

# Enterprise Portal

Documentation Manual

February 25, 2013

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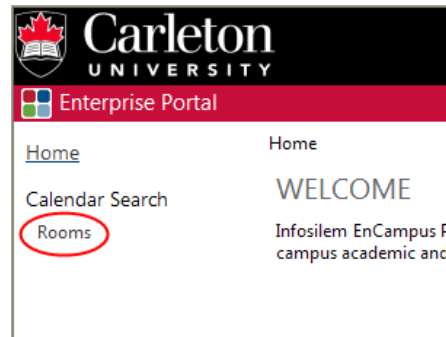
## ACCESSING THE PORTAL

The Enterprise Portal can be accessed through the following link:

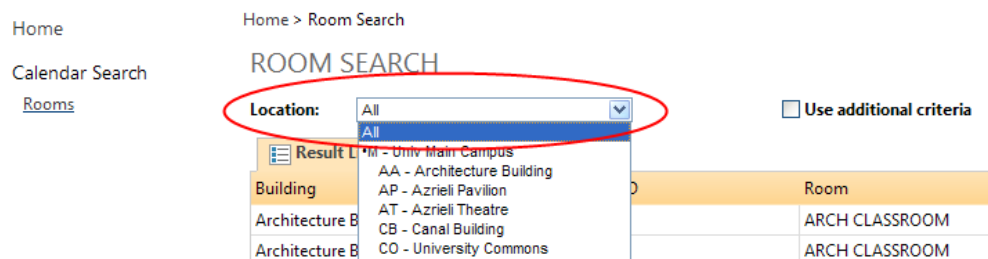
<http://booking.carleton.ca/portal/>

## SEARCHING FOR ROOMS

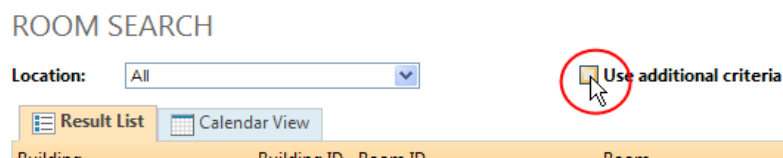
Click on **Rooms** to see a list of all rooms in Enterprise.



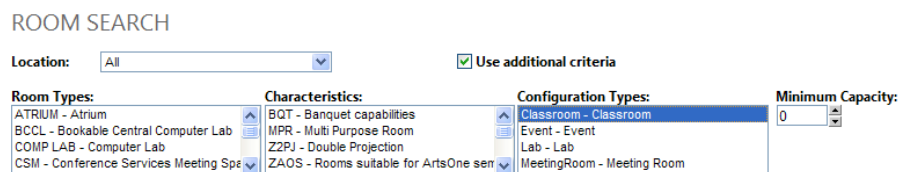
To view a specific building, use the **Location** drop down menu to select a building.



You can also narrow down your search through specific room attributes. To do so, click on the box beside **Use additional criteria**.












Select your desired criteria by clicking on them. You can also type in a minimum capacity if you wish.



To select more than one attribute, hold the **Ctrl** key and click. This method could also be used to de-select attribute. Once again, hold the **Ctrl** key and click on the attributes you want to remove.

## ROOM DETAILS

To view room details, click on **Detail**.

Result List		Calendar View						
Building	Building ID	Room ID	Room	Room Type	Capacity	Managed By	Detail	Calendar
Canal Building	CB	2103	SES CLASS	SEM	7	SES	Detail	  
Canal Building	CB	2104	SES CLASS	LEC	51	SES	Detail	  
Canal Building	CB	2202	SES CLASS	LEC	51	SES	Detail	  

You will see a page with all the room details including characteristics and a photo of the room.

M CB 2104

**ROOM INFORMATION**

**Location**

Campus: M Building: CB Floor: <not specified> Room Number: 2104

**Attributes**

Room Types: LEC Characteristics: ZCAP - Closed Captioning Decoder ZELE - Electronic Classroom ZHTA - Hot Tablet Arm ZSGF - Data Screen Centre Front Area: <not specified>


**View Room Calendar:**

Monthly Weekly Daily Schedule

**Configurations**

Default

Configuration Type: Classroom Capacity: 51 Description: SES CLASS



To go back to the Room Search page, click on **Room Search** near the top.

