GRAD OFFICE
Graduate Private Office Booking

HOW TO BOOK

Reserve a private office seat in five steps

GRAD OFFICE is the online booking system for graduate private offices. Check free seats, request a seat for 1–12 months and follow your request until you collect the key.

Sign in first. Open the GRAD OFFICE link and sign in with your **@mail.wu.ac.th** account. Other Google accounts cannot open the system.

tinyurl.com/graduate-private-office

1 Check availability

Tab · Availability

Pick a date to see each room's floor plan. Green seats are free on that date. Tap one to use it as your preferred seat.

2 Submit your request

Tab · New request

Enter your details, start date and **period of use in months (1–12)**. The end date is calculated for you. A preferred room or seat is optional.

3 Print and sign the form

Button · Print request form

Sign the printed form. Your advisor and program chair add their comments and signatures.

4 Your program sends it via DOMS

Email · Approved

Staff record the MHESI No. (ที่ อว), approve the request and assign your room and seat. You receive an email with the details.

5 Collect your key

At the office

Bring your student ID card. Staff log the key number, and your booking shows as In use.

SEAT COLOURS

- **Free** · you can request it
- **Assigned** · key not yet collected
- **In use** · key collected

DURING YOUR BOOKING

My requests shows your step, seat and days left.

Request a move to ask for another room or seat.

Need more time? Ask staff before your end date.

Return the key on or before the end date.

Questions? Graduate Studies Office · Tel. 075 476 483 · Mobile 089 971 9024

FOR OFFICE STAFF

Approve requests, hand out keys, keep rooms in order

Sign in with a staff email listed in the Staff sheet to see the staff tabs. Every request moves through the same four stages.

REQUEST STATUS

Awaiting DOMS › **Approved** key pending › **In use** key out › **Completed** key returned

Requests can also end as **Not approved** or **Cancelled**. Bookings past their end date with the key still out show as **Overdue**.

1 Approve and assign

Tab · Approve (DOMS)

When the program's document arrives via DOMS, open **Review & approve**. Enter the **MHESI No. (ที่ อว)**, confirm the period in months and pick a free seat. The student is emailed.

2 Issue the key

Tab · Keys & moves

Check the student ID card, select **Issue key** and record the key number. The seat changes to In use.

3 Manage the stay

Tabs · Keys & moves, Occupants

Extend by 1–6 months. **Move** a student to another room or seat; a new room needs a new key number. Answer student move requests shown at the top.

4 Take the key back

Tab · Keys & moves

Select **Return key** and note the room condition. The seat is free again straight away.

SET-UP AND RECORDS

Rooms
In the Rooms tab, add the room number, building, floor, seat labels and number of keys.

Staff access
Add or remove staff emails in the Staff sheet of the Google Sheet. Changes apply at once.

Records
Search and reprint forms in All requests. The Log sheet keeps every action with time and email.

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