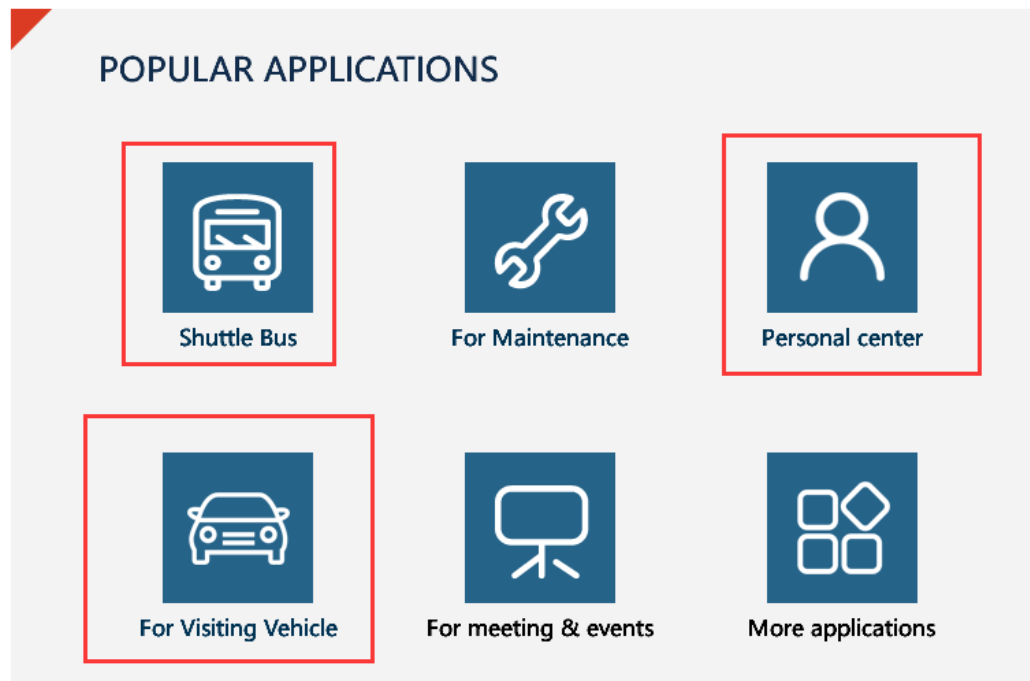


Instruction for reservation system of shuttle bus and visiting vehicle

1. For Shuttle Bus

1.1 Step A : Enter the site of Campus Service Center(CSC) <http://coc.intl.zju.edu.cn/>

Click on APP of “Shuttle Bus”, ”For Visiting Vehicle” or ”Personal Center”




1.2 Step B: You will enter the LOG IN surface, you can log in with your Passport of ZJU or with your ID card of your campus card;

Login

Passport of ZJU(浙大通行证登录) ID Card(校园卡登录)

University ID number

Password

 Login

- 1.3 Choose Start, Destination and Date to pick up the Shuttle Bus you want to reserve, You can check the remaining seats on Column "Seats", Press "Enter" to order a reservation;

Popular Applications

Shuttle Bus		For Visiting Vehicles	Online Repair Services	Venues Services	Personal Center
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Start : ⇄ Destination : *Date :

Bus No Bus Name	Start	Departure time	Destination	Arrival time	Via	Dwell time	Seats	Order
05 Academic bus	Zijingang Campus	06:30	Haining Campus	08:00	-	-	0/14	Enter
07 Academic bus	Zijingang Campus	11:30	Haining Campus	13:00	-	-	0/14	Enter
06 Academic bus	Haining Campus	13:30	Zijingang Campus	15:00	-	-	0/14	Enter
08 Academic bus	Haining Campus	17:10	Zijingang Campus	18:40	-	-	0/14	Enter

Total: 4

- 1.4 Fill in with Passengers info and Submit Your order, kindly note that you can reserve for yourself and other personnel. If he or she is campus staff, please fill in with his or her **campus University ID**, Name and Cellphone Number, if he or she isn't then fill with his or her **ID Card Number or Passport Number**, Name and Cellphone Number

12-08 06:30

Zijingang Campus **Haining Campus**

Contacts



Notices

班车乘坐实行全员预约制度。开车前15分钟内停止预约。乘车时请随身携带并主动出示乘车凭证(校园卡、身份证或护照)。

All shuttle bus should be reserved in advance. Please make a reservation 15 minutes early, and bring your car pass (including campus card, identification card or passport) when you take the shuttle bus.

