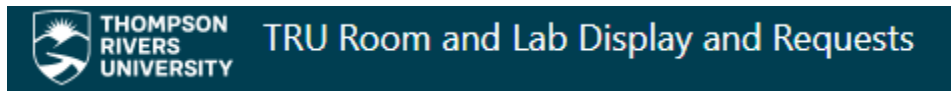


TRU Room Booking Portal Training Guide



Welcome to the TRU Room Booking training guide.

To navigate to the portal please visit:

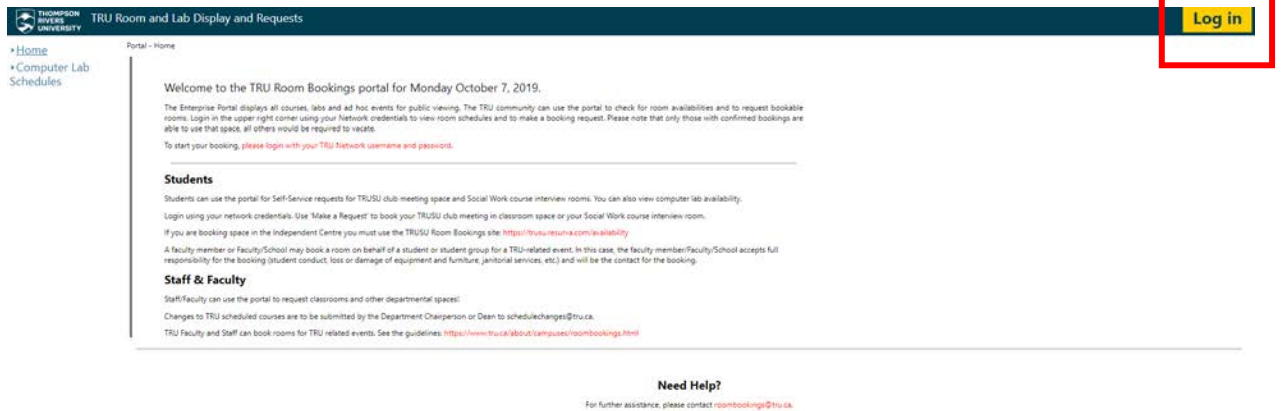
<https://roombookingportalprd.tru.ca/portal/>

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Make a Request:

- 1) To make a request, you must first login to the Portal. To login, please click on the link in the top Right-hand corner:



THOMPSON RIVERS UNIVERSITY TRU Room and Lab Display and Requests

Portal - Home

Home
Computer Lab Schedules

Welcome to the TRU Room Bookings portal for Monday October 7, 2019.

The Enterprise Portal displays all courses, labs and ad hoc events for public viewing. The TRU community can use the portal to check for room availabilities and to request bookable rooms. Login in the upper right corner using your Network credentials to view room schedules and to make a booking request. Please note that only those with confirmed bookings are able to use that space, all others would be required to vacate.

To start your booking, please login with your TRU Network username and password.

Students

Students can use the portal for Self-Service requests for TRUSU club meeting space and Social Work course interview rooms. You can also view computer lab availability. Login using your network credentials. Use 'Make a Request' to book your TRUSU club meeting in classroom space or your Social Work course interview room.

If you are booking space in the Independent Centre you must use the TRUSU Room Bookings site: <https://truu.resuina.com/availability>

A faculty member or Faculty/School may book a room on behalf of a student or student group for a TRU-related event. In this case, the faculty member/Faculty/School accepts full responsibility for the booking (student conduct, loss or damage of equipment and furniture, janitorial services, etc.) and will be the contact for the booking.

