG UNIVERSITY OF SCIENCE C	RF Booking System	🗹 Kiosk		IONG KONG BERTY OF SCIENCE ECHNOLOGY	Logout istest157@ust.hk
CRF Booking System	> Bookings > Create Booking	📽 New Booking	CRI	Select Project	
		Bookings ^			
	Booking Details	My Bookings		Input search text	
	Project	💄 Me		000020-439D2 Principal Investigator: CHAN,XXXXXXXX	
_	No Projects Selected	User Feedback		000009-R9546 Principal Investigator: CLOW King Jay King	
	Select Project	LAF V			
- ·	Equipment			Scroll to bottom	
	No Equipments Selected			Cancel	



# Select Room / Equipment

	G KONG IN COR SCIENCE CRF Booking System	L	ogout istest157@ust.hk
CRF Boo	oking System > Bookings > Create Booking		
	Booking Details		
	Project <u> </u>		
	Name: 000009-R9546 Principal Investigator: CHOW King Lau King		
	Equipment		
	No Equipments Selected		
	Select Equipment		
	Timeslot		
	No Timeslot Selected		

- A reminder text is shown to ensure the appropriate room is selected.
- Click 'Next' to proceed

- After a project is selected, the button "Select Equipment" will be shown under "Equipment" section
- Click the button to open a pop-up





# **Select Room / Equipment**



- You can type the room / equipment name on the searching text field on top to filter the items
- 'My Recently Booked Equipment' section displays the top 3 most booked room / equipment by you in the last 30 days.
- Select the room/equipment and click "OK" at the bottom to proceed
- The room/equipment will be selected, and opens the "Select Timeslot" pop-up



# **Select Room / Equipment**



- 3 types of booking:
  - $\circ$  Room booking only
  - o Room with equipment booking
  - Equipment booking only



#### Case 1: Room booking only / Equipment booking only





Case 1: Room booking only / Equipment booking only

- Select your timeslots and then click
   'Confirm' to close the pop-up
- The selected timeslot is displayed in the 'Timeslot' section

12.00414 12:20414	12:20AM_01:00AM	01-00404 01-20404
12:00AM - 12:30AM	12:30AM - 01:00AM	01:00AM - 01:50AM
01:30AM - 02:00AM	02:00AM - 02:30AM	02:30AM - 03:00AM
03:00AM 05:00AM	05:30AM - 04:00AM	04:00AM - 04:30AM
04:30AM 05:00AM	05:00AM 05:00AM	05:50AM - 08:00AM
06:00AM - 06:30AM	06:30AM - 07:00AM	07:00AM - 07:30AM
07:30AM - 08:00AM	08:00AM - 08:30AM	08:30AM - 09:00AM
09:00AM - 09:30AM	09:30AM - 10:00AM	
CHAN, XXXXXXX	CHAN, XXXXXX	
(ISTEST 157@UST.NK)	(ISTEST 157@UST.NK)	10:00AM - 10:30AM
10:30AM - 11:00AM	11:00AM - 11:30AM	11:30AM - 12:00PM

RF Booking System > Bookings > Create Booking
Booking Details
Project 🖉 Edit
Name: 000009-R9546 Principal Investigator: CHOW King Lau King
Equipment 🖉 Edit
Room: 7328
Service Group: Room Only
Timeslot 🖉 Edit
Type Date From To Status
Room 2025-04-16 10:30 11:30
Additional Information
* AEP nbr:
* Purpose of usage :
Back without Save Submit

