Guidelines in using Refinitiv Eikon Workstation Booking System

All available timeslots are in WHITE with a letter A. Your booked timeslots will be in YELLOW with a tick, you can click the timeslot if you want to cancel your booking. The timeslots booked by others will be in light BLUE with a letter R. All the above operation information will be shown when you "mouse over" the timeslots.

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To check booking statuses of other selectable dates, you need to pick an entry from the date dropdown list.



****After you have found your desired available timeslot, you can reserve it by clicking on it. The color of the selected timeslot will be changed to yellow with a tick after finished confirmation.

The selected timeslot for Refinitiv Eikon Workstation has been reserved. A confirmation message will appear at the top of the screen.

Please remember to logout after use.