Staff & Faculty

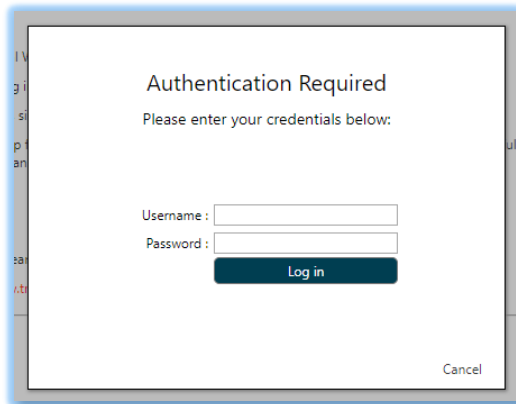
Staff/Faculty can use the portal to request classrooms and other departmental spaces!

Changes to TRU scheduled courses are to be submitted by the Department Chairperson or Dean to schedulechanges@tru.ca.

TRU Faculty and Staff can book rooms for TRU related events. See the guidelines: <https://www.tru.ca/about/campus/resroombookings.html>

Need Help?
For further assistance, please contact roombookings@tru.ca.

- 2) Login using your TRU Network Credentials:



Authentication Required

Please enter your credentials below:

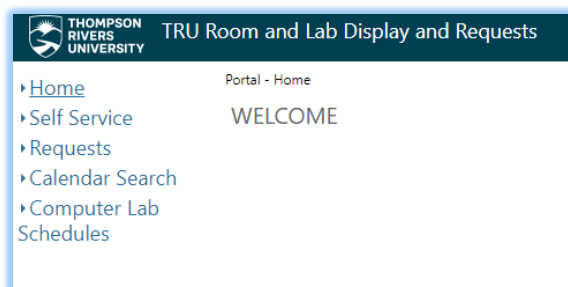
Username :

Password :

Log in

Cancel

- 3) Once you login, you will see some menu choices on the Left-Hand side:



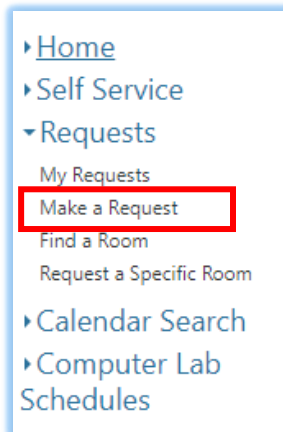
THOMPSON RIVERS UNIVERSITY TRU Room and Lab Display and Requests

