

BCIT Broadcast Online Booking System

To begin, start at the www.bcit-broadcast.com page, and look for the “Facilities Booking” link on the left hand side of the screen (or go to bcit.booking.ca and click “Logon to Scheduling Module”):



This will forward you to the main booking logon screen:



Enter your username (your BCIT student number including the leading “A”), and the temporary BookKing password that was emailed to your my.bcit.ca email address. Do not enable the “Remember Me” box on public lab computers.



If you need your password reset by an instructor, a new temporary password will be emailed to you.

Once logged-in, you will be prompted to change your password.

Options - Change Password

Password

You must change your password before you may continue.

Note: Red text indicates required fields.

User: John Smith
User Group: Students
Email Address: jsmith@my.bcit.ca
Username: a01234567 * We suggest your email address (characters: 5)
Old Password:
New Password:
Re-Type Password:

Password Strength
Not Rated

Note: For the best Password Strength rating include:

- Uppercase and lowercase characters
- Numbers
- Symbols
- Eight or more characters

© 2009 Pacific Inter Solutions. All rights reserved.
Email: Webmaster Website: www.BookKing.ca

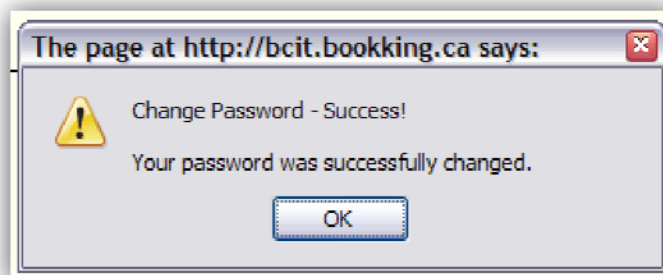


Do not change your email address or username or you may be unable to login.

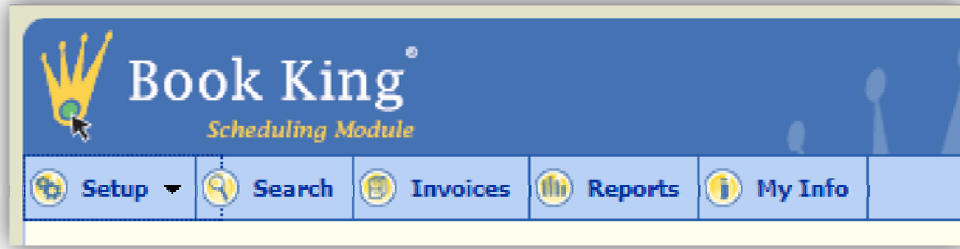
Enter your temporary password in the “Old Password” box. Enter your new password in the two boxes below.

Your password strength must be at least “medium” to save. If your password is not strong enough, try adding some numbers or symbols.

Click “Save” when finished.



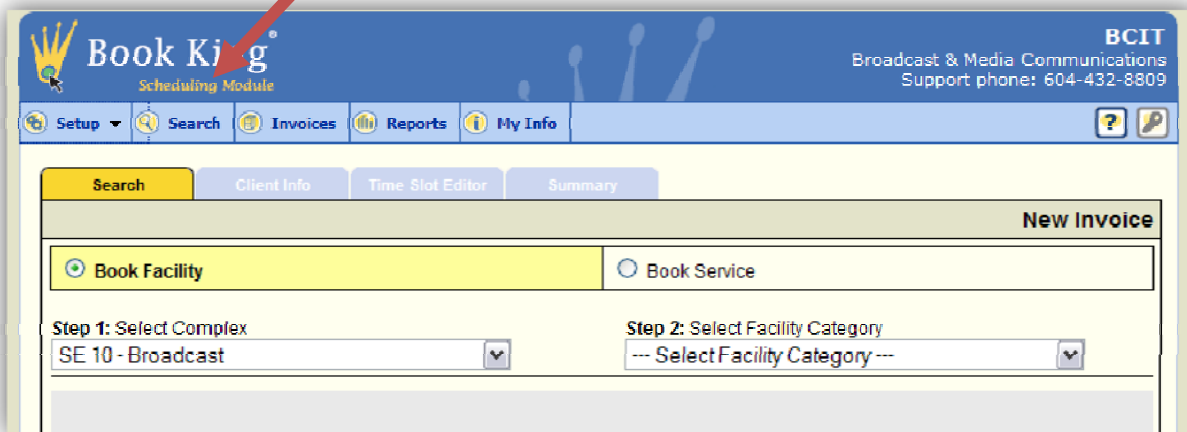
When your password has been changed, you can access the main program tabs:



Setup	Allows you to change your password.
Search	Use the "Search" tab to look at current bookings, or create new ones.
Invoices	The "Invoices" tab allows you to review/edit/delete your current bookings, or to view other bookings from other people.
Reports	You can use the "Reports" tab to display lists of what is booked at specific times
My Info	The "My Info" tab is used to receive information when bookings that require approval, or booking conflicts occur.

To Create a Booking

First click the "Search" Tab:



By default the "Complex" is set to "SE 10 – Broadcast". Then select a category of equipment from the dropdown list.

In this case, we're booking linear edit bay 1/2 (DV / Betacam):

Search Client Info Extra Info Summary New Permit

Book Facility Book Service

Step 1: Select Complex
SE 10 - Broadcast

Step 2: Select Category
Editing - Linear

Step 3: Select Desired Search Type Time Slot Calendar Block Time

Step 4: Select Facility
 Facility List (5 Facilities)
 TV Edit 1/2 (DV/Beta)
 TV Edit 3/4 (DV/Beta)
 TV Edit 5/6 (Beta/Beta)

Step 5: Select/Click Calendar Date
 September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

Fully Available
 Partially Booked
 Closed

Booking Activity
 TV Edit 1/2 (DV/Beta) - September 27, 2007
 08:30AM - 05:30PM - BCST 1120/3325 - TV

In the window that opens under the tab, select the “TV Edit 1/2 (DV/Beta)” checkbox.

There are three ways of booking equipment:

Step 3: Select Desired Search Type Time Slot Calendar Block Time

Time Slot	Allows you to search for any available time slots within a given time/date range.
Calendar	Use the calendar view to book time within one specific day only. Also useful for checking the schedule for a facility.
Block Time	Book a facility from a specific start time, to a specific end time, within a given date range. Only shows results where the entire time is free.

In this case, we're using the Calendar view. You can see a block of time already booked for a class. It appears as "Booked", and shows the permit number that has been assigned to that event.

Available timeslots have check-boxes beside them. We're going to book from 6:30pm to 8:30pm. Click the checkboxes beside those timeslots.

When you have selected the timeslots you want, click the "Add Selected" button at the bottom to mark these spots as "pending". At this point they are not yet reserved for you.

<input type="checkbox"/>	Date: Thu Sep 27, 2007	07:30AM - 08:00AM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	08:00AM - 08:30AM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007 Event: BCST 1120/3325 - TV	08:30AM - 05:30PM	Booked Permit #31
<input type="checkbox"/>	Date: Thu Sep 27, 2007	05:30PM - 06:00PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	06:00PM - 06:30PM	Available
<input checked="" type="checkbox"/>	Date: Thu Sep 27, 2007	06:30PM - 07:00PM	Available
<input checked="" type="checkbox"/>	Date: Thu Sep 27, 2007	07:00PM - 07:30PM	Available
<input checked="" type="checkbox"/>	Date: Thu Sep 27, 2007	07:30PM - 08:00PM	Available
<input checked="" type="checkbox"/>	Date: Thu Sep 27, 2007	08:00PM - 08:30PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	08:30PM - 09:00PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	09:00PM - 09:30PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	09:30PM - 10:00PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	10:00PM - 10:30PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	10:30PM - 11:00PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	11:00PM - 11:30PM	Available
<input type="checkbox"/>	Date: Thu Sep 27, 2007	11:30PM - 12:00AM	Available

Select All Search Again Add Selected

Current Local Time: 10:37:31 AM (PDT)

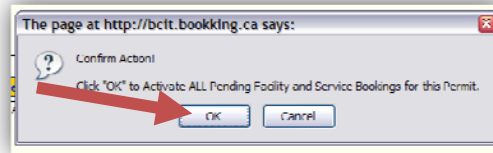
To add more bookings for other facilities or services, use the yellow "search again" tab to add more items. If you have completed your requests, click the "Continue!" button. To remove bookings you decide you don't need, select them and click on "Delete Selected", or "Delete All".