#### Case 2: Room with Equipment

<			April 2025			>
Su	Mo	Tu	We	Th	Fr	Sa
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07		09	10
TO ADU	12023	10-0				
	ANA 10.20ANA	12-3				
12:00	JAM - 12:30AM	12.0	0AM - 01:00AM	01:0	0AM - 01:30AM	
12:00 01:30	DAM - 02:00AM	02:0	0AM - 01:00AM 0AM - 02:30AM	01:0	0AM - 01:30AM 0AM - 03:00AM	
12:00 01:30 03:00	DAM - 02:00AM DAM - 03:30AM	02:0	0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM	01:0 02:3 04:0	0AM - 01:30AM 0AM - 03:00AM 0AM - 04:30AM	
12:00 01:30 03:00 04:30	DAM - 12:30AM DAM - 02:00AM DAM - 03:30AM DAM - 05:00AM	02:0 03:3 05:0	0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM	01:0 02:3 04:0 05:3	DAM - 01:30AM DAM - 03:00AM DAM - 04:30AM DAM - 06:00AM	
12:00 01:30 03:00 04:30 06:00	DAM - 02:00AM DAM - 03:30AM DAM - 03:30AM DAM - 05:00AM	02:0 03:3 05:0 06:3	0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM	01:0 02:3 04:0 05:3 07:0	0AM - 01:30AM 0AM - 03:00AM 0AM - 04:30AM 0AM - 06:00AM 0AM - 07:30AM	
12:00 01:30 03:00 04:30 06:00 07:30	DAM - 12:50AM DAM - 02:00AM DAM - 03:30AM DAM - 05:00AM DAM - 06:30AM DAM - 08:00AM	02:0 03:3 05:0 06:3 08:0	0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 08:30AM	01:0 02:3 04:0 05:3 07:0 08:3	DAM - 01:30AM DAM - 03:00AM DAM - 04:30AM DAM - 06:00AM DAM - 07:30AM DAM - 07:00AM	
12:00 01:30 03:00 04:30 06:00 07:30 09:00	JAM - 12:SUAM           JAM - 02:ODAM           JAM - 03:30AM           JAM - 05:00AM           JAM - 06:30AM           JAM - 08:00AM           JAM - 08:00AM	02:0 03:3 05:0 06:3 08:0 09:3	0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 08:30AM 0AM - 08:30AM	01:0 02:3 04:0 05:3 07:0 08:3	DAM - 01:30AM DAM - 03:00AM DAM - 04:30AM DAM - 06:00AM DAM - 07:30AM DAM - 07:30AM	
12:00 01:30 03:00 04:30 06:00 07:30 09:00 CH/	JAM - 12:00AM DAM - 02:00AM DAM - 03:30AM DAM - 05:00AM DAM - 06:30AM DAM - 08:00AM DAM - 09:30AM AN, XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	02:0 03:3 05:0 06:3 08:0 09:3 CH	DAM - 01:00AM OAM - 02:30AM OAM - 04:00AM OAM - 05:30AM OAM - 07:00AM OAM - 08:30AM OAM - 08:30AM AN, x0000000	01:0 02:3 04:0 05:3 07:0 08:3	DAM - 01:30AM DAM - 03:00AM DAM - 04:30AM DAM - 06:00AM DAM - 07:30AM DAM - 07:30AM	
12:00 01:30 03:00 04:30 06:00 07:30 09:00 CH/ (14:50 09:00 CH/ 09:00 CH/ 01:30	AM - 12:00AM DAM - 02:00AM DAM - 03:30AM DAM - 05:00AM DAM - 06:30AM DAM - 08:00AM DAM - 09:30AM AN, 2000000 11720-111:00AM	02:0 03:3 05:0 06:3 08:0 09:3 CH 6 11:0	DAM - 01:00AM OAM - 02:30AM OAM - 04:00AM OAM - 05:30AM OAM - 07:00AM OAM - 08:30AM OAM - 10:00AM AN, 20000000 00AM - 11:30AM	01:0 02:3 04:0 05:3 07:0 08:3 10:0 11:3	DAM - 01:30AM DAM - 03:00AM DAM - 04:30AM DAM - 06:00AM DAM - 07:30AM DAM - 07:30AM DAM - 09:00AM	

- When booking a room with equipment, you need to select timeslots twice, once for room and then for equipment
- First select timeslots for room, and click 'Next'



#### Case 2: Room with Equipment

• Then you can choose timeslots for equipment based on the timeslots you selected for the room on the last step.



looking System > Bookings > Create Booking
Booking Details
Project 🖉 Edit
Name: 000009-R9546 Principal Investigator: CHOW King Lau King
Equipment 🖉 Edit
Room & Equipment :7328 (Anesthesia Machine)Service Group :Room with Anesthesia MachineLocation :7328 Surgery Room
Timeslot <u>∠</u> Edit
Type Date From To Status
Room 2025-04-16 10:30 11:30
Equipment 2025-04-16 10:30 11:00
Additional Information
* AEP nbr :
* Purpose of usage :
Back without Save Submit

# **Edit selected timeslot**

 Click 'Edit' in the 'Timeslot' section to open the pop-up and make changes

Timeslot 🖉 Edit				
Туре	Date	From	То	Status
Equipment	2025-04-16	10:30	11:30	
Additional Information				
* AEP nbr :				
* Purpose of usage :				
Back without Save				Submit

