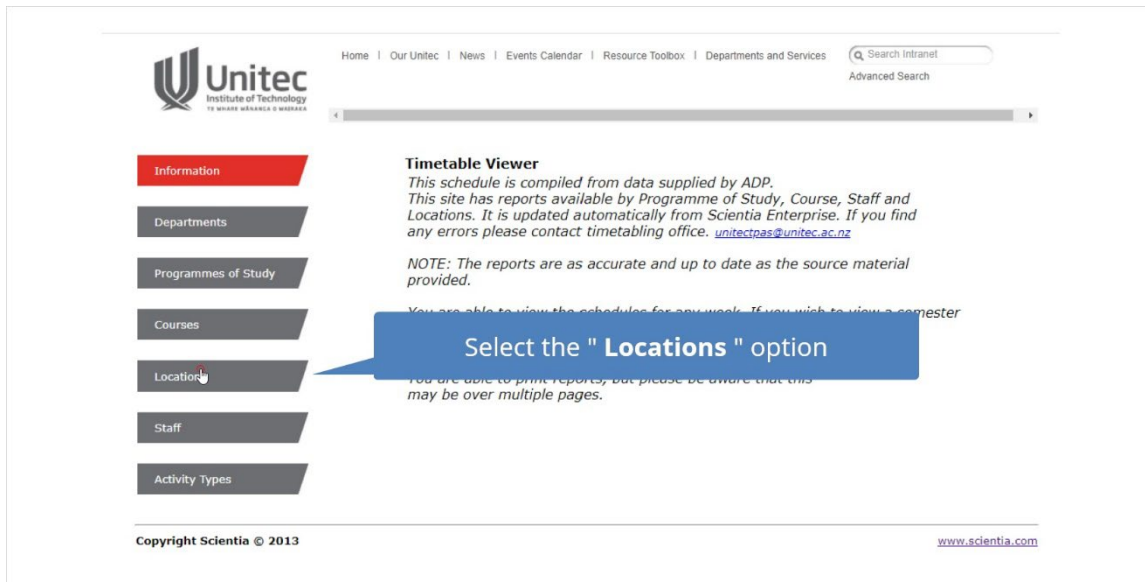


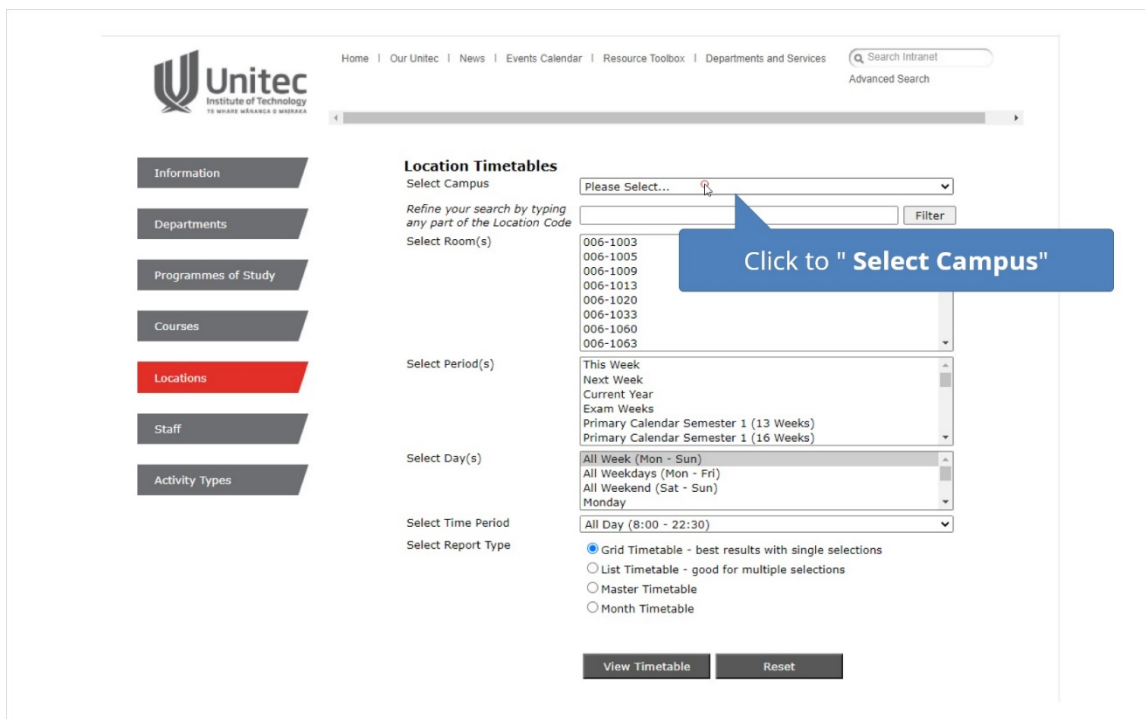
# Location

## 1. Select the "Locations" option



The screenshot shows the Unitec website interface. The left sidebar contains a list of navigation options: Information, Departments, Programmes of Study, Courses, Locations, Staff, and Activity Types. The 'Locations' option is highlighted with a blue callout box that says 'Select the "Locations" option'. The main content area displays the 'Timetable Viewer' section, which includes a description of the schedule, a note about accuracy, and a link to contact the timetabling office. The footer shows the copyright notice 'Copyright Scientia © 2013' and the website URL 'www.scientia.com'.

## 2. Click to "Select Campus"



The screenshot shows the 'Location Timetables' form on the Unitec website. The left sidebar is the same as in the previous screenshot, but the 'Locations' option is now highlighted. The main content area displays the 'Location Timetables' form, which includes a 'Select Campus' dropdown menu. A blue callout box points to the dropdown menu with the text 'Click to "Select Campus"'. The form also includes fields for 'Refine your search by typing any part of the Location Code', 'Select Room(s)', 'Select Period(s)', 'Select Day(s)', 'Select Time Period', and 'Select Report Type'. The 'Select Report Type' section has four radio button options: 'Grid Timetable - best results with single selections', 'List Timetable - good for multiple selections', 'Master Timetable', and 'Month Timetable'. The 'View Timetable' and 'Reset' buttons are at the bottom of the form.

### 3. Select "Room" by scrolling...

The screenshot shows the Unitec website's 'Location Timetables' form. On the left is a navigation menu with 'Locations' highlighted in red. The form fields are as follows:

- Select Campus:** Mount Albert - Central
- Refine your search by typing any part of the Location Code:** (empty text box)
- Select Room(s):** A dropdown menu showing a list of room codes (006-1003 to 006-1063). A blue callout box with the text "Select 'Room' by scrolling..." points to this dropdown.
- Select Period(s):** This Week, Next Week, Current Year, Exam Weeks, Primary Calendar Semester 1 (13 Weeks), Primary Calendar Semester 1 (16 Weeks)
- Select Day(s):** All Week (Mon - Sun), All Weekdays (Mon - Fri), All Weekend (Sat - Sun), Monday
- Select Time Period:** All Day (8:00 - 22:30)
- Select Report Type:** ☒ Grid Timetable - best results with single selections, ☐ List Timetable - good for multiple selections, ☐ Master Timetable, ☐ Month Timetable

Buttons at the bottom: View Timetable, Reset.

### 4. Or by entering Building number and then "Filter"

This screenshot shows the same 'Location Timetables' form, but with a different interaction. A blue callout box with the text "... or by entering Building number" points to the 'Filter' button. The form fields are identical to the previous screenshot:

- Select Campus:** Mount Albert - Central
- Refine your search by typing any part of the Location Code:** (empty text box)
- Select Room(s):** A dropdown menu showing a list of room codes (006-1003 to 006-1063).
- Select Period(s):** This Week, Next Week, Current Year, Exam Weeks, Primary Calendar Semester 1 (13 Weeks), Primary Calendar Semester 1 (16 Weeks)
- Select Day(s):** All Week (Mon - Sun), All Weekdays (Mon - Fri), All Weekend (Sat - Sun), Monday
- Select Time Period:** All Day (8:00 - 22:30)
- Select Report Type:** ☒ Grid Timetable - best results with single selections, ☐ List Timetable - good for multiple selections, ☐ Master Timetable, ☐ Month Timetable

Buttons at the bottom: View Timetable, Reset.