Pending Facility Bookings: Permit #43			
SE 10 - Broadcast - Editing - Linear - TV Edit 1/2 (DV/Beta)			
<input type="checkbox"/>	Date: Thu Sep 27, 2007	Pending Activation	06:30PM - 07:00PM
<input type="checkbox"/>	Date: Thu Sep 27, 2007	Pending Activation	07:00PM - 07:30PM
<input type="checkbox"/>	Date: Thu Sep 27, 2007	Pending Activation	07:30PM - 08:00PM
<input type="checkbox"/>	Date: Thu Sep 27, 2007	Pending Activation	08:00PM - 08:30PM

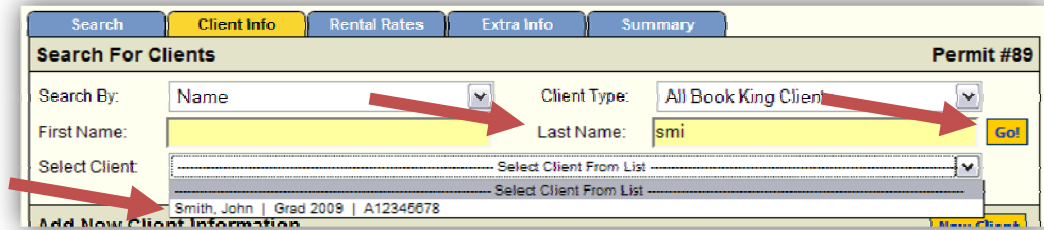
Delete Selected Delete All Search Again Continue!

Current Local Time: 10:38:12 AM (PDT)

When you click on “Continue!”, you’ll get a confirmation box. Click “OK” to submit all booking requests to the system.



If you have an instructor account, you will see a “Search for Clients” frame where you can select the student or faculty member you are booking gear for. Just type a portion of their name and hit “Go!”, then select the client in the list that appears. The bottom “Existing Client Information” window will then fill-in.



On the “Client Info” page that appears, enter a description of your event at the bottom of the screen. This will appear in searches that other people run (or in the default Calendar view).



Don't change other values.



For example, you could enter your last name, set, and the type of work being performed in the timeslot so other people know what you are doing if there is a conflict:

Event:



When finished, you must click on the "Summary tab" to save your event with the information you have just entered.

Edit Existing Client Information

Note: Red text indicates required fields.

First Name: Last Name:

Postal Address:

You can use the summary screen to delete items from your booking (click the red links to delete specific timeslots, or the entire booking). You may also want to "Print" or "Email" Invoice so you have a copy.

Summary Permit #43

Date: September 19, 2007 Permit #: 43

PAYEE: John Smith
Grad 2009
Burnaby, BC
Canada

Total Amount Due: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00

Event: Smith - Edit Training
Phone 1: n/a Phone 2: n/a
Fax: n/a

Facilities - [Click Links to Delete Item](#) [Time Slot Editor](#)

Facility Name	Description	Date	Time	Price
SE 10 - Broadcast - Editing - Linear - TV Edit 1/2 (DV/Ret)				
No Charge - \$0.00				
		Thu Sep 27, 2007	08:30PM - 07:00PM	\$0.00
		Thu Sep 27, 2007	07:00PM - 07:30PM	\$0.00
		Thu Sep 27, 2007	07:30PM - 08:00PM	\$0.00
		Thu Sep 27, 2007	08:00PM - 08:30PM	\$0.00
Facility Subtotal:				\$0.00
Total:				\$0.00

Payments - [Click Links to Delete Item](#)

Date	Payment Type	Amount
		\$0.00

Comments (Max 2000 Chars)

Subtotal: \$0.00
Total: \$0.00
Amount Paid: \$0.00
Balance Due: \$0.00

Permit Created By: John Smith

If you return to the search page, you'll now see that your booking has been entered, and shows up when you hover your mouse over the date.

If you wish to add more timeslots to an existing booking (permit), you can use the permits screen to search for your bookings, then view, edit, or delete them.