



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

LSIC FACILITY BOOKING SYSTEM USER GUIDE

Agenda

- User Persona Review
- Approver operation
- Admin operation
- User operation



USER PERSONA REVIEW

01 | Approver

- Make an approval for facility request



02 | Admin

- Configuration and approval



03 | User

- Login by predefined account
- Facility Booking



USER PERSONA REVIEW

01 | Approver

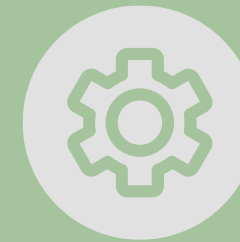
- Make an approval for facility request



01 | Approver

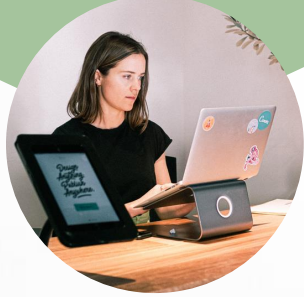


I.I | Facility request approval



**LSIC Admin Apps
(User PC)**

01 | Approver



I.I | Facility request approval



LSIC Admin Apps
(User PC)

1 Open Approval App ([Link](#))

The screenshot shows the 'APPROVAL REQUEST' interface with the following details:

- Header: 香港浸會大學 HONG KONG BAPTIST UNIVERSITY, APPROVAL REQUEST, APPROVAL HISTORY, Welcome Booking System (UAT) Life Science Imaging Centre
- Filters: All Catalog, All Status, Reserve Date
- Request 1 (External):
 - Booking ID: DDE1720064121194
 - Creator: HKU (external) test
 - Phone: 88776655
 - Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F, 07/04/2024, 11:00 AM - 11:30 AM
- Request 2 (Internal):
 - Booking ID: DDE1720064277970
 - Creator: HKBU (edu email) test
 - Phone: [blank]
 - Duration: SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F, 07/04/2024, 09:30 AM - 11:00 AM

2 Click "Approve" to review approval details and click "confirm" for approval.

The 'Approval Confirmation' dialog box contains the following information:

- Creator: external-user@hku.com
- Phone: 87645312
- Billing Address:
- Cost Code: NA
- Project Code: DF5565
- Budget Controller/Endorser: NA
- PI Email Address: perry.s0@sds-techglobal.com
- PI Name: Perry
- PI Contact Number: 88776655
- Booking ID: DDE1720064121194
- User Group: User Group 2
- Duration: 04 Jul 2024, 11:00 AM - 11:30 AM

A green arrow points to the 'Confirm' button at the bottom right of the dialog.

* Reject operation flow should be similar.

01 | Approver



I.2 | Review approval history



**LSIC Admin Apps
(User PC)**

01 | Approver



I.2 | Review approval history



LSIC Admin Apps (User PC)

1 Open Approval App ([Link](#))

APPROVAL REQUEST
2 Approval Data

Clear All Search ... All Catalog All Status Reserve Date

Request ID	Category	Details	Duration	Actions
DDE1720064121194	External	Booking ID : DDE1720064121194 Creator : HKU (external) test Phone : 88776655	SIEMENS 3T Prisma MRI (EFF2343) G/F 07/04/2024 11:00 AM - 11:30 AM	Approve Reject
DDE1720064277970	Internal	Booking ID : DDE1720064277970 Creator : HKBU (edu email) test Phone :	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 07/04/2024 09:30 AM - 11:00 AM	Approve Reject

2 Click "Approval History" and filter by "Date", Catalog, Status ...

APPROVAL HISTORY
0 Approval History Data

Clear All Search ... All Catalog All Status Reserve Date

No Request Data

Thursday
July
4
2024

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Ok Cancel

01 | Approver



I.2 | Review approval history



LSIC Admin Apps (User PC)

3 Review approval history

APPROVAL HISTORY
104 Approval History Data

Clear All Search ... All Catalog All Status Reserve Date

Accepted External
Details: Booking ID: DDE2233, Creator: Perry So, Phone: 88889999
Duration: SIEMENS 3T Prisma (EFF2343) G/F, 06 Jun 2024 09:00 AM - 11:00 AM
Edit Cancel

Cancel External
Details: Booking ID: DDE2234, Creator: Perry So, Phone: 88889999
Duration: SIEMENS 3T Prisma (EFF2343) G/F, 07 Jun 2024 12:00 AM - 12:00 AM
Edit Cancel

Rejected External
Details: Booking ID: DDE2235, Creator: Perry So, Phone: 88889999
Duration: SIEMENS 3T Prisma (EFF2343) G/F, 11 Jun 2024 12:00 AM - 12:00 AM
Edit Cancel

Cancel Internal
Details: Booking ID: DDE1717471180699, Creator: Demo Test HKBU, Phone:
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F, 04 Jun 2024 09:00 AM - 11:30 AM
Edit Cancel

Rejected Internal
Details: Booking ID: DDE1717490155592, Creator: Demo Test HKBU, Phone:
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F, 05 Jun 2024 09:00 AM - 09:30 AM
Edit Cancel

Cancel Internal
Details: Booking ID: DDE1717490314306, Creator: Demo Test HKBU, Phone:
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F, 05 Jun 2024 09:00 AM - 09:30 AM
Edit Cancel

Cancel Internal
Details: Booking ID: DDE1717492667992, Creator: Demo Test HKBU, Phone:
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F
Edit Cancel

Accepted Internal
Details: Booking ID: DDE1717492763158, Creator: Demo Test HKBU, Phone: 76575
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F
Edit Cancel

Accepted Internal
Details: Booking ID: DDE1718071075752, Creator: Staff UAT, Phone:
Duration: SIEMENS 3T Prisma MRI (EFF2343) G/F
Edit Cancel

4 Click for review record in list view

APPROVAL HISTORY
10 Approval History Data

Clear All Search ... All Catalog All Status Reserve Date

	Booking Type	Booking ID	UserName	Contact	Equipment Name	Duration	Request Time	Action
●	Internal	DDE1718073037629	Staff UAT	12345678	SIEMENS 3T Prisma MRI	02 Sep 2024 02:00 PM - 02:30 PM	11 Jun 2024 10:30 AM	Edit Cancel
●	External	DDE1719302608655	Outsider 2 UAT	96385274	SIEMENS 3T Prisma MRI	30 Oct 2024 10:00 AM - 12:00 PM	25 Jun 2024 04:03 PM	
●	External	DDE1719302810760	Outsider 2 UAT	78945612	SIEMENS 3T Prisma MRI	30 Oct 2024 03:30 PM - 05:30 PM	25 Jun 2024 04:06 PM	
●	External	DDE1719302901750	Outsider 2 UAT	12344567	SIEMENS 3T Prisma MRI	24 Oct 2024 10:00 AM - 12:00 PM	25 Jun 2024 04:08 PM	
●	External	DDE1719303699705	Outsider 2 UAT	12345678	SIEMENS 3T Prisma MRI	23 Oct 2024 10:00 AM - 12:00 PM	25 Jun 2024 04:21 PM	
●	External	DDE1719304164086	Outsider 2 UAT	96385274	SIEMENS 3T Prisma MRI	23 Oct 2024 02:00 PM - 05:00 PM	25 Jun 2024 04:29 PM	
●	External	DDE1719304395043	Outsider 2 UAT	95135746	SIEMENS 3T Prisma MRI	22 Oct 2024 02:00 PM - 03:00 PM	25 Jun 2024 04:33 PM	
●	External	DDE1719394953871	Outsider 2 UAT	98652233	SHIMADZU Functional Near-infrared Spectroscopy	16 Oct 2024 10:00 AM - 12:00 PM	26 Jun 2024 05:42 PM	
●	Internal	DDE1723710420080	SIT Student Case		EGI Electroencephalogram	21 Aug 2024 09:00 AM - 10:30 AM	15 Aug 2024 04:27 PM	Edit Cancel
●	Internal	DDE1723713341750	Student UAT		EGI Electroencephalogram	23 Aug 2024 10:00 AM - 11:00 AM	15 Aug 2024 05:15 PM	Edit Cancel

01 | Approver



5 Click "Edit" to edit appointment details

Equipment Booking Edit

Cost Code	PI Email Address
<input type="text" value="00012345"/>	<input type="text" value="Peter.chan@hktbu.com"/>
Budget	PI Name
<input type="text" value="Tom"/>	<input type="text" value="Peter Chan"/>
	PI Contact Number
	<input type="text" value="88889999"/>

Cancel Confirm



I.2 | Review approval history



LSIC Admin Apps (User PC)

6 Click to "Cancel" to delete the appointment

APPROVAL HISTORY

104 Approval History Data

Clear All Search ... All Catalog All Status Reserve Date

Accepted External	Cancel External	Rejected External
 Details Booking ID : DDE2233 Creator : Perry So Phone : 88889999 Duration SIEMENS 3T Prisma (EFF2343) G/F 06 Jun 2024 09:00 AM - 11:00 AM Edit Cancel	 Details Booking ID : DDE2234 Creator : Perry So Phone : 88889999 Duration SIEMENS 3T Prisma (EFF2343) G/F 07 Jun 2024 12:00 AM - 12:00 AM Edit Cancel	 Details Booking ID : DDE2235 Creator : Perry So Phone : 88889999 Duration SIEMENS 3T Prisma (EFF2343) G/F 11 Jun 2024 12:00 AM - 12:00 AM Edit Cancel
Cancel Internal	Rejected Internal	Cancel Internal
 Details Booking ID : DDE1717471180699 Creator : Demo Test HKBU Phone : Duration SIEMENS 3T Prisma MRI (EFF2343) G/F 04 Jun 2024 09:00 AM - 11:30 AM Edit Cancel	 Details Booking ID : DDE1717490155592 Creator : Demo Test HKBU Phone : Duration SIEMENS 3T Prisma MRI (EFF2343) G/F 05 Jun 2024 09:00 AM - 09:30 AM Edit Cancel	 Details Booking ID : DDE1717490314306 Creator : Demo Test HKBU Phone : Duration SIEMENS 3T Prisma MRI (EFF2343) G/F 05 Jun 2024 09:00 AM - 09:30 AM Edit Cancel
Cancel Internal	Accepted Internal	Accepted Internal
 Details Booking ID : DDE1717492667992 Creator : Demo Test HKBU Phone : Duration SIEMENS 3T Prisma MRI (EFF2343) G/F Edit Cancel	 Details Booking ID : DDE1717492763158 Creator : Demo Test HKBU Phone : 76575 Duration SIEMENS 3T Prisma MRI (EFF2343) G/F Edit Cancel	 Details Booking ID : DDE1718071075752 Creator : Staff UAT Phone : Duration SIEMENS 3T Prisma MRI (EFF2343) G/F Edit Cancel

USER Persona REVIEW

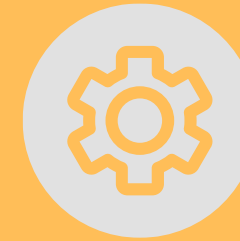
02 | Admin

- Configuration and approval





2.1| Facility request approval



**LSIC Admin Apps
(User PC)**



1 Open Approval App ([Link](#))

The screenshot displays the 'Approval Request' interface with the following details:

- Navigation:** APPROVAL REQUEST, APPROVAL HISTORY, EQUIPMENT, BOOKING REVIEW, APPROVAL GROUP, USER GROUP.
- Search:** Clear All, Search ...
- Grid of Requests:**
 - Request 1:** Pending, Internal. SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F. Booking ID: DDE1721274978612. Request at: 18 Jul 2024 11:56 AM.
 - Request 2:** Pending, Internal. EGI Electroencephalogram (EFF2344) 6/F. Booking ID: DDE1721295126848. Request at: 18 Jul 2024 05:32 PM.
 - Request 3:** Pending, Internal. LOCALITE Transcranial Magnetic Stimulation (EFF2345) 7/F. Booking ID: DDE1721295716788. Request at: 18 Jul 2024 05:41 PM.
 - Request 4:** Pending, External. SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F. Booking ID: DDE1721351303460. Request at: 19 Jul 2024 09:08 AM.
 - Request 5:** Pending, External. SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F. Booking ID: DDE1721359227255. Request at: 19 Jul 2024 11:20 AM.
 - Request 6:** Pending, External. SIEMENS 3T Prisma MRI (EFF2343) G/F. Booking ID: DDE1721360461866. Request at: 19 Jul 2024 11:41 AM.
 - Request 7:** Pending, External. SIEMENS 3T Prisma MRI (EFF2343) G/F. Booking ID: DDE172163773647. Request at: 22 Jul 2024 04:42 PM.
 - Request 8:** Pending, Internal. SIEMENS 3T Prisma MRI (EFF2343) G/F. Booking ID: DDE1721638191437. Request at: 22 Jul 2024 04:49 PM.

2 Click "Approve" to review approval details and click "confirm" for approval.

The 'Approval Confirmation' dialog box contains the following information:

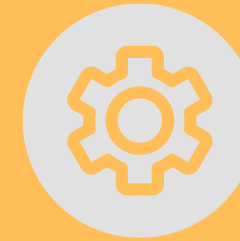
- Buttons:** Approve (green), Cancel, Confirm (blue).
- Image:** A photograph of a Siemens MRI machine in a clinical setting.
- Creator:** external-user@hku.com, Phone: 87645312
- Billing Address:** (blank)
- Cost Code:** NA
- Project Code:** DF5565
- Budget Controller/Endorser:** NA
- PI Email Address:** perry.s0@sds-techglobal.com
- PI Name:** Perry
- PI Contact Number:** 88776655
- User Group:** User Group 2
- Booking ID:** DDE1720064121194
- Duration:** 04 Jul 2024, 11:00 AM - 11:30 AM

* Reject operation flow should be similar.





