

# enCambrian Room Bookings

For assistance:

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## enCambrian Room Bookings

### **BOOK A ROOM**

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- Login to EnCambrian Portal via myCambrian.
- Click on MAKE A REQUEST.
- Select a date. *Please note that you can only request a room 24hrs in advance.*
- Select a time.
- Select a Duration.
- Click the PROCEED button.
- Complete Mandatory fields.
- Complete Optional fields if other services are required.
- Click the SUBMIT button.
- Select OK to submit the request.
- You will be given a reference number. Click OK.
- MY BOOKINGS will allow you to keep track of your request status.

## enCambrian Room Bookings

# HOW TO MAKE A REQUEST

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1. Login to myCambrian, select the STAFF tab, and click on enCambrian under the QUICK LINKS portal.
2. Login to enCambrian by clicking LOGIN in the upper right corner of the screen and using your network credentials (username and password).
3. Click on MAKE A REQUEST in the left-hand column.
  - By default, MEETING ROOMS and 101 - BARRYDOWNE CAMPUS have already been selected under Request Criteria.
  - If you want to use additional criteria to find a meeting room, check USE ADDITIONAL CRITERIA and select your options.
4. Time Information.
  - Select the date. Please note that you can only request a room 24hrs in advance.
  - Select the start time.
  - Enter the duration.
  - Is this meeting a recurring meeting? If so, check off the RECURRING RESERVATION box and enter the details. See document Recurring Reservations for more help with this function.
5. Click PROCEED.
6. REQUEST CONFIRMATION screen:
  - Complete all mandatory and optional fields related to your reservation. Check off as many boxes as applicable and enter notes, if needed.
    - Mandatory fields:* Contact Name, Meeting/Event Title and Number of Attendees.
    - Optional fields:* Set-up and Tear-down Time, portal display, Directional Signage, Configuration of the room, Facilities services, IT services and AODA services.
  - Once completed, click SUBMIT.
  - A pop-up box will appear. Select the “OK” to submit the request or the “Cancel” button to cancel.
  - You will then receive a message “Request saved successfully” and you will be given a reference number. Click “OK”.
7. Keep track of your status through the MY BOOKINGS link under the HOME section:



## FIND A ROOM

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1. Click on FIND A ROOM.
  - Under REQUEST CRITERIA, REQUEST TYPE (Meeting Rooms) and LOCATION (Barrydowne Campus) automatically default.
  - If desired, click the checkbox beside USE ADDITIONAL CRITERIA to further specify what you are looking for in a meeting room.
2. Under AVAILABILITY, choose one of the following options:

### OPTION 1: CHECK A SPECIFIC DATE AND TIME

- Choose the date for your search
- Choose the Start Time and End Time.
- Click VERIFY AVAILABILITY. Results will appear.
- To book a room from the list, click on a row to select the room. A pop-up box will appear.
- Click PROCEED or CANCEL.
- If you click PROCEED, you will then be taken to the REQUEST CONFIRMATION screen. Complete information requested and SUBMIT.

### OPTION 2: FIND A DATE

- Enter your time range and duration
- Click VERIFY CALENDAR. The AVAILABILITY CALENDAR will appear.
- Choose a date showing as *available* by clicking on it.
- Available rooms and times will appear.
- To book a room from the list, click on a row to select the room. A pop-up box will appear.
- Click PROCEED or CANCEL.
- If you click PROCEED, you will then be taken to the REQUEST CONFIRMATION screen. Complete information requested and SUBMIT.

### OPTION 3: MAKE A RECURRING REQUEST

- Choose the start date
- Choose a specified time range and duration.
- Click SET RECURRENCE OPTIONS. A dialogue box will appear.
- Choose if the recurrence is Daily, Weekly, Monthly or Yearly.
- Enter the details based on your choice.
- SHOW OCCURRENCES allows you to IGNORE or MODIFY individual occurrences within your selection (e.g., skip a day). If you choose IGNORE, this occurrence will not be part of your room requests. If you choose MODIFY, this options allows you to choose a different date.
- Click VERIFY AVAILABILITY.
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

## REQUEST A SPECIFIC ROOM

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1. Click on REQUEST A SPECIFIC ROOM.
  - Under REQUEST CRITERIA, REQUEST TYPE (Meeting Rooms) and LOCATION (Barrydowne Campus) are automatically defaulted.
  - Click the checkbox beside USE ADDITIONAL CRITERIA to further specify your requirements.
2. Under ROOMS: MEETING ROOMS, click on the row to select the room you want.
3. Under AVAILABILITY, choose one of three options:

### **OPTION 1: CHECK A SPECIFIC DATE AND TIME**

- Choose the date
- Choose the Start Time and End Time
- Click VERIFY AVAILABILITY
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date or start/end times.

