**King Abdullah II School of Information Technology**

# Online Exams Reservation System

# User Manual

**Prepared by:**

**Dr. Marwan Al-Tawil**
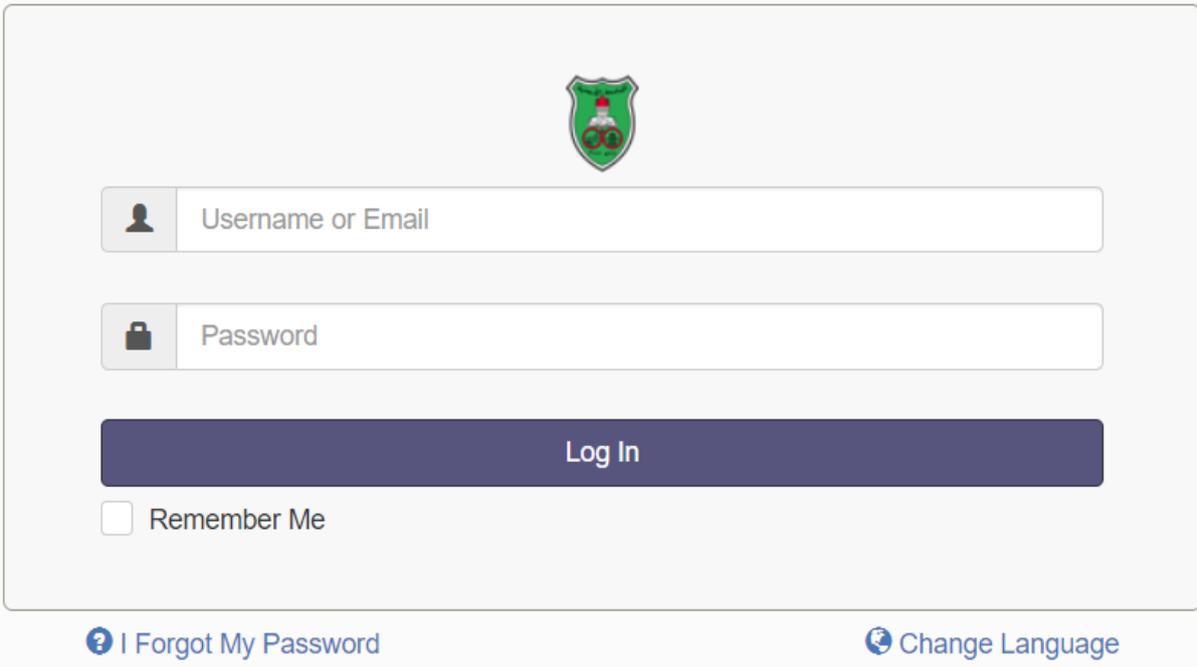
**v.1.0**

2019

# Contents

## 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:



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 logins to the system. The Dashboard page provides information about the bookings the used have made and also shows the available resources to reserve. See Figure 2 below



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:



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:



Figure 4: Change User Information

## 3.2. Change Password

The user can change the password using the following screen:



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.



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.



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.
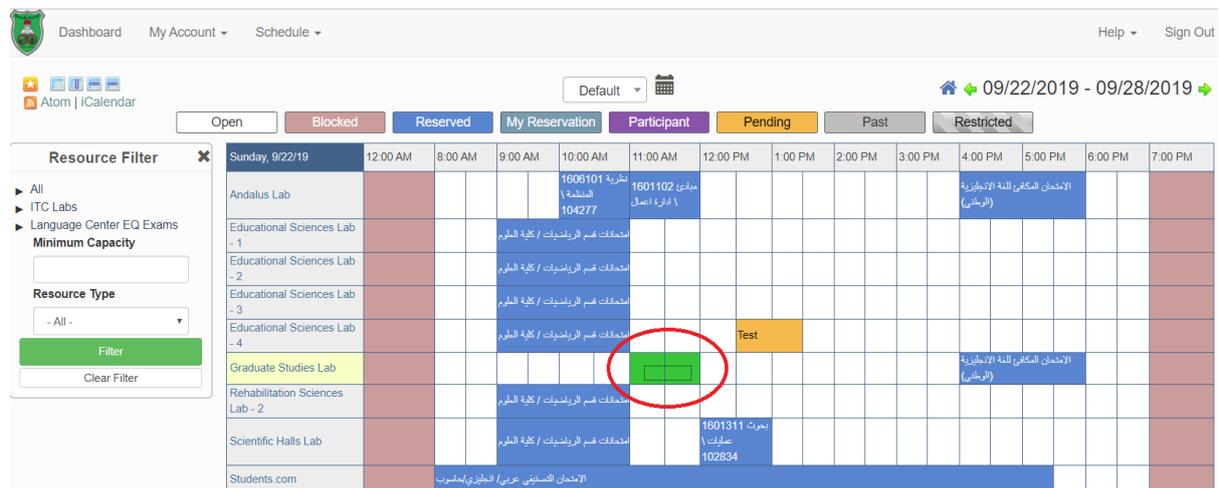