,			April 2025			
<			April 2025			>
Su	Мо	Tu	We	Th	Fr	Sa
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07 Select Time	08	09	10
04 16 April	05	06	07 Select Time	08	09	10
04 16 April 12:00	05 2025 AM - 12:30AM	06	07 Select Time 0AM - 01:00AM	08	09 00AM - 01:30AM	10
04 16 April 12:00 01:30	05 2025 AM - 12:30AM AM - 02:00AM	06 12:3 02:0	07 Select Time 0AM - 01:00AM 0AM - 02:30AM	08 01:0 02:3	09 00AM - 01:30AM 30AM - 03:00AM	10
04 16 April 12:00 01:30 03:00	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM	06 12:3 02:0 03:3	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM	08 01:0 02:3 04:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM	
04 16 April 12:00 01:30 03:00 04:30	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 05:00AM	06 12:3 02:0 03:3 05:0	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM	08 01:0 02:0 04:0 05:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 06:00AM	
04 <b>16 April</b> 12:00 01:30 03:00 04:30 06:00	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 05:00AM AM - 06:30AM	06 12:3 02:0 03:3 05:0 06:3	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM	08 01:0 02:3 04:0 05:3 07:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 06:00AM 00AM - 07:30AM	
04 <b>16 April</b> 12:00 01:30 03:00 04:30 06:00 07:30	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 05:00AM AM - 06:30AM AM - 08:00AM	06 12:3 02:0 03:3 05:0 06:3 08:0	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 08:30AM	08 01:0 02:3 04:0 05:3 07:0 08:3	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 06:00AM 00AM - 07:30AM 00AM - 09:00AM	
04 16 April 12:00 01:30 03:00 04:30 06:00 07:30 09:00	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 05:00AM AM - 06:30AM AM - 08:00AM AM - 09:30AM	06 12:3 02:0 03:3 05:0 06:3 08:0 09:3	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 04:00AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 08:30AM 0AM - 10:00AM	08 01:0 02:3 04:0 05:3 07:0 08:3 08:3 10:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 06:00AM 00AM - 07:30AM 00AM - 09:00AM	
04 16 April 12:00 01:30 03:00 04:30 04:30 07:30 09:00 10:30	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 05:00AM AM - 06:30AM AM - 08:00AM AM - 09:30AM AM - 11:00AM	06 12:3 02:0 03:3 05:0 06:3 08:0 09:3 11:0	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 03:30AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 08:30AM 0AM - 10:00AM	08 01:0 02:0 04:0 05:3 07:0 08:3 08:3 10:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 06:00AM 00AM - 07:30AM 00AM - 09:00AM 00AM - 10:30AM 30AM - 12:00PM	
04 16 April 12:00 01:30 03:00 04:30 04:30 04:30 07:30 09:00 10:30 12:00	05 2025 AM - 12:30AM AM - 02:00AM AM - 03:30AM AM - 06:30AM AM - 06:30AM AM - 08:00AM AM - 08:00AM AM - 09:30AM AM - 11:00AM	06 12:3 02:0 03:3 05:0 06:3 08:0 09:3 11:0 12:3	07 Select Time 0AM - 01:00AM 0AM - 02:30AM 0AM - 02:30AM 0AM - 03:30AM 0AM - 05:30AM 0AM - 07:00AM 0AM - 03:30AM 0AM - 10:00AM	08 01:: 02:: 04:0 05:: 07:0 08:: 10:0 11:: 01:0	09 00AM - 01:30AM 00AM - 03:00AM 00AM - 04:30AM 00AM - 07:30AM 00AM - 07:30AM 00AM - 09:00AM 00AM - 10:30AM 00AM - 12:00PM	



# **Additional Information**

Timeslot 🖉	<u> Edit</u>			
Туре	Date	From	То	Status
Room	2025-04-16	10:30	11:30	
Equipment	2025-04-16	10:30	11:00	

Additional Ir	formation	
* AEP nbr :	0001234	
* Purpose of	usage:	
Back with	out Save	Submit

# • All room/equipment would require the input of additional information



# **Submit Booking**

- Click 'Submit' after you finish selecting and input all required information.
- If submitted successfully, the page will be refreshed, and a green 'Success' message will be shown in the bottom right of the screen



 If there are invalid inputs, a red 'Error' message will be shown in the bottom right of the screen



### 6. How to view my booking



# **Calendar View**

🖸 Kiosk	THE HONG KONG INNVERSITY OF SCIENCE CRF Booking System					Logou	t istest157@ust.hk					
📽 New Booking	CRF Booking System > Bookings											
<ul> <li>Bookings ^</li> <li>My Bookings</li> </ul>	- Search							Clic	k to o	witch	- + -	lict
💄 Me	2025-04-08 🛱 Booking To 🛱	Search by Project Name	Search by Equipment	Search by Status ∨ Search	by Principal Investi Search by Serv	ice Group ∨ □ No Show	Q Search			/vitCi	ιυ	LISU
User Feedback						i≡ List	• New	VIE	N			
LAF Y			< 2025 V	Apr V >								
	Su	Мо	Tu	We	Th	Fr	Sa					
	30	31	01	02	03	04	THE HONG KONG UNIVERSITY OF SCIENC AND TECHNOLOGY	E CRF Booking Syste	em			
			Project: 000	009-R9546			CRF Booking Sys	tem > Bookings > <b>De</b>	ails			
	06	07	08 Book Date: 2 Booking: 10:30 - 11:30	9 2025-04-16 7328 (# 0 (Not started)	10 nesthesia Machine) 7328 (Anesthe nesthesia Machine)	11 esia Machine)		Booking Details				
		14	10:30 - 11:00 15 7328 (Anest 7328 (Anest	0 (Not started) 6 Andsia Machine) htesia Machine) 125-04-16	17	18		Project Name : 000009- Principal Investiga	R9546 tor: CHOW King Lau H	ling		
	20	21	22	23	24	25		Equipment				
								Room & Equipmen	t: 7328 (Anesthesia M Room with Anesthesia M	achine) achine		
	27	28	29 7328 (Anest	30 thesia Machine)	01	02		Location: 7328	Surgery Room			
								Timeslot 🖉 Ed	<u>it</u>			
								Туре	Date	From	То	Status
<ul> <li>Click 'My</li> </ul>	Bookings' in the	side bar						Room	2025-04-16	10:30	11:30	Not started
-	-							Equipment	2025-04-16	10:30	11:00	Not started
<ul> <li>Default s</li> </ul>	how all confirme	ed booking	s on or a	fter curre	ent date.			Additional Informa	tion			

