

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



Booking Mode

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

fig 1

A screenshot of the 'Booking requirements' window in the Enterprise Timetabler software. The window has a light blue header and contains several input fields and dropdown menus. The fields are: Name (with a placeholder '<type here to replace the auto-generated booking name>'), Host Key, Description, Duration (set to 2 and 01:00), Activity Type (set to Assessment), Planned Size (set to 0), Department (set to [None]), Zone (set to [None]), and Choose Date. There is a 'Match Requirements' button at the bottom left.

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 chose 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

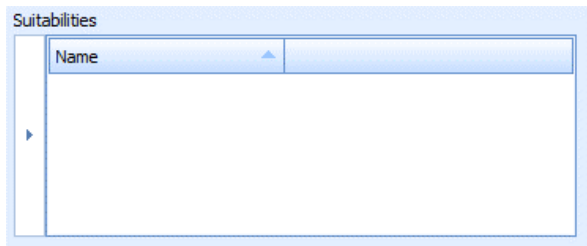
Planned size – this will be the total size of the group attending the booking

Department - (Drop down list) this is where you select your department, if you 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 you booking to take place

Chose date – The date of your booking

Fig 2



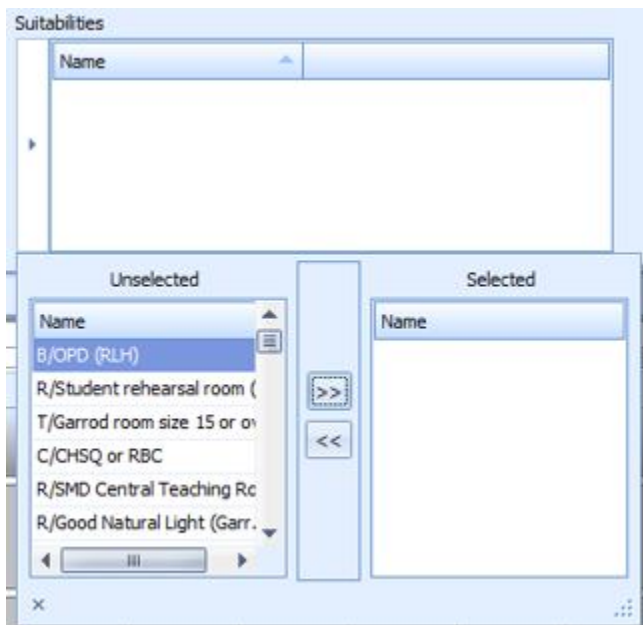
This is where you can add in all you room/equipment regiments

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

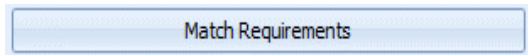


Fig 5

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

Fig 6

A screenshot of a 'Combined Timetable' interface. At the top, there are four tabs: 'Combined Timetable' (selected), 'Master Timetable', 'Resources', and 'Multi-view Timetable'. Below the tabs is a grid with 19 columns representing time slots and 7 rows representing days of the week. The columns are labeled with times: 8 AM, 9:00, 10:00, 11:00, 12:00 PM, 13:00, 14:00, 15:00, 16:00, and 17:00. The rows are labeled with days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The Friday row contains blue diamond icons in every time slot from 9:00 to 17:00. All other cells in the grid are empty.

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 

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)

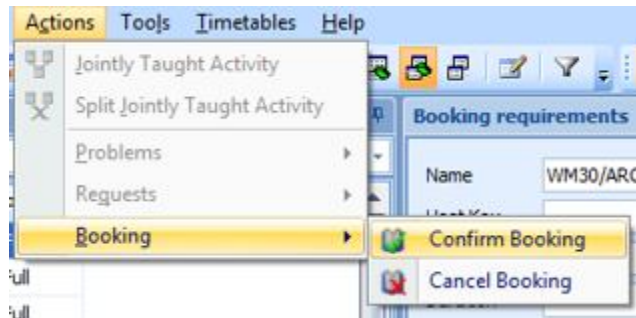
Once you have selected a room it will turn blue in the list

Fig 8

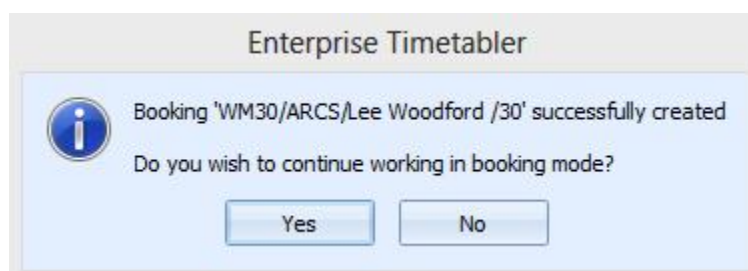
Views	
Locations	
Name	Permi...
> Scape:1.04 (36)	Full
Scape:1.03 (20)	Full
Scape:1.02 (20)	Full
Queens:W207(41) PC Lab	Full
Queens:E303 (40)	Full

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.