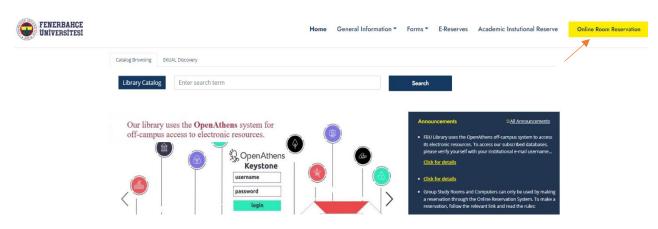
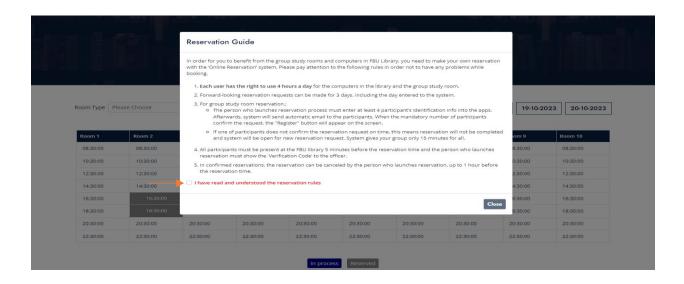
Library Room Reservation Guide



1-Click on the 'Reservation' button on the homepage.

	Reservation R	Rules
Reservation Guide:		Online Reservation
In order for you to benefit from the gr not to have any problems while bookis	roup study rooms and computers in FBU Library, you need to make your own reservation with ng.	h the 'Online Reservation' system. Please pay attention to the following rules in order
1. Each user has the right to use 4	I hours a day for the computers in the library and the group study room.	
2. Forward-looking reservation requ	uests can be made for 3 days, including the day entered to the system.	
	in. eservation process must enter at least 4 participant's identification info into the apps. Afterwa firm the request, the "Register" button will appear on the screen.	vards, system will send automatic email to the participants. When the mandatory
 If one of participants does r minutes for all. 	not confirm the reservation request on time, this means reservation will not be completed an	nd system will be open for new reservation request. System gives your group only 15
4. All participants must be present	at the FBU library 5 minutes before the reservation time and the person who launches reserv	vation must show the 'Verification Code' to the officer.
5 In confirmed reconvisions, the re-	eservation can be canceled by the person who launches reservation, up to 1 hour before the r	reservation time.
5. In committee reservations, the re		

2-Read the reservation guide on the Reservation Rules page and click on the 'Online Reservation.



3-On the page, please clicking the box which sign as 'I have read and understood the reservation rules' and Continue.

Ple	ease Choose ease Choose orary Group Study Roo	v K					18-10-	2023 19-10-20	20-10-20
om 1	PC's Table Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8	Room 9	Room 10
8:30:00	08:30:00	08:30:00	08:30:00	08:30:00	08:30:00	08:30:00	08:30:00	08:30:00	08:30:00
0:30:00	10:30:00	10:30:00	10:30:00	10:30:00	10:30:00	10:30:00	10:30:00	10:30:00	10:30:00
2:30:00	12:30:00	12:30:00	12:30:00	12:30:00	12:30:00	12:30:00	12:30:00	12:30:00	12:30:00
4:30:00	14:30:00	14:30:00	14:30:00	14:30:00	14:30:00	14:30:00	14:30:00	14:30:00	14:30:00
6:30:00	16:30:00	16:30:00	16:30:00	16:30:00	16:30:00	16:30:00	16:30:00	16:30:00	16:30:00
8:30:00	18:30:00	18:30:00	18:30:00	18:30:00	18:30:00	18:30:00	18:30:00	18:30:00	18:30:00
0:30:00	20:30:00	20:30:00	20:30:00	20:30:00	20:30:00	20:30:00	20:30:00	20:30:00	20:30:00
2:30:00	22:30:00	22:30:00	22:30:00	22:30:00	22:30:00	22:30:00	22:30:00	22:30:00	22:30:00

4-Select the room type. Select the date you want to create an appointment. Then continue by clicking on the appropriate room and time.

Library	Reservation	System
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Email		
Password		
	Login	

5-Log in with the username and password assigned by the institution.

	Rese	rvation D	etail	
	aller and	I. B. Land	يو موار الم	n Sente
Library Group Stu	dy Poom Reservation Information			aN:aN
Library Group Stur	dy Room Reservation Information 25.10.2023 / 08:30:00 - 10:30:00	Room Number	Room 1	aN:aN
		Room Number	Room 1	aN:aN Add Participant

6-Click on the 'Add participant' button and search for the participants you want to send a reservation invitation to.

	Add Participant				×	ومنار متمول الإلا
	Student Number		Full Name		Search for Participant	
	22				Add	
Library Group Study Room R						aN:aN
Date and Time 25.1						
Participants						Add Participant
Full Name						n
MUHAMMET KÜRŞAT ÖZDEMİR	19050201	2	wunenuisiik ve wiimar	IIK PAKUILESI	CHUUS	ri Mühendisliği

7-Check the information of the participant you searched with 'Student Number' or 'Name Surname' and add them with the 'Add' button.

	Re	serva	tion D	etail	
Library Group Stu	dy Room Reservation Information		h h an h a s		aN:a
Date and Time Participants	25.10.2023 / 08:30:00 - 10:30:00		Room Number	Room 1	Add Participant
	25:10.2023 / 08:30:00 - 10:30:00 Student Number	Faculty	Room Number	Room 1 Program	Add Participant

8-You can delete the participant you added with the delete button without saving your reservation.

		Re	serva	tion D	etai		
and the second	dillor:	100	l- 1.	.1.,	Se.,	late a	han Grant a
Library Group Stu	dy Room Reservatior	Information					aN:aN
Date and Time	25.10.2023 / 08:30	0:00 - 10:30:00		Room Number	Roc	om 1	
Participants							Add Participant
Full Name	Stud	dent Number	Faculty			Program	
							a
							8

9-After adding at least 4 participants, the 'Save' button will be active. When there are 6 participants in the reservation, the 'Add participant' button will be inactive.

Then you complete the reservation process, click the 'Save' button. After registration, a confirmation e-mail will be sent to the participants you added.

Library Group Stu	dy Room Reservation Confirmation	
Library Group Side		
Date and Time	25-10-2023 / 08:30:00 - 10:30:00	
Room Number	Room 1	
Recipient Owner		
D		
Participants		
Full Name		Approval Status
		Approval Status Approved
		Approved

10-Participants can view the reservation information created by clicking on the link in the e-mail.

They indicate their participation in the reservation with the 'Approve' and 'Reject' buttons.

The reservation is completed when all participants confirm the reservation.