

# NAIT SCHEDULING PORTAL: STUDENT SELF SERVICE BOOKINGS

User Instructions

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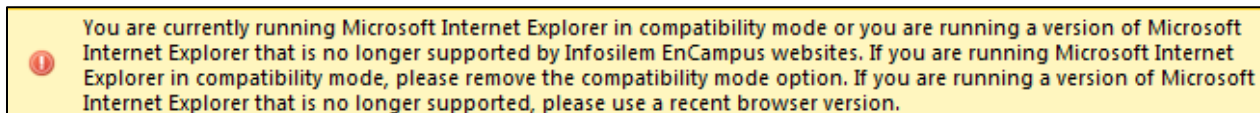
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## General Instructions

To access the Scheduling Portal, you will need to follow this link:

<https://infosilem.nait.ca/portal/p/Home>

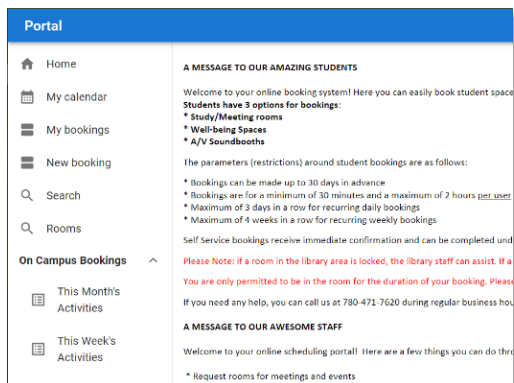
To avoid the following error, please use Google Chrome or Firefox when selecting your internet browser.



You will be asked to login to the site with your NAIT username and password using our single sign on login process.

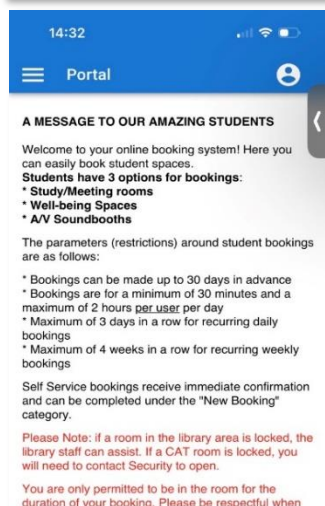
## Home Page

Once you are logged in, you will see the portal home page. Please note: this page may look different if you are using a mobile device versus a desktop. Once you access the menu, all the same options will be available to you; for the ease of this user documents, we provide screen shots from a desktop application.



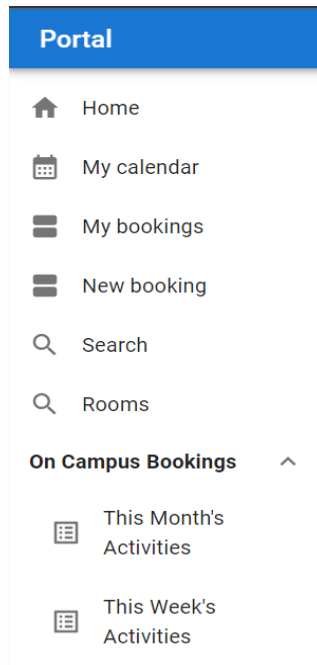
Desktop View:

The menu on the left displays all the items to which you have access.



Mobile View:

To access the menu in mobile view, click on the white stacked button on the top left.



## Menu Options

If you click on [‘My Calendar’](#), you should be able to see a schedule of any bookings you have made in a calendar view. If you click on [‘My Bookings’](#), you will see a list of all your bookings.

‘New Booking’ will allow you to make actual room bookings in spaces that are designated for student use only.

## New Booking

To complete a room booking, you have two starting points:

1. You have a date and time in mind and would like to **find an available room.**
2. You have a specific room in mind and want to **find an available time.**

Start by clicking on the ‘New booking’ feature.

The system automatically defaults to a standard booking type and location. Choose the booking type you require.

Selected	Campus	Building	Room	Capacity	Description	Room Type	Additional information
<input type="checkbox"/>	MAIN	CAT	CAT2058	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT2006	16	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	U	U310J	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	PAT	PAT010	7	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>

To see what rooms you can access, you use the drop-down menu to choose between Room Type, add your required capacity and all available rooms will be shown below; click on the specific room you wish to book. Alternatively, you can leave the rooms unchecked and select apply to bring you back to the booking filters. By leaving the room unchecked, you can enter the specific time and date and find what rooms are available during your required times.

You can look for a room using one of three options:

1. Check a specific date and time
2. Find a date
3. Make a recurring request

**New booking**

Booking type  
Book a Student Study Room

**Room criteria**  
Student Study Rooms, Minimum capacity: 5

Select a time range and duration to view room availabilities.