Figure 9: Booking screen

### 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:

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



Figure 10: Create new reservation screen

c. 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 الادارة (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:** سيتقدم للامتحان 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:
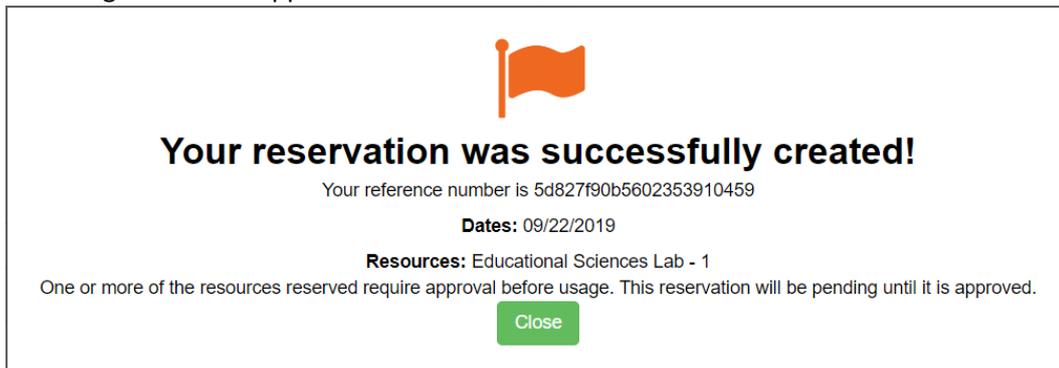


**Your reservation was successfully created!**

Your reference number is 5d827f90b5602353910459

**Dates:** 09/22/2019

**Resources:** Educational Sciences Lab - 1

One or more of the resources reserved require approval before usage. This reservation will be pending until it is approved.

Close

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
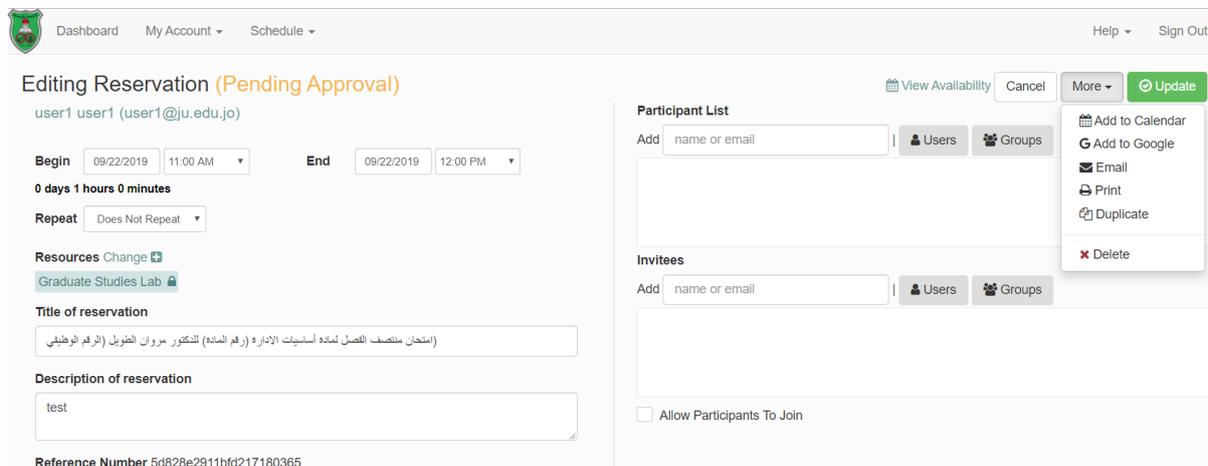


