

**GUIDELINES FOR USERS OF SMART BOOKING SYSTEM
(STUDENT BODY ROOMS)
STUDENTS ACCOMMODATION CENTRE (SAC)**



**Prepared by:
SAC /2014
Last updated on:
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SMART Booking System (SBS)

Introduction

SBS is based on open source applications, phpScheduleIt. It is a web-based application which seeks to address the problems of scheduling and managing the use of rooms or space. It provides a calendar that allows the booking process be done independently by the user. It was developed by Nick Korbel, Dung Le and Jan Mattila. Application code system is placed under the GNU GPL license.

Based on extensive research, KIK SMART has resulted in an initiative to improve the quality of services booked carrels and discussion and interfacing with applications phpScheduleIt. Result, the SBS was created to help users make reservations Learning Guide orderly room and online.

KIK SMART is an Innovative and Creative Group, consisting of library staff of Sultanah Bahiyah UUM. This group is responsible for selecting and analyzing the problems related to the departments in the library, make recommendations to management and implement them upon approval. Members of the group are Mrs. Rozana Zakaria, Mr. Abdul Hadi Mat Taib, Madam Nur Hafidzoh Asyiqin Ahmad, Ms. Norzaiyana Ab Rasib, En. Md Aisha Ahmad, Mrs. and Mr. Nurfariza muslin. Ku Ku Azhar Hj Saud (facilitator).

Pusat Penginapan Pelajar
(Student Accommodation Centre)

UUM SMART BOOKING system
Universiti Utara Malaysia

Anda tidak LogMasuk!
ANJUNG | Lihat Jadual | LogMasuk | Lupa Kata Laluan
Language/Bahasa : English | Melayu

Selamat Datang

Pusat Penginapan Pelajar | Student Accommodation Centre (SAC) , Universiti Utara Malaysia

SAC telah diberi peranan untuk mengendalikan penginapan pelajar sebagai suatu entiti yang penting dalam usaha untuk menyediakan penginapan yang selesa dan kemudahan yang kondusif kepada pelajar. Selain dari itu, SAC juga bertanggungjawab dalam menguruskan hampir 100 unit premis makanan di dalam kampus dalam memastikan makanan adalah bersih, selamat dan halal dan juga berperanan untuk membuat pemeriksaan berkala di semua premis makanan dan melaksanakan program latihan yang kondusif kepada pengusaha. SAC juga diberi peranan untuk mengurus sebahagian kenderaan universiti disamping memantau perkhidmatan bas kitaran kampus seperti mengadakan rondaan bagi memastikan bas-bas kitaran berjalan mengikut jadual yang ditetapkan.

Pusat Penginapan Pelajar | Student Accommodation Centre (SAC), Universiti Utara Malaysia, 06010 UUM Sintok, Kedah Darul Aman. [Laman Sesawang Pusat Penginapan Pelajar](#) | [Facebook SAC UUM](#)
Ada Pertanyaan? Hubungi : 1. Bgln Pentadbiran dan Operasi : Puan Roslina Abdullah (Pengurus Asrama) Tel-04-9284153 | 2. Bgln Perkhidmatan dan Kemudahan : Encik Jamaat Alhafis Mansor (Pengurus Asrama) Tel : 04-928 4171 | Puan Nooraini Abd. Manaf (Pen. Pegawai Tadbir) Tel : 04-928 4156 | Counter Tel : 04-9284150

Peraturan Penggunaan

1. SMART Booking System diwujudkan untuk memudahkan anda melakukan tempahan bilik yang meliputi Bilik Aktiviti Pelajar dan Bilik Bengkel Pelajar secara atas talian.
2. Tempahan penggunaan adalah bergantung kepada kekosongan dan akan diberikan secara "first come, first serve".
3. Masa penggunaan adalah dari 8 pagi hingga 11 malam dan setiap masa penggunaan adalah dihadkan kepada 3 jam sahaja.
4. Pelajar perlu mengenakan pakaian formal pada waktu pejabat dan semi-formal pada waktu di luar pejabat.
5. Pelajar DILARANG mengubah kedudukan parabol didalam bilik.
6. Penggunaan bilik adalah untuk kumpulan pelajar yang terdiri dari minima 5 orang.

