

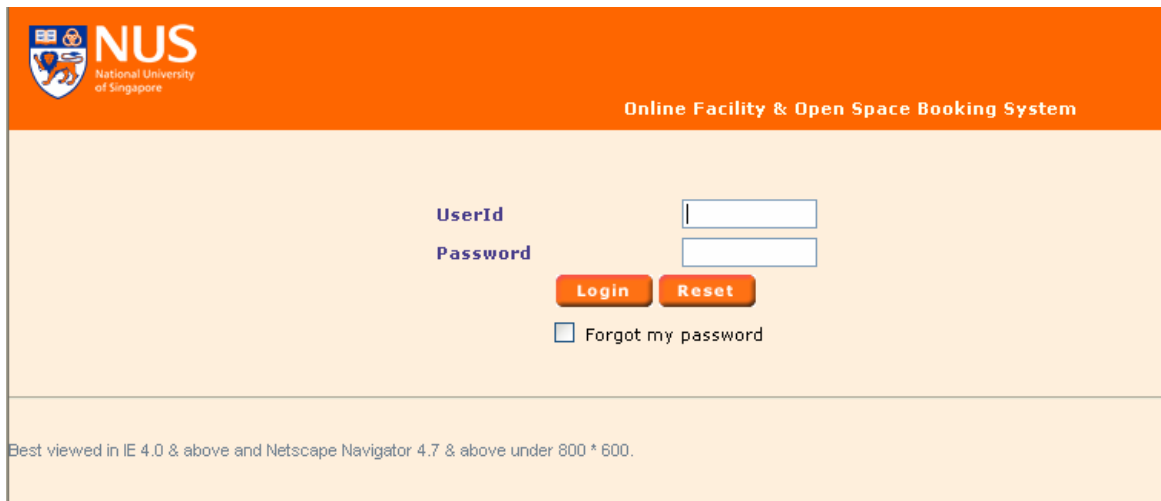
Online Facility and Open Space Booking System

1. Purpose of Document

The purpose of this document is to give a general overview of the Online Facilities and Open Space Booking System and to enable the end user to perform all the functions of the system. This document describes the operational details on entering data and navigating within the application.

2. General Instructions

1. Open the browser i.e. Internet Explorer or Netscape Navigator and type in the URL.
2. The following screen will be displayed.



The screenshot shows the login interface for the NUS Online Facility & Open Space Booking System. At the top left is the NUS logo (National University of Singapore). The title "Online Facility & Open Space Booking System" is centered at the top. Below the title, there are two input fields: "UserId" and "Password". To the right of each field is a text input box. Below the "Password" field are two orange buttons: "Login" and "Reset". Below these buttons is a checkbox labeled "Forgot my password". At the bottom of the page, there is a small text note: "Best viewed in IE 4.0 & above and Netscape Navigator 4.7 & above under 800 * 600."

Figure 1 - Login Screen

1. Online Facility and Open Space Booking System - Overview

The Online Facilities and Open Space Booking System is used to book the facilities and banner/balloon slots available for student societies and NUS staff within the NUS campus. The users of this system include NUS staff, facility administrators and the student society representatives. The student society representatives book the facilities while the respective facility administrator approves them. Users are also allowed to cancel or modify their bookings.

1.1. Login

On entry, the user is displayed the login screen (Figure 1). The user must enter the UserId (or and password. The students and staff must enter their matric number and staff numbers as the login ids respectively. On entering a valid login id and password, the user gains access to the system. The main menu screen is displayed (Figure 2).



Figure 2 - Main Menu

1.2. To make a new Facility booking

On clicking 'Event Venues-> New Booking' in the Main screen, the new booking screen is displayed.

Purpose	Please Select <input type="button" value="v"/>	Description <small>(If Purpose="Others")</small>	[Text Field]
Non Food Items sold	[Text Field]	Food items sold	[Text Field]
Other Requests <small>(no. of tables, water/ electricity supply)</small>	[Text Field]		
Event Objectives <small>(Project Director please include your name and contact number)</small>	[Text Field]		
		Fund goes to	<input type="radio"/> Students' Funds <input type="radio"/> Charity <input type="radio"/> Others
		Organization <small>(Required field)</small>	[Text Field]
		Check availability of facility	

S.No	Facility	Start Date	End Date	Time	
1.	Please Select <input type="button" value="v"/>	[Calendar]	[Calendar]	Please Select <input type="button" value="v"/>	Please Select <input type="button" value="v"/>
2.	Please Select <input type="button" value="v"/>	[Calendar]	[Calendar]	Please Select <input type="button" value="v"/>	Please Select <input type="button" value="v"/>
3.	Please Select <input type="button" value="v"/>	[Calendar]	[Calendar]	Please Select <input type="button" value="v"/>	Please Select <input type="button" value="v"/>

