

# TIS – Task Information Sheet

BOOKIT@Fleming

## How to Create a Room Booking

1. Choose Book a Specific Room on the left hand side to get started. Set your duration and select the range of time in the day that your booking can occur.

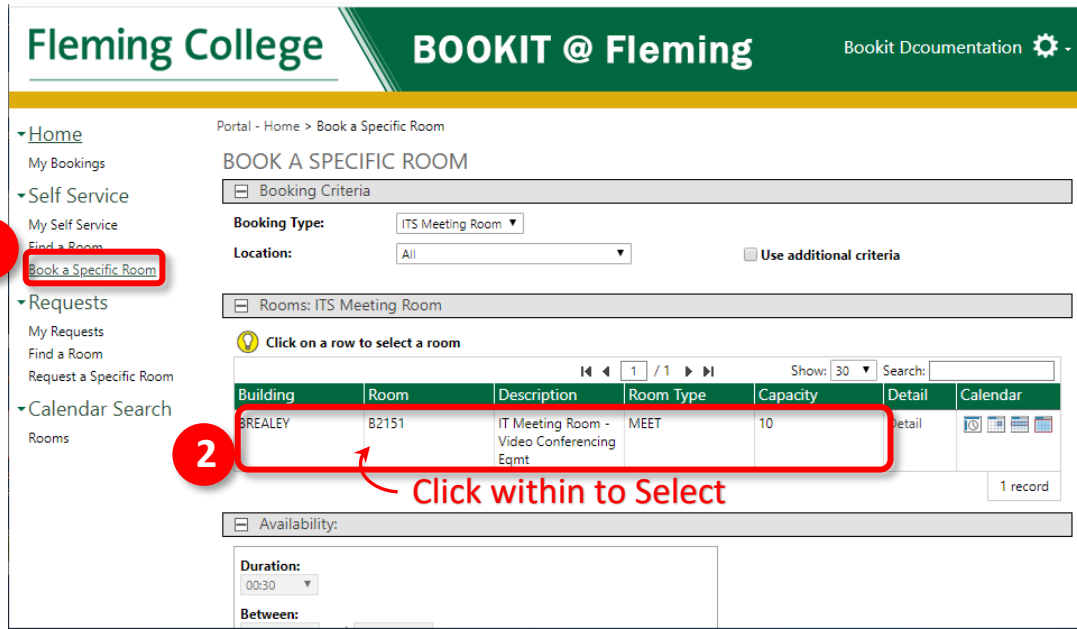


Figure 1. You can set a duration anywhere from 30 minutes to 2 hours for a standard meeting room and change your between hours to see multiple possible time slots.