Portal - Home

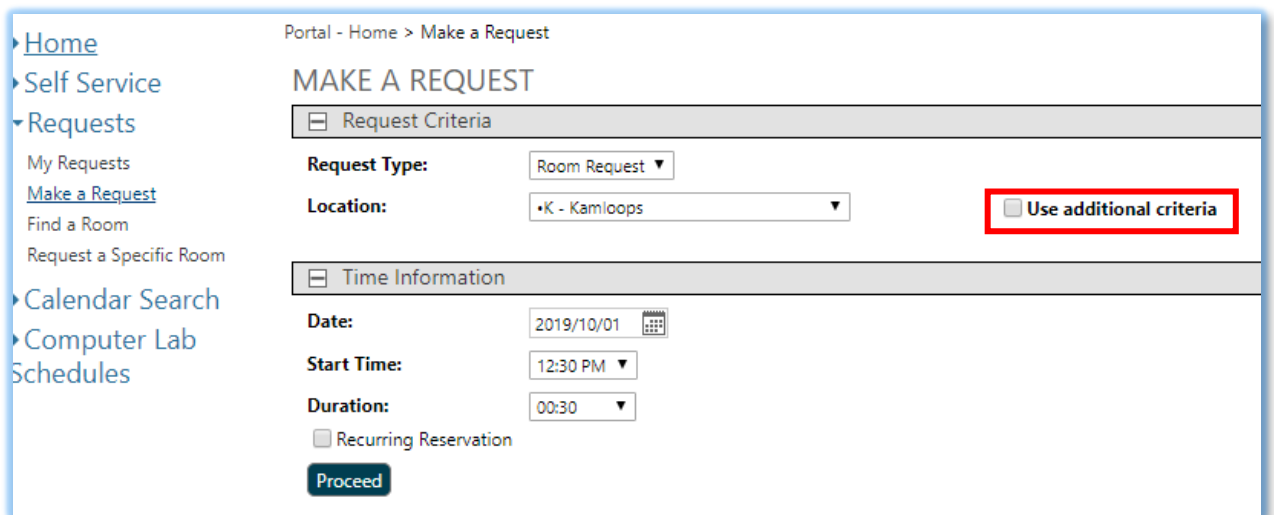
WELCOME

Home
Self Service
Requests
Calendar Search
Computer Lab Schedules

4) On the left navigation menu, click on “Make a Request”



5) Once you click here, you can specify the location of the building and the Time:

A screenshot of the 'MAKE A REQUEST' form. The form is titled 'MAKE A REQUEST' and has a breadcrumb 'Portal - Home > Make a Request'. It is divided into two sections: 'Request Criteria' and 'Time Information'. In the 'Request Criteria' section, there are fields for 'Request Type' (set to 'Room Request'), 'Location' (set to '•K - Kamloops'), and a checkbox for 'Use additional criteria' (highlighted with a red box). In the 'Time Information' section, there are fields for 'Date' (set to '2019/10/01'), 'Start Time' (set to '12:30 PM'), and 'Duration' (set to '00:30'). There is also a checkbox for 'Recurring Reservation' and a 'Proceed' button.

6) If you click on “Use additional criteria” there will be more specific information to filter by:

Portal - Home > Make a Request

MAKE A REQUEST

Request Criteria

Request Type: Room Request ▼

Location: •K - Kamloops ▼ Use additional criteria

<p>Room Types:</p> <input type="checkbox"/> ABCO - ABTS Computer Lab <input type="checkbox"/> AHCL - Animal Health Classroom <input type="checkbox"/> AHLB - Animal Health Lab	<p>Floor Levels:</p>	<p>Pavilions:</p> <input type="checkbox"/> AE - Arts and Education <input type="checkbox"/> AHT - Animal Health Building <input type="checkbox"/> CATC - Culinary Arts Training Centre
<p>Characteristics:</p> <input type="checkbox"/> BB - Blackboard <input type="checkbox"/> C <input type="checkbox"/> CO - Computer Lab	<p>Configuration Types:</p>	<p>Minimum Capacity: <input type="text" value="0"/></p> <p>Minimum Area: <input type="text" value="0"/></p>

Time Information

Date: 2019/10/01

Start Time: 12:30 PM ▼

Duration: 00:30 ▼

Recurring Reservation

Proceed

7) Each field provides some choices, here is a summary:

- a) **Request Type:** Only one choice is available for many, it is simply “Room Request”.
- b) **Location:** Users can leave it as Kamloops for all buildings on Campus, or select the actual building location on campus. Once selected, the other windows will adjust your choices.
- c) **Room Types:** This will show the available room types for that specific location.
- d) **Floor Levels:** Normally blank as we don’t separate our rooms by floors.
- e) **Pavilions:** Similar to Buildings.
- f) **Characteristics:** How the room is classified and what it contains. Some are labs, some have whiteboards, some are Multi-media for example.
- g) **Configuration Types:** If populated, you can select the type of orientation you would like for the room. 3 choices are Classic Lecture style, O-Shaped, and U-Shaped. May require extra time to setup.
- h) **Minimum Capacity:** Minimum number of people the room should be able to fit.

- i) **Minimum Area:** Not used.
- j) **Date:** The day you want to have the booking. You can click the Calendar Icon to view it by that style.
- k) **Start Time:** What time the booking should start.
- l) **Duration:** How long the booking should be.
- m) **Recurring Reservation:** If you check this box, you will get to request a booking that occurs more than once or repeats at a certain time.