1.	Is the function limited only to the members of your organization?	<input type="checkbox"/>
2.	Are members of the university community permitted to attend?	<input type="checkbox"/>
3.	Is the function open to the public?	<input type="checkbox"/>
4.	Will any guest be invited?	<input type="checkbox"/>
5.	Have you gotten approval from NUSU or your respective HODs?	<input type="checkbox"/>
6.	Have you gotten prior approval from Office of Corporate Relations (OCR)?	<input type="checkbox"/>

If guests are invited, please provide their name, designation, organization and country. Please note that if you have a non-member attending the function in any capacity, a permit from the *Ministry of Home Affairs (Public Entertainment Unit)* is required.

S.No	Name	Designation	Organization	Country
1.	[Text Field]	[Text Field]	[Text Field]	Please Select <input type="button" value="v"/>
2.	[Text Field]	[Text Field]	[Text Field]	Please Select <input type="button" value="v"/>

Figure 3 - New Event Facility Booking

- The field 'Description' is mandatory if the purpose is chosen as 'Others'
- Fill out the fields as descriptively as possible to avoid possible delays in approval should your booking application be incomplete.
- **Important** : If you do not know if the facility has any prior booking, click on "Check availability of facility" to verify before proceeding with booking to avoid inconvenience
- At least one guest name must be entered, if the question no. 4 is checked.
- The next screen displayed (Figure 4) is for the upload of the event proposals to facilitate application approval. It also shows data previously keyed in for your verification.

Online Facility & Open Space Booking System

Home Administrator Event Venues Publicity Venues Logout

[Upload Proposal/Sketchings](#)

Booking Details

Purpose Fair / Festival
Other Requests TEST

S.No.	Facility	Start Date	End Date	Time
1.	SCI - Foyer between LT 24 and 25	24/06/2004	24/06/2004	2.00 - 13.00

1. Is the function limited only to the members of your organization? N
2. Are members of the university community permitted to attend? N
3. Is the function open to the public? N
4. Will any guest be invited? N
5. Have you gotten approval from NUSSU or your respective HODs? N
6. Have you gotten prior approval from Office of Corporate Relations (OCR)? N

Sketch/Proposal of Facility
(max 2 attachments)

Figure 4 - Upload proposal / sketchings

[Terms and Conditions](#)

1) All goods at the bazaars are to be obtained on consignment basis only.

2) All stalls/booths are to be strictly manned by undergraduates only. They must not be in receipt of any wages from any vendor(s).

3) At no time should any vendor(s) be present at any stall during the period of the bazaar.

4) Your members should not receive any rental from the vendor(s) for use of the University's premises.

5) Your committee is held responsible for the cleanliness of the Foyer (or other venues under OSA's purview) and its surroundings during and after the bazaar. You also have to bear the cost of rectifying any damages done to the premises.

6) Posters should not be affixed on the walls.

7) Banners should not be suspended from the yellow dampa ceiling strips.

8) The layout of the stalls should not cause obstruction to the movement of people.

9) The noise level should not cause disturbance/inconvenience to on-going lectures/classes in the vicinity. Please note that performances and use of sound equipment, from 8:30am to 1pm and from 2pm to 6pm, is prohibited.

10) You are required to display your student organisation's label at your stall.

I declare that the information contained is in the best of my knowledge and belief in all respects true and should there be any false statement I understand that my department or organization may be debarred or render this application invalid.

I hereby undertake to inform the University of any changes of information contained in the application for the use of the facilities.

Figure 5 - Terms and Conditions

- The Terms and Conditions (Figure 5) will be shown to you that you can only accept by acknowledging the 2 checkboxes.
- Click on the 'Print' button to take print out of the terms and conditions.
- To confirm the booking, click on the 'I Accept' button. The booking is confirmed. An email will be sent to the club's President, the user making the booking and the facility administrator with the details of the booking .
- To forego the booking, click on the 'I Decline' button. The system will redirect to the main page.