Apakah SMART Booking System (SBS) ?

SBS adalah merupakan satu aplikasi sumber terbuka ScheduleIt yang berteraskan bahasa pengaturcaraan PHP dan MySQL. Ia diselenggara dan dikendalikan oleh Kumpulan Inovasi dan Kreatif SMART, Perpustakaan Sultanah Bahiyah, Universiti Utara Malaysia. | Hakcipta KIKSMART UUM 2012


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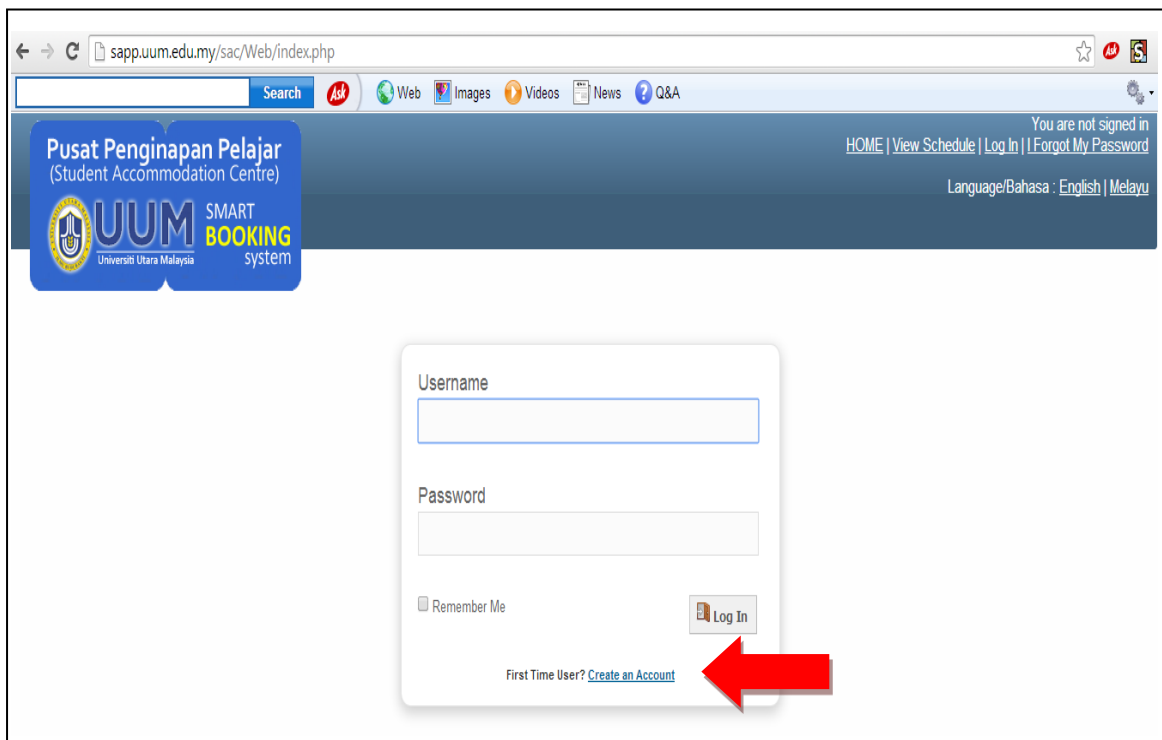
How to access SBS?

