香港浸會大學
HONG KONG BAPTIST UNIVERSITY

LSIC FACILITY BOOKING SYSTEM

USER GUIDE

- User Persona Review

- Approver operation

- Admin operation

- User operation

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USER PERSONA REVIEW

01 | Approver

- Make an approval for facility request

02 | Admin

- Configuration and approval

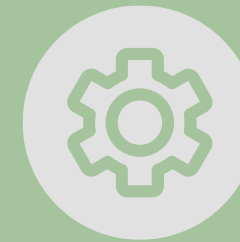## 03 | User

- Login by predefined account
- Facility Booking

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USER PERSONA REVIEW

01 | Approver

- Make an approval for facility request

1.1| Facility request approval

LSIC Admin Apps
(User PC)

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1 **Open Approval App (Link)**

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

Approval Confirmation **Approve**

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

Cancel   **Confirm**

* Reject operation flow should be similar.

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I.2 | Review approval history

LSIC Admin Apps
(User PC)

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1 **Open Approval App (Link)**

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

③ Review approval history

④ Click for review record in list view

5 Click "Edit" to edit appointment details

6 Click to "Cancel" to delete the appointment

USER Persona
REVIEW

02 | Admin

- Configuration and approval

2.1| Facility request approval

LSIC Admin Apps
(User PC)

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HONG KONG BAPTIST UNIVERSITY

1 **Open Approval App (Link)**

** Review all approval requests

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

Approval Confirmation **Approve**

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

Cancel   **Confirm**

* Reject operation flow should be similar.

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2.2 | Review approval history

LSIC Admin Apps
(User PC)

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02 | Admin

1   Open Approval App (Link)

** Review all approval requests

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

③ Review approval history

④ Click for review record in list view

5 **Click to "Edit" to edit the appointment**

Equipment Booking [Edit] ✕

Cost Code
00012345

PI Email Address
Peter.chan@hktbu.com

Budget
Tom

PI Name
Peter Chan

PI Contact Number
88889999

Cancel | Confirm

2 **Click "Cancel" to cancel the appointment**

Equipment Booking [Cancel] ✕

EFF2343

Booking ID : DDE2233
Creator : Perry.So@hkbu.com
Phone : 88889999

06/06/2024
09:00 AM - 11:00 AM

Cancel | Confirm

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2.3 | Review equipment details

LSIC Admin Apps
(User PC)

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1 **Open Approval App (Link)**

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

* Reject operation flow should be similar.

3 Review and edit for equipment details.

Details Function list
I.   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
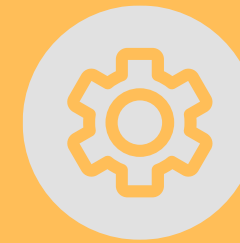
LSIC Admin Apps
(User PC)

香港浸會大學
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1 **Open Approval App (Link)**

2 **Click "Booking Review" to review Booking details**

③ **Filter by Date**

④ **Click "Print" to print the report**

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			

BOOKING REVIEW
0 Booking 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

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 AI - 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**

2.5 | Approval Group

LSIC Admin Apps
(User PC)

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Managing Approval Group

Admin

Approvers

Approve booking requests

Admin

Approval Group A

Approval Group B

Equipment 1

Equipment 2

Equipment 3

Equipment 4

Equipment 5

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HONG KONG BAPTIST UNIVERSITY

1 **Open Approval App (Link)**

2 **Click "Approval Group"**

02 | Admin

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

| | APPROVAL REQUEST | APPROVAL HISTORY | EQUIPMENT | BOOKING REVIEW | APPROVAL GROUP | USER GROUP | Welcome Booking System (UAT) Life Science Imaging Centre |

APPROVAL GROUP
4 Approval Group

Global Setting   + Approver   🗑 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	Name
EFF2343	SIEMENS 3T Prisma MRI

Approvers

Peter.Chang@hkbu.com ×   david.yung@sds-techglobal.com ×

030675030675@hkbu.edu.hk ×

🔍 Search ...

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

Update

4 **Click "Add Approver" to Add approver**

Global Setting   + Approver   🗑 Approver

5 **Create new approver and select the approval group**

6 **Click "Delete Approver" to Delete approver**

Create New Approver   ✕

| Find items | ▼ |

☐ Select All

| MRI Facility | ☐ | EEG Approval Group | ☐ | TMS Approval Group | ☐ |
| AG23964 | | AG86565 | | AG03262 | |

| fNIRS Approval Group | ☐ |
| AG28764 | |

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

Submit

Global Setting   **+ Approver**   **🗑 Approver**

7 Remove Approver

Remove Existing Approver

[⌄]

Submit

2.5.1 | Add or Delete User Group

LSIC Admin Apps
(User PC)

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Managing User Group

Admin	Admin
Users	User Group A User Group B
Make booking requests	Equipment 1 Equipment 2 Equipment (MRI) Equipment 3 Equipment (MRI)

Max. Hour of booking

Max. Hour of booking

1 **Open Approval App (Link)**

2 **Click "user Group" to review User group Setting**

③ **Click "+User Group" to add User Group**

Welcome Booking System (UAT) Life Science Imaging Centre

New Group

+ User Group

④ **Enter User Group name and click "Submit"**

Create User Group ✕

User Group ID

UG0742024142329

User Group Name

Submit
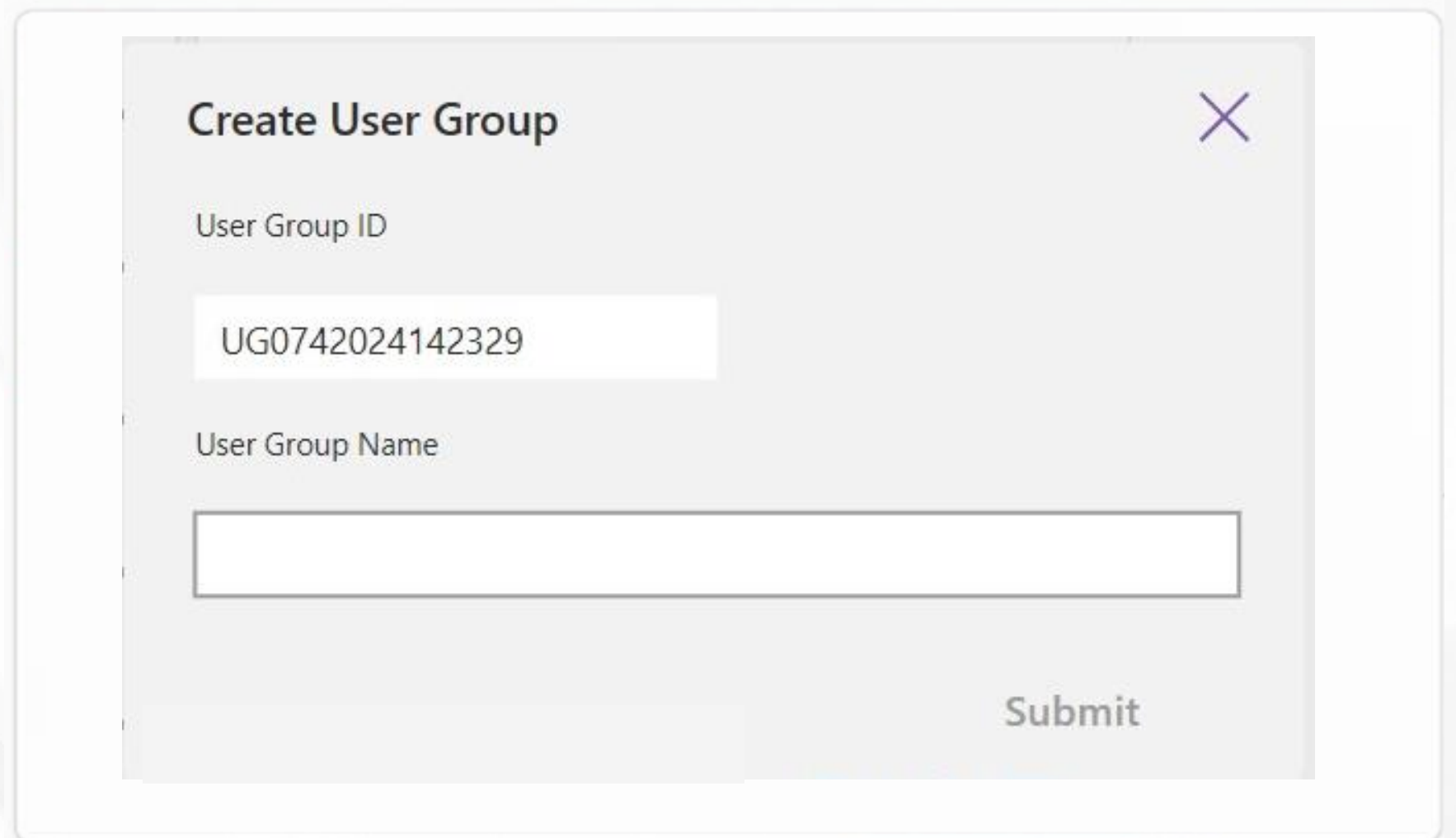
5 Or Click target record.

