

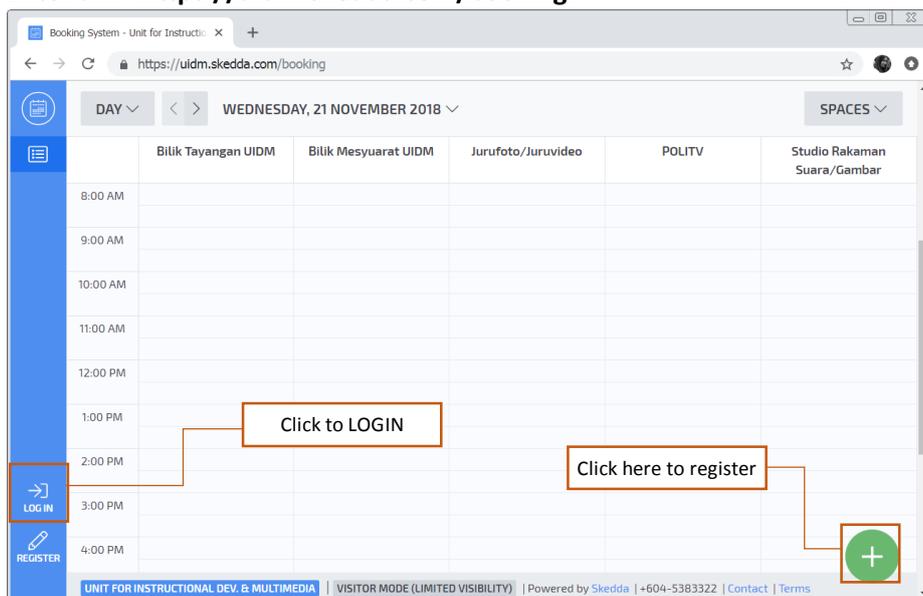


**CENTRE OF TECHNOLOGY FOR TEACHING AND LEARNING
POLITEKNIK SEBERANG PERAI**

**SKEDDA MANUAL
FOR USERS
UNIT OF INSTRUCTIONAL DEVELOPMENT AND MULTIMEDIA**

A. BOOKING A VENUE/SERVICE

1. Enter url:- <https://uidm.skedda.com/booking>



2. User Login:

- First time user: register using PSP domain (xxxx@psp.edu.my)
- Existing Skedda user may login using existing email registered with Skedda.

To book:

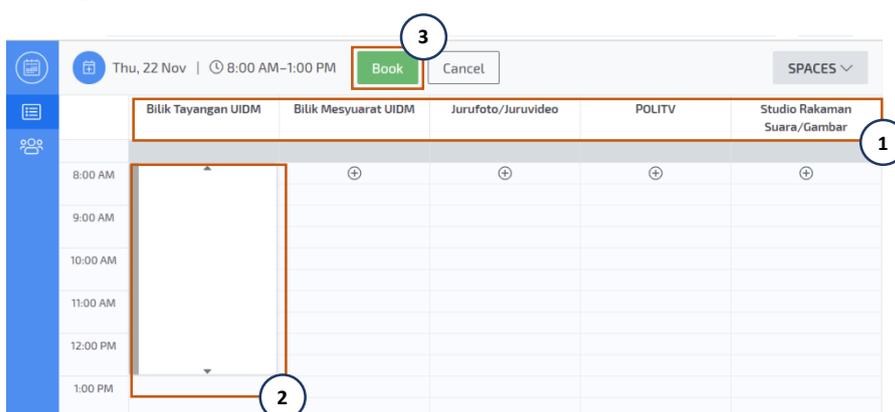
- Select the space/service that you would like to use.
- Drag the timeline to select the timing and duration.

Minimal booking duration:

Weekdays: 30minutes

Weekends: 4hours

III. Click 'Book'



- IV. Verify your booking 'Date' and 'Time'
- V. Verify the 'Spaces' or services that you have booked
- VI. Click 'Confirm Booking' to reserve your booking

The screenshot shows the 'NEW BOOKING' form with the following elements highlighted by numbered callouts:

- 1**: Select the facility (Bitik Tayangan UIDM)
- 2**: Select the timing and duration (Thursday, 22 November 2018, From 8:00 AM to 1:00 PM)
- 3**: Click **Book** (indicated by a green box around the 'Book' button)
- 4**: Verify the **Date and Time**
- 5**: Verify the **SPACE(S)**
- 6**: Enter the **BOOKING TITLE** and **NOTES** for details (Taklimat eDola2019)
- 7**: Click **Confirm Booking** (indicated by a green box around the 'Confirm booking' button)

- 1 Select the facility
- 2 Select the timing and duration
- 3 Click **Book**
- 4 Verify the **Date and Time**
- 5 Verify the **SPACE(S)**
- 6 Enter the **BOOKING TITLE** and **NOTES** for details
- 7 Click **Confirm Booking**

3. The 'Booking Title' is the *name of the event or purpose* of your booking.
4. In 'Notes' section, please indicate your booking details such as your requirements and conditions of the booking, as well as details of the event (*such information is important for PoliTV*) such as the Project/Event Manager, VIPs attending the event, objectives of the events and other related information. These information **MUST BE WRITTEN IN ENGLISH**.

B. EDITING/CANCELLING A VENUE/SERVICE

1. To cancel a booking:
 - i. Click drop down button.
 - ii. Select cancel your booking.
2. To edit or amend your booking, you can either:
 - i. Cancel your previous booking, and book a new one.
 - OR**
 - ii. Contact UIDM so they can manually change it in the system.
3. Editing or cancelling a venue or service can only be done before the booked hours.

The screenshot shows a booking calendar for Thursday, 29 November 2018. The calendar displays a grid of time slots from 6:00 AM to 6:00 PM. A booking is shown for 3:00 PM, with a dropdown menu open showing the user 'Skedda Fred (Your test user)' and a 'Cancel your booking' button.

DAY	MONTH	GRID	LIST	THURSDAY, 29 NOVEMBER 2018
		Bitik Tayangan UIDM		Bitik Me
6:00 AM				
7:00 AM				
8:00 AM				
9:00 AM				
10:00 AM				
11:00 AM				
12:00 PM				
1:00 PM				
2:00 PM				
3:00 PM				Skedda Fred (Your test user) [Cancel your booking]
4:00 PM				
5:00 PM				
6:00 PM				