RESOURCE BOOKING SYSTEM (RBS)
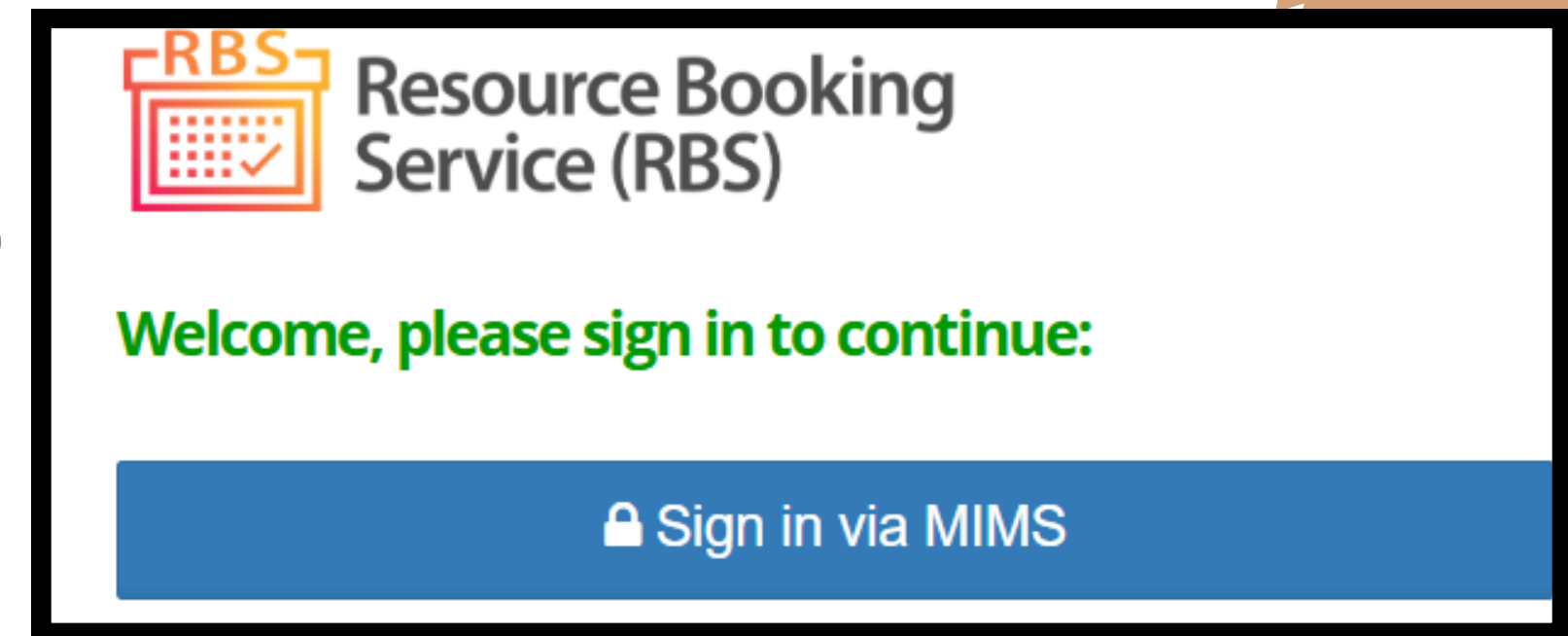
RBS Resource Booking Service (RBS)

Welcome, please sign in to continue:

🔒 Sign in via MIMS

LOGGING IN TO RESOURCE BOOKING SERVICE (RBS)