If you click this, more options open up for you:

The screenshot shows a 'Time Information' form with the following fields and options:

- Date:** 2019/10/02 (with a calendar icon)
- Start Time:** 1:00 PM (dropdown menu)
- Duration:** 00:30 (dropdown menu)
- Recurring Reservation:** (checked)
- Frequency:**
 - Daily
 - Weekly
 - Monthly
 - Yearly
- Recur every:** 1 week(s) on
- Days:**
 - Sunday
 - Wednesday
 - Saturday
 - Monday
 - Thursday
 - Tuesday
 - Friday
- End after:** 10 occurrence(s)
- End by:** 2019/10/02 (with a calendar icon)
- Show Occurrences:** (button)
- Proceed:** (button)

In this example the Staff member has selected a booking on Wednesday, Oct 2nd that occurs every week for 10 weeks. If you have more than 10 you can edit the number of occurrences. If you don't know how many times but only know the end date, you can select that date as well.

If you want to see each of the occurrences, click on "Show Occurrences" for a list:

End after occurrence(s)
 End by Hide Occurrences

Date	DoW	Occurrence Status
2019/10/02	Wednesday	Selected
2019/10/09	Wednesday	Selected
2019/10/16	Wednesday	Selected
2019/10/23	Wednesday	Selected
2019/10/30	Wednesday	Selected
2019/11/06	Wednesday	Selected
2019/11/13	Wednesday	Selected
2019/11/20	Wednesday	Selected
2019/11/27	Wednesday	Selected
2019/12/04	Wednesday	Selected

Proceed

If you have some occurrences that you need to modify you have the flexibility to do that as well by clicking the drop-down menu which currently displays “Selected”:

Date	DoW	Occurrence Status	
2019/10/02	Wednesday	Ignored	
2019/10/09	Wednesday	Modified	New Date: <input type="text" value="2019/10/08"/> Tuesday
2019/10/16	Wednesday	Ignored	
2019/10/23	Wednesday	Selected	
2019/10/30	Wednesday	Selected	
2019/11/06	Wednesday	Modified	New Date: <input type="text" value="2019/11/04"/> Monday
2019/11/13	Wednesday	Selected	
2019/11/20	Wednesday	Selected	
2019/11/27	Wednesday	Selected	
2019/12/04	Wednesday	Selected	
2019/12/11	Wednesday	Selected	
2019/12/18	Wednesday	Selected	
2019/12/25	Wednesday	Selected	
2020/01/01	Wednesday	Selected	
2020/01/08	Wednesday	Selected	
2020/01/15	Wednesday	Selected	

- 8) When you are ready to proceed, you click on “Proceed”, which bring you to the Request Confirmation form:

REQUEST CONFIRMATION

Request Information

Request Type: Room Request

Number of Attendees: * Required (Minimum: 1, Maximum: 300)

Time Information

Date:	Start Time:	End Time:	Duration:
2019/10/01	3:00 PM	3:30 PM	00:30

Please enter additional time requirements here:

Location Information

Campus:	Building:	Room:	Room Type:
K	<not specified>	<not specified>	<not specified>

Please enter additional room requirements here:

Other Information

Reservation Type: TRUSU Recognized Student Club ▼

Name of TRUSU Student Club

* Minimum length not met (Need 4 more characters).

Name of Event/Function/Related Course:

* Minimum length not met (Need 10 more characters).

Enter the required equipment(if any):

<input type="checkbox"/> Blackboard	<input type="checkbox"/> Projector	<input type="checkbox"/> Tiered Seating
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> ITV
<input type="checkbox"/> Moveable Tables and Chairs	<input type="checkbox"/> Teleconferencing	<input type="checkbox"/> Whiteboard

Do you agree to the institution's terms and conditions: <https://www.tru.ca/about/campuses/roombookings/bookings.html> ▼ * Required

Event/Function Comments:

300 character(s) left.