**Time range:** 2:15 PM to 3:15 PM

**Duration:** 1:00

Select a date to continue.

November 2023

Calendar showing available dates (green octagons) and unavailable dates (grey squares). A blue circle indicates the selected date (November 1st).

Legend:  
Self service (green octagon)  
Requires approval (yellow octagon)  
Unavailable (grey square)  
Selected (blue circle)

Recurring: ☐

Select a time range and duration to view room availabilities.

**Time range:** 2:30 PM to 6:00 PM

**Duration:** 1:00

Select a date to continue.

November 2023

Calendar showing available dates (green octagons) and unavailable dates (grey squares). A blue circle indicates the selected date (November 1st).

Legend:  
Self service (green octagon)  
Requires approval (yellow octagon)  
Unavailable (grey square)  
Selected (blue circle)

Recurring: ☐

Results

Select the desired start time.

2:30 PM, 2:45 PM, 3:00 PM, 3:15 PM, 5:00 PM

## Option 1: Check a specific date and time

Leave the rooms unchecked in the Room Criteria Filter. Enter the time you are looking for. This will bring up a calendar showing all available dates that can be booked through self-service using the room criteria entered. You may only book one month in advance. Click on any green octagon within that month. The yellow octagon will have rooms which require approval prior to being booked. Grey

squares mean that no rooms of your requested room criteria are available. A blue circle is the date you have selected.

Entering a specific time range will reduce room availability. For maximum room availability, add the longest time range you have available and add the specific duration that is required. The minimum duration must be 30 minutes and the longest duration can be no more than 2 hours. This will give you a list of start times that are available during that availability time frame. You may book anytime up to 1 minute prior to the booking begins. Click on the booking time you prefer and a list of all available rooms at that time will show up. Select the room you prefer.

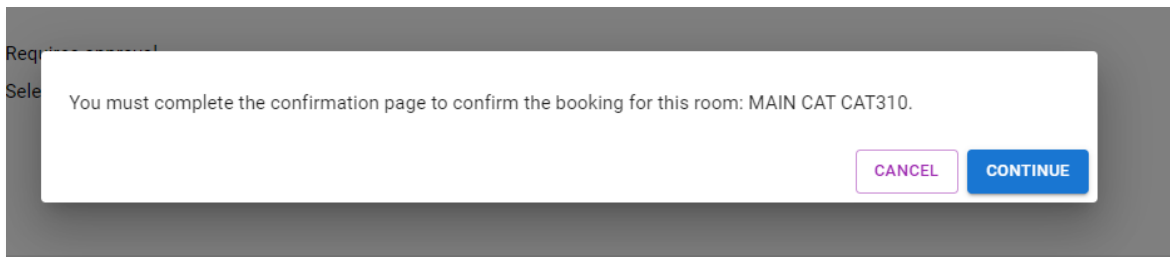
Results

☒ 3:00 PM TO 4:00 PM

Select the desired room.

Campus	Building	Room	Capacity	Description	Room Type	Additional information
MAIN	CAT	CAT205B	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT200C	16	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
MAIN	CAT	CAT184	12	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>

When you have chosen the room, you will get a pop up which you will then click continue.



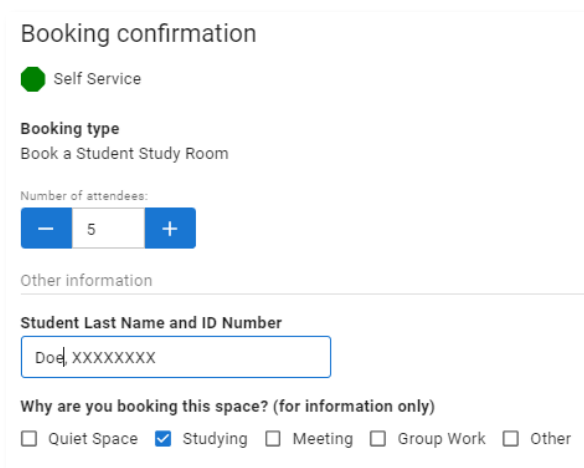
Request room

Select

You must complete the confirmation page to confirm the booking for this room: MAIN CAT CAT310.

CANCEL CONTINUE

At this point, a [booking confirmation](#) will pop up in which you will confirm the number of attendees, date, time, and room and add the reasons for booking.



