

Resource Booking System

This Resource Booking System is developed for users to centrally manage and book resources that are available in UTS Careers. The access to this system is authenticated with UTS account; therefore all students and staff with valid UTS account have access to this Resource Booking System.

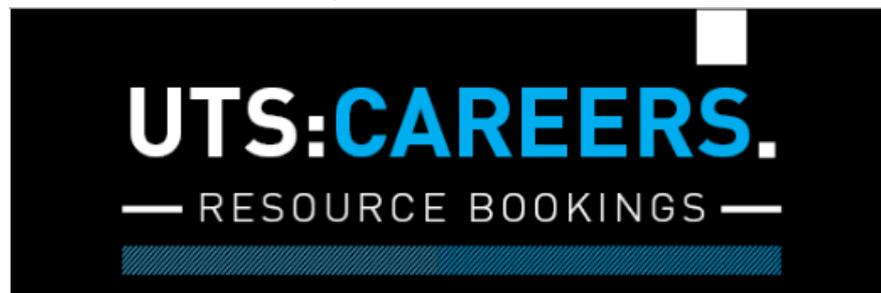
Note: Students and staff will different resource categories to access and book. From time to time, UTS Careers will update the categories and items for users, please check the most recent resources list within this system.

1. Log in

1.1. Open a web browser (e.g. IE, Chrome or Firefox etc.), and go to

<https://resourcebookings.uts.edu.au/careers/login>

1.2. Log in with UTS student account (ID & password).



ID:

Password:

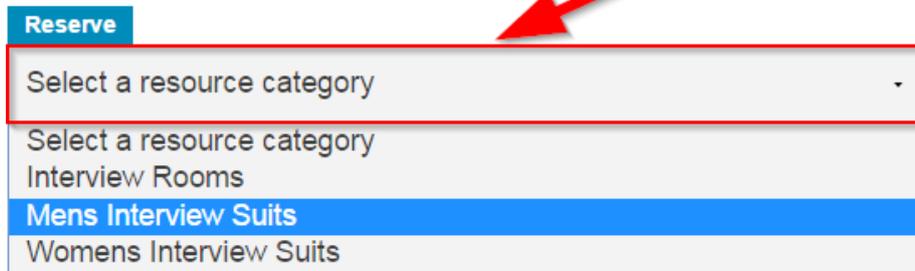
Notice Board

Welcome to UTS:Careers Resource Booking System

2. Reserve a Resource

2.1. Once logged in successfully, click on the dropdown list to select the resource category.

*Important: Please allow at least **two days** in advance for all resource bookings.*



Resources available for Students are categorized as following:

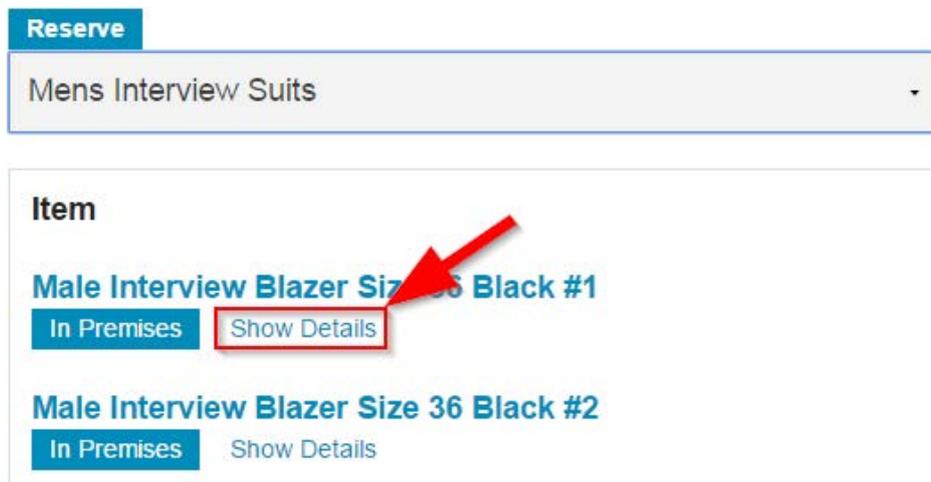
- Interview Rooms
- Men Interview Suits
- Women Interview Suits

Resources available for Staff are categorized as following:

- Electronic Devices

2.2. Find the resource item you want to reserve, and

- Click on “Show details” to view the details of this resource item.



- Or click on item name to fill out the reservation form

Reserve

Mens Interview Suits

Item

Male Interview Blazer Size 36 Black #1

In Premises
Show Details

Male Interview Blazer Size 36 Black #2

In Premises
Show Details

Note:

- Each resource item has a status tag under its name. The following table explains the status and its associated meaning. You can hover over these tags to see details in the system.

Status	Explanation
In premises	Currently available, please check availability in booking page
Out of premises (for suits)	Currently unavailable, please check availability in booking page. Note: there will be standard 48 business hours buffer time after return
Out of premises (for other portable resources)	Currently unavailable, please check availability in booking page
In Maintenance	Currently unavailable due to maintenance

- There is **48 business hours buffer time** for all suits to be booked after its last return as UTS Careers will have to have them cleaned after each use.

3. View Bookings & Cancel Bookings

3.1. Click “My bookings” to view the bookings that you have made.

UTS:CAREERS.

— RESOURCE BOOKINGS —

MY BOOKING / [LOGOUT](#)

Reserve

Mens Interview Suits

Item

You can quickly check the status of each saved booking or booking request.



The following table explains the status and its associated meaning. You can hover over these tags to see details in the system.

Status	Explanation
Awaiting approval (interview rooms)	Room booking request has been sent to UTS Careers for approval.
Late Collection (portable items)	The booked resource is waiting for your collection from UTS Careers
Late Return (portable items)	Please arrange it to be returned as soon as possible for others' convenience and to avoid any penalties

Note:

- The reservation on interview room requires approvals from Careers. Bookers will be notified through emails upon approval or rejection.

3.2. Click on the resource that you have booked to view its details.



3.3. Click “Cancel Booking” to cancel it.

Interview Room 1(Interview Rooms) ✕

Booked	[User] on Fri, 07/10/2016
From	Fri, 07/10/2016 10:00
To	Fri, 07/10/2016 11:00

Awaiting Approval

Cancel Booking

4. Log out

Always remember to log out when finished.

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— RESOURCE BOOKINGS —

RESERVE /
LOGOUT

My Booking

My Booking

Interview Room 1
 Fri, 07/10/2016 10:00 - Fri, 07/10/2016 11:00

Awaiting Approval