6 Click "Delete Group" to delete user group

* Only available to group with no user

2.5.2 | User Group – Edit User Group Content

LSIC Admin Apps
(User PC)

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

1 Open Approval App (Link)

2 Click "user Group" to review User group Setting

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

4 Click "Update"

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HONG KONG BAPTIST UNIVERSITY

2.5.3 | User Group – Add or Remove User

LSIC Admin Apps
(User PC)

1 Open Approval App (Link)

2 Click "user Group" to review User group Setting

③ **Click target record.**

④ **Click "+ User" to add 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"

6 Or Click "X" to Delete user

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)	☑	16/07/2025 📅
EGI Electroencephalogram (EFF2344)	☑	
LOCALITE Transcranial Magnetic Stimulation (EFF2345)	☑	
SHIMADZU Functional Near-infrared Spectroscopy (EFF2346)	☑	

Confirm

Manage User **+ User**

123@bu.com ✏️ ⊗

123@bu.hk ✏️ ⊗

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

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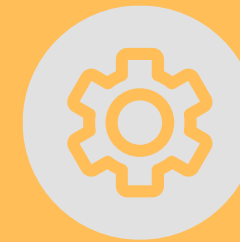
7 Click "Update" for saving the change

2.6 | Create New User

**Power Page
Admin Page**

(User PC)

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1 Go to Power Page Management Page (Link)
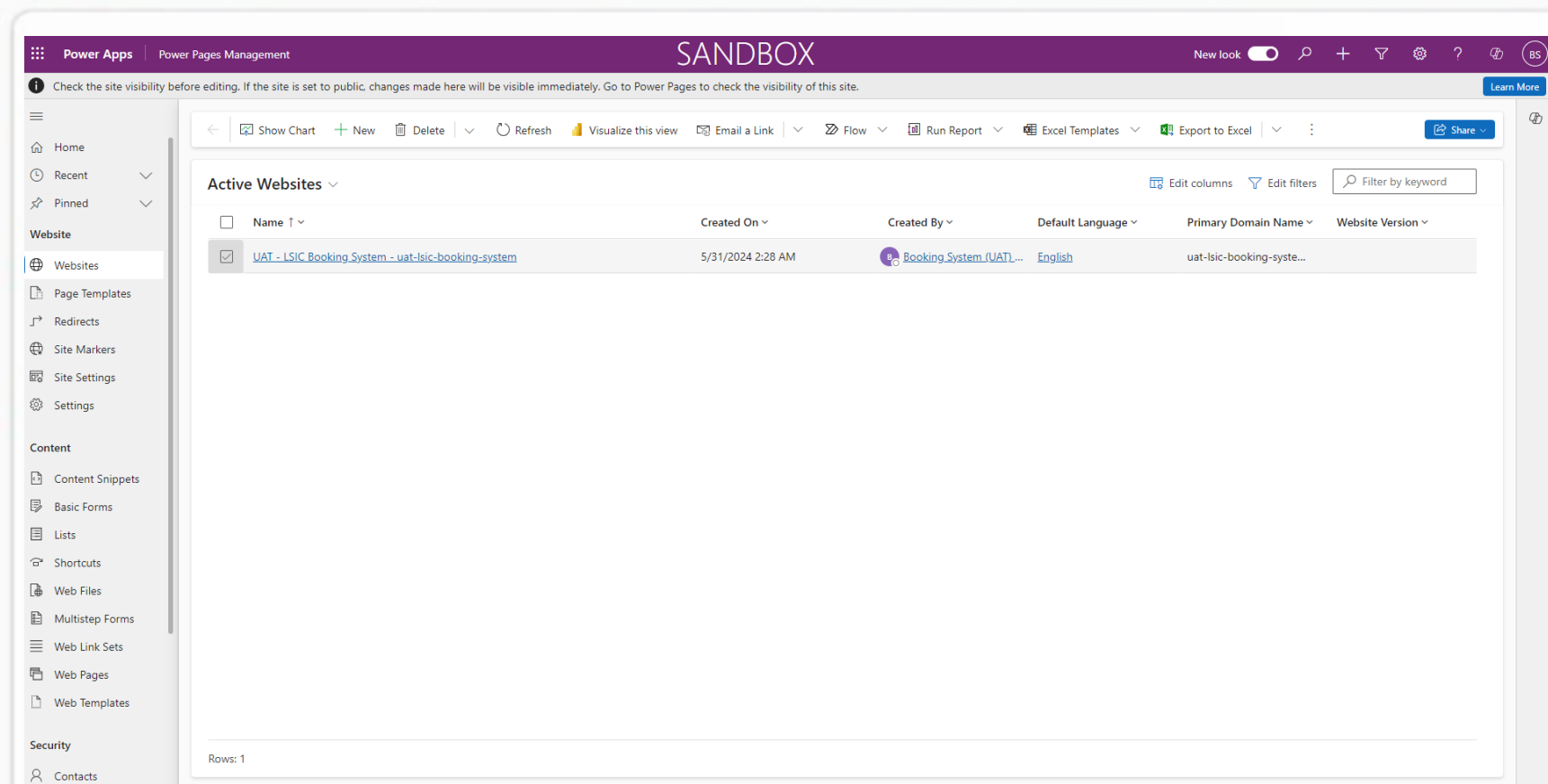
2 Click "Contacts" Tab
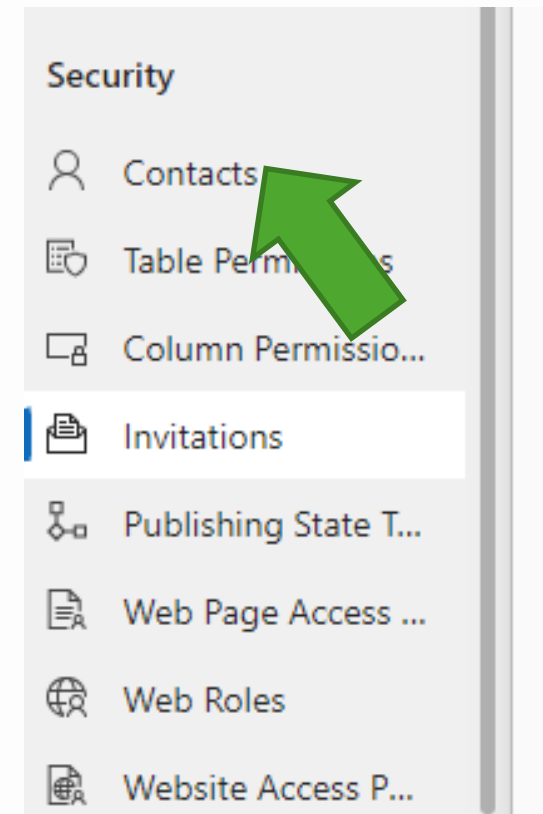
* Required:
First Name, Last Name, Business Phone, Email, Street in Address