1. Website

Please access through SBS link: <http://sapp.uum.edu.my/sac/Web>

2. Log In

- a- Firstly, users need to create an account by clicking the button
()



The screenshot shows a web browser window with the URL sapp.uum.edu.my/sac/Web/index.php. The page header includes the UUM logo and the text "Pusat Penginapan Pelajar (Student Accommodation Centre) SMART BOOKING system". There are navigation links for HOME, View Schedule, Log In, and Forgot My Password. The main content area features a login form with the following elements:

- Username input field
- Password input field
- Remember Me checkbox
- Log In button
- Link for "First Time User? [Create an Account](#)" with a red arrow pointing to it.

- b. For security purposes, users are required to register as a user of direct booking system (DBS) by filling in all the required items.
- c. It is important that you key-in using your real name for the first and last name as well as to enter your student email (eg: s2*****@student.uum.edu.my)

<p>Login (all fields are required)</p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p>Default Homepage My Home ▼</p> <p>Profile (all fields are required)</p> <p>First Name (FULL NAME) ←</p> <p>Last Name (FULL NAME)</p> <p>Email s(matric.no)@student.uum.edu.my ←</p> <p>Timezone Asia/Kuala_Lumpur ▼</p>	<p>Additional Information (optional)</p> <p>Phone <input type="text"/></p> <p>Organization <input type="text"/></p> <p>Position <input type="text"/></p> <p>Security Code</p> <p>skUms8</p> <p>Security Code <input type="text"/></p> <p><input checked="" type="checkbox"/> Register</p>
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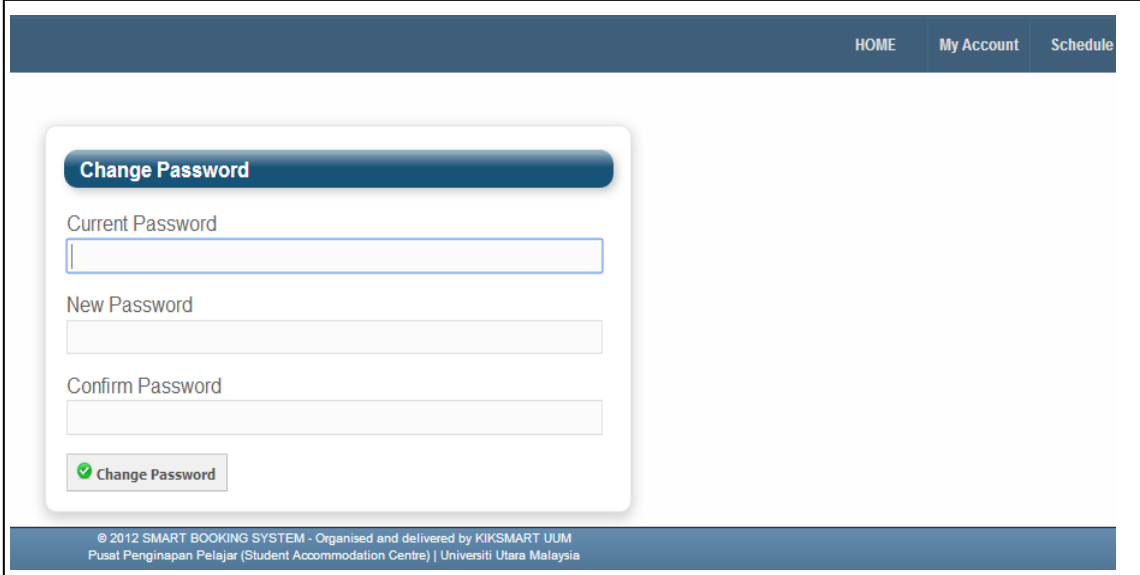
(←) *Important items

3. Registration

- a. After you have submitted your registration, the management (**Admin**) will receive one e-mail of your registration application.
- b. **As Users:** Log in by using your username and password as registered.