### Booking confirmation

Self Service

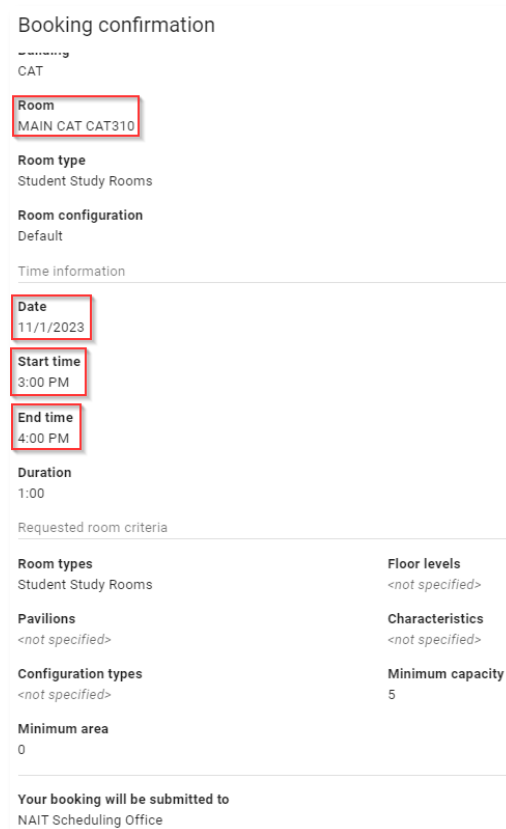
**Booking type**  
Book a Student Study Room

Number of attendees:  
- 5 +

Other information

**Student Last Name and ID Number**  
Doe, XXXXXXXX

**Why are you booking this space? (for information only)**  
☐ Quiet Space ☒ Studying ☐ Meeting ☐ Group Work ☐ Other



### Booking confirmation

Room  
MAIN CAT CAT310

**Room type**  
Student Study Rooms

**Room configuration**  
Default

**Time information**  
**Date**  
11/1/2023  
**Start time**  
3:00 PM  
**End time**  
4:00 PM

**Duration**  
1:00

**Requested room criteria**

<b>Room types</b> Student Study Rooms	<b>Floor levels</b> <not specified>
<b>Pavilions</b> <not specified>	<b>Characteristics</b> <not specified>
<b>Configuration types</b> <not specified>	<b>Minimum capacity</b> 5

**Minimum area**  
0

Your booking will be submitted to  
NAIT Scheduling Office

## Option 2: Find a date in a specific room

This feature will look for a time in the specific room you require. Enter the room criteria and choose the room from the list of available rooms.

**Room criteria**

Building: All

Room type: Student Study Rooms

Floor levels:

Minimum capacity: 5

Minimum area: 0

**Room (MAIN CAT CAT310)**

Selected	Campus	Building	Room	Capacity	Description	Room Type	Additional information
<input type="checkbox"/>	MAIN	CAT	CAT205B	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT200C	16	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	U	U310J	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input checked="" type="checkbox"/>	MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	U	U310G	12	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	U	U310H	6	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>
<input type="checkbox"/>	MAIN	CAT	CAT184	12	Student Bookable Space	Student Study Rooms	<a href="#">Room details</a>

[CANCEL](#) [APPLY](#)

**Room criteria**

Student Study Rooms, Minimum capacity: 5, **MAIN CAT CAT310**

Select a time range and duration to view room availabilities.

Time range: 2:15 PM to 6:30 PM

Duration: 1:00

Select a date to continue.

November 2023

Calendar view showing dates 1-30. Legend: Self service (green), Requires approval (yellow), Unavailable (grey), Selected (blue circle).

Recurring: ☐

Results

Select the desired start time

2:15 PM, 2:30 PM, 2:45 PM, 3:00 PM, 3:15 PM, 3:30 PM, 5:00 PM, 5:15 PM, 5:30 PM

Select a date to continue.

November 2023

Calendar view showing dates 1-30. Legend: Self service (green), Requires approval (yellow), Unavailable (grey), Selected (blue circle).

Recurring: ☐

Results

☒ 2:30 PM TO 3:30 PM

[BOOK ROOM: MAIN CAT CAT310](#)

Select the maximum time range to find all available start times on the date you choose in that specific room. You may only book one month in advance. Click on any green octagon in the calendar during that month time frame. The yellow octagon will have rooms which require approval prior to being booked. Grey squares mean that no rooms of your requested room criteria are available. A blue circle is the date you have selected. The duration must be no less than 30 minutes and no more than 2 hours. Select the start time which suits you best.

The time you have requested will be listed below and a Book Room button listing the room you have chosen. Click on this button.

You must complete the confirmation page to confirm the booking for this room: MAIN CAT CAT310.

