NAIT SCHEDULING PORTAL: STUDENT SELF SERVICE BOOKINGS

User Instructions

Name: Andie Ralph Date: Aug 24, 2023



Table of Contents

General Instructions
Home Page
Menu Options
New Booking
Option 1: Check a specific date and time
Option 2: Find a date in a specific room
Option 3: Make a Recurring Request
Find an Available Time
Booking Confirmation Page11
Confirmation Email
My Bookings
My Calendar13
Cancelling an Existing Booking13
Student Self-Service Booking Parameters17

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 are currently running Microsoft Internet Explorer in compatibility mode or you are running a version of Microsoft Internet Explorer that is no longer supported by Infosilem EnCampus websites. If you are running Microsoft Internet Explorer in compatibility mode, please remove the compatibility mode option. If you are running a version of Microsoft Internet Explorer that is no longer supported, please use a recent browser version.

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

A Home	A MESSAGE TO OUR AMAZING STUDENTS
My calendar	Welcome to your online booking system! Here you can easily book student spac Students have 3 options for bookings:
My bookings	* Study/Meeting rooms * Well-being Spaces * A/V Soundbooths
New booking	The parameters (restrictions) around student bookings are as follows:
D, Search	 Bookings can be made up to 30 days in advance Bookings are for a minimum of 30 minutes and a maximum of 2 hours <u>per user</u> Maximum of 3 days in a row for recurring daily bookings
Q, Rooms	 Maximum of 4 weeks in a row for recurring weekly bookings Self Service bookings receive immediate confirmation and can be completed unit
On Campus Bookings 🛛 🔿	Please Note: if a room in the library area is locked, the library staff can assist. If a
This Month's Activities	You are only permitted to be in the room for the duration of your booking. Pleas If you need any help, you can call us at 780-471-7620 during regular business ho A MESSAGE TO OUR AWESOME STAFF
This Week's Activities	Welcome to your online scheduling portal! Here are a few things you can do the
	* Request rooms for meetings and events

A MESSAGE TO OUR AMAZING STUDENTS Welcome to your online booking system! Here you Vercome to your online booking system1 can easily book student spaces. Students have 3 options for bookings: * Study/Meeting rooms * Well-being Spaces * Well-being Spaces * A/V Soundbooths

The parameters (restrictions) around student bookings are as follows:

* Bookings can be made up to 30 days in advance * Bookings are for a minimum of 30 minutes and a maximum of 2 hours <u>per user</u> per day * Maximum of 3 days in a row for recurring daily heatheres bookings * Maximum of 4 weeks in a row for recurring weekly

Self Service bookings receive immediate confirmation and can be completed under the "New Booking" category. Please Note: if a room in the library area is locked, the library staff can assist. If a CAT room is locked, you will need to contact Security to open. You are only permitted to be in the room for the on of your booking. Please be respectful when

bookings

Desktop View:

shots from a desktop application.

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 <u>'My Calendar'</u>, you should be able to see a schedule of any bookings you have made in a calendar view. If you click on <u>'My Bookings'</u>, 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:

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

Start by clicking on the 'New booking' feature.

Portal	
f Home	New booking
🛗 My calendar	Booking type Ad-Hoc Bookings
My bookings	Room criteria
New booking	
Q Search	Select a time range and duration to view room availabilities.
Q Rooms	Time range: 2:45 PM to 3:00 PM
On Campus Bookings	Duration: 0:15 -
Activities	Select a date to continue.
This Week's Activities	August 2023 • < >
Building Building Student Study Rooms ✓ Student Study Rooms ✓ Student Study Rooms Minimum separity - 5 + 0 + Room	~
	Q
Selected Campus ↑ Building Roo	Capacity Description Room Type Additional information
	CODE 6 Student Bookable Space Student Study Rooms <u>Room details</u>
MAIN CAI CAI	OU 6 Student Bookable Space Student Study Rooms Room details
	7210 7 Studant Dookshla Sosca Studant Studu Doome Doom dataile
	CANCEL APPLY