2.2 | Review approval history



**LSIC Admin Apps
(User PC)**



1 Open Approval App ([Link](#))

APPROVAL REQUEST
17 Approval Data

Clear All Search ... All Catalog Reserve Date

Status	Booking ID	Creator	Phone	Request at	Duration
Pending (Internal)	DDE1721274978612	Student UAT		18 Jul 2024 11:56 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 24 Jul 2024 02:30 PM - 05:00 PM
Pending (Internal)	DDE1721295126848	SIT Student Case		18 Jul 2024 05:32 PM	EGI Electroencephalogram (EFF2344) 6/F 18 Jul 2024 09:00 AM - 09:30 AM
Pending (Internal)	DDE172129516788	SIT Staff Case	13	18 Jul 2024 05:41 PM	LOCALITE Transcranial Magnetic Stimulation (EFF2345) 7/F 18 Jul 2024 10:30 AM - 04:00 PM
Pending (External)	DDE172121351303460	Outsider 2 UAT	85214796	19 Jul 2024 09:08 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 19 Jul 2024 04:00 PM - 05:00 PM
Pending (External)	DDE1721359227255	Outsider 2 UAT	123456789	19 Jul 2024 11:20 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 19 Jul 2024 02:00 PM - 04:00 PM
Pending (External)	DDE1721360461866	Outsider 2 UAT	123456789	19 Jul 2024 11:41 AM	SIEMENS 3T Prisma MRI (EFF2343) G/F 22 Jul 2024 10:00 AM - 10:30 AM
Pending (Internal)	DDE172163773647	Student UAT		22 Jul 2024 04:42 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F
Pending (Internal)	DDE1721638191437	Student UAT		22 Jul 2024 04:49 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F

**** Review all approval requests**

2 Click "Approval History" and filter by "Date", Catalog, Status ...

APPROVAL HISTORY
15 Approval History Data

Clear All Search ... All Catalog All Status Reserve Date

Status	Booking ID	Creator	Phone	Request at	Duration
Accepted (Internal)	DDE1718073037629	Staff UAT	12345678	11 Jun 2024 10:30 AM	SIEMENS 3T Prisma MRI (EFF2343) G/F 02 Sep 2024 02:00 PM - 02:30 PM
Accepted (External)	DDE1721644044288	Outsider UAT	1234124	22 Jul 2024 06:27 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 03:00 PM - 04:00 PM
Rejected	DDE1721644136469	Outsider UAT	12345467	22 Jul 2024 06:29 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 03:30 PM - 04:30 PM
Rejected (External)	DDE1721644382206	Outsider UAT	1234124	22 Jul 2024 06:33 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 02:30 PM - 04:30 PM
Rejected (External)	DDE1721644489419	Outsider UAT	12432354	22 Jul 2024 06:34 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 03:30 PM - 04:30 PM
Rejected (External)	DDE1721644446106	Outsider UAT	12341234	22 Jul 2024 06:34 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 03:30 PM - 04:30 PM
Rejected (External)	DDE1721644489419	Outsider UAT	12432354	22 Jul 2024 06:34 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F 07 Aug 2024 03:30 PM - 04:30 PM

Calendar: Wednesday August 7, 2024



3 Review approval history

4 Click for review record in list view

Booking Type	Booking ID	UserName	Contact	Equipment Name	Duration	Request Time	Action
Internal	DDE1722226878122	prod-internal test		EGI Electroencephalogram	07 Aug 2024 09:00 AM - 12:00 PM	29 Jul 2024 12:21 PM	Edit Cancel
Internal	DDE1722233841188	prod-internal test		EGI Electroencephalogram	30 Jul 2024 02:30 PM - 03:00 PM	29 Jul 2024 02:17 PM	
Internal	DDE1722240257649	prod-internal test		SIEMENS 3T Prisma MRI	31 Jul 2024 10:30 AM - 11:30 AM	29 Jul 2024 04:04 PM	Edit Cancel
Internal	DDE1722246255055	prod-internal test		SIEMENS 3T Prisma MRI	01 Aug 2024 10:00 AM - 11:30 AM	29 Jul 2024 05:44 PM	Edit Cancel
Internal	DDE1722305066400	prod-internal test		SIEMENS 3T Prisma MRI	02 Aug 2024 10:00 AM - 11:30 AM	30 Jul 2024 10:04 AM	Edit Cancel




5 Click to "Edit" to edit the appointment

Equipment Booking **Edit** [X]

Cost Code	PI Email Address
<input type="text" value="00012345"/>	<input type="text" value="Peter.chan@hktbu.com"/>
Budget	PI Name
<input type="text" value="Tom"/>	<input type="text" value="Peter Chan"/>
	PI Contact Number
	<input type="text" value="88889999"/>

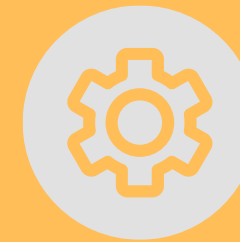
2 Click "Cancel" to cancel the appointment

Equipment Booking **Cancel** [X]

	EFF2343 Booking ID : DDE2233 Creator : Perry.So@hkbu.com Phone : 88889999 06/06/2024 09:00 AM - 11:00 AM
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2.3 | Review equipment details



**LSIC Admin Apps
(User PC)**



1 Open Approval App ([Link](#))

The screenshot shows the 'APPROVAL REQUEST' page with 17 approval data. It features a navigation bar with 'APPROVAL REQUEST', 'APPROVAL HISTORY', 'EQUIPMENT', 'BOOKING REVIEW', 'APPROVAL GROUP', and 'USER GROUP'. The main content is a grid of 9 pending requests, each with a 'Details' button and 'Approve'/'Reject' actions.

2 Click "Equipment" to review equipment details and click "Details" for editing.

The screenshot shows the 'EQUIPMENT' page with 4 equipments. A green arrow points to the 'Details' button for the 'EGE Electroencephalogram For EEG Booking' item. The navigation bar includes 'EQUIPMENT', 'BOOKING REVIEW', 'APPROVAL GROUP', and 'USER GROUP'.

* Reject operation flow should be similar.



3 Review and edit for equipment details.

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APPROVAL REQUEST APPROVAL HISTORY EQUIPMENT BOOKING REVIEW APPROVAL GROUP USER GROUP

Welcome Booking System (UAT) Life Science Imaging Centre

← Back to equipment list

Update Equipment Status Available

Description

Equipment Name
SIEMENS 3T Prisma MRI

Equipment Description
For MRI Booking

Equipment Image

There is nothing attached.

Attach file

Upcoming Booking

10 Jul 2024	SIT Student	06:30 PM	08:00 PM
16 Jul 2024	Outsider 3 UAT	09:00 AM	12:00 PM
17 Jul 2024	Outsider 3 UAT	09:00 AM	12:00 PM
17 Jul 2024	Staff UAT	02:00 PM	05:30 PM
18 Jul 2024	Student UAT	03:30 PM	04:30 PM
18 Jul 2024	Outsider 3 UAT	09:00 AM	12:00 PM
18 Jul 2024	Staff UAT	02:00 PM	05:30 PM
19 Jul 2024	Outsider 3 UAT	09:00 AM	10:00 AM
23 Jul 2024	Outsider 3 UAT	02:00 PM	03:00 PM
23 Jul 2024	Outsider 3 UAT	04:00 PM	04:30 PM

Catalog

Equipment Catalog
MRI

Available Booking Time Range

AM
09:00 12:00

PM
14:00 17:30

Booking Record

02 Jul 2024	Student UAT	02:00 PM	02:30 PM
02 Jul 2024	Student UAT	03:00 PM	03:30 PM
02 Jul 2024	Student UAT	04:00 PM	04:30 PM
30 Jun 2024	Demo Test	09:00 AM	09:30 AM
28 Jun 2024	SIT Student	11:30 PM	12:30 AM
28 Jun 2024	Student UAT	03:30 PM	04:30 PM
28 Jun 2024	Student UAT	03:00 PM	05:00 PM
26 Jun 2024	SIT Student	11:00 PM	12:00 AM
25 Jun 2024	Staff UAT	03:30 PM	05:30 PM
25 Jun 2024	Outsider 3 UAT	11:00 AM	11:30 AM

Approval Group

ID

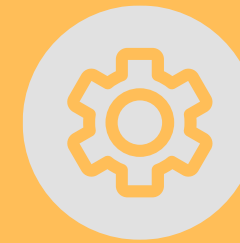
Remark

Details Function list

1. Set Equipment Name
2. Set Equipment Description
3. Set Equipment Image
4. Set Catalog
5. Set available time
6. Enable / Disable
7. Review Upcoming Booking and Booking Record



2.4 | Booking Review



LSIC Admin Apps (User PC)



1 Open Approval App ([Link](#))

The screenshot shows the 'APPROVAL REQUEST' dashboard with 17 approval data items. The dashboard includes a search bar, filters for 'All Catalog' and 'Reserve Date', and a grid of booking cards. Each card displays a thumbnail, booking ID, creator name, phone number, request time, duration, and equipment name. The equipment names include SHIMADZU Functional Near-infrared Spectroscopy, EGI Electroencephalogram, LOCALITE Transcranial Magnetic Stimulation, and SIEMENS 3T Prisma MRI.

2 Click "Booking Review" to review Booking details

The screenshot shows the 'BOOKING REVIEW' interface for a specific booking. A green arrow points to the 'BOOKING REVIEW' tab in the navigation menu. The interface displays a calendar grid with time slots from 08:00 to 14:00. The booking details are as follows:

Title	SIEMENS 3T Prisma	EGI Electroencephalogram	LOCALITE Transcranial Magnetic Stimulation	SHIMADZU Functional Near-infrared Spectroscopy
08:00				
08:30				
09:00				
09:30				uat.staff@life.hkbu.edu.hk 09:30 AM - 10:00 AM
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				



3 Filter by Date

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APPROVAL REQUEST APPROVAL HISTORY EQUIPMENT **BOOKING REVIEW** APPROVAL GROUP USER GROUP

Welcome Booking System (UAT) Life Science Imaging Centre

BOOKING REVIEW
0 Booking Data

Title	SIEMENS 3T Prisma	EGI Electroencephalogram	LOCALITE Transcranial Magnetic Stimulation
08:00			
08:30			
09:00			
09:30			
10:00			
10:30			
11:00			
11:30			
12:00			
12:30			
13:00			
13:30			
14:00			

Thursday

July 4 2024

June 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Ok Cancel

4 Click "Print" to print the report

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APPROVAL REQUEST APPROVAL HISTORY EQUIPMENT **BOOKING REVIEW** APPROVAL GROUP USER GROUP

Welcome Booking System (UAT) Life Science Imaging Centre

BOOKING REVIEW
1 Booking Data

20 Jun 2024

Title	SIEMENS 3T Prisma	EGI Electroencephalogram	LOCALITE Transcranial Magnetic Stimulation	SHIMADZU Functional Near-infrared Spectroscopy
08:00				
08:30				
09:00				
09:30				uat.staff@life.hkbu.edu.hk 09:30 AM - 10:00 AM
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				



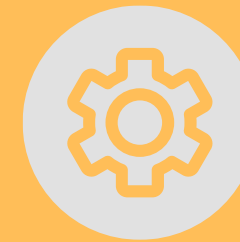
5 Report will print

The screenshot shows a Power Apps interface with a 'BOOKING REVIEW' table and a print overlay. The table has columns for 'Time', 'ISSUING BY Person', 'MRI Electroencephalogram', 'LOCALITY Transcranial Magnetic Stimulation', and 'SHIMADZU Functional Near-Infrared Spectroscopy'. The print overlay is on the right side, showing options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). There are 'Save' and 'Cancel' buttons at the bottom of the print overlay.

Time	ISSUING BY Person	MRI Electroencephalogram	LOCALITY Transcranial Magnetic Stimulation	SHIMADZU Functional Near-Infrared Spectroscopy
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
13:00				
13:30				
14:00				
14:30				
15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				
18:30				
19:00				



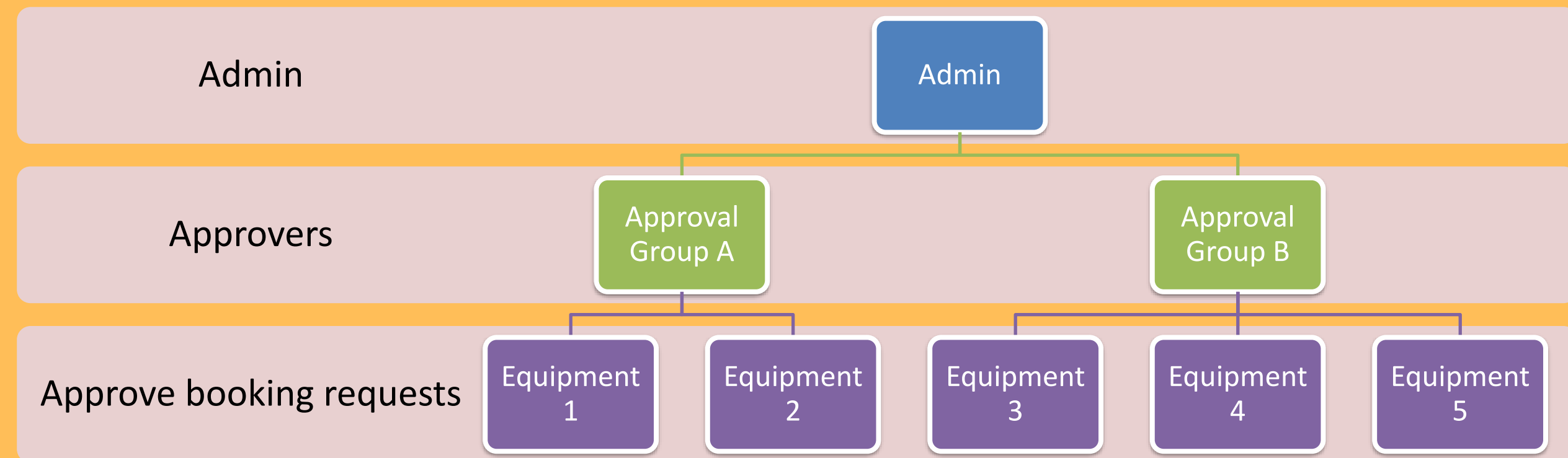
2.5 | Approval Group



LSIC Admin Apps (User PC)



Managing Approval Group





1 Open Approval App ([Link](#))

The screenshot shows the 'APPROVAL REQUEST' dashboard with 17 approval data items. Each item is a card with a 'Pending' status, a 'Details' section, and 'Approve'/'Reject' buttons. The details include Booking ID, Creator, Phone, Request at, and Duration.

Category	Booking ID	Creator	Phone	Request at	Duration
Internal	DDE1721274978612	Student UAT		18 Jul 2024 11:56 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 24 Jul 2024 02:30 PM - 05:00 PM
Internal	DDE1721295126848	SIT Student Case		18 Jul 2024 05:32 PM	EGI Electroencephalogram (EFF2344) 6/F 18 Jul 2024 09:00 AM - 09:30 AM
Internal	DDE1721295716788	SIT Staff Case	13	18 Jul 2024 05:41 PM	LOCALITE Transcranial Magnetic Stimulation (EFF2345) 7/F 18 Jul 2024 10:30 AM - 04:00 PM
External	DDE172121351303460	Outsider 2 UAT	85214796	19 Jul 2024 09:08 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 19 Jul 2024 04:00 PM - 05:00 PM
External	DDE1721359227255	Outsider 2 UAT	123456789	19 Jul 2024 11:20 AM	SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) 8/F 19 Jul 2024 02:00 PM - 04:00 PM
External	DDE1721360461866	Outsider 2 UAT	123456789	19 Jul 2024 11:41 AM	SIEMENS 3T Prisma MRI (EFF2343) G/F 22 Jul 2024 10:00 AM - 10:30 AM
External	DDE1721636755594	Outsider 2 UAT	1325468	22 Jul 2024 04:26 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F
Internal	DDE172163773647	Student UAT		22 Jul 2024 04:42 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F
Internal	DDE1721638191437	Student UAT		22 Jul 2024 04:49 PM	SIEMENS 3T Prisma MRI (EFF2343) G/F

2 Click "Approval Group"

The screenshot shows the 'APPROVAL GROUP' management page. It features a table of approval groups and a detailed view of the 'MRI Facility' group.

