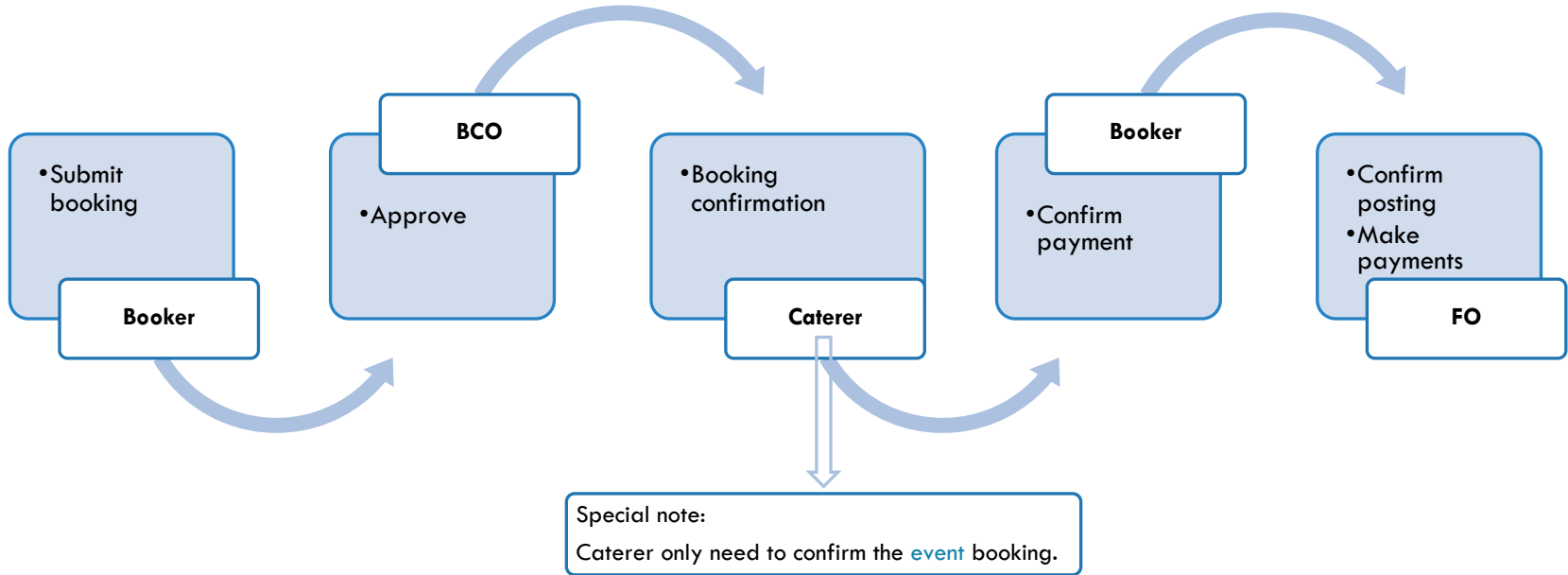




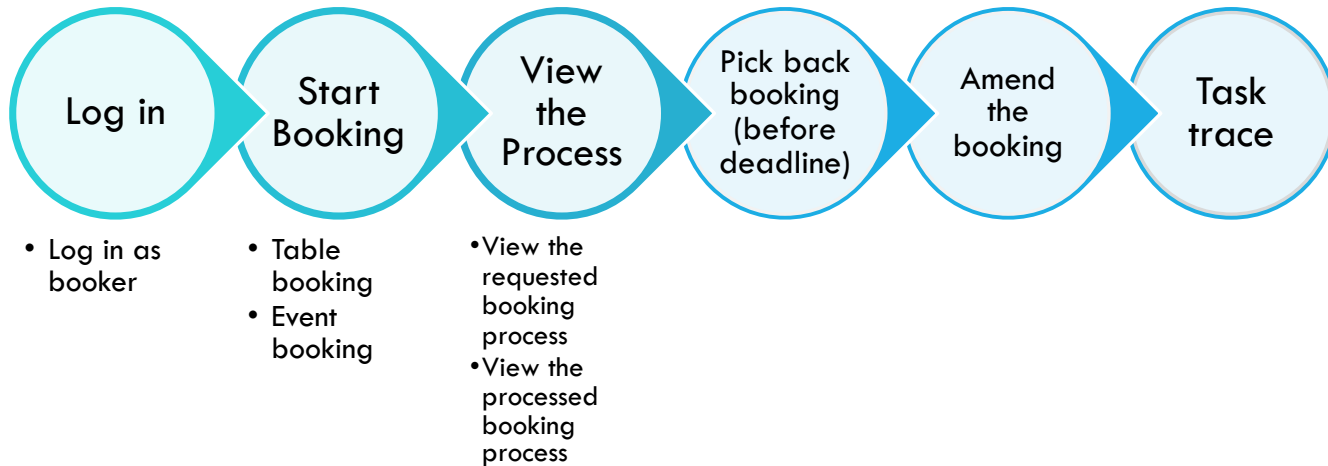
Catering Booking System User Manual



OUTLINE



BOOKER



BOOKER – START BOOKING

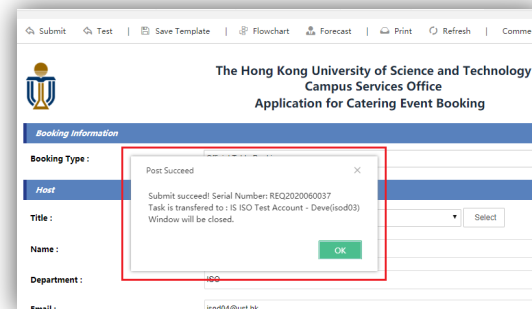
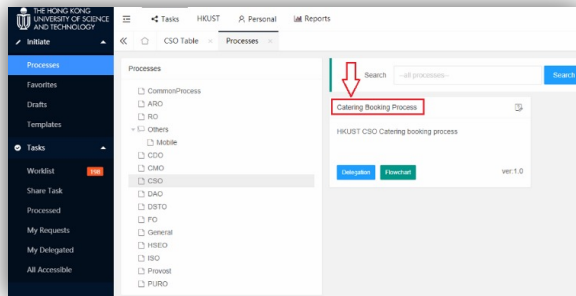
Path: [Tasks](#) → [Processes](#) → [CSO](#) → [Catering Booking Process](#)

■ Submit Table booking

- i. Fill in Booker and Host's information
- ii. Select “**Official Table Booking**” in Booking Type and fill in booking information
- iii. Fill in Guest Information and Payment information

■ Submit Event booking

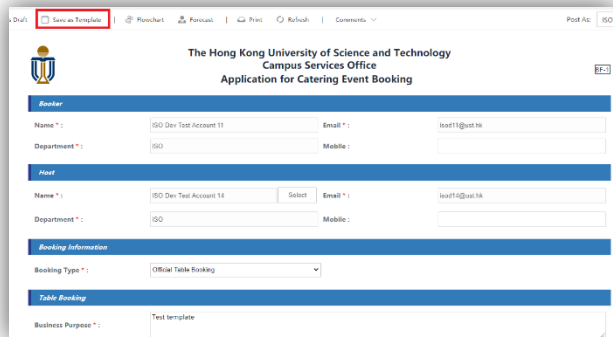
- i. Fill in Booker and Host's information
- ii. Select “**Official Event Booking**” in Booking Type and fill in booking information
- iii. Fill in Guest Information and Payment information



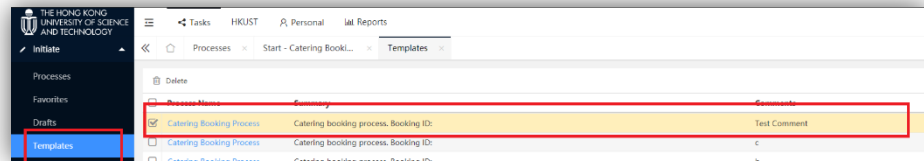
BOOKER – START BOOKING

If the booker needs to submit a booking with similar information, click “**Save as Template**” button to save the form before submission.

Booker can find the template by clicking “**Template**” at left menu.



The screenshot shows the 'Application for Catering Event Booking' form. The 'Save as Template' button is highlighted with a red box. The form includes sections for 'Booker', 'Host', and 'Booking Information'. The 'Booker' section has fields for Name, Department, Email, and Mobile. The 'Host' section has fields for Name, Department, Email, and Mobile. The 'Booking Information' section has a 'Booking Type' dropdown menu. The 'Table Booking' section has a 'Business Purpose' field.



The screenshot shows the 'Templates' menu in the system interface. The 'Templates' menu item is highlighted with a red box. The table below shows a list of templates.

