BOOKWISE ELEMENTS REQUESTER USER GUIDE

Elements Intranet Requester Training Notes

Contents

# Elements Intranet Requester Training Notes
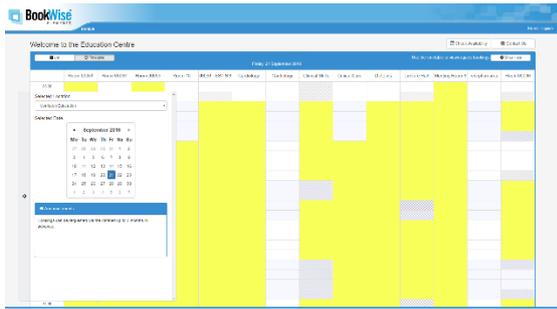
Timetable View

- On accessing the Site, the page opposite is displayed
- Allows you to view existing bookings. These are highlighted in yellow. Hovering over the booking will show the details – this is optional.
- Hover over a grey block and see the prevention detail
- To display the calendar hover over the wheel on the left-hand side to select a date
- Allows you to open the Booking Request Form by clicking an empty slot
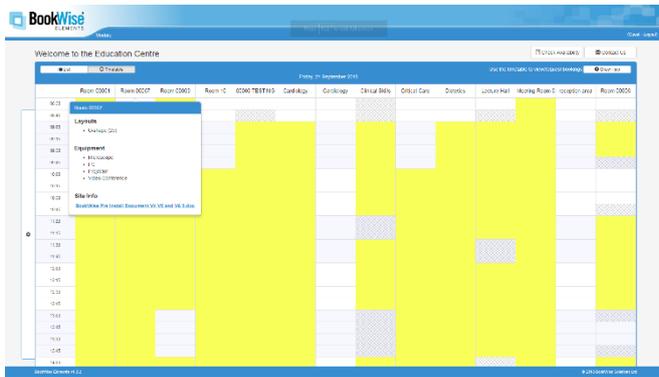
The following information can be seen if you hover over the room:
- Layouts and occupancy figures
- Equipment Available
- Additional Information
- Any documents that are attached

**Note. This information will only show if it has been set up by an Administrator**
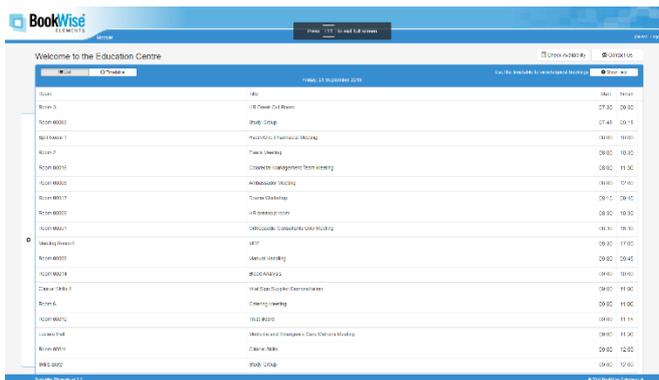
List View

- Shows the selected days bookings as a list – optional
- To return to the timetable view, simply click the 'Timetable View' button

Request a Booking

- On clicking on a free space and selecting 'Request a Booking' the form opposite opens
- Fields requested are controlled and can be made mandatory. Complete the Booking Form in full:
  - Booking Title
  - Full Name
  - Telephone Number
  - Email Address of Requester
  - Tick box if organiser is the same as requester
  - If not, enter their details
  - Department
  - Category
  - Number of delegates
- Click send request and a pop-up box will appear to confirm the request prior to being sent, click confirm if all information is correct
- An email will be sent to the requester to confirm the request has been sent
- The request will appear in the notice board in the BookWise application for accepting/rejecting
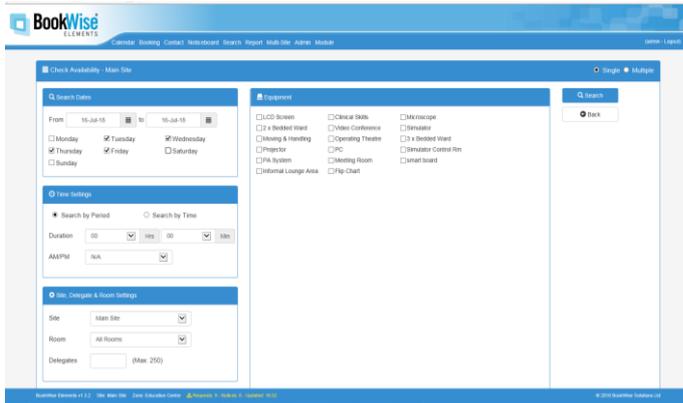
Check Availability

- Select either single/multiple booking
- Select the options that meet your criteria
- Select Search
- A list of rooms available for those times/dates will be displayed
- Select a date and complete the booking form to request.

BookWise Solutions Helpdesk Telephone Number: 0800 052 0004