③ Create new User and select the equipment

④ In the New Contact, fill in the new user's information, then click "Save".
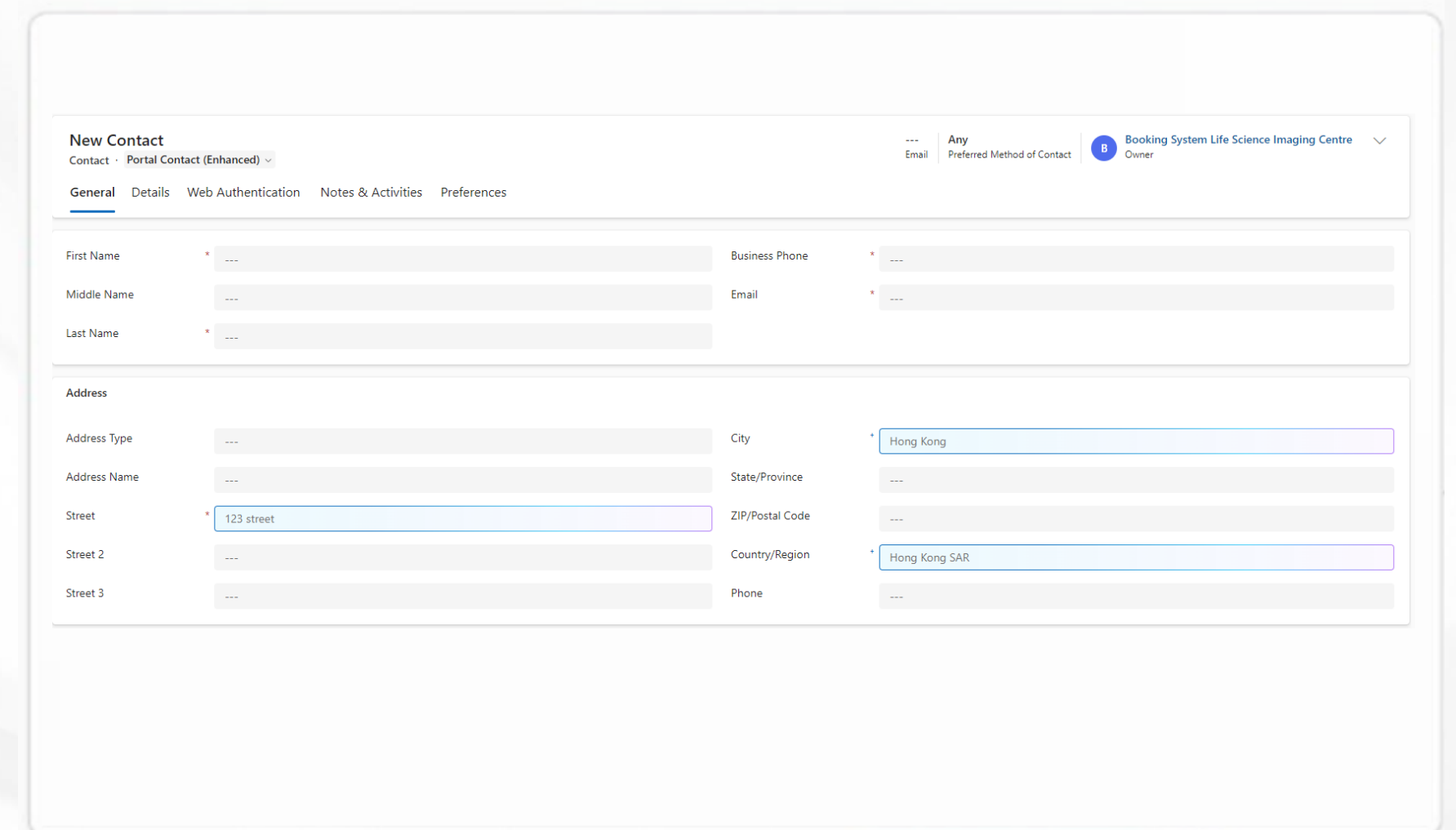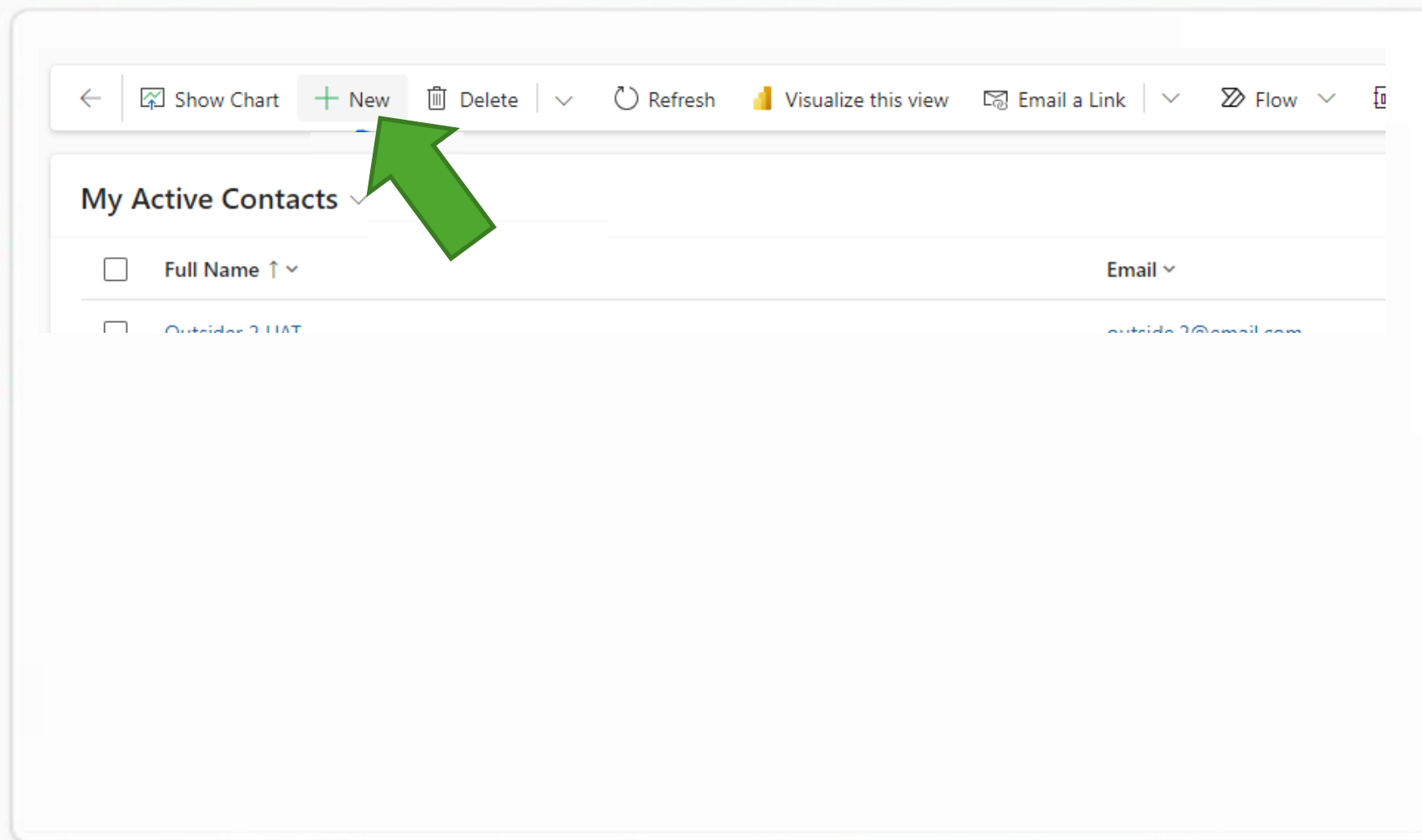
**Required:
First Name, Last Name, Business Phone, Email, Street in Address