Verification Slip for Booking No. - FAC02030009

Applicant Details

Name	NORAINI BTE JASMAN	Matric No.	U000102W01
Year	0203	Course	Engineering
Organization	Dental Club	Designation	Secretary
Contact No.	98675432	Email	ccev8@nus.edu.sg

Booking Details

Booking No.	FAC02030009	Submission Date	02/12/2002
Purpose	Bazaar	Description	

S.No.	Facility	Start Date	End Date	Time
1.	LT 9 Foyer	06/01/2003	06/01/2003	9 AM-11 PM

1. Is the function limited only to the members of your organization? Y
 2. Are members of the university community permitted to attend? Y
 3. Is the function open to the public? Y
 4. Will any guest be invited? Y

Guest Details

S.No	Name	Designation	Organization	Country
1.	Name	Designation	Organization	Country

Report of Bazaar

Objectives	Bazaar Objectives
Items sold	Non Food Items sold
Food items sold	Food items sold
Store Layout	Stall Layout URL
Funds go to	Charity

Status of Booking

Pending for approval - Your booking will only be confirmed after your proposal is approved. Print a copy of this verification slip for reference.

Figure 6 - Verification Slip for Facility Booking

Figure 6 – Verification Slip

- Click on the 'Ok' button to go to the main menu.
- Click on the 'Cancel' button to cancel the booking.
- Click on the 'Print' button to print a copy for reference.

1.3. View/ Modify Booking

The view modify booking screen is used to view/ modify/ cancel the booking. It also provides the search functionality with various criteria. The user is allowed to modify the booking details only if

it is still pending. If the booking is approved/ cancelled, only viewing is allowed. The view/ modify booking screen is shown below.

View/ Modify Booking

Booking No.	<input type="text"/>	Status	Pending <input type="button" value="v"/>
Start Date	<input type="text"/> <input type="button" value="calendar"/>	End Date	<input type="text"/> <input type="button" value="calendar"/>
Purpose	All <input type="button" value="v"/>	Venue	All <input type="button" value="v"/>

S.No.	Booking No.	Purpose	Status
1.	FAC02030001	Bazaar	Pending
2.	FAC02030004	Recruitment	Pending
3.	FAC02030005	Registration	Pending
4.	FAC02030006	Exhibition	Pending
5.	FAC02030007	Bazaar	Pending
6.	FAC02030008	Bazaar	Pending
7.	FAC02030009	Bazaar	Pending

Figure 7 - View/ Modify Facility Booking

- Hyperlink is provided for the booking no. On clicking the hyperlink, the verification slip is displayed if the booking is approved or cancelled. If the booking is still pending, the modify booking screen is displayed (Figure 8).
- Bookings can be searched based on the following criteria: Booking No, Status, Start Date, End Date, Purpose and Venue.

New/ Modify Booking

Purpose **Description (if Purpose=Others)**

Other Requests **Stall Layout URL**

Non Food Items sold **Food items sold**

Bazaar Objectives **Fund goes to** Students' Funds Charity Others

Organization

S.No	Facility	Start Date	End Date	Time
1.	<input type="text" value="Outside Notebook Centre"/>	<input type="text" value="24/01/2003"/>	<input type="text" value="26/01/2003"/>	<input checked="" type="checkbox"/> 9 AM - 5 PM <input checked="" type="checkbox"/> 5 PM - 11 PM
2.	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 9 AM - 5 PM <input type="checkbox"/> 5 PM - 11 PM
3.	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> 9 AM - 5 PM <input type="checkbox"/> 5 PM - 11 PM

1.	Is the function limited only to the members of your organization?	<input checked="" type="checkbox"/>
2.	Are members of the university community permitted to attend?	<input checked="" type="checkbox"/>
3.	Is the function open to the public?	<input checked="" type="checkbox"/>
4.	Will any guest be invited?	<input checked="" type="checkbox"/>

If guests are invited, please provide their name, designation, organization and country. Please note that if you have a non-member attending the function in any capacity, a permit from the *Ministry of Home Affairs (Public Entertainment Unit)* is required.

S.No	Name	Designation	Organization	Country
1.	<input type="text" value="Name'"/>	<input type="text" value="Designation'"/>	<input type="text" value="Organization'"/>	<input type="text" value="SINGAPORE"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Please Select"/>

Figure 8 - Modify Facility Booking

- Click on the 'Next' button to see the confirmation slip screen. After this the normal flow like the new booking is followed.
- Click on the 'Reset' button to reset the screen to its old values.
- Click on the 'Verification Slip' button to view the verification slip for the booking.
- Click on the 'Back' button to view the search screen for view/modify booking.

1.4. Facility Calendar

On clicking the item 'Event Venues -> Calendar' in the menu, the following screen is displayed.

Calendar

Venue

From Month

To Month

Figure 9 - Event Venues -> Calendar Search

- The venue and the time interval in months must be selected to view the calendar.
- After entering the relevant values, click on the Show Calendar button. The following screen will be displayed (Figure 10)..

