

How to submit an after hours air conditioning booking

1. [Click here](#) to open the booking portal.
2. Enter the corresponding Username and Password for your floor (see last page for this information).



Welcome To WebAI QS After Hours

LOGIN

If you are experiencing issues logging in, please contact the BCL Service Desk at servicedesk@vicbar.com.au.

3. Click on 'Zones' on the left hand menu.

The screenshot displays a web application interface. On the left, a dark navigation menu is visible with 'General' and 'Zones' options. The 'Zones' option is circled in red. The main content area features a blue header with the text 'Welcome to WebAI Server' and 'Hi, Vacant. Welcome to Sphere.' To the right, there is a weather widget for Melbourne, AU, showing a temperature of 17°C and various weather details. The footer contains copyright information, IP address, contact link, and version number.

WebAI QS After Hours

Today: 18 Jun 2:42:36 PM 17.44 °C 77.00%
Min: 14.80 °C Max: 17.41 °C Hi, Level24user

General
Zones

Welcome to WebAI Server
Hi, Vacant. Welcome to Sphere.

Melbourne, AU
light rain

17°C

Details

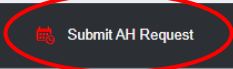
Feels like	17°C
Wind	4.5 m/s
Humidity	78%
Precip	
Pressure	1007 hPa

OpenWeather 14:41 Jun 18

2026 © Sphere Systems Pty Ltd IP: 192.168.3.240 Contact 24.04

4. Click on 'Submit AH Request'

The screenshot displays the 'WebAI QS After Hours' interface. The top navigation bar includes the title 'Zones', the current date and time 'Today: 18 Jun 2:43:19 PM', and environmental data: '17.44 °C', '77.00%', 'Min: 14.80 °C', and 'Max: 17.41 °C'. The user is identified as 'Hi, Level24user'. The main content area features a table with the following structure:

Zone	Unit	After Hours
Level 24	Vacant	

The 'Submit AH Request' button is highlighted with a red circle. The footer contains the copyright notice '2026 © Sphere Systems Pty Ltd', the IP address 'IP: 192.168.3.240', and a 'Contact' link.

5. Select your start date and time. The portal will automatically populate a 2 hour (maximum) booking. If you wish to book for less than 2 hours you can edit the 'End Date Time'.
6. Once you have made your selection click 'Add'

⊕ Add After Hours ×

Start Date Time
22/06/2026 08:30 PM 📅

End Date Time
22/06/2026 10:30 PM 📅

End time can be any value up to 120 minutes after start time. Latest end: 2026-06-22 22:30.

Close Add

7. The next screen will pop up, allowing you to select the following options:
 - a. 'Update'
 - b. Amend (click on the calendar icon next to the start or end date and time)
 - c. Or cancel (click on the rubbish bin icon)

📝 Edit After Hours ×

⊕	Zone Name	Unit Name	Start Time	End Time	Status
🗑️	Level 24	Vacant	22/06/2026 08:30 PM 📅	22/06/2026 10:30 PM 📅	Pending

Close Update

- 8. To view or cancel a booking click on the 'After Hours Management' tab at the top of the page.
- 9. This will allow you to edit or delete a booking by clicking on the pencil icon on the left hand side.

The screenshot displays the 'After Hour Management' interface. At the top, the page title is 'WebAI QS After Hours' and 'After Hour Management'. The right side of the header shows weather information: 'Today: 18 Jun 2:56:14 PM', '17.44 °C', '77.00%', 'Min: 14.80 °C', and 'Max: 17.41 °C'. The user is identified as 'Hi, Level24user'. A navigation bar contains 'Zones' and 'After Hour Management' tabs, with the latter circled in red. Below the navigation bar, there are search filters: 'Name' (empty) and 'Occurred Between' (06/18/2026 - 06/18/2026) with a 'clear' button. A table lists bookings with columns: Zone, Unit Name, Start Time, End Time, Total hours, and Status. One booking is highlighted in black with white text: Zone 'Level 24', Unit Name 'Vacant', Start Time '2026-06-22 08:30:00', End Time '2026-06-22 10:30:00', Total hours '2h 0m', and Status 'Pending'. A pencil icon in the first column of this row is circled in red.

⊕	Zone	Unit Name	Start Time	End Time	Total hours	Status
	Level 24	Vacant	2026-06-22 08:30:00	2026-06-22 10:30:00	2h 0m	Pending

Username and passwords (BCL Chambers only):

Level	User Name	Password
11	Level11user	200Q-BCL-L11!
13	Level13user	200Q-BCL-L13!
14	Level14user	200Q-BCL-L14!
16	Level16user	200Q-BCL-L16!
18	Level18user	200Q-BCL-L18!
19	Level19user	200Q-BCL-L19!
20	Level20user	200Q-BCL-L20!
21	Level21user	200Q-BCL-L21!
22	Level22user	200Q-BCL-L22!
23	Level23user	200Q-BCL-L23!
27	Level27user	200Q-BCL-L27!
28	Level28user	200Q-BCL-L28!
29	Level29user	200Q-BCL-L29!
30	Level30user	200Q-BCL-L30!
31	Level31user	200Q-BCL-L31!
32	Level32user	200Q-BCL-L32!
33	Level33user	200Q-BCL-L33!
34	Level34user	200Q-BCL-L34!