Process Name	Summary	Comments
<input checked="" type="checkbox"/> Catering Booking Process	Catering booking process, Booking ID:	Text Comment
<input type="checkbox"/> Catering Booking Process	Catering booking process, Booking ID:	
<input type="checkbox"/> Catering Booking Process	Catering booking process, Booking ID:	



BOOKER – VIEW THE PROCESS

- View Requested Catering Booking Process

Path: [Tasks](#) → [My Requests](#)

Key in **Catering** as search keyword

Double click a requested Catering Booking process to see the details

*(*If the meal is consumed and caterer entered the relevant information, booker can check the actual amount)*

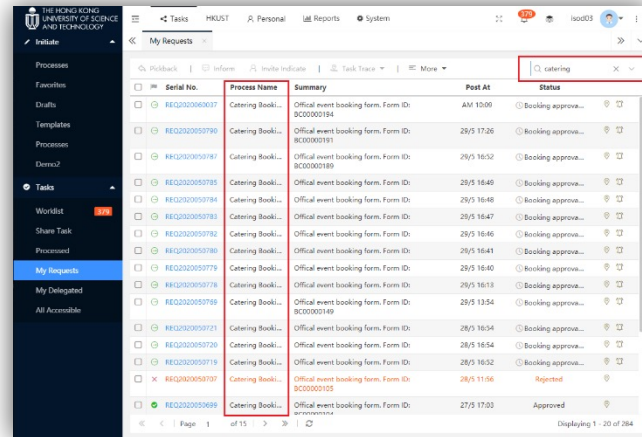
Click **Task Trace** to view the process history:

- Click **Flowchart** to view the process flow details
- Click **Timeline** to see the process timeline details
- Click **Forecast** to see the process forecast details

- View Processed Catering Booking Process

Path: [Tasks](#) → [Processed](#)

Same operations on viewing the details



Serial No.	Process Name	Summary	Post At	Status
REQ030006007	Catering Booki...	Official booking form, Form ID: BC0000184	AM 15:09	Booking approve...
REQ0300050796	Catering Booki...	Official event booking form, Form ID: BC0000191	29/5 17:26	Booking approve...
REQ0300050781	Catering Booki...	Official event booking form, Form ID: BC0000189	29/5 16:52	Booking approve...
REQ0300050785	Catering Booki...	Official event booking form, Form ID: BC0000189	29/5 16:49	Booking approve...
REQ0300050784	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:48	Booking approve...
REQ0300050783	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:47	Booking approve...
REQ0300050782	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:46	Booking approve...
REQ0300050780	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:41	Booking approve...
REQ0300050779	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:40	Booking approve...
REQ0300050778	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 16:13	Booking approve...
REQ0300050789	Catering Booki...	Official event booking form, Form ID: BC0000184	29/5 13:54	Booking approve...
REQ0300050721	Catering Booki...	Official event booking form, Form ID: BC0000184	28/5 16:54	Booking approve...
REQ0300050720	Catering Booki...	Official event booking form, Form ID: BC0000184	28/5 16:54	Booking approve...
REQ0300050718	Catering Booki...	Official event booking form, Form ID: BC0000184	28/5 16:52	Booking approve...
REQ0300050737	Catering Booki...	Official event booking form, Form ID: BC0000105	28/5 11:56	Rejected
REQ0300050689	Catering Booki...	Official event booking form, Form ID: BC0000184	27/5 17:03	Approved



BOOKER — PICK BACK BOOKING (BEFORE DEADLINE)

- Pick back a booking

Path: *Tasks* → *All Accessible* → *Process Name* → *CSO* → *Catering Booking Process*

Select booking to be picked back

Click **Pickback** button

The screenshot shows the HKUST system interface. On the left, a sidebar menu has 'All Accessible' selected. The main area displays a list of tasks. A 'Select Process' dialog box is open, showing a tree view of processes. The 'CSO' process is selected, and its sub-process 'Catering Booking Process' is highlighted. The 'Pickback' button in the top right of the dialog is highlighted with a red box.

The screenshot shows the 'Pickback' button highlighted in red in the top left of the interface. Below it, there are search filters for Process Name, Task Status, Task ID, Initiator, Cur. Recipient, Serial No., and Keyword. A table of booking records is displayed below the filters. The table has columns for Serial No., Process Name, Summary, Owner, Post At, Status, and Trace. The record with Serial No. REQ2020090765 is highlighted in yellow, and its checkbox is checked with a red box.

