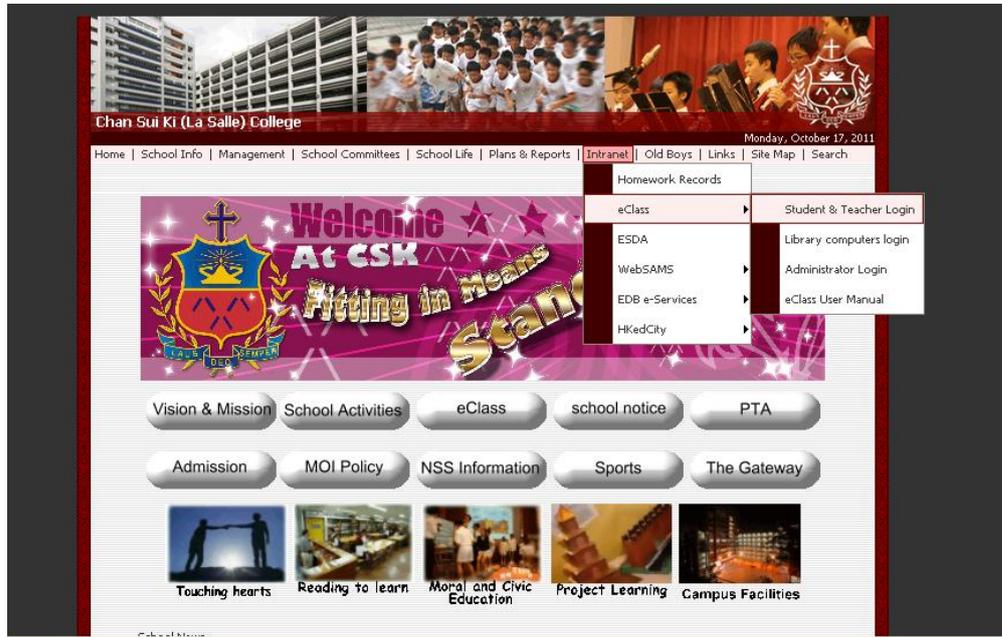


## eBooking Manual

- \* Please use Microsoft Internet Explorer 8 or Firefox 5 to go to this e-class system. Otherwise, some functions may be out of services.

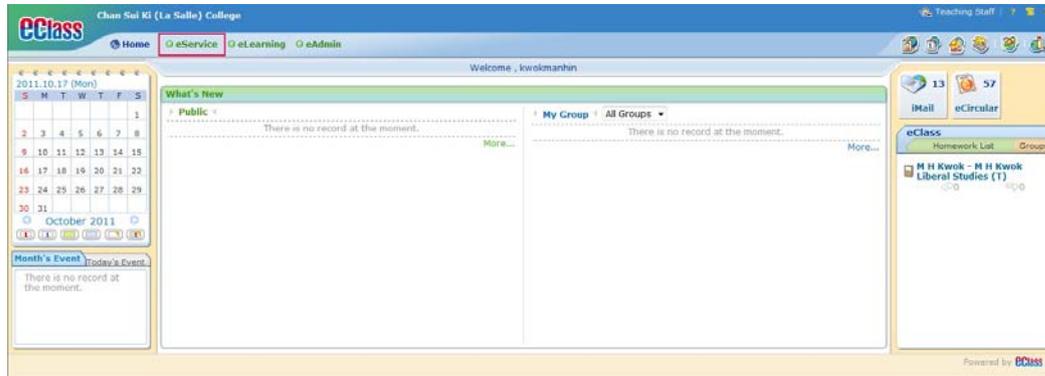
[www.csklcs.edu.hk](http://www.csklcs.edu.hk) → Intranet → e-Class IP → Student & Teacher Login