4. Password

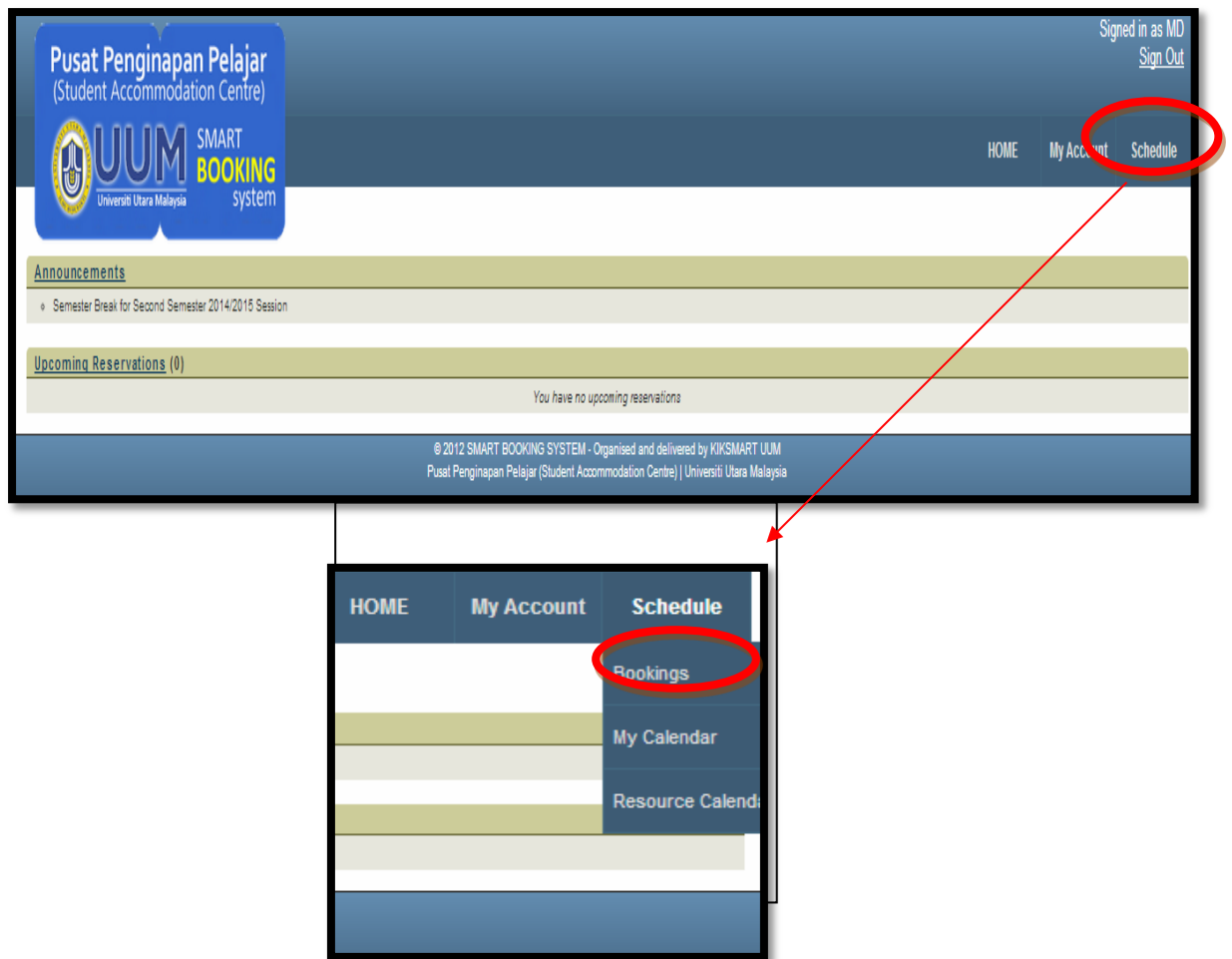
- a. If a user wants to make any changes especially passwords, please click on the account > change password.



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5. Making a booking

- a. Users need to book the room **at least a day before using the room**. This is to avoid from unnecessary problem.
- b. When making a reservation, users must know the various items in the booking system.
- c. For booking purposes, users can see on the screen porch, next click on “schedule” and choose “booking.”



d. After clicking on the “booking” button, user can choose the room you want to book based on the choice given by pressing the button provided. Users can also book a room at any time based on the available date given in the booking system.

