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1. Choose Find a room on the left hand side to get started. Set your duration (maximum of 2 hours) and select the range of time in the day that your booking can occur.

<u> +Home</u>	Portal - Home > Find a Koo	om			
My Bookings	FIND A ROOM				
→Requests	📄 Request Criteria				
My Requests	Request Type:	All Meeting Spaces 🔻	Optional		
<u>Find a Room</u>	Location:	All	T	Use additional criteria	J
	2 Puration: 00:30 ▼ Between: 10:30 AM ▼ and 11: Verify Calendar	Dura not ex	tion must ceed 02:00		

*Figure 1. You can set a duration anywhere from 30 minutes to 2 hours and change your between hours to see multiple possible time slots.* 



#### 2. Choose a date to see the available rooms and times for that day.

Figure 2. Select an available day for your booking request

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### TIS – Task Information Sheet BOOKIT@Fleming How to Request a Room Booking

### 3. Choose your preferred room by clicking anywhere on the row as shown in the red box below.

9 10 11 12 16 17 18 19 23 24 25 26 30	2     13     14     15 <b>20 21</b> 22       5 <b>27 28</b> 29	14         15         16         17           21         22         23         24           28         29         30         31	18 19 20 25 26 27	11 12 13 14 18 19 20 21 25 26 27 28	15     16     17       22     23     24       29     30     31	Þ
	Unavailable	Available	Today	Selecte	d	
Available Roor	ns Requiring App	proval				
□ 10:30 AM (4	rooms)					
O Click on a rov	v to select a room					
		I	<b>∢</b> 1 /1 <b>)</b>	I Show	: 30 V Search:	
Building	Room	Description	Room Type	Capacity	Detail	Calendar
BREALEY TRADES	Click Anyw	/heating Boom /heating Withi and computer	n This Area	8	Detail	
BREALEY TRADES	D1129.7	Meeting Room - Wall mount TV and computer	MEET	8	Detail	
BREALEY TRADES	D1129.8	Meeting Room - Wall mount TV and computer	MEET	8	Detail	
BREALEY TRADES	D1129.9	Meeting Room - Wall mount TV and computer	MEET	8	Detail	
						4 records

Figure 3. You can see aditional room details or photos by Clicking on "Detail", or click a calendar icon to see other bookings or choose a different day or time.

#### 4. Click "Proceed" to confirm your room choice.

ns)					
o select a room					
	М	↓ 1 /1 ▶ ▶	Show:	30 🔻 Search:	
oom	Description	Room Type	Capacity	Detail	Calendar
			×	Detail	
u are about to subm om: 1 KT D1129.8 u must complete th	nit a request. e request informatic	on page to confirm t	he request.	Detail	
6	Proceed Cance Wall mount TV and computer	)		Detail	
1129.8	Meeting Room - Wall mount TV and computer	MEET	8	Detail	
1129.9	Meeting Room - Wall mount TV and computer	MEET	8	Detail	
	select a room oom are about to subnom: 1 KT D1129.8 a must complete th 1129.8 1129.9	select a room  select a room  Description  are about to submit a request. are in KT D1129.8  a must complete the request informatic  Froceed  Cance Wall mount TV and computer  1129.8  Meeting Room - Wall mount TV and computer  1129.9  Meeting Room - Wall mount TV and computer	is select a room         is select a room         Description         Room         Cancel         Wall mount TV and computer         1129.9         Meeting Room - Wall mount TV and computer         1129.9         Meeting Room - Wall mount TV and computer	iselect a room         iselect a room         Description         Room Type         Capacity         Image: Strain Strai	iselect a room         iselect a room         Description         Room Type         Capacity         Detail         Detail

Figure 4. If you click by accident hit the X or cancel to choose a different room.

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## 5. Fill in any required fields and verify that your date and time are correct.

Fleming (	College BOOKIT @ Fleming	Bookit Dcoumentation 🄅 -
<ul> <li>Home My Bookings</li> <li>Requests My Requests Find a Room</li> </ul>	Portal - Home > Find a Room > Request Confirmation	
Last update: 2019/06	/14 10:55 AM © 2017 - Powered by Infosilem	Help Technical Support

Figure 5. You will not be able to submit your request until all required fields have been completed.

6. There may be different choices for "Description of Booking" depending on the room selected.

Fleming Col	ege BOOKIT @ Fleming	Bookit Dcoumentation 🌣 -
<ul> <li>► <u>Home</u> Porta My Bookings RE</li> <li>■ Requests My Requests Find a Room</li> </ul>	- Home > Find a Room > Request Confirmation QUEST CONFIRMATION equest Information Request Type: Meeting Rooms - KTTC Number of Attendees: 4 Time Information Date: Start Time: End Time: Duration: 2019/06/20 9:30 AM 11:30 AM 02:00 Location Information Campus: Building: Room: Room Type: 1 KT D1129.8 (Details) MEET Other Information Description of Booking:	
	Your request will be such Physical Resources Physical Resources Submit Submit Submit Submit	ext.8000
Last update: 2019/06/14 10:5	AM © 2017 - Powered by Infosilem	Help Technical Support

Figure 6. Some drop down fields once selected will reveal additional fields to enter data.

# **Fleming College**

# 7. You will receive a summary of your booking request by email after submitting. It will look similar to the following.

Thank you for booking with BookIt@Fleming
The following request has been submitted and shall be responded to same or next business day:
Room Information: Sutherland Campus D1129.8
Event Information:
STU-MEET-0001
Additional Information:
Description of Booking: Extra Curricular Group Meeting
Meeting Date(s): 2019-06-20 to 2019-06-20
Day(s) of Week: Th
Start Time: 9:30 AM
End Time: 11:30 AM
Number of Attendees: 4
Due to the high volume of room booking requests, if you do not require the space please cancel your booking.
Thank you

8. Once approved you will receive another email confirmation as well as calendar attachment that will allow you to add the booking to your personal calendar in outlook or your phone.

	Fri 26/07/2019 3:20 PM	
	BookIt@Fleming <noreply-bookit@flemingcollege.ca></noreply-bookit@flemingcollege.ca>	
	Reservation created from Portal Request #LIB-STUDY-0011 has been approved	
То		,
Calenda 2 KB	r.ics 👻	
		4
The reserv	ation created from the following Portal Request has been approved:	
Portal Req	uest Number: LIB-STUDY-0011	
Portal Req	uest Description:	
Room Req	uested: C1220.4	
Portal Req	uest Type: Student Requests Brealey Library	
Reservatio	n Start Date: 2019-07-26	
Reservatio	n Start Time: 3:30 PM	
Reservatio	n End Date: [[PortalRequestEntity.Reservation.EndDate]]	
Reservatio	n End Time: 4:00 PM	
Reservatio	n Duration: 00:30	
Reservatio	n Is Recurring: False	
Reservatio	n Recurrence Type:	
Reservatio	n First Occurrence: 2019-07-26	
Reservatio	n Last Occurrence: 2019-07-26	
Room Feat	ures/Characteristics:	
Comments	:	

Figure 8. Sample of request approval messaging and calendar attachment.

Figure 7. Sample of request confirmation email messaging.