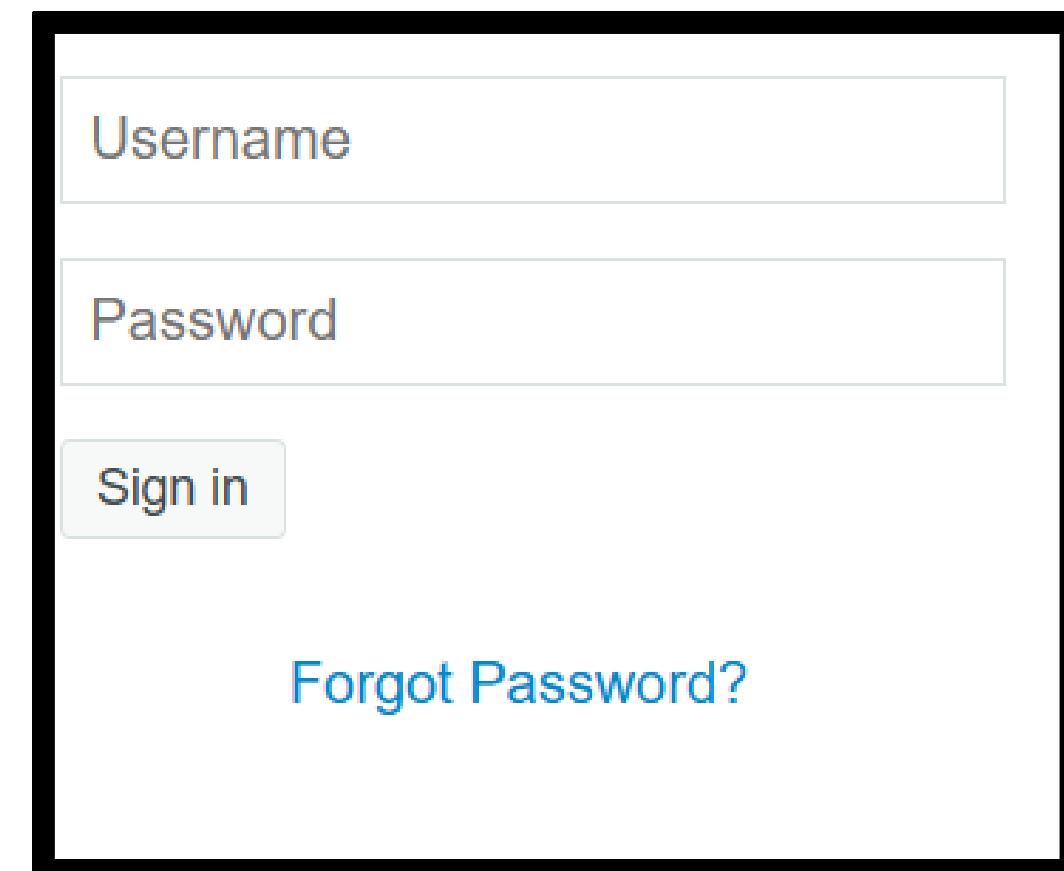1. Launch your web browser and go to **https://rbs.avero-tech.com**
2. **Click on Sign in Via MIMS**
3. Enter your **MIMS Username and Password**

RBS Resource Booking Service (RBS)