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

Beoking type Ad-Hoc Bookings Ad-Hoc Bookings Book a Student Study Room Book a Library A/V Sound Booth Request for Meeting or Study Room Request for Advisor Appointment Request for Learning Advisor Appointment Request for Writing Tutor Appointment Request for Math Tutor Appointment Request for Assistive Technology Advisor Appointment Request for Learning Strategist Appointment Book a Well-being Space

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	Select a time range and duration to view room availabilities.
Book a Student Study Room	Timerange: 2:30 PM to 6:00 PM
Room criteria Student Study Rooms, Minimum capacity: 5	Duration: 1:00
• Select a time range and duration to view room availabilities.	Select a date to continue.
Time range: 2:15 PM to 3:15 PM	November 2023 👻 < >
Duration: 1:00 -	S M T W T F S
Select a date to continue.	
November 2023 👻 < >	12 13 14 15 15 17 18 19 20 21 22 23 24 25
S M T W T F S	25 27 28 29 30
	Self service Requires approval Unavailable Selected
19 20 21 22 23 24 25 26 27 28 29 30	Recurring
	Results
Self service Requires approval Unavailable Selected	3 Select the desired start time.
Peouring	□ 2:30 PM ● □ 2:45 PM ● □ 3:00 PM ● □ 3:15 PM ●
recurring	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 🛑					
i Select the des	sired room.					
						Q
Campus 🛧	Building	Room	Capacity	Description	Room Type	Additional information
MAIN	CAT	CAT205B	6	Student Bookable Space	Student Study Rooms	Room details
MAIN	CAT	CAT200C	16	Student Bookable Space	Student Study Rooms	Room details
MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms	Room details
MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms	Room details
IVIAIIN					and the first star	
MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Rooms	Room details
MAIN MAIN	CAT	CAT207 CAT211	8	Student Bookable Space Student Bookable Space	Student Study Rooms Student Study Rooms	Room details Room details

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

Reqr Sele	You must complete the confirmation page to confirm the booking for this room: MAIN CAT C	CAT310.		
L		CANCEL	CONTINUE	

At this point, a <u>booking confirmation</u> 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 Doel XXXXXXX Why are you booking this space? (for information only)	Booking confirmation CAT 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	
Uner space Studying Meeting Group work Gother	Duration 1:00 Requested room criteria Room types Student Study Rooms	Floor levels <not specified=""></not>
	Pavilions <not specified=""> Configuration types <not specified=""> Minimum area 0</not></not>	Characteristics <not specified=""> Minimum capacity 5</not>

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 o	riteria							Room criter	ria					EQ
- Building - All]						•	Student Stud	iy Rooms, I	Minimum capacity	5, MAIN CAT CAT310			
Studen	es t Study Room	ıs					•	() Select a ti	ime range :	and duration to vie	w room availabilities.			
Floor le	vels						*	Time range:	2:15 PM	to 6:30	РМ			- 1
Minimum c	apacity	7						Duration:	1:00	~				- 1
Minimum ai								Select a d	late to con	tinue.				
-	0 +							Noven	mber 2023		``			
Room (MAIN CAT (CAT310)						s	м т	W T F	s			- 1
						Q,					4			- 1
Selected	Campus 🛧	Building	Room	Capacity	Description	Room Type	Additional information	5	6 7		11			
	MAIN	CAT	CAT203B	14	Student Bookable Space	Student Study Rooms	Room details	12	13 14	15 16 17	18			
	MAIN	U	U2101	6	Student Bookable Space	Student Study Rooms	Room details	19	20 21	22 23 24	25			
	MAIN	CAT	CAT310	7	Student Bookable Space	Student Study Rooms	Room details							
L.B.	MAIN	CAT	CAT313	6	Student Bookable Space	Student Study Rooms	Room details	26	27 28	29 30				
	MAIN		113106	12	Student Bookable Space	Student Study Rooms	Room details							
	MAIN	CAT	CAT207	8	Student Bookable Space	Student Study Rooms	Room details	Calf ann		- Desuires a	a new set			
	MAIN	CAT	CAT211	8	Student Bookable Space	Student Study Rooms	Room details	Self serv	nce	- Requires a	oprovar			
	MAIN	U	U310H	6	Student Bookable Space	Student Study Rooms	Room details	Unavaila	able	Selected				
	MAIN	CAT	CAT184	12	Student Bookable Space	Student Study Rooms	Room details							
								Recurring	g					I
								Results						
								i Select the	e desired st	tart time.				
								2:15 PM		🗋 2:30 PM 🔴	2:45 PM	3:00 PM	🔲 3:15 PM 🛑	3:30
							CANCEL	5:00 PM		🗖 5:15 PM 🔴	5:30 PM			