[CANCEL](#) [CONTINUE](#)

Click Continue to confirm the booking. Your [booking confirmation](#) will request your name and ID then ask why you are booking the room and all relevant time and room information.

**Booking confirmation**

Self Service

**Booking type**  
Book a Student Study Room

Number of attendees:  
 5

Other information

**Student Last Name and ID Number**

**Why are you booking this space? (for information only)**  
☐ Quiet Space ☒ Studying ☐ Meeting ☐ Group Work ☐ Other

**Building**  
CAT

**Room**  
MAIN CAT CAT310

**Room type**  
Student Study Rooms

**Room configuration**  
Default

**Time information**

**Date**  
11/1/2023

**Start time**  
2:30 PM

**End time**  
3:30 PM

**Duration**  
1:00

**Booking confirmation**

Booking saved successfully. (Booking #099677)  
 This booking will be displayed on calendars in a few moments.

Click on Submit and a [booking confirmation](#) will pop up. You are done. You will be redirected back to [‘My Bookings’](#) page. An email will be sent to you with your booking reservation information attached.

### Option 3: Make a Recurring Request

**New booking**

**Booking type**  
Book a Student Study Room

**Room criteria**  
Student Study Rooms, Minimum capacity: 5

**Select a time range and duration to view room availabilities.**

**Time range:**  to

**Duration:**

**Select a date to continue.**

**September 2023**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

☒ Self service    ☐ Requires approval  
☐ Unavailable    ☒ Selected

☒ Recurring

A recurring request will occur each day or week over a specified period of time. This option allows you to find the same room for events that happen more than once.

Select your room criteria and maximum time range for the most room availability. Select the duration you would like for the booking; duration must be a minimum of 30 minutes to a maximum of 2 hours. This will give you a calendar of all single dates available. Select your starting date. If you would like to make a recurring booking, toggle the ‘Recurring’ button under the calendar.



Recurring

☒ DAILY ☐ WEEKLY MONTHLY YEARLY

Event every  week(s)

on

S	M	T	W	T	F	S
---	---	---	---	---	---	---

☐ End after  occurrence(s)

☒ End by

Occurs every week(s) on Wednesday until 10/11/2023.

Occurrences

9/13/2023
9/20/2023
9/27/2023
10/4/2023
10/11/2023

SELECT DATE

Wed, Oct 11

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APPLY

OK

Here you can choose **Daily** (the event will occur every day from the start date to the end date to a maximum of 3 days in a row); **Weekly** (the event will occur each week on the day(s) selected until the end date to a maximum of 4 weeks in a row). You cannot select monthly because you can only book one month in advance. You also cannot choose yearly because adhoc bookings are only available for the current academic year.

Select the day of the week you would like your bookings to take place. You can choose to end after X number of occurrences (a maximum 3 days or 4 weeks) OR you can select a specific date. You will have a summary of your choices above your occurrences. Select the arrow on the right-hand side of the 'Occurrences' bar to see each individual date chosen.

You can choose to modify or delete specific occurrences. In this instance, we are choosing to

change one Wednesday to a Thursday. Alternatively, you can select the X and cancel this date all together.

Once you have made any changes, a list of the available start times will be shown below.

1 Select a date to continue.

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

● Self service    ● Requires approval  
 ■ Unavailable    ● Selected

☒ Recurring

Results

1 Select the desired start time.

<input type="checkbox"/> 12:00 PM	<input type="checkbox"/> 12:15 PM	<input type="checkbox"/> 12:30 PM	<input type="checkbox"/> 12:45 PM	<input type="checkbox"/> 1:00 PM
-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	----------------------------------

Choose your preferred start time to get a list of all available rooms. You may only choose one room. You may book up until 1 minute prior to booking start time.

Select the room and continue on to the confirmation page.

On the [booking confirmation](#) page you must enter the number of attendees, your last name and student ID number. Let us know why you need this room and submit.

Select a date to continue

September 2023

S M T W T F S

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

You must complete the confirmation page to confirm the booking for this room: MAIN CAT CAT207.

CANCEL CONTINUE

Self service Requires approval Unavailable Selected

Recurring EDIT

Results

12:30 PM TO 1:30 PM

Select the desired room.

Campus	Building	Room	Capacity	Description	Room Type
MAIN	U	U310J	6	Student Bookable Space	Student Study Room
MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Room
MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Room
MAIN	U	U310H	6	Student Bookable Space	Student Study Room

## Booking confirmation

### Room information

Campus  
MAIN

Building  
CAT

Room  
MAIN CAT CAT207

Room type  
Student Study Rooms

Room configuration  
Default

### Time information

Date  
9/11/2023

Start time  
12:30 PM

End time  
1:30 PM

Duration  
1:00

Occurs every week(s) on Wednesday until 10/11/2023.

