

HBKU Student Center Launching New Online Reservation System

We at Hamad bin Khalifa University Student Center are pleased to present our new online reservation system going live on September 6th 2012.

To make a reservation:

Create an account at <http://hbku-sc.qf.org.qa> (manual attached)

- Wait for an activation email
- Look at live venue availability
- Send a request on the spot

For more information call the HBKU Student Center Reception on 44540288.



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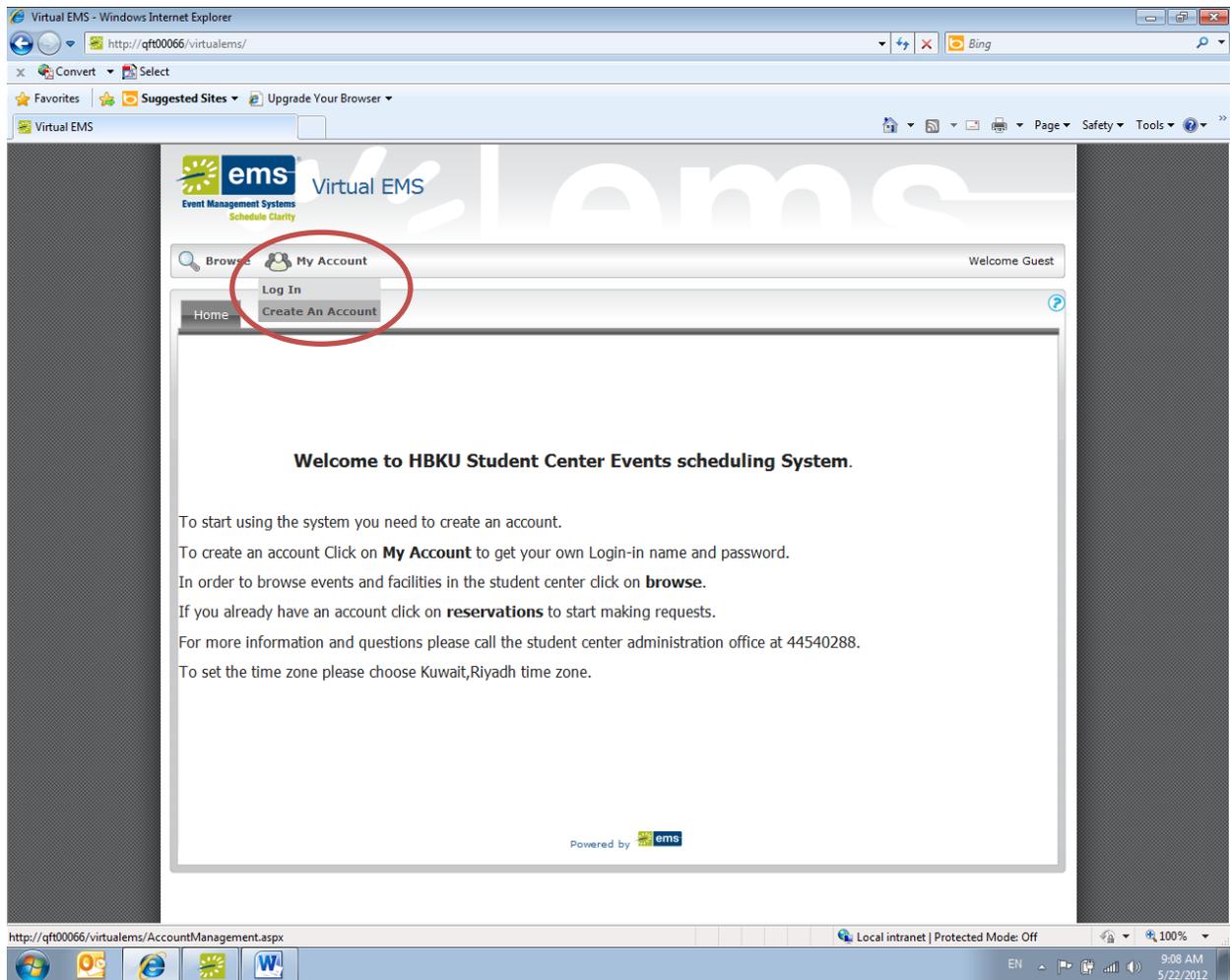
www.qf.org.qa