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 f	or this room: MAIN CAT	T CAT310.	
		CANCEL	CONTINUE

Click Continue to confirm the booking. Your <u>booking confirmation</u> 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:
Other information
Student Last Name and ID Number
Doe, XXXXXXX
Why are you booking this space? (for information only)
□ Quiet Space Z 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.
ок

Click on Submit and a <u>booking confirmation</u> will pop up. You are done. You will be redirected back to <u>'My Bookings'</u> page. An email will be sent to you with your booking reservation information attached.

Option 3: Make a Recurring Request

New bool	kina
Booking type – Book a Stud	Jent Study Room
Room crite Student Stu	aria Idy Rooms, Minimum capacity: 5
i Select a	time range and duration to view room availabilities.
Time range:	11:30 AM to 6:00 PM
Duration:	1:00 -
i Select a	date to continue.
Sept	ember 2023 👻 < >
3 10 17 24	M T W T F S 1 2 4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 25 26 27 28 29 60
Self se	rvice 🔶 Requires approval
Unavai	lable Selected
Recurri	ing

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 'Recuring' button under the calendar.

Recurring	
DAILY WEEKLY MONTHLY YEARLY	
Every - 1 + week(s)	
S M T W	T F S
O End after - 10 + occurrence(s)	
End by 10/11/2023 Image: 10/11/2023	
Occurs every week(s) on Wednesday until 10/11/2023. 🗘	
Occurrences	^
9/13/2023	/ 🛛
9/20/2023	SELECT DATE
	Wed, Oct 11 🖌
9/2//2023	October 2023 👻 < >
10/4/2023	S M T W T F S
	1 2 3 4 5 6 7
10/11/2023	
	22 23 24 25 26 27 28
	29 30 31 APPL
	ОК

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.

Select a date to continue.
September 2023 👻 < >
S M T W T F S
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 80
Self service Requires approval
Recurring ZEDIT
Results
Select the desired start time.
□ 12:00 PM ● □ 12:15 PM ● □ 12:30 PM ● □ 12:45 PM ● □ 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 <u>booking confirmation</u> 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.



At this time, you will be redirected to <u>'My bookings'</u> page with a list of all bookings you have made. An email with the details of your booking will be sent to you.

100111111	ormation
Campus MAIN	
Building CAT	
Room MAIN CA	T CAT207
Room typ Student S	ie Study Rooms
Room co Default	nfiguration
Time info	rmation
Date 9/11/202	3
Start tim 12:30 PN	e I
End time 1:30 PM	
Duration	

Requested room criteria

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

<not specified>

Minimum capacity

Configuration types <not specified>

<not specified>

Minimum area 0

Pavilions

Find an Available Time

Rooms							
All				*			
Additional room criteria Student Study Rooms, Minimum c	apacity: 1		2	R.			
						CALENDAR VI	EW 🖻
						۹	
Campus 🛧	Building	Room	Capacity	Description	Room Type	Calendar	
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	iii .	

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			NEW BOOKING
Composi Markit Teler Sarfiero - Cat: Consopien event sectores		huling Cat Gata Catao	
Nam by: Bauers Budy Roms Periods - Infland Carl Control (Section 1997)		Area 1	
Configuration type even spacefilter Description Description Available Description Available A		Capachy 7	
One activity of the second sec			
	D		

Or you can view the room calendar and choose to <u>create a</u> <u>booking</u> by clicking on the time you would like to book.