### Occurrences

#### Requested room criteria

Room types  
Student Study Rooms

Floor levels  
<not specified>

Pavilions  
<not specified>

Characteristics  
<not specified>

Configuration types  
<not specified>

Minimum capacity  
5

Minimum area  
0

At this time, you will be redirected to [‘My bookings’](#) page with a list of all bookings you have made. An email with the details of your booking will be sent to you.

## Find an Available Time

Rooms

Location: All

Additional room criteria  
Student Study Rooms, Minimum capacity: 1

CALENDAR VIEW

Campus	Building	Room	Capacity	Description	Room Type
MAIN	U	U310G	12	Student Bookable Space	Student Study Rooms
MAIN	U	U310J	6	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT205B	6	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT200C	16	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT184	12	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT205A	4	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Rooms
MAIN	U	U310H	6	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT323	4	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT205C	4	Student Bookable Space	Student Study Rooms
MAIN	CAT	CAT268	4	Student Bookable Space	Student Study Rooms

Calendar

To find out the availability of a specific room, click on ‘Rooms’. Add your room criteria and a list of all rooms will be shown. You may view each room’s availability calendar or view a calendar of all room availabilities.

Clicking on the specific room will bring up that room description and photo if available. You can choose to book here by clicking on 'New Booking' and fill in the information as described above.

MAIN CAT CAT310

Location: MAIN

Campus: CAT

Floor: 3rd Floor - CAT

Description: room appointment

Room type: Student Study Rooms

Position: room appointment

Default configuration: room appointment

Configuration type: room appointment

Description: room appointment

Characteristics: room appointment

Image gallery:

Building: CAT

Room number: CAT310

Area: 0

Capacity: 2

NEW BOOKING

Or you can view the room calendar and choose to [create a booking](#) by clicking on the time you would like to book.

MAIN CAT CAT310

Week of 9/15/2023

9/15/2023

11:00 AM - 12:00 PM

NEW BOOKING

To view all room availabilities, click on the calendar view.