HBKU Student Center Events Scheduling Software Manual

Step 1:

Creating an account :

- Go to <http://hbku-sc.qf.org.qa>
- Click on **My Account** tab and then on **Create an account**



The screenshot shows a Windows Internet Explorer browser window displaying the Virtual EMS website. The address bar shows the URL <http://qfr00066/virtualems/>. The website header includes the 'ems' logo and the text 'Virtual EMS Event Management Systems Schedule Clearly'. A navigation menu is visible with the following items: 'Browse', 'My Account', 'Log In', and 'Create An Account'. The 'My Account' item is circled in red, and a dropdown menu is open showing 'Log In' and 'Create An Account'. The main content area displays a welcome message: 'Welcome to HBKU Student Center Events scheduling System.' followed by instructions on how to create an account, browse events, and make reservations. The footer of the page indicates it is 'Powered by ems'. The browser's status bar at the bottom shows the current page is <http://qfr00066/virtualems/AccountManagement.aspx> and the system clock shows 9:08 AM on 5/22/2012.

- Fill out your name and contact details and insert the code in the box

Virtual EMS - Account Management - Windows Internet Explorer
http://qft00066/virtualems/AccountManagement.aspx

Virtual EMS - Account Management

ems Virtual EMS
Event Management Systems
Schedule Clarity

Welcome Bachar El Tabbah

User Info

Email: *
beltabbah

Name: *
Bachar El Tabbah

Phone: *
55518979

Fax: *

Time zone: *
Kuwait, Riyadh

Password: *

Confirm Password: *

Notes: *

Center/Campus: *
Student Center

Department/Organization: *
Education Division

You are a: *
Staff

Type the code shown:
yub3v

Show another code

Save

Powered by ems

Local intranet | Protected Mode: Off

9:13 AM
5/22/2012

- Click on save to submit the account request, a window saying that your account is pending will appear.
- Wait until you get an account confirmation within 2 business days.

