A Guide on how to make a one-off booking in Enterprise

Timetabling Support
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1. In Enterprise Timetabler on the top tool bar click on View

2. A new window pane will appear (fig 1) called Booking Requirements

   ![Booking Requirements](image)

3. Now fill in your booking Requirements

   **Name** – This will be the title of your booking

   **Host Key** – you can use this space to create a unique reference for your booking or leave it blank and the system will generate one for you

   **Activity type** (Drop down list) – you can choose the type of your booking, for example Lecture, Tutorial, One off booking, etc.

   **Description** – here you can give a brief outline of your booking

   **Duration** – This is the length of your booking; these are in 30min slots

   **Planned size** – this will be the total size of the group attending the booking

   **Department** - (Drop down list) this is where you select your department, if your department is not showing use the default of Admin (then contact Timetabling Support to get your department added)

   **Zone** – This is the area/campus where you would like your booking to take place

   **Chose date** – The date of your booking
Fig 2

This is where you can add in all your room/equipment regiments

Fig 3

Click on the selected area and a new window will appear Fig 4

Fig 4

Now you can add / remove your suitabilities by pressing
Now click on the day of the week of your booking

Once you filled in all of the required fields press the button

5. Now at the bottom half of your screen you will see a combined timetable view

The blue diamond's represent where you are able to put you booking
Now you can place your mouse pointer over one of these diamonds and right click on your mouse and it will say Schedule Here.

Now your booking will appear on the timetable

Fig 7

Now on the left-hand side of the screen you will see window called Views and it will have a location window open. This is a list of all the rooms which you have the ability to make bookings within which are free at the time of your booking.

Select a room you would like to book (please note you may only have access to your departmentally owned rooms)

Once you have selected a room it will turn blue in the list

Fig 8
6, once you are happy with your room choice go to the top of the tool bar and click on Actions > Booking > Confirm Booking

Fig 9

Now you will have a window pop up to confirm that your booking has been made and you can click 'Yes' to make more bookings or 'No' to finish.

End of Guide.