5 Scroll down to this tab in Contact, click "Add existing web role"
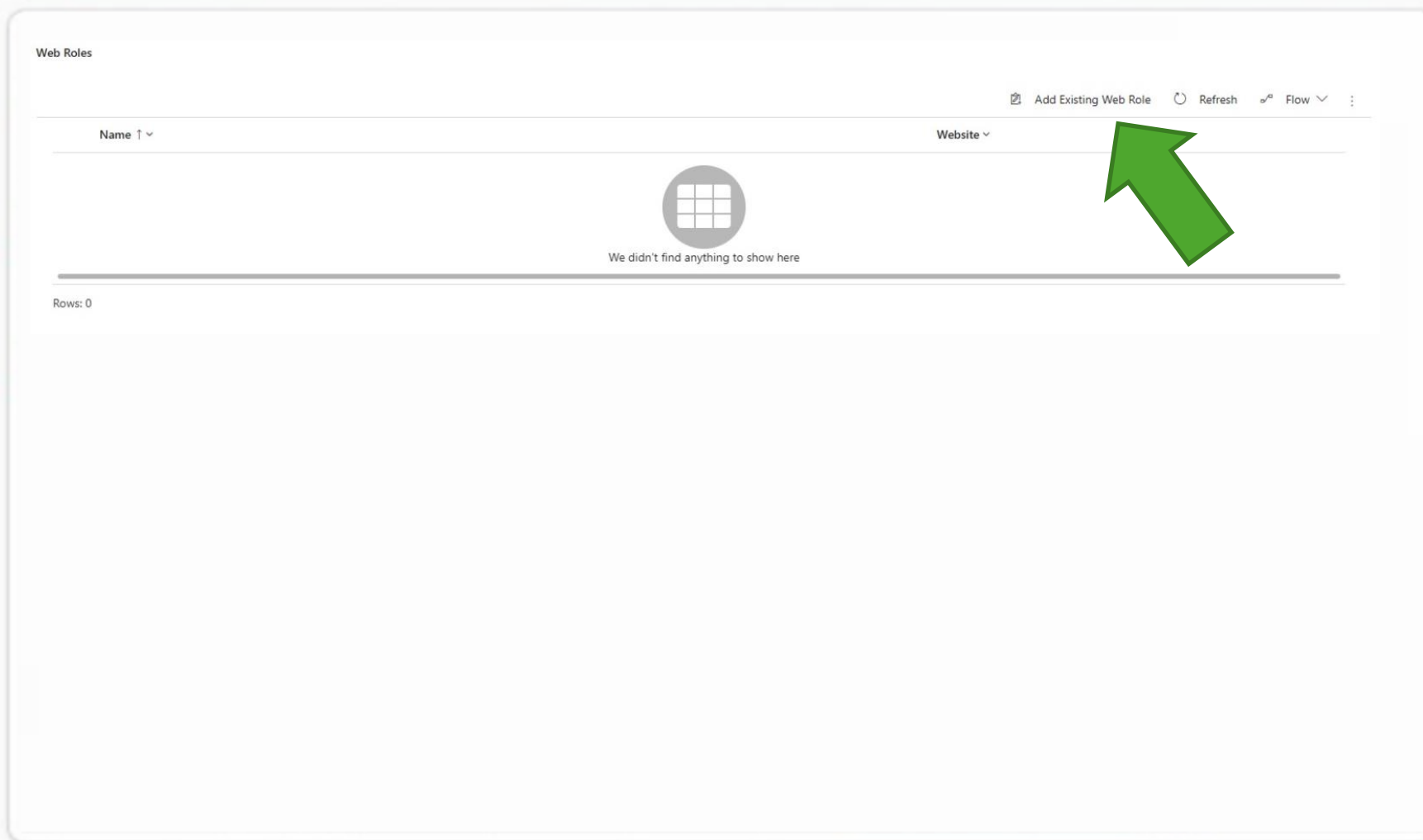
6 Enter "Authorised User" and click Add
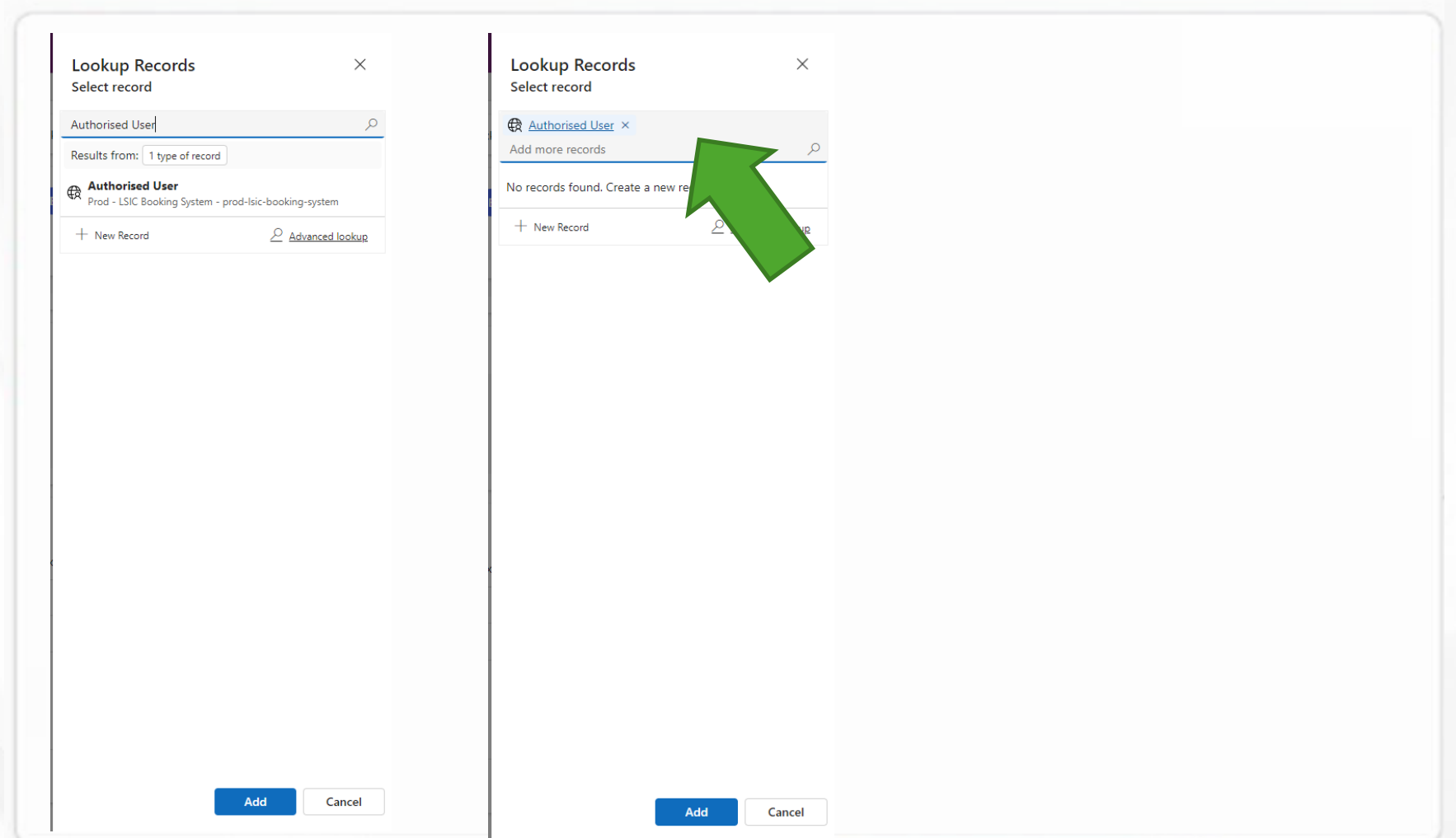
7 The Web Role is added

