



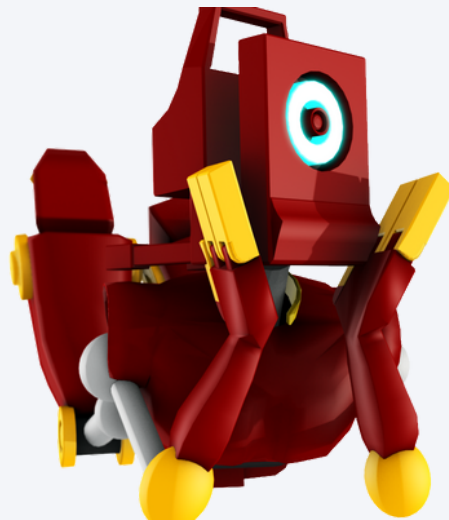
UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اوپنرسیتی قندیدیفن سلطان ادریس

SULTAN IDRIS EDUCATION UNIVERSITY

FAKULTI SENI,
KELESTARIAN &
INDUSTRI KREATIF
manifesting collaborative creativity

LYSAS

LABORATORY & STUDIO APPLICATION SYSTEM



USER
MANUAL

STUDENT/STAFF
EDITION

CONTENTS

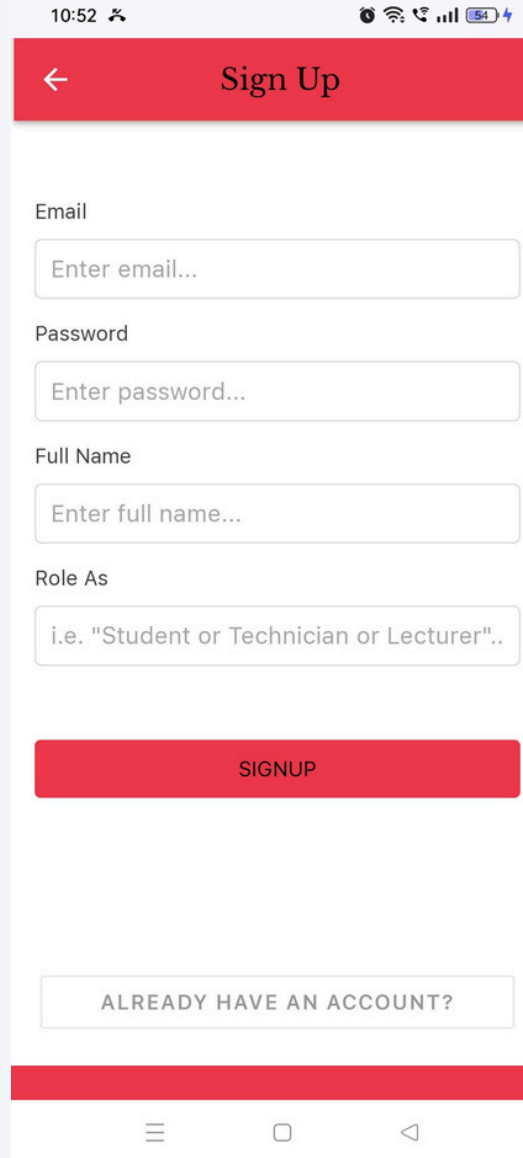
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HOW TO SIGN UP?



1. Please click the “Sign Up” button

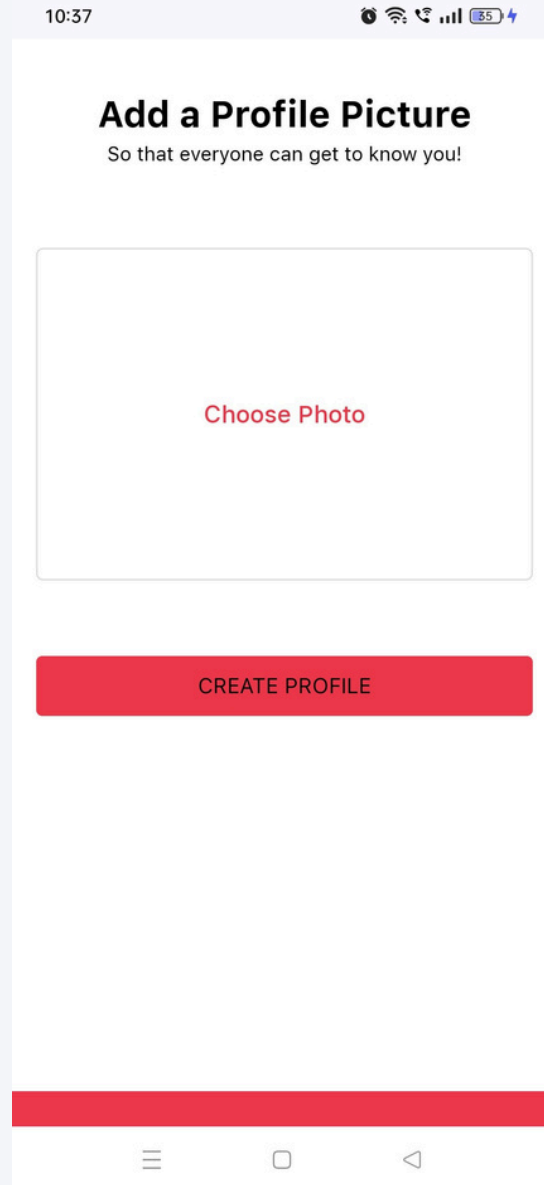
HOW TO SIGN UP?



The screenshot shows a mobile application interface for signing up. At the top, there is a red header bar with a back arrow on the left and the text "Sign Up" in the center. Below the header, the form consists of several input fields: "Email" with a placeholder "Enter email...", "Password" with a placeholder "Enter password...", "Full Name" with a placeholder "Enter full name...", and "Role As" with a placeholder "i.e. 'Student or Technician or Lecturer'..". Below these fields is a prominent red button labeled "SIGNUP". At the bottom of the form area, there is a button labeled "ALREADY HAVE AN ACCOUNT?". The bottom of the screen shows a white navigation bar with three icons: a hamburger menu, a home icon, and a back arrow. The status bar at the very top shows the time "10:52" and various system icons including signal strength, Wi-Fi, and battery level at 54%.