- Hover over each booking to view more details
- Click on each booking to enter the 'Booking Details' page

Copy Booking

Edit and Save

Animal testing

\* Purpose of usage : Back without Save

# **List View**

THE HONG KONG UNIVERSITY OF SCIENCE CRF Booking System						Logout istest157@ust.hk					
- Search 2025-04-08	Search by Project Name Search by Equipment	Search by Status 🗡 Search by Principal Investi	Search by Service Group	V No Show Q Search		🛱 Calendar 🗾 New	_	Click Calen	to s dai	swit r vie	ch tơ èw
Project	Service Group	Equipment	Location	Start Time	End Time	Status Action					
000009-R9546	Room with Anesthesia Machine	7328	7328 Surgery Room	2025-04-30 12:00	2025-04-30 13:00	Confirmed (Not Edit started)					
000009-R9546	Room with Anesthesia Machine	7328 (Anesthesia Machine)	7328 Surgery Room	2025-04-30 12:00	2025-04-30 12:30	Confirmed (Not Edit started)					
000009-R9546	Room with Anesthesia Machine	7328	7328 Surgery Room	2025-04-16 10:30	2025-04-16 11:30	Confirmed (Not Edit started)					
000009-R9546	Room with Anesthesia Machine	7328 (Anesthesia Machine)	7328 Surgery Room	2025-04-16 10:30	2025-04-16 11:00	Confirmed (Not Edit started)					
000009-R9546	Room with Anesthesia Machine	7328	7328 Surgery Room	2025-04-11 12:00	2025-04-11 13:00	CRF Booking System	> Bookings > D	tem			
000009-R9546	Room with Anesthesia Machine	7328 (Anesthesia Machine)	7328 Surgery Room	2025-04-11 12:00	2025-04-11 12:30		Booking Detai	s			
000009-R9546	BSCII Only	7203 BSC level 2	7203 Procedure Room	2025-04-10 21:00	2025-04-10 21:30		Project Name: 00000 Principal Investig	9-R9546 ator: CHOW King Lau K	ing		
000009-R9546	Room with Anesthesia Machine	7328	7328 Surgery Room	2025-04-10 12:00	2025-04-10 13:00		Equipment				
							Service Group : Location : 732	Room with Anesthesia Ma 8 Surgery Room	chine		
Each row repre	esents a booked roo	m / equipment tim	neslot und	der a bookin	gform		Timeslot 🖉	idit			
E.g. For a Room	n with equipment b	ooking, there will b	be 2 rows				Type Room Equipment	Date 2025-04-16 2025-04-16	From 10:30 10:30	To 11:30 11:00	Status Not started Not started
		والمحاجب والمحاج المحاج المحاديات		arta ual			Additional Inform	nation			
Ordered by the	DOOKING FORM'S DOO	oking start time in (	aescendi	ngoraer			* AEP nbr: 00	01234			
							* Purpose of usa	ge: Animal testing			

• Click on 'Edit' to enter the 'Booking Details' page

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Copy Booking

Edit and Save

Back without Save

# How to search bookings

- Click the '+ Search' button
- It will expand and shown searching fields
- Input / select the fields that fit your needs
- Click <u>Search</u> :o get the search results





### 7. How to update/cancel my booking



# How to update/cancel my booking

### **Conditions and Restrictions**

- Bookings created by admin for you could not be cancelled
- Any update / cancellation needs to be made 4 hours before booking start time
- Selected room / equipment cannot be changed
- Allows update of timeslots and additional information

# **Update Booking**

- Enter the booking details page
- Click 'Edit' in timeslot section to open the pop-up and make changes
- Update form fields in additional information section
- Click 'Edit and Save' to submit you changes
- Click 'Back without Save' to leave and discard your changes