Rooms

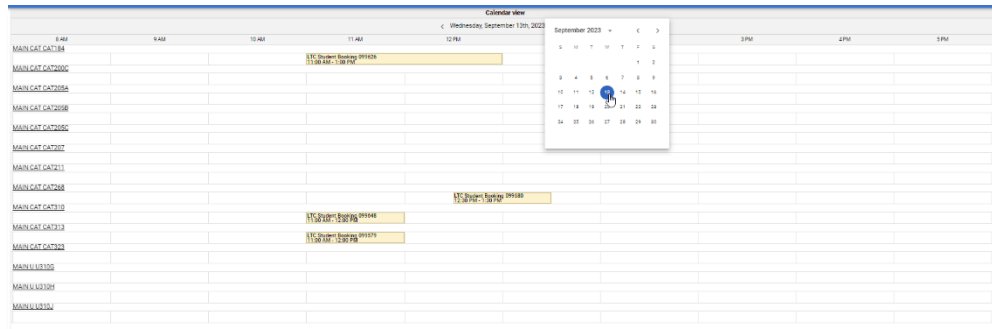
Location: All

Additional room criteria: Student Study Rooms, Minimum capacity: 1

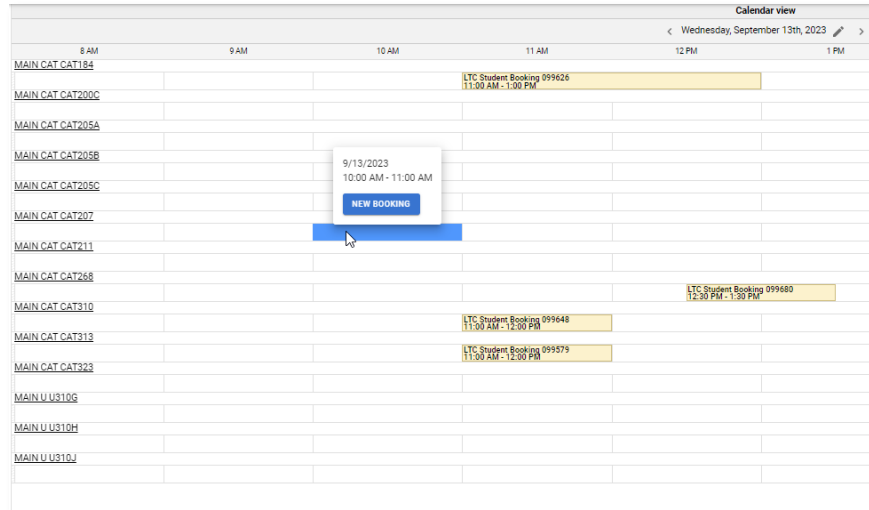
CALENDAR VIEW

Campus	Building	Room	Capacity	Description	Room Type	Calendar
MAIN	U	U3100	12	Student Bookable Space	Student Study Rooms	
MAIN	U	U3101	6	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT200B	6	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT200C	16	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT184	12	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT205A	4	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Rooms	
MAIN	U	U310H	6	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT323	4	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT227	8	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT205C	4	Student Bookable Space	Student Study Rooms	
MAIN	CAT	CAT258	4	Student Bookable Space	Student Study Rooms	

This will include a calendar of all rooms and their bookings; choose the date you need.



You may choose a time here and click on the time box to [create a booking](#).



## Booking Confirmation Page

### Booking confirmation

Self Service

#### Booking type

Book a Student Study Room

Number of attendees:

5

Other information

#### Student Last Name and ID Number

Doe, XXXXXXX

Why are you booking this space? (for information only)

☐ Quiet Space ☒ Studying ☐ Meeting ☐ Group Work ☐ Other

Please enter the number of attendees, your name and student ID number. Review the details of your booking. The Confirm button will activate (turn blue); please click.

*Please note: this information is not visible in the booking; your booking confirmation number will be the reference number for this booking.*

### Booking confirmation

Booking saved successfully. (Booking #099677)

This booking will be displayed on calendars in a few moments.

OK

Once your booking has been confirmed, you will be able to see it in your ['My Bookings'](#) list and ['My calendar'](#).

## Confirmation Email

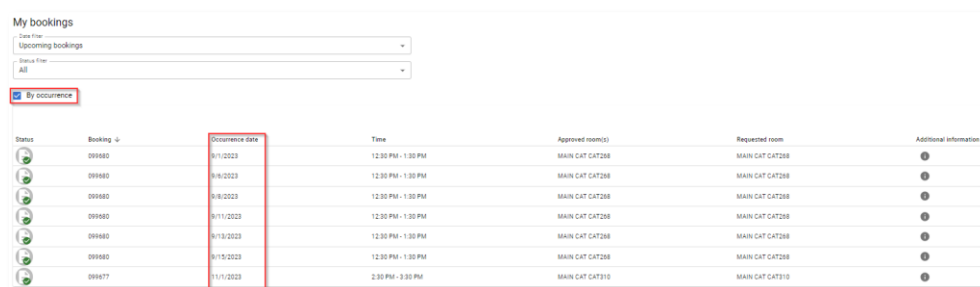
Whichever way you have booked your day, time, and room, once you have completed the booking, you will receive a confirmation email with this text:

**The Following Self-Service Booking Portal Request has been created:**  
**Portal Request Number:** 006720  
**Room Number:** U310G  
**Portal Request Type:** Request for Library Room  
**Requestor:** Test Student  
  
**Requested Start Date:** 3/26/2016  
**Requested End Date:** 3/26/2016  
  
**Requested Start Time:** 2:45 PM  
**Requested End Time:** 3:45 PM  
**Requested Duration:** 01:00  
  
**Comments:**

*Please note: Your Portal Request Number is your reference number for this booking.*

## My Bookings

To see each date in a booking, click on the 'By occurrence' box.