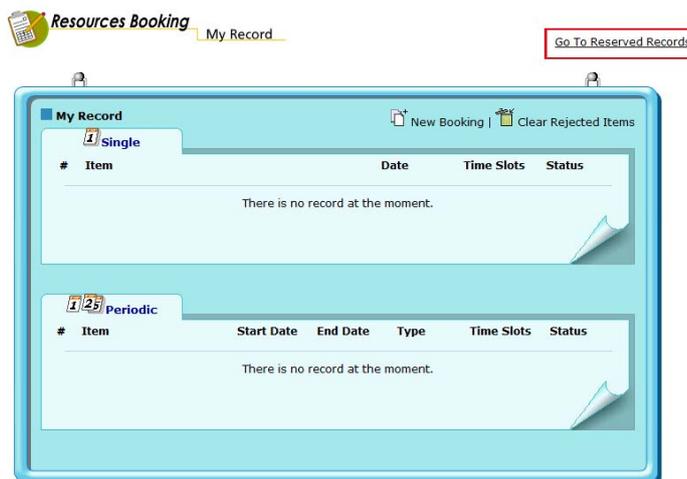
Enter your username and password



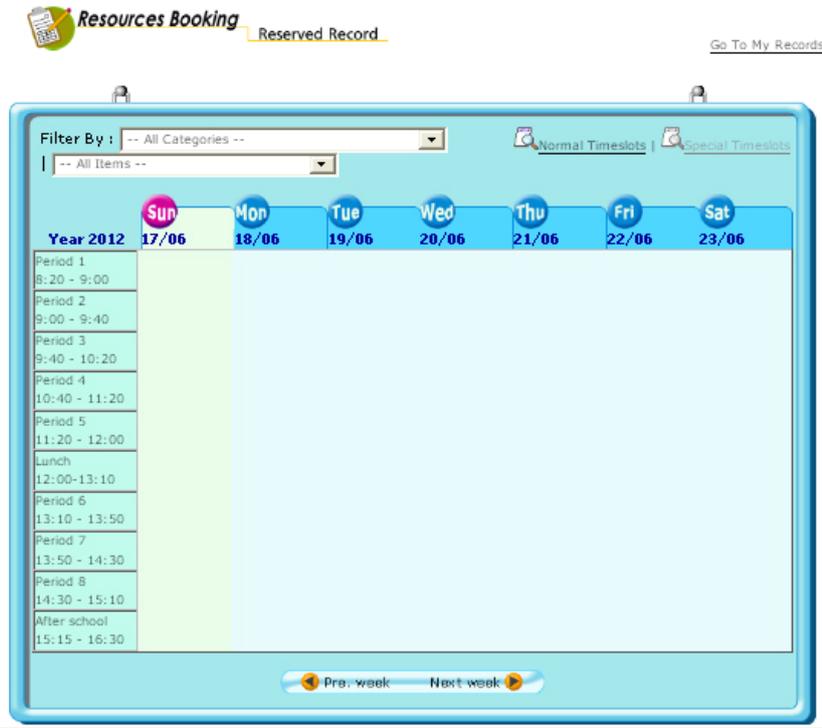
eService → Resources Booking



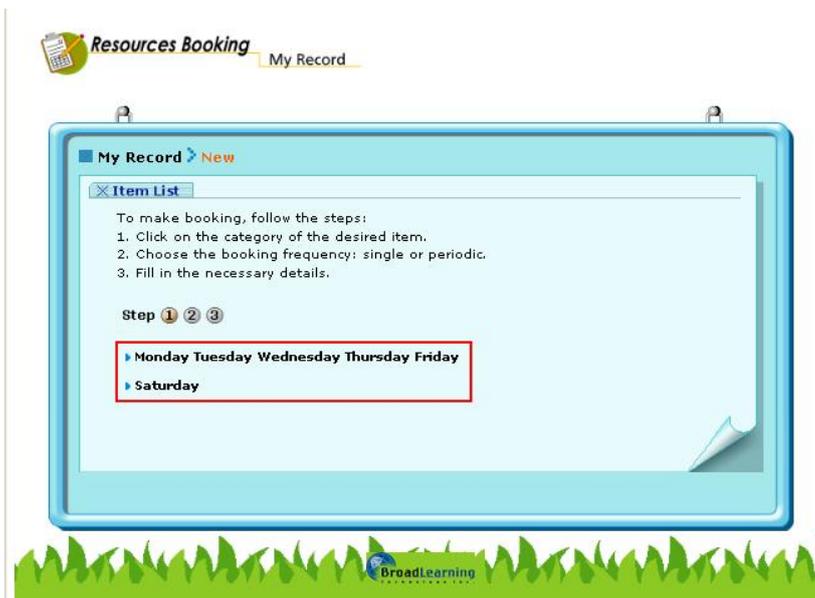
Go to Reserved Record (To check whether the room is available or not)



The following table shows the available rooms from 17<sup>th</sup> Jun to 23<sup>th</sup> Jun.