				MAIN CAT CAT310			
B			<	Week of 9/10/2023 🧪	>		
	Bun	Mon	Tue	Wed	The	Pr.	5at
	10	11	12	13	14	15	16
7 AM							
8 AM							
y AN							
10 AM							
11 AM				LTC Student Booking 099848		LTC Student Booking 099645	
				11:00 AM - 12:00 PB MAIN CAT CAT310		31.00 AM - 1.00 PM MAIN CAT CAT210	
12 PM			LTC Student Booking 099646	9/13/2023			
222			MAIN CAT CATELO	2:00 PM - 3:00 PM			
1 PM				NEW POOKING			
2.751							
3 PM							
2 PM							
S PM							

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

Rooms						
All			Ť			
Additional room criteria	-1		EQ			
Student Study Koorns, Minimum capacit						
Campus 🛧	Building	Room	Capacity	Description	Room Type	Calendar
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	

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

				Caler	idar view					
		10.004		< Wednesday, Septe	mber 13th, 2023 Septem	ber 2023 👻 🖒 🔿		2.014	104	
MAIN CAT CAT184	1.04	14.000	11 Percent Bashing MILENS	12700				47m		100
MAIN CAT CAT200C			11:00 AM - 1:00 PM			1 2				
MAIN CAT CAT205A						· · · · · · · · ·				
MAIN CAT CAT2058					17 1					
MAIN CAT CAT205C					24 2	0 01 07 08 09 80				
MAIN CAT CAT207										
MAIN CAT CAT211										
Main Gal Gal211										
MAIN CAL DA1200				LTC Student Esotiat	y 099680					
MAIN CAT CAT310			LTC Student Booking 099648							
MAIN CAT CAT313			LTC Student Booking 091575							
MAIN CAT CAT323			LINE OF LAND PR							
MAIN U U3105										
MAIN U U310H										
MAIN U US10J										
								< Wed	Inesday, Septem	nber 13th, 2023 🧪
	8 AM		9 AM		10 AM	11 A	м	< Wed 12 PM	Inesday, Septerr	nber 13th, 2023 🧪 > 1 PM
	8 AM MAIN CAT CAT184		9 AM		10 AM	11 A	M 099626	< Wed 12 PM	Inesday, Septen	nber 13th, 2023 🧪 🔅 1 PM
	8 AM MAIN CAT CAT184 MAIN CAT CAT200C		9 AM		10 AM	11 A LTC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed	Inesday, Septen	nber 13th, 2023 🧨 🔉 1 PM
	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT205A		9 AM		10 AM	11 A LTC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed	Inesday, Septerr	nber 13th, 2023 🧨 🛛 : 1 PM
	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B		9 AM	9/13/20	10 AM	11 A LTC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed 12 PM	Inesday, Septerr	iber 13th, 2023 🧨 🔅
time	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B MAIN CAT CAT205B		9.AM	9/13/20 10:00 Al	10 AM 123 M - 11:00 AM	11 A LTC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed	Inesday, Septen	nber 13th, 2023 🧨 🤉
time	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT2058 MAIN CAT CAT2058 MAIN CAT CAT2050		9.8M	9/13/20 10:00 Al	10 AM 23 M - 11:00 AM	11 A	M 099626	< Wed 12 PM	Inesday, Septer	nber 13th, 2023 🧨 🔉
time	8 AM MAIN CAT CATEA MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B MAIN CAT CAT205C MAIN CAT CAT205C		9 AM	9/13/20 10:00 AI NEW B	10 AM 123 M - 11:00 AM	11 A LTC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed	Inesday, Septem	iber 13th, 2023 🧨 : 1 PM
time าย	8 AM MAIN CAT CAT CAT MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B MAIN CAT CAT205C MAIN CAT CAT205C		9.AM	9/13/20 10:00 Al	10 AM 123 M - 11:00 AM KOOKING	11 A [TC Student Booking 11:00 AM - 1:00 PM	M 099626	< Wed	Inesday, Septem	iber 13th, 2023 💉 : 1 PM
time าย	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT205B MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT207C MAIN CAT CAT207		9AM	9/13/20 10:00 Al	10 AM 123 M - 11:00 AM 100KING	11 A	M 099626	< Wed	Inesday, Septem	iber 13th, 2023 🧨 🤉
time าe <u>ล</u>	8 AM MAIN CAT CAT200C MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT207 MAIN CAT CAT201 MAIN CAT CAT211		94M	9/13/20 10:00 Al	10 AM 123 M - 11:00 AM	11 A	M 099626	< Wed	Inesday, Septem	тбөг 13th, 2023 🥕 🤉
time ne <u>a</u>	8 AM MAIN CAT CATEA MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B MAIN CAT CAT205C MAIN CAT CAT207C MAIN CAT CAT211 MAIN CAT CAT258		94M	9/13/20 10:00 Al	10 AM 12 3 M - 11:00 AM NOOKING	11 A	M 099626	< Wed 12 PM	Student Booking	o99660
time ne <u>a</u>	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT2050 MAIN CAT CAT2050 MAIN CAT CAT2050 MAIN CAT CAT2057 MAIN CAT CAT207 MAIN CAT CAT207 MAIN CAT CAT210		9.4M	9/13/20 10:00 Al	18 AM 23 M - 11:00 AM 100 KM 6	11 A	M 099626	< Wed 12 PM	Inesday, Septem	o99660
time าe <u>a</u>	8 AM MAIN CAT CAT184 MAIN CAT CAT200C MAIN CAT CAT2058 MAIN CAT CAT2058 MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT310 MAIN CAT CAT310		94M	9/13/20 10:00 Al NEW K	10 AM 23 M- 11.00 AM 100 KING	TIA	M 099626	< Wed 12 PM	Inesday, Septem	o99680
time ne <u>a</u>	8 AM MAIN CAT CATIBA MAIN CAT CAT200C MAIN CAT CAT205A MAIN CAT CAT205B MAIN CAT CAT205C MAIN CAT CAT205C MAIN CAT CAT207C MAIN CAT CAT211 MAIN CAT CAT210 MAIN CAT CAT310 MAIN CAT CAT313		94M	9/13/20 10:00 Al	10 AM 223 M - 11 100 AM 100KING	11 A	M 099425 099548 099548	< Wed 12 PM	inesday, Septem	099680