**My bookings**

View filter: Upcoming bookings  
Status filter: All

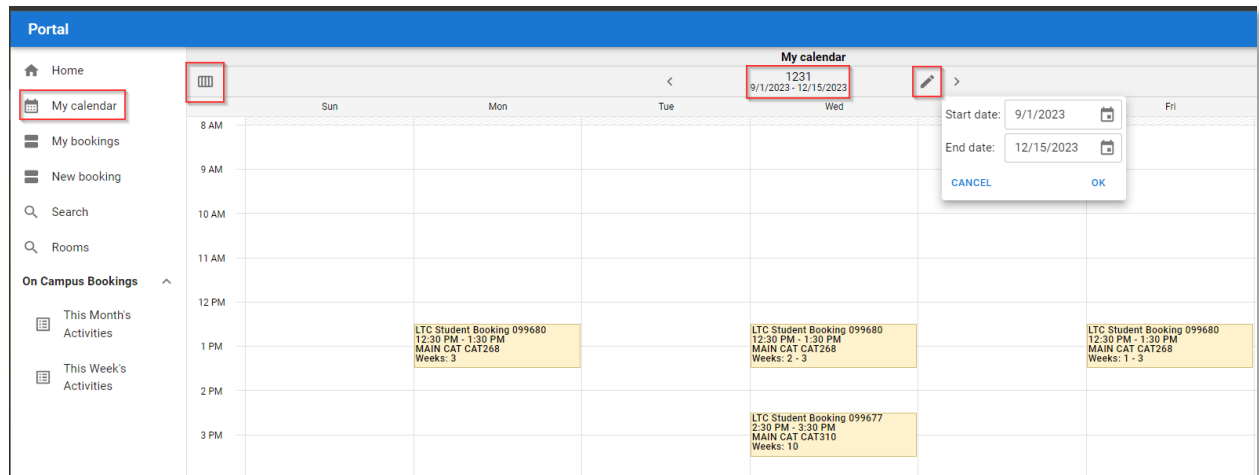
☒ By occurrence

Status	Booking	Occurrence date	Time	Approved room(s)	Requested room	Additional information
	091680	9/11/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/16/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/18/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/19/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/20/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/21/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/22/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091680	9/23/2023	12:30 PM - 1:30 PM	MAIN CAT CAT288	MAIN CAT CAT288	
	091677	11/1/2023	2:30 PM - 3:30 PM	MAIN CAT CAT310	MAIN CAT CAT310	

This will show you a list of each date if you have made any recurring bookings. Click on each row to view the complete booking details.

## My Calendar

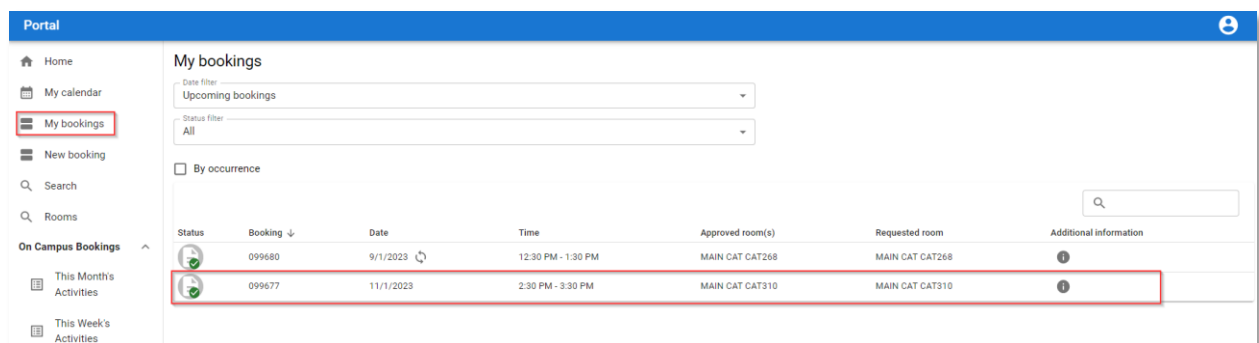
To see a visual calendar of your bookings, click on 'My calendar'. This will bring up a calendar view of all bookings you have made.



It is important to note that the calendar will default to the term view, if you want to change your view to monthly, weekly, or daily choose the grid on the top left corner of the screen. Alternatively, if you are looking for specific dates, choose the edit pencil under the 'my calendar' header at the top of the page.

## Cancelling an Existing Booking

To cancel a booking, click on [My Bookings](#) to see your list of confirmed bookings.



Click on the booking you wish to modify or cancel.

Booking #099677

MODIFY CANCEL

### Booking details

**Booking type**  
Book a Student Study Room

**Submitted to**  
NAIT Scheduling Office

**Number of attendees:**  
5

**Status**  
Approved

**Time Information**

<b>Date</b> 11/1/2023	<b>Start time</b> 2:30 PM
<b>End time</b> 3:30 PM	<b>Duration</b> 1:00

**Room Information**

<b>Room</b> MAIN CAT CAT310	<b>Room type</b> Student Study Rooms
<b>Room configuration</b> Default	

**Requested room criteria**

<b>Room types</b> Student Study Rooms	<b>Floor levels</b> <not specified>
<b>Pavilions</b> <not specified>	<b>Characteristics</b> <not specified>

In the upper right hand side you can click on Modify or Cancel. Click OK.

Cancel booking #099677

⚠ Booking (#099677) will be cancelled.

CLOSE OK

Booking #099677

### Booking details

**Booking type**  
Book a Student Study Room

**Submitted to**  
NAIT Scheduling Office

**Number of attendees:**  
5

**Status**  
Cancelled by the requestor

### History

Date	To	Action	Subject
8/24/2023 3:57 PM	Non-academic LTC	Self service	: Self Service Booking Portal Request #099677 has been created

The cancellation screen will show up to confirm the booking has been cancelled.

