

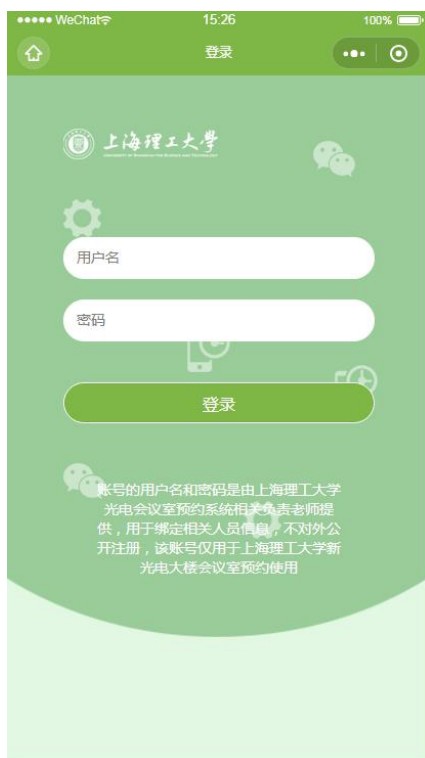
# 上海理工大学新光电大楼会议室预约 微信小程序操作说明

## 一、教师预约用户

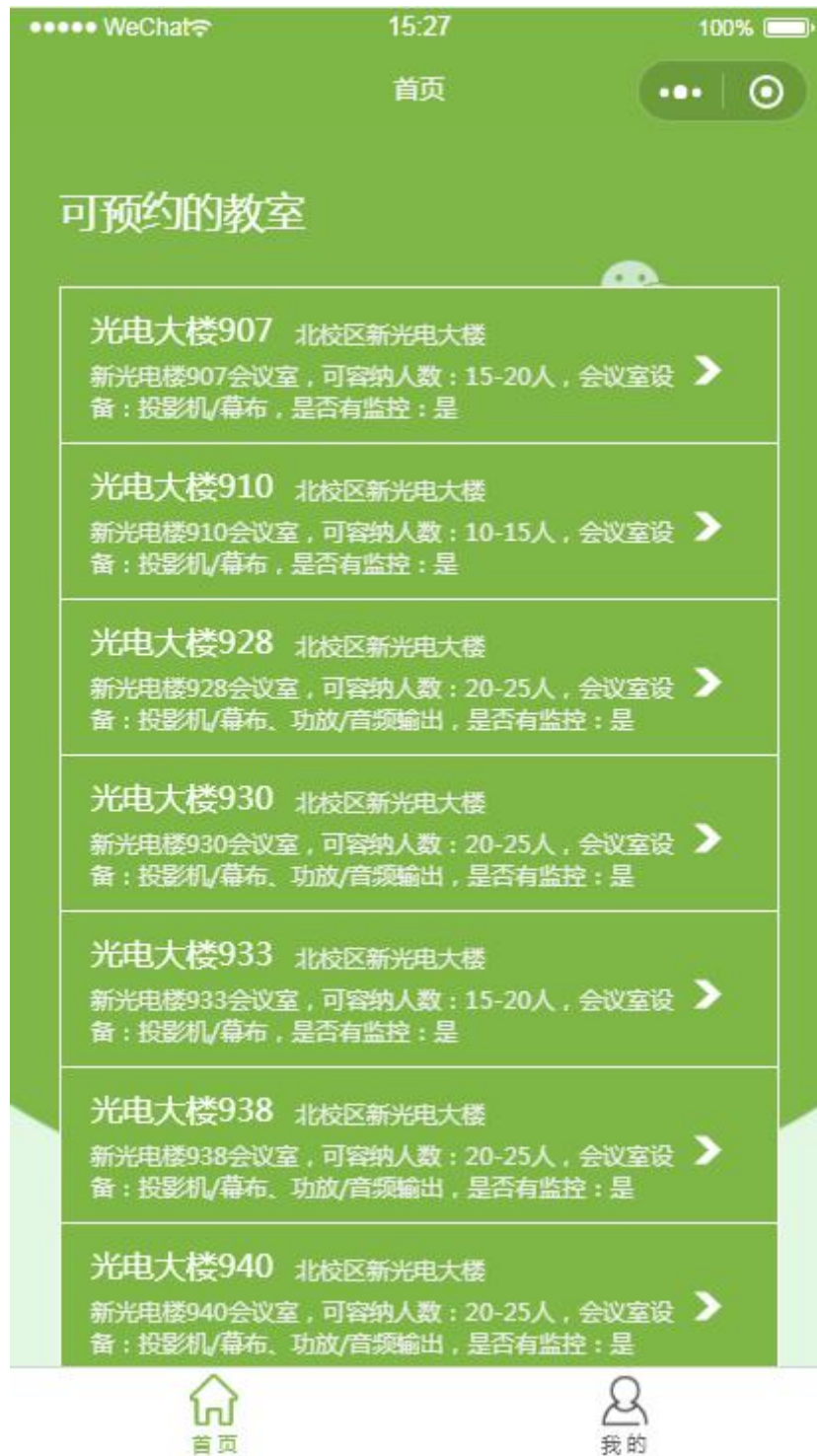
1、在微信中搜索微信小程序“光电 Meetingroom”，或者进行扫码  
进行访问；