Web Roles

Add Existing Web Role | Refresh | Flow ∨ | ⋮

☐ Name ↑ ∨   Website ∨

☐ 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 ∨

Flow >
Word Templates >
Run Report >

e@hkbu.edu.hk | Any
Preferred Method of Contact

aging Centre ∨

9 **Click "Send Portal Invitation to Contact" Flow**
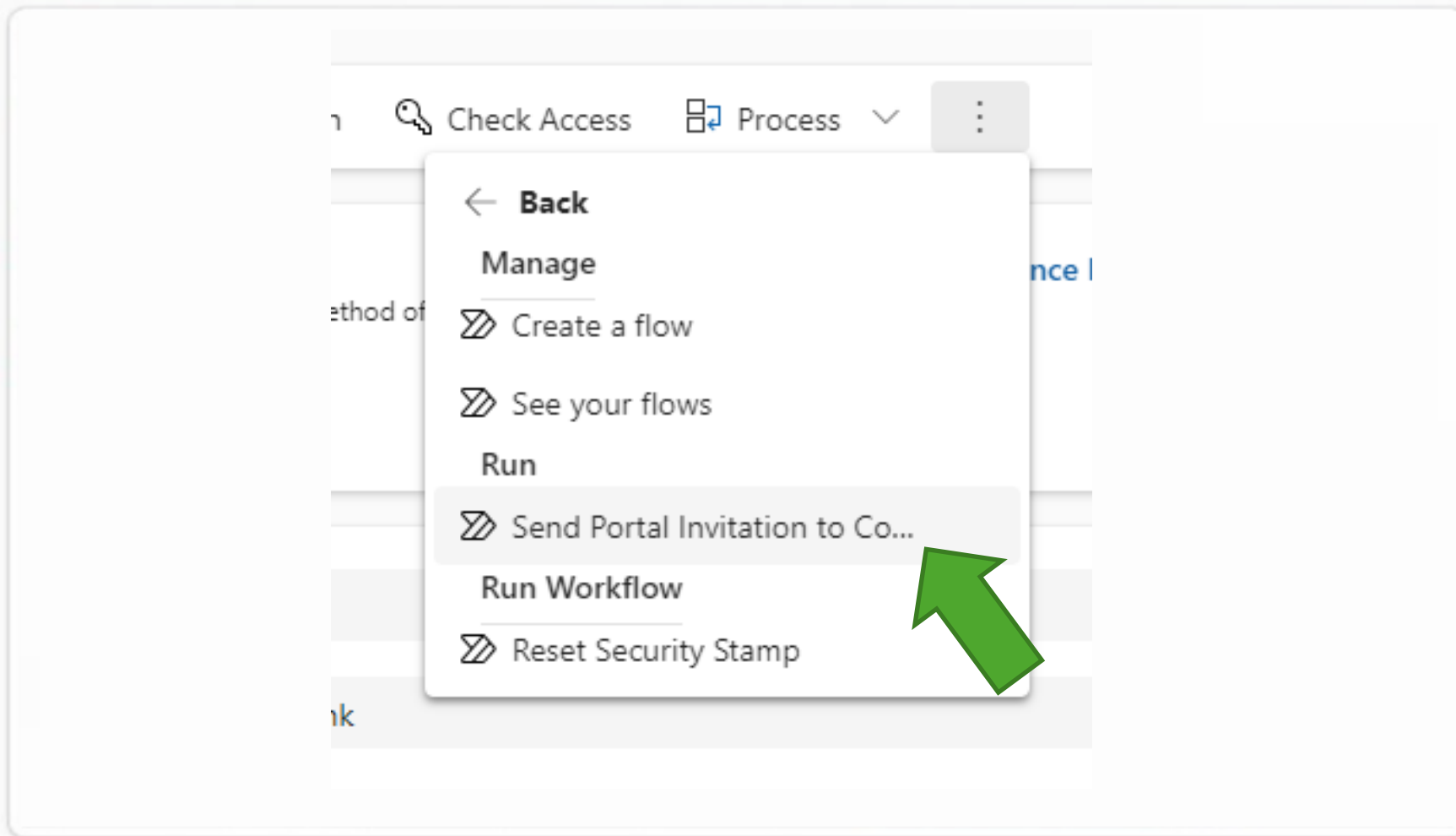
10 **Click "Run Flow"**
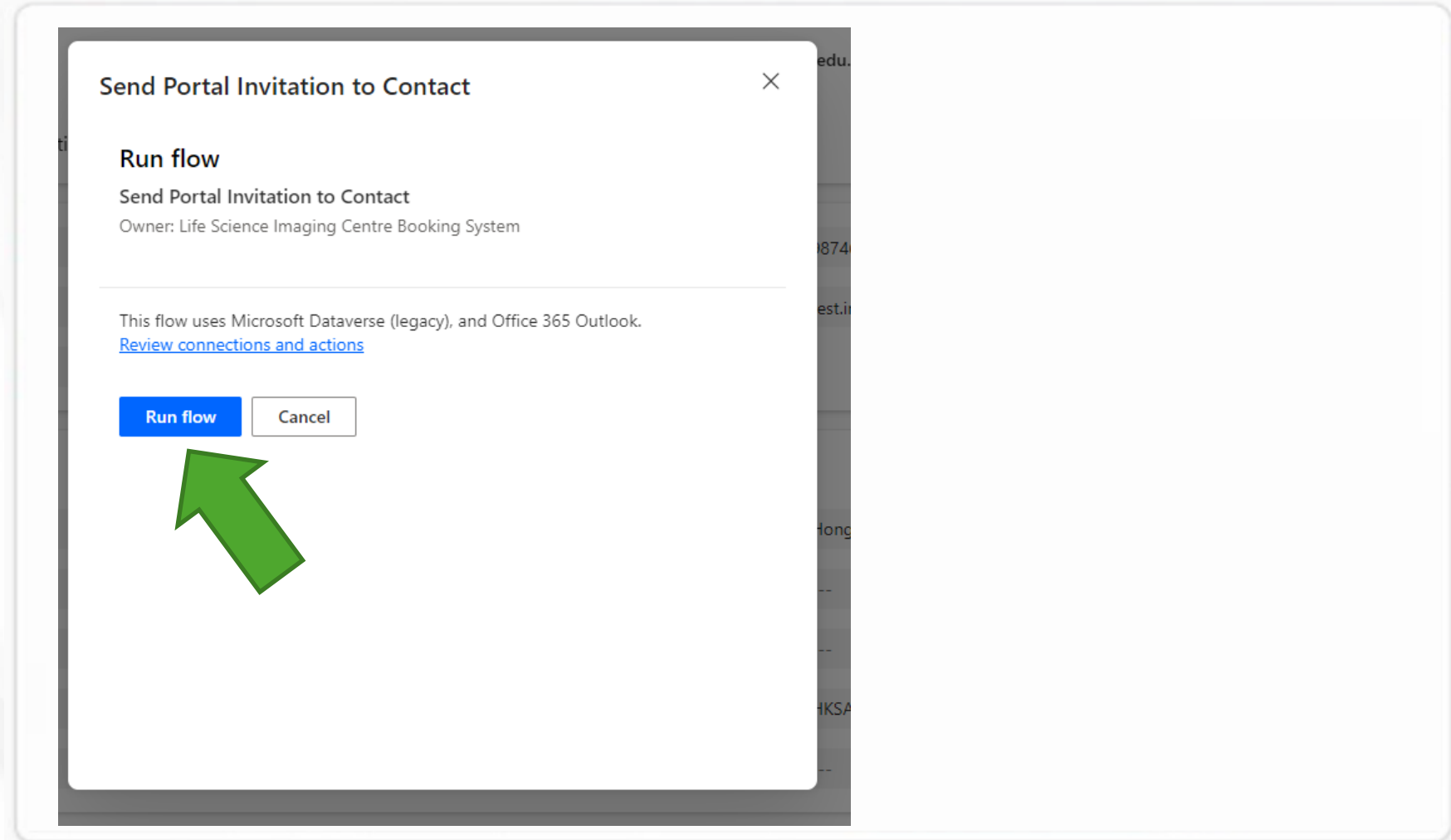
11 **Click "Done"**
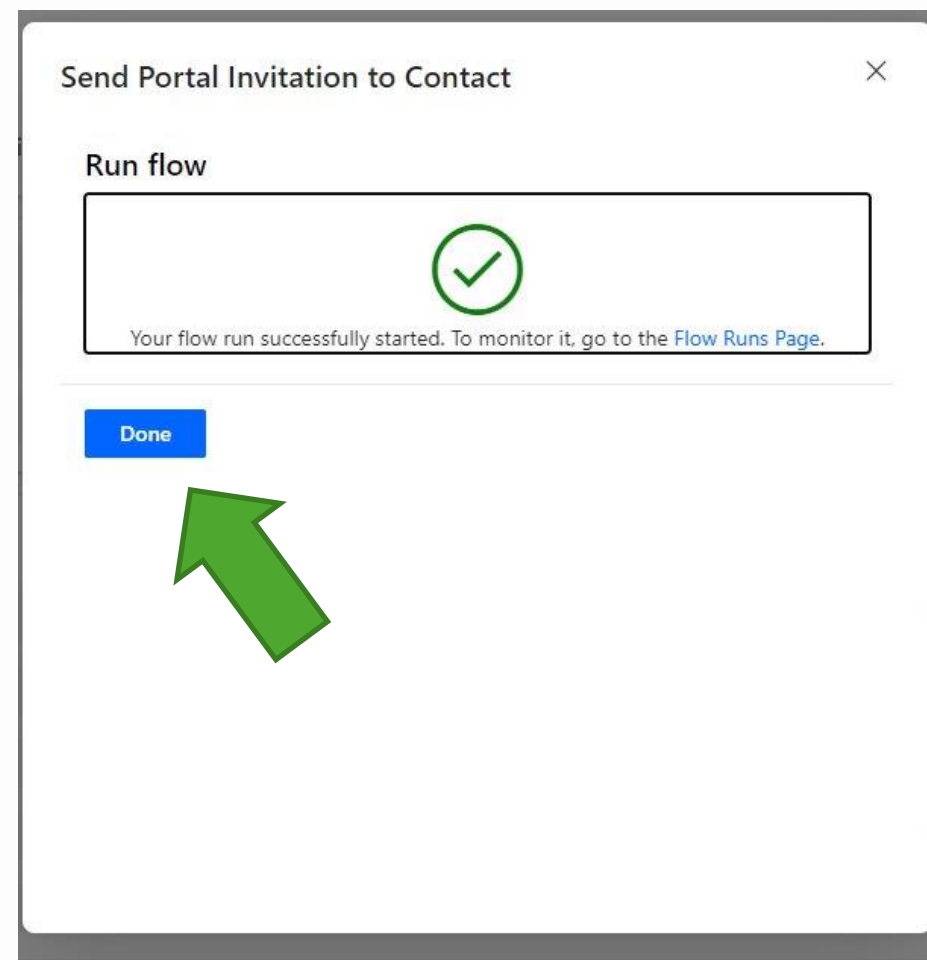
12 **Go to Admin App, Add user into User Group on Admin Apps**

