



King Abdullah II School of
Information Technology



Online Exams Reservation System

User Manual

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2019

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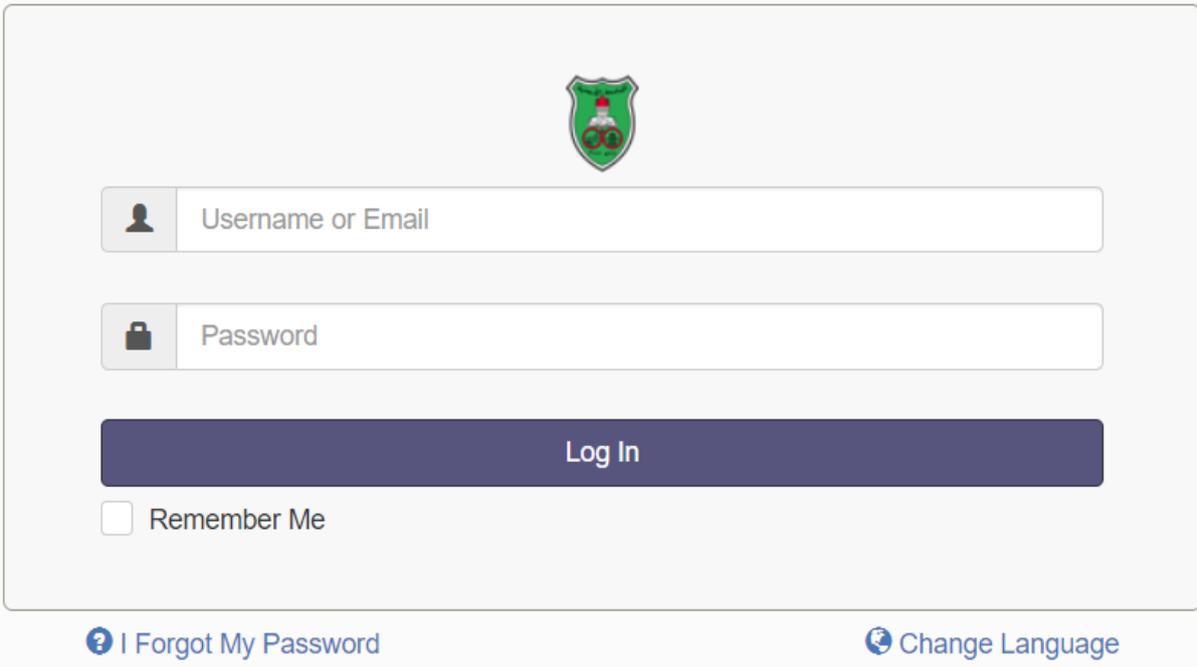
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1. System Login

In order for a user to login to the system the user has to use the following link. Run the link in a Web browser such as Google:

<http://mimir.ju.edu.jo/booked>

Once the user enters the link the user has to enter the login information (username and password) as shown in Figure 1:



The image shows a user login form with a light gray background. At the top center is a green shield-shaped logo with a white cross and a red circle. Below the logo are two input fields: the first is labeled 'Username or Email' with a person icon on the left, and the second is labeled 'Password' with a lock icon on the left. Below these fields is a dark blue button with the text 'Log In'. Underneath the button is a checkbox labeled 'Remember Me'. At the bottom of the form, there are two links: 'I Forgot My Password' with a question mark icon on the left, and 'Change Language' with a globe icon on the left.

Figure 1: User Login Information

If you forgot your password, please click on the 'Forgot My Passport' link to send you an email to change your password.

2. Dashboard

The Dashboard page will be shown once the user logs in to the system. The Dashboard page provides information about the bookings the user has made and also shows the available resources to reserve. See Figure 2 below

The screenshot shows the dashboard interface. At the top, there is a navigation bar with 'Dashboard', 'My Account', and 'Schedule' menus, along with 'Help' and 'Sign Out' links. Below the navigation bar, there are three main sections:

- Announcements:** A section with a header 'Announcements 0' and a message 'There are no announcements'.
- Upcoming Reservations:** A section with a header 'Upcoming Reservations 5'. It is divided into three categories: 'Today (0)', 'Tomorrow (0)', and 'Later This Week (5)'. The 'Later This Week' section contains a table of reservations:

User	Start Time	End Time	Resource
test	Fri, 9/20 8:00 AM	Fri, 9/20 9:00 AM	Andalus Lab
test	Fri, 9/20 8:00 AM	Fri, 9/20 9:00 AM	Educational Sciences Lab - 1
test	Fri, 9/20 8:00 AM	Fri, 9/20 8:30 AM	Educational Sciences Lab - 3
test	Fri, 9/20 8:00 AM	Fri, 9/20 8:30 AM	Educational Sciences Lab - 4
test	Fri, 9/20 9:30 AM	Fri, 9/20 1:30 PM	Educational Sciences Lab - 4

The 'Next Week (0)' section is empty. Below the reservations, there is a 'Resource Availability' section with a header 'Resource Availability'. It shows two available resources:

- Educational Sciences Lab - 1:** Available Until Thu, 9/19 9:00 AM. A green 'Reserve' button is visible.
- Educational Sciences Lab - 2:** Available Until Thu, 9/19 9:00 AM. A green 'Reserve' button is visible.

Figure 2. The Dashboard screen

As shown in Figure 2 above, the dashboard shows reservations of Today, tomorrow and next weeks (within a month period).

3. Manage Your Account

To manage your account you will have to click on the **My Account** Menu and the following **FOUR** options will be shown to you as in Figure 3:

The screenshot shows the dashboard interface with the 'My Account' menu open. The menu options are:

- Profile
- Change Password
- Notification Preferences
- Open Invitations

The rest of the dashboard content is the same as in Figure 2.

Figure 3: Options for Managing Your account (See Circle in Red)

3.1. Profile

In the profile option, you can change information about your account. See the image in Figure 4:

Edit My Profile

Username *

Email *

First Name *

Last Name *

Default Homepage ▾

Timezone ▾

Phone

Organization

Position

Figure 4: Change User Information

3.2. Change Password

The user can change the password using the following screen:

Change Password

Current Password

New Password

Confirm Password

Figure 5: Screen for changing the user password

3.3. Notification References

In the following screen you can control the type of notifications you need to receive by email.

Notification Preferences

When I create a reservation or a reservation is created on my behalf
 Send me an email Do not notify me

When I update a reservation or a reservation is updated on my behalf
 Send me an email Do not notify me

When I delete a reservation or a reservation is deleted on my behalf
 Send me an email Do not notify me

When my pending reservation is approved
 Send me an email Do not notify me

Update

Figure 6: Screen for managing your notification

3.4. Open Invitations

This option allows you to see if you have invitations sent for you. Usually the screen will be empty.

Open Invitations **0**

None

Figure 7: Screen to view your invitations

4. Scheduling Exams

There are FIVE options you will find in the Schedule menu as shown in the following screen:



Figure 8: Options for Scheduling Your account (See Circle in Red)

4.2. Bookings

The booking screen is the most important screen because it allows two things: to view current bookings made by you and other users, and to book new exams. Figure 7 shows the booking screen. By viewing the Booking screen you can see several types of reservations, for example

- Reservations in Blue means completed reservations.
- Reservations in Orange means pending reservations that need approval.

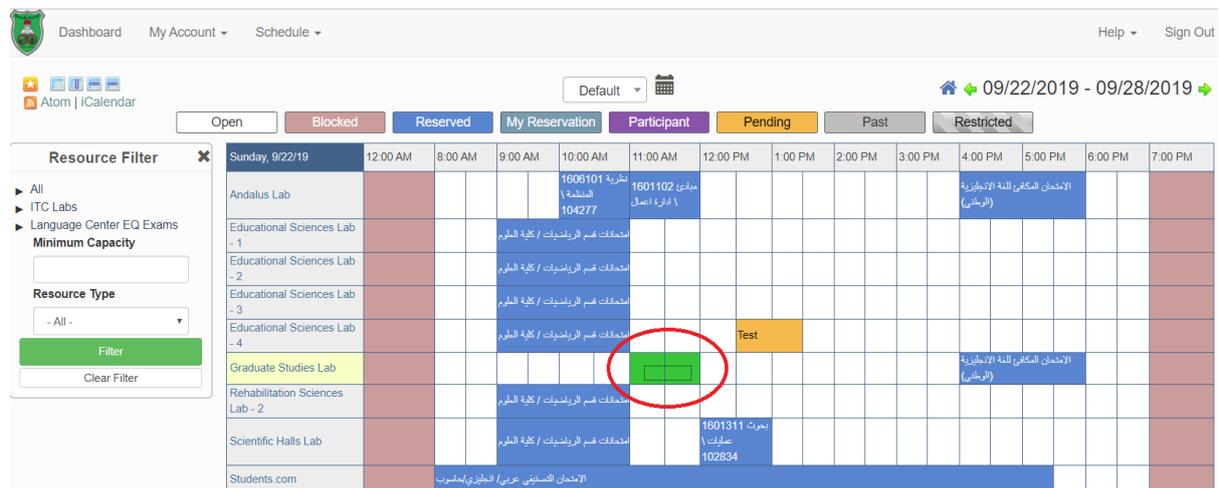


Figure 9: Booking screen

4.2.1. Create New Reservation

To make a new reservation in the Graduate Studies Lab on 22/9/2019 between 11am-12pm, you need to follow the following steps:

- Use the mouse pointer to shade the corresponding time slots (Green time slots in Figure 7).
- Once you release the mouse click, the following screen will appear:

Figure 10: Create new reservation screen

- Fill the following fields:
 - Begin:** Exam start Date/Time
 - End:** Exam end Date/Time
 - Repeat:** Does Not Repeat
 - Resources:** You can add more resources (Labs)

Title of Reservation: Exam Type (e.g. Midterm, Final, Incomplete), Course Name (Course Number), and Coordinator Name (Coordinator Number)

مثال: امتحان منتصف الفصل لمادة أساسيات الإدارة (رقم المادة) للدكتور مروان الطويل (الرقم الوظيفي)

Description of Reservation: You will need to add information about the Exam Type (e.g.) number of students that will take the exam, and anything else you want.

مثال: سيقدم لامتحان 230 طالب على جلستين مدة كل جلسة ساعة

Once you enter all information click on **Create**, and the exam will be reserved and the following screen will appear:

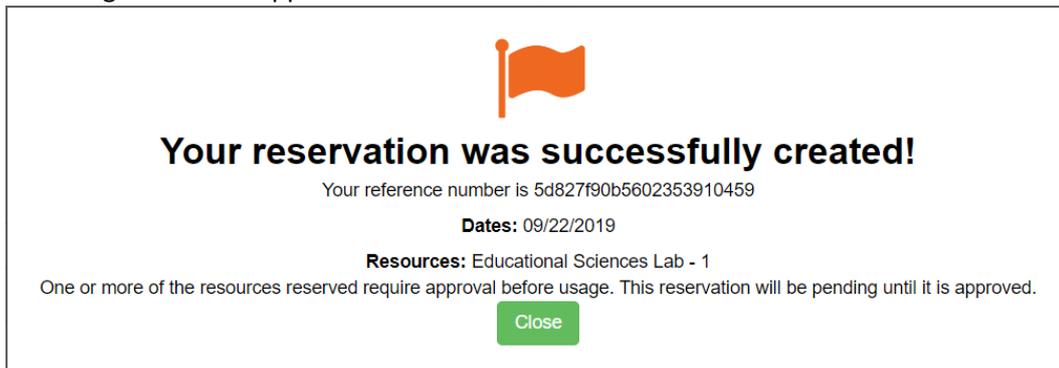


Figure 11: Screen that will appear when you create a new reservation

4.2.2. Update or Delete an Existing Reservation

To update an existing reservation, you will need to click on your reservation, and once you click on it the following screen will appear. Modify your information and then click on Update

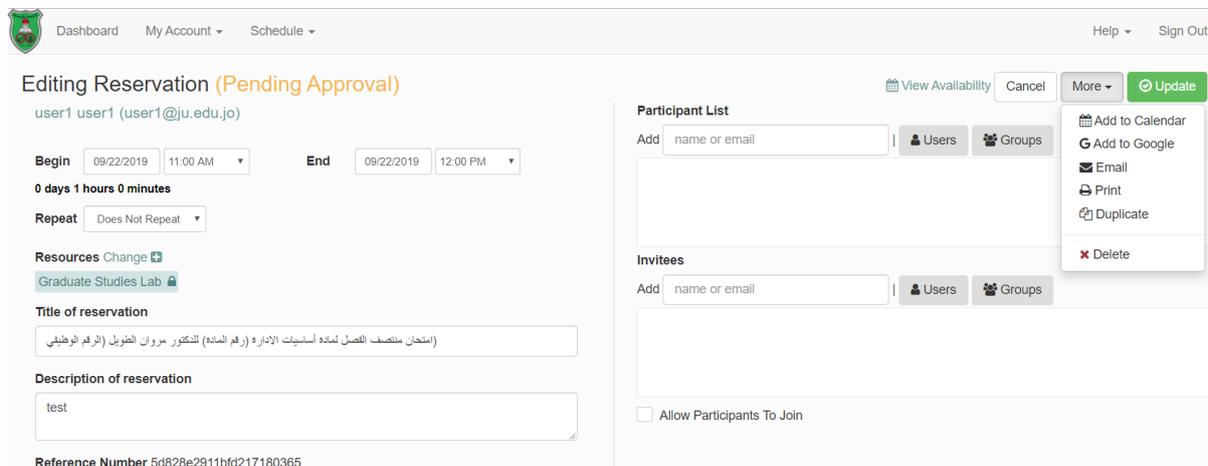


Figure 12: Screen to Update/Delete your reservation

To delete an existing reservation, go to More → Delete.

