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ROOM BOOKINGS

VIEW DETAILS FOR AN EXISTING ROOM

Rooms can be added into the ILS with their room capacity. The system tracks usage using assets circulation features.

1. Go to **Assets > Find/Add Rooms**.
2. Enter search criteria.
3. Click **Find** and double click the room details you want to view or select it and click the **Detail tab**.

CREATE A NEW ROOM

1. Go to **Assets > Find/Add Rooms**.
2. Click **New**.
3. Enter the information for the new room including:
 - 3.1. **Title:** The name of the room.
 - 3.2. **Coordinator:** The staff member that receives notifications about this room's bookings
 - 3.3. **Room Type:** Will determine if visible for certain patron groups or no one on OPAC
 - 3.4. **Room Guidelines:** The guidelines for room use; is visible on OPAC (to be setup in **Assets > Room Booking Guidelines**)
 - 3.5. **Capacity:** Maximum amount of people for the room.
 - 3.6. **Booking Fee:** Input amount if there is a fee associated with booking the room.
 - 3.7. **Comments:** Enter any notes which pertain to the room; is visible on OPAC as Room Description
 - 3.8. **Approval Required:** When selected will send notification to **Alerts > Room Booking** about new room bookings
4. **Room Location** and **Room Resources Available** can be setup in **Administration > System Setting > Parameters**.
5. The number of times a patron in a patron group may book a room per week can also be set. For example, set to "0" to not allow a patron to book the room; or set to "10" to allow the patron in a patron group to book the room 10 times per week maximum.
6. Click **Save**.



Room Opens	Room Closes
Sunday <input type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM
Monday <input checked="" type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM
Tuesday <input checked="" type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM
Wednesday <input checked="" type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM
Thursday <input checked="" type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM
Friday <input checked="" type="checkbox"/> 7:30 AM	<input type="checkbox"/> 5:00 PM
Saturday <input type="checkbox"/> 8:00 AM	<input type="checkbox"/> 5:00 PM

Group Name	Max Booking Hours Per Week
Director	20
Assistant	20
AssetAdmin	10
K12Lib	10
Mediagraphy	10

DELETE A ROOM

1. Go to **Assets > Find/Add Rooms**.
2. Enter search criteria and click **Find**.
3. Double click the selected item or select item and click the **Detail** tab.
4. Click **Delete**.
5. Click **Yes** to confirm the deletion.

ROOM BOOKING IN OPAC

Patrons must be logged in to the OPAC to use the room booking feature.

1. Go to **My Account > Booking > Room Booking**.
2. Choose search criteria and select **Search** to view openings on calendar.
3. Use the filters on the left-side to narrow the search.
4. Select room under Rooms Available.
5. Click the Time scale to select start time, move mouse to fill-in time needed, and click again to select end time.
 - 5.1. Green/Blue: Time you booked
 - 5.2. Red: Unavailable
 - 5.3. Grey: After hours
 - 5.4. White: Available
6. Type in the reason for the room booking in the **Purpose** textbox.
7. Click **Book**.



Islamabad | Relevance | Search | Advanced

Room Type: <ALL> | Location: <ALL> | Capacity: >= 0

Date: 27/10/2017 | From: 09:00 AM | To: 22:00 PM | Search

Today | October, 2017 | Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04

Rooms Available | Filter | Clear

Time: 7 AM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM | Clear

Room Guideline

Description | Min. Capacity

Purpose

Book

ROOM BOOKING IN ILS

Rooms can also be booked in the ILS by going to **Assets > Booking**.

1. Go to **Assets > Booking**.
2. From the dropdown menu at the top left, select **Room**.
3. Scan the patron barcode into the field or click **Find Patron** to search for the patron.
4. Select search criteria and click **Refresh**.
5. Select the room to be booked from the Rooms Available list.
6. Click the Time scale to select start time, move mouse to fill-in time needed, and click again to select end time.
7. Select the frequency of the room booking if applicable.
8. Type in the reason for the room booking in the Purpose textbox.
9. Click Booking.



MY ROOM BOOKING

Room bookings that patrons make can also be managed in the OPAC in **My Account > Booking > My Room Bookings**.

- Delete:** Deletes the room booking.
- Edit:** Allows the patron to edit the room booking Date and Time. It will not change the room or any other room booking details.
- New Booking:** Brings the patron to the full room booking form on the OPAC.