Send Portal Invitation to Contact

Run flow

✓

Your flow run successfully started. To monitor it, go to the Flow Runs Page.

Done

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

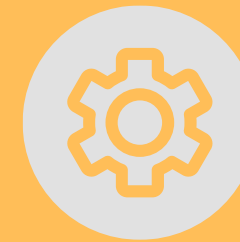| SIEMENS 3T Prisma MRI (EFF2343) | ☑ | 16/07/2025 |
EGI Electroencephalogram (EFF2344)	☑	
LOCALITE Transcranial Magnetic Stimulation (EFF2345)	☑	
SHIMADZU Functional Near-infrared Spectroscopy (EFF2346)	☑	

Confirm

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

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13 Invited user will receive an invitation Email with invitation link
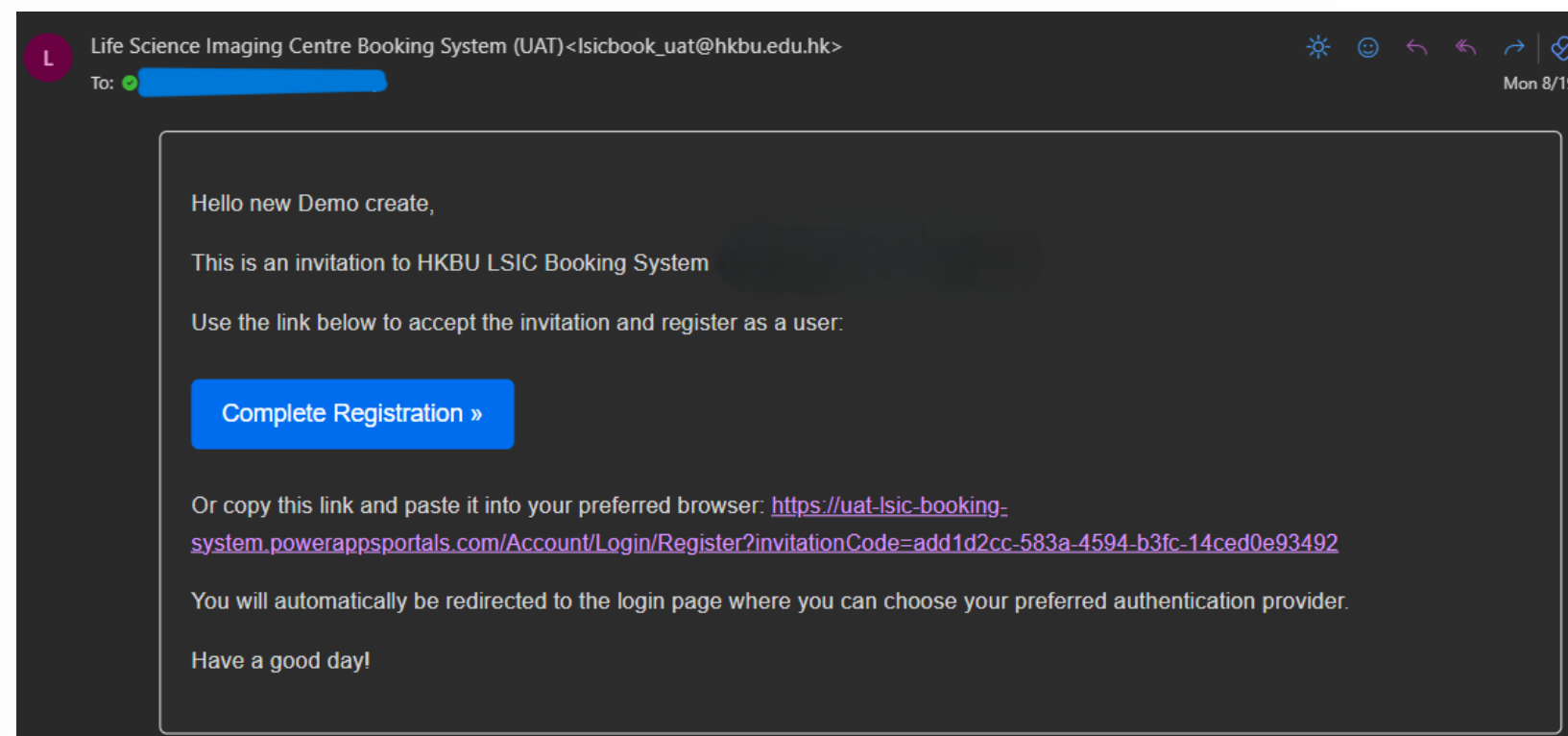
14 User click on the button or the link on the Email will take them to the first time login screen
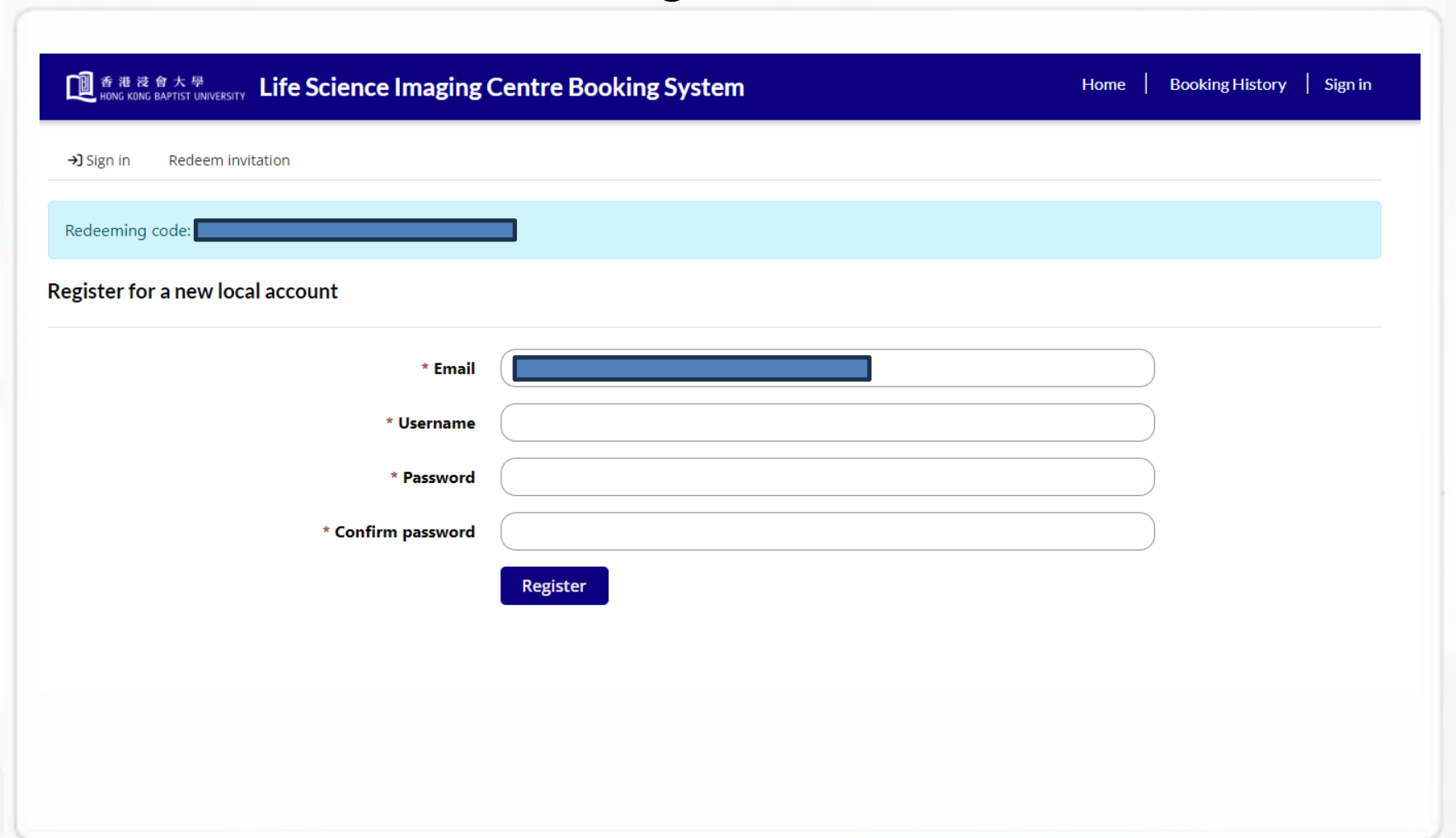
LSIC FACILITY BOOKING SYSTEM

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

Life Science Imaging Centre Booking System (UAT)<lsicbook_uat@hkbu.edu.hk>
To: ●

Mon 8/19

Hello new Demo create,

This is an invitation to HKBU LSIC Booking System

Use the link below to accept the invitation and register as a user:

Complete Registration »

Or copy this link and paste it into your preferred browser: https://uat-lsic-booking-system.powerappsportals.com/Account/Login/Register?invitationCode=add1d2cc-583a-4594-b3fc-14ced0e93492

You will automatically be redirected to the login page where you can choose your preferred authentication provider.

Have a good day!

2 Fill in username and password to complete the sign up

香港浸會大學 **Life Science Imaging Centre Booking System**   Home | Booking History | Sign in

→] Sign in   Redeem invitation

Redeeming code: ▓▓▓▓▓▓▓▓▓▓

Register for a new local account

* Email

* Username

* Password

* Confirm password
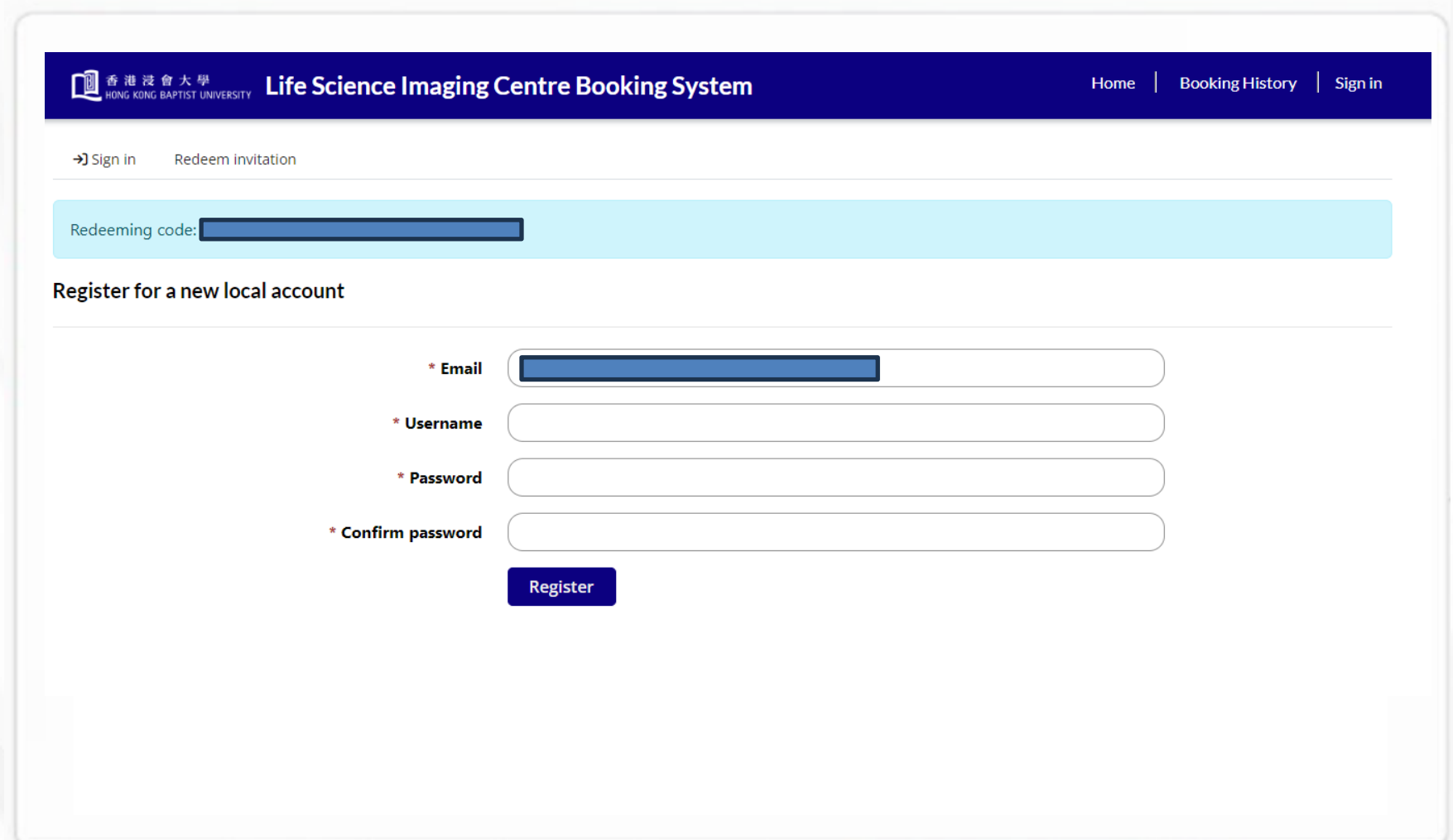
Register

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

Life Science Imaging Centre Booking System

Home | Booking History | Sign in

Sign in   Redeem invitation

Redeeming code:

Register for a new local account

* Email

* Username

* Password

* Confirm password

Register

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3.1 | Create booking request

LSIC frontend web
(User PC)

