

1

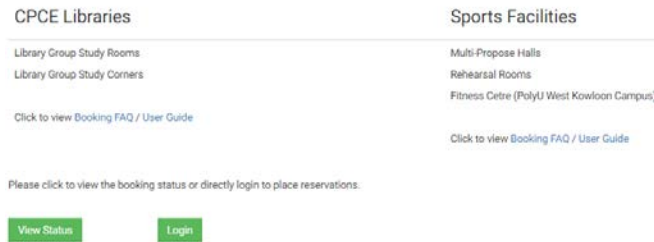
Scan the QR code below



Or Click “Group Study Rooms / Corners Available Now” on the Library website

CPCE Facilities iBooking System

Welcome to CPCE Facilities iBooking System for reserving the following facilities:



2

Login to your account

New Booking

Facility Group

 Date

3

Search by **Facility Group & Date**
**Booking is available two days in advance*

Facility	09:15 - 09:45	09:45 - 10:15	10:15 - 10:45	10:45 - 11:15	11:15 - 11:45
4/F Room 1 (2-4 users)	Available	Available	Available	Available	Available
4/F Room 10 (3-6 users)	Selected	Selected	Selected	Selected	Available
4/F Room 11 (8-16 users)	Available	Available	Available	Available	Available

4

Select **Facility & Timeslot** of your choice
**Min= 30 mins
 Max= 2 hours*

Confirm Booking

Facility Group: Library (WK) / Group Study Rooms
 Facility: 4/F Room 10
 Capacity: 3-6 users
 No. of Users:
 Selected Date: 2018-Dec-28
 Time: 09:15 - 11:15
 Duration: 2 hours

5

Enter the **No. of Users** & click **Confirm**
**The no. of users must be \geq the minimum capacity of the room*

Booking Success

Booking completed successfully.
 Confirmation email with check-in barcode has been sent to your email address.
 Your booking code is: GPXzn1

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My Booking Record

From: 2018-Dec-27 To: 2019-Jan-02 Search by booking code

Booking Details	Action / Status
Facility Group: Library (WK) / Group Study Rooms Facility: 4/F Room 10 Capacity: 3-6 users No. of Users: 3 Reservation Period: 2018-Dec-28 09:15 - 11:15 (2 hours) Booking Time: 2018-Dec-27 16:27:10 Booking Code: GPXzn1	<input type="checkbox"/> <input type="checkbox"/> Status: Confirmed

Successful booking message will be shown, you may view the booking record by clicking **My Booking Record**