Your request will be submitted to: Registrar's Office **Contact Information:** roombookings@tru.ca

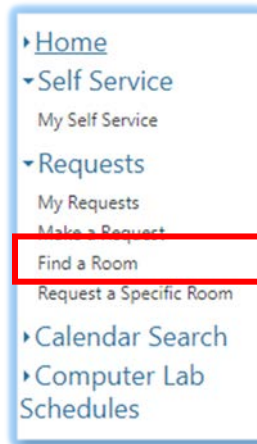
The fields marked in **RED** are required to be filled out. The others are not mandatory but it is recommended you provide as much information as possible.

Here is a breakdown of the fields:

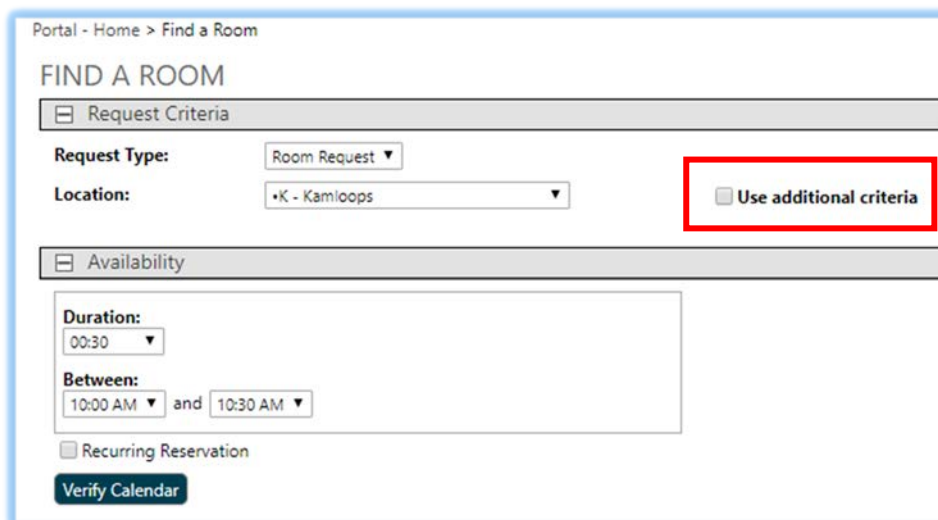
- a) **Number of Attendees:** Enter a value from 1->300
 - b) **Time Information:** Displays the Start Time, End Time and Duration. If there are multiple occurrences they are shown here.
 - c) **Additional time requirements:** If there are any additional comments you need to add put them here and scheduling will take this into account when creating the booking.
 - d) **Location Information:** Lists the Campus, Building, Room, Room Type (if specified). You can leave these blank when making a request and scheduling will assign a room for you. There is also a spot for additional room requirements.
 - e) **Other Information:** In this section you must enter a Reservation Type. This indicates who the reservation is for. The choices are: Staff, Student, TRUSU Club, Faculty. You must also enter the name of this event.
 - f) **Required equipment:** If there is anything you need setup in the room. The scheduler will take this into account when booking the room.
 - g) **Terms and Conditions:** You must agree/disagree with the terms and conditions at TRU in order to proceed. You can still make the booking but odds are it will not be accepted by Room Bookings unless you select "Yes".
 - h) **Event/Function Comments:** Enter any additional information here.
 - i) Once completed, click on "Submit". You should get a confirmation email once the booking has been completed.
- 9) If you have not received confirmation, or run into problems while booking, please contact Room Bookings at RoomBookings@tru.ca.

Finding a Room:

1) To find a room, on the left navigation menu you click on “Find a Room”



This opens up the Request Criteria:

A screenshot of the 'FIND A ROOM' form. The form is titled 'FIND A ROOM' and has a breadcrumb 'Portal - Home > Find a Room'. It is divided into two main sections: 'Request Criteria' and 'Availability'. In the 'Request Criteria' section, there is a 'Request Type' dropdown set to 'Room Request', a 'Location' dropdown set to '•K - Kamloops', and a checkbox labeled 'Use additional criteria' which is highlighted with a red box. The 'Availability' section includes a 'Duration' dropdown set to '00:30', a 'Between' section with two time dropdowns set to '10:00 AM' and '10:30 AM', and a 'Recurring Reservation' checkbox. A 'Verify Calendar' button is located at the bottom of the form.