The screenshot shows the NUS Online Facility & Open Space Booking System interface. At the top, there is a navigation bar with links for Home, Administrator, Event Venues, Publicity Venues, and Logout. Below this, the page title is "Calendar" and the search criteria are "Booking for OSA - LT 27 BENCH 1 from June - 2004 to June - 2004". A note says "* kindly click on the timings for booking details". The main content is a calendar for June 2004 with a table of events.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 physoc 08:00-18:00	2	3	4	5 OSA 08:00-17:00
6	7 OSA 08:00-17:00	8 OSA 08:00-17:00	9	10	11	12 physoc 08:00-18:00
13	14 physoc 08:00-18:00	15	16 jeffreylau 13:00-18:00	17 jeffreylau 09:00-13:00	18 jeffreylau 11:00-16:00	19
20	21 ABC 10:00-13:00	22	23	24	25	26
27	28	29	30 nvac 09:00-18:00			

[Back](#)

Figure 10 - Event Venues -> Calendar Search

1.5. Publicity submission

Click on 'Publicity Venues' → New submission. The screen to select facility is displayed as shown below (Figure 11).

New Submission

UserId	OSA
Name	OSA Admin
Display Type	Banners
Venue	Please Select
Start Date	<input type="text"/>
End Date	<input type="text"/>
Banner Size	<input type="text"/> m by <input type="text"/> m
Wordings	<input type="text"/>
Contactable Email address	<input type="text"/>
Kindly provide the contact information of the liason officer	Contact Number <input type="text"/> Email <input type="text"/>
1. Have you gotten approval from NUSSU or your respective HODs?	<input type="checkbox"/>
2. Have you gotten prior approval from Office of Corporate Relations (OCR)?	<input type="checkbox"/>
3. Are there any sponsors?	<input type="checkbox"/>

* Numbering system follows the flow of vehicular traffic or from left to right

Figure 11 – New submission

- Enter the relevant details and click on the 'Next' button to upload your proposal/sketchings (Figure 12).

Upload Proposal/Sketchings

Booking Details			
Display Type	Banners	Venue	LT 9 - The Deck (Canteen 2)
Start Date	23/06/2004	End Date	23/06/2004
Location	LT9F1	Banner Size	1 m by 2 m
Wordings	TEST		
Sketch/Proposal of Display (max 2 attachments)	<input type="text"/> <input type="button" value="Browse..."/>	<input type="text"/> <input type="button" value="Browse..."/>	
	<input type="button" value="Upload"/>		

Figure 12 - Publicity Upload Proposals/Sketchings

- The user can verify the details entered and entered details can be changed by clicking on the 'Back' button.

- Click on the 'Next' button to view the terms and conditions page (Figure 14).

Terms and Conditions

1) All goods at the bazaars are to be obtained on consignment basis only.

2) All stalls/booths are to be strictly manned by undergraduates only. They must not be in receipt of any wages from any vendor(s).

3) At no time should any vendor(s) be present at any stall during the period of the bazaar.

4) Your members should not receive any rental from the vendor(s) for use of the University's premises.

5) Your committee is held responsible for the cleanliness of the Foyer (or other venues under OSA's purview) and its surroundings during and after the bazaar. You also have to bear the cost of rectifying any damages done to the premises.

6) Posters should not be affixed on the walls.

7) Banners should not be suspended from the yellow dampa ceiling strips.

8) The layout of the stalls should not cause obstruction to the movement of people.

9) The noise level should not cause disturbance/inconvenience to on-going lectures/classes in the vicinity. Please note that performances and use of sound equipment, from 8:30am to 1pm and from 2pm to 6pm, is prohibited.

10) You are required to display your student organisation's label at your stall.

I declare that the information contained is in the best of my knowledge and belief in all respects true and should there be any false statement I understand that my department or organization may be debarred or render this application invalid.

I hereby undertake to inform the University of any changes of information contained in the application for the use of the facilities.

Figure 13 - Publicity Terms & Conditions

- Click on the 'Back' button to modify entered details.
- Click on the 'Print' button to take print out of the terms and conditions.
- To confirm the submission, click on the 'I Accept' button. The booking is confirmed and the verification slip is displayed (Figure 14). An email will be sent to the club's President, the user making the booking and the respective facility administrator with the details of the booking.
- To forego the submission, click on the 'I Decline' button. The system will redirect to the main page.

