

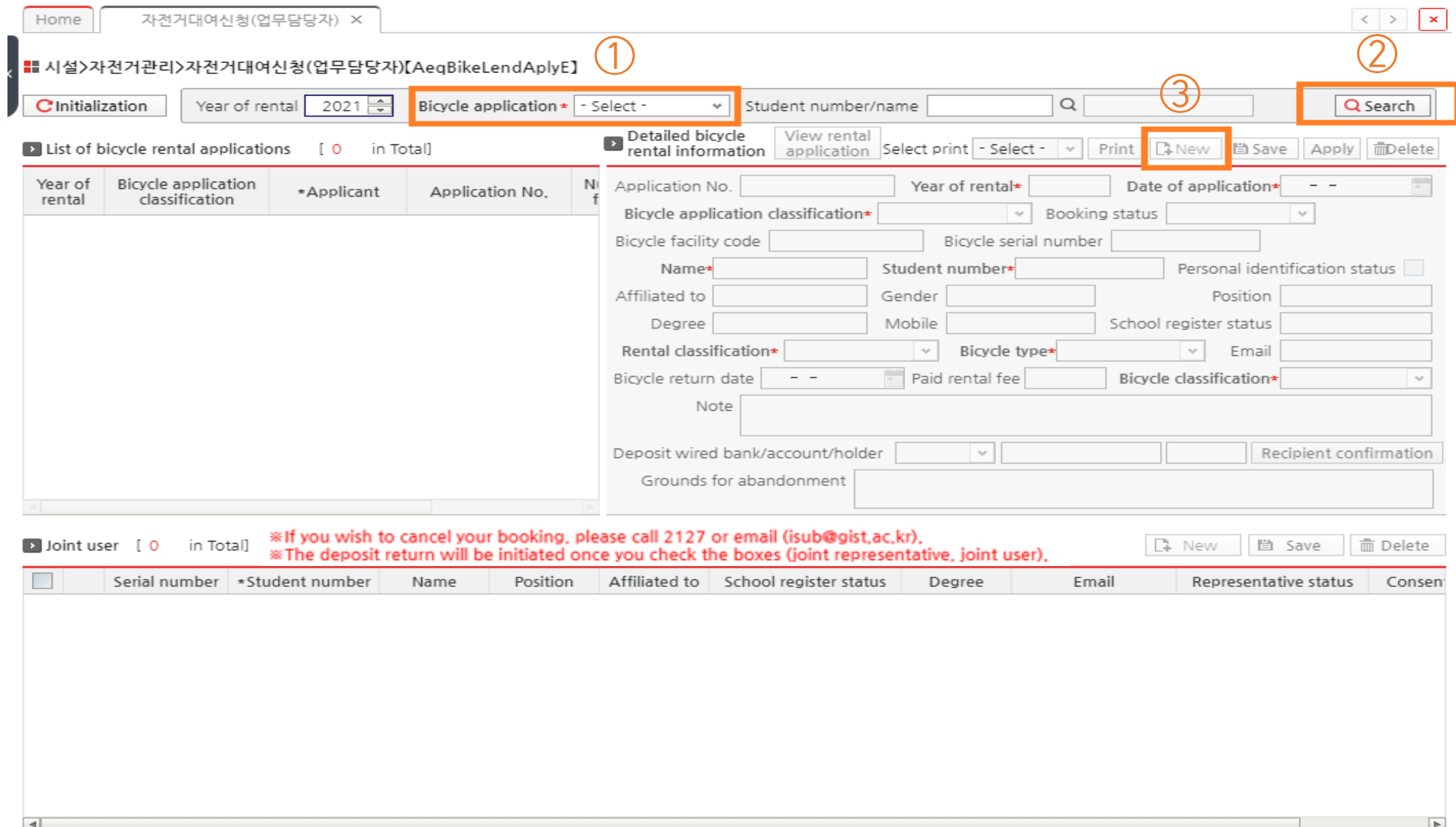
Rental Bicycle Application Manual



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 for bicycle rental. At the top, there is a navigation bar with 'Home' and '자전거대여신청(업무담당자)'. Below this, a breadcrumb trail reads '시설>자전거관리>자전거대여신청(업무담당자)[AeqBikeLendAplyE]'. A sidebar on the left contains an 'Initialization' button. The main content area is divided into two sections. The top section, labeled 'List of bicycle rental applications [0 in Total]', contains a table with columns: 'Year of rental', 'Bicycle application classification', '*Applicant', and 'Application No.'. The bottom section, labeled 'Detailed bicycle rental information', contains a form with various input fields. The form includes 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 'Grounds for abandonment'. There are also buttons for 'View rental application', 'Select print', 'Print', 'New', 'Save', 'Apply', and 'Delete'. The 'New' button is highlighted with a red box and a red circle with the number 3. The 'Search' button is highlighted with a red box and a red circle with the number 2. The 'Bicycle application*' dropdown menu is highlighted with a red box and a red circle with the number 1.

Home | 자전거대여신청(업무담당자) ×

시설>자전거관리>자전거대여신청(업무담당자)[AeqBikeLendAplyE]

Initialization | Year of rental: 2021 | Bicycle application*: - Select - | Student number/name: | Search

List of bicycle rental applications [0 in Total]

Year of rental	Bicycle application classification	*Applicant	Application No.
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Detailed bicycle rental information

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 |

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).

Serial number	*Student number	Name	Position	Affiliated to	School register status	Degree	Email	Representative status	Consent
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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 2020 Bicycle application * Rental applicati Student number/name Search

List of bicycle rental applications [1 in Total]

Year of rental	Bicycle application classification	*Applicant	Application No.	No
2020	Rental application			

Detailed bicycle rental information View rental application Select print - Select - Print New Save Apply Delete

Application No. Year

Bicycle application classification* Rental a

Bicycle facility code

Name* Student

Affiliated to Gender

Degree B.S Mobile