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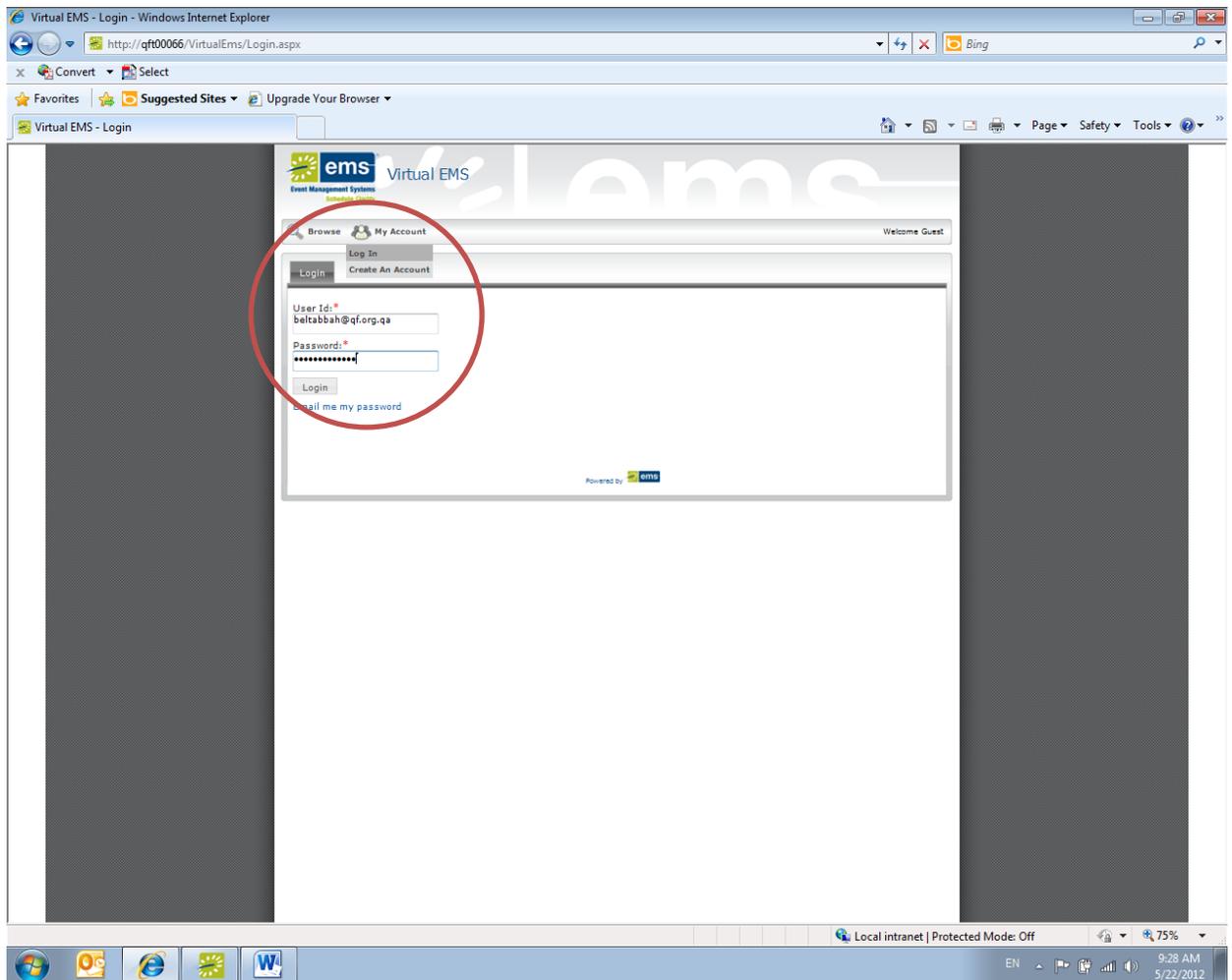
Notes: *

Your data was saved successfully, but your account is currently pending.

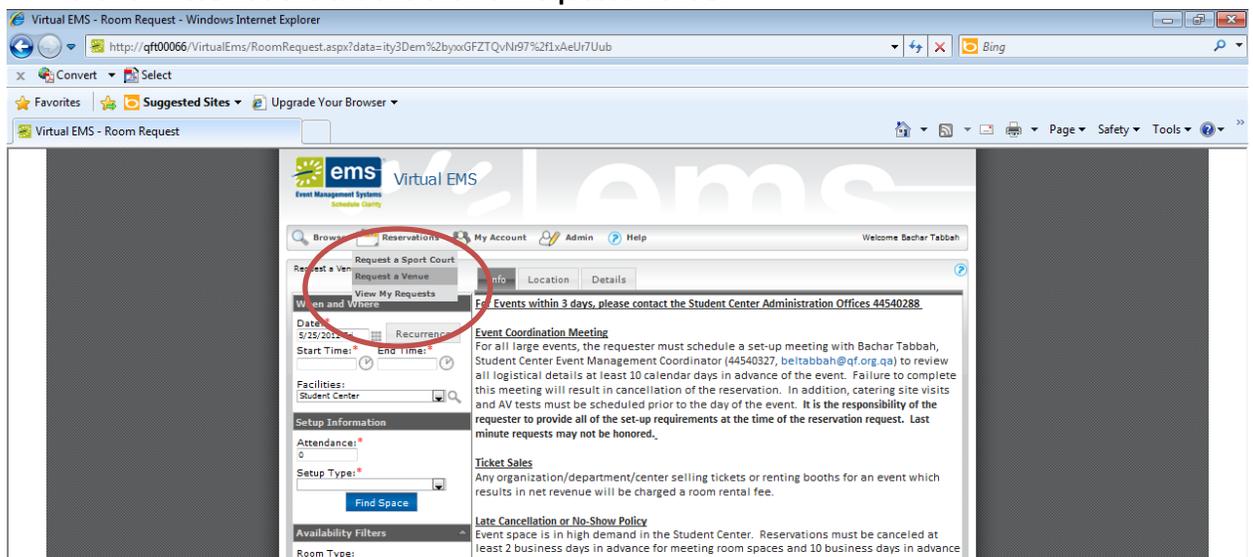
Step 2:

Submitting a reservation request :

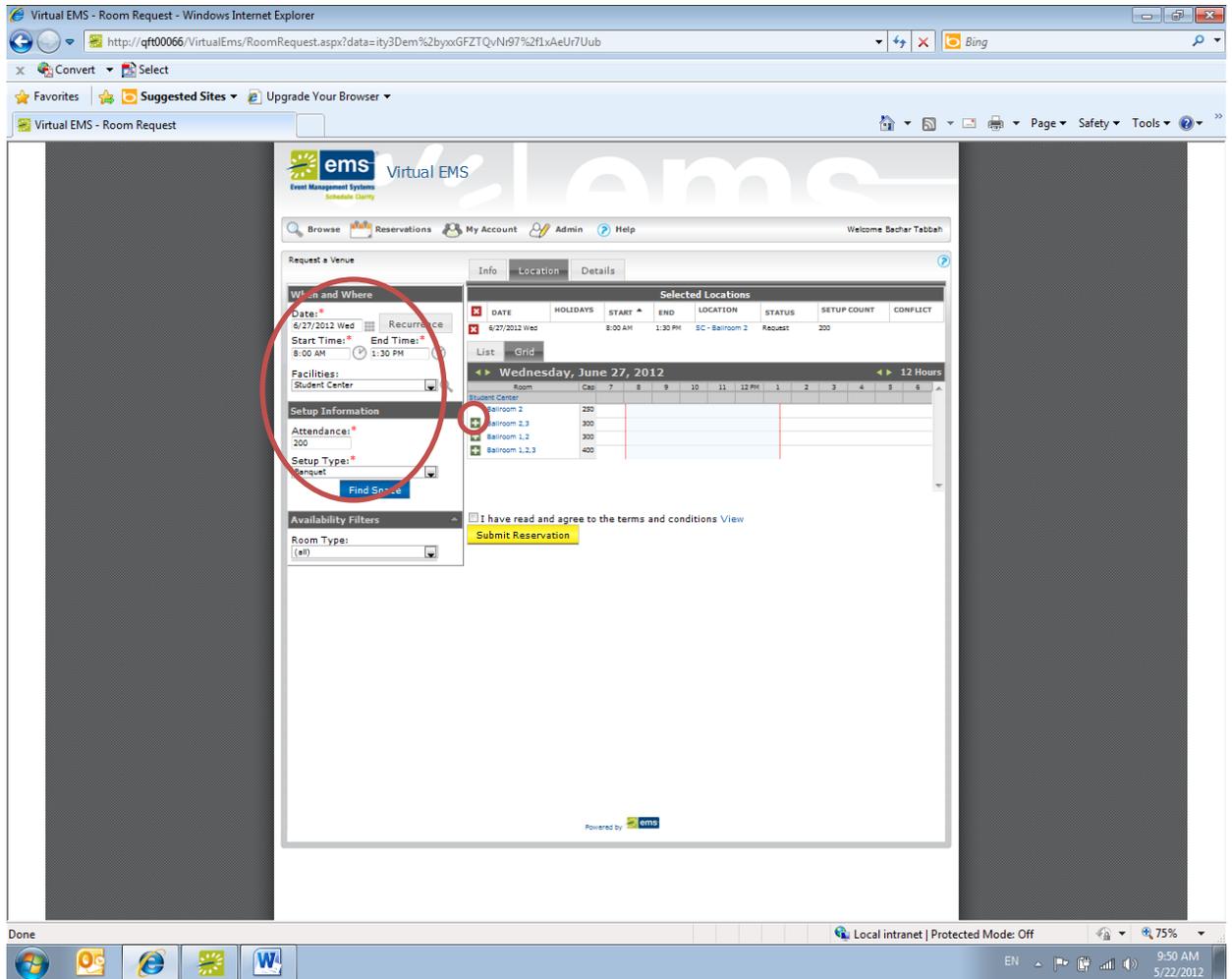
- Once you receive your account activation mail go to <http://qft00066/virtualems/>
- Click on **My Account** and then on **Log In**, type in your user ID (email) and password and click on **log in**.



