

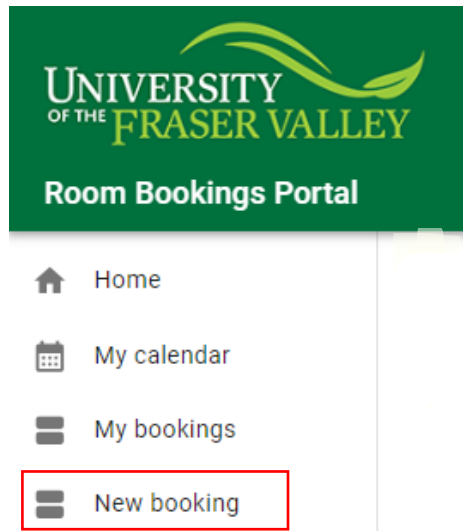
UFV Room Bookings Portal

The UFV Room Bookings Portal enables faculty and staff to submit requests for meeting room and classroom space for ad-hoc meetings, interviews, and/or events, which will then be submitted to the Office of the Registrar for review and processing.

The requestor will define the date(s), time(s), capacity, and requested location of their booking through the submission of a **New Booking**. Once the request is processed, the end-user will be able to review the status of the request and see the reservation in a calendar format.

Submitting a Request

To submit a request, the requestor will begin by logging into the portal, <https://roombookings.ufv.ca/portal/> then select the “**New Booking**” option.



After selecting **New booking**, the requestor will choose a room from a list or input specific search criteria to return a list of available spaces on a given date and time.

To tailor the room list to your specific needs, click **Room Criteria** and select filter options. Multiple room criteria field can be selected:

Characteristics	Specific features and equipment such as lecture capture, white boards and touchscreens.
Capacity	Should be defined to return rooms that meet the required capacity for the request.
Time Range	Here you will enter the Start and End times specific to your booking.
Duration	Indicates the length of time needed for the booking.
Calendar	Displays dates available for selection based on your constraints.
Recurring	Toggle Reservation option if the request will span more than one date.

Note: the portal will allow you to select a room that is too small for the number of attendees.

Do not proceed in selecting a room if the space is not adequate.

New booking

Make a request without a room

Booking type
Adhoc Meetings

Room criteria
AB

Select a time range and duration to view room availabilities.

Time range: 9:30 AM to 10:00 AM

Duration: 0:30

Select a date to continue.

November 2023

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		

● Requires approval ■ Unavailable
● Selected

Recurring

Room criteria

Location
AB - Abbotsford

Room types
EMEET - Conference/E Meeting Room, MEET - Meeting Room

Pavilions
ABB - Abbotsford Building B

Characteristics
BRDW1 - Whiteboard - 1

Minimum capacity
- 8 +

Minimum area
- 0 +

Room

Selected	Campus ↑	Building	Room	Room Type	Capacity	Description	Room Note	Image	Additional information
<input type="checkbox"/>	AB	ABB	133	MEET	18	Meeting Room		Yes	Room details
<input type="checkbox"/>	AB	ABB	162	MEET	8	Meeting Room		No	Room details
<input type="checkbox"/>	AB	ABB	150Q	MEET	14	Meeting Room	Microsoft Teams Room	Yes	Room details

Next, select from yellow available dates on the **calendar**. Once a desired date is selected that date will turn blue.

Select a date to continue.

November 2023

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		

● Requires approval ■ Unavailable
● Selected

Recurring

If the **Recurring** option as is toggled, you can customize a recurring schedule for your reservation.

The recurrence can be daily, weekly, monthly, or yearly.


The start and end date can be defined, or, the request can end after a specified number of occurrences.

If there are specific dates within the recurrence that are **not required**, the Occurrences option can be used to "Ignore" specific dates within the recurrence for which the event will not occur. The status of any dates that can be ignored will display as "Cancelled".

Note: Unavailable dates typically refer to holidays observed by the University. Events are unable to be scheduled on such dates without obtaining Safety and Security approval.

Under **Results**, it will confirm the time and you need to click on **'Make a Request for Room: XXXX'** to continue to the 'booking confirmation' page.

Results

2:00 PM TO 4:00 PM 

MAKE A REQUEST FOR ROOM: AB ABB 133

Booking Confirmation Page

You need to complete the following areas before submitting the request: Number of attendees, Department information, Brief description/purpose (meeting, interview etc.), Campus, and acknowledgement that if food/waste are present, you will submit a Facilities Work Order.