This booking will still be on your list with a cancelled flag on the left; you will also receive an [email confirmation](#).

### My bookings

Date filter  
Upcoming bookings

Status filter  
All

☐ By occurrence

Status	Booking	Date	Time	Approved room(s)	Requested room	Additional
	099680	9/1/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CAT310	

To cancel a single day within a recurring booking, click on the booking you wish to modify and select Modify.

Booking #099680

**MODIFY** **CANCEL**

**Booking details**

**Booking type**  
Book a Student Study Room

**Submitted to**  
NAIT Scheduling Office

**Number of attendees:**  
1

**Status**  
Approved

**Time information**

**Start date**  
9/1/2023

**End date**  
9/15/2023

**Start time**  
12:30 PM

**End time**  
1:30 PM

**Duration**  
1:00

Occurs every week(s) on Monday, Wednesday, Friday until 9/15/2023.

**Occurrences**

**Room information**

**Room**  
MAIN CAT CAT268

**Room type**  
Student Study Rooms

**Room configuration**  
Default

Modify booking #099680

**Recurring**

DAILY WEEKLY MONTHLY YEARLY

Every 1 week(s)

on

S M T W T F S

End after 10 occurrence(s)

End by 9/15/2023

Occurs every week(s) on Monday, Wednesday, Friday until 9/15/2023.

**Occurrences**

9/1/2023

9/4/2023

9/6/2023

9/8/2023

**EDIT** **CANCEL** **APPLY**

In the modification screen select edit by the recurrence toggle.

Open the occurrences by clicking on the arrow on the right hand side and click on the x beside the date which you wish to remove.

Select apply.

You will be directed to go to save the booking and it will bring you back to the ['Booking Confirmation'](#) page.

Confirm the booking. You will be redirected to the ['My bookings'](#) page.



**My bookings**

Date filter: Upcoming bookings

Status filter: All

☐ By occurrence

Status	Booking ↓	Date	Time	Approved room(s)	Requested room	Additional info
	099873	9/1/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099680	9/1/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CAT310	

**My bookings**

Date filter: Upcoming bookings

Status filter: All

☒ By occurrence

Status	Booking ↓	Occurrence date	Time	Approved room(s)	Requested room	Additional info
	099873	9/1/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099873	9/8/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099873	9/11/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099873	9/19/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099873	9/15/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	
	099680	9/1/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/4/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/6/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/8/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/11/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/19/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099680	9/15/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CAT310	

You will see the original booking has been cancelled and the new booking has been approved.

If you click on 'By occurrence' you will see the previously cancelled classes show a red X on the left hand side and the newly approved booking will have the green check mark.

Duration: 1:00

Occurs every week(s) on Monday, Wednesday, Friday until 9/15/2023.

**Occurrences**

9/1/2023	
9/4/2023	
9/6/2023	
9/8/2023	
9/11/2023	
9/13/2023	
9/15/2023	

Room information

Room: MAIN CAT CAT268

Room type: Student Study Rooms

Room configuration: Default

Another way to remove a single occurrence, is to open the booking information page and select 'Occurrences'. This will drop down a list of all the dates listed in the booking. You can "ignore" a specific date by clicking on the x beside it.

Ignore occurrence?

Click Yes.

This will modify the booking without canceling the original booking. The specific date has been removed from the booking. The date has been removed from the reservation.

Occurs every week(s) on Monday, Wednesday, Friday until 9/15/2023. [Link](#)

Occurrences	
9/1/2023	
9/4/2023	
9/6/2023	
9/8/2023	<a href="#">✕</a>
9/11/2023	<a href="#">✕</a>
9/13/2023	
9/15/2023	<a href="#">✕</a>

My calendar						
Week of 9/10/2023						
Sun	Mon	Tue	Wed	Thu	Fri	
10	11	12	13	14	15	
8 AM						
9 AM						
10 AM						
11 AM						
12 PM						
1 PM	LTC Student Booking 099873 12:30 PM - 1:30 PM MAIN CAT CAT268				LTC Student Booking 099873 12:30 PM - 1:30 PM MAIN CAT CAT268	
2 PM						
3 PM						

## Student Self-Service Booking Parameters

To give all students an equal and fair opportunity to use rooms the following must be considered when making your booking:

- One simultaneous booking allowed per user
- Maximum 2 hrs booked per user per day
- Can book up until the minute before the booking begins
- Minimum 30 minutes duration; maximum 2 hrs duration
- Maximum 3 days in a row for recurring daily bookings
- Maximum 4 weeks in a row for recurring weekly bookings
- Cannot book more than 30 days in advance