**Carleton UNIVERSITY**

**Enterprise Portal**

Home > **Room Search** > Room Detail

M CB 2104

**ROOM INFORMATION**

**Location**

Campus: M Building: CB Floor: <not specified>

If you get a page expired error because you hit the **Back** button on your browser, refresh the page on your web browser. Do this by hitting the **F5** key or by pressing the **Refresh** button near the address bar of your browser.

## CALENDAR VIEWING

To view calendar details, click on one of the calendar icons on the right hand side. (Monthly, Weekly, Daily, Schedule)

Room Type	Capacity	Managed By	Detail	Calendar
SEM	7	SES	Detail	
LEC	51	SES	Detail	
LEC	51	SES	Detail	
SEM	9	SES	Detail	

In this example, the **Weekly** icon was clicked. The following page appears, showing a timetable of events in the room you selected.

M CB 2104 🔍

[Schedule](#)
[Daily](#)
[Weekly](#)
[Monthly](#)
[Yearly](#)
[List view](#)
[Export](#)
[Print](#)

Week of March 03, 2013

	Sunday 03	Monday 04	Tuesday 05	Wednesday 06	Thursday 07	Friday 08	Saturday 09
8:00 AM							
9:00 AM		FOOD4201W 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104	IDES3306W 14100 A LEC 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104		SES: Sprott School of Busin 8:30 AM - 4:30 PM M CB 2104
10:00 AM							
11:00 AM					WGST2812W 18744 B01 GR 201310 10:30 AM - 11:30 AM M CB 2104	SES: SASC/PASS 201310 10:30 AM - 11:30 AM M SP 415, M RB 3201, M RE	
12:00 PM			COMPS408W 16426 W LEC 201310 11:30 AM - 1:00 PM M CB 2104	STAT3502W 11032 B1 TUT 201310 11:30 AM - 12:30 PM M CB 2104	COMPS408W 16426 W LEC 201310 11:30 AM - 1:00 PM M CB 2104	BUSI3800W 16923 B WKS 201310 11:30 AM - 2:30 PM M CB 2104	
1:00 PM		LAWVS1000W 13848 B07 GR 201310 12:30 PM - 1:30 PM M CB 2104	BIOL3501W 13968 A LEC 201310 1:00 PM - 2:30 PM M CB 2104		BIOL3501W 13968 A LEC 201310 1:00 PM - 2:30 PM M CB 2104		
2:00 PM							

You can also change the week by clicking on the left or right arrows at the top of the calendar to navigate through different weeks.

M CB 2104 🔍

[Schedule](#)
[Daily](#)
[Weekly](#)
[Monthly](#)
[Yearly](#)
[List view](#)

Week of March 03, 2013

	Sunday 03	Monday 04	Tuesday 05	Wednesday 06	Thursday 07	Friday 08
8:00 AM						
		FOOD4201W 201310 8:30 AM - 11:30 AM M CB 2104	FOOD5101W 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104	IDES3306W 14100 A LEC 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104

To go back to the Room Search page, click on **Room Search** near the top.

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Enterprise Portal

Home < **Room Search** > Room Schedule

M CB 2104 🔍

[Schedule](#)
[Daily](#)
[Weekly](#)
[Month](#)

## PRINTING A SCHEDULE

In your calendar/schedule view, click on the **Print** button to get a PDF version of the schedule you are viewing.

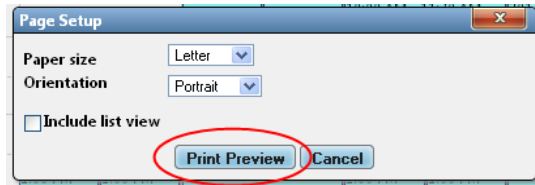
M CB 2104 🔍

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[Monthly](#)
[Yearly](#)
[List view](#)
[Export](#)
[Print](#)

Week of March 03, 2013

	Sunday 03	Monday 04	Tuesday 05	Wednesday 06	Thursday 07	Friday 08	Saturday 09
8:00 AM							
9:00 AM		FOOD4201W 201310 8:30 AM - 11:30 AM M CB 2104	FOOD5101W 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104	IDES3306W 14100 A LEC 201310 8:30 AM - 11:30 AM M CB 2104	ELEC4609W 17844 A LEC 201310 8:30 AM - 10:00 AM M CB 2104	SES: Sprott School of Busin 8:30 AM - 4:30 PM M CB 2104

The following window appears. Click on the **Print Preview** button.



The schedule will now open up in your PDF reader program. From here, click on the **Print** button or go to **File** then select **Print** to print out your schedule.