					I	Room timeslots			
		ile	<			April 2025			>
		115	Su	Mo	Tu	We	Th	Fr	Sa
			30	31	01	02		04	
		09-	06	07	08	09	10	11	12
		igal	13	14	15	16	17	18	19
			20			00		25	
oking Details	5		20	21	22	23	24	25	20
		ient	27	28	29	30	01	02	
ject		F	04		06	07	08	09	10
		28 :				Select Time			
ne: 000009	-R9546								
sinal Investige		Ed -	16 April 2	2025					
icipal investiga	LIOF: CHOW KING Lau	King	12:00/	AM - 12:30AM	12:3	0AM - 01:00AM	01:0	0AM - 01:30AM	
			01:30/	AM - 02:00AM	02:0	0AM - 02:30AM	02:3	0AM - 03:00AM	
uipment			03:00/	AM - 03:30AM	03:3	0AM - 04:00AM	04:0	0AM - 04:30AM	
			04:30/	AM - 05:00AM	05:0	0AM - 05:30AM	05:3	06:00AM - 06:00AM	
			06:00/	AM - 06:30AM	06:3	0AM - 07:00AM	07:0	0AM - 07:30AM	
om & Equipmer	nt: 7328 (Anesthesia M	lachine)	07:30/	AM - 08:00AM	08:0	0AM - 08:30AM	08:3	0AM - 09:00AM	
		rma	09:00/	AM - 09:30AM	09:3	0AM - 10:00AM	10:0	0AM - 10:30AM	
vice Group :	Room with Anesthesia M	lachine	10:30/	AM - 11:00AM	11:0	0AM - 11:30AM			
vice Group:	Room with Anesthesia M	lachine	10:30/ ( <u>curr</u>	AM - 11:00AM ent booking)	11:0 _(cu	0AM - 11:30AM rrent booking)	11:3	80AM - 12:00PM	
vice Group : ation : 7328	Room with Anesthesia M Surgery Room	1achine 001	10:30/ (curr 12:00	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	30AM - 12:00PM	
vice Group: ation: 7328	Room with Anesthesia M Surgery Room	lachine 001 age	10:30/ (curr 12:00/	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	80AM - 12:00PM 00PM - 01:30PM	Cancal
vice Group: ation: 7328	Room with Anesthesia M Surgery Room	lachine 001 age Sav	10:30/ (curr 12:00	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
vice Group: ation: 7328 reslot 🖉 <u>Ec</u>	Room with Anesthesia M Surgery Room dit	lachine age Sav	10:30/ (curr 12:00	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group: :ation: 7328 neslot 🖉 <u>E</u> c	Room with Anesthesia M Surgery Room	lachine age Sav	10:30/ (curr 12:00	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 neslot <u>Ec</u>	Room with Anesthesia M Surgery Room	fachine oo: sa	10:30/ (curr 12:001	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	OAM - 11:30AM rrent booking) OPM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 neslot 🖉 🛃	Room with Anesthesia M Surgery Room dit Date	fachine age Sat	10:30, (curr 12:000	AM - 11:00AM ent booking) PM - 12:30PM	11:0 (cu 12:3	OAM - 11:30AM rrent booking) OPM - 01:00PM		30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot <u>Ec</u> ype	Room with Anesthesia M Surgery Room <u>dit</u> Date 2025-04-16	From 10:30	10:30/ (curr 12:00) To 11:30	AM - 11:00AM ent booking) PM - 12:30PM St	11:0 (cu 12:3 :atus ot started	0AM - 11:30AM rrent booking) OPM - 01:00PM	11:3	00AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot 2 Ec ype	Room with Anesthesia M Surgery Room dit Date 2025-04-16	fachine age Sm From 10:30	10:30/ (curr 12:000 To 11:30	AM - 11:00AM ent booking) PM - 12:30PM St	11:0 (cu 12:3 ratus ot started	0AM - 11:30AM rrent booking) 0PM - 01:00PM		00AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot 2 Ec ype coom quipment	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16	From 10:30 10:30	10:30/ (curr 12:000 To 11:30 11:30	AM - 11:00AM ent booking) PM - 12:30PM St ) N ) N	11:0 (cu 12:3 catus ot started ot started	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	00AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group: cation: 7328 meslot 2 Ed ype loom quipment	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16	Archine age Sat From 10:30 10:30	10:30/ (curr 12:000 To 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM St ) N	atus ot started	0AM - 11:30AM rrent booking) OPM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot 2 Ed ype coom quipment Iditional Inform	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation	From 10:30 10:30	10:30/ (curr 12:00) To 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM St ) N	atus ot started	0AM - 11:30AM rrent booking) 0PM - 01:00PM	11:3	00AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot 2 Ed ype loom quipment Iditional Inform AEP nbr : 000	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation	Archine 001 age 531 From 10:30 10:30	10:30/ (curr 12:000 To 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM ) N ) N	atus ot started	DAM - 11:30AM rrent booking) OPM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot ype coom cquipment Iditional Inform AEP nbr : 000 Purpose of usage	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation 1234 e: Animal testing	fachine age 53 53 53 53 53 53 53 53 53 53 53 53 53	10:30/ (curr 12:00) To 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM ) N ) N	atus ot started	DAM - 11:30AM rrent booking) OPM - 01:00PM	11:3	00AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group : cation : 7328 meslot 2 E ype loom quipment Iditional Inform AEP nbr : 000 Purpose of usage	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation 11234 e: Animal testing	Achine 001 age 530 From 10:30 10:30	10:30/ (curr 12:000 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM ) N ) N	atus ot started	DAM - 11:30AM rrent booking) OPM - 01:00PM	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel
rvice Group: cation: 7328 meslot ype doom diquipment Iditional Inform AEP nbr: 000 Purpose of usage Back without Sa	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation 1234 e: Animal testing	Archine 007 1829 1829 10:30 10:30 10:30	10:30/ (curr 12:001 11:30 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM ) N ) N ) N	atus ot started ot started	oAM - 11:30AM rrent booking) OPM - 01:00PM	11:3	30AM - 12:00PM DOPM - 01:30PM	Cancel
rvice Group: cation: 7328 meslot 2 E ype .oom quipment Iditional Inform AEP nbr: 000 Purpose of usage Back without Sa	Room with Anesthesia M Surgery Room dit Date 2025-04-16 2025-04-16 ation 11234 e: Animal testing	Achine 007 182 182 10:30 10:30	10:30/ (curr 12:001 11:30 11:30 11:00	AM - 11:00AM ent booking) PM - 12:30PM ) N ) N ) N	atus ot started ot started	0AM - 11:30AM rrent booking) OPM - 01:00PM / Booking	11:3	30AM - 12:00PM 00PM - 01:30PM	Cancel