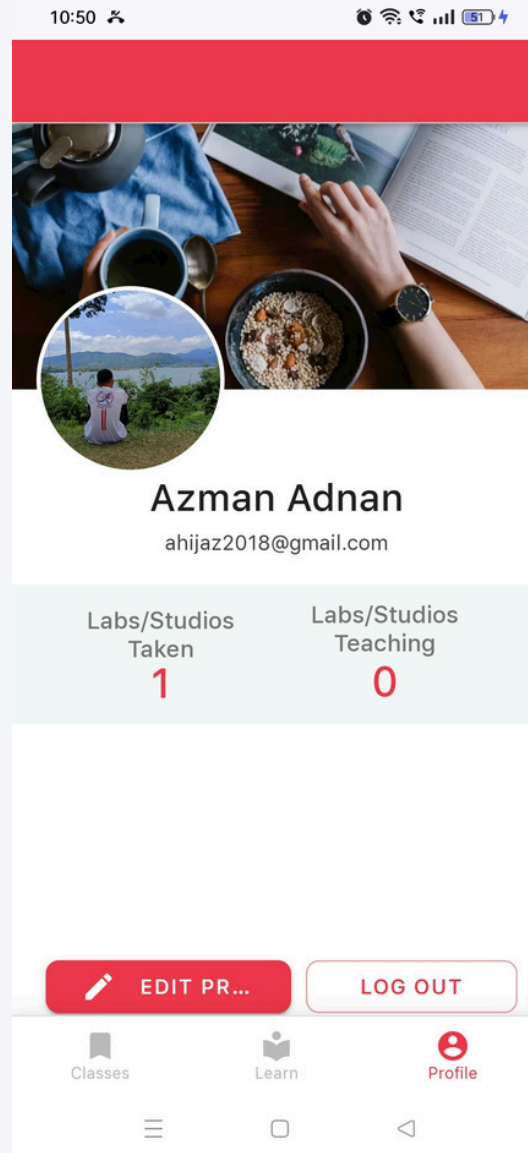
1. Please fill all the details in Sign Up interface.
2. Then please click button Sign Up after finished fill up all the details.

HOW TO SIGN UP?



1. Please “Choose Photo” for your profile picture.
2. Then please click button “Create Profile”.

HOW TO SIGN UP?



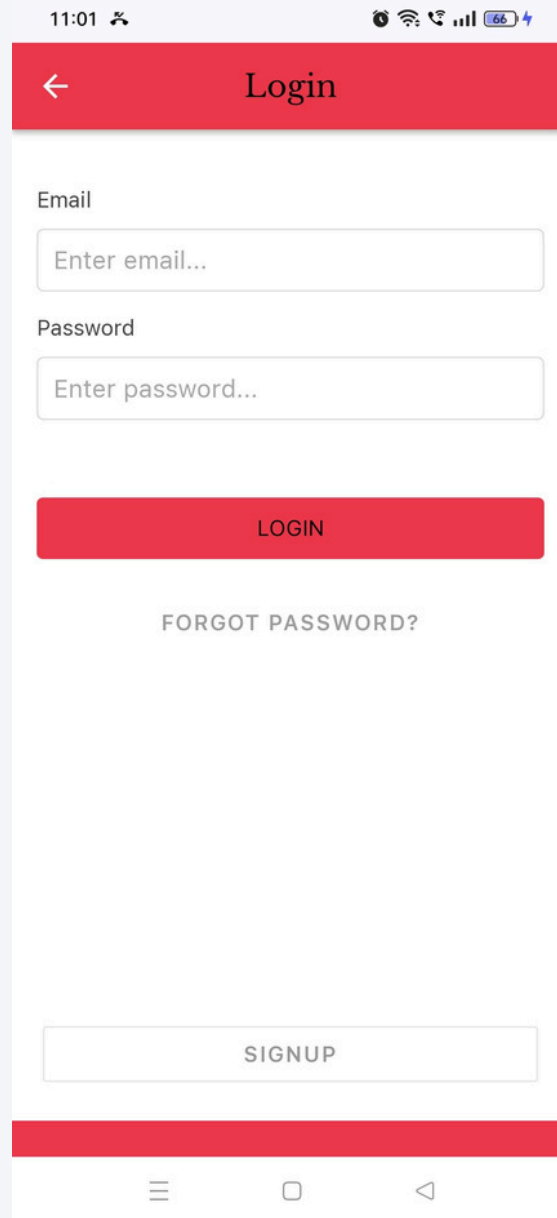
1. This is an example your profile interface will be showing up.
2. Click button “Edit Profile” if you want to edit your profile.
3. Click button “Log Out” if you want to log out.

HOW TO LOG IN?



1. Please click the “Log In” button

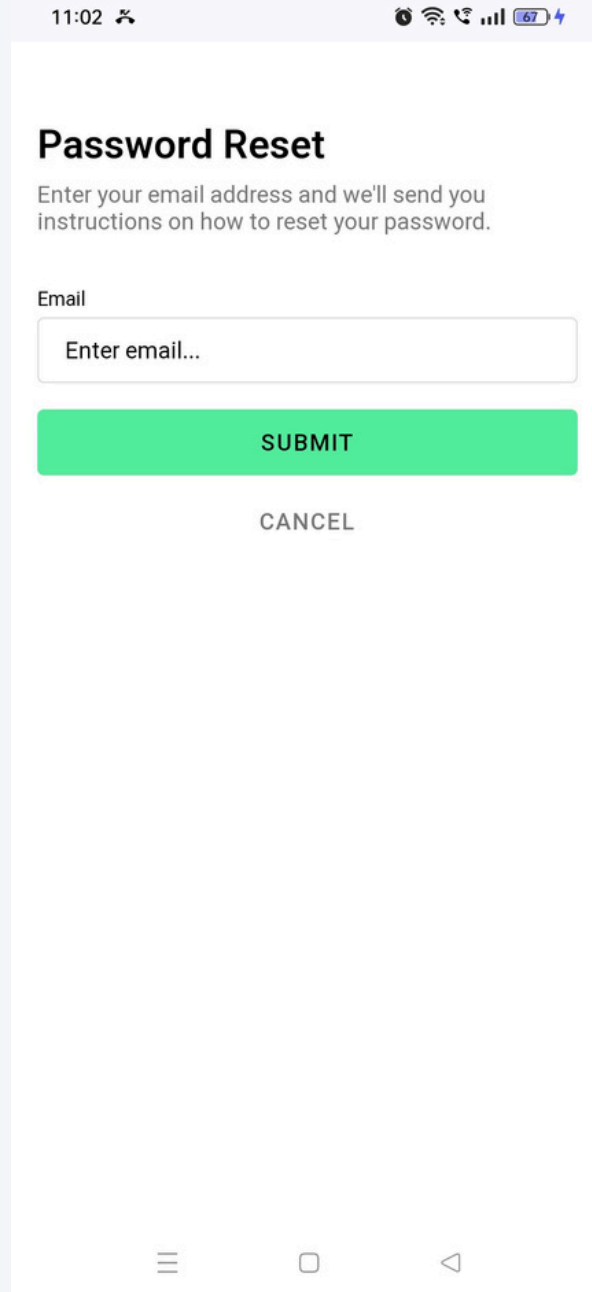
HOW TO LOGIN?