2、登录管理员提供的账号和密码进行绑定登录；



### 3、登录成功后进入首页



4、选择点击一个需要预约的房间进行预约，进入房间详情页面



5、点击预约按钮，进入预约信息添加页面



The image shows a mobile application interface for making a reservation. The background is a light green gradient. At the top, there is a dark green header bar with a white back arrow on the left, the text "预约" (Reservation) in the center, and three white icons (three dots, a refresh symbol, and a share symbol) on the right. Below the header, there is a white rounded rectangle containing the reservation form. The form consists of five input fields stacked vertically: "使用日期:" (Usage Date), "开始时间:" (Start Time), "结束时间:" (End Time), "参会人数(单位为人)" (Number of Attendees (unit: person)), and "预约会议室用途" (Reservation Meeting Room Purpose) which is a dropdown menu. At the bottom of the white rounded rectangle is a large, rounded green button with the white text "预约" (Reservation).

6、填写完预约信息后点击预约按钮进行预约



The image shows a mobile application interface for making an appointment. The background is a light green gradient. At the top, there is a status bar with 'WeChat', signal strength, time '15:37', and battery '100%'. Below the status bar is a navigation bar with a back arrow on the left, the title '预约' in the center, and a menu icon on the right. The main content area is a white rounded rectangle with a green border. It contains several input fields: '使用日期:06月08日', '开始时间:16:00', '结束时间:18:00', a text field with '350', a dropdown menu with '会议', and a text field with '组会'. A green button with the text '预约' is highlighted with a red rounded rectangle. Below the button, the text '填写信息点击预约按钮进行预' is written in red.

