

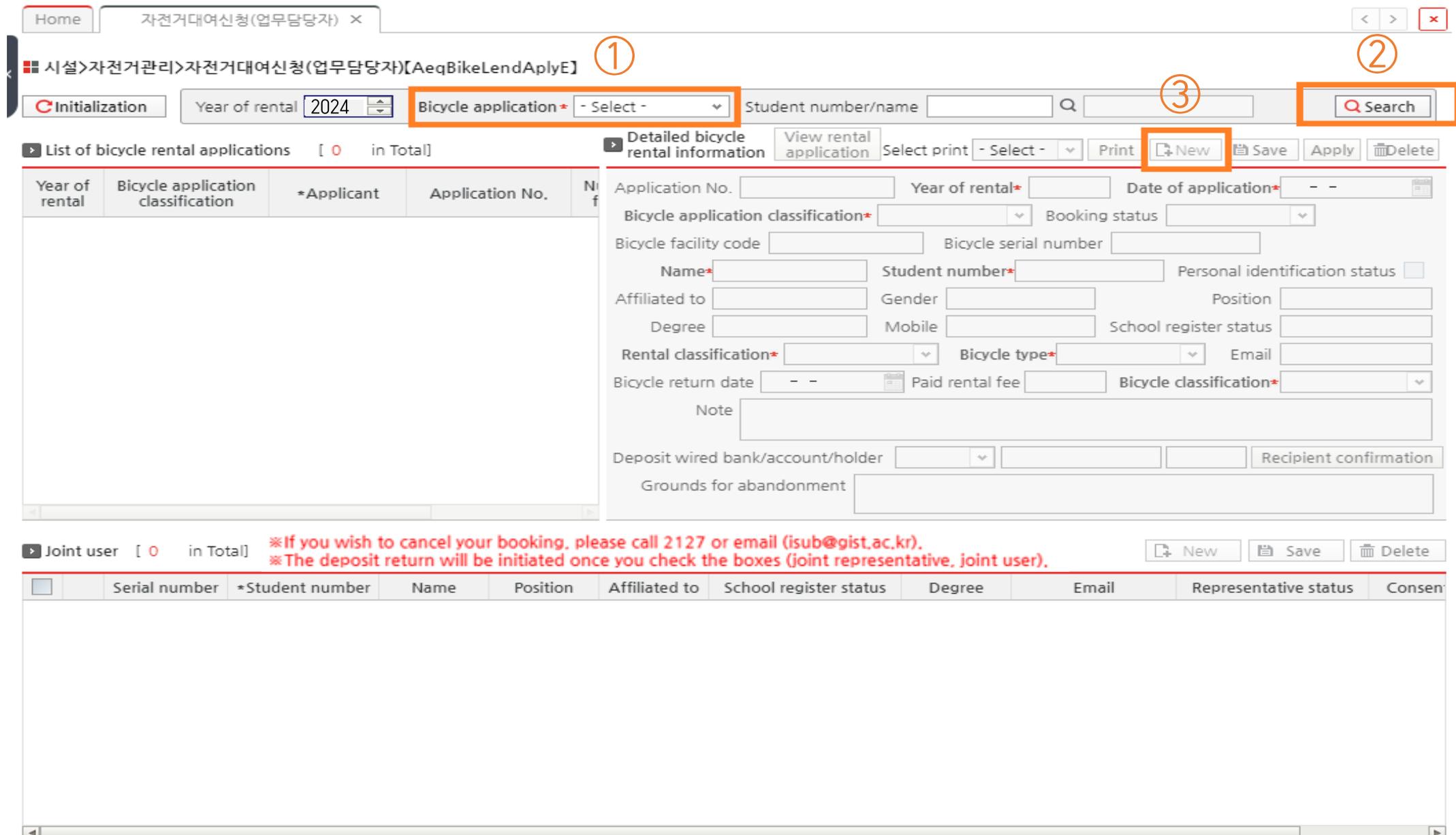
Rental Bicycle Application Manual



1. Application for rental bicycle(1/3)

※ Myservice → Facilities → Application → Bicycle rental Application

① Select(Apply for Rent) → ② Click(View) → ③ Click(New)