<input type="checkbox"/>	Serial No.	Process Name	Summary	Owner	Post At	Status	Trace
<input type="checkbox"/>	REQ2020100226	Catering Booking Proc...	Catering booking process. Booking ID: BC00000313	Gary P K L...	8 11:11	Booking approval by...	
<input type="checkbox"/>	REQ2020100223	Catering Booking Proc...	Catering booking process. Booking ID: BC00000312	Gary P K L...	8 10:41	Booking approval by... Booking approval by...	
<input type="checkbox"/>	REQ2020090766	Catering Booking Proc...	Catering booking process. Booking ID: BC00000256	CMO Book...	25/9	Start (CMO Booker 1...	
<input checked="" type="checkbox"/>	REQ2020090765	Catering Booking Proc...	Catering booking process. Booking ID: BC00000255	CMO Book...	25/9	Booking confirm...	

BOOKER – AMEND BOOKING

Amend a booking

Path: *Tasks* → *Worklist*

-Double click the booking

-Amend booking

-Click **submit** button

The screenshot shows the 'Worklist' view in the Booker system. The left sidebar is dark blue with 'Worklist' highlighted. The main area displays a table of tasks. The first task is highlighted in yellow.

Serial No.	Process Name	Summary	Owner	Post At	Step	Timeout
REQ2020090766	Catering Booking P	Catering booking process. Booking ID: BC00000256	CMO Book...	25/9	Start	

The screenshot shows the 'Application for Catering Booking' form. The 'Submit' button is highlighted with a red box. The form is divided into sections: Booker, Host, Booking Information, and Event.

Booker

Name *: CMO Booker 1 UAT Email *: istest197@ust.hk
Department *: CMO Mobile: []

Host

Name *: CMO Booker 2 UAT Select Email *: istest197@ust.hk
Department *: CMO Mobile: []

Booking Information

Booking Type *: Official Event Booking

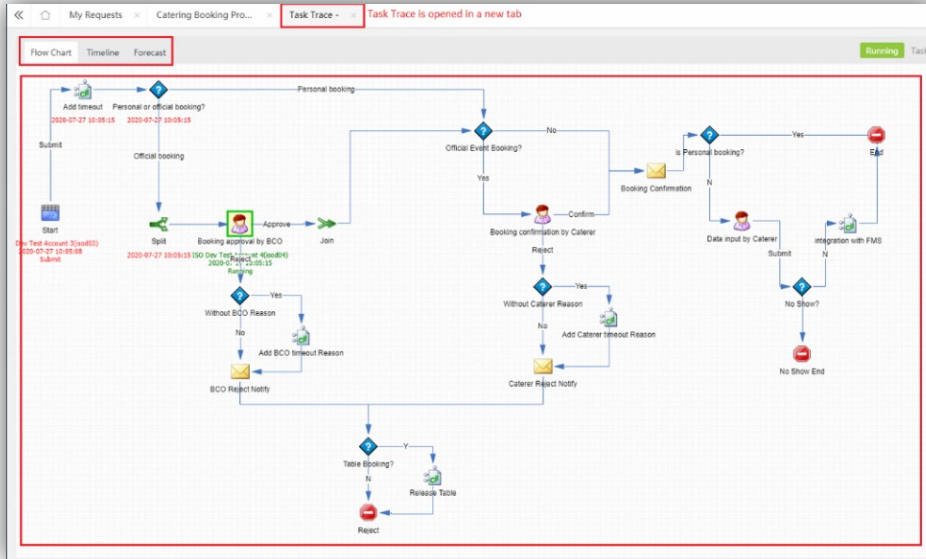
Event

Purpose of Event *: Test purpose

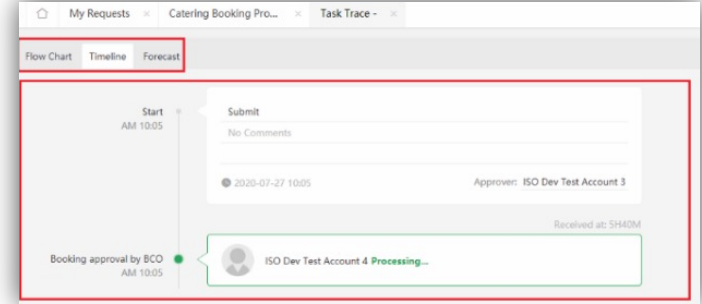


BOOKER – TASK TRACE

Flowchart



Timeline



Forecast

Future approval

Step Name	Owner	Delegator
1 Data Input by Caterer	ISO Dev Test Account 5(isod05)	



A scenic view of a bay at sunset, with the sun low on the horizon, casting a golden glow over the water and surrounding hills. In the foreground, several university buildings are visible, including a large white building with a red roof and a modern building with a glass dome. The sky is a mix of deep blue and orange, with scattered clouds.

Thank you!



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