# **Cancel Booking**

- Enter the booking details page
- Click 'Cancel Booking'

Timeslot <u>Z Edit</u>				
Туре	Date	From	То	Status
Room	2025-04-11	12:00	13:00	Not started
Equipment	2025-04-11	12:00	12:30	Not started
Additional Information Additional Information Additional Information Additional Information	n			
Purpose of usage:	Animal testing			
Back without Save		C	ancel Booking	Edit and Save Copy Booking

• Then click 'OK' in the confirmation pop-up



- The status of the timeslots are updated to 'Inactive'
- No further action is allowed

Booking Details				
Project				
lame: 000009-R95	46			
rincipal Investigator:	CHOW King Lau King			
Equipment				
Room & Equipment :	7328 (Anesthesia Machine)			
ervice Group: Roor	m with Anesthesia Machine			
-				
ocation: 7208 Sura	In Page			
ocation: 7328 Surg	ery Room			
ocation: 7328 Surg	tery Room			
ocation: 7328 Surg imeslot Type	ery Room Date	From	То	Status
ocation: 7328 Surg imeslot Type Room	Date 2025-04-11	From 12:00	To 13:00	Status
ocation: 7328 Surg imeslot Type Room Equipment	ery Room Date 2025-04-11 2025-04-11	From 12:00 12:00	To 13:00 12:30	Status Inactive Inactive
ocation: 7328 Surg imeslot Type Room Equipment vdditional Information	Date 2025-04-11 2025-04-11	From 12:00 12:00	To 13:00 12:30	Status Inactive Inactive
Cocation: 7328 Surg	ery Room Date 2025-04-11 2025-04-11	From 12:00 12:00	To 13:00 12:30	Status Inactive Inactive
Cocation: 7328 Surg Timeslot Type Room Equipment Additional Information AEP nbr: 12345	ery Room Date 2025-04-11 2025-04-11	From 12:00 12:00	To 13:00 12:30	Status Inactive Inactive



### 8. How to create recurring bookings



# How to create recurring bookings

#### **Conditions and Restrictions**

- The copy booking function allows users to copy and use an existing booking as a base to create new bookings for multiple dates with the same start / end time
- Only confirmed booking is allowed to be copied
- You can select one or multiple booking dates. For each selected date, a separate booking form is created with the copied details.
- Pre-filled data from existing booking, no edit is allowed during copy process:
  - Booking Start/End Time: excluding the booking date, only the time range is carried over
  - Project
  - Equipment
  - Any additional information





# Preliminary work: Create a booking

THE HONG KONG UNIVERSITY OF SCIENCE CRF B	ooking System					
CRF Booking System > Bo	okings > Details					
	Booking Details					
	Name: 000009-R9546 Principal Investigator: CH0 Equipment	OW King Lau King				
	Room & Equipment: 7328 Service Group: Room with Location: 7328 Surgery Ro Timeslot <u>Edit</u>	(Anesthesia Machine) Anesthesia Machine om				
	Туре	Date	From	То	Status	
	Room	2025-04-16	10:30	11:30	Not started	
	Equipment	2025-04-16	10:30	11:00	Not started	
	Additional Information					
	* AEP nbr: 0001234					
	* Purpose of usage: Anima	l testing				
	Back without Save		Cano	el Booking E	dit and Save	Copy Booking

- Select the project, room /equipment and timeslot for 1 day. These will be the template for copying.
  - After submission, review the booking details
  - Click 'Copy Booking' at the bottom of the page



# **Copy Booking**

- A pop-up is opened, only the 'Date' section is allow for edit and selection
- Select the dates by clicking on the calendar
- Click 'Submit' to proceed
- Error message if the timeslot is not available on selected date(s) :



<			April 2025			>
Su	Mo	Tu	We	Th	Fr	Sa
	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10
2025-04-23 Remove	2025-04-30 Remove					
Project Name: 00000 Principal Investig Equipment Room & Equipmen Service Group: Location: 732	9-R9546 jator: CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine nesia Machine	e) =			
Project Name: 00000 Principal Investig Equipment Room & Equipme Service Group: Location: 732	9-R9546 jator: CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine	e) =			
Project Name: 00000 Principal Investig Equipment Room & Equipme Service Group: Location: 732 Fimeslot Type	9-R9546 jator: CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine nesia Machine	e) From		То	
Project 00000 Principal Investig Equipment Room & Equipme Service Group: .ocation: 732 Fimeslot Type Room	9-R9546 gator: CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine	e) 2 From 10:30		To 11:30	
Project 00000 Principal Investig Equipment Room & Equipme Service Group: Location: 732 Fimeslot Type Room	9-R9546 gator: CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine	e) e From 10:30 10:30		To 11:30 11:00	
Project 00000 Principal Investig Equipment Room & Equipmen Service Group: .ocation: 732 Fimeslot Type Room Equipment Additional Inform	9-R9546 gator : CHOW Kir ent: 7328 (Anesth Room with Anesth 8 Surgery Room	ng Lau King nesia Machine	e) From 10:30 10:30		To 11:30 11:00	
Project Name: 00000 Principal Investig Equipment Room & Equipmen Service Group: Location: 732 Fimeslot Type Room Equipment Additional Inform	9-R9546 gator: CHOW Kir Room with Anesth 8 Surgery Room	ng Lau King nesia Machine	e) From 10:30 10:30		To 11:30 11:00	

