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

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.**
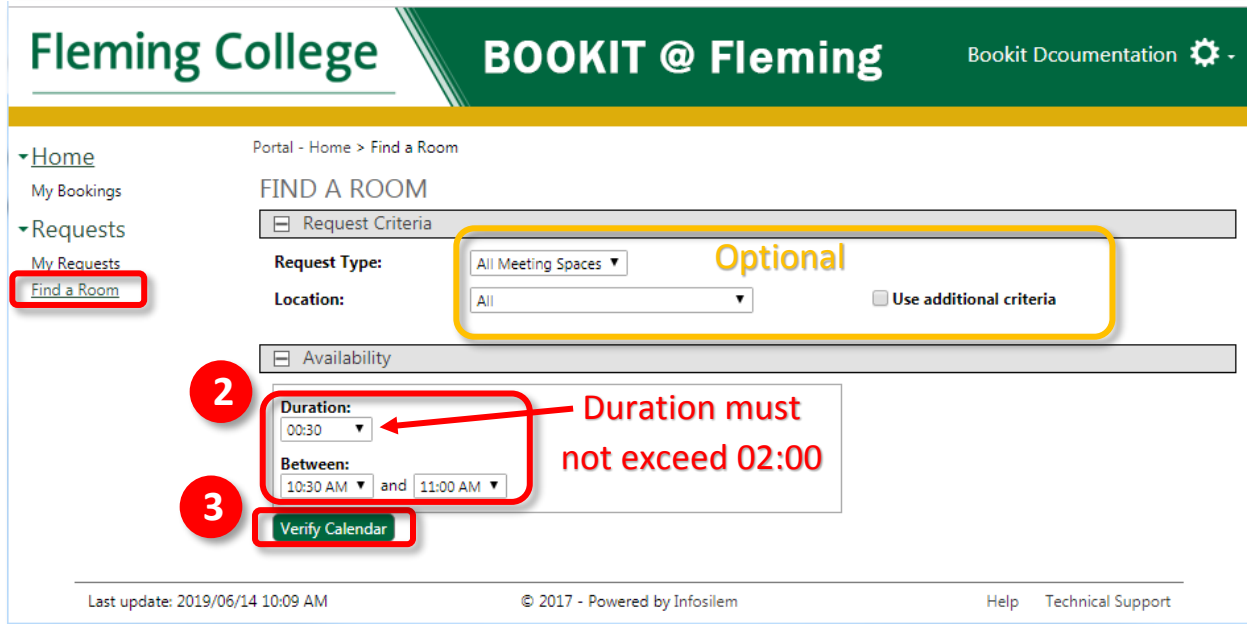

Figure 1. You can set a duration anywhere from 30 minutes to 2 hours and change your between hours to see multiple possible time slots.

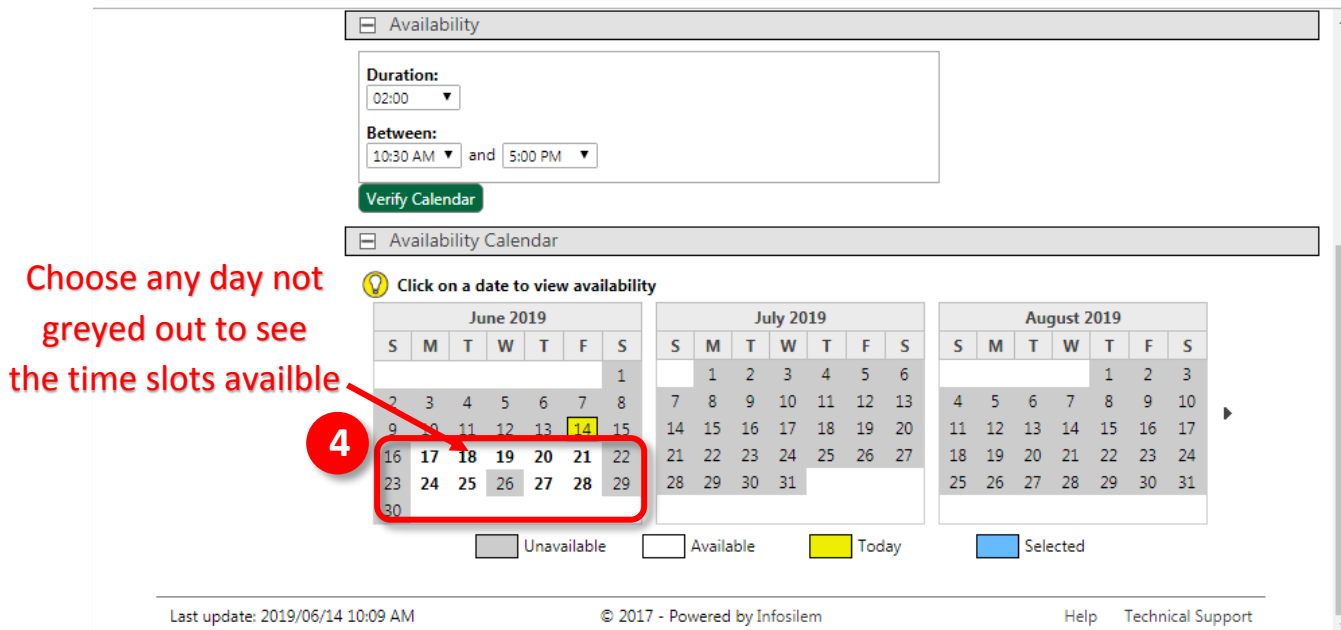2. **Choose a date to see the available rooms and times for that day.**

Figure 2. Select an available day for your booking request

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

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.