Figure 12: Screen to Update/Delete your reservation

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:
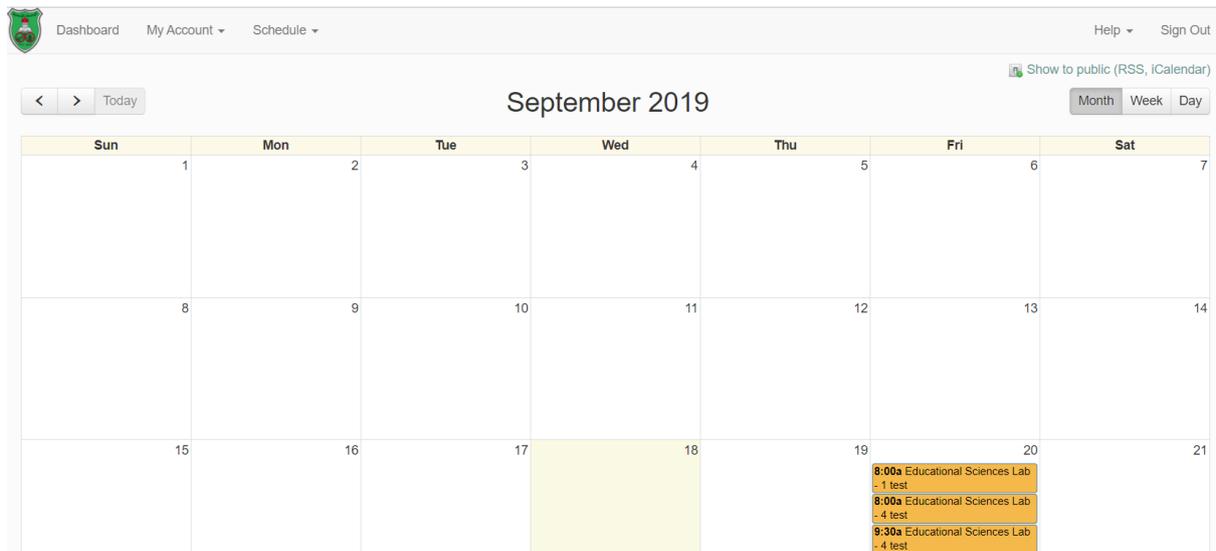


Figure 13: Screen to see your reservations

## 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:
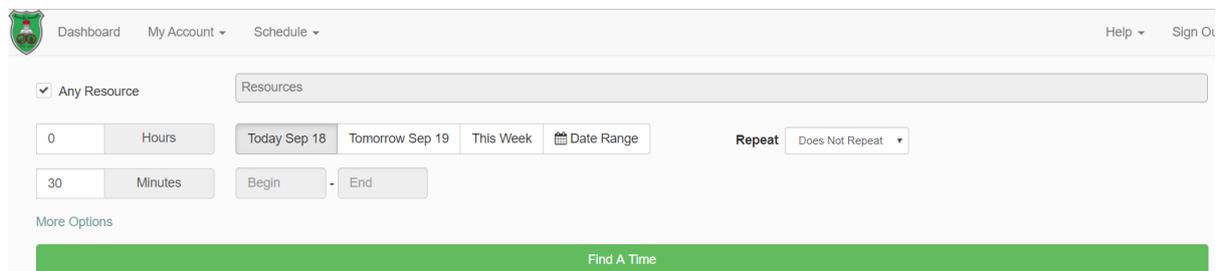


Figure 14: Screen to search for an available time to reserve

## 4.6. Search Reservations

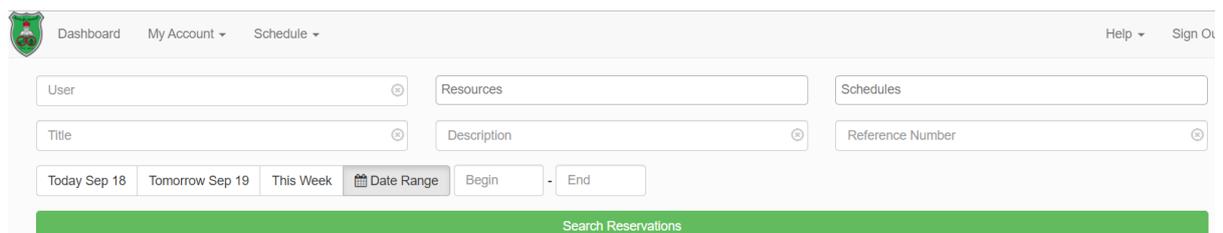You can search for reservations made by a particular person or in a particular resource within a range of time as shown in the figure below:



Figure 15: Screen to search for particular reservations