- Student Workshop Room
- SAC Meeting Room (Staff Only)
- Student Body Room


(Student Body Room)

STUDENT BODY ROOM																			
08/17/2014 - 08/23/2014																			
Reservable	Unreservable	Reserved	My Reservation	Participant	Restricted														
SBR5	SBR6	SBR7	SBR9	SBR10	SBR11	SBR12	SBR13	SBR14	SBR15	SBR16	SBR17	SBR18	SBR19	SBR20	SBR23	SBR24	SBR25	SBR26	
Sunday, 08/17/2014																			
8:00 AM																			
11:00 AM																			
2:00 PM																			
5:00 PM																			
8:00 PM																			
	SBR5	SBR6	SBR7	SBR9	SBR10	SBR11	SBR12	SBR13	SBR14	SBR15	SBR16	SBR17	SBR18	SBR19	SBR20	SBR23	SBR24	SBR25	SBR26


(SAC Meeting Room – Staff Only)

SAC MEETING ROOM									
08/17/2014 - 08/23/2014									
Reservable	Unreservable	Reserved	My Reservation	Participant	Pending	Past	Restricted		
Sunday, 08/17/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Monday, 08/18/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Tuesday, 08/19/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Wednesday, 08/20/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Thursday, 08/21/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Friday, 08/22/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
Saturday, 08/23/2014	8:00 AM		11:00 AM		2:00 PM		5:00 PM		8:00 PM
SAC MEETING ROOM									
08/17/2014 - 08/23/2014									

(Student Workshop Room)

STUDENT WORKSHOP ROOM 

08/17/2014 - 08/23/2014


Reservable Unreservable Reserved My Reservation Participant Pending Past 

Day	8:00 AM	11:00 AM	2:00 PM	5:00 PM	8:00 PM
Sunday, 08/17/2014					
Monday, 08/18/2014					
Tuesday, 08/19/2014					
Wednesday, 08/20/2014					
Thursday, 08/21/2014					
Friday, 08/22/2014					
Saturday, 08/23/2014					

08/17/2014 - 08/23/2014

e. For all rooms, users can view the facilities of the room by placing the mouse over the room. For example :

SBR7



Description Student Table = 4 units,
Student Chair = 12 units,
Whiteboard = 1 unit.

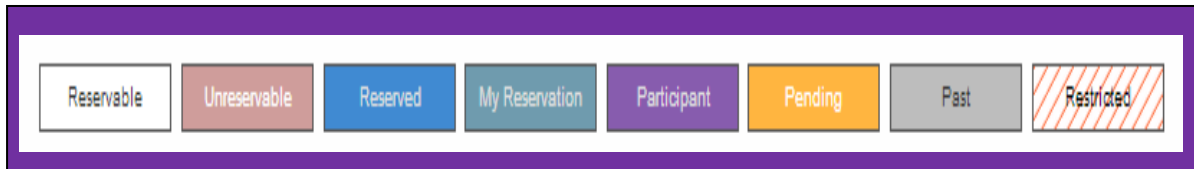
Notes Do not remove any tools from this room. Thank You.
Contact 04-928 4150
Location Level 1/ Aras 1 (Left)

- There is no minimum reservation duration
- Reservations cannot last more than 4 hours
- Reservations do not require approval
- Reservations must be made at least 1 days prior to start time
- Reservations can end at any point in the future
- Reservations cannot be made across days
- This resource has a capacity of 12 people

	SBR6	SBR7	SBR9	SBR10	SBR11	SBR12	SBR13	SBR14	SBR15	SBR16	SBR17	SBR18	SBR19	SBR20	SBR23	SBR24	SBR25	SBR26
Sunday, 08/17/2014																		
8:00 AM																		
11:00 AM																		
2:00 PM																		
5:00 PM																		
8:00 PM																		