Booking confirmation

Select OK to submit this request.

 Requires approval

Booking type

Adhoc Meetings

Number of attendees:

 8 

Other information

Please provide your department information:

Office of the Registrar

Brief description/purpose of booking(dept meeting, interviews etc.):

meeting

Please specify Campus for Request:

Abbotsford

Note: If food or waste is present during this booking, please submit a work request to have Facilities deliver a waste station.

Acknowledged

After all necessary boxes are entered, scroll down to **Submit**.

Your booking will be submitted to
OReg Scheduling Unit

CANCEL

SUBMIT

How to Make a request without a room

Toggle the **Make a Request without a room** option if you are unsure which space you'd like to request. By entering in the room criteria, characteristics, and minimum capacity, this will assist us in finding a suitable room to match your needs.



New booking

Make a request without a room

Booking type
Adhoc Meetings

Room criteria
AB ABB, EMEET, ABB, FUCH, Minimum capacity: 12

Once room criteria, duration, time range, and date are filled out, you will need to click on **'Make a Request Without a Room'** to continue to the next step. Enter all details required and click submit.

MAKE A REQUEST WITHOUT A ROOM

Modifying Requests

Under **My Bookings** portal users can modify or cancel requests that are in **Submitted** status. Click into line of the booking, then you can select either the Modify or Cancel icons top right-hand corner.

MODIFY  CANCEL 


Booking #P_26978

Booking details

Booking type
Adhoc Meetings

Submitted to
OReg Scheduling Unit

Number of attendees:
5

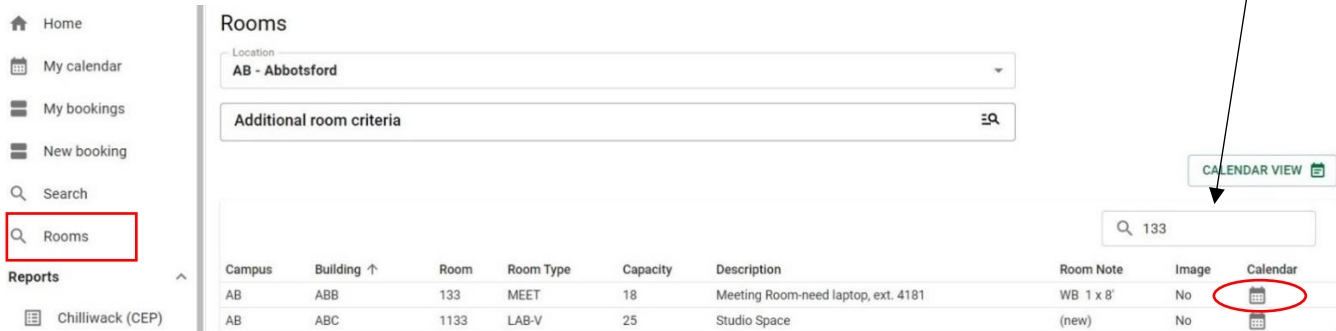
Status
 Submitted

Any Modified reservations will prompt the user to submit the request again, and this will automatically cancel the original portal request and create a new one.

Note: Once approved a reservation cannot be modified. The user will need to cancel and resubmit.

How to search availability and/or confirm a booking via the calendar

Select **Rooms** from the left-hand column. Enter room details in the search box. For example: B133. Click on Calendar on the right-hand column.



A calendar view will open, and you can adjust the view to either daily, weekly, or monthly by clicking the ellipsis. Find the date in question to query availability and/or confirm an approved booking.



Request Confirmations

Please review all details prior to final submission.

After submission you will be redirected to the My Bookings page where you can review the status of your requests, modify, or cancel them. Booking statuses are as follows:

Green Check		Approved
Orange Triangle		Pending Review
Red Circle		Declined/Cancelled

Note: Room requests do not always guarantee specific room approval.

Confirmation Timelines

You will receive an automated response as confirmation that your request was submitted.

Room bookings will receive and review all requests. If additional information is required, you will be contacted by email. Room confirmation response times will depend on the volume of requests and where we sit in the room bookings cycle. Questions? Contact room.bookings@ufv.ca.