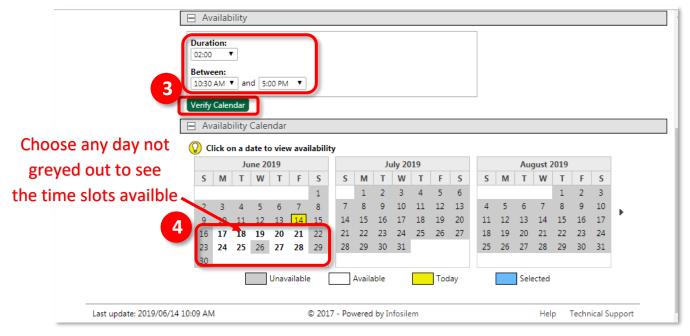
Document#:	01
Revision#:	01
Release Date:	March 03, 2020

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.

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 ►<u>Home</u> My Bookings Self Service My Self Service Sind + Room Book a Specific Room 	Portal - Home > Book BOOK A SPEC Booking Type: Location:	LIFIC ROOM		•	Use additional	criteria	
 Requests My Requests Find a Room Request a Specific Room 	Rooms: ITS M Click on a rov	leeting Room v to select a room	14 4	1 /1 ▶ ▶	Show: 30	▼ Search:	
 Calendar Search 	Building BREALEY	Room B2151	Description IT Meeting Room - Video Conferencing Eqmt	Room Type MEET	Capacity 10	Detail)etail	Calendar
	Availability:	∽ Click	within to	Select			1 record

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

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

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

15 16 17	4 5 6 7 11 12 13 14 18 19 20 21 25 26 27 28	5 6 7 12 13 14 19 20 21 26 27 28	1 2 3 4 8 9 10 11 15 16 17 18 22 23 24 25 29 30	3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27 31 31 31 31 31	3 14 15 16
	Unavailable	Available	Today	Selecte	d
	bility: 1 BR B2151				
Start Time					
7:00 AM 5	Book				
7:30 AM	Book				
8:00 AM	Book	Select	the time S	Slot desire	ed
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 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.

 Home 	Portal - Home > Book a Specific Room > Booking Confirmation		
My Bookings	BOOKING CONFIRMATION		
 ✓ Self Service My Self Service Find a Room Book a Specific Room ✓ Requests 	Booking information Booking Type: All Meeting Spaces (ITS Meeting Room) Number of Attendees: * Required (Minimum: 1, Maximum: 10) Time Information		
My Requests Find a Room Request a Specific Room	Date: Start Time: End Time: Duration: 2020/03/04 7:30 AM 8:00 AM 00:30 Location Information		
▪Calendar Search Rooms	Campus: Building: Room: Room Type: 1 BR B2151 (Details) MEET Other Information Description/Purpose of Booking: Minimum length not met (Need 1 more characters).		
	Your booking will be submitted to: Contact Information: ITS patty.russell@flemingcollege.ca		
Last update: 2020/0	3/03 12:43 PM © 2017 - Powered by Infosilem	Help	Technical Support

4. Fill in any required fields and verify that your date and time are correct.

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.

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Calendar.ics 2 YKB 2 The Following Self-Service Booking Portal Request has been created: Portal Request Number: ITSMEET0001 Description: Room Requested: B2151 Portal Request Type: ITS Meeting Room Requested: Bookit Documentation Requested Start Date: 2020-03-03 Requested End Date: 2020-03-03 Requested End Time: 5:00 PM Requested Duration: 00:30 Comments: Additional Information:	
Description/Purpose of Booking: Documentation	

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