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.**

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.**

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

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7. You will receive a summary of your booking request by email after submitting. It will look similar to the following.
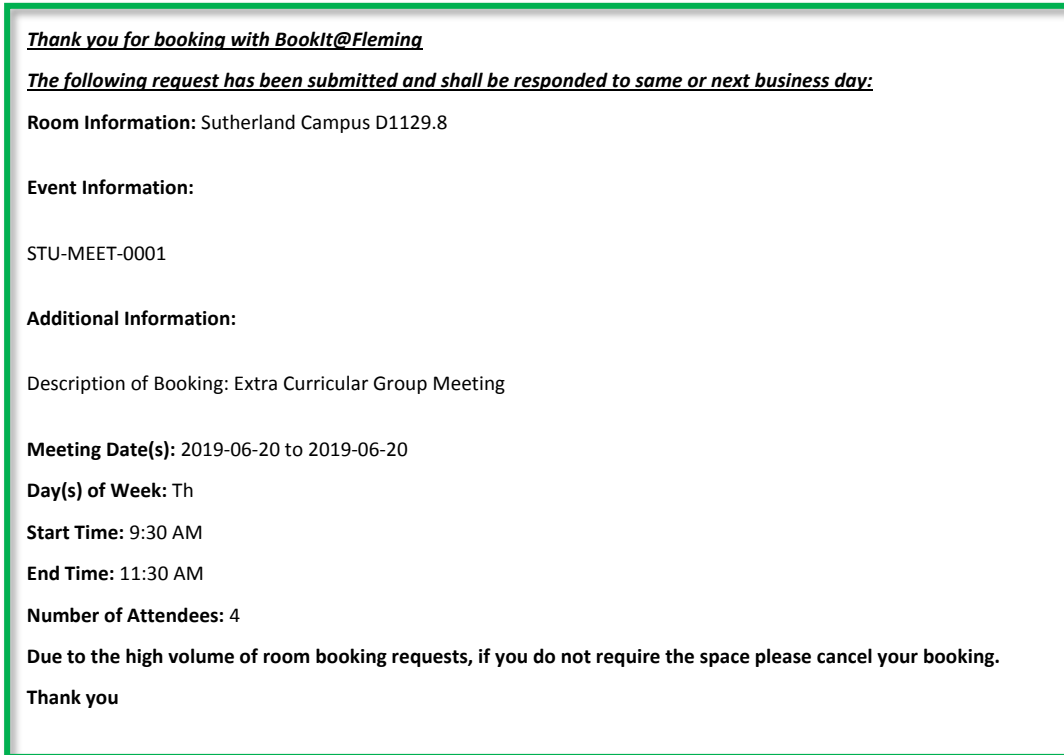
Thank you for booking with BookIt@Fleming

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

Figure 7. Sample of request confirmation email messaging.

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>
Reservation created from Portal Request #LIB-STUDY-0011 has been approved

To

📅 Calendar.ics
2 KB

The reservation created from the following Portal Request has been approved:

Portal Request Number: LIB-STUDY-0011

Portal Request Description:

Room Requested: C1220.4

Portal Request Type: Student Requests Brealey Library

Reservation Start Date: 2019-07-26

Reservation Start Time: 3:30 PM

Reservation End Date: [[PortalRequestEntity.Reservation.EndDate]]

Reservation End Time: 4:00 PM

Reservation Duration: 00:30

Reservation Is Recurring: False

Reservation Recurrence Type:

Reservation First Occurrence: 2019-07-26

Reservation Last Occurrence: 2019-07-26
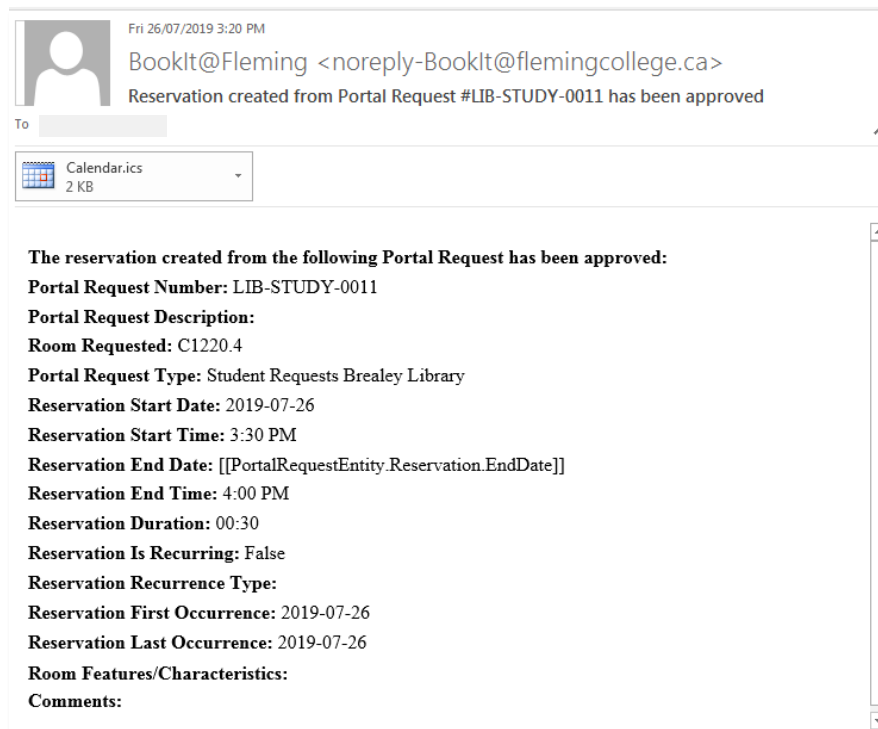
Room Features/Characteristics:

Comments:

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

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