Passengers

1	<input type="text" value="Name..."/>	<input checked="" type="checkbox"/> Free ticket	<input type="button" value="Delete"/>
	<input type="text" value="ID Type..."/>	<input type="text" value="ID Number..."/>	
	<input type="text" value="Cellphone Number..."/>	<input type="text" value="Email..."/>	

Three ID Type:

Passengers

1 Name... * Free ticket Delete

ID Type... * ID Number... *

Campus card(校园卡)
Identification card(身份证)
Passport(护照)

+

Cancel

(校园卡、身份证或护照)。

All shuttle bus should be reserved in advance. Please make a reservation 15 minutes early, and bring your car pass (including campus card, identification card or passport) when you take the shuttle bus.

One can order 5 seats at most.

4 Name... * Free Delete

ID Type... * ID Num... *

Cellphone Number... * Email... *

5 Name... * Free ticket Delete

ID Type... * ID Number... *

Cellphone Number... * Email...

+ Add

Submit Cancel

System Notice

! Only 5 seats allowed!

确认

- 1.5 Message will be sent to you once the order was completed, you can also check the status on Personal Center- Shuttle Bus, kindly note to cancel the reservation **at least 15 minutes earlier than bus departure time** if you can't take the shuttle bus.



Popular Applications

Shuttle Bus

For Visiting Vehicles








Online Repair Services

Venues Services

Personal Center

Hello,童响

[取消预约](#) [刷新](#)

	Status	Date	Departure time	Start	Passanger	Subscriber	Order time
 Shuttle Bus	Cancel	Refresh					
 Visiting Vehicles							
 My Tickets							
 My Contacts							
	1	Ordered	2016-12-06	11:30	Zijingang Campus		2016/12/6 10:22:14
	2	Cancel	2016-12-05	17:10	Haining Campus		2016/12/5 14:17:23
	3	Cancel	2016-12-05	17:10	Haining Campus		2016/12/5 13:59:28

预约成功

2. For Visiting Vehicle

2.1 Fill in with Entry Time, Leaving Time and Reason, Choose Vehicle Type and fill in with License Number, Visitor Name, Telephone Number ,Press “Add” to add up more vehicles and Press “Submit” to complete the order;

Popular Applications

Shuttle Bus	For Visiting Vehicles	Online Repair Services	Venues Services	Personal Center
-------------	------------------------------	------------------------	-----------------	-----------------

Contents

Entry Time 00:00 Leaving Time 00:00

Reason

Vehicles

1	<input type="text" value="Vehicle type..."/>	<input type="text" value="License Number..."/>	<input type="button" value="Delete"/>
	<input type="text" value="Visitor Name..."/>	<input type="text" value="Cellphone number..."/>	<input type="text" value="Email..."/>

Notices

访客车辆由校内被访人员填写相关信息后提交预约，预约后方可进校。校外机动车辆在校停留时间不超过48小时，在此时间段内，车辆可多次进出校园，无需重新预约。

Please fill in the information form ahead of visiting, and vehicles will be allowed to stay in the campus for 48 hours. During this period, visiting vehicles can enter & leave the campus freely.

2.2 Kindly note that one can order no than 10 cars at a time,

5	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
6	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
7	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
8	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
9	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
10	Vehicle type... ▼	License Number... *	Delete
	Visitor Name... *	Cellphone number... *	Email...
<input type="button" value="Add"/>			

System Notice

 No more than 10 cars!