# **Copy Booking**

- Separate booking forms are created
  - Different dates with same start/end time of original booking
- You can make further updates on each booking (e.g., update booked timeslots)

Booking Details					Booking Details						
Project					Project						
Name: 000009-R9546 Principal Investigator: CHOW King Lau King					Name: 000009-R9546 Principal Investigator: CHOW King Lau King						
Equipment					Equipment						
Room & Equipment: 7328 (A	Anesthesia Machine)				Room & Equipment: 7328 (	(Anesthesia Machine)					
Service Group: Room with A	nesthesia Machine				Service Group: Room with	Anesthesia Machine					
Location: 7328 Surgery Roo	m				Location: 7328 Surgery Roo	om					
Timeslot				 Timeslot 🖉 Edit							
Туре	Date	From	То	Status	Туре	Date	From	То	Status		

Туре	Date	From	То	Status
Room	2025-04-23	10:30	11:30	Not started
Equipment	2025-04-23	10:30	11:00	Not started

#### Additional Information

* AEP nbr :	000123	34				
* Purpose of	usage:	Animal testing				
Back with	out Save			Cancel Booking	Edit and Save	Copy Booking

 Type
 Date
 From
 To
 Status

 Room
 2025-04-30
 10:30
 11:30
 Not started

 Equipment
 2025-04-30
 10:30
 11:00
 Not started

#### Additional Information

AEP nbr: 0001234
 Purpose of usage: Animal testing

Back without Save



### 9. How to check in/check out my booking



# How to check in/check out my booking

### **Conditions and Restrictions**

- LAF guideline: User should check in only when they are physically at the room / location
- Check-in/Check-out guidelines:
  - Room booking only:
    - Check-in room => Check-out room
  - Equipment booking only:
    - Check-in equipment => Check-out equipment
  - Room with Equipment booking:
    - Check-in room => check-in equipment => check-out equipment => check-out room
- Early check-in is allowed 30 minutes before the booking start time if the room is not used by other users and will be charged according to the actual start time
- Check out is allowed any time after booking start time and before the end of booking date
- For Room with equipment booking:
  - Check in /check out equipment is allowed any time after checking in room and before check out room
  - If room is checked out, check in of equipment is not allowed



- Enter the booker kiosk panel by:
  - URL: <u>https://w5.ab.ust.hk/njcrf/kiosk/booker/booked-equipments</u>

🕻 Kiosk	]—	THE HONG KONG UNIVERSITY OF SCIENCE							
📽 New Booking		CRF Booking System							
🛱 Bookings	^		🖒 Booker Panel	THE HONG KONG UNAVERATION SOLICIES CRF Booking System				Logout	istest157@ust.hk
My Bookings			Today's Bookings	CRF Booking System > Today's Bookings					
💄 Me			Check Out Bookings LAF V	Today's Bookings	Project Name	Time Booked	Session	Status	Action
User Feedback				7328	000009-R9546	09:00 - 10:00	1hr and Omin	Available	Check In
LAF	$\overline{}$			7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Available	Check In
				7149-B BSC level 2	000009-R9546	18:00 - 19:30	1hr and 30mins	Available	Not Yet Started





🖸 Booker Panel					Logout	test157@ust.hk
📒 Today's Bookings	CRF Booking System > Today's Bookings					
Check Out Bookings	Today's Bookings					
LAF v	Equipment / Facility	Project Name	Time Booked	Session	Status	Action
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Available	Check In
	7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Available	Check In
	7149-B BSC level 2	000009-R9546	18:00 - 19:30	1hr and 30mins	Available	Not Yet Started

- Go to 'Today's Bookings' page
  - $\,\circ\,$  List all bookings of current day
  - $\,\circ\,$  Each row represents 1 room / equipment booked timeslot under 1 booking form
- Click 'Check In' of the room row first



- A pop-up with more details is opened for you to confirm correct room / equipment is selected
- Press 'Check In', and then 'Confirm' in the confirmation pop-up
- A success message is shown after checked in

Equipment Status : Available	×		
Reference ID			
202504080011			
Equipment			10-1
7328			Checked in Successful
Project Name	_	uipn Are you sure you want to check in the	)0-1
000009-R9546			
Principal Investigator		ferer selected room?	
CHOW King Lau King			►
Service Group		2025	▋▝▋
Room Only		Cancer	
Time Booked		uipm	ок
09:00 - 10:00	©		
Session (Hr)		7000	
1hr and Omin			
Che	eck In		