You may choose a time here and click on the time box to <u>create a</u> <u>booking</u>.

Booking Confirmation Page

MAIN U U310G MAIN U U310H MAIN U U310J

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



Once your booking has been confirmed, you will be able to see it in your <u>'My Bookings'</u> list and <u>'My calendar'</u>.

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			* *			
Status	Booking ψ	Occurrence date	Time	Approved room(s)	Requested room	Additional information
6	099680	9/1/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
٢	099680	9/6/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
٢	099680	9/8/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
	099680	9/11/2023	12:30 PM + 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
٢	099680	9/13/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
۲	099680	9/15/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
٢	099677	11/1/2023	2:30 PM - 3:30 PM	MAIN CAT CAT310	MAIN CAT CAT310	0

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.

Portal									
A Home				,	My calendar	<i>2</i>			
🛗 My calendar		Sun	Mon	Tue	9/1/2023 - 12/15/2023 Wed	Start date:	9/1/2023	H	Fri
My bookings	8 AM					End date:	12/15/2023	i	
New booking	9 AM					CANCEL		ок	
Q Search	10 AM							_	
Q. Rooms	11 AM								
On Campus Bookings 🛛 🔿									
This Month's	12 PM		LTC Student Booking 099680		LTC Student Booking 099680			LTC Stud	lent Booking 099680
This Week's	1 PM		12:30 PM - 1:30 PM MAIN CAT CAT268 Weeks: 3		12:30 PM - 1:30 PM MAIN CAT CAT268 Weeks: 2 - 3			12:30 PM MAIN CA Weeks: 1	M - 1:30 PM AT CAT268 I - 3
Activities	2 PM								
	3 PM				LTC Student Booking 099677 2:30 PM - 3:30 PM MAIN CAT CAT310				
	101				Weeks: 10				

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 <u>My Bookings</u> to see your list of confirmed bookings.

Portal							
A Home	My bookings						
🛗 My calendar	Date filter Upcoming bookings			•			
My bookings	Status filter All			~			
New booking							
Q, Search	By occurrence						
Q Rooms						Q	
De Original Problema	Status Booking	g↓ Date	Time	Approved room(s)	Requested room	Additional information	
On Campus Bookings 🔷 🗠	099680	9/1/2023 🖒	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0	
This Month's Activities	099677	11/1/2023	2:30 PM - 3:30 PM	MAIN CAT CAT310	MAIN CAT CAT310	0	
This Week's Activities							

Click on the booking you wish to modify or cancel.