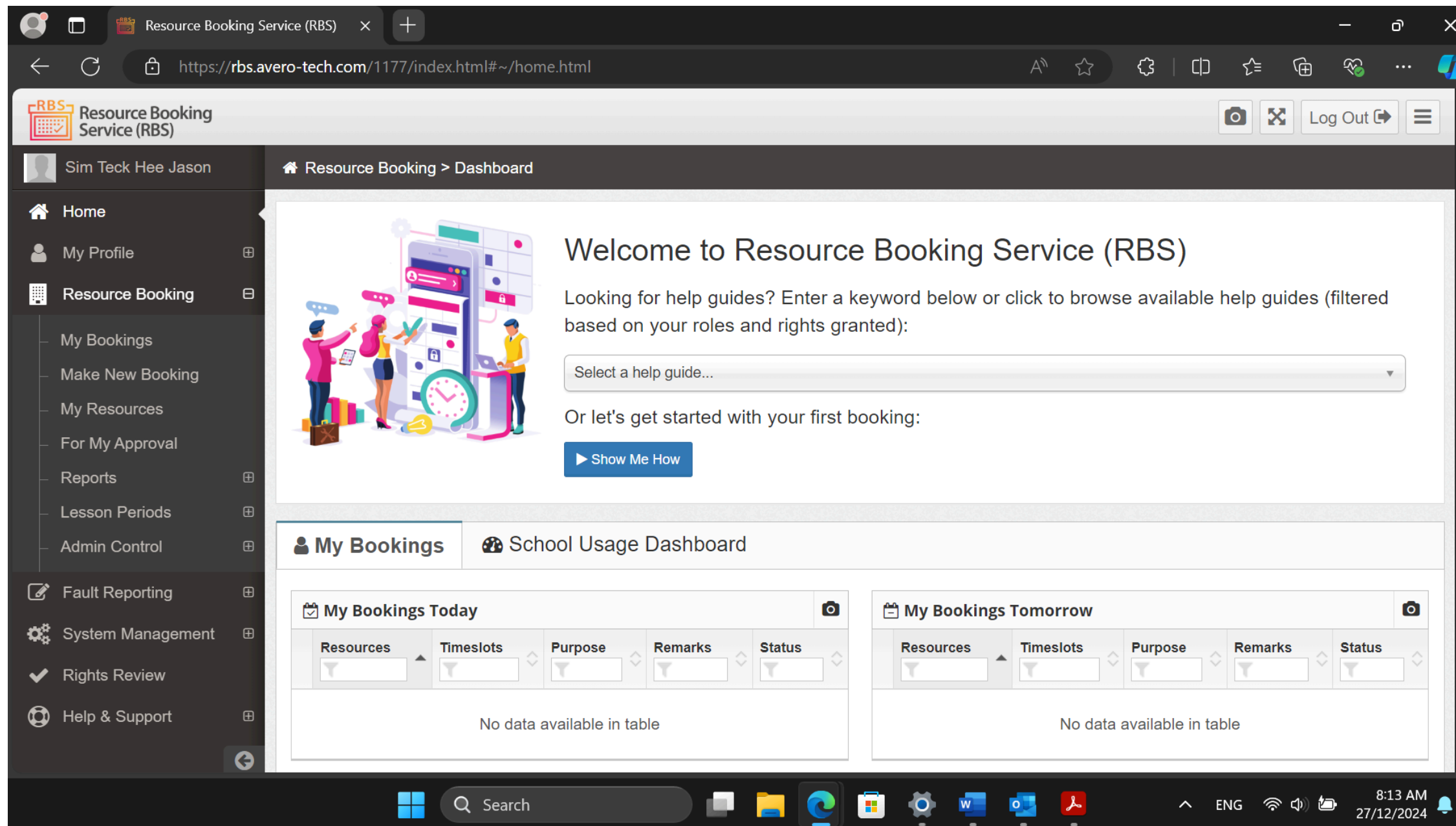Welcome, please sign in to continue:

🔒 Sign in via MIMS

Username

Password
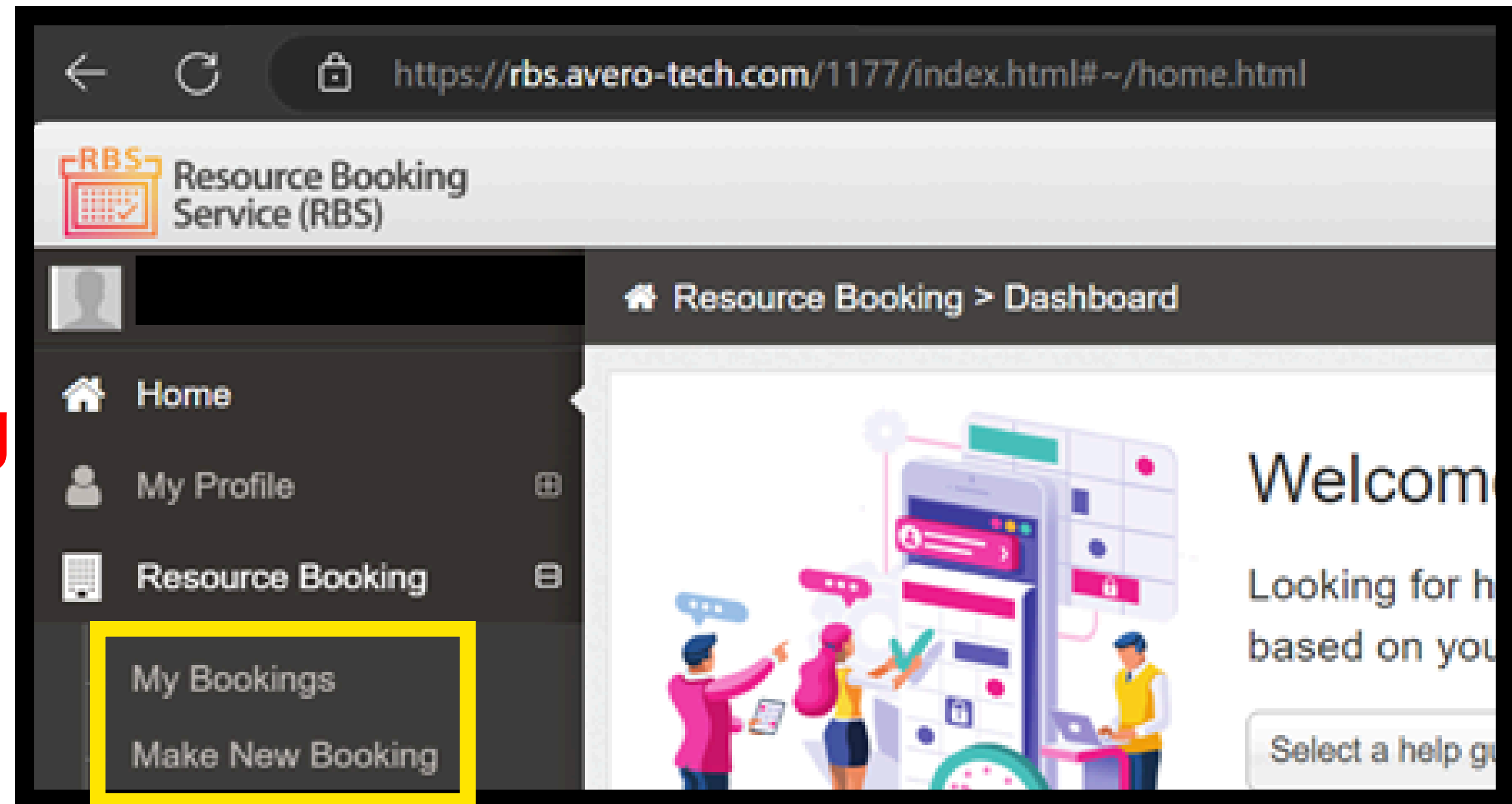
Sign in

Forgot Password?

LOGGING IN TO RESOURCE BOOKING SERVICE (RBS)

Resource Booking Service (RBS) landing page

MAKE NEW BOOKINGS

To make a new booking, click on **Make New Booking** on the left column

NEW BOOKING LANDING PAGE

New Booking Landing Page

➕ Resource Booking > New Booking

📅 **Search by Date**	⏱ **Search by Timeslots**	Reset
I need to book on a particular day:	I need to book for a fixed period:	
27/12/2024	From Period ▾ Till Period ▾	

Friday, 27 December 2024   ⬆ Upload Bookings (By Admins)   ✔ Book Selected... ▾   ✖ Clear Selection   ◀ Prev Day   Next Day ▶   📷

Enter resource names or block to search (separate na   ☐ VENUE BOOKING   ☐ Venue Booking

Resource ▲	P1 07:00 07:40	P2 07:40 08:05	P3 08:05 08:35	P4 08:35 09:05	P5 09:05 09:35	P6 09:35 10:05	P7 10:05 10:35	P8 10:35 11:05	P9 11:05 11:35	P10 11:35 12:05	P11 12:05 12:35	P12 12:35 13:05	P13 13:05 13:35	P14 13:35 14:00	P15 14:00 14:30	P16 14:30 15:00	P17 15:00 15:30	P18 15:30 16:00	P19 16:00 16:30	P20 16:30 17:00	P21 17:00 17:30	P22 17:30 18:00	P23 18:00 18:30
Band Room **qty**																							
Computer Lab 1																							
Computer Lab 2																							
Computer Lab 2A																							
Computer Lab 3																							

MAKE NEW BOOKING

MAKE NEW BOOKING

📅 **Search by Date**

I need to book on a particular day:

27/12/2024

‹		December 2024				›
Su	**Mo**	**Tu**	**We**	**Th**	**Fr**	**Sa**
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	**27**	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

🕐 **Search by Timeslots**   Reset

I need to book for a fixed period:

From Period ▾   Till Period ▾

⬆ Upload Bookings (By Admins)   ✓ Book Selected... ▾   ✖ Clear Selection   ◀ Prev Day   Next Day ▶   📷

☐ VENUE BOOKING   ☐ Venue Booking

P8	P9	P10	P11	P12	P13	P14	P15	P16	P17	P18	P19	P20	P21	P22	P23
10:35	11:05	11:35	12:05	12:35	13:05	13:35	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00
10:35	11:05	11:35	12:05	12:35	13:05	13:35	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:30

