

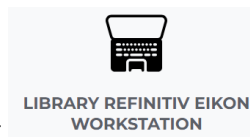
Guidelines in using Refinitiv Eikon Workstation Booking System

- You may access this System through the Library homepage (<http://www.cityu.edu.hk/lib/>).

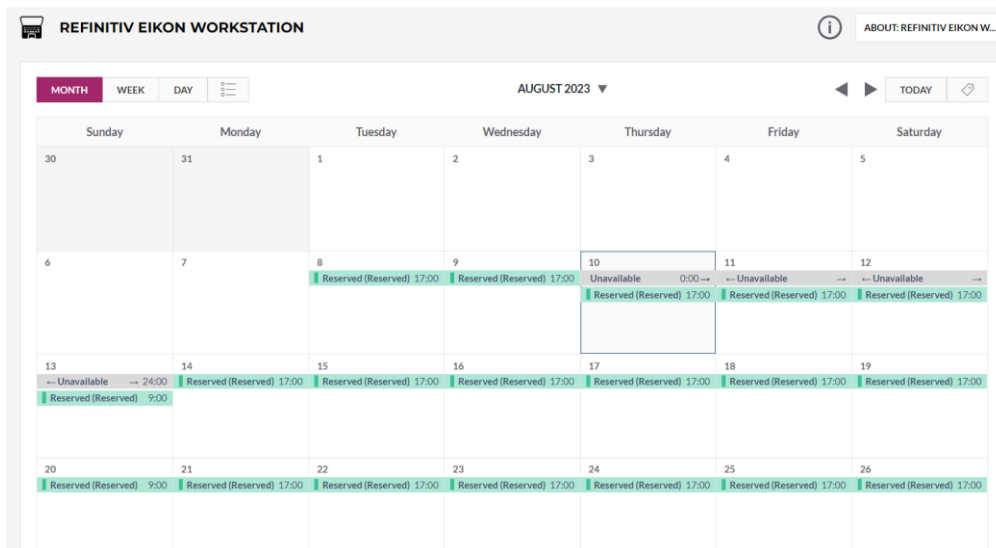
CityU Library homepage → Facilities → Booking System



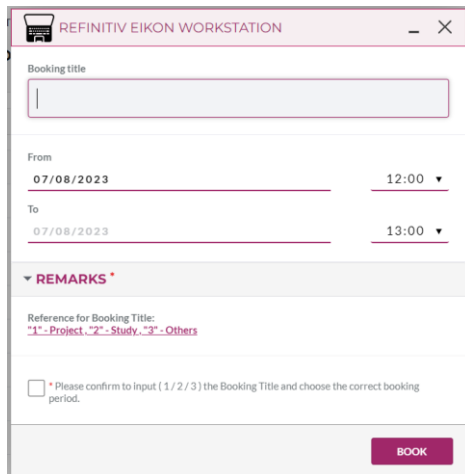
- Or directly at URL: <http://booking.cityu.edu.hk>
- [Login with your CityU <Electronic ID> and the corresponding <Password>]



- Click “Make a booking” at left menu and select
- Then click on any desired time slot(s) in WHITE.



- Once you have identified your preferred available time slot, you can secure it by clicking on it and completing the reservation form.



The screenshot shows a web application window titled "REFINITIV EIKON WORKSTATION". The form contains the following elements:

- A text input field for "Booking title".
- A "From" field with the date "07/08/2023" and a time dropdown set to "12:00".
- A "To" field with the date "07/08/2023" and a time dropdown set to "13:00".
- A section titled "REMARKS" with a downward arrow.
- Text: "Reference for Booking Title: *1*-Project, *2*-Study, *3*-Others".
- A checkbox with the text: "* Please confirm to input (1/2/3) the Booking Title and choose the correct booking period."
- A purple "BOOK" button at the bottom right.

- Upon successfully making a booking, you will receive a confirmation email.