2) Once you click on the link, it opens up the Room search screen. If you click on “Use additional criteria” it gives you some more options:

a) **Request Type:** Only one choice is available for many, it is simply “Room Request”.

- b) Location:** Users can leave it as Kamloops for all buildings on Campus, or select the actual building location on campus. Once selected, the other windows will adjust your choices.
- c) Room Types:** This will show the available room types for that specific location.
- d) Floor Levels:** Normally blank as we don't separate our rooms by floors.
- e) Pavilions:** Similar to Buildings.
- f) Characteristics:** How the room is classified and what it contains. Some are labs, some have whiteboards, some are Multi-media for example.
- g) Configuration Types:** If populated, you can select the type of orientation you would like for the room. 3 choices are Classic Lecture style, O-Shaped, and U-Shaped. May require extra time to setup.
- h) Minimum Capacity:** Minimum number of people the room should be able to fit.
- i) Minimum Area:** Not used.
- j) Duration:** How long the booking should be.
- k) Between:** Here you can enter a time range of when you would like the room.
- l) Recurring Reservation:** If you check this box, you will get to request a booking that occurs more than once or repeats at a certain time. You can view the occurrences, and modify the dates if need be:

Availability

Duration: 00:30

Between: 10:00 AM and 1:00 PM

Recurring Reservation

Daily Recur every 1 day(s)

Weekly

Monthly

Yearly

Start Date: 2019/10/03

End after 10 occurrence(s)

End by 2019/10/03

Hide Occurrences

Date	DoW	Occurrence Status
2019/10/03	Thursday	Ignored
2019/10/04	Friday	Modified
New Date: 2019/10/10 Thursday		
2019/10/05	Saturday	Selected
2019/10/06	Sunday	Selected
2019/10/07	Monday	Selected
2019/10/08	Tuesday	Selected
2019/10/09	Wednesday	Selected
2019/10/10	Thursday	Selected
2019/10/11	Friday	Selected
2019/10/12	Saturday	Selected

Verify Availability

m) **Verify Availability:** If you click on this, the list of Available rooms for the specified time shows up:

Verify Availability

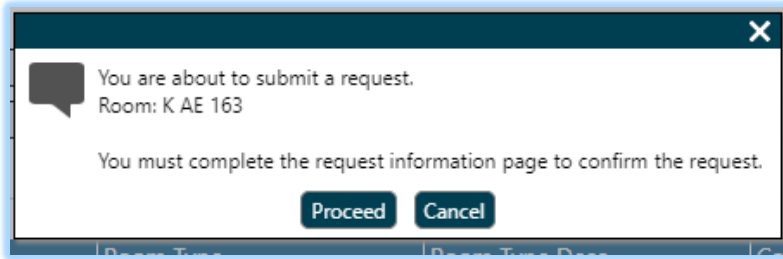
Available Rooms Requiring Approval

10:00 AM (63 rooms)

Click on a row to select a room

Campus	Building	Room	Room Type	Room Type Desc.	Capacity	Managed By	Detail	Calendar
K	AE	105	PYLB	Psychology Lab	20		Detail	Calendar
K	AE	163	PYLB	Psychology Lab	24		Detail	Calendar
K	AE	360	EGCO	Education & Geog Computer Lab	22		Detail	Calendar
K	AHHT	131	AMHL	Animal Health Lab	24		Detail	Calendar
K	CATC	CAFE	CAFE	Cafeteria	100		Detail	Calendar