The screenshot shows a web application interface for bicycle rental. The browser tab is titled '자전거대여신청(업무담당자)'. The breadcrumb navigation is '시설>자전거관리>자전거대여신청(업무담당자)[AeqBikeLendAplyE]'. The page has three main sections:

- Top Section:** Includes an 'Initialization' button, a 'Year of rental' dropdown set to '2024', a 'Bicycle application *' dropdown menu (circled 1), a search box for 'Student number/name' (circled 2), and a 'Search' button (circled 2).
- Middle Section:** Titled 'List of bicycle rental applications [0 in Total]'. It contains a table with columns: 'Year of rental', 'Bicycle application classification', '*Applicant', and 'Application No.'. To the right is a 'Detailed bicycle rental information' form with fields for 'Application No.', 'Year of rental*', 'Date of application*', 'Bicycle application classification*', 'Booking status', 'Bicycle facility code', 'Bicycle serial number', 'Name*', 'Student number*', 'Personal identification status', 'Affiliated to', 'Gender', 'Position', 'Degree', 'Mobile', 'School register status', 'Rental classification*', 'Bicycle type*', 'Email', 'Bicycle return date', 'Paid rental fee', 'Bicycle classification*', and 'Note'. There are also fields for 'Deposit wired bank/account/holder' and 'Recipient confirmation'. A 'New' button (circled 3) is located above the form.
- Bottom Section:** Titled 'Joint user [0 in Total]'. It includes a warning: '※If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr). ※The deposit return will be initiated once you check the boxes (joint representative, joint user)'. Below the warning is a table with columns: 'Serial number', '*Student number', 'Name', 'Position', 'Affiliated to', 'School register status', 'Degree', 'Email', 'Representative status', and 'Consen...'. There are 'New', 'Save', and 'Delete' buttons above the table.

1. Application for rental bicycle(2/3)

- ① Select(Rental Category) and (Bicycle Type) → ② Click(Save) → ③ Click(Apply) → ④ Click(Confirm)

Initialization Year of rental 2024 Bicycle application * Rental applicati Student number/name Search

List of bicycle rental applications [1 in Total] Detailed bicycle rental information View rental application Select print - Select - Print New Save Apply Delete

Year of rental	Bicycle application classification	*Applicant	Application No.	N
2024	Rental application			

Application No. 202409-00010 Year ② Click the save button
 Bicycle application classification* Rental a Save selection function
 Bicycle facility code ③ Click the apply button
 Name* Student * If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr).
 Affiliated to Gender
 Degree B.S Mobile ①
 School register status Registered
 Rental classification* Private rental Bicycle type* brand new Email i
 ① Lease classification : Choose between private rental and joint lease
 Bicycle type : Choose from new or use
 Deposit wired bank/account/holder - Select Recipient confirmation
 Grounds for abandonment

④ Click OK button

Joint user [1 in Total] ※If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr).
 ※The deposit return will be initiated once you check the boxes (joint representative, joint user). New Save Delete

	Serial number	*Student number	Name	Position	Affiliated to	School register status	Degree	Email	Representative status	Conser
<input type="checkbox"/>	1			GIST College		Registered	B.S		Y	

- ① Click new button
- When applying for joint rental, the joint user must enter and save
 - Co-users are recommended for 2 or more and 4 or less

1. Application for rental bicycle(3/3)

① Check the reservation status(Request for Reservation)

Home | 자전거대여접수 × | 자전거대여신청(업무담당자) ×

시설>자전거관리>자전거대여신청(업무담당자)[AeqBikeLendAplyE]

Initialization | Year of rental: 2024 | Bicycle application*: Rental applicati | Student number/name: [] | Search

List of bicycle rental applications [1 in Total] | Detailed bicycle rental information | View rental application | Select print: - Select - | Print | New | Save | Apply | Delete

*Applicant	Application No.	Number of users for joint rental	Booking status
		1	예약신청

1. Booking status confirm (in progress → booking apply)

Application No. 202409-00010 | Year of rental*: 2024 | Date of application: 2024-09-02 월

Bicycle application classification*: Rental applicati | Booking status: 예약신청

Bicycle facility code: [] | Bicycle serial number: []

Name*: [] | Student number*: [] | Personal identification status:

Affiliated to: [] | Gender: [] | Position: GIST College

Degree: B.S | Mobile: [] | School register status: Registered

Rental classification*: Private rental | Bicycle type*: brand new | Email: []

Bicycle return date: -- | Paid rental fee: [] | Bicycle classification*: basket bike

Note: []

Deposit wired bank/account/holder: - Select | Recipient confirmation: []

Grounds for abandonment: []

Joint user [1 in Total] | ※If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr).
 ※The deposit return will be initiated once you check the boxes (joint representative, joint user).

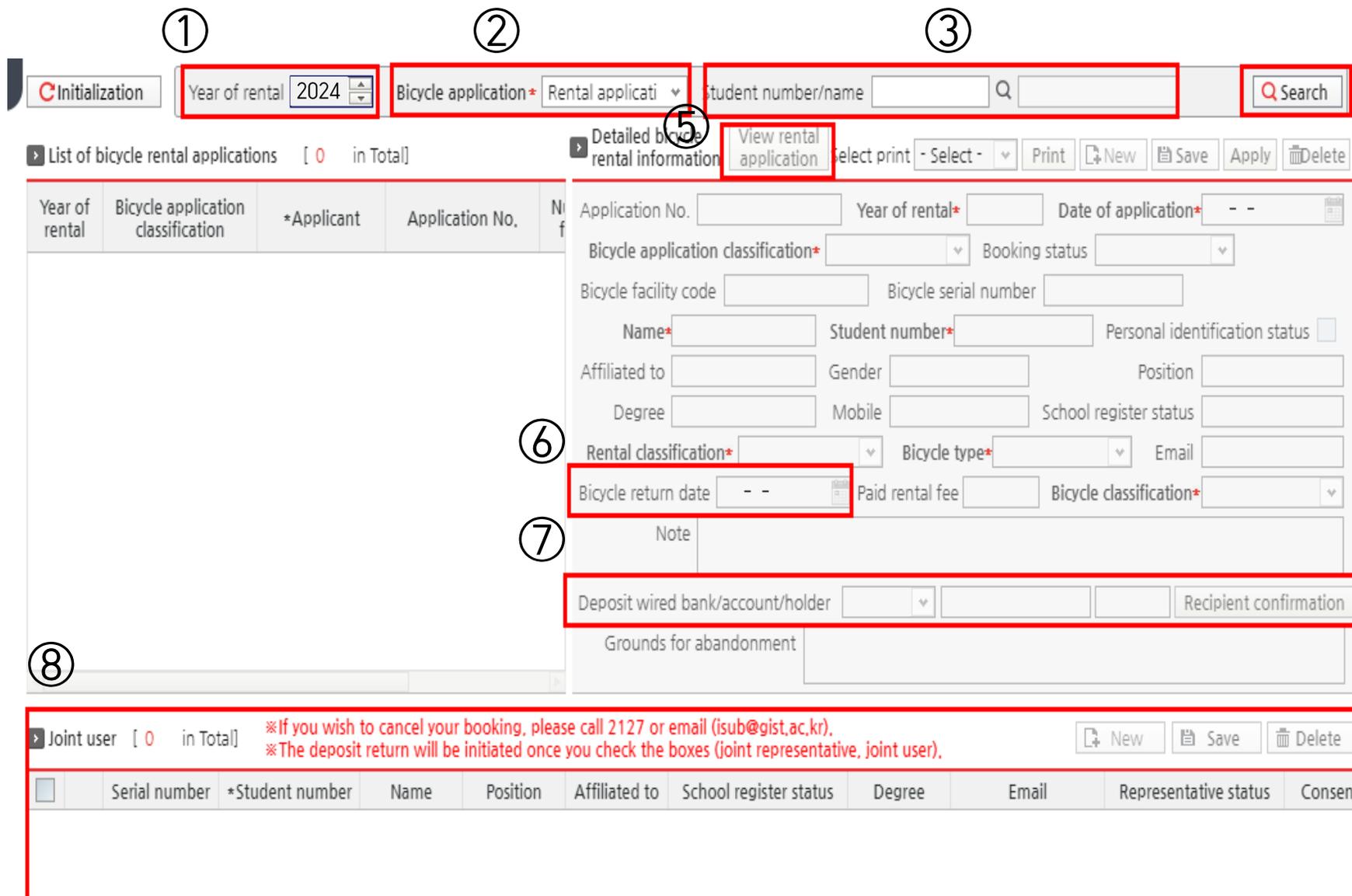
Serial number	*Student number	Name	Position	Affiliated to	School register status	Degree	Email	Representative status	Consen
1	[]	[]	GIST College	School of Ele	Registered	B.S	[]	Y	[]