Booking #099677		
Booking details		^
Booking type Book a Student Study Room		
Submitted to NAIT Scheduling Office		
Number of attendees: 5		
Status Approved		
Time information		
Date 11/1/2023	Start time 2:30 PM	
End time 3:30 PM	Duration 1:00	
Room information		
Room MAIN CAT CAT310	Room type Student Study Rooms	
Room configuration Default		
Requested room oriteria		
Room types Student Study Rooms	Floor levels <not specified=""></not>	
Pavilions <not specified=""></not>	Characteristics <not specified=""></not>	

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

Car	ncel booking #099677	
	Booking (#099677) will be can	celled.
	CLOSE	ок

Booking #099677

Booking details			
Booking type Book a Student Study Room			
Submitted to NAIT Scheduling Office			
Number of attendees:			
Status Cancelled by the reques	stor		
History			
Date \downarrow	То	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 <u>email confirmation</u>.

My boo	kings					
Date filter – Upcoming	g bookings			~		
Status filter				•		
Ву осс	urrence					
Status	Booking \downarrow	Date	Time	Approved room(s)	Requested room	Additiona
	099680	9/1/2023 🖒	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CAT310	0

i.

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

Booking #099680	
Booking details	
Booking type Book a Student Study Room	
Submitted to NAIT Scheduling Office	
Number of attendees:	
Status	
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	
Book a Student Study Room	DAILY WEEKLY MONTHLY YEARLY	
Room criteria MAIN CAT, Student Study Rooms, H	Every - 1 + week(s)	
Select a time range and duration	S M T W T F S	
Time range: 12:30 PM to	C End after - 10 + occurrence(s)	
Duration: 1:00 -	End by 9/15/2023	
 Select a date to continue. 	Occurs every week(s) on Monday, Wednesday, Friday until 9/15/2023. 🐧	
September 2023 👻	Occurrences 🐁	~
S M T W T		- 1
3 4 5 6 7	9/1/2023 🖍 🔕	
10 11 12 13 14 17 18 19 20 21	9/4/2023	
24 25 26 27 28	9/6/2023	
Self service 🧶 Requ	lynore occurrence	
. Unavailable Sele	9/8/2023	
Recurring EDIT	CANCEL	APPLY

In the modification screen select edit by the recurrance toggle.

Open the occurances 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 <u>'Booking</u> <u>Confirmation'</u> page.

Confirm the booking. You will be redirected to the <u>'My bookings'</u> page.

My boo	kings					
Upcomin	ig bookings			•		
All				•		
🗌 Ву осс	urrence					
						٩
Status	Booking 🕁	Date	Time	Approved room(s)	Requested room	Additional in
	099873	9/1/2023 🖒	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
	099680	9/1/2023 🖒	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CAT310	0

My boo	kings				R	
Date filter Upcomin	g bookings			*		
- Status filter All				•		
🗸 Ву осо	urrence					
Status	Booking ψ	Occurrence date	Time	Approved room(s)	Requested room	Addition
	099878	9/1/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
(j)	099873	9/8/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
6	099873	9/11/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
6	099873	9/13/2023	12:30 PM - 1:80 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
6	099878	9/15/2023	12:30 PM - 1:30 PM	MAIN CAT CAT268	MAIN CAT CAT268	0
6	099680	9/1/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
	099680	9/4/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
6	099680	9/6/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
6	099680	9/8/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
6	099680	9/11/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
6	099680	9/13/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
6	099680	9/15/2023	12:30 PM - 1:30 PM		MAIN CAT CAT268	0
	099677	11/1/2023	2:30 PM - 3:30 PM		MAIN CAT CATS10	0

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	0
9/11/2023	0
9/13/2023	8
9/15/2023	8
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 'Occurences'. 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.



Click Yes. This will modify the booking withou canceling the original booking. The specific date has been removed from the booking. The date has been removed from the reservation.





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