Verification Slip for Booking No. - PUB02030001

Applicant Details			
Name	NORAINI BTE JASMAN	Matric No.	U000102W01
Year	0203	Course	Engineering
Organization	Dental Club	Designation	Secretary
Contact No.	98675432	Email	ccev8@nus.edu.sg

Booking Details			
Publicity No.	PUB02030001	Submission Date	03/12/2002
Display Type	Directional signs	End Date	01/01/2003
Start Date	01/01/2003	End Date	01/01/2003
Quantity	1		
Sponsors included?	No		
Wordings	dnfbb ksdgfkjg dskfdskg		
Sketch/Design	djshfdsh		

Facility Details				
Booking No.	FAC02030009	Purpose of Booking: Bazaar		
S.No	Facility	Start Date	End Date	Time
1.	LT 9 Foyer	06/01/2003	06/01/2003	9 AM - 11 PM

Status of Booking
Pending for approval - Your booking will confirm your booking within 3 working days. On receipt of the confirmation, please bring your posters/banners to OSA for stamping .

Figure 14 - Publicity Verification Slip

- Click on the 'Ok' button to go to the main menu.
- Click on the 'Cancel' button to cancel the booking.
- Click on the 'Print' button to print a copy for reference.

1.6. View/ Modify Submission

The view modify booking screen is used to view/ modify/ cancel the submission. It also provides the search functionality with various criteria. The user is allowed to modify the submission details only if it is still pending. If the booking is approved/ cancelled, only viewing is allowed. The view/ modify submission screen is shown below (figure 15).

View/ Modify Booking

Publicity No.	<input type="text"/>	Status	Pending <input type="button" value="v"/>
Start Date	<input type="text"/> <input type="button" value="calendar"/>	End Date	<input type="text"/> <input type="button" value="calendar"/>
Display Type	All <input type="button" value="v"/>	Booking No.	<input type="text"/>

S.No.	Publicity No.	Display Type	Status
1.	PUB02030001	Directional signs	Pending

Figure 15 - Publicity View / Modify Submission

- Hyperlink is provided for the publicity no. On clicking the hyperlink, the verification slip is displayed if the booking is approved or cancelled. If the booking is still pending, the modify submission screen is displayed (Figure 16).
- Bookings can be searched based on the following criteria: Publicity No, Status, Start Date, End Date, Display Type and Booking No.

National University of Singapore

Online Facility & Open Space Booking System

[Home](#)
 [Administrator](#)
 [Event Venues](#)
 [Publicity Venues](#)
 [Logout](#)

New Submission

UserId	OED
Name	OED Admin
Display Type	Banners
Venue	BA - In front of Block Adm (Old A)
Location	BA 1
Start Date	11/06/2004 <input type="button" value="calendar"/>
End Date	30/07/2004 <input type="button" value="calendar"/>
Banner Size	1 m by 5 m
Wordings	test
Kindly provide the contact information of the liason officer	Contact Number tes Email tes@nus.edu.sg
1. Have you gotten approval from NUSSU or your respective HODs?	<input type="checkbox"/>
2. Have you gotten prior approval from Office of Corporate Relations (OCR)?	<input type="checkbox"/>
3. Are there any sponsors?	<input type="checkbox"/>

* Numbering system follows the flow of vehicular traffic or from left to right

Figure 16 - Publicity Modify Submission

- Click on the 'Next' button to see the confirmation slip screen. After this the normal flow like the new submission is followed.
- Click on the 'Reset' button to reset the screen to its old values.
- Click on the 'Verification Slip' button to view the verification slip for the submission.
- Click on the 'Back' button to view the search screen for view/modify submission.

1.7. Publicity Calendar

On clicking the item 'Event Venues -> Calendar' in the menu, the following screen is displayed.

Figure 17 - Publicity Venues -> Calendar Search

- The venue and the time interval in months must be selected to view the calendar.
- After entering the relevant values, click on the Show Calendar button. The following screen will be displayed (Figure 18).

Calendar

Booking for OSA - LT 27 BENCH 1 from June - 2004 to June - 2004

* kindly click on the timings for booking details

June 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 physoc 08:00-18:00	2	3	4	5 OSA 08:00-17:00
6	7 OSA 08:00-17:00	8 OSA 08:00-17:00	9	10	11	12 physoc 08:00-18:00
13	14 physoc 08:00-18:00	15	16 jeffreylau 13:00-18:00	17 jeffreylau 09:00-13:00	18 jeffreylau 11:00-16:00	19
20	21 ABC 10:00-13:00	22	23	24	25	26
27	28	29	30 nvac 09:00-18:00			

Back

Figure 17 - Publicity Venues -> Calendar Search