If your booking is approved by the Administrator, you will be able to Update/Delete it

4.3. My Calendar

You can see your reservations by selecting Schedule → My Calendar, and the following screen will appear:

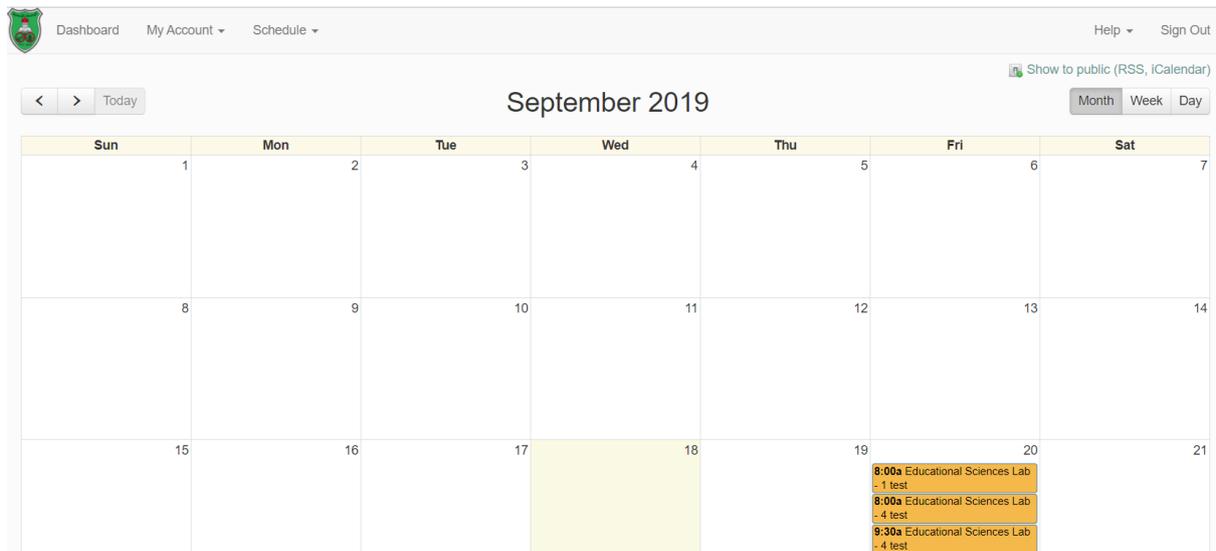


Figure 13: Screen to see your reservations

4.4. Recourse Calendar

You can see all resource (Labs) reservations

4.5. Find A Time

You can check for available slots in All/particular resource (Labs) as shown in the following screen:

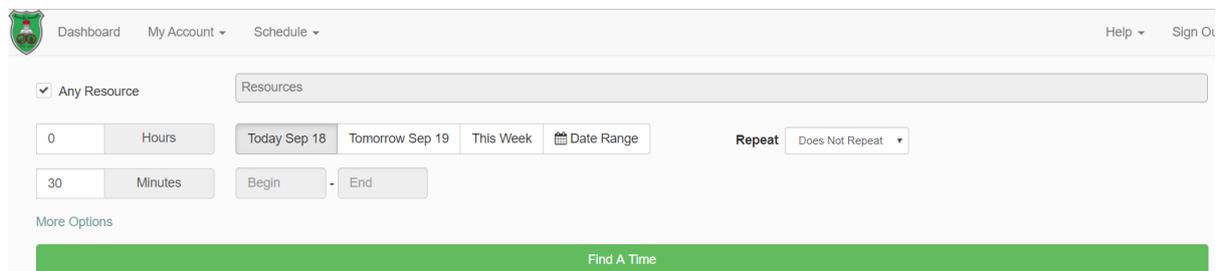


Figure 14: Screen to search for an available time to reserve

4.6. Search Reservations

You can search for reservations made by a particular person or in a particular resource within a range of time as shown in the figure below:

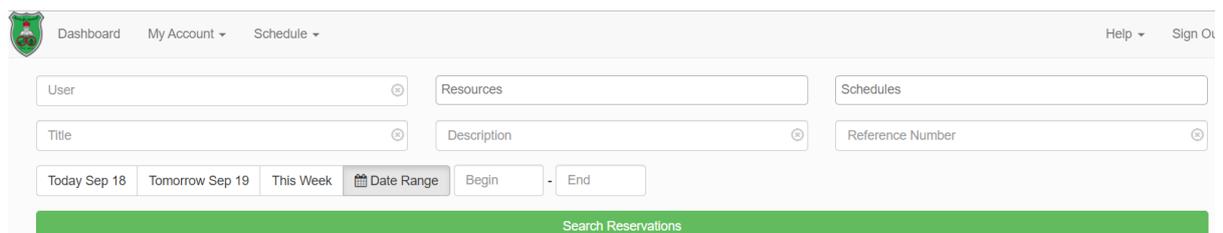


Figure 15: Screen to search for particular reservations