ID	Name	Equipment ID	Approvers	Status
AG23964	MRI Facility	EFF2343	3	●
AG86565	EEG Approval Group	EFF2344	1	●
AG03262	TMS Approval Group	EFF2345	2	● >
AG28764	fNIRS Approval Group	EFF2346	2	● >

Approval Group ID: AG23964

Approval Group Name: MRI Facility

Equipment: EFF2343 SIEMENS 3T Prisma MRI

Approvers: Peter.Chang@hkbu.com, david.yung@sds-techglobal.com, 030675030675@hkbu.edu.hk

Update



3 Click target record, edit content and click "Update" to update Approval Group details

4 Click "Add Approver" to Add approver

ID	Name	Equipment ID	Approvers	Status
AG23964	MRI Facility	EFF2343	3	
AG86565	EEG Approval Group	EFF2344	1	
AG03262	TMS Approval Group	EFF2345	2	
AG28764	fNIRS Approval Group	EFF2346	2	

Approval Group ID: AG23964
Approval Group Name: MRI Facility
Equipment ID: EFF2343, Name: SIEMENS 3T Prisma MRI
Approvers: Peter.Chang@hkbu.com, david.yung@sds-techglobal.com, 030675030675@hkbu.edu.hk
Update

Global Setting + Approver Approver



5 Create new approver and select the approval group

Create New Approver

Find items

Select All

MRI Facility AG23964 <input type="checkbox"/>	EEG Approval Group AG86565 <input type="checkbox"/>	TMS Approval Group AG03262 <input type="checkbox"/>
fNIRS Approval Group AG28764 <input type="checkbox"/>		

**** if admin added into approver, it will not be admin anymore**

Submit

6 Click "Delete Approver" to Delete approver

Global Setting



7

Remove Approver

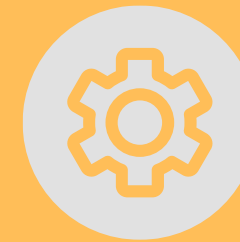
Remove Existing Approver



Submit



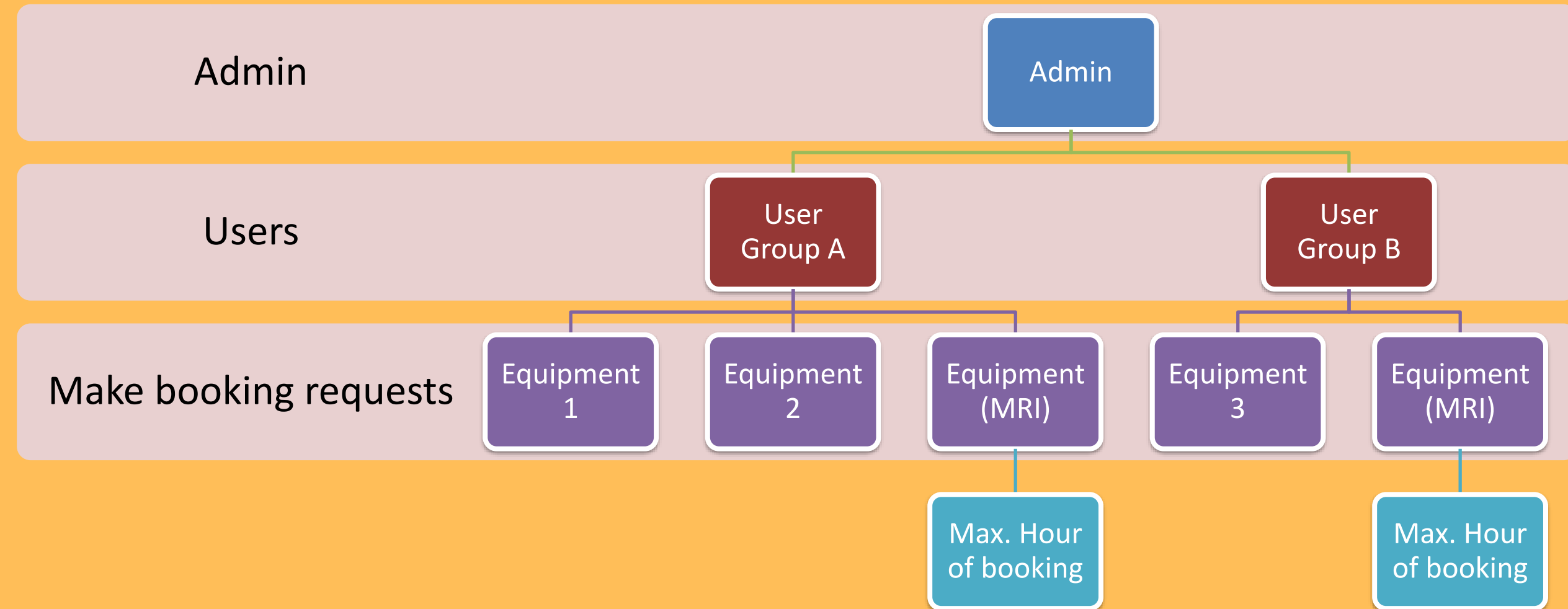
2.5.1 | Add or Delete User Group



LSIC Admin Apps (User PC)



Managing User Group





1 Open Approval App ([Link](#))

2 Click "user Group" to review User group Setting

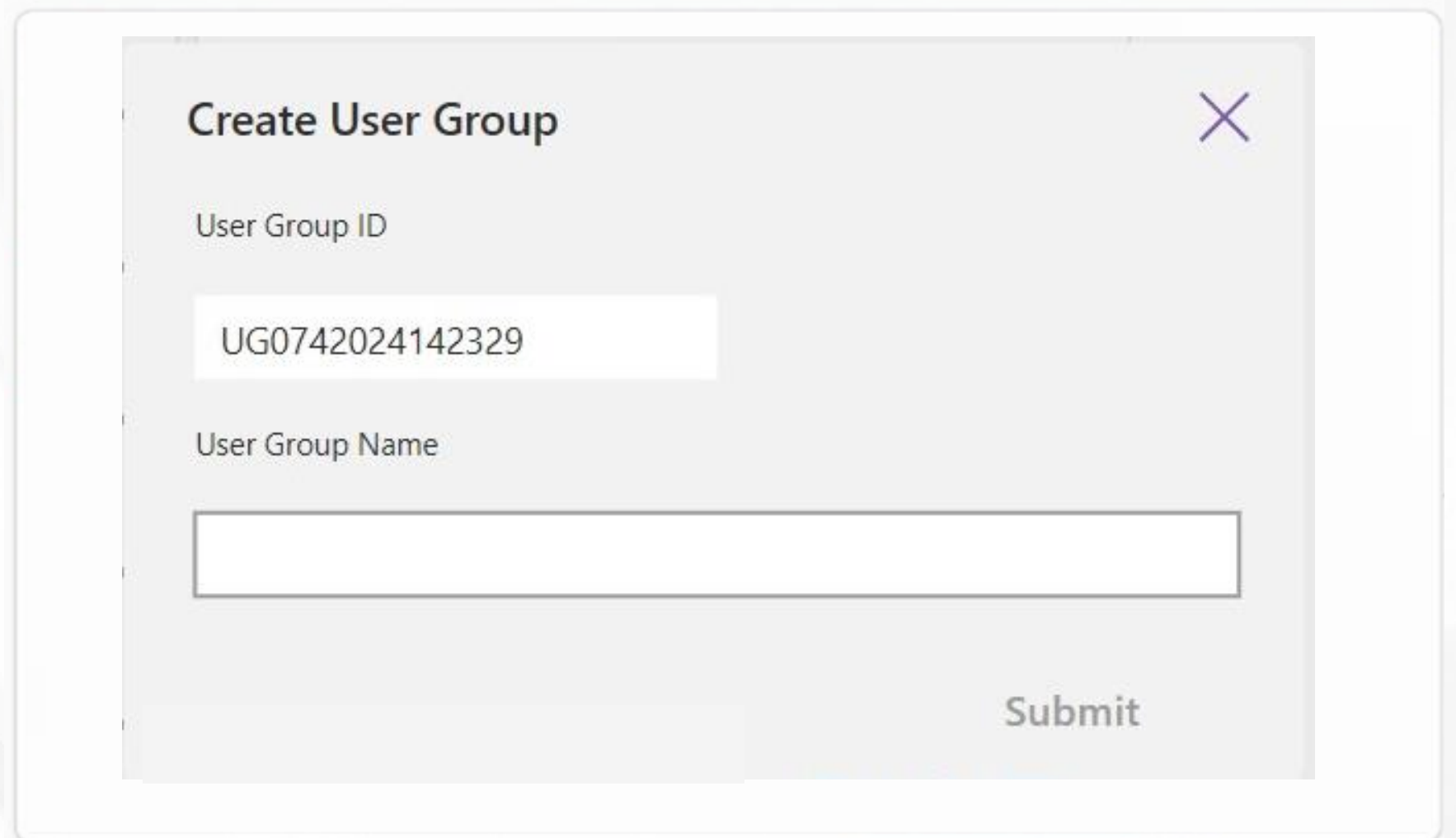
Equipments	Users	Status
Demo User Group	4	1 ● >
UG05142024160731		
MRI user group	1	2 ● >
UG0672024100426		
SIT Group	3	5 ● >
UG05232024165155		
test group	0	0 ● >
UG0742024142433		
UAT User Group	2	5 ● >
UG05312024144149		
User Group 1	2	3 ● >
UG1		
User Group 2	4	3 ● >
UG2		



3 Click “+User Group” to add User Group



4 Enter User Group name and click “Submit”





5 Or Click target record.

6 Click "Delete Group" to delete user group

USER GROUP
6 User Group

Equipments	Users	Status	
Demo User Group UG05142024160731	4	1	● >
MRI user group UG0672024100426	1	2	● >
SIT Group UG05232024165155	3	5	● >
UAT User Group UG05312024144149	2	5	● >
User Group 1 UG1	2	3	● >
User Group 2 UG2	4	3	● >

User Group ID: UG05142024160731 **Delete Group**
Delete All users before Delete Group

User Group Name: Demo User Group

Equipments:
SIEMENS 3T Prisma MRI (EFF2343) × EGI Electroencephalogram (EFF2344) ×
LOCALITE Transcranial Magnetic Stimulation (EFF2345) × SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) ×

Manage User: demo.test.2024@hkbu.edu.hk

Update

USER GROUP
7 User Group

Equipments	Users	Status	
Demo User Group UG05142024160731	4	1	● >
MRI user group UG0672024100426	1	2	● >
SIT Group UG05232024165155	3	5	● >
test group UG0742024142433	0	0	● >
UAT User Group UG05312024144149	2	5	● >
User Group 1 UG1	2	3	● >
User Group 2 UG2	4	3	● >

User Group ID: UG0742024142433 **Delete Group**
Delete All users before Delete Group

User Group Name: test group

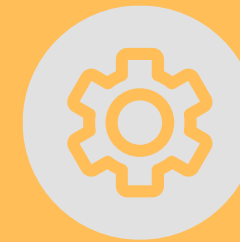
Equipments:

Manage User:

Update



2.5.2 | User Group – Edit User Group Content



LSIC Admin Apps (User PC)



1 Open Approval App (Link)

The screenshot shows the 'APPROVAL REQUEST' page with 17 approval data items. The interface includes a navigation bar with 'APPROVAL REQUEST', 'APPROVAL HISTORY', 'EQUIPMENT', 'BOOKING REVIEW', 'APPROVAL GROUP', and 'USER GROUP'. The main content area displays a grid of pending requests, each with a 'Details' section and 'Approve'/'Reject' buttons.

2 Click "user Group" to review User group Setting

The screenshot shows the 'USER GROUP' management page. A green arrow points to the 'USER GROUP' tab in the navigation bar. The page displays a table of user groups and their associated equipment and users.

Equipments	Users	Status
Demo User Group	4	1
UG05142024160731		
MRI user group	1	2
UG0672024100426		
SIT Group	3	5
UG05232024165155		
test group	0	0
UG0742024142433		
UAT User Group	2	5
UG05312024144149		
User Group 1	2	3
UG1		
User Group 2	4	3
UG2		



3 Click target record, edit content such as User Group Name, Equipment, Max hours (MRI).

4 Click "Update"

USER GROUP

Equipments	Users	Status	
Demo User Group UG05142024160731	4	1	● >
MRI user group UG0672024100426	1	2	● >
SIT Group UG05232024165155	3	5	● >
UAT User Group UG05312024144149	2	5	● >
User Group 1 UG1	2	3	● >
User Group 2 UG2	4	3	● >

User Group ID: UG05142024160731 Delete Group
Delete All users before Delete Group

User Group Name: Demo User Group

Equipments

- SIEMENS 3T Prisma MRI (EFF2343) × EGI Electroencephalogram (EFF2344) ×
- LOCALITE Transcranial Magnetic Stimulation (EFF2345) × SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) ×

No Max Hour Limit (MRI)

MRI Max Hours (Per Month):

Update

USER GROUP

Equipments	Users	Status	
Demo User Group UG05142024160731	4	1	● >
MRI user group UG0672024100426	1	2	● >
SIT Group UG05232024165155	3	5	● >
UAT User Group UG05312024144149	2	5	● >
User Group 1 UG1	2	3	● >
User Group 2 UG2	4	3	● >

User Group ID: UG05142024160731 Delete Group
Delete All users before Delete Group

User Group Name: Demo User Group

Equipments

- SIEMENS 3T Prisma MRI (EFF2343) × EGI Electroencephalogram (EFF2344) ×
- LOCALITE Transcranial Magnetic Stimulation (EFF2345) × SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) ×

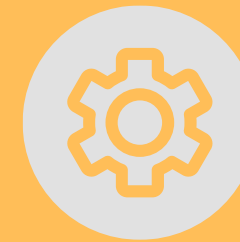
No Max Hour Limit (MRI)

MRI Max Hours (Per Month):

Update



**2.5.3 | User Group – Add
or Remove User**



**LSIC Admin Apps
(User PC)**



1 Open Approval App ([Link](#))

The screenshot shows the 'APPROVAL REQUEST' page with 17 approval data items. The interface includes a navigation bar with tabs for APPROVAL REQUEST, APPROVAL HISTORY, EQUIPMENT, BOOKING REVIEW, APPROVAL GROUP, and USER GROUP. The main content area displays a grid of pending requests, each with a status indicator (yellow dot), a category (Internal or External), and a 'Details' section containing booking information and a 'Request at' timestamp. Each request card also features 'Approve' and 'Reject' buttons.

2 Click "user Group" to review User group Setting

The screenshot shows the 'USER GROUP' management page. The navigation bar highlights the 'USER GROUP' tab. The main content area includes a table with columns for 'Equipments', 'Users', and 'Status'. A green arrow points to the 'USER GROUP' tab in the navigation bar. The table lists various user groups such as 'Demo User Group', 'MRI user group', 'SIT Group', 'test group', 'UAT User Group', 'User Group 1', and 'User Group 2', along with their respective equipment counts, user counts, and status indicators (green dots). To the right of the table, there are sections for 'User Group ID' (with a 'Delete Group' button), 'User Group Name' (with a search input), and 'Equipments' (with a search input and an 'Update' button).



3 Click target record.

4 Click "+ User" to add user

Navigation: APPROVAL REQUEST, APPROVAL HISTORY, EQUIPMENT, BOOKING REVIEW, APPROVAL GROUP, **USER GROUP**

Welcome Booking System (UAT) Life Science Imaging Centre

USER GROUP
6 User Group

Equipments	Users	Status	
Demo User Group UG05142024160731	4	1	● >
MRI user group UG0672024100426	1	2	● >
SIT Group UG05232024165155	3	5	● >
UAT User Group UG05312024144149	2	5	● >
User Group 1 UG1	2	3	● >
User Group 2 UG2	4	3	● >

User Group ID
UG05142024160731 Delete Group
Delete All users before Delete Group

User Group Name
Demo User Group

Equipments

- SIEMENS 3T Prisma MRI (EFF2343) × EGI Electroencephalogram (EFF2344) ×
- LOCALITE Transcranial Magnetic Stimulation (EFF2345) × SHIMADZU Functional Near-infrared Spectroscopy (EFF2346) ×

No Max Hour Limit (MRI)

MRI Max Hours (Per Month)

Update

Manage User + User

Manage User + User

✎ ✕

✎ ✕



5

Create new User and select the target equipment that allow user to book in that Group. For MRI, also can select the deadline for booking. After that click "Confirm"

Delete All users before Delete Group

Edit User

demo.test.2024@hkbu.edu.hk
Please fill in email format e.g. xxxxxx@hkbu.edu.hk

SIEMENS 3T Prisma MRI (EFF2343)	<input checked="" type="checkbox"/>	16/07/2025
EGI Electroencephalogram (EFF2344)	<input checked="" type="checkbox"/>	
LOCALITE Transcranial Magnetic Stimulation (EFF2345)	<input checked="" type="checkbox"/>	
SHIMADZU Functional Near-infrared Spectroscopy (EFF2346)	<input checked="" type="checkbox"/>	

Confirm

6

Or Click "X" to Delete user

Manage User

+ User

123@bu.com		
123@bu.hk		

**Only available to delete the user if no pending and further booking



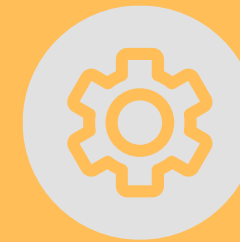
7 Click "Update" for saving the change

The screenshot displays the 'USER GROUP' management page. On the left, a table lists existing groups. The main area shows the details for 'Demo User Group' (UG05142024160731), including its name, associated equipment (SIEMENS 3T Prisma MRI, EGI Electroencephalogram, LOCALITE Transcranial Magnetic Stimulation, SHIMADZU Functional Near-infrared Spectroscopy), and MRI max hours (10). A green arrow points to the 'Update' button at the bottom of this section.