### **OPTION 2: FIND A DATE**

- Enter your time range and duration.
- Click VERIFY CALENDAR. The AVAILABILITY CALENDAR will appear.
- Choose a date showing as *available* by clicking on it
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

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- Click VERIFY AVAILABILITY.
- A message will appear noting the room availability.
- If the room is available, click REQUEST. This will then bring you to the REQUEST CONFIRMATION screen – complete details and submit your request.
- If the room is not available, choose another date, start/end times or room.

## CANCEL/MODIFY A ROOM BOOKING

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### TO CANCEL

1. Click on MY BOOKINGS.
2. Click the CANCEL button located to the right of the booking you would like to cancel.

### TO MODIFY

*Note: Once your room booking has been approved you can no longer modify the room booking yourself. You will either need to cancel the room booking and re-enter it (steps described below) or you can use the comment section on your approved email and sent it to [roomrequests@cambriancollege.ca](mailto:roomrequests@cambriancollege.ca).*

1. Click on MY BOOKINGS.
2. Click on the reservation you wish to modify.
3. Scroll down to the bottom of the page.
4. You have two options:
  - CANCEL THIS REQUEST
  - MODIFY THIS REQUEST
5. Click MODIFY THIS REQUEST. A dialogue box appears.
6. To change the date, time or request criteria, please click on the first option.
7. To keep the same date, time and request criteria, and only change other information (e.g., related services), click on the second option.
8. Click PROCEED button.
9. Make your changes, then click SUBMIT.
10. Once you SUBMIT and click OK, you will receive a message indicating that your original request has been cancelled and that your recent request was submitted. You will receive a new request number and another email confirming your reservation.

# enCAMBRIAN

Cambrian's room booking system

All Admin - August 23, 2016

# Time for change

- ▶ Consolidate tracking of College room bookings
  - ▶ Retire legacy system
  - ▶ Replace Outlook based tracking
  - ▶ Replace paper-based tracking
- ▶ Enhance reporting abilities
- ▶ Automate processes
  - ▶ Replace paper forms
  - ▶ Track and manage service requests relating to bookings
- ▶ Provide self-serve options



# The chosen one

- ▶ Enterprise (aka enCampus, aka enCambrian) - event scheduling
  - ▶ Part of the Infosilem suite, which includes Timetabler (aka TPHi) - our existing Academic scheduling software
- ▶ Banner integration points
- ▶ Solid support and training from Infosilem
- ▶ Familiarity with both the company and their suite of products

# Phase I

- ▶ Set up and implement the **CLIENT VERSION** of Enterprise, used for:
  - ▶ tracking room bookings (e.g., tests/exams, meetings, guest speakers, workshops, special events)
  - ▶ enabling nightly imports of academic bookings tracked either within Timetabler (e.g., postsecondary) or Banner (e.g., contract training and ConEd)
- ✓ **LAUNCHED MAY 2016**
  - ▶ Functional lead: Enrolment Centre
  - ▶ Technical lead: EAS

# Phase II

- ▶ Set up and implement the **PORTAL VERSION** of Enterprise, used for:
  - ▶ requesting meeting room or academic space for non-timetabled activity
  - ▶ checking meeting room availability
  - ▶ verifying status of requests
  - ▶ viewing events on campus
  - ▶ email notifications and report development
- ✓ **SET TO BE LAUNCHED**
  - ▶ All staff, via myCambrian
  - ▶ Help documents provided online - future videos
  - ▶ Support through Enrolment Centre
  - ▶ Individualized training will be scheduled with known power users, can be scheduled for groups on request

# Future phases

- ▶ Set up **SERVICES** module, which will enable the online tracking and approval of service requests relating to room bookings, such as:
  - ▶ IT services - non-standard equipment, technician support, special set-ups
  - ▶ AODA services - transcriptions, signing
  - ▶ Facilities services - room configuration set-ups, climate controls, other work orders
  - ▶ Print Shop services - signage
  - ▶ Etc.

# Future phases (continued)

- ▶ Set up **SELF-SERVE** module
  - ▶ enable staff to book select meeting rooms if available without an approval workflow
- ▶ Introduce tracking of **OTHER ROOM BOOKINGS** not necessarily managed through the Enrolment Centre
- ▶ Provide **STUDENT ACCESS** and potentially **EXTERNAL ACCESS** to request rooms or to self-serve
- ▶ Optional: Select on campus events can be presented on public website

# Key points

- ▶ **Room management** continues to be a Facilities responsibility. Enterprise does not replace the existing room management application used to track college space, including office assignments and common space.
- ▶ **Timetable viewing** is still through myCambrian services, not through portal
- ▶ **Timetable changes** are still through same process and still require Academic administrator approvals
- ▶ **Private room bookings** can be excluded from online viewing
- ▶ **Urgent bookings** (within 24 hours of request) must be made directly with Enrolment Centre - not through portal

# Need help?

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