The screenshot shows a mobile application interface for logging in. At the top, the status bar displays the time 11:01, signal strength, Wi-Fi, and battery level at 66%. Below the status bar is a red header with a back arrow on the left and the word "Login" in the center. The main content area is white and contains two input fields: "Email" with a placeholder "Enter email..." and "Password" with a placeholder "Enter password...". Below these fields is a red button labeled "LOGIN". Underneath the button is the text "FORGOT PASSWORD?". At the bottom of the form is a white button labeled "SIGNUP". The entire form is set against a light gray background.

1. Please fill all the details in Login interface.
2. Please click button “Login”.
3. Please click button “Forgot Password?” if you forgot your password.

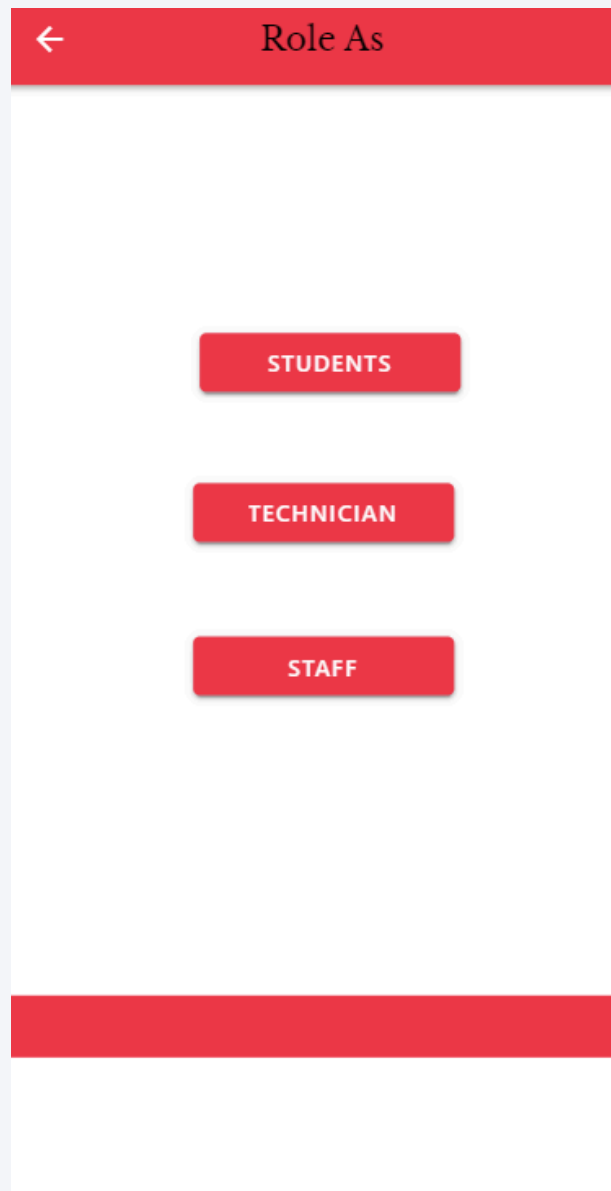
HOW TO LOG IN?



The screenshot shows a mobile application interface for password reset. At the top, the status bar displays the time 11:02, signal strength, Wi-Fi, cellular data, and a 67% battery level. The main content area has a white background with the title "Password Reset" in bold. Below the title is a subtitle: "Enter your email address and we'll send you instructions on how to reset your password." There is a text input field labeled "Email" with the placeholder text "Enter email...". Below the input field is a prominent green button labeled "SUBMIT". Underneath the "SUBMIT" button is a "CANCEL" link. At the bottom of the screen, there are three navigation icons: a hamburger menu, a home button, and a back arrow.

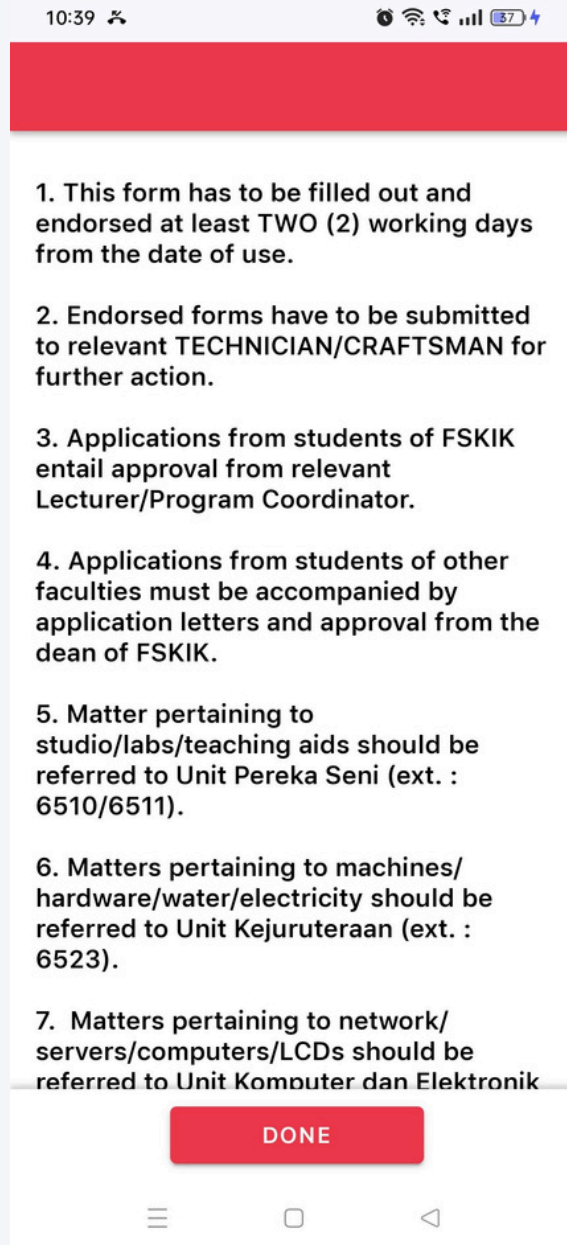
1. Please enter your email to reset your password in Forgot Password interface.
2. Please follow the instruction in your email.