Equipments	Users	Status
Demo User Group UG05142024160731	4	1 ● >
MRI user group UG0672024100426	1	2 ● >
SIT Group UG05232024165155	3	5 ● >
UAT User Group UG05312024144149	2	5 ● >
User Group 1 UG1	2	3 ● >
User Group 2 UG2	4	3 ● >



2.6 | Create New User

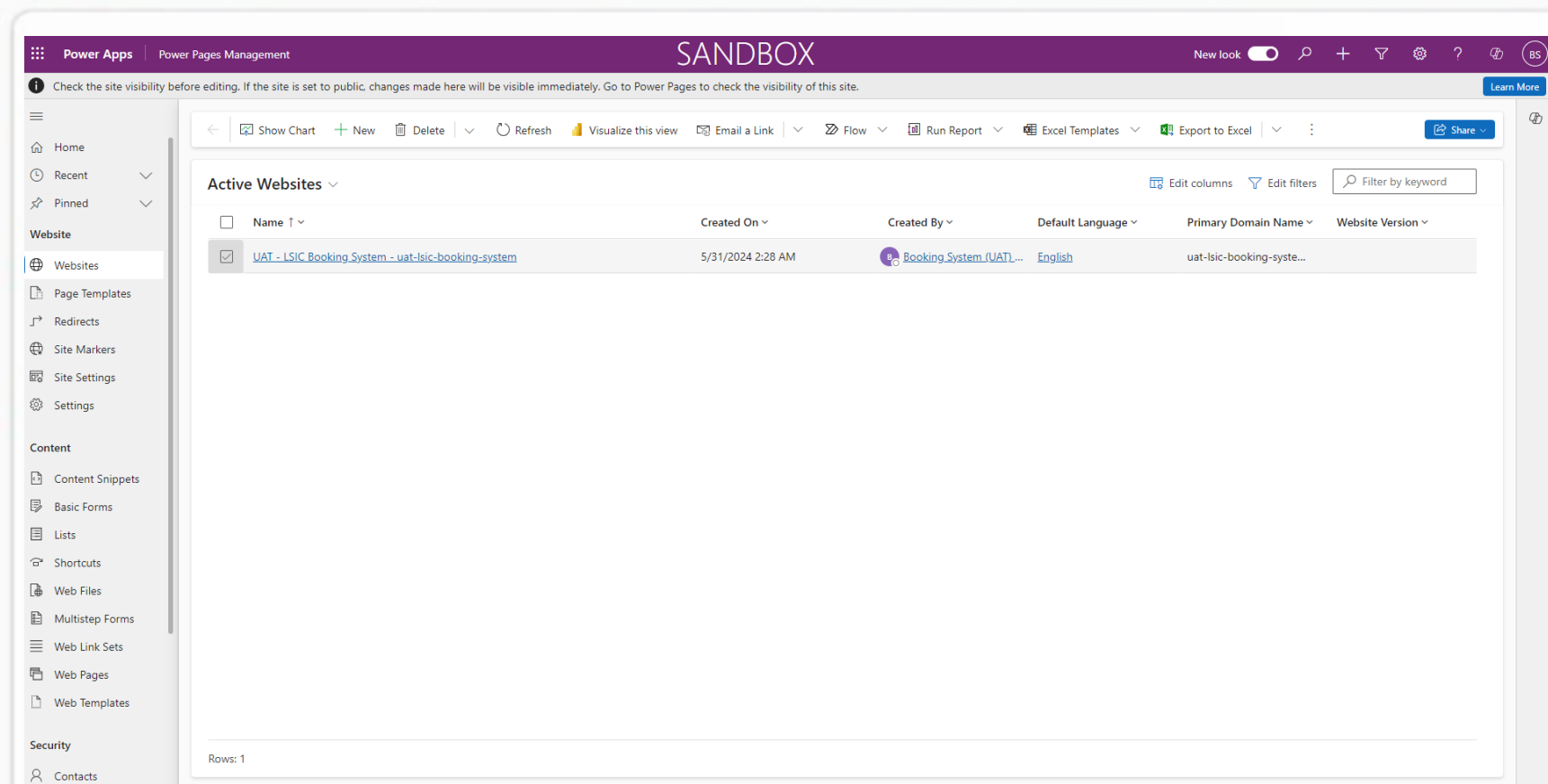


**Power Page
Admin Page
(User PC)**



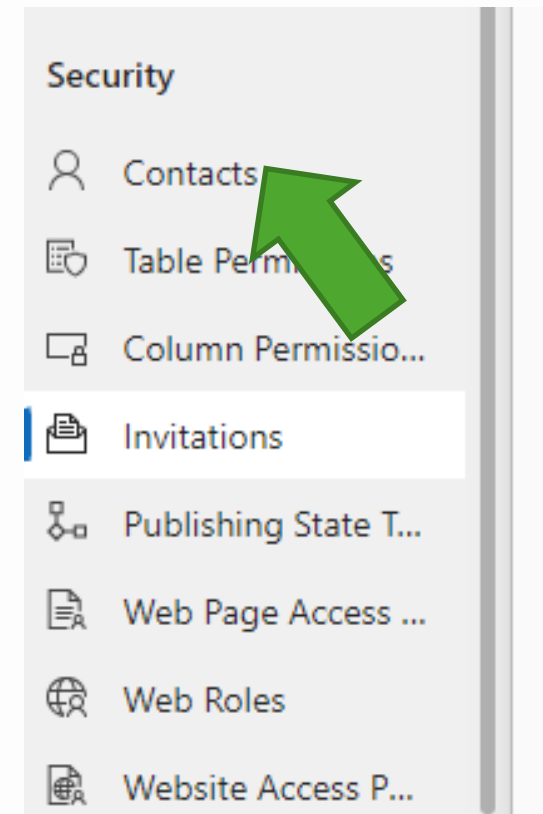
1

Go to Power Page Management Page ([Link](#))



2

Click "Contacts" Tab



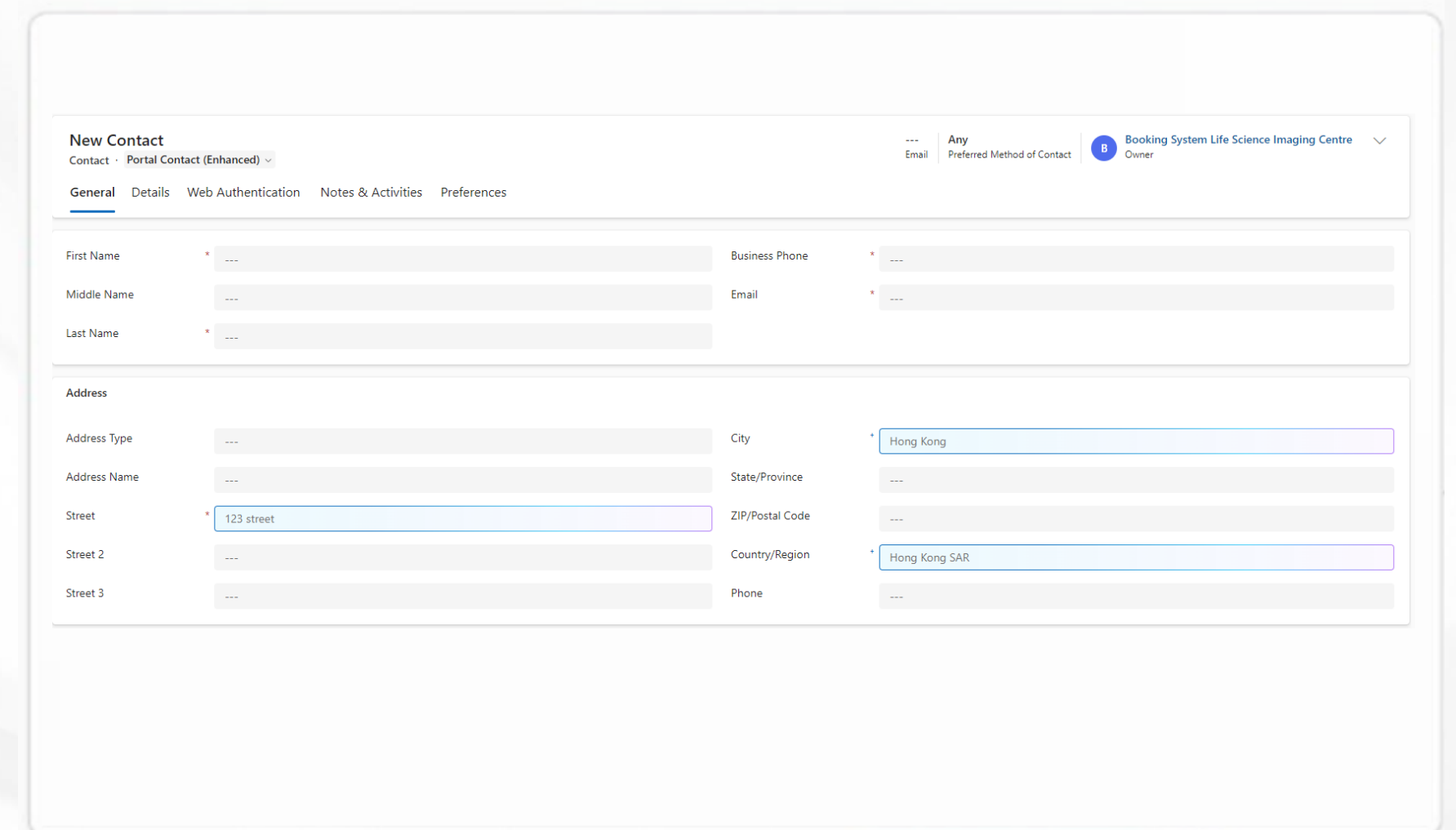
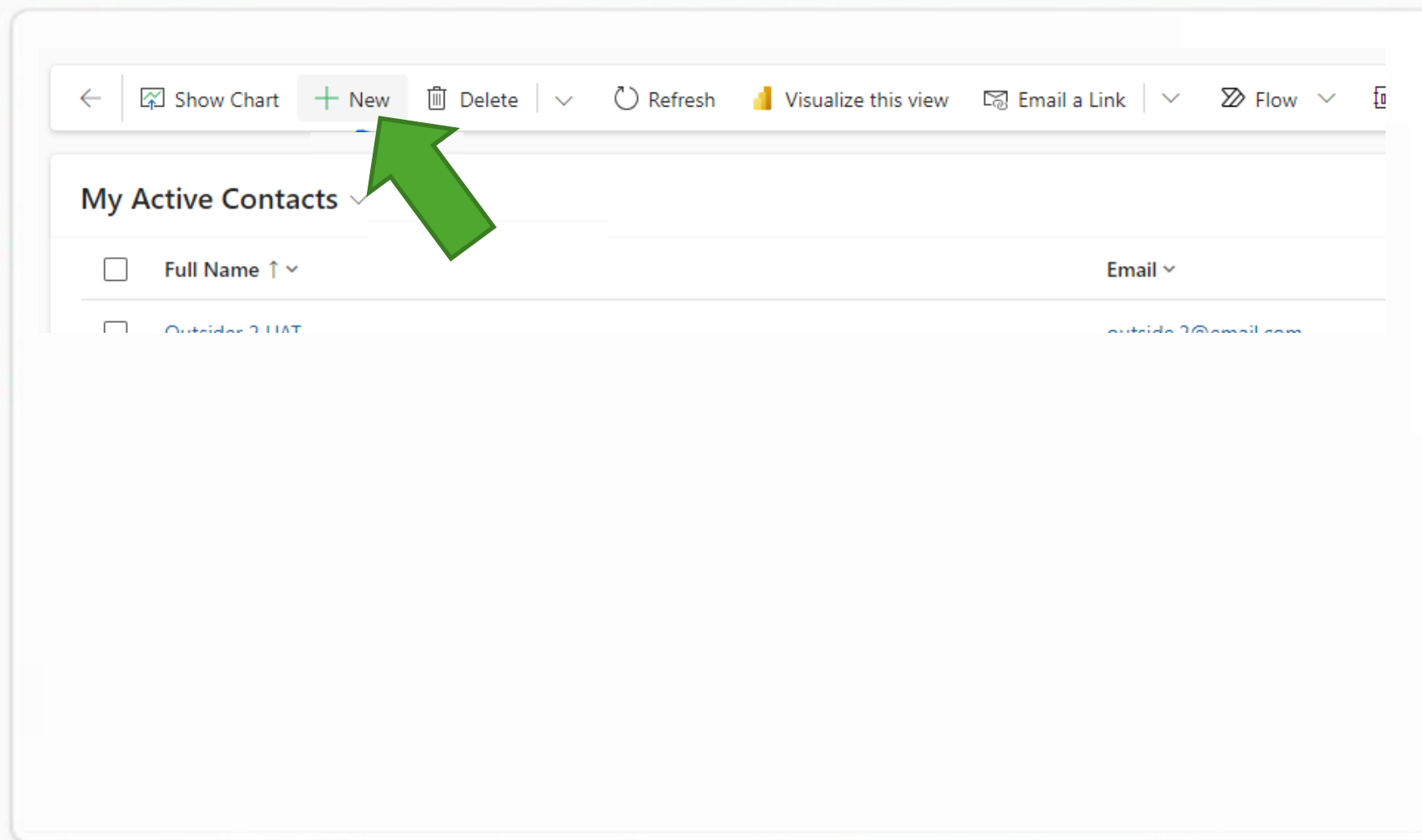


* Required:

First Name, Last Name, Business Phone, Email, Street in Address

3 Create new User and select the equipment

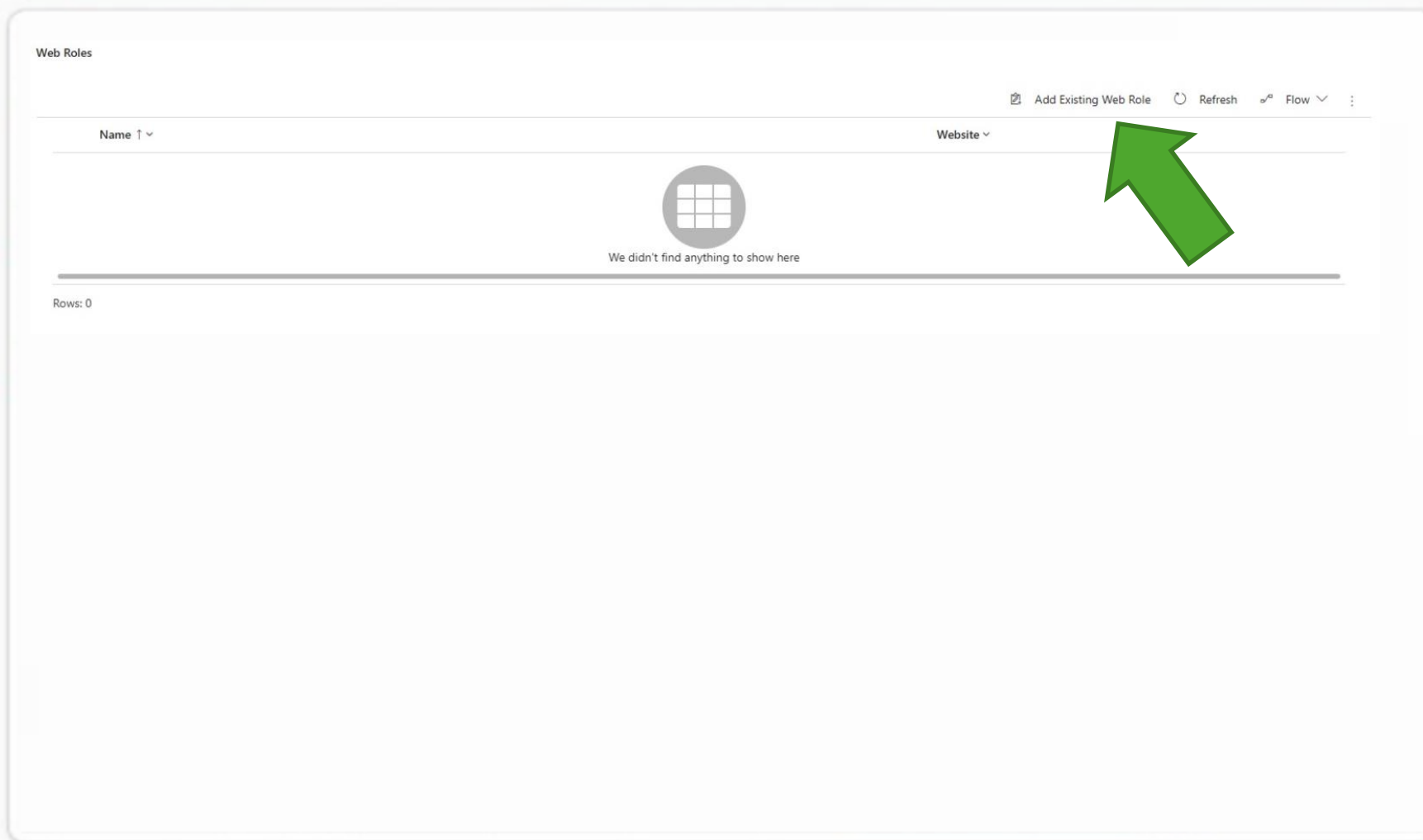
4 In the New Contact, fill in the new user's information, then click "Save".