使用日期:06月08日

开始时间:16:00

结束时间:18:00

350

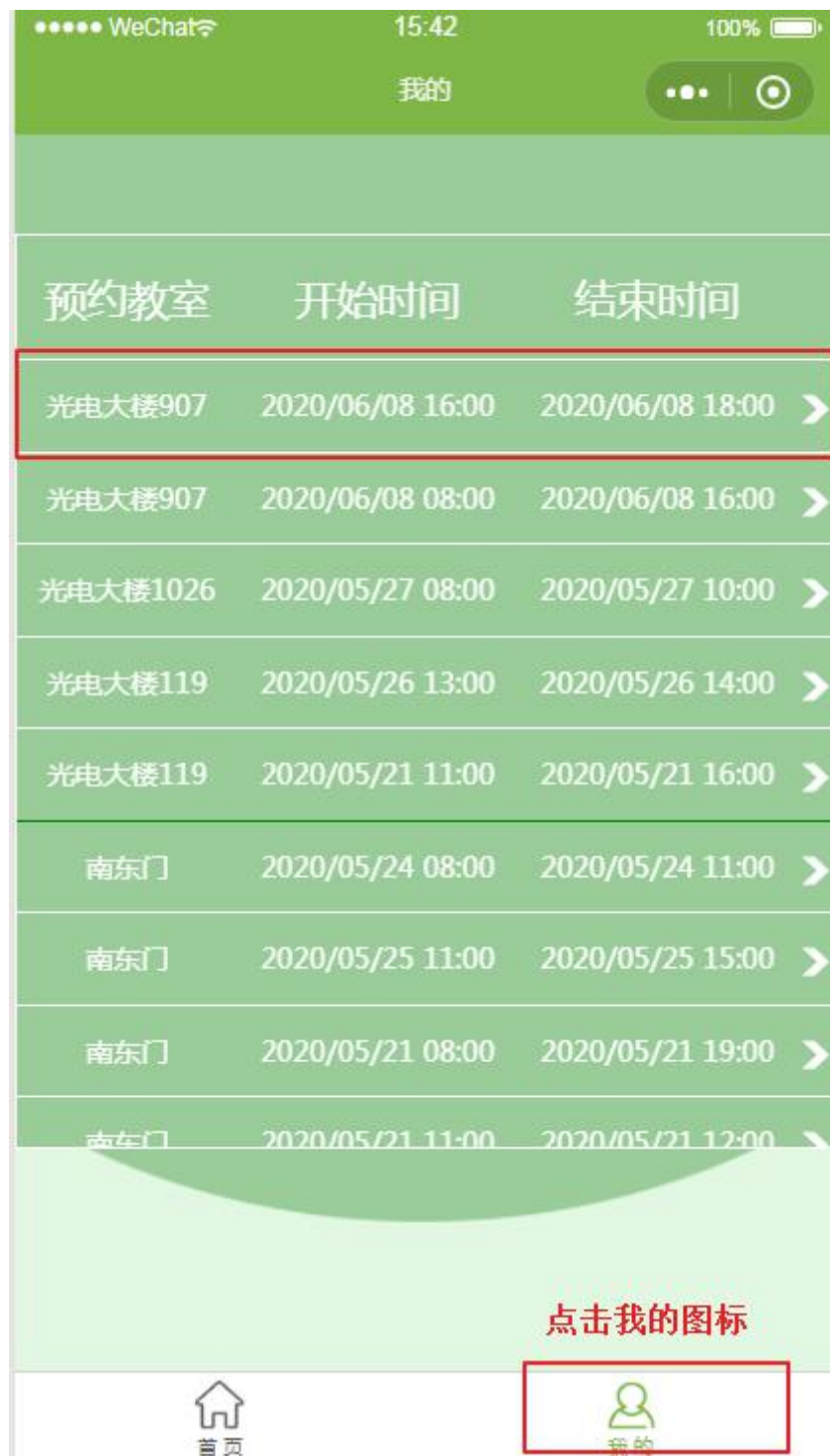
会议

组会

预约

填写信息点击预约按钮进行预

7、点击右下角“我的”图标,这里可以查询自己最近预约的信息,下图画红圈的刚刚预约的信息,如果预约信息下面的线是绿色的,表示审核通过,可以预约了,否则预约信息未被审核或者预约未通过