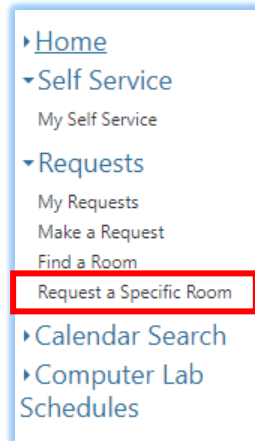
- 3) You can select a room by double clicking on the one you would like. This will open up the confirmation window:



- 4) Once you click Proceed, the request will be sent to scheduling for approval. Once approved you will be emailed a confirmation. If you have not received this or are having troubles booking, please email RoomBookings@tru.ca.

Request a Specific Room:

- 1) To find a specific room, on the left navigation menu you click on “Request a Specific Room”.



- 2) This will open up the Room request criteria screen:

Portal - Home > Request a Specific Room

REQUEST A SPECIFIC ROOM

Request Criteria

Request Type: Room Request ▼

Location: •K - Kamloops ▼ Use additional criteria

Rooms: Room Request

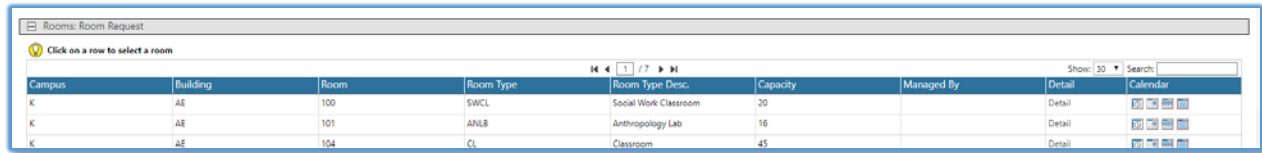
Click on a row to select a room

Campus	Building	Room	Room Type
K	AE	100	SWCL
K	AE	101	ANLB

3) If you click on “Use additional criteria” it gives you some more options:

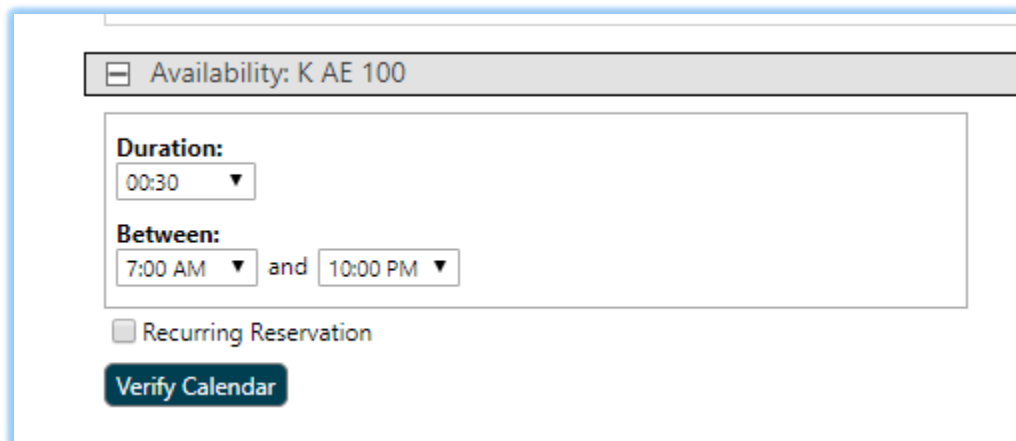
- a) **Request Type:** Only one choice is available for many, it is simply “Room Request”.
- b) **Location:** Users can leave it as Kamloops for all buildings on Campus, or select the actual building location on campus. Once selected, the other windows will adjust your choices.
- c) **Room Types:** This will show the available room types for that specific location.
- d) **Floor Levels:** Normally blank as we don’t separate our rooms by floors.
- e) **Pavilions:** Similar to Buildings.
- f) **Characteristics:** How the room is classified and what it contains. Some are labs, some have whiteboards, some are Multi-media for example.
- g) **Configuration Types:** If populated, you can select the type of orientation you would like for the room. 3 choices are Classic Lecture style, O-Shaped, and U-Shaped. May require extra time to setup.
- h) **Minimum Capacity:** Minimum number of people the room should be able to fit.
- i) **Minimum Area:** Not used.
- j) **Duration:** How long the booking should be.
- k) **Between:** Here you can enter a time range of when you would like the room.
- l) **Recurring Reservation:** If you check this box, you will get to request a booking that occurs more than once or repeats at a certain time. You can view the occurrences, and modify the dates if need be:
- m) **Characteristics:** How the room is classified and what it contains. Some are labs, some have whiteboards, some are Multi-media for example.
- n) **Configuration Types:** If populated, you can select the type of orientation you would like for the room. 3 choices are Classic Lecture style, O-Shaped, and U-Shaped. May require extra time to setup.
- o) **Minimum Capacity:** Minimum number of people the room should be able to fit.
- p) **Minimum Area:** Not used.
- q) **Room Request:** Here you can select a room from the list below. You can also search for a specific room here. It shows the Building, Room Type,