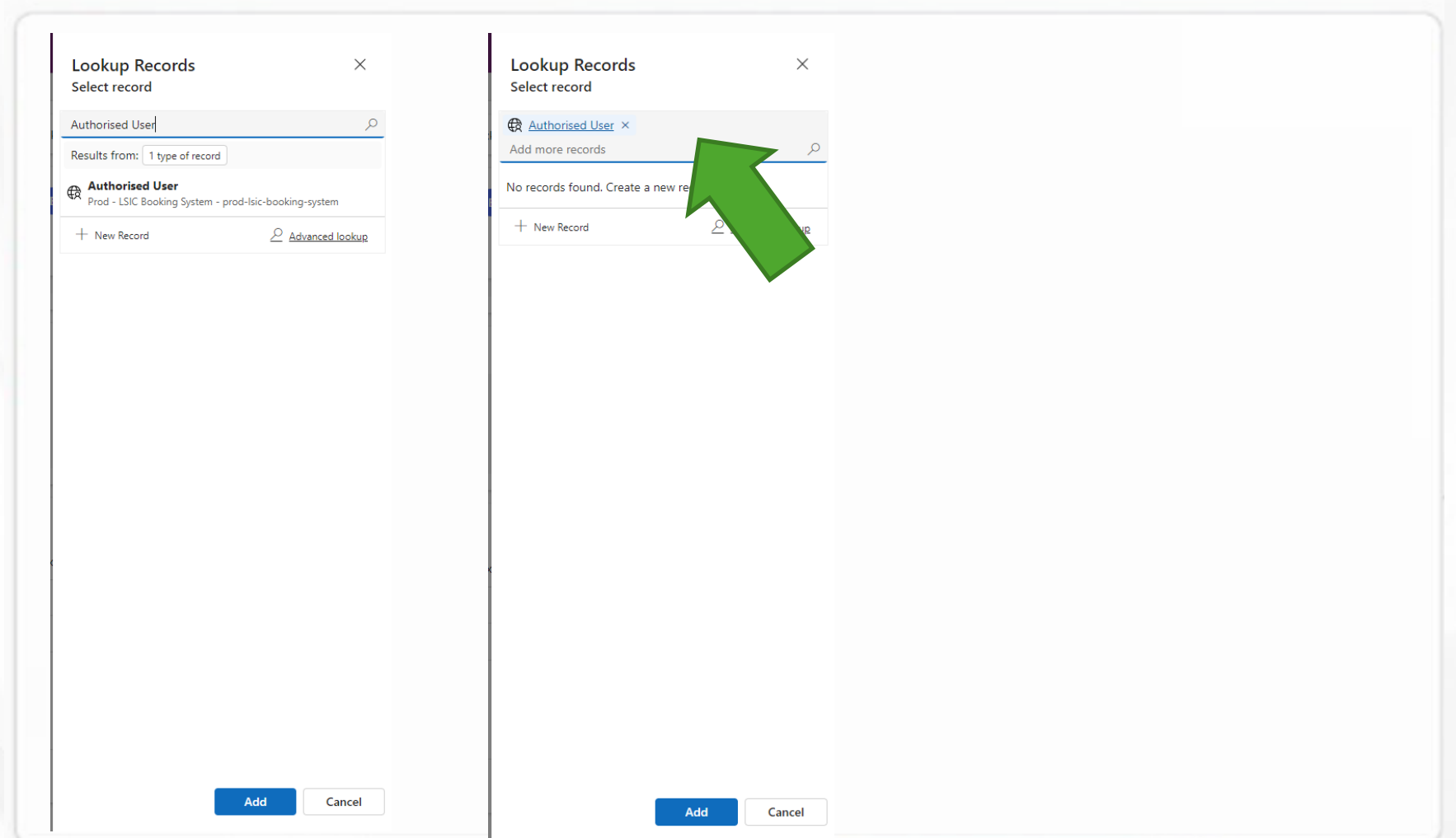
****Required:**
First Name, Last Name, Business Phone, Email, Street in Address



5 Scroll down to this tab in Contact, click “Add existing web role”



6 Enter “Authorised User” and click Add





7 The Web Role is added

Web Roles

[Add Existing Web Role](#) [Refresh](#) [Flow](#) [:](#)

<input type="checkbox"/> Name 1	Website
<input type="checkbox"/> Authorised User	Prod - LSIC Booking System - prod-lsic-booking-system

Rows: 1

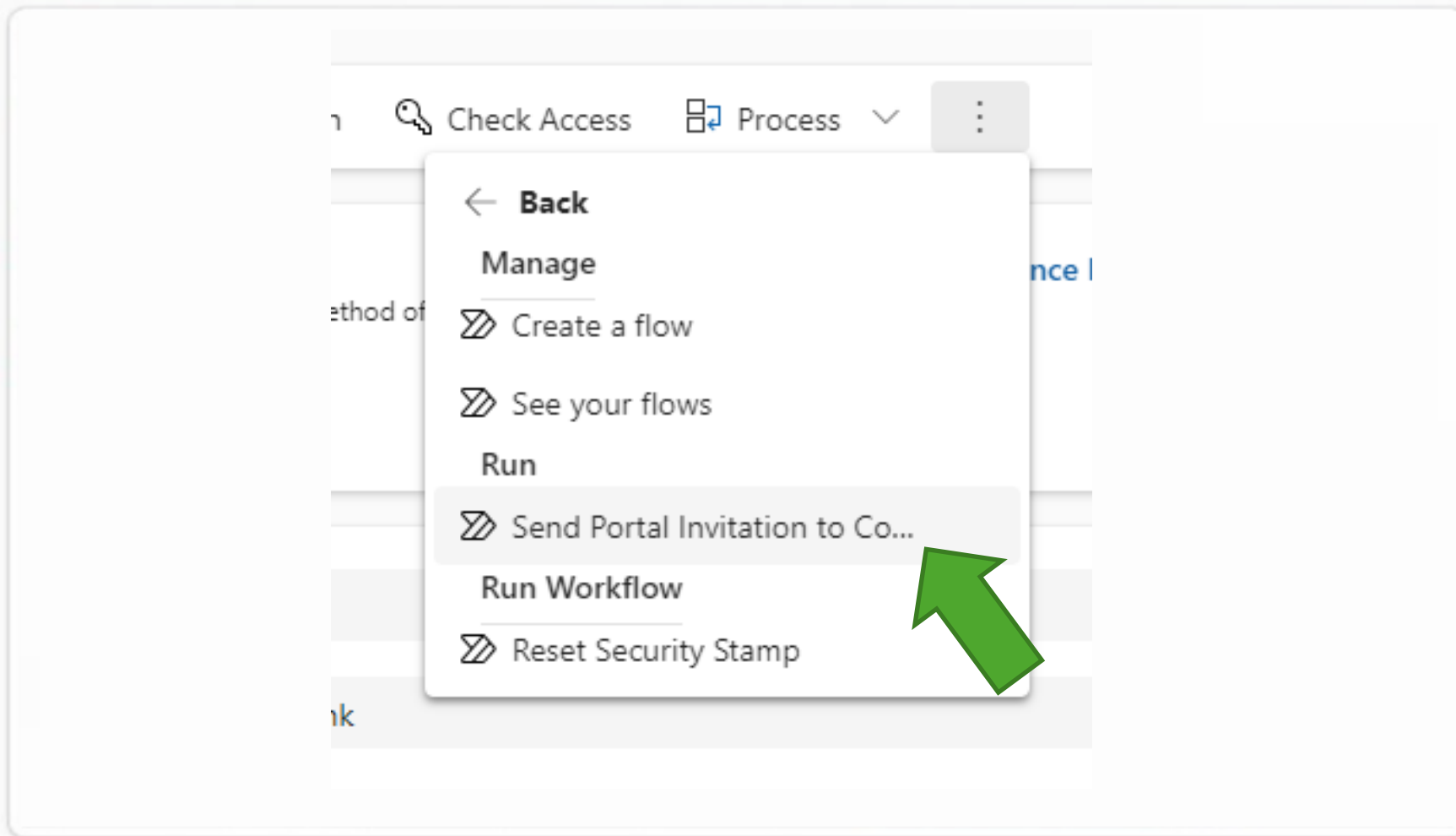
8 Click on the " : " icon on top of the contact form, then click on "Flow"

[Change Password](#) [Refresh](#) [Check Access](#) [Process](#) [:](#) [Share](#)

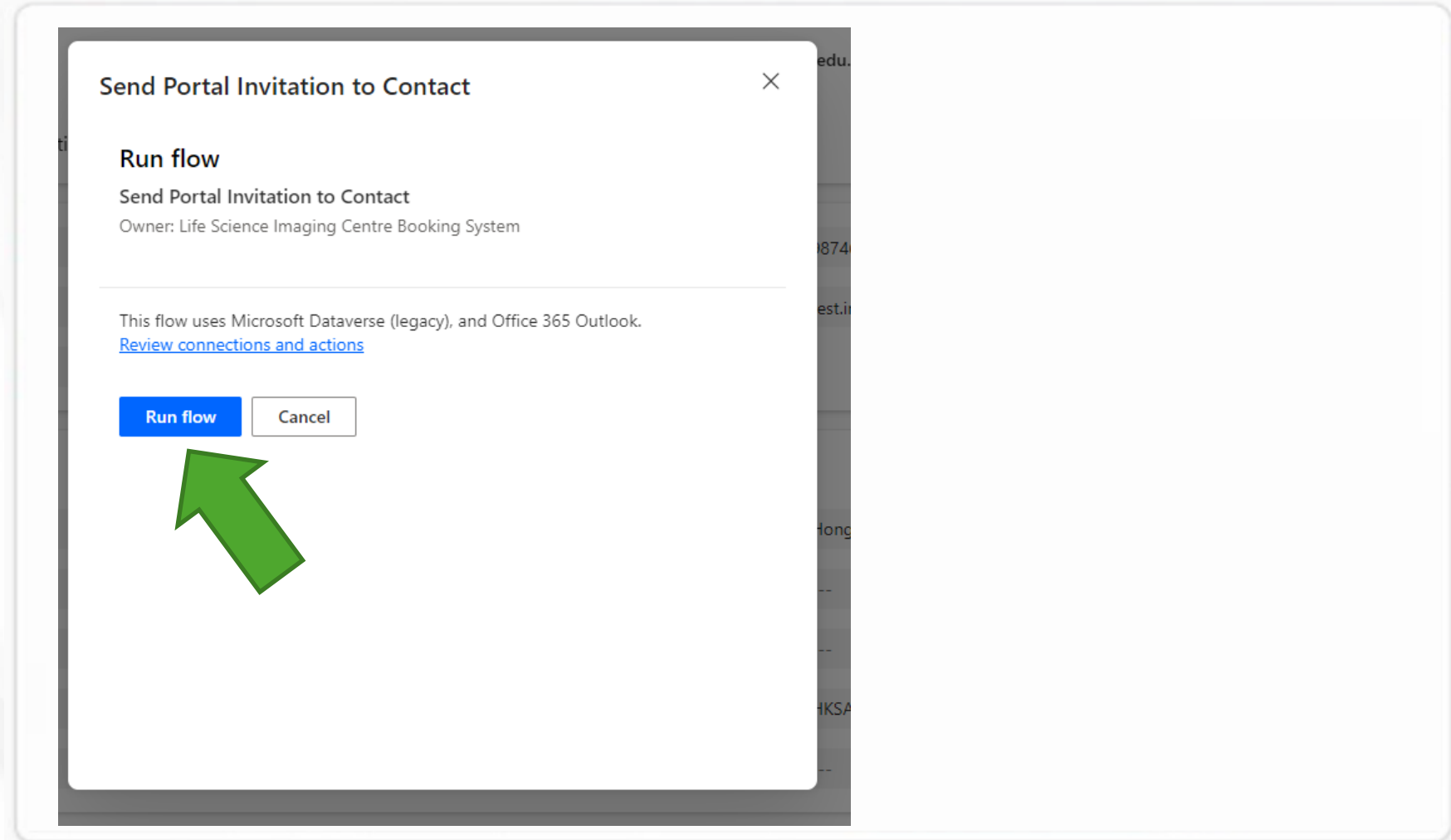
e@hkbu.edu.hk	Any Preferred Method of Contact	Flow	Messaging Centre
		Word Templates	
		Run Report	