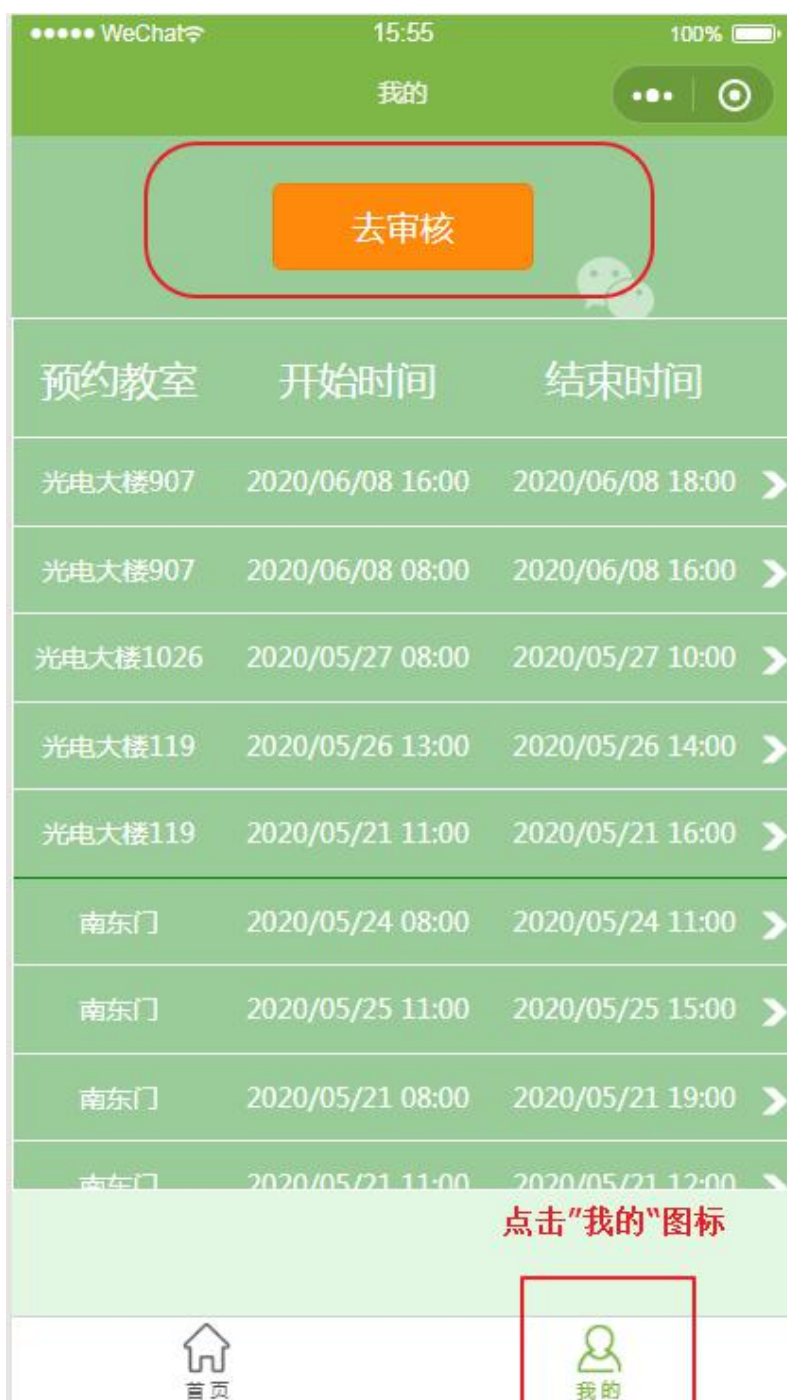


8、可以选择预约信息进入预约详细中，进行取消预约，如果预约结束时间小于现在的时间，则不可以取消预约



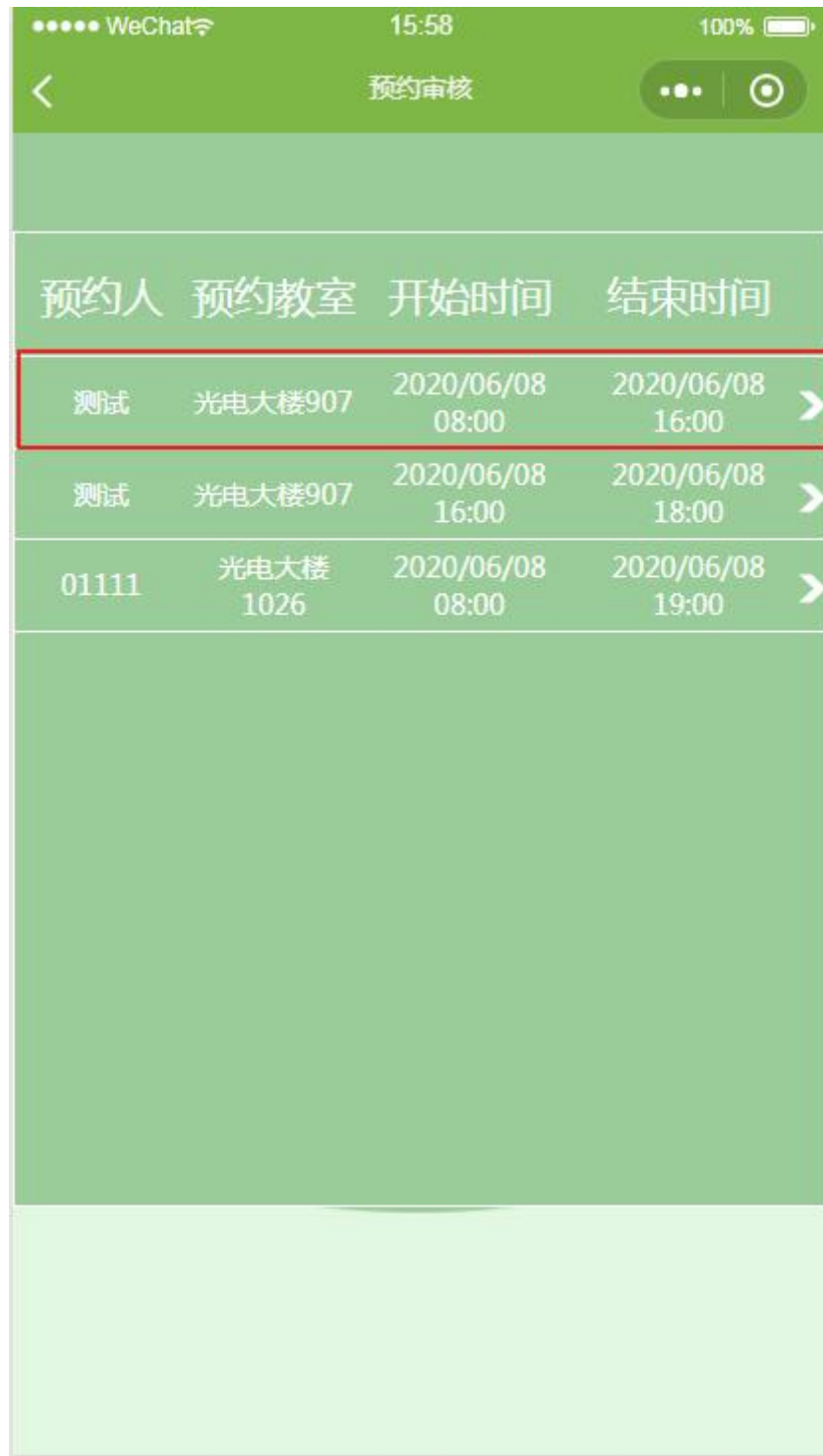
## 二、管理员

- 1、管理员的预约操作与普通用户的操作一样，如不清楚可以参考普通用户操作
- 2、管理员点击右下角‘我的’图标，可以发现去审核按钮，点击去审核按钮进入需审核的预约信息列表的页面





3、进入审核列表页面，选择点击一个预约信息，进行审核



The screenshot shows a mobile application interface for reservation review. The title bar is green and contains a back arrow, the text '预约审核' (Reservation Review), and a refresh icon. Below the title bar is a table with four columns: '预约人' (Reserver), '预约教室' (Reserve Classroom), '开始时间' (Start Time), and '结束时间' (End Time). The first row of the table is highlighted with a red border. The table contains three rows of reservation data.

预约人	预约教室	开始时间	结束时间
测试	光电大楼907	2020/06/08 08:00	2020/06/08 16:00
测试	光电大楼907	2020/06/08 16:00	2020/06/08 18:00
01111	光电大楼 1026	2020/06/08 08:00	2020/06/08 19:00

4、进入审核详情页面，可以点击审核通过或者审核不通过的按钮

