

DSTO Booking System for Common Rooms 4 & 5+6

User Manual for Student Panel

Log-in

DSTO Booking System for Common Rooms 4 & 5+6

<https://shbs.ust.hk/wdb/app>

- 3 working days – 2 months advance booking
- Common Rooms 4 & 5+6 Opening Hours : 09:00-22:00

SU - Affiliated Societies (SU) / SSA Recognized Projects (SSARP):

- Login via (a) project accounts (SU - Affiliated Societies) or
- (b) registered student accounts (SSA Recognized Projects)

Department-Associated Groups (DAG):

- Login via registered student accounts

Booking Guidelines

- Please submit the application with the relevant supporting documents (e.g., event proposal, poster and valid user card for mobile stage) at least **3 workings days before** the event to allow sufficient time for review by the relevant endorser and approver. Further clarification may be required if necessary. Late applications or insufficient supporting documents may result in the application being unsuccessful.
- Information of the booking and the applicant may be released to other university departments/offices for administrative uses.
- Confirmed booking cannot be transferred, sublet or used for other purposes.
- All pre-set equipment cannot be removed from the venue. Pirated software is not allowed as it is a criminal offence.
- Do not soil or damage the stage and other furniture in the venue.
- Consumption of food / drink is not allowed (except water) without prior approval. Cooking activity is not allowed.
- Alcoholic drinks of any kind are not allowed to be brought into and/or consumed at Student Amenities managed by DSTO.
- Any misuse or abuse identified on the spot, DSTO may curtail the event, or stop it immediately in case of serious violation.
- Tidy up and reinstate the venue properly, remove all your items and leave before the approved booking end time. Ensure that the door is properly closed and locked when you leave the venue.
- You will be held responsible for any loss and damage of the facilities. Penalty may impose on no-show or inappropriate use, e.g., suspend the booking right of DSTO venues/equipment for a certain period, and/or cancel your approved bookings.
- The University reserves the right to change or cancel an approved booking under a special circumstance. An alternative would be provided as far as possible.

Booking Page

This is the 'Booking' page which shows the following:

1. Filter the bookings
2. Search the bookings
3. Add a new booking
4. View the submitted bookings

Endorser(s) and Approver may return the application to applicants if further clarification is required

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

DSTO Booking System

Booking List

1 Application Status Room Start date → End date Search Booking ID, Activity Name 2 Search Add Booking 3

Booking ID	Room	Date of Use	Time	Activity Name	Nature	Application Status	Action
BK-20240830-15	Common Room 4	2024-08-30	15:00 - 17:00	Test	Others	Returned to Booker	4 View
BK-20240825-11	Common Room 5+6	2024-08-25	09:00 - 12:00	Test	Others	Approved	View
BK-20240825-12	Common Room 5+6	2024-08-25	09:00 - 17:00	Test	Others	Declined	View
BK-20240719-02	Common Room 5+6	2024-07-19	09:00 - 22:00	Test	Others	Submitted	View
BK-20240713-01	Common Room 4	2024-07-13	09:00 - 11:00	Test	Others	Submitted	View

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Calendar Page

This is the 'Calendar' page which shows the following:

1. Filter the Common Rooms
2. View another month's calendar
3. Display approved bookings
4. Press on the date to add a new booking

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Bookings

Calendar

Account Settings

DSTO Booking System

Calendar

August 2024

All Rooms

2024/08

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

Test

2024-08-31

New Booking Page

1. Read the user guidelines carefully

2. Agree and proceed the application

The screenshot displays the DSTO Booking System interface. On the left is a dark navigation sidebar for 'THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY' with options for 'Bookings', 'Calendar', and 'Account Settings'. The main content area is titled 'DSTO Booking System' and shows a 'New Booking' form. A white modal window titled 'Booking Guidelines' is open, containing a 'User Guidelines' section. A red '1' is placed to the left of the guidelines text, and a red '2' is placed to the left of the 'Agree' button at the bottom right of the modal.

Booking Guidelines

User Guidelines

- 1 Please submit the application with the relevant supporting documents (e.g., event proposal, poster and valid user card for mobile stage) at least **5 working days before** the event to allow sufficient time for review by the relevant endorser and approver. Further clarification may be required if necessary. Late applications or insufficient supporting documents may result in the application being unsuccessful.
- Information of the booking and the applicant may be released to other university departments/offices for administrative uses.
 - Confirmed booking cannot be transferred, sublet or used for other purposes.
 - All pre-set equipment cannot be removed from the venue. Pirated software is not allowed as it is a criminal offence.
- Do not soil or damage the stage and other furniture in the venue.
 - Consumption of food / drink is not allowed (except water) without prior approval. Cooking activity is not allowed.