9 Click "Send Portal Invitation to Contact" Flow

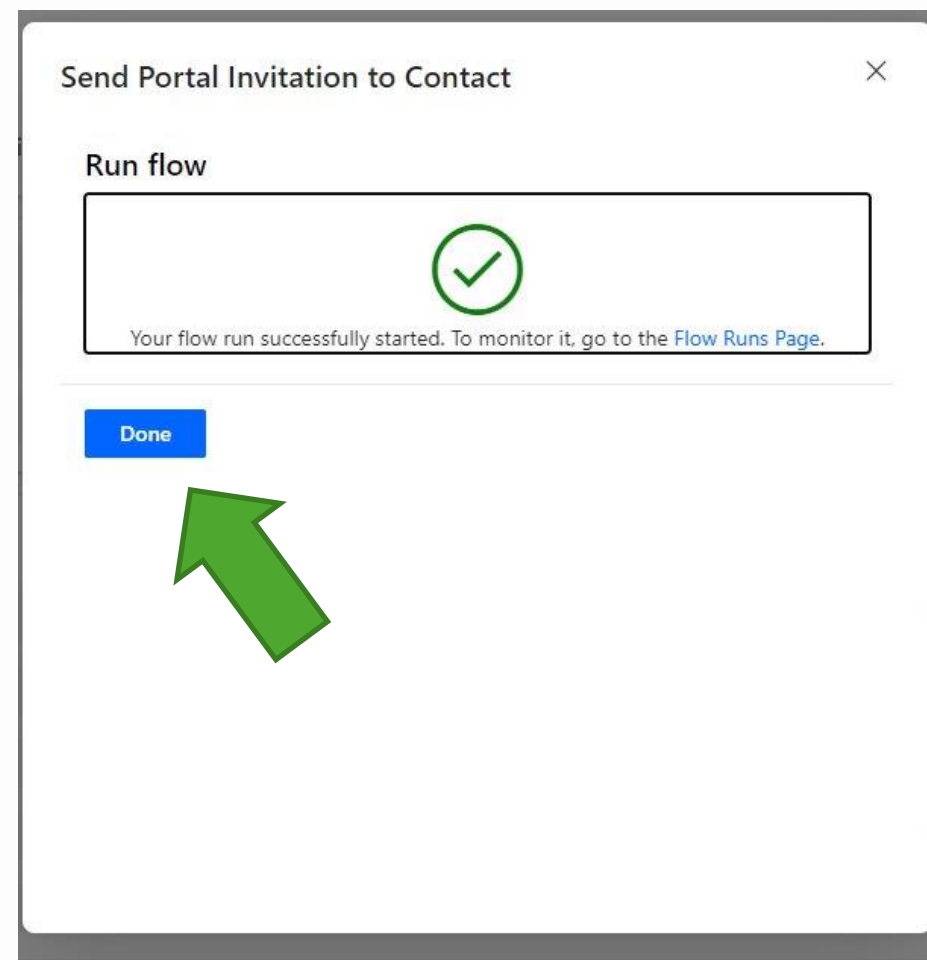


10 Click "Run Flow"

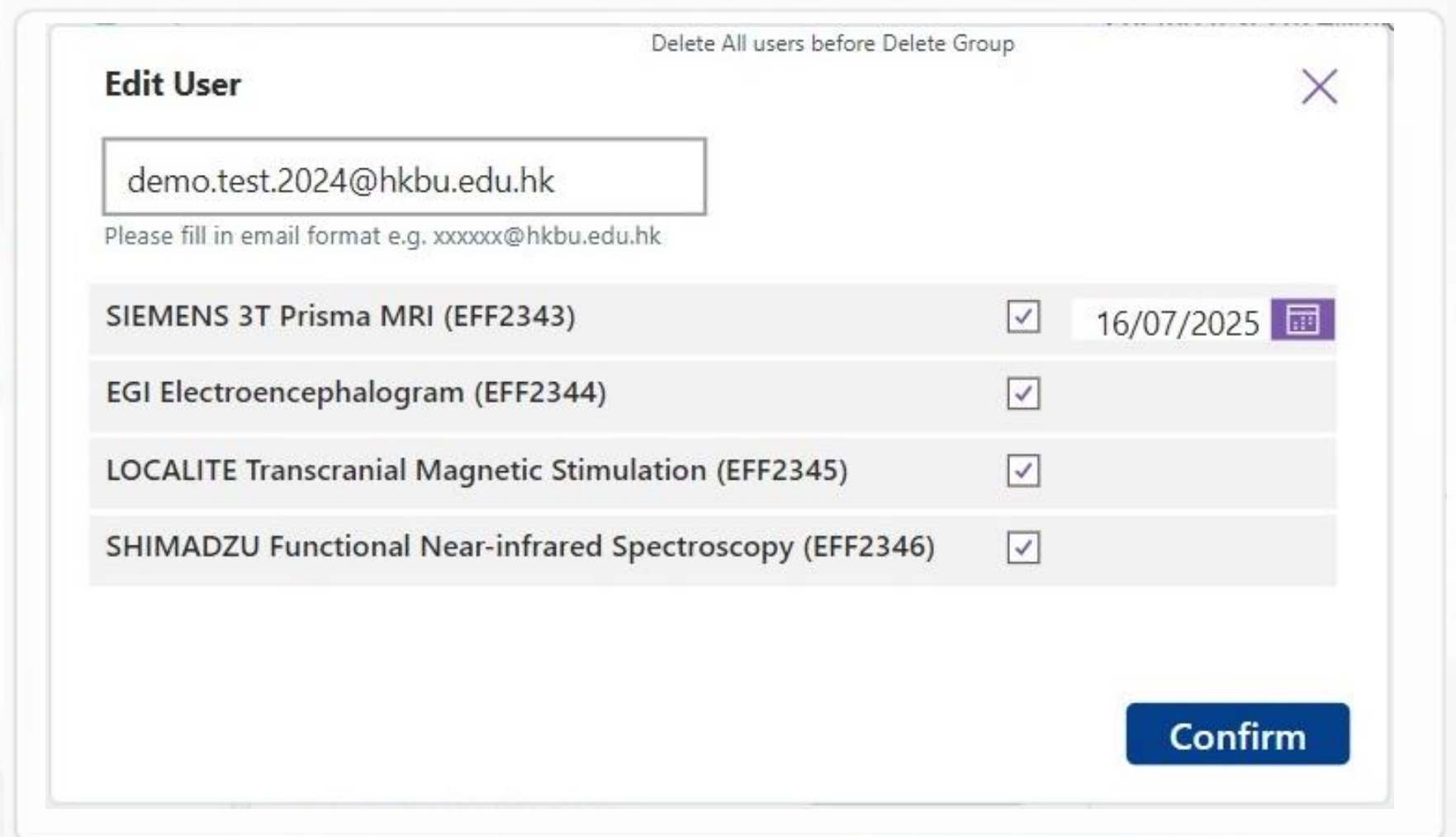




11 Click "Done"



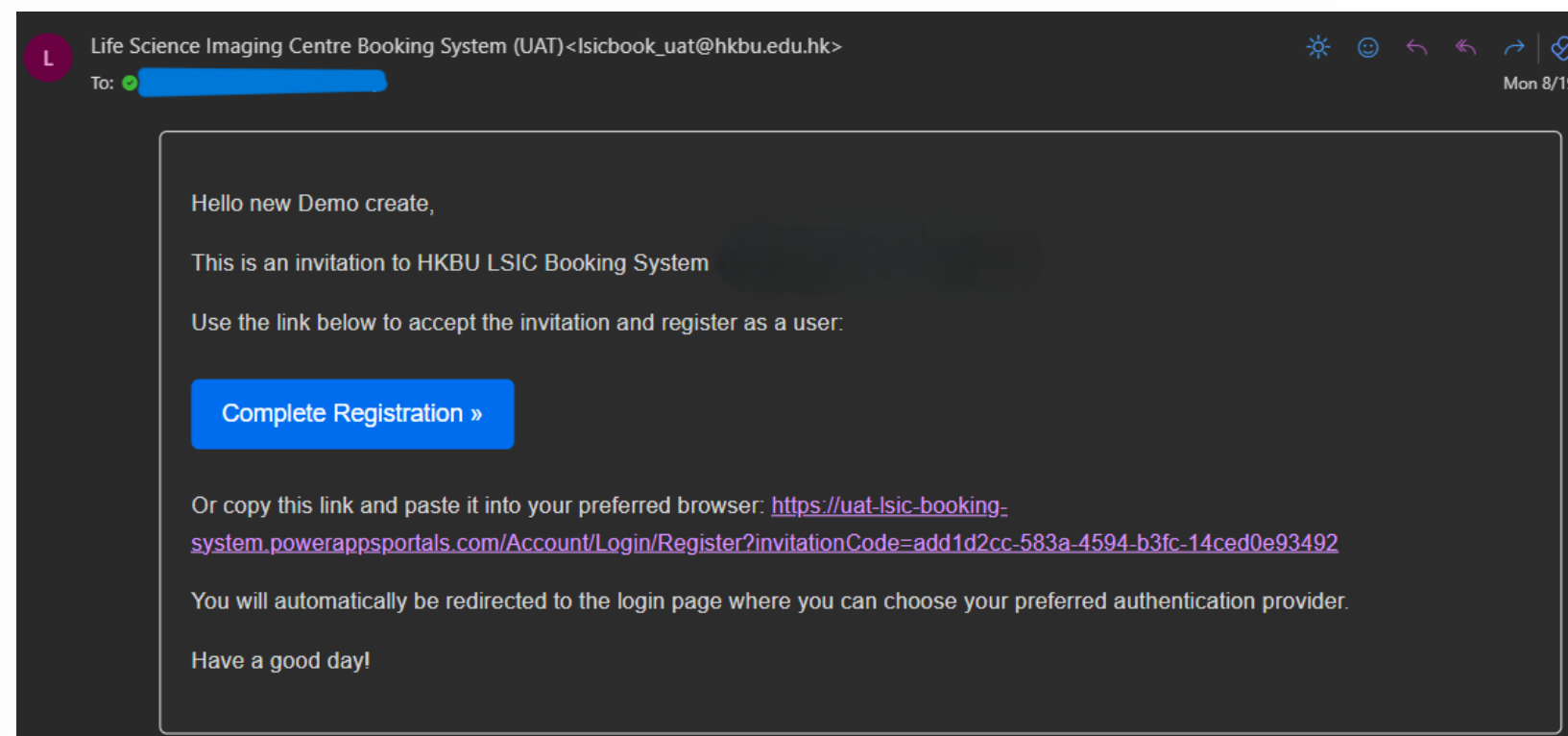
12 Go to Admin App, Add user into User Group on Admin Apps



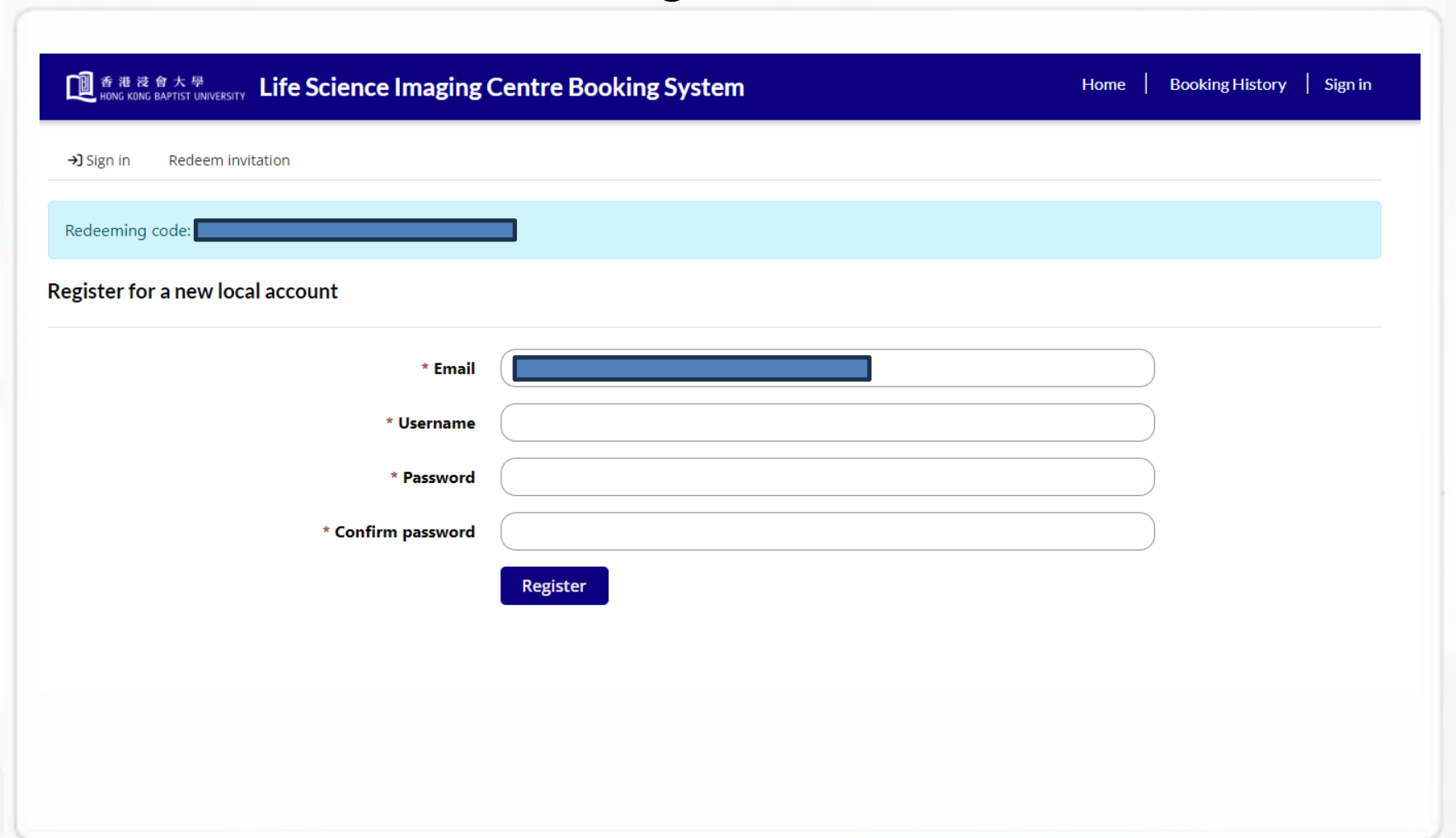
** Please refer to procedure provided before on Admin apps session