6. Important matters before booking

- a. Users need to know whether the room you want to book is available.
- b. Users should read all items in this system especially the colour of the box before booking a room. (Student Body Room, SAC Meeting Room, Student Workshop Room). For example :



Wednesday, 08/20/2014															
8:00 AM															
11:00 AM															
2:00 PM															
5:00 PM															
8:00 PM															

Monday, 08/18/2014															
8:00 AM															
11:00 AM	Rezuan ghozali														
2:00 PM															
5:00 PM															
8:00 PM															

- c. If a room is available for booking, user should click on the empty room.

(Student Body Room)

	SBR5	SBR6	SBR7	SBR9	SBR10	SBR11	SBR12	SBR13	SBR14	SBR15	SBR16	SBR17	SBR18	SBR19	SBR20	SBR23	SBR24	SBR25	SBR26
Wednesday, 08/20/2014																			
8:00 AM																			
11:00 AM																			
2:00 PM																			
5:00 PM																			
8:00 PM																			

(SAC Meeting Room- Staff Only)

SAC MEETING ROOM

↕ 08/17/2014 - 08/23/2014 ↕

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

	8:00 AM	11:00 AM	2:00 PM	5:00 PM	8:00 PM
Sunday, 08/17/2014					
SAC MEETING ROOM					
Monday, 08/18/2014					
SAC MEETING ROOM					
Tuesday, 08/19/2014					
SAC MEETING ROOM					
Wednesday, 08/20/2014					
SAC MEETING ROOM					
Thursday, 08/21/2014					
SAC MEETING ROOM					
Friday, 08/22/2014					
SAC MEETING ROOM					
Saturday, 08/23/2014					
SAC MEETING ROOM					

↕ 08/17/2014 - 08/23/2014 ↕

(Student Workshop Room)

STUDENT WORKSHOP ROOM

↕ 08/17/2014 - 08/23/2014 ↕

Reservable Unreservable Reserved My Reservation Participant Pending Past Restricted

	8:00 AM	11:00 AM	2:00 PM	5:00 PM	8:00 PM
Sunday, 08/17/2014					
STUDENT WORKSHOP ROOM 3					
Monday, 08/18/2014					
STUDENT WORKSHOP ROOM 3					
Tuesday, 08/19/2014					
STUDENT WORKSHOP ROOM 3					
Wednesday, 08/20/2014					
STUDENT WORKSHOP ROOM 3					
Thursday, 08/21/2014					
STUDENT WORKSHOP ROOM 3					
Friday, 08/22/2014					
STUDENT WORKSHOP ROOM 3					
Saturday, 08/23/2014					
STUDENT WORKSHOP ROOM 3					

↕ 08/17/2014 - 08/23/2014 ↕

- d. After clicking on the empty room, users need to fill in all the information required. You will be given a maximum period of 3 hours to carry your activities or discussion. The number of participants using the room is between 4 or 5 people.

The screenshot shows a web interface for creating a reservation. At the top, there is a blue header with the text "Create a new reservation". Below this, the room name "STUDENT WORKSHOP ROOM 3" is displayed with a link "(More Resources)". The form includes several input fields: "Begin" (08/21/2014, 8:00 AM), "End" (08/21/2014, 11:00 AM), "Reservation Length" (0 days, 3 hours), "Title of reservation", and "Description of reservation". There is also an "Attach File" section with a "Choose File" button and the text "No file chosen (2 MB max)". On the right side, there is a "Participant List" section with an "Add" button and a dropdown menu showing "All Users". At the bottom right, there are "Create" and "Cancel" buttons.

- e. After booking, the user must return to the schedule to find out if the room is available. This is indicated by either blue or yellow colour in room column. If the colour is blue, it means that the room is being used at the time of booking. If the colour is yellow, the room is in the approval process.

7. Log Out

Please log out after using the system for security purposes.