Rental Bicycle Return Manual



Bicycle Return Manual(1/3)

Myservice-Facility-Bicycle Management



The screenshot shows a web interface for bicycle management. It includes a search bar at the top with fields for 'Year of rental' (set to 2024), 'Bicycle application' (set to 'Rental application'), and 'student number/name'. A 'Search' button is to the right. Below the search bar is a 'List of bicycle rental applications' table with columns for 'Year of rental', 'Bicycle application classification', '*Applicant', and 'Application No.'. A 'Detailed bicycle rental information' form is open, showing fields for 'Application No.', 'Year of rental*', 'Date of application*', 'Bicycle application classification*', 'Booking status', 'Bicycle facility code', 'Bicycle serial number', 'Name*', 'Student number*', 'Personal identification status', 'Affiliated to', 'Gender', 'Position', 'Degree', 'Mobile', 'School register status', 'Rental classification*', 'Bicycle type*', 'Email', 'Bicycle return date', 'Paid rental fee', 'Bicycle classification*', 'Note', 'Deposit wired bank/account/holder', and 'Recipient confirmation'. A 'Joint user' section at the bottom contains a table with columns for 'Serial number', '*Student number', 'Name', 'Position', 'Affiliated to', 'School register status', 'Degree', 'Email', 'Representative status', and 'Consent'. Red boxes and numbers 1-8 highlight specific steps in the process.

1. Select rental year
2. Return application
3. 4. Enter ID/name, Search
4. 5. Click rental application inquiry
5. 6. Click Return date
6. 7. Click deposit bank and Payee
7. 8. In Case of joining rental Check all return
- 8.

Bicycle Renturn Manual(2/3)

Myservice-Facility-Bicycle managment

Initialization Year of rental 2024 Bicycle application* Rental applicati Student number ③ Search

List of bicycle rental applications [0 in Total] Detailed bicycle rental information View rental application ① Select print ② Select - Print New Save Apply Delete

Year of rental	Bicycle application classification	*Applicant	Application No.	Name

Application No. Year of rental* Date of application* -- --

Bicycle application classification* Booking status

Bicycle facility code Bicycle serial number

Name* Student number* Personal identification status

Affiliated to Gender Position

Degree Mobile School register status

Rental classification* Bicycle type* Email

Bicycle return date -- -- Paid rental fee Bicycle classification*

Note

Deposit wired bank/account/holder Recipient confirmation

Grounds for abandonment

1. Click Save
2. Click to apply
3. Print deposit refund application form

※ other imformation

1. Bring your bicycle and a copy of the deposit refund Application form and Submit it to the retrun location below

2. Bicycle return location and schedule information
-Venue: Central Warehouse (W13)

Date and time:10:00-11:30
On the last Friday of every month

Joint user [0 in Total] ※If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr). ※The deposit return will be initiated once you check the boxes (joint representative, joint user).

New Save Delete

	Serial number	*Student number	Name	Position	Affiliated to	School register status	Degree	Email	Representative status	Conse

For inquiries, please contact us

By phone(T. 2127) or

e-mail(bumjin0926@gist.ac.kr)

Thank you