13 Invited user will receive an invitation Email with invitation link



14 User click on the button or the link on the Email will take them to the first time login screen





香港浸會大學

HONG KONG BAPTIST UNIVERSITY

LSIC FACILITY BOOKING SYSTEM USER GUIDE

USER PERSONA REVIEW

03 | User

- Login by predefined account
- Facility Booking





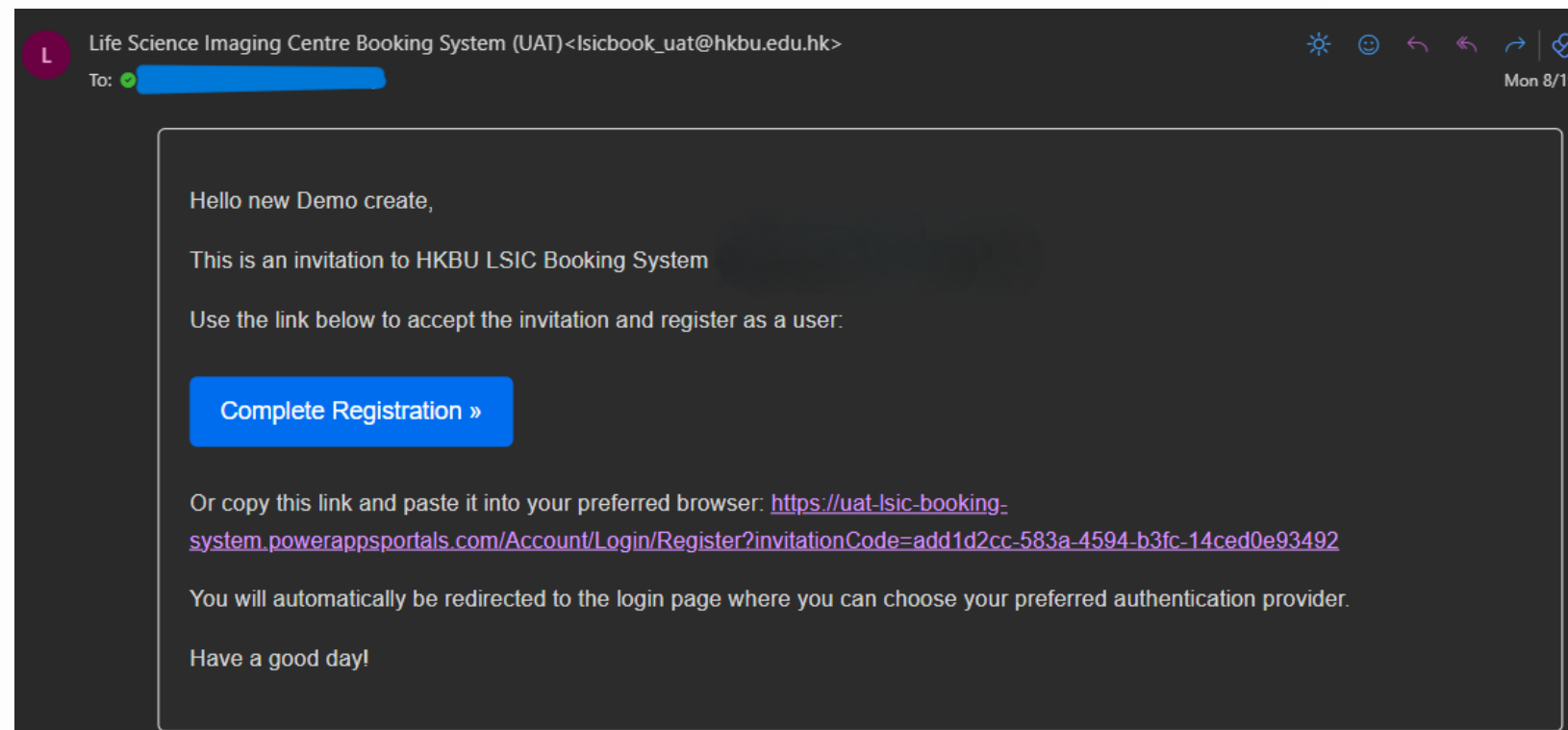
3.0 | First time login



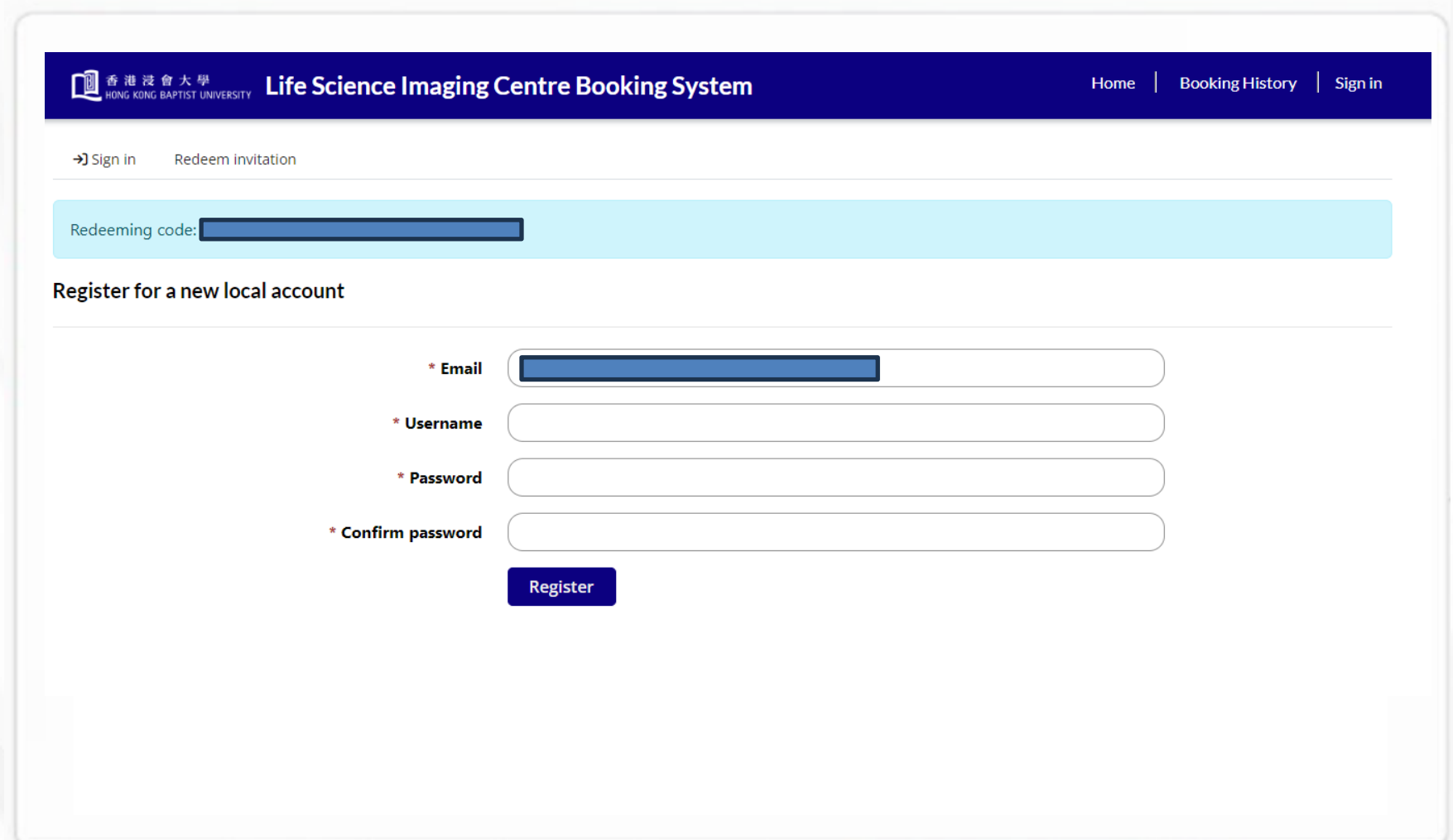
LSIC frontend web
(User PC)



1 Click on the button or use the link in the invitation Email send from LSIC Administrator



2 Fill in username and password to complete the sign up





3 Set Username and password, after that click "Register"



3.1 | Create booking request



LSIC frontend web
(User PC)



1 Open LSIC Frontend apps and Login with predefined account

The screenshot shows the login page of the Life Science Imaging Centre Booking System. At the top, there is a dark blue header with the university logo and name, the system title, and navigation links for Home, Booking History, and Sign in. Below the header, there are two tabs: 'Sign in' (active) and 'Redeem invitation'. The main content area is titled 'Sign In' and contains two input fields for 'Username' and 'Password', both marked with an asterisk. Below these fields is a 'Remember me?' checkbox and two buttons: 'Sign in' and 'Forgot your password?'.

2 Booking Page will show

The screenshot shows the main booking page of the LSIC Booking System. It features a dark blue header with the university logo, system title, navigation links (Home, Booking History, Student UAT), and a 'User Guide' button. The main content area is titled 'LSIC Booking System' and includes a search section with filters for 'KEYWORD SEARCH', 'EQUIPMENT-TYPE' (set to ALL), 'DATE' (21/08/2024), 'START TIME' (set to --select--), and 'END TIME' (set to --select--). A 'Check availability' button is located to the right of these filters. Below the filters, there are two equipment cards. The first card is for 'SIEMENS 3T Prisma MRI' and includes a 'For MRI Booking' icon, two time slots (9:00 AM - 12:00 PM and 2:00 PM - 5:30 PM), and a 'Select Time Slot First' button. The second card is for 'EGI Electroencephalogram' and includes a 'For EEG Booking' icon, two time slots (9:00 AM - 12:00 PM and 2:00 PM - 6:00 PM), and a 'Select Time Slot First' button.



3

Enter Keyword, Equipment type, Reservation Date, Start/End Time to check availability

There are 3 possible labels to indicate the equipment status

香港浸會大學 HONG KONG BAPTIST UNIVERSITY Life Science Imaging Centre Booking System

Home | Booking History | Student UAT | User Guide

LSIC Booking System

Available Equipment

KEYWORD SEARCH:

EQUIPMENT-TYPE: EEG

DATE: 22/08/2024

START TIME: 10:00

END TIME: 11:00

Check availability

For EEG Booking

9:00 AM - 12:00 PM

2:00 PM - 6:00 PM

Book

EGE Electroencephalogram

Reserved Time	Start Time	End Time

Book

Available for booking

Unavailable

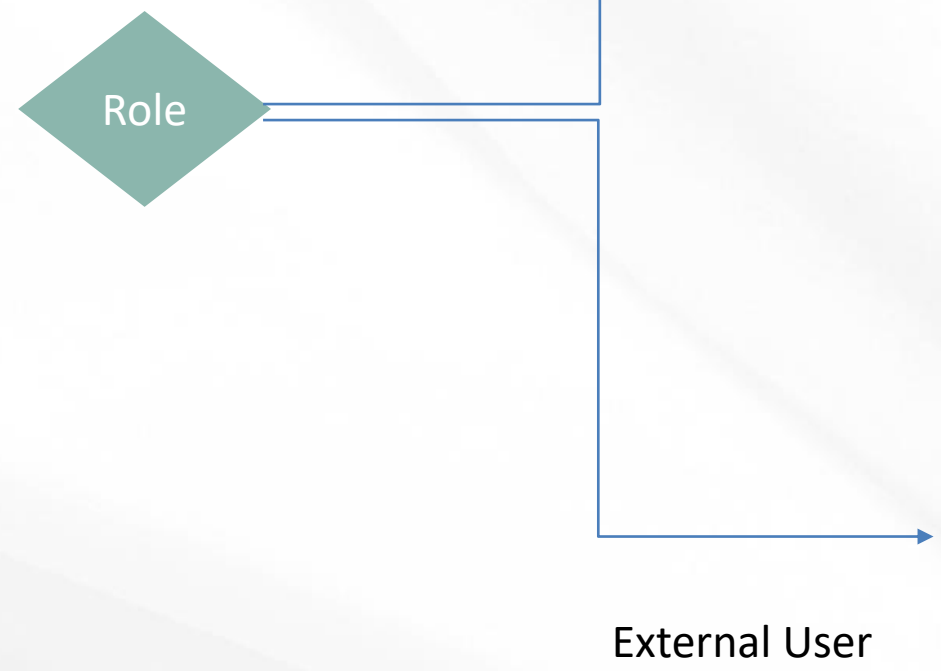
Unavailable for booking

Over Max Hour Limit

Operation Limit Exceeded
(** For MRI only)



4 Click 'Book' and enter booking details. (The user interface will differ based on different sign-in roles)



SIEMENS 3T Prisma MRI
G/F
For MRI Booking

DATE: 2024-07-26 START TIME: 16:00 END TIME: 17:00
 USER NAME: Student UAT USER CONTACT NUMBER: 12345678 USER EMAIL ADDRESS: uat.student@hkbu.edu.hk

Collaborative project HKBU funding?

BILLING ADDRESS: abc building, 123 street, Hong Kong
 COST CODE:
 PROJECT CODE:
 BUDGET CONTROLLER/ENDORSER (I.E. PI SSOID):
 PI EMAIL ADDRESS:

Cancel Confirm



SIEMENS 3T Prisma MRI
G/F
For MRI Booking

DATE: 2024-07-04 START TIME: 09:00 END TIME: 10:30
 USER NAME: HKU (external) test USER CONTACT NUMBER: 87645312 USER EMAIL ADDRESS: external-user@hku.com

PI NAME:
 PI CONTACT NUMBER:
 PI EMAIL ADDRESS:
 PROJECT CODE:

Cancel Confirm





Cost Code (for 1. internal users and 2. collaborative project using HKBU funding only):

- The grant code that you use on oracle FIS system for reimbursement and payment.
- If you are not sure about your cost code, please refer to <https://fohome.hkbu.edu.hk/for-staff/faq/oracle-fis.html> ->New Chart of Accounts mapping-> List of Commonly Used 24 Account Combinations for HKBU to search for your cost code
- For details on the method of searching your FIS code, please make enquiry to fosys@hkbu.edu.hk or contact the responsible FO staff as listed in accounting and budgeting section.

Oracle FIS	
FAQ	I-Expense (Updated on 10 Mar 2021) I-Procurement, Reports & Others (Updated on 11 Sept 2020)
New Chart of Accounts mapping	List of Commonly Used 24 Account Combinations for HKBU (Updated on 25 Jul 2024) Contact List by Cctr Accounting and Budgeting Section (Updated on 30 Nov 2023) Treasury and Payroll Section (Updated on 2 Aug 2023)



Project code (for all users):

- Please quote the project reference number as listed in the project's ethics approval.

The screenshot shows the Oracle FIS website interface. At the top, there is a blue header with the text "ORACLE FIS". Below the header, there is a navigation menu with links for "Home", "For Staff", "FAQ", and "Oracle FIS". The main content area features five icons representing different services: "Financial Policies", "Insurance", "Oracle FIS", "Payment and Salary and Staff benefit", and "Superannuation Fund & MPF". Below this, there is a section titled "Oracle FIS" containing a table with two rows. The first row is for "FAQ" and lists "i-Expense (Updated on 10 Mar 2021)" and "i-Procurement, Reports & Others (Updated on 11 Sept 2020)". The second row is for "New Chart of Accounts mapping" and lists "List of Commonly Used 24 Account Combinations for HKBU (Updated on 25 Jul 2024)", "Contact List by Cctr", "Accounting and Budgeting Section (Updated on 30 Nov 2023)", and "Treasury and Payroll Section (Updated on 2 Aug 2023)". The "Accounting and Budgeting Section" link is highlighted with a yellow border.

Oracle FIS	
FAQ	i-Expense (Updated on 10 Mar 2021) i-Procurement, Reports & Others (Updated on 11 Sept 2020)
New Chart of Accounts mapping	List of Commonly Used 24 Account Combinations for HKBU (Updated on 25 Jul 2024) Contact List by Cctr Accounting and Budgeting Section (Updated on 30 Nov 2023) Treasury and Payroll Section (Updated on 2 Aug 2023)



VMS guest invitation



VMS Appointment
(Client Desktop)

5 Check the booking details before submission

Please confirm your booking

Equipment: SIEMENS 3T Prisma MRI
Start Time: 07/24/2024, 04:30 PM
End Time: 07/24/2024, 06:00 PM
User Contact: 87645312
User Email: external-user@hku.com
User Name: HKU (external) test
Booking Date: Thu Jul 18 2024 18:58:08 GMT+0800 (Hong Kong Standard Time)
Facility Type: MRI
Creator: external-user@hku.com
Equipment ID: EFF2343
PI Contact: 123412
PI Email Address: asdfsas@asdf.com
PI Name: saddfas
Project Code: asd123

Cancel Confirm

6 Redirect to Booking History Page and operation success

Life Science Imaging Centre Booking System

Home | **Booking History** | HKU (external) test

Keyword: Catalog: --select Status: --select Reserve Date From (DD/MM/YYYY): 04/07/2024 Reserve Date To (DD/MM/YYYY): 04/08/2024 Reset Filter

Reserve Date	Catalog	Equipment	Start Time	End Time	Approver	Booking Status	Details
04 Jul 2024	MRI	SIEMENS 3T Prisma MRI	11:00 am	11:30 am		Pending	View



