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

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

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

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.

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

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**PRINTING A SCHEDULE**

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

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.