HOW TO BOOK LAB/STUDIO?



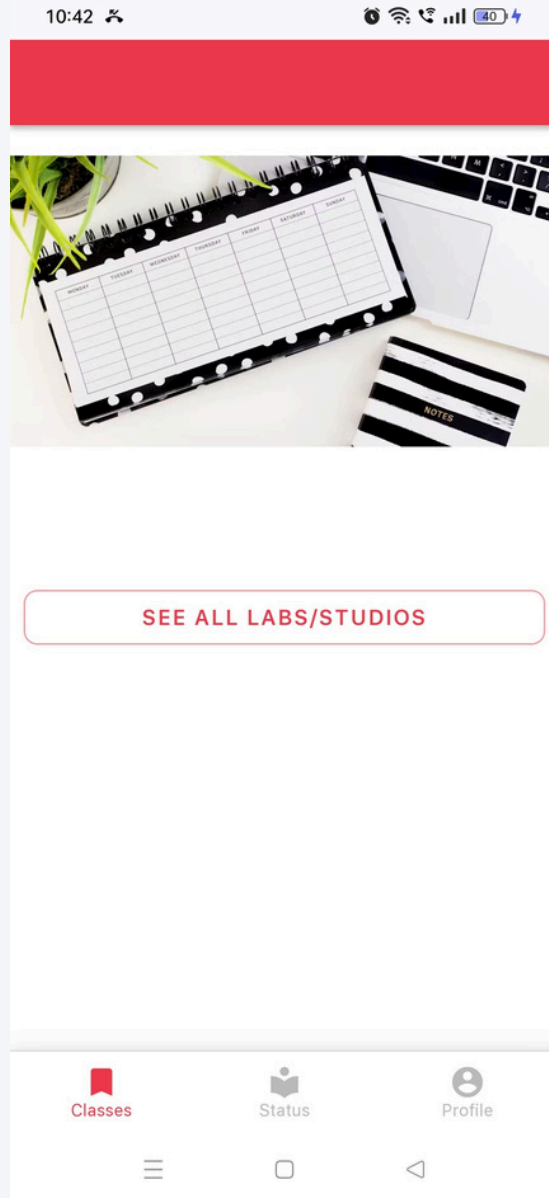
1. After you login, you must click your role as **STUDENTS/STAFF** at Role As interface.

HOW TO BOOK LAB/STUDIO?



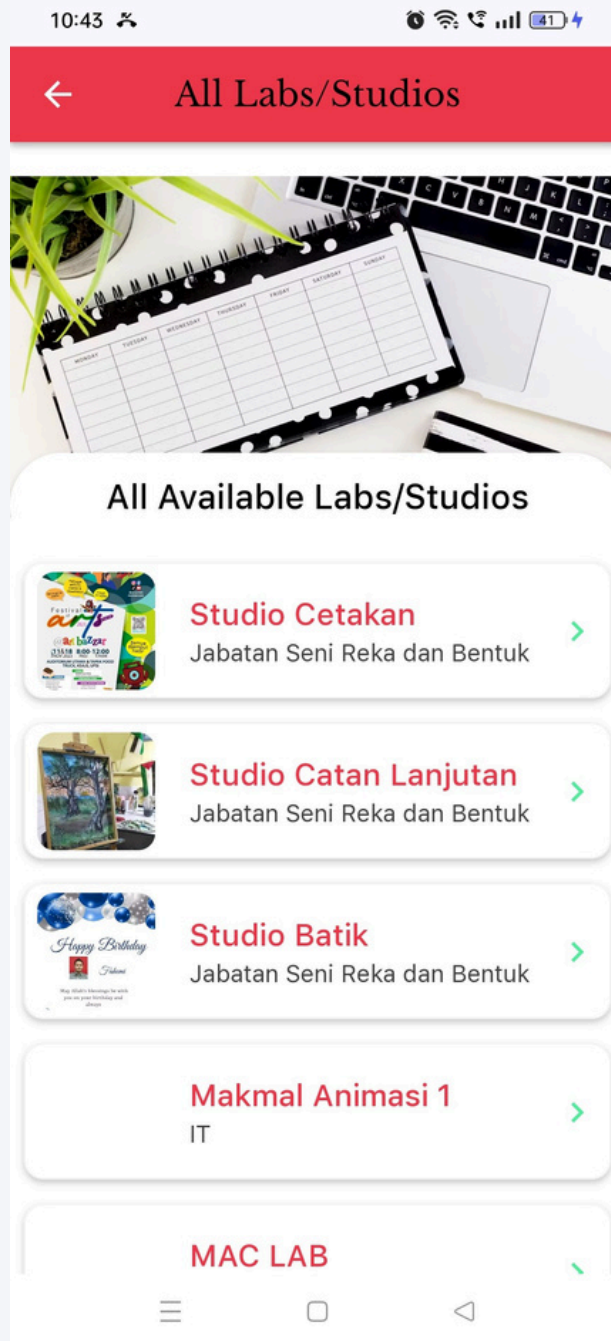
1. Please read the regulation of booking application before your proceed next and click button “Done”.

HOW TO BOOK LAB/STUDIO?



