Document#:	01
Revision#:	01
Release Date:	June 05, 2019

TIS – Task Information Sheet BOOKIT@Fleming Portal Request Administration

Once logged into <u>https://scheduler.flemingcollege.ca/scheduling/index.php#</u> you will see your notifications if any and can then Select Portal requests from the left hand menu. Note if the left hand navigation menu is not visible click on the 3 horizontal bars in the top left corner

🔳 🛗 EnCampus	Enterprise C	lient			🔔 Lil	brary Testing 🏼 🌣 -
✓My Workbook	Notifications		Re	servations	▼ Search	Q
Notifications Managed by Me Scheduling	NOTIFICA Today (0)	Yesterday (0) Last 7	days (0) Unre I ∢ ∢ [ead (0) All (0) 1 /1 ▶ ▶	Show: 30 ▼ Sear	ch:
▼ Events	From	Subject	Workflow 1	Type Comment	Received	Has Attachments
 Manage Reservations New Reservation Reservation Calendar 	No results foun	d.				No records
• Portal Bookings I II III IIII IIIIIIII						
scheduler.flemingcollege.ca/sched	uling/indexp2017	- Powered by Infosilem				Help About

Figure 1

2. This screen will show you any pending or past booking requests for you to Approve or Deny.

🔳 🛱 EnCampus I	Enter	prise Client						👤 Library	Testing 🌣 -
▪My Workbook	Portal	Requests				Reservations	▼ Sear	ch	Q
Notifications Managed by Me	POF	RTAL REQU							
-Schoduling	Sche	duling Data Set:	BRLIB - Breal	ey Library	•		Status: A	II Statuses	•
• Scheduling	Book	ing Type:	All		•		Date: U	pcoming	•
▼Events	<u></u>	CB			4 4 1 /	1 🕨 🕅	Show: 30	Search:	
Manage Reservations	S I	Status	 Reference 	Portal Bookin	Requestor	First Occurren	Time	Room	Additional Info
New Reservation		L	IB-STUDY-	Student	Library Testing	Monday, July	11:00 AM -	1 BR C1220.3	Purpose of
Reservation Caler		C	⁰⁰⁶ Cli		ere within	22, 2019 to open t	he reques	st	Booking: Extra
▼Portal Bookings	1			Breatey Dorary					Group Meeting
E Portal Requests		S L C	IB-STUDY- 0005	Student Requests Brealey Library	Bookit Dcoumentation	Saturday, July 20, 2019	12:00 PM - 12:30 PM	1 BR C1220.3	Purpose of Booking: Extra Curricular Group Meeting
		S L C	IB-STUDY- 0004	Student Requests Brealey Library	Bookit Dcoumentation	Monday, July 29, 2019	11:30 AM - 12:00 PM	1 BR C1220.3	Purpose of Booking: Extra Curricular Group Meeting
		S L C	IB-STUDY- 0003	Student Requests Brealey Library	Bookit Dcoumentation	Thursday, July 25, 2019	11:30 AM - 12:00 PM	1 BR C1220.3	Purpose of Booking: Extra Curricular Group Meeting
		3 L C	IB-STUDY- 0002	Student Requests Brealey Library	Bookit Dcoumentation	Tuesday, July 30, 2019	11:30 AM - 12:00 PM	1 BR C1220.3	Purpose of Booking: Other Description of Booking: test
									5 records

Figure 2

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3. You can choose to accept or Decline at this point as well as view any additional info.





Additional descriptive fields filled out by the requester will be visible here.



You can review and verify the automated email communications that have gone out as part of the request here.

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4. At this stage you can adjust details of the reservation of simply approve it, You can change the status from pending to approved using the drop down and then hit save at step 5 or Just go straight to Step 5 to approve.

🔳 📺 EnCampus I	Enterprise Client					1	👤 Library Tes	ting 🌣 -	
►My Workbook Notifications	Portal Requests > Porta Reservation	l Request: LIB-STUDY-0	006 > New	Reserv	vations	▼ Searci	h	Q	
Managed by Me	NEW RESERVA	TION				5	Approve	🛃 Save	
 Scheduling 	Deta Attendees	Services Workflow	Reminders	Portal Settin	Attachments	Note Addit	tional Informati 🔅		
▼Events	Classification								
Manage Reservations	Scheduling Data Set	Scheduling Data Set: BRLIB - Brealey Library							
New Reservation	Event:	WEB - Brealey Library	Student Space					▼ ⊕	
📰 Reservation Calendar	Activity:	01 - Brealey Library St	udent Space St	udent Acitivity				•	
 Portal Bookings 	General Informat	ion							
E Portal Requests	Status: 4	Pending -		Managed	By:	super		Q	
	Reservation Type:	STUDY - Study Group	•	Requestor	r' <mark>s Uni</mark> t:	SSFC		× 🔎	
	ID:	LIB-STUDY-0006		Requestor	r Contact:	Library Testing		× 🔎	
		Automatically gener	rate an ID nun	nber					
	Reference Number:			Number o	of Attendees:	1			
	Description:								
	Web Site URL:								
	Time and Room I	nformation							
	Start Date: S 2019/07/22 III 2 Recurrence Rooms	tart Time: End Time 11:00 AM 11:30 AM	Duration:	Setup: 00:00	Teardown: 00:00				
	CA						Search:		
	Status	<mark>▲</mark> Ro	om	Ro	om Type <u>- IC</u>		Room - Capacity		
	No results found.								
	Room Setup Instruc	tions and Notes:						11	