BOOKIT!
Online Booking Guide

1. To log in, go to T/All Departments/Bookit

2. Password is same as FMP password

   If nothing happens, you have probably got the password wrong. Make sure Caps Lock is off.

3. Click on the pencil to start to make bookings.

4. Choose the Resource Category, eg Library

5. Select Daily View to see all resources in this category for a day.
6. Select **Weekly View** to see bookings for a particular resource during the week.

7. Use the arrow buttons to scroll through the days, or use the calendar.

8. Select the particular resource you need to book, eg TW Room


10. Click on the time-slot you require

- Enter your initials
- OK
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BOOKIT! FAQs

How far in advance can I make a booking?
Resource categories are set so that you are only able to book ahead to the following number of days:

<table>
<thead>
<tr>
<th>Resource Category</th>
<th>Days Ahead</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>half term</td>
</tr>
<tr>
<td>Computer equipment</td>
<td></td>
</tr>
<tr>
<td>Computer labs</td>
<td>28</td>
</tr>
<tr>
<td>Equipment</td>
<td>28</td>
</tr>
<tr>
<td>Video/TV/Classroom</td>
<td>half term</td>
</tr>
<tr>
<td>Genesis Centre</td>
<td>1 term</td>
</tr>
</tbody>
</table>

How do I change or delete a booking?
You can remove your booking by opening up the booking window and blanking out your name.

How can I tell if a booking has been changed and by whom?
The boxes for any changed bookings appear in a lighter yellow. To view the changes that have been made, right click on the box.

Can I get a printout of my bookings?
Not easily and can only be done by the BOOKIT! administrators.

Can I book more than 1 period or day at a time?
Yes, make your booking for the first period and then select the number of additional periods, or tick the box for an all day booking.

Can I book Class Sets?
Not at this stage.