1. Please click “See All Labs/Studios” to see available labs / studios.

HOW TO BOOK LAB/STUDIO?



1. Please click any labs/studios at the lists that you want to book.

HOW TO BOOK LAB/STUDIO?



1. Please click button “Request Labs/Studios” to book the lab/studio.

HOW TO BOOK LAB/STUDIO?

← Book Labs/Studios

SCHEDULING AVAILABILITY SLOT
(USING WIFI UPSI ONLY)

Name

Student / Staff ID

Faculty / Department

Email

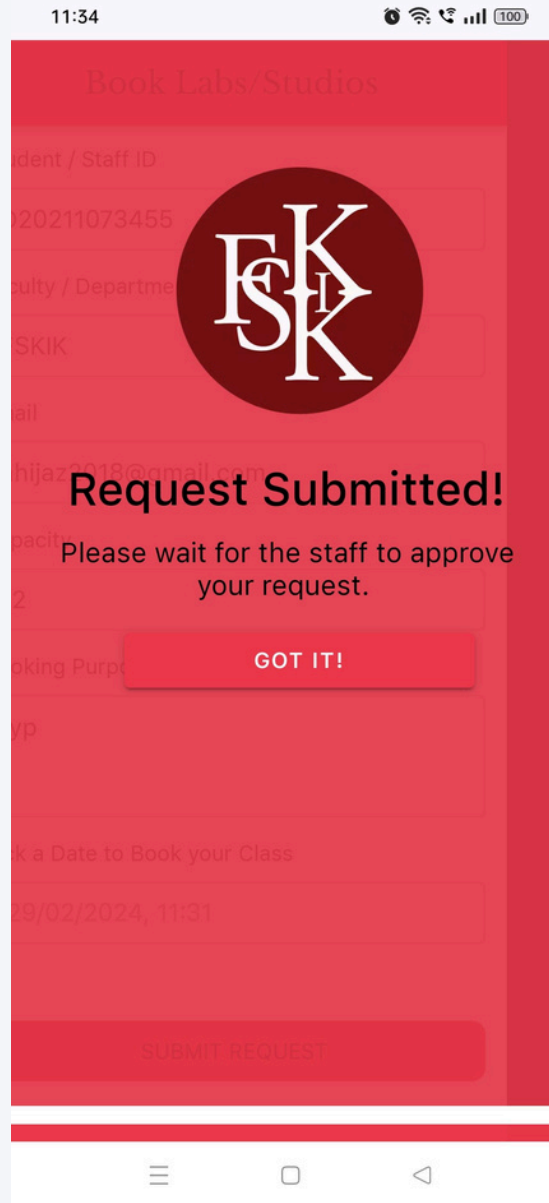
Capacity

Booking Purposes

Pick a Date to Book your Class

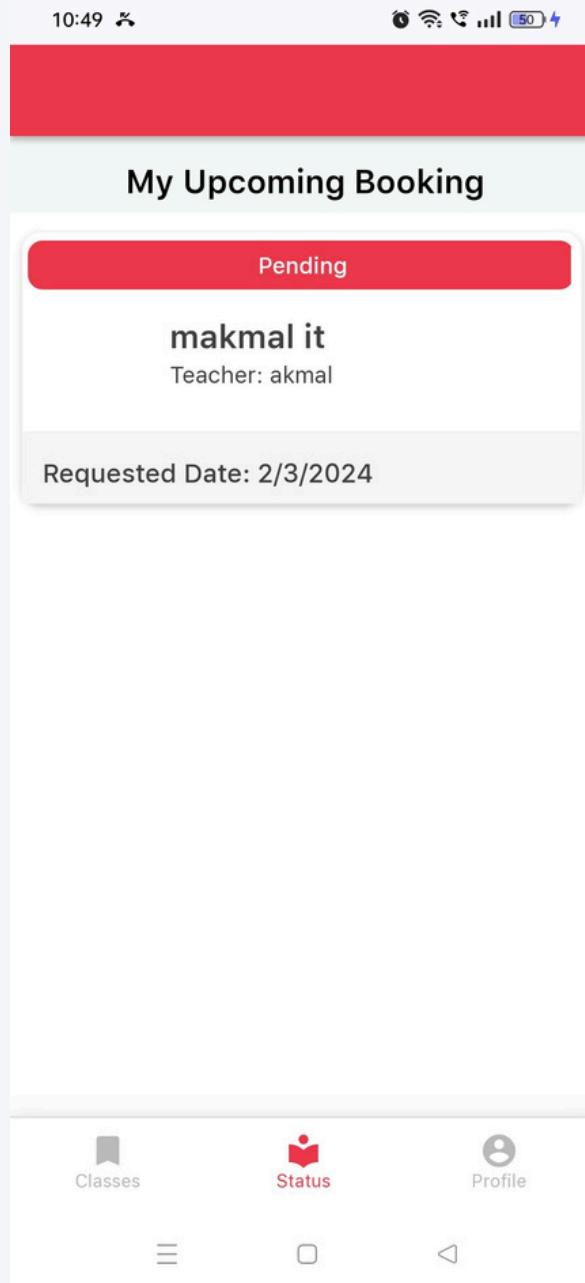
1. Please enter your details of booking application at this Book Labs/Studios interface.
2. Click button “Submit Request” to proceed your application.
3. Click button “Scheduling Availability Slot” to check available slot using WIFI UPSI only.

HOW TO BOOK LAB/STUDIO?



