

TIS – Task Information Sheet

BOOKIT@Fleming

Portal Request Administration

- Once logged into <https://scheduler.flemingcollege.ca/scheduling/index.php#> 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**

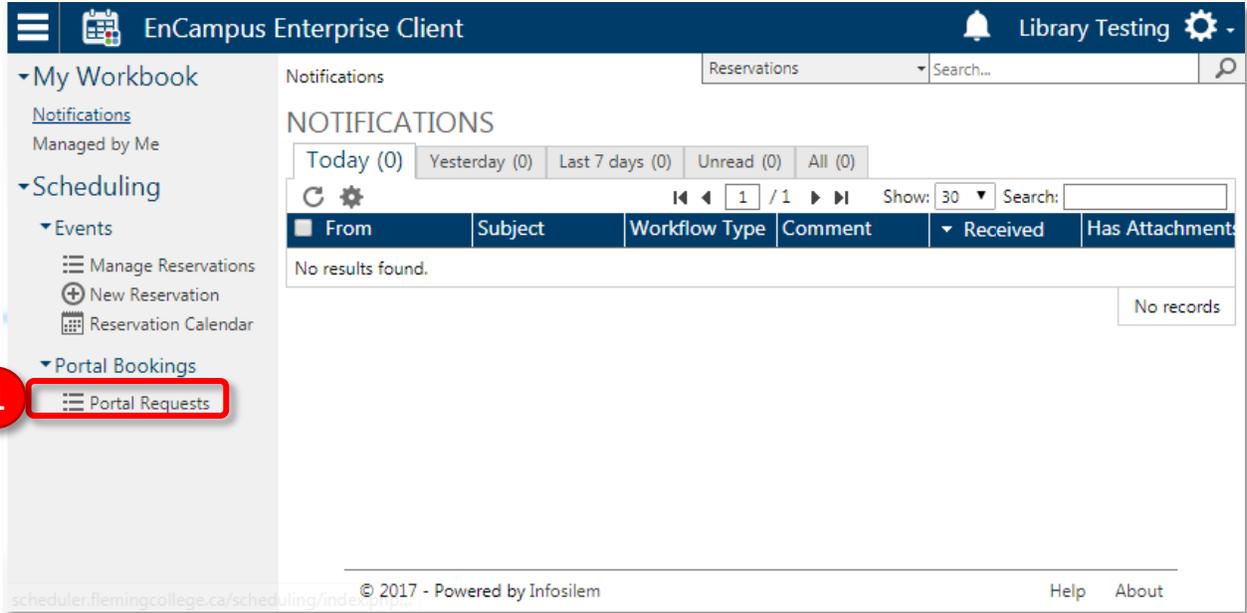


Figure 1

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

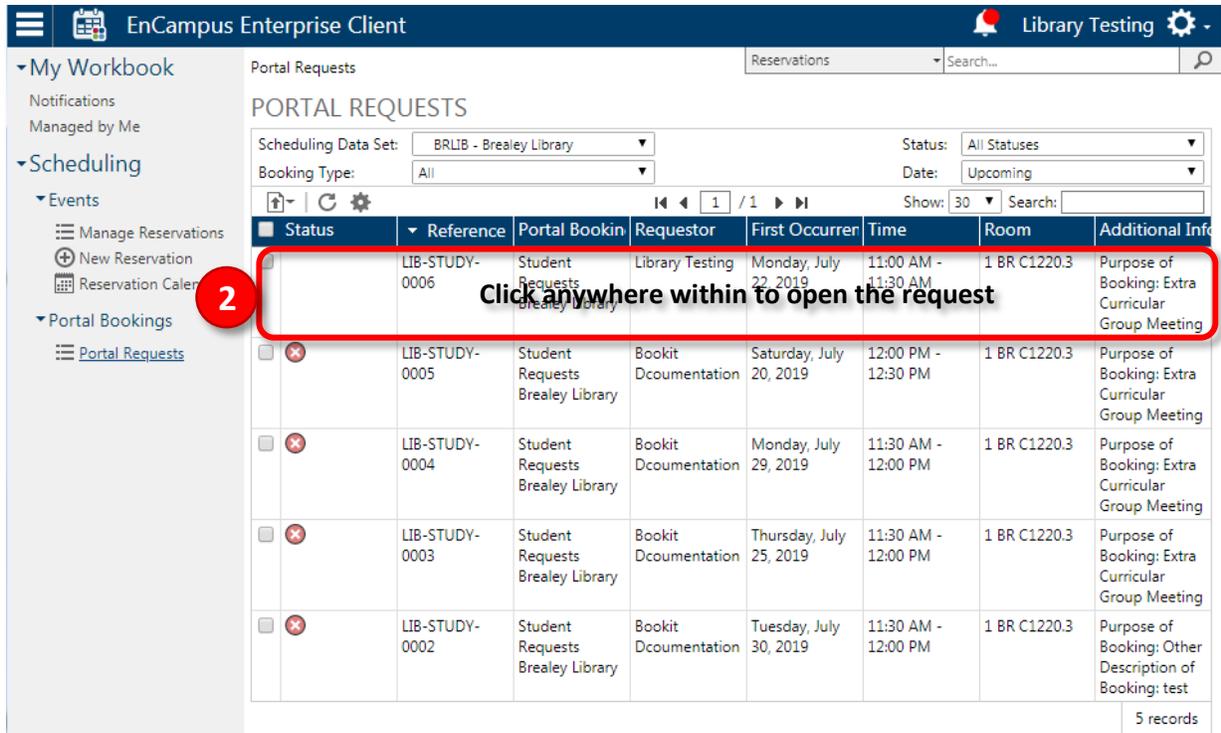


Figure 2

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

EnCampus Enterprise Client | Library Testing

Portal Requests > Portal Request: LIB-STUDY-0006

PORTAL REQUEST: LIB-STUDY-0006

Accept Decline Cancel Reassign

Details | **Additional Information** | Workflow

General Information

Scheduling Data Set: BLIB - BRLIB Requestor: Library Testing
 Reference Number: LIB-STUDY-0006 Status: New Request
 Booking Type: Student Requests Brealey Library Number of Attendees: 1

Time Preferences

Start Date: Monday, July 22, 2019 End Date: Monday, July 22, 2019 Start Time: 11:00 AM End Time: 11:30 AM Duration: 00:30
 Note: <not specified>

Room Request

Selected Room

Campus:	Building:	Room:	Room Configuration:
1	BR	1 BR C1220.3	Default

Room Search Criteria

Campus:	Building:	Pavilions:
1	BR	<not specified>
Room Types:	Floor Levels:	Characteristics:
<not specified>	<not specified>	<not specified>
Configuration Types:	Minimum Capacity:	Minimum Area:
<not specified>	0	0

Note: <not specified>

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Portal Requests > Portal Request: LIB-STUDY-0006

PORTAL REQUEST: LIB-STUDY-0006

Accept Decline Cancel Reassign

Details | **Additional Information** | Workflow (2)

Additional Information

Purpose of Booking:
 Extra Curricular Group Meeting

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

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Portal Requests > Portal Request: LIB-STUDY-0006

PORTAL REQUEST: LIB-STUDY-0006

Accept Decline Cancel Reassign

Details | Additional Information | **Workflow (2)**

Message	Receive	User	Workflow T	Subject	Related Ent	Comment
	July 19, 2019 10:39 AM	Library Testing	Portal - Request Submitted	Your Bookit@Fleming Request has been submitted	LIB-STUDY-0006	
	July 19, 2019 10:39 AM	Library Testing	Portal - New Request	Portal Request #LIB-STUDY-0006 has been submitted	LIB-STUDY-0006	

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

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- At this stage you can adjust details of the reservation or 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 Enterprise Client

Library Testing

Portal Requests > Portal Request: LIB-STUDY-0006 > New Reservation

NEW RESERVATION

5 Approve Save

4 Pending

Classification

Scheduling Data Set: BRLIB - Brealey Library
Event: WEB - Brealey Library Student Space
Activity: 01 - Brealey Library Student Space Student Activity

General Information

Status: Pending
Managed By: super
Reservation Type: STUDY - Study Group
Requestor's Unit: SSFC
ID: LIB-STUDY-0006
Requestor Contact: Library Testing
 Automatically generate an ID number
Reference Number:
Number of Attendees: 1
Description:
Web Site URL:

Time and Room Information

Start Date: 2019/07/22
Start Time: 11:00 AM
End Time: 11:30 AM
Duration: 00:30
Setup: 00:00
Teardown: 00:00
 Recurrence

Rooms

Search:
No results found.

Room Setup Instructions and Notes: