

نظام جدول القاعات

دليل المستخدم

1. قم بالضغط على **تسجيل الدخول**، إذا كنت قد قمت بتسجيل الدخول مسبقاً، فانقل إلى الخطوة رقم (4).

The screenshot shows the ZU Employees portal. At the top right, there is a red button labeled "تسجيل الدخول" (Login) with a red circle containing the number "1" around it. Below this, there is a section for "جدول القاعات" (Classroom Schedule) with a sub-section for "جدول القاعات [CPDS - 07]". The page also features a QR code, a Happiness Meter, and a section for "قنوات الخدمة" (Service Channels) with icons for location, laptop, and mobile phone. There is also a "تقييم بطاقة الخدمة" (Service Card Rating) section with a 5/5 star rating. The main content area is titled "وصف الخدمة" (Service Description) and contains the text "هي خدمة لحجز قاعات الاجتماعات و المؤتمرات عبر الانترنت" (It is a service for booking meeting rooms and conferences online). On the right side, there is a sidebar with a "وصف الخدمة" (Service Description) section and a list of services: "الإجراءات" (Procedures), "الغلة المستهدفة" (Targeted Allocation), "المستندات المطلوبة" (Required Documents), "بيانات الاتصال" (Contact Information), and "الأحكام والشروط" (Terms and Conditions).

2. سجل الدخول باستخدام **الرقم الجامعي** وكلمة **المروور** المستخدمة في الجامعة.

The screenshot shows the ZU eServices login page. At the top left, there is a logo for "eServices". Below it, there are two input fields: "Username" and "Password". A red circle with the number "2" is placed over the "Sign in" button. Below the "Sign in" button, there is a checkbox labeled "Remember me". There are also three informational messages: "Use your ZU account to login.", "If you are a Student or Alumni, enter your Student ID as the username. E.g. 20151234567.", and "Don't have an account yet? Click here to Register.". At the bottom, there is a message: "Click here if you forgot your password or the answers to your security questions."

3. أجب على سؤال الأمان الظاهر أمامك، ثم قم بالضغط على (sign in)

eServices

Security Question!

What is your ZU ID?

Sign In

Click [here](#) if you forgot the answers to your security questions.

4. اضغط على زر **بداية** لبدء الخدمة.

Employees
جدول القاعات

بداية 4

جدول القاعات - [CPDS - 07]

آخر تحديث: سبتمبر 11, 2018

وصف الخدمة

الإجراءات

الغلة المستهدفة

المستندات المطلوبة

بيانات الاتصال

الأحكام والشروط

وصف الخدمة

هي خدمة ل حجز قاعات الاجتماعات و المؤتمرات عبر الانترنت

قنوات الخدمة

دليل المستخدم والأدوات

المعاملات: 0
المعاملات الأخرى: 0

مؤشر السعادة Happiness Meter

Click to rate your experience!

تقييم بطاقة الخدمة (5 / 5) ★★★★★

رمز الاستجابة السريع

5. اضغط على زر **فعالية/اجتماع** جديد لتقديم طلب جديد.

The screenshot shows the 'Resource Scheduler' application interface. At the top, there is a navigation bar with the application name, a 'Switch campus' dropdown set to 'Dubai', and a user profile 'Fahima Bastaki (Z8737)'. Below the navigation bar is a menu with options: Calendar, New Event, My Events, Manage, Help, Master, and Advanced. The main content area is titled 'Resource Booking → Dubai Campus'. It includes a sub-header 'Book a room/resource using the form below. Please note that all resources are based on the selected campus. For multiple date(s), use the "Custom Date & Time" tab.' There are two tabs: 'Information' (selected) and 'Support'. Under 'Information', there is a section 'Location and Dates:' with three sub-tabs: 'Date & Time' (selected), 'Custom Date & Time', and 'Days of the week'. The 'Date & Time' tab contains four input fields: 'Date from:' (11/29/2021), 'Date to:' (11/29/2021), 'Time from:' (07:00), and 'Time to:' (23:00). Below these fields is a note: 'Set the event date and the event timings. Timings are set per day within the given date range.'

6. قم بملأ النموذج.
7. انقر على زر **التالي**.

The screenshot shows the 'Resource Scheduler' application interface, continuing from the previous step. The main content area is titled 'Resource Booking → Dubai Campus'. It includes the same sub-header and tabs as the previous screenshot. Under 'Information', there is a section 'Location and Dates:' with three sub-tabs: 'Date & Time', 'Custom Date & Time', and 'Days of the week'. The 'Date & Time' tab contains four input fields: 'Date from:' (11/29/2021), 'Date to:' (11/29/2021), 'Time from:' (07:00), and 'Time to:' (23:00). Below these fields is a note: 'Set the event date and the event timings. Timings are set per day within the given date range.' The 'Location' tab is selected, showing a 'Location of Event:' dropdown menu with '-Select a room-' and a 'Check Availability' button. A circled number '6' is placed over the dropdown menu. Below the 'Location' section is a 'Title of Event:' text input field and a 'Purpose/Title of Meeting/Event (100 word summary):' text area. At the bottom of the form, there is a 'Next' button with a right arrow and a circled number '7', and a 'Save' button with a checkmark.

8. املأ التفاصيل في الصفحة التالية.
9. اضغط على زر حفظ.

ResourceScheduler

Switch campus: Dubai | Hi, Fahima Bastaki (Z8737)

Calendar | New Event | My Events | Manage | Help | Master | Advanced

Resource Booking → Dubai Campus

Book a room/resource using the form below. Please note that all resources are based on the selected campus. For multiple date(s), use the "Custom Date & Time" tab.

Information | Support

Facility set-up requirements: Yes No

-Do you require catering services? Yes No

Do you require media services? Yes No

IT Requirements: Yes No

Previous

Save

شكراً لاستخدامك دليل المستخدم
Thank you for using this tutorial



إدارة تقنية المعلومات
Information Technology Department