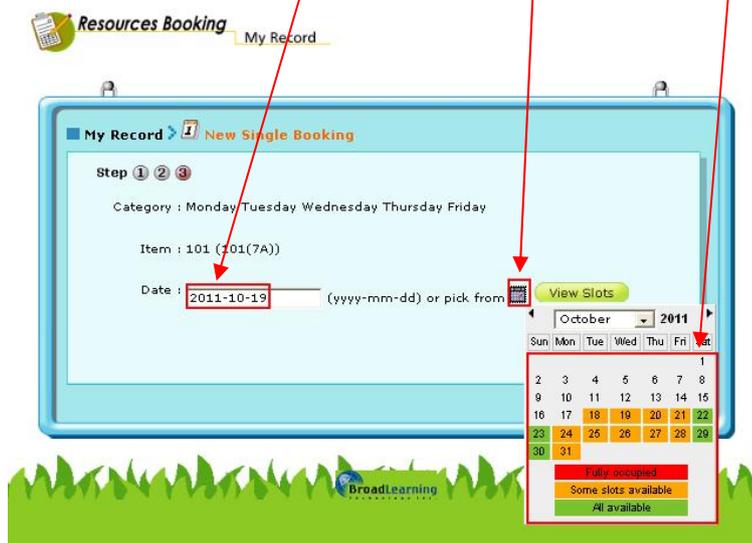
After checking the available room, we choose **Go To My Record** and **New Booking** to book a room. You can click the date that you want to make a booking.



For example, I want to book Rm 101. Click **single**



You can enter the date in the textbox or click  and choice the day that you want to book



Click the available time slots

Resources Booking My Record

My Record > New Single Booking

Step 1

Category : Monday Tuesday Wednesday Thursday Friday

Item : 101 (100(TA))

Date : 2011-10-15

Time Slots	Status	ALL
Period 1 8:20 - 9:00	Available	<input checked="" type="checkbox"/>
Period 2 9:00 - 9:40	Available	<input checked="" type="checkbox"/>
Period 3 9:40 - 10:20	Available	<input type="checkbox"/>
Period 4 10:40 - 11:20	Available	<input type="checkbox"/>
Period 5 11:20 - 12:00	Available	<input type="checkbox"/>
Lunch 12:00 - 13:10	Available	<input type="checkbox"/>
Period 6 13:10 - 13:50	Available	<input type="checkbox"/>
Period 7 13:50 - 14:30	Available	<input type="checkbox"/>
Period 8 14:30 - 15:10	Available	<input type="checkbox"/>
After school 15:15 - 16:30	Unavailable - Reserved by Miss Chan Man Yee	

Reminder :

Submit Cancel

Click **Submit**

15:15 - 16:30 Miss Chan Man Yee

Reminder :

Submit Cancel

**Resources Booking** My Record Go To Reserved Records

Record added

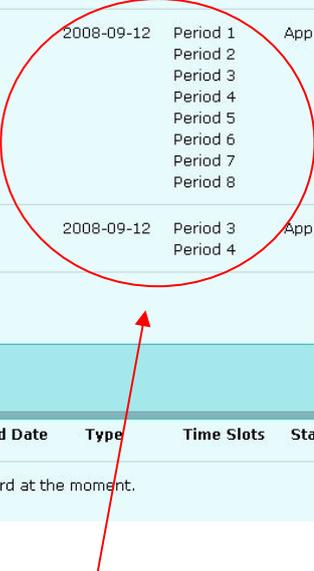
**My Record** New Booking | Clear Rejected Items

**Single**

#	Item	Date	Time Slots	Status
1	Rm101(1A)	2008-09-12	Period 1 Period 2 Period 3 Period 4 Period 5 Period 6 Period 7 Period 8	Approved
2	Rm125(Conf Rm)	2008-09-12	Period 3 Period 4	Approved

**Periodic**

#	Item	Start Date	End Date	Type	Time Slots	Status
There is no record at the moment.						



Then, it will show your booking time slots.