2. Choose a date from the date selection displayed.

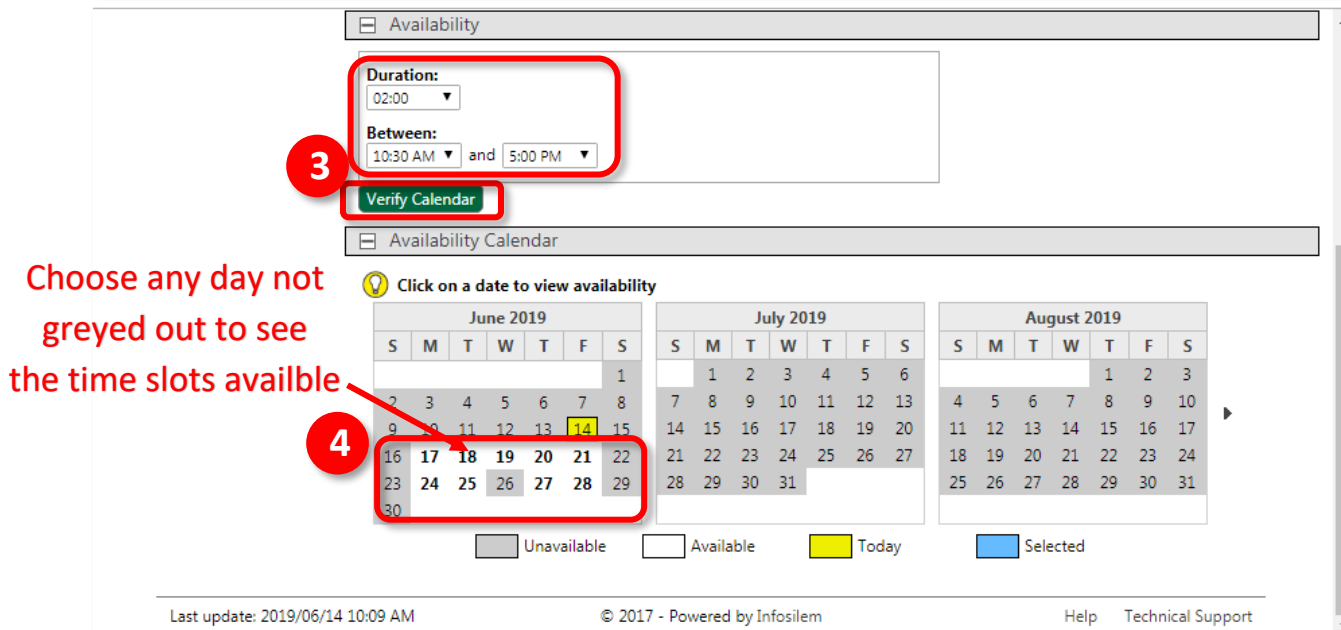


Figure 2. Select an available day for your booking request

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

The screenshot shows a calendar interface for room booking. At the top, there are three calendar views for different months. Below the calendars is a legend: Unavailable (grey), Available (white), Today (yellow), and Selected (blue). A dropdown menu shows 'Room Availability: 1 BR B2151'. Below this is a table of time slots:

Start Time	Action
7:00 AM	<b>Book</b>
7:30 AM	Book
8:00 AM	Book
8:30 AM	Book
9:00 AM	Book
9:30 AM	Room is occupied.
10:00 AM	Room is occupied.
10:30 AM	Room is occupied.
11:00 AM	Room is occupied.
11:30 AM	Room is occupied.

Figure 3. You can see additional 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. Fill in any required fields and verify that your date and time are correct.

The screenshot shows a 'BOOKING CONFIRMATION' form with the following sections:

- Booking information**
  - Booking Type: All Meeting Spaces (ITS Meeting Room)
  - Number of Attendees:  \* Required (Minimum: 1, Maximum: 10)
- Time Information**
  - Date: 2020/03/04
  - Start Time: 7:30 AM
  - End Time: 8:00 AM
  - Duration: 00:30
- Location Information**
  - Campus: 1
  - Building: BR
  - Room: B2151 (Details)
  - Room Type: MEET
- Other Information**
  - Description/Purpose of Booking:
  - \* Minimum length not met (Need 1 more characters).
- Your booking will be submitted to:** ITS
- Contact Information:** patty.russell@flemingcollege.ca
- Confirm** button

Figure 4. You will not be able to submit your request until all required fields have been completed.

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5. 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 and Forward it to attendees.

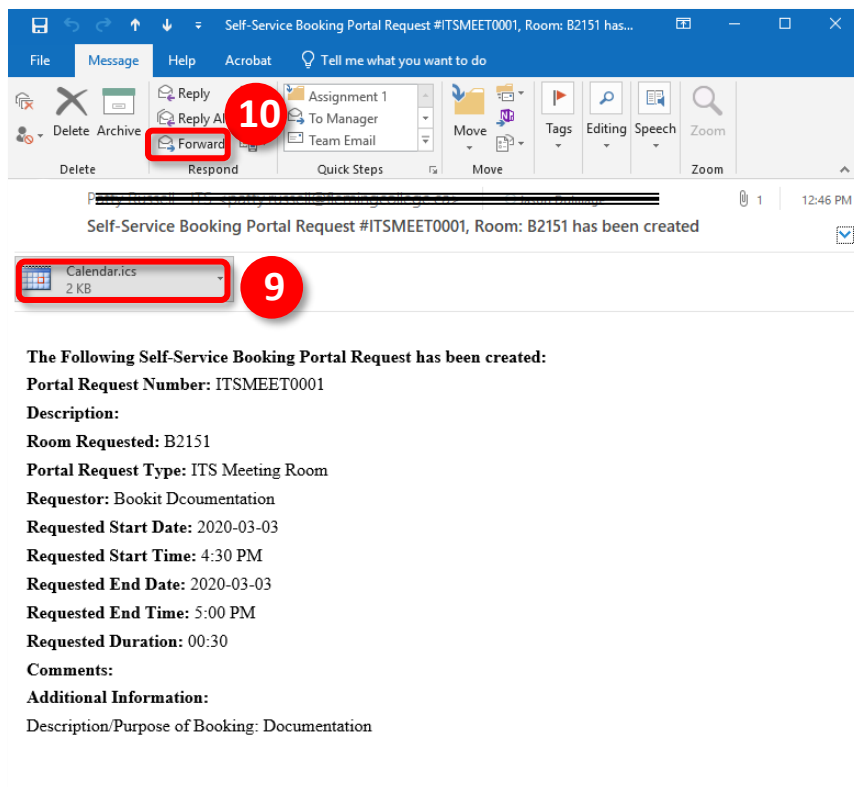


Figure 5. Sample of request approval messaging and calendar attachment.