Description, and Capacity. If you click on Calendar, you can view the schedule in the room:



Campus	Building	Room	Room Type	Room Type Desc	Capacity	Managed By	Detail	Calendar
K	AE	100	SWCL	Social Work Classroom	20		Detail	
K	AE	101	ANLB	Anthropology Lab	16		Detail	
K	AE	104	CL	Classroom	45		Detail	

4) Once you click on the room, you can search the availability by entering the Duration and time range you would like:



Availability: K AE 100

Duration:
00:30 ▼

Between:
7:00 AM ▼ and 10:00 PM ▼

Recurring Reservation

Verify Calendar

5) If you click on “Verify Calendar” it will bring up some choices for you. If you select a certain day, it will show you the available times within the range that you specified:

☰ Availability: K AE 100

Duration:

00:30 ▼


Between:

7:00 AM ▼ and 10:00 PM ▼

Recurring Reservation

Verify Calendar

☰ Availability Calendar: K AE 100

 **Click on a date to view availability**

October 2019						
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		

November 2019						
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

December 2019						
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				

 Unavailable  Available  Today  Selected

☰ Room Availability: K AE 100

Start Time

7:00 AM	Request
7:30 AM	Request
8:00 AM	Request
8:30 AM	Room is occupied.
9:00 AM	Room is occupied.

6) If the time slot is open, you can click on “Request” to bring up the request form.

REQUEST CONFIRMATION

Request Information

Request Type: Room Request

Number of Attendees: * Required (Minimum: 1, Maximum: 300)

Time Information

Date: 2019/10/11 **Start Time:** 7:00 AM **End Time:** 7:30 AM **Duration:** 00:30

Please enter additional time requirements here:

Location Information

Campus: K **Building:** AE **Room:** 100 (Details) **Room Type:** SWCL

Please enter additional room requirements here:

Other Information

Reservation Type: * Required

Name of Event/Function/Related Course:

** Minimum length not met (Need 10 more characters).*

Enter the required equipment(if any):

<input type="checkbox"/> Blackboard	<input type="checkbox"/> Projector	<input type="checkbox"/> Tiered Seating
<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> ITV
<input type="checkbox"/> Moveable Tables and Chairs	<input type="checkbox"/> Teleconferencing	<input type="checkbox"/> Whiteboard

Do you agree to the institution's terms and conditions: <https://www.tru.ca/about/campuses/roombookings/bookings.html> * Required

Event/Function Comments:

300 character(s) left.

Your request will be submitted to: Registrar's Office **Contact Information:** roombookings@tru.ca

Once you fill out the form, you can click on submit to send the request to RoomBookings@tru.ca. You will get the confirmation email once the room is approved. Be sure to complete at a minimum, all the require fields in **RED**.