School register status Registered

Rental classification* Private rental Bicycle type* brand new Email

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

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	Conser
	1			GIST College		Registered	B.S		Y	

④ Click OK button

② Click the save button

Save selection function

③ Click the apply button

* If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr).

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 2020
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. 202108-00010
Year of rental* 2020
Date of application* 2021-08-23 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).
New
Save
Delete

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

① Initialization

② Year of rental 2021

③ Bicycle application* Rental application

④ student number/name

⑤ Search

⑥ List of bicycle rental applications [0 in Total]

⑦ Detailed bicycle rental information

⑧ View rental application

⑨ Select print - Select -

⑩ Print

⑪ New

⑫ Save

⑬ Apply

⑭ Delete

⑮ Application No.

⑯ Year of rental*

⑰ Date of application*

⑱ Bicycle application classification*

⑲ Booking status

⑳ Bicycle facility code

㉑ Bicycle serial number

㉒ Name*

㉓ Student number*

㉔ Personal identification status

㉕ Affiliated to

㉖ Gender

㉗ Position

㉘ Degree

㉙ Mobile

㉚ School register status

㉛ Rental classification*

㉜ Bicycle type*

㉝ Email

㉞ Bicycle return date

㉟ Paid rental fee

㊱ Bicycle classification*

㊲ Note

㊳ Deposit wired bank/account/holder

㊴ Recipient confirmation

㊵ Grounds for abandonment

㊶ Joint user [0 in Total]

㊷ If you wish to cancel your booking, please call 2127 or email (isub@gist.ac.kr).

㊸ The deposit return will be initiated once you check the boxes (joint representative, joint user).

㊹ New

㊺ Save

㊻ Delete

㊼ Serial number

㊽ *Student number

㊾ Name

㊿ Position

⓫ Affiliated to

⓬ School register status

⓭ Degree

⓮ Email

⓯ Representative status

⓰ Consent

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

Bicycle Renturn Manual(2/3)

Mysevice-Facility-Bicycle managment

Initialization Year of rental 2021 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

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	Conser

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

※ other information

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

For inquiries, please contact us

By phone(T. 2127) or

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

Thank you