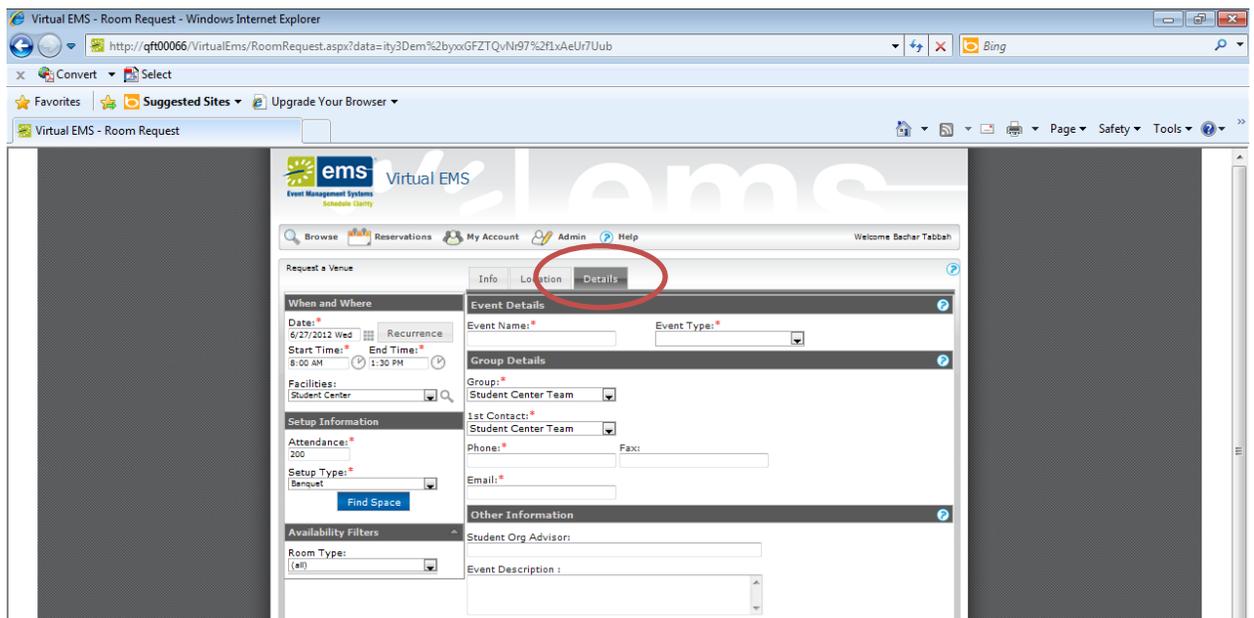
- Click on **Reservations** tab and then on **request a venue**.



- Enter your event details (date,time,number of attendees, setup type) then click on find space. A list of available rooms according to your search will appear.
- Click on the green + sign to choose the venue that you want



- Click on the **Details** tab to fill out a form with all your and the event's details.



- Once you fill out all the details and have read all the terms and conditions click on Submit Reservation. A reservation summary will be sent to your e-mail, this is not a confirmation, wait until you receive a confirmation e-mail within 2 business days.