1 Open LSIC Frontend apps and Login with predefined account

2 Booking Page will show

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

There are 3 possible labels to indicate the equipment status

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)

Role

HKBU Staff or Student
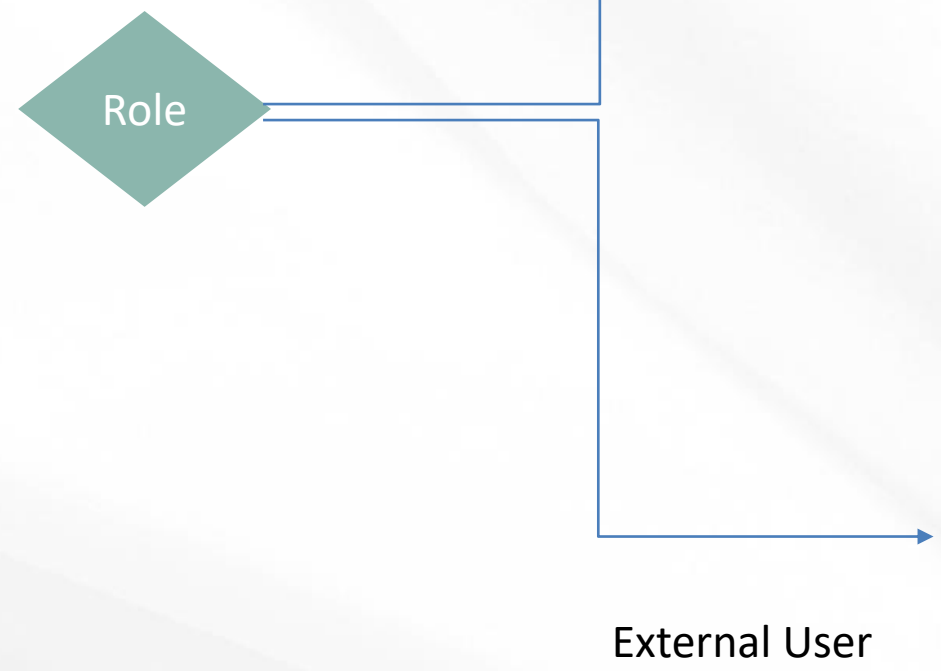
≡ SIEMENS 3T Prisma MRI
⛶ G/F
ⓘ For MRI Booking

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.h

☐ 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

External User

≡ 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

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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

Home / For Staff / FAQ / Oracle FIS

📝 Financial Policies   🧳 Insurance   ☁️ Oracle FIS   Payment and Salary and Staff benefit   Superannuation Fund & MPF

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)

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Project code (for all users):
- Please quote the project reference number as listed in the project's ethics approval.

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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:	asdfsa@asdf.com
PI Name:	saddfas
Porject 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	Status	Reserve Date From (DD/MM/YYYY)	Reserve Date To (DD/MM/YYYY)	Reset Filter
	--select	--select	04/07/2024	04/08/2024	

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

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3.2 | Check booking request Status

LSIC frontend web
(User PC)

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1 **Open LSIC Frontend apps and Login with predefined account**
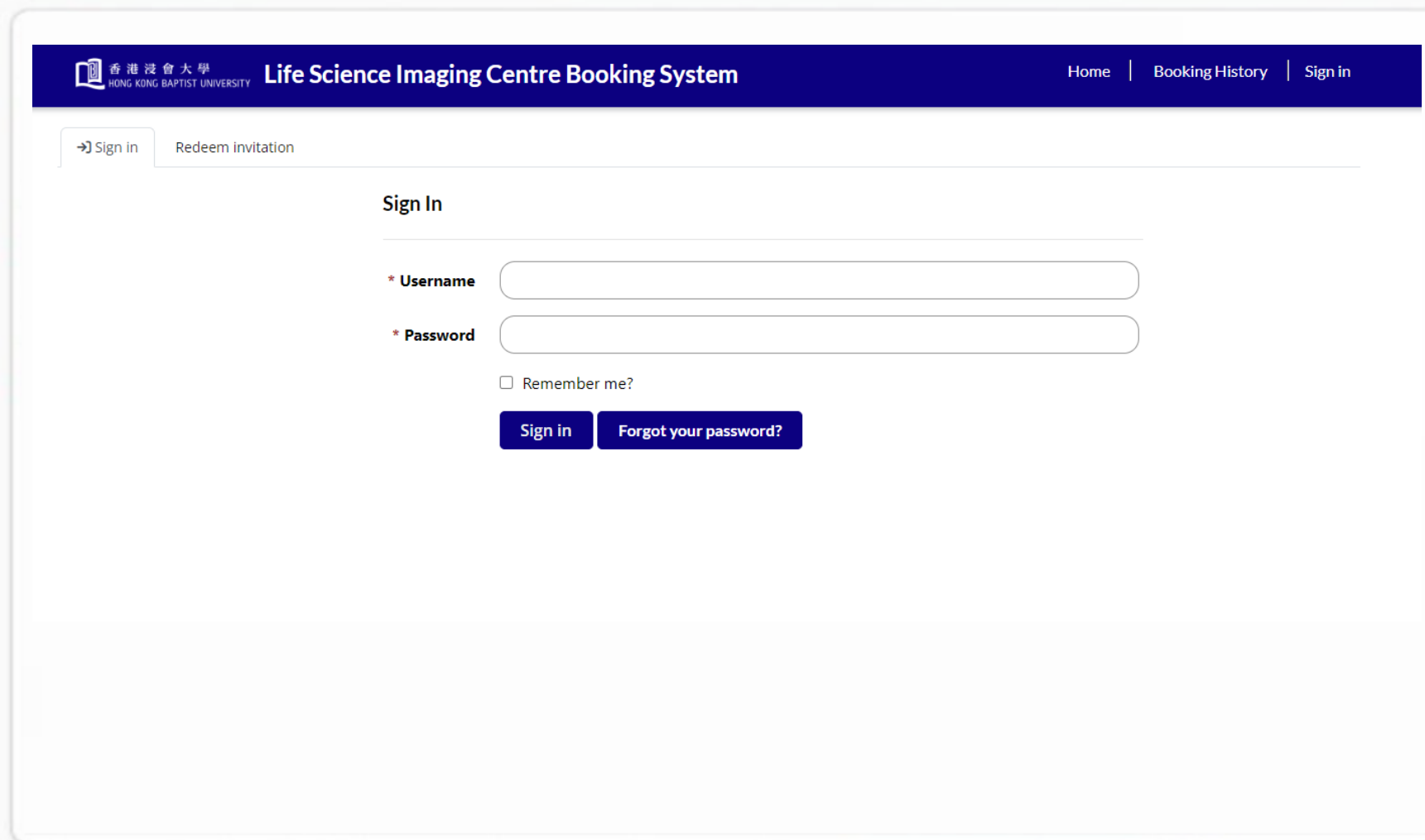
2 **Booking Page will show**
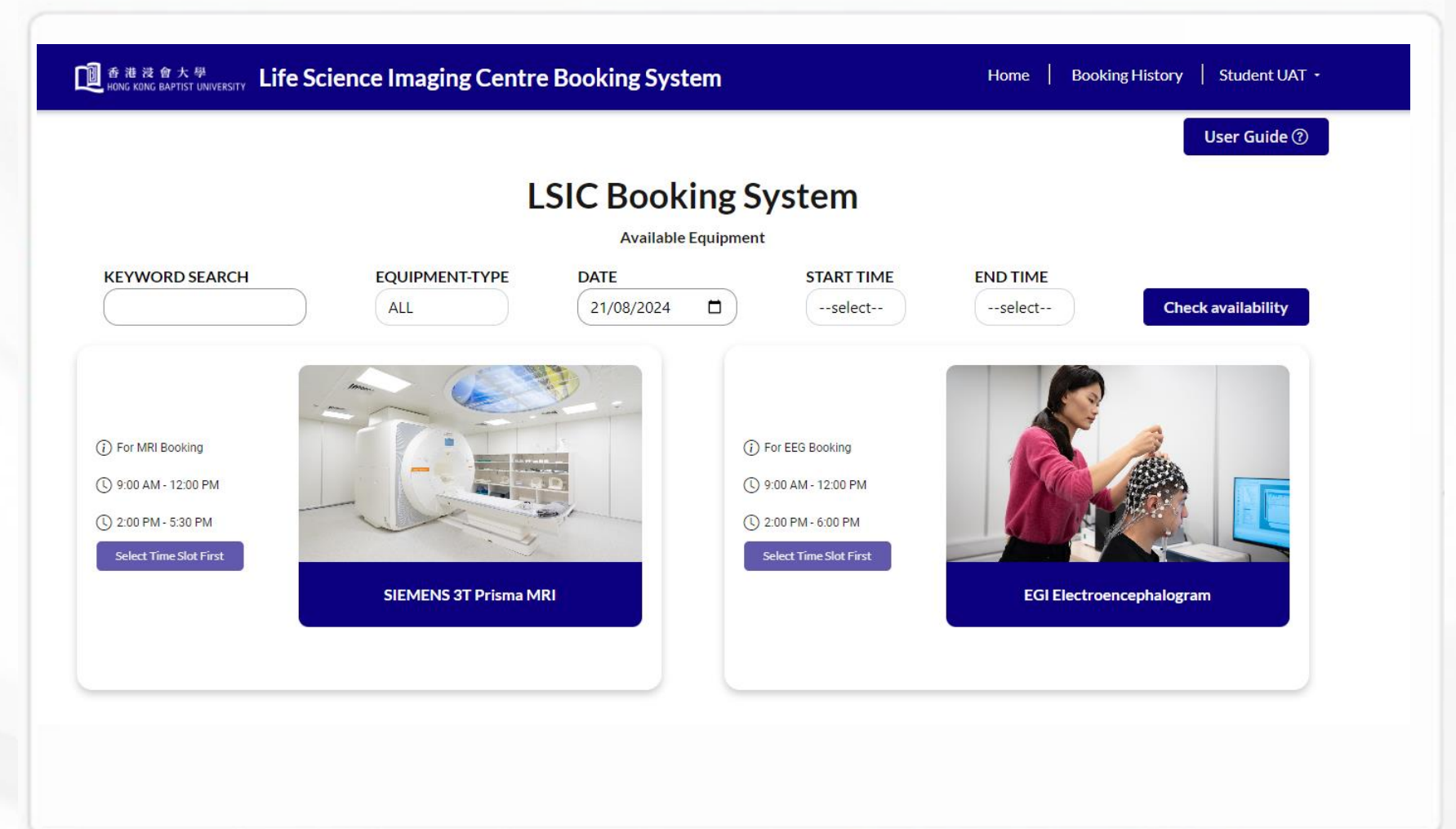
3 Click "Booking History" and the booking History will be show with status