每人每次最多可预约10辆车

2.3 Message will be sent to you and your visitor once the order was completed, you can also check the status on Personal Center- Visiting Vehicle,

Sent to You

Sent to Your Visitor



Press “Cancel” to cancel the reservation;

Popular Applications

Shuttle Bus | For Visiting Vehicles | Online Repair Services | Venues Services | **Personal Center**

Hello, [User]

Shuttle Bus Cancel Refresh

Visiting Vehicles

My Tickets

My Contacts

Status	Entry Time	Leaving Time	Vehicle Type	License Number	Visitor Name	Order Time
1 Audited	2016-12-07 00:00	2016-12-08 00:00	Car	[Redacted]	[Redacted]	2016/12/6 14:36:21
2 Cancel	2016-12-06 16:00	2016-12-07 12:00	Car	[Redacted]	[Redacted]	2016/12/5 16:46:30
3 Cancel	2016-12-06 07:00	2016-12-06 15:00	Car	[Redacted]	[Redacted]	2016/12/5 14:07:38

3. Personal Center

Shuttle Bus and Visiting Vehicles has discussed above;

Popular Applications

Shuttle Bus | For Visiting Vehicles | Online Repair Services | Venues Services | **Personal Center**

Hello, [User]

Shuttle Bus Cancel Refresh

Visiting Vehicles

My Tickets

My Contacts

Status	Date	Departure time	Start	Passanger	Subscriber	Order time
1 Used	2016-12-06	11:30	Zijingang Campus	[Redacted]	[Redacted]	2016/12/6 10:22:14
2 Cancel	2016-12-05	17:10	Haining Campus	[Redacted]	[Redacted]	2016/12/5 14:17:23
3 Cancel	2016-12-05	17:10	Haining Campus	[Redacted]	[Redacted]	2016/12/5 13:59:28

My Tickets: Still under construction.....

Popular Applications

Shuttle Bus | For Visiting Vehicles | Online Repair Services | Venues Services | **Personal Center**

Hello,童响

Shuttle Bus | Visiting Vehicles | **My Tickets** | My Contacts

Buy Ticket Refresh | Free Ticket : 0 Price Ticket : 0

Order Number	Status	Pay Time	Number	Price	Ticket Type	Pay Type
Under Construction,Opening soon.....						

My Contacts: You can edit yourself or add up contacts.

Popular Applications

Shuttle Bus | For Visiting Vehicles | Online Repair Services | Venues Services | **Personal Center**

Hello,童响

Shuttle Bus | Visiting Vehicles | My Tickets | **My Contacts**

Edit Save Cancel [Edit Yourself](#)

* Cellphone number: 15700091735 Office number: 87572221 Email: tongxiang@zju.edu.cn

Add Edit Delete Refresh Save Cancel

	Name*	ID Type*	ID Number*	Cellphone Number*	Email
1		Campus card(校园卡)	1168300000		
2		Campus card(校园卡)	1168300001		

[Edit Your Contacts](#)

4. Shuttle Bus Schedule

Bus Type	Start	Destination	Departure Time	Arrival Time	Seats	Passangers	Line Schedule
01 Administrative Bus	Zijingang Campus	Haining Campus	7:00	8:30	39	Staff	Every Monday and Friday
02 Administrative Bus	Haining Campus	Zijingang Campus	17:10	18:40	39	Staff	Every Monday and Friday
03 Administrative Bus	Huajiachi Campus	Haining Campus	7:00	8:30	39	Staff	Every Monday and Friday
04 Administrative Bus	Haining Campus	Huajiachi Campus	17:10	18:40	39	Staff	Every Monday and Friday
05 Academic Bus	Zijingang Campus	Haining Campus	6:30	8:00	14	Staff	Monday to Friday
06 Academic Bus	Haining Campus	Zijingang Campus	13:30	15:00	14	Staff	Monday to Friday
07 Academic Bus	Zijingang Campus	Haining Campus	11:30	13:00	14	Staff	Monday to Friday
08 Academic Bus	Haining Campus	Zijingang Campus	17:10	18:40	14	Staff	Monday to Friday
09 Weekend Bus	Haining Campus	Zijingang Campus	8:00	9:30	39	Staff Students	12/3,12/17,12/31,1/14
10 Weekend Bus	Zijingang Campus	Haining Campus	17:00	18:30	39	Staff Students	12/3,12/17,12/31,1/14