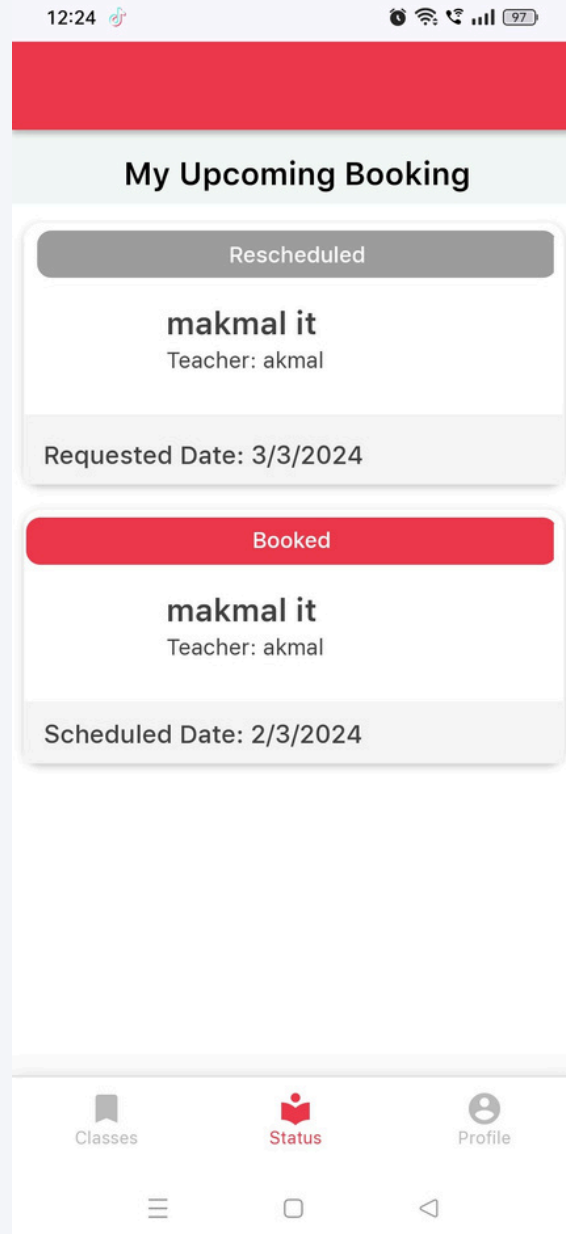
1. **This notification will appear after your click button submit request.**
2. **Click button “GOT IT!” to proceed with your application.**

HOW TO BOOK LAB/STUDIO?



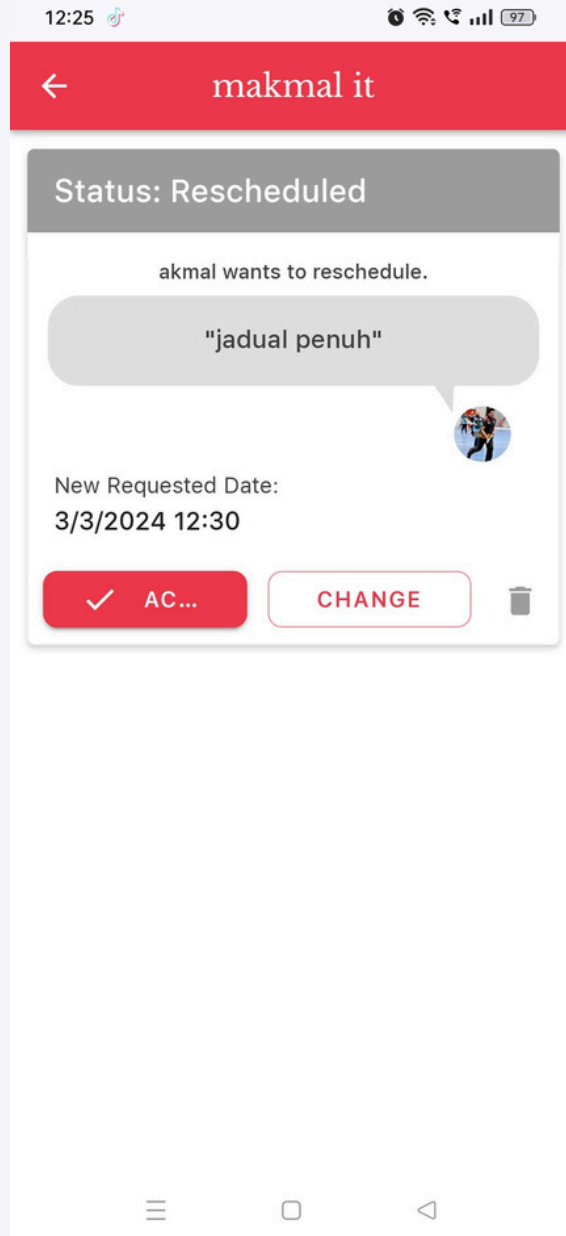
1. Please click icon “Status” below to check your pending booking status.
2. You also can check whether your booking status is “Approved/Rescheduled/Rejected” here.

HOW TO RESCHEDULE YOUR BOOKING?



1. Your status booking will be rescheduled by the admin if your booking is clashed with other student booking application.
2. Please click button “Rescheduled” to reschedule your booking again.

HOW TO RESCHEDULE YOUR BOOKING?



1. You may see the reason by the admin to reschedule your booking.
2. The admin will propose a new time of booking for you to accept. Click button "Accept" if you agreed with the propose or click button "Change" to change your reschedule booking.

HOW TO RESCHEDULE YOUR BOOKING?