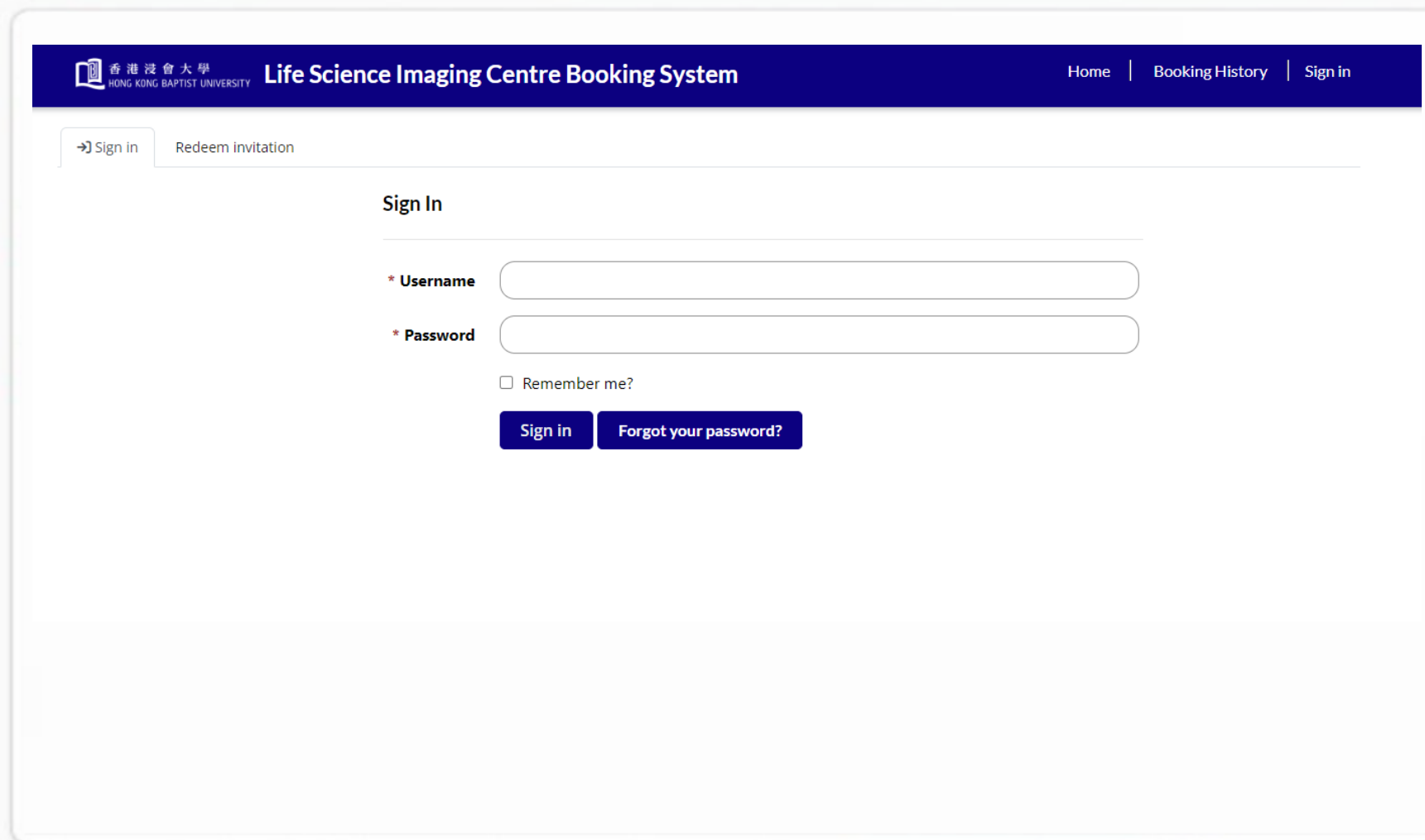
3.2 | Check booking request Status



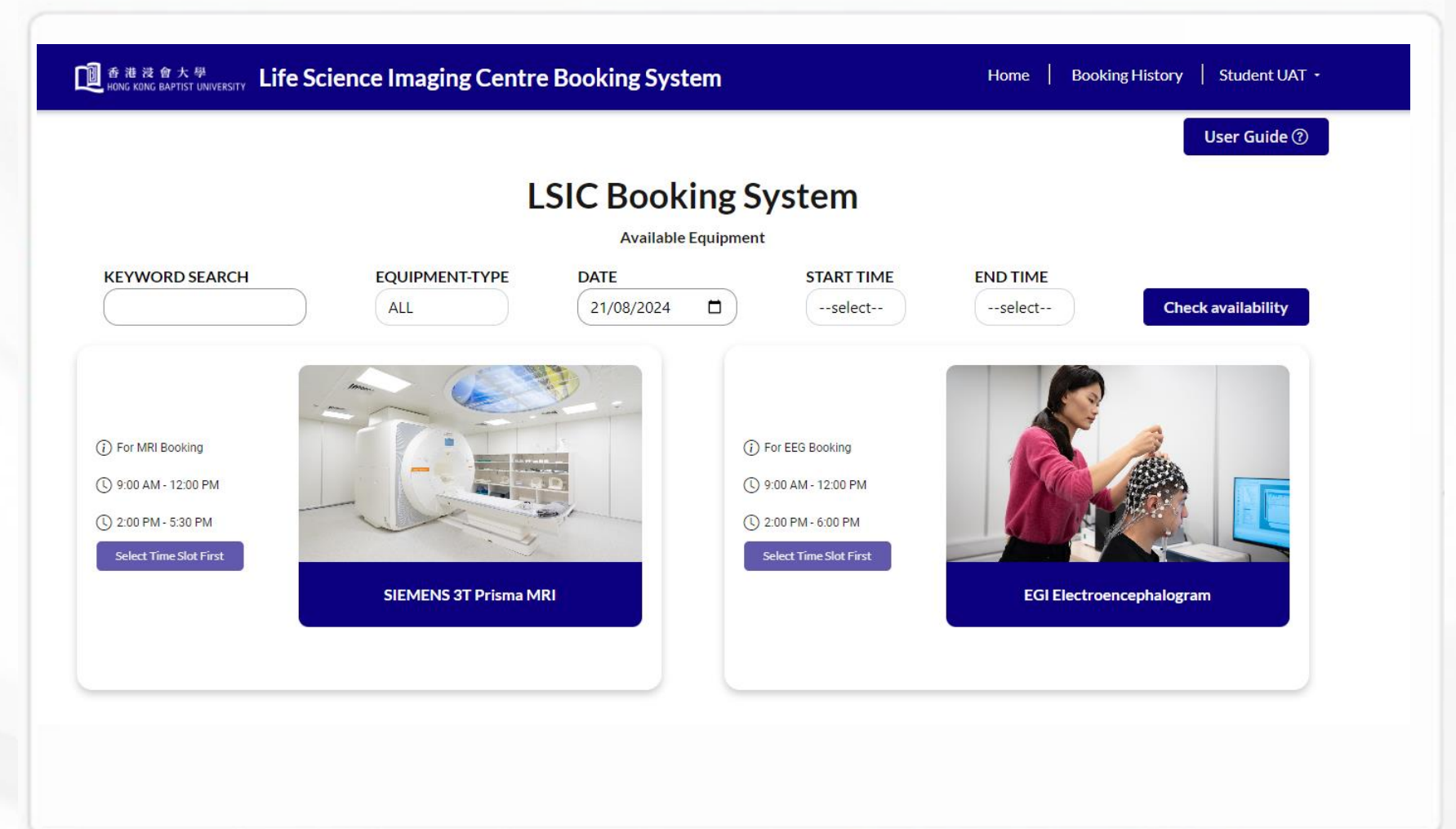
LSIC frontend web
(User PC)



1 Open LSIC Frontend apps and Login with predefined account



2 Booking Page will show





3 Click "Booking History" and the booking History will be show with status



Life Science Imaging Centre Booking System

Home | **Booking History** | Outsider UAT

User Guide

Keyword: Catalog: --select-- Status: --select-- Reserve Date From: 07/24/2024 Reserve Date To: 08/24/2024 Reset Filter

Reserve Date	Catalog	Equipment	Start Time	End Time	Approver	Booking Status	Details
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:00 pm	4:00 pm	Isicbook_uat@hkbu.edu.hk	Accepted	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	2:00 pm	3:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:30 pm	4:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	2:30 pm	4:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:00 pm	3:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:30 pm	4:00 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	4:00 pm	4:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	2:30 pm	3:00 pm		Pending	View
02 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:00 pm	5:00 pm		Pending	View
31 Jul 2024	fNIRS	SHIMADZU Functional Near-infrared Spectroscopy	2:00 pm	5:00 pm	conniengo@hkbu.edu.hk	Accepted	View

4 Filter by Catalog, Status, Keyword and Datetime



Keyword: Catalog: --select-- Status: --select-- Reserve Date From: 07/24/2024 Reserve Date To: 08/24/2024 Reset Filter

Reserve Date	Catalog	Equipment	Start Time	End Time	Approver	Booking Status	Details
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:00 pm	4:00 pm	Isicbook_uat@hkbu.edu.hk	Accepted	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	2:00 pm	3:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	3:30 pm	4:30 pm		Pending	View
07 Aug 2024	MRI	SIEMENS 3T Prisma MRI	2:30 pm	4:30 pm		Pending	View



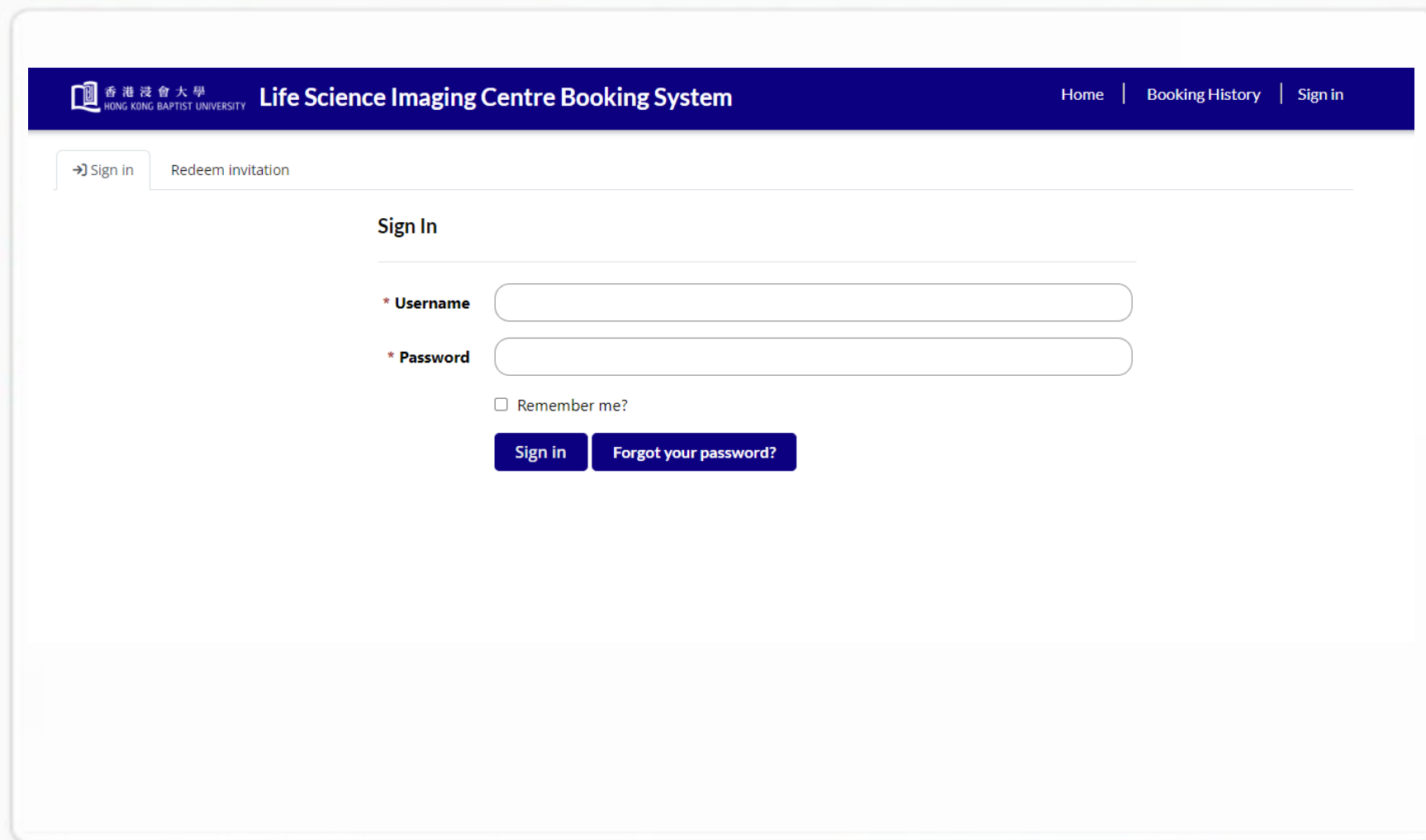
3.3| Review Personal information



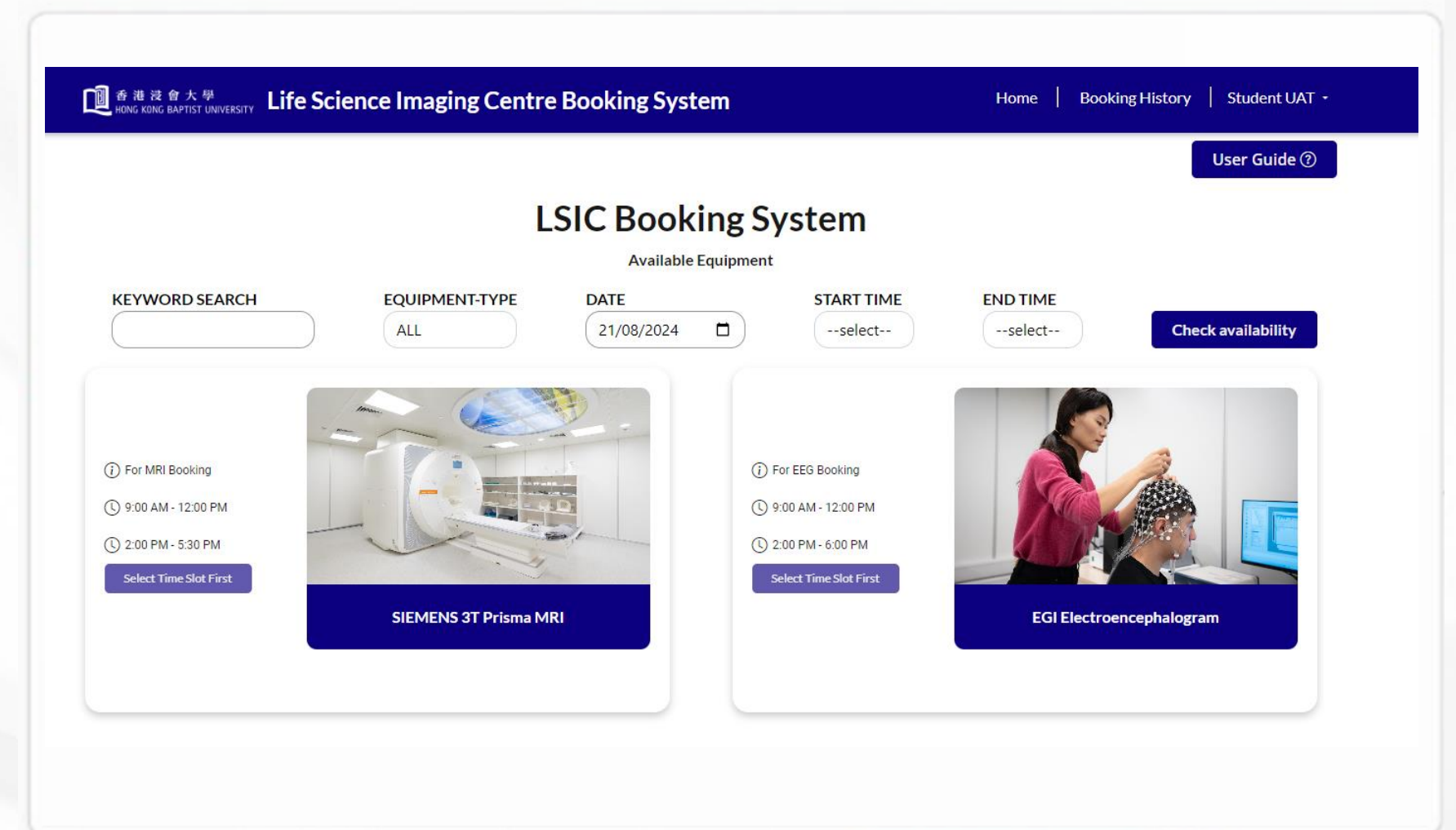
LSIC frontend web
(User PC)



1 Open LSIC Frontend apps and Login with predefined account



2 Booking Page will show





3 Click "Username" at Right corner, Click "Personal Information"

4 The personal information is shown. Please contact the LSIC booking system administrator if any data is incorrect.

