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.

<u>www.csklcs.edu.hk</u> \rightarrow Intranet \rightarrow e-Class IP \rightarrow Student & Teacher Login

Home School Info Management	School Committees !	School Life Plans & Ri	eports Intranet Old Boys Homework Red	Links Site Map Search	
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	At CSK	AAA	ESDA	Library com	nputers login
		in The	EDB e-Services	eClass User	Manual
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Vision & Mission	School Activities	eClass	school notice	PTA	
Admission	MOI Policy	NSS Information	Sports	The Gateway	

Enter your username and password

	陳瑞祺(喇沙)書图	完	
	Chan Sui Ki (La	i Salle) College	Powered by	earning
EAUS C SEMPER				
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PASSWORD				
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eService \rightarrow Resources Booking

Chan Sui Ki	(La Salle) College		🍓 Teaching Staff 🕴 🕱 🗴
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SMTWTFS	What's New		V W
1	Public	My Group 1 All Groups .	iMail eCircular
2 3 4 5 6 7 8	There is no record at the moment.	There is no record at the moment.	eClass
9 10 11 12 13 14 15	More	More	Homework List Groups
16 17 18 19 20 21 22 23 24 25 26 22 28 29 30 31 - October 2011 -			M H Hvook - M H Kwok Libert Studies (1)
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Timetable		

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

<u>A</u>					A
ly Record			New E	Booking ื Cle	ar Rejected Items
# Item			Date	Time Slots	Status
1125					
Item	Start Date	End Date	Туре	Time Slots	Status
	There is no	record at the	moment.		

Resour	ces Book	ing Reserv	ed Record				Go To My Reco
A							A
Filter By : -	- All Categor	ies	_	•	A Norma	I Timeslots	Special Timeslots
Year 2012	SUD 17/05	Mon 18/05	10/06	Wed	Thu 21/05	Fr)	Sat 23/06
Period 1 8:20 - 9:00 Period 2 9:00 - 9:40 Period 3 9:40 - 10:20 Period 4 10:40 - 10:20 Period 5 11:20 - 12:00 Lunch 12:00-13:10 Period 6 13:10 - 13:50 Period 7 13:50 - 14:30 Period 8 14:30 - 15:10 Mater school							
15:15 - 16:30		9	🜖 Pre. week	Next we	sk 👂 🔿		

The following table shows the available rooms from 17th Jun to 23th 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.

<u>n</u>	<u> </u>
y Record > New	
Item List	
To make booking, follow the steps:	
1. Click on the category of the desired item.	
Choose the booking frequency: single or periodic.	
3. Fill in the necessary details.	
Step 1 2 3	
Monday Tuesday Wednesday Thursday Friday	
▶ Saturday	
	/

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

A			<u>A</u>
My Record > New			
X Item List			
1. Click on the ca 2. Choose the bo 3. Fill in the nece Step 1 2 3	tegory of the desired it oking frequency: single ssary details.	em. or periodic. v Feldav	
Saturday	Step (1) (2) (3)		
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	103(1B) 103	single	periodic
	104(1C) 104	single	periodic
	105(1D) 105	single	periodic
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CN44A	112(7B) 112	single	periodic
r www	112(7B) 112 201(2A) 201	single	periodic periodic

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



Click the available time slots

	Contract and the second	e a		
Catalogra 1) Monday Tuesday Wedne	olay Thursday Priday		
Dare 1	101 (101/240)			
Date				
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Time ards I	Time Slots	Status	ALL	
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	tunds	Available	-	
	12:00-13:10			
	Period 6 13:10 - 13:50	Available	Г	
	Period 7 13:50 - 14:30	Available	Г	
	Period B	Available	-	
	14:30 - 15:10		-	
	Mar school Uni 15:15 - 16:30	Chan Man Yee	Pfiam	
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Then, it will show your booking time slots.