12:25

Reschedule

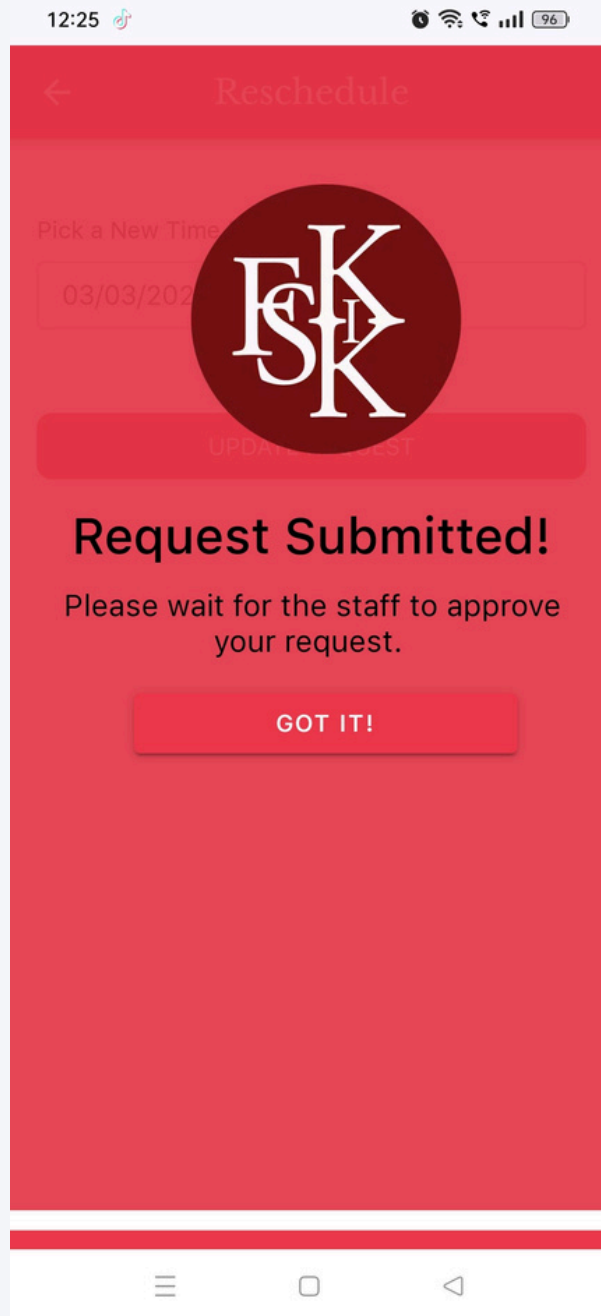
Pick a New Time for the Class

03/03/2024, 14:30

UPDATE REQUEST

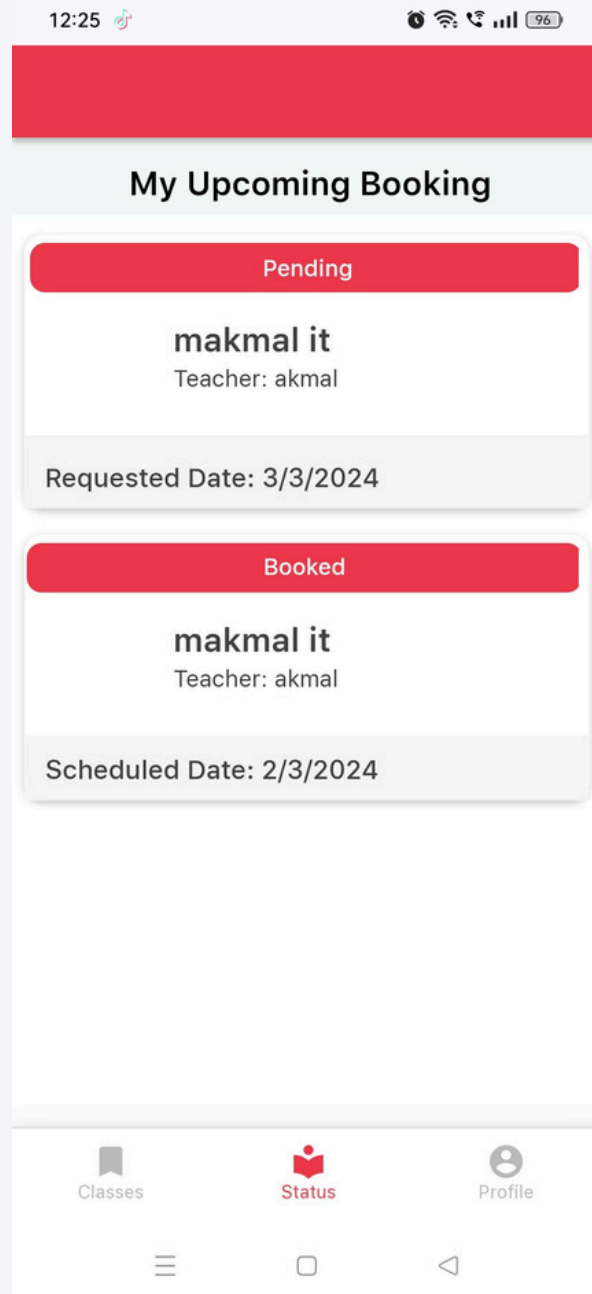
1. You can update request your booking by click button “Change” and click button “Update Request” to submit again.

HOW TO RESCHEDULE YOUR BOOKING?



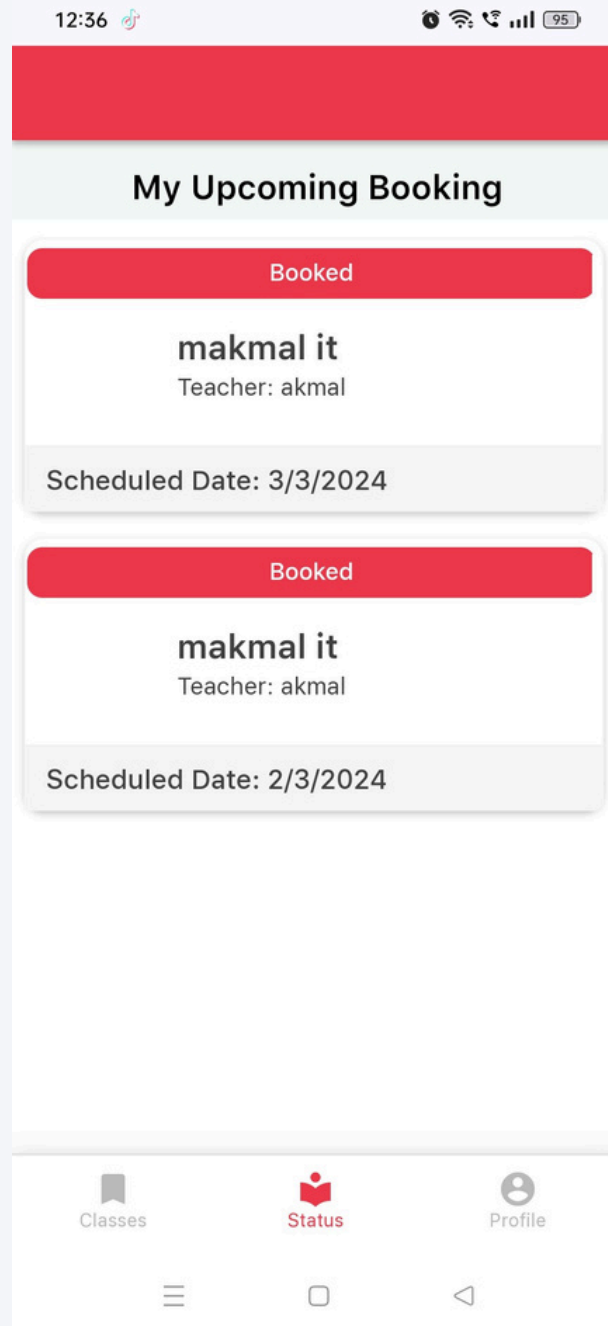
1. This notification will appear after you submit the update request and click button “GOT IT!”.