4 Filter by Catalog, Status, Keyword and Datetime

3.3| Review Personal information

LSIC frontend web
(User PC)

香港浸會大學
HONG KONG BAPTIST UNIVERSITY
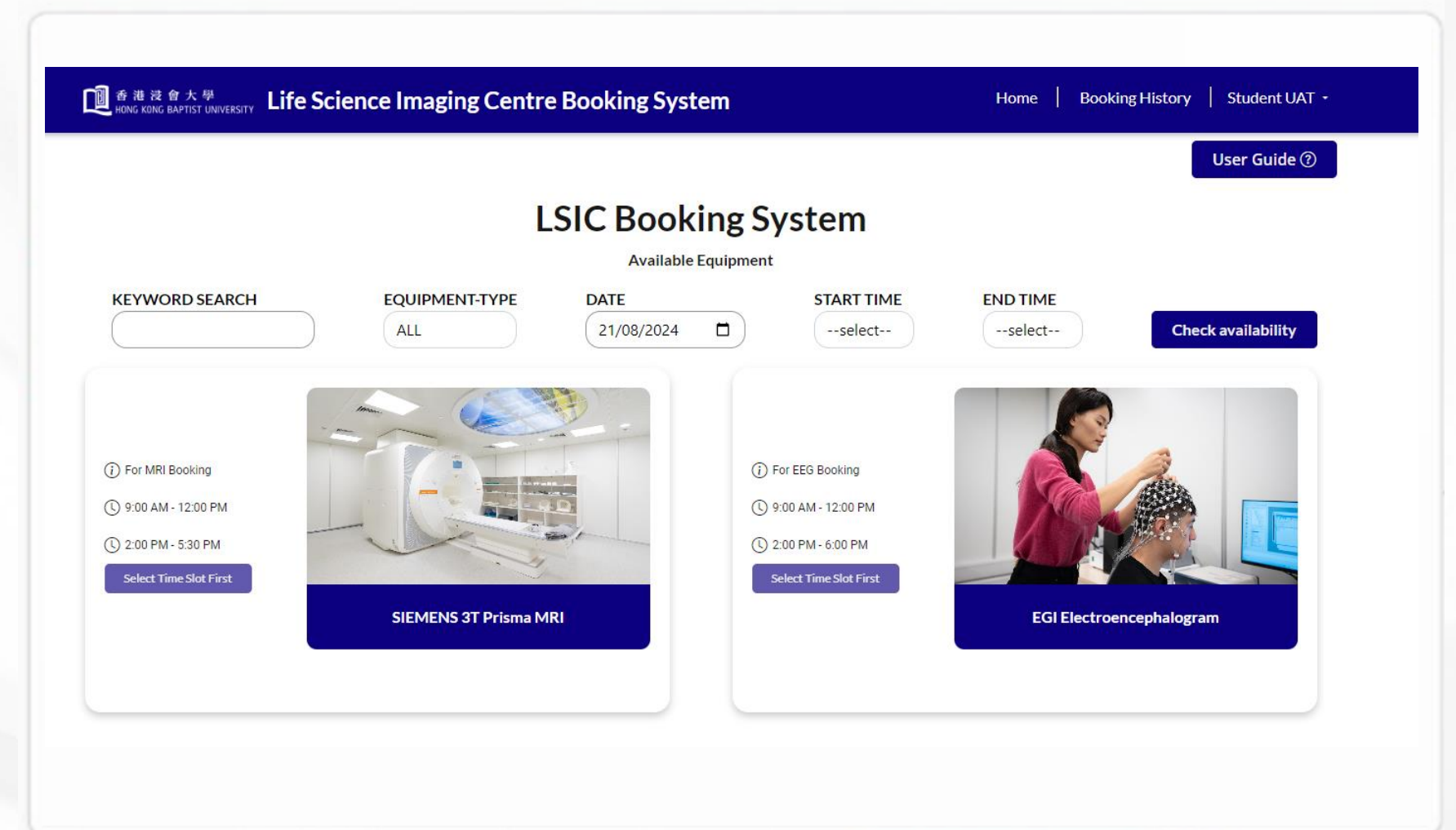
1 Open LSIC Frontend apps and Login with predefined account
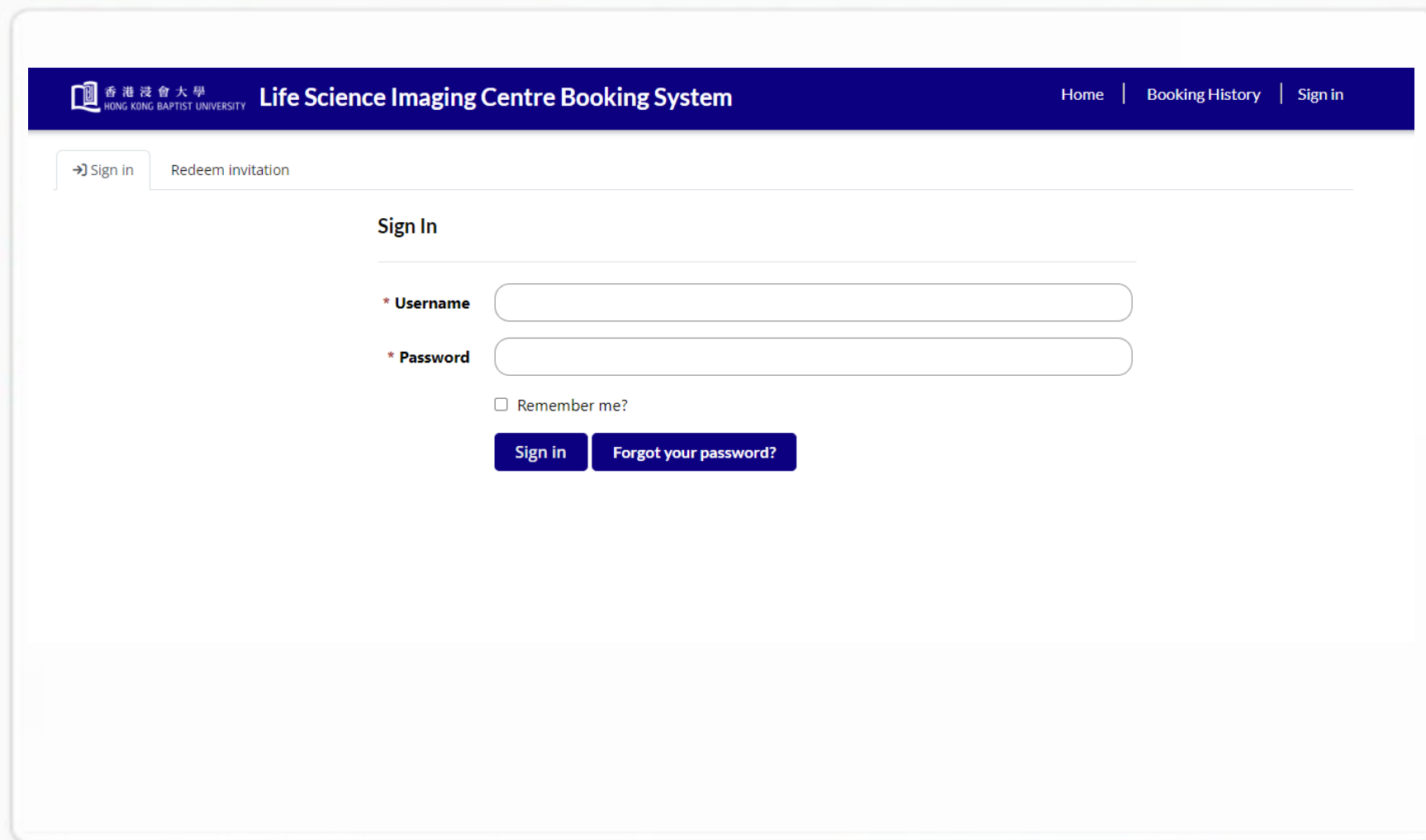
2 Booking Page will show

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.

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