Computer Lab 1

Computer Lab 2

Computer Lab 2A

Computer Lab 3

Computer Lab 3A

Conference Room

Sidebar:
- 🏠 Home
- 👤 My Profile
- ▦ Resource Booking
  - My Bookings
  - Make New Booking
  - My Resources
  - For My Approval
  - Reports
  - Lesson Periods
  - Admin Control
- ✏ Fault Reporting
- ⚙ System Management
- ✓ Rights Review
- ⛑ Help & Support

Browser tab: Resource Booking Service (RBS)

URL: https://rbs.avero-tech.com/1177/index.html#~/vb.new.html

Annotation: You can manually search for the dates and time slots you prefer by clicking here

MAKE NEW BOOKING

Locate the venue that you would like to book and the timeslot that you require.

MAKE NEW BOOKING

Click on "book selected" to choose single or recurring booking

MAKE NEW BOOKING

You'll see this page after making your selection. Do check the details are correct.

https://rbs.avero-tech.com/1177/index.html#~/vb.new.html

Resource Booking Service (RBS)

Sim Teck Hee Jason

- Home
- My Profile
- **Resource Booking**
  - My Bookings
  - Make New Booking
  - My Resources
  - For My Approval
  - Reports
  - Lesson Periods
  - Admin Control
- Fault Reporting
- System Management
- Rights Review
- Help & Support

ℹ New Booking Details

Resources	Computer Lab 1
Date	Friday, 27 December 2024
Timeslots	P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)
Purpose *	Lesson (Timetabled) ▾
	Scheduled lesson in timetable
Remarks	Special requests, instructions or remarks about this booking, if any.
Participants *	estimated 1 people attending
Owner (Booked For) *	Sim Teck Hee Jason ▾

⊕ My Bookings on Friday, 27 December 2024 to Cancel

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.

Reset

Day   Next Day ▶

P20	P21	P22	P23
6:30	17:00	17:30	18:00
7:00	17:30	18:00	18:30

MAKE NEW BOOKING

Do fill in the purpose of the booking

i New Booking Details

Resources	Computer Lab 1
Date	Friday, 27 December 2024
Timeslots	P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)
Purpose *	Lesson (Timetabled)

Lesson (Timetabled)
Lesson (Ad-hoc booking)
Remedial/Supplementary Lesson (Timetabled)
Remedial/Supplementary Lesson (Ad-hoc booking)
CCA
Enrichment Programme
Meeting
Examination
School Event
MOE HQ Event

Remarks

Participants *

Owner (Booked For) *

⊗ My Bookings on Friday, 27 December 2024 to Cancel

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.

Reset

Day   Next Day ▶   📷

P20   P21   P22   P23
5:30 17:00 17:30 18:00
7:00 17:30 18:00 18:30

Resource Booking Service (RBS)

Sim Teck Hee Jason

- 🏠 Home
- 👤 My Profile
- 📋 Resource Booking
  - My Bookings
  - Make New Booking
  - My Resources
  - For My Approval
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  - Lesson Periods
  - Admin Control
- 📝 Fault Reporting
- ⚙️ System Management
- ✔ Rights Review
- Help & Support

https://rbs.avero-tech.com/1177/index.html#~/vb.new.html

MAKE NEW BOOKING

Resource Booking Service (RBS)

https://rbs.avero-tech.com/1177/index.html#~/vb.new.html

Fault Reporting

System Management

Rights Review

Help & Support

Date   Friday, 27 December 2024

Timeslots   P1 (07:00-07:40), P2 (07:40-08:05), P3 (08:05-08:35), P4 (08:35-09:05)

Purpose *   Lesson (Timetabled)   ▼

              Scheduled lesson in timetable

Remarks   Special requests, instructions or remarks about this booking, if any.

Participants *   estimated   1   people attending

Owner (Booked   Sim Teck Hee Jason   ▼
For) *

⊗ My Bookings on Friday, 27 December 2024 to Cancel

If this new booking is meant to replace any of the following bookings, please select from the list below to cancel.

Once confirmed, click on save changes ➡️   ✔ Save changes   ✖ Close

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MAKE NEW BOOKING

After it has been booked successfully, you will receive an email notification and on the RBS calendar page, you can see the details of your booking when you mouse over the icon.