

# Resource Scheduler System

## End User-Guide

1. Click on (**Login to start the service**), move to Step #4 if you are already logged in.

Employees  
Resource Scheduler

▶ Start the service 1

[CPDS - 07] - Resource Scheduler

Information Last Updated: Sep 11, 2018

Service Time  
N/A

Service Fee  
N/A

Service Channels

User guide and tools

Transactions: 0  
Other Transactions: 0

Click to rate your experience!

Rate this service!  
★★★★★ (5 / 5)

Scan the QR code to make a request using your mobile device

Description

Description  
Service to book a meeting/conference rooms through online

Procedures

Target Audience

Required Documents

Service Contact

Terms and Conditions

2. Login using your **ZU ID** and **Password**

eServices

Username

Password

Sign in 2

Remember me

Use your ZU account to login.

If you are a Student or Alumni, enter your Student ID as the username. E.g. 20151234567.

Don't have an account yet? Click [here](#) to Register.

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

3. Answer the **Security Question**, then click (**Sign in**).

4. Click on **Start the service**.

5. Click on **New Event** tab.

ResourceScheduler

Switch campus: Dubai | 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

Location and Dates:

Date & Time | Custom Date & Time | Days of the week

Date from: 11/29/2021 | Date to: 11/29/2021 | Time from: 07:00 | Time to: 23:00

Set the event date and the event timings. Timings are set per day within the given date range.

6. Fill the form.

7. click **Next** button.

ResourceScheduler

Switch campus: Dubai | 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

Location and Dates:

Date & Time | Custom Date & Time | Days of the week

Date from: 11/29/2021 | Date to: 11/29/2021 | Time from: 07:00 | Time to: 23:00

Set the event date and the event timings. Timings are set per day within the given date range.

Location | Multi Location

Location of Event:  
-Select a room- (6)

Check Availability

Title of Event:

Purpose/Title of Meeting/Event (100 word summary):

Next (7)

Save

8. Fill details in the next page.

9. Click **Save** button.

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](#)

Thank you for using this tutorial



إدارة تقنية المعلومات  
Information Technology Department