2 **Agree**

New Booking Page

Fill in the necessary information

1. Request additional equipment (Optional)

If you request using the mobile stages in Common Room 4, please provide a valid user card copy via “Upload Attachments”

If you request using the musical instrument in Common Room 5+6, please fill in the Band Group Name

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

DSTO Booking System

Bookings / Create

New Booking

Name of Room

Booking ID
Booking ID

* Room
Select Room

Equipment (Optional)

Tables
Enter No. of Tables

Chairs
Enter No. of Chairs

For Common Room 4: Mobile Stages
Enter No. of Mobile Stages

For Common Room & Meeting Room
 2 Wireless Mics Built-in projector & screen

For Common Room 5 + 6
 Electric Drum Keyboard & Amplifier Guitar Amplifier Bass Amplifier

Band Group Name
Enter Band Group Name

* No. of Participants
Enter No. of Participants

* Any outsider
 Yes No

If yes, No. of Alumni
Enter Number of Alumni

If yes, No. of Non-UST Students
Enter Number of Non-UST Students

If yes, No. of Guest
Enter Number of Guest

* Any Fee Charged?
 Yes No

If yes, UST Students (HKD)
Enter UST Students Fee

If yes, Other Students (HKD)
Enter Number of Non-UST Students

If yes, Non Students (HKD)
Enter Non Students Fee

New Booking Page

Fill in the necessary information

1. Upload relevant supporting documents (e.g., event proposal, poster and valid user card for mobile stage)
2. Ex-co members of SU Affiliated registered in Societies Student Organization Information System (SOIS) will be pre-filled in the "Access Logs" column of the application, facilitating smart lock access if the application is approved.

Applicants can also manually edit and add other students to this column if needed.

The screenshot shows a web form for a new booking. The form is divided into several sections: Applicant Information, Event Information, and Access Logs. A red box highlights the 'Upload Attachments' section, which contains a button to add attachments and a message: 'Click or drag file to this area to upload. Support for all files (Maximum of 5 uploads with 10MB each)'. A red number '1' is placed next to the 'Contact No.' field, and a red number '2' is placed next to the 'Add SmartDoor Access Personnel' button. The 'Submit' button is located at the bottom right of the form.

Applicant Information

- * Application Type: Enter Application Type
- * Group/Project Name: Enter Group/Project Name
- * Applicant Name: Enter Applicant Name
- * Student ID: Enter Student ID
- * Contact No.: Enter Contact No. **1**
- * Position/Role: Enter Position/Role
- * ITSC Email: kkt@ust.hk

Event Information

- * Start Time: Select Start Time
- * End Time: Select End Time
- * Date of Use: 2024-08-31
- * Recurring Bookings: Yes No
- Recurrence: Select Recurrence
- End Date: Enter End Date
- * Activity Name: Enter Activity Name
- * Nature: Enter Nature

* Any Co-organizer(s)/Sponsor(s)?
 Yes No

If yes, Name
Enter Sponsor Name
+ Add Co-organizer / Sponsor

Event Objectives / Intended Outcomes
Enter Event Objectives / Intended Outcomes

Rundown
+ Add Rundown

Upload Attachments
Click or drag file to this area to upload
Support for all files (Maximum of 5 uploads with 10MB each)

Access Logs
2 + Add SmartDoor Access Personnel

Note: Only the selected users here can access the SmartDoor. Maximum of 4 Personnel only.

Submit

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Endorsement, Approval and Confirmation

- Endorser(s) and Approver may return the application to applicant if further clarification is required

Endorsement/Approval Path:

- **SU - Affiliated Societies (SU) /SSA Recognized Projects (SSARP):** Submit application > Student Support & Activities Team (SSA) endorsement > Student Housing and Residential Life Office (SHRLO) approval.
- **Department-Associated Groups (DAG):** Submit application > Sponsor Department endorsement > Student Support & Activities Team (SSA) endorsement > SHRLO approval.
- Email notifications will be sent to your log-in ITSC email whenever there are change of the application status, including Returned/Endorsed/Approved/Declined.
- Once the booking is approved, designated users will be able to access the smart lock of Common Room 4 or Common Room 5+6 using their HKUST Card or the HKUST QR Code app.
- Please contact the attendants at 11/F of UG Hall II (for Common Room 4) or G/F of UG Hall VI (for Common Room 5+6) to access the equipment required in your application.