AV-Online V.4

Manual for

i-Booking
i-Borrow
i-Service
Entering the system (Login)//Logging In

Data Searching and audiovisual online booking system via the internet network of Mahidol University International College Version 4 concerned with audiovisual service such as equipment searching, booking and equipment retention information.

**Figure 1** show homepage

**Accessing the system**

1. Login to the Audiovisual online booking system via URL: http://ed.muic.mahidol.ac.th/itech.
2. Enter your username and password
3. Click the “Login” button to enter the system. In case of user not found or user cannot complete login due to an “incorrect username or password”, please contact Educational Technology Section Call. 3411 or email: chayanon.poo@mahidol.ac.th
4. For security and prevent access to personal information, Users can change password by clicking on the button at the top-right corner of the page.

Elements of AV-Online V.4

Upon successfully logging into the system, you will be brought to the booking page where you are able to make your requests for the following functions. Select the type of service you wish to create.

1. i-Booking
2. i-Borrow
3. i-Service

1. i-Booking (Audiovisual online booking system)

Audiovisual online booking system is the online request from the users which users can requests in advance of booking via this online system. All entire booking will be reported to Web. Admin and you will find the Booking Information Table which the username, booking date, receive date, details of use and equipment listed in.

The process of use Audiovisual online booking system (after login)

1. Press the Menu i-Booking (Figure 2 number 1) program will show page and menu include as follows

   1.1 Menu : including My Booking, Check Status, Request (Figure 2 number 2)
1.2 My Booking: Show your booking list.
1.3 Check status: shows current status of booking listed by date
1.4 Select the type of booking you wish to create (Figure 2 number 2)
   - Daily Request
   - Semester Request
   - Activity/Meeting

2. Audiovisual booking

2.1 Daily Request is the booking of one time use audiovisual in the classroom. To make an audiovisual booking for a daily use

Figure 3 show Daily Request

2.1.1 Select ‘Daily’ in the drop down list of Request Type (Figure 3 number 1)
2.1.2 Enter date, select an existing Time period and Class Room No. from the drop down, Select Equipment(s) by clicking the □ symbol then Course Id. After confirming the details, click the “Submit” button to proceed to next Step. (Figure 3 number 2)

2.2 Semester Request is one time booking for semester. This Semester Request is for same classroom schedule used throughout the semester.

![Figure 4](image)

**Figure 4** show Semester Request

2.2.1 Select ‘Semester’ in the drop down list of Request Type (Figure 4 number 1)

2.2.2 Enter date, select an existing Time period and Class Room No. from the drop down, select Equipment(s) by clicking the □ symbol then Course Id. After confirming the details, click the “Submit” button to proceed to next Step. (Figure 4 number 2)
2.3 Activity/Meeting is audiovisual booking for the meeting room and activities based on meeting, seminar and college activities.

Figure 5 show Activity/Meeting

2.3.1 Select ‘Activity/Meeting’ in the drop down list of Request Type (Figure 5 number 1)

2.3.2 Enter date, select an existing Time period and Class Room No. from the drop down, select Equipment(s) by clicking the □ symbol then Type of Event, Type of room/area and Type of presentation. Click the “Submit” button to proceed to next Step. (Figure 5 number 2)
2.3.3 This will allow users the ability to send file for presentation by clicking on “Browse” to find the file for presentation and click “Upload”. After confirming the details, click the “Submit” button to proceed to next Step. (Figure 5 number 3)

2. i-Borrow (Requests system and borrowing - returning audiovisual)

i-Borrow is borrowing – returning audiovisual system. Users can requests in advance of Borrowing via this online system. All entire borrowing will be reported to Web. Admin and you will find the borrowing Information Table which the username, booking date, receive date, details of use and equipment listed.

Figure 6 show page i-Borrow
The process of use **Audiovisual online booking system** (after login)

1. Press the menu i-Borrow (Figure 6 number 1). Program will show page and menu include
   1.1 Menu: including Check Status, Borrow, Equipment Remain
   1.2 Check Status: shows your borrowing and returning audiovisual equipment list.
   1.3 Borrow: is borrowing and returning audiovisual. User can request in advance by online system.

   **Figure 7** show Borrow

   1.3.1 Press the “Borrow” at the menu functions (Figure 7 number 1)
   1.3.2 Make a borrowing and returning equipment list by you enter receive date and return date, place of use (in MUIC or outside MUIC), type of event, equipment to use, Detail,
quantity and purpose of borrow. After confirming the details, click the “Save” button to proceed to next Step. (Figure 7 number 2)

**Note:** 1. If you would like to bring equipment outside of college using, the request have to submit the executive for approval.

2. Type of Event selection is for Fine and Applied Arts (FAA) Division only.

1.3.3 Check borrowing status, press the “Check Status” button to show the current status of borrowing and returning audiovisual equipment. Details are as follows (Figure 8 number 1)

<table>
<thead>
<tr>
<th>Status:</th>
<th>Waiting</th>
<th>Approve</th>
<th>Disapprove</th>
<th>Cancel</th>
<th>Prepare</th>
<th>Ready</th>
<th>Returned</th>
<th>Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting &gt; Waiting for approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve &gt; Approved by executive (FAA approved by Chairman and PD)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapprove &gt; Not allow to borrow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel &gt; Cancel a list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare &gt; Preparing equipment Acknowledged by Ed. Tech. Staff and on process of preparing equipment to response the request</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Ready &gt; Received equipment already</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Returned &gt; Returned equipment already</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Problem &gt; Problem report</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Figure 8 show Check Status
3. i-Service (Request Graphics System)

i-Service is for graphic design and video editing request such as Animation, VDO Editing, Copy, Sound Records, VDO Records, Sticker, Graphic, and Printing. Users can requests in advance of graphic design and video editing via this online system. All entire requests will be reported to Web. Admin and you will find the request Information Table which the username, due date, receive date, details of request listed.

![Figure 9 show page i-Service](image)

**The process of use Request Graphics System (after login)**

1. Press the menu i-Service (Figure 9 number 1). Program will show page and menu include

   1.1 Menu :including Show Request, Request, Approve
1.2 Show Request: show request graphics list of yourself. Show your graphic design and video editing request

1.3 Request: is request for graphics and video editing. User can request in advance via this online system

1.3.1 Select the lists in Service Type (Figure 9 number 1) : Animation, VDO Editing, Copy, Sound Records, VDO Records, Sticker, Graphic, and Printing

1.3.2 Choose file you need, due date, and additional Message (if any). After specifying information, press the ‘Submit’ button. (Figure 9 number 2) After confirming the details, click the “Submit” button to proceed to next Step.

1.3.3 User can send file by pressing the ‘Browse’ button and upload file from user’s computer (Figure 9 number 3)

1.3.4 Check request status, press the “Check Status” button to show your current i-service request status. (Figure 8 number 1)

<table>
<thead>
<tr>
<th>Status:</th>
<th>Waiting</th>
<th>Approve</th>
<th>Disapprove</th>
<th>Cancel</th>
<th>Complete</th>
<th>In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting</td>
<td>Waiting for approve</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve</td>
<td>Approved by Ed. Tech Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disapprove</td>
<td>Not allow to borrow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancel a list</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete</td>
<td>Get the job done</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In Progress > In progress the preparation Acknowledged by Ed. Tech. Staff and on process of preparing to response the request.