HOW TO RESCHEDULE YOUR BOOKING?



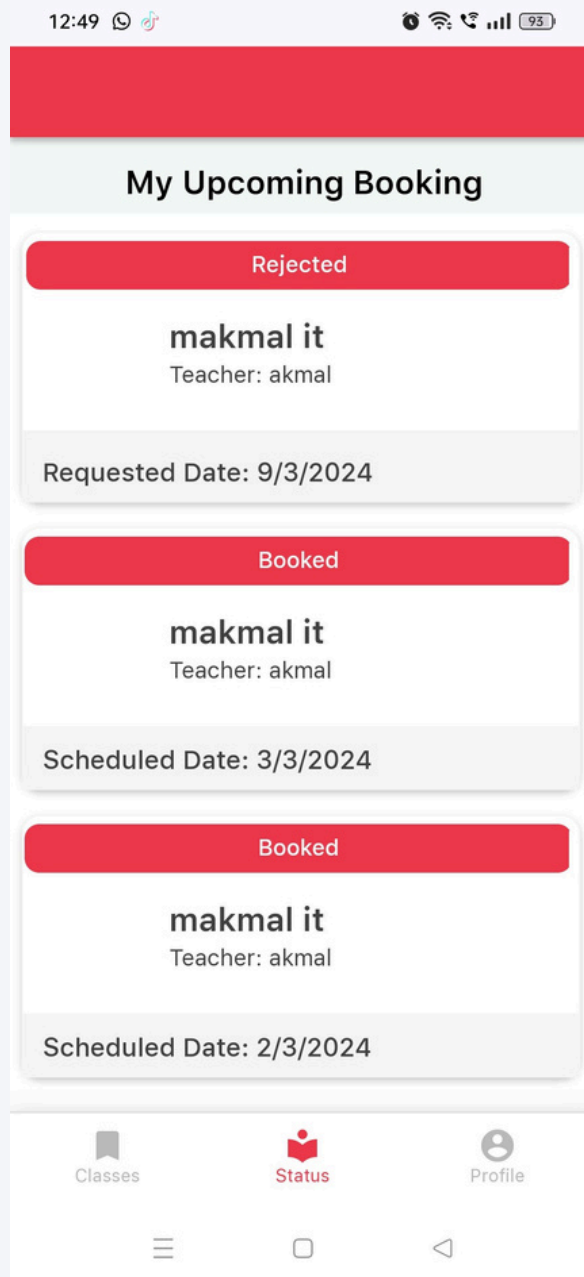
1. You can see your new pending status update request by click icon “Status” below.

HOW TO RESCHEDULE YOUR BOOKING?



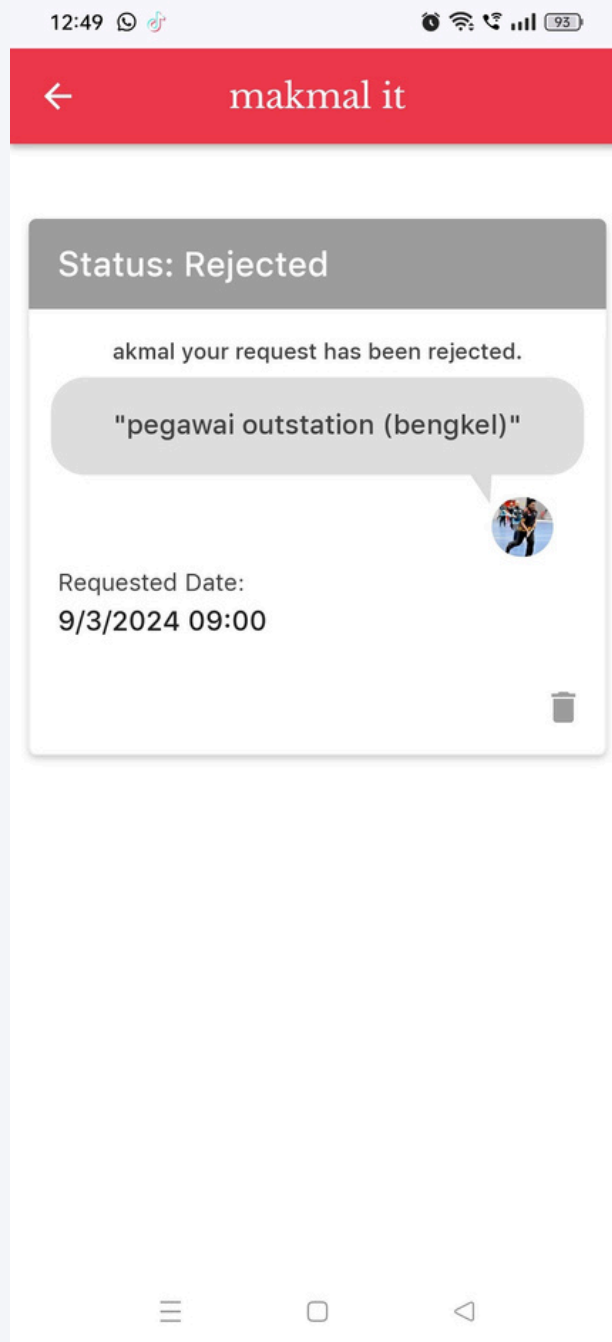
1. When your update request approved by the admin, you can check your status booking is convert from “Pending” to “Booked” at Status interface.

HOW TO DELETE YOUR REJECTED BOOKING?



1. If you want to delete your rejected booking, please click “Rejected Status”.

HOW TO DELETE YOUR REJECTED BOOKING?



1. Please click icon “Dustbin” below to delete your rejected booking. You also can see the comment by the admin why your booking has been rejected.

THANK
YOU