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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> MuRealizer	Portal - Home > Find a Ro FIND A ROOM	oom		
My Bookings Requests My Requests <u>Find a Room</u>	Request Criteria Request Type:	All Meeting Spaces V	Optional	Use additional criteria
	2 Duration: 00:30 V Between: 10:30 AM V and 11		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 <b>17 18 19</b> 23 <b>24 25 26</b> 30	9 <b>20 21</b> 22	2 21 22 23 24		20 11 27 18 25	12 19 26	13 20 27	, 14 21 28	15 22 29	16 23 30	17 24 31	Þ
	Unavailable	Available	Toda	у		Sele	ected				
Available Roor	ns Requiring A	Approval									
10:30 AM (4)	rooms)										
O Click on a roy	w to select a roo	<b>m</b>									
	w to select a rot		1 /1			Sh	now:	30 🔻	Sea	rch:	
Building	Room	Description	Room Typ		apacit			Deta			Calendar
BREALEY TRADES	D1129.6	Meeting Boom -	MEET.	8				Deta	il		
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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.

		Approval				
😑 9:30 AM (5	5 rooms)					
😡 Click on a	row to select a roo	om				
		Iđ	<b>∢</b> 1 /1 ▶	► Sh	ow: 30 🔻 Search:	
Building	Room	Description	Room Type	Capacity	Detail	Calendar
BREALEY				×	Detail	0
		o submit a request.				
	Room: 1 KT D11					
BREALEY 1	Koom: I KI DII	29.8			Detail	
BREALEY 1	•	29.8 lete the request informat	ion page to confir	m the request.	Detail	
	You must compl	lete the request information		m the request.		
BREALEY	You must compl	lete the request informat Proceed Cance Wall mount TV		m the request.	Detail Detail	
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BREALEY .	You must compl	lete the request informat Proceed Canc Wall mount TV and computer Meeting Room - Wall mount TV	el		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	5/14 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 Coll	ege BOOKIT @ Fleming	Bookit Dcoumentation 🌣 -
My Bookings RE	- 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: L KT D1129.8 (Details) MEET Other Information Description of Booking:	
	Your request will be sub a Study Space Extra Curricular Group Meeting Program/Course Related Other	)
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	rr.ics 🗸	
		<b></b>
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.