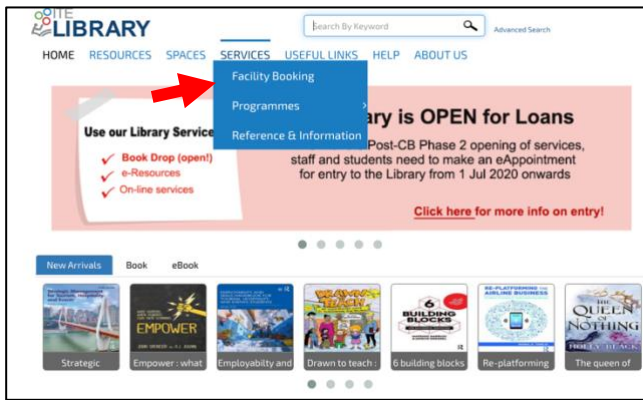


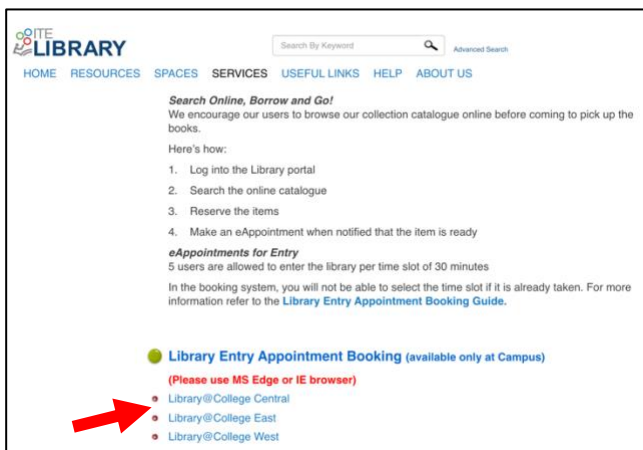
Library Visit Post-CB : Guide to Library Entry Appointment Booking



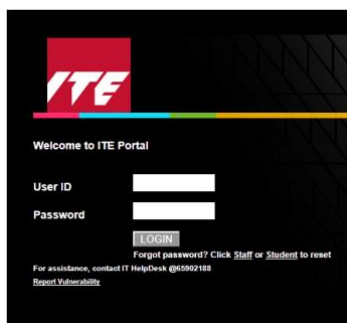
1 From the top menu bar of Library Portal select **Service >> Facility Booking** (See red arrow in the picture on the left)

Note :

Please use MS Edge or IE browser



2 Under **Library Entry Appointment Booking**, select the library location that you are at. (See red arrow in the picture on the left)



3 You will be presented the Single-sign-on (SSO) box, if you have not already signed-in.



4 After logged in, click on the **Facility Booking** button. This is also the page to check your appointment bookings. (See red arrow in the picture above)

ITE College East Library
5 facilities

All facility types
5 in ITE College East Library

Library Entry Appt Booking
5 in ITE College East Library

3. Choose a facility

Book

5

Select **Library Entry Appt Booking** button.
(See red arrow in the picture on the left)

ITE College East Library
5 Library Entry Appt Booking

All facility types
5 in ITE College East Library

Library Entry Appt Booking
5 in ITE College East Library

3. Choose a facility

Visitor 1
Visitor 2
Visitor 3
Visitor 4
Visitor 5

Book

6

Under **Choose a Facility**

1) Select either one of the choices

2) Click **Book** button.

(See red arrow in the picture on the left)

Note :

Under **Choose a Facility**, there are 5 choices. These choices represent a time slot of 30 minutes each for the user. At any one time slot of 30 minutes only 5 users are allowed in the library. (Refer to the note under Step 7 below).

5 visitors are allowed per time slot of 30 minutes.

You will not be able to select the slot if it is already taken.

Please re-select different Staff Visitor in "Facility" or change the Time Slot.

Note:
1) Please input 1 for "Class"
2) Please ignore the "Purpose of Use"

Facility: Visitor 1

Date: 02/07/2020

Time: 3:00pm to 3:30pm

No. of people expected: 1

Contact no.: 2375

Class: 1

Purpose of use: Group Discussion

Remarks (optional)

	Monday 29/6/20	Tuesday 30/6/20	Wednesday 1/7/20	Thursday 2/7/20	Friday 3/7/20
08:00					
09:00					
10:00	10:00				
11:00				11:00	
12:00					
13:00					
14:00					
15:00				15:00	
16:00					

7

Select the date and time you want to visit the library.

Note :

If all the 5 facilities have been taken up for the same time slot you can choose any of the facilities for different time slot that is available.

- If one user selected **Visitor 1** for the 9.00am to 9.30 time slot, you will not be able to book using the same facility (Visitor 1) on the same time slot . You may book for the same time slot by selecting different facility eg. Visitor 2 or Visitor 3. (See red arrow in the picture on the left – click on the drop down menu to change facility)

- If all the 5 facilities have been taken up for the same time slot, you can choose any of the facilities for different time slot that is available.

8

When you have selected the date and time for your visit click **Submit**.

Note :

Most of the info will be filled by default except for Class and Remarks.

- After making the necessary changes to the default Facility, Date & time, **please enter 1 in the "Class" box.**

- Ignore the **Purpose of use** and **Remarks** boxes.

- Advance Booking is allowed within 4 days.

Fullname: T0101010A On Behalf

Facility: Visitor 1

Date: 02/07/2020

Time: 3:00pm to 3:30pm

No. of people expected: 1

Contact no.: 2375

Class: 1

Purpose of use: Group Discussion

Remarks (optional)