#### Case: Room with equipment booking

- After checked in, the status of the room row is updated to 'Checked In'
- The status of the equipment row remains unchanged
- Proceed to check in equipment by clicking 'Check In' of the equipment row
- Remaining steps are the same as checking in room

🖸 Booker Panel	THE HONG KONG UNIVERSITY OF SCIENCE CRF Booking System				Logout	stest157@ust.hk
Today's Bookings	CRF Booking System > Today's Bookings					
Check Out Bookings	Today's Bookings					
LAF v	Equipment/Facility	Project Name	Time Booked	Session	Status	Action
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Checked In	Check In
	7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Available	Check In
	7149-B BSC level 2	000009-R9546	18:00 - 19:30	1hr and 30mins	Available	Not Yet Started

45

#### Case: Room with equipment booking

• Both room and equipment are now successfully checked in

C Booker Panel					Logout	test157@ust.hk
📒 Today's Bookings	CRF Booking System > Today's Bookings					
Check Out Bookings	Today's Bookings					
	Equipment / Facility	Project Name	Time Booked	Session	Status	Action
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Checked In	Check In
	7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Checked In	Check In
	7149-B BSC level 2	000009-R9546	18:00 - 19:30	1hr and 30mins	Available	Not Yet Started



- Enter the booker kiosk panel by:
  - URL: <u>https://w5.ab.ust.hk/njcrf/kiosk/booker/checked-in-equipments</u>

🖸 Kiosk	THE HONG KONG						
🕸 New Booking	CRF Booking System						
Bookings ^		C Booker Panel	THE INCO KONG UNIVESHY OF SCIENCE UNIVESHY OF SCIENCE CRF Booking System				Logout istest157@ust.hk
My Bookings		Today's Bookings	CRF Booking System > Check Out Bookings				
		Check Out Bookings	Check Out Bookings				
💄 Me		LAF v	Equipment / Facility	Project Name	Time Booked	Session	Action
User Feedback			7328	000009-R9546	09:00 - 10:00	1hr and Omin	Check Out
			7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Check Out





C Booker Panel					Logout istest157@ust.hk
Today's Bookings	CRF Booking System > Check Out Bookings				
Check Out Bookings	Check Out Bookings				
LAF v	Equipment / Facility	Project Name	Time Booked	Session	Action
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Check Out
	7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Check Out

- Go to 'Check Out Bookings' Page:
  - $\,\circ\,$  List all checked in bookings of current day
  - $\,\circ\,$  Each row represents 1 room / equipment booked timeslot under 1 booking form
- Click 'Check Out' of the equipment row first



- A pop-up with more details is opened for you to confirm correct room / equipment is selected
- Press 'Check Out', and then 'Confirm' in the confirmation pop-up
- A success message is shown after checked out

Equipment Status: Checked In X Reference ID 202504080011		
Equipment 7328 (Anesthesia Machine) Project Name 000009-R9546 Time Booked 09:30 - 10:00 Session (Hr) Ohr and 30mins Principal Investigator CHOW King Lau King	Dr Are you sure you want to check out the selected equipment? 25 Cancel Confirm or	cessful
Service Group Room with Anesthesia Machine Check Out		

#### Case: Room with equipment booking

- After checked out, the equipment row is no longer shown on 'Check Out Bookings' page
- Proceed to check out room by clicking 'Check Out' of the room row
- Remaining steps are the same as checking out equipment

🖸 Booker Panel	THE HONG KONG UNIVERSITY OF SCIENCE CRF Booking System				Logout istest157@ust.hk
Today's Bookings	CRF Booking System > Check Out Bookings				
Check Out Bookings	Check Out Bookings				
LAF v	Equipment/Facility	Project Name	Time Booked	Session	Action
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Check Out



#### Case: Room with equipment booking

- Both room and equipment are now successfully checked out
- You can view their status in 'Today's Bookings' page until day end

🖸 Booker Panel					Logout	istest157@ust.hk
Today's Bookings	CRF Booking System > Today's Bookings					
Check Out Bookings	Today's Bookings					
LAF v	Equipment / Facility	Project Name	Time Booked	Session	Status	Action
	7149-B BSC level 2	000009-R9546	18:00 - 19:30	1hr and 30mins	Available	Not Yet Started
	7328	000009-R9546	09:00 - 10:00	1hr and Omin	Checked Out	Check In
	7328 (Anesthesia Machine)	000009-R9546	09:30 - 10:00	Ohr and 30mins	Checked Out	Check In



# 10. FAQ



# What email notifications will you receive from the system

- Booking confirmation email
  - Sent after submit booking
- Email for Incomplete check-in/check-out or No Show Booking
  - Sent next day of such bookings



# Why check in action is unavailable/failed

- Attempt to check in too early (more than 30 minutes before booking start)
- For a Room with equipment booking, attempt to check in equipment before check in room
- Attempt to check in after booking end time



### **11. Mobile version**



### **Mobile version**



🖞 | ilso