## 5. Select the room for which you want to check availability

The screenshot shows the 'Location Timetables' section of the Unitec website. On the left is a navigation menu with 'Locations' highlighted. The main form includes fields for 'Select Campus' (Mount Albert - Central), 'Refine your search by typing any part of the Location Code' (180), and 'Select Room(s)'. The room list shows 180-1003, 180-1040, 180-2043, 180-2044, 180-2045, 180-2048, 180-B001, and 180-B035. Other options include 'Select Period(s)', 'Select Day(s)', 'Select Time Period', and 'Select Report Type'. A blue callout bubble points to the room list with the text: 'Select the room for which you want to check availability'.

## 6. Use CTRL-Click to select multiple rooms

This screenshot is identical to the one above, but the 'Select Room(s)' list has 180-1003, 180-1040, and 180-2043 highlighted in blue. A blue callout bubble points to these selected items with the text: 'Use CTRL-Click to select multiple rooms'.

## 7. Scroll to find period/date for room booking

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Home | Our Unitec | News | Events Calendar | Resource Toolbox | Departments and Services | Search Intranet | Advanced Search

Information  
Departments  
Programmes of Study  
Courses  
**Locations**  
Staff  
Activity Types

**Location Timetables**  
Select Campus: Mount Albert - Central  
Refine your search by typing any part of the Location Code  
Select Room(s): 180  
180-1003  
180-1040  
180-2043  
180-2044  
180-2045  
180-2048  
180-B001  
180-B035  
Select Period(s): This Week, Next Week, Current Year, Exam Weeks, Primary Calendar Semester 1 (13 Weeks), Primary Calendar Semester 1 (16 Weeks)  
Select Day(s): All Week (Mon - Sun), All Weekdays (Mon - Fri), All Weekend (Sat - Sun), Monday  
Select Time Period: All Day (8:00 - 22:30)  
Select Report Type: ☒ Grid Timetable - best results with single selections, ☐ List Timetable - good for multiple selections, ☐ Master Timetable, ☐ Month Timetable  
View Timetable Reset

Scroll to find the period/ date for which you want to book the room

## 8. Select the appropriate "Period"

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Home | Our Unitec | News | Events Calendar | Resource Toolbox | Departments and Services | Search Intranet | Advanced Search

Information  
Departments  
Programmes of Study  
Courses  
**Locations**  
Staff  
Activity Types

**Location Timetables**  
Select Campus: Mount Albert - Central  
Refine your search by typing any part of the Location Code  
Select Room(s): 180  
180-1003  
180-1040  
180-2043  
180-2044  
180-2045  
180-2048  
180-B001  
180-B035  
Select Period(s): week 24 w/c 07 Jul 2021, week 25 w/c 14 Jun 2021, week 26 w/c 21 Jun 2021, week 27 w/c 28 Jun 2021, week 28 w/c 05 Jul 2021, week 29 w/c 12 Jul 2021  
Select Day(s): All Week (Mon - Sun), All Weekdays (Mon - Fri), All Weekend (Sat - Sun), Monday  
Select Time Period: All Day (8:00 - 22:30)  
Select Report Type: ☒ Grid Timetable - best results with single selections, ☐ List Timetable - good for multiple selections, ☐ Master Timetable, ☐ Month Timetable  
View Timetable Reset

Select the "Period" i.e. w/c 5 July (w/c = week commencing)

## 9. View Timetable

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Institute of Technology  
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Home | Our Unitec | News | Events Calendar | Resource Toolbox | Departments and Services | Search Intranet | Advanced Search

Information  
Departments  
Programmes of Study  
Courses  
Locations  
Staff  
Activity Types

**Location Timetables**

Select Campus: Mount Albert - Central

Refine your search by typing any part of the Location Code: 180 [Filter](#)

Select Room(s):  
180-1003  
180-1040  
180-2043  
180-2044  
180-2045  
180-2048  
180-B001  
180-B035

Select Period(s):  
week 24 w/c 07 Jun 2021  
week 25 w/c 14 Jun 2021  
week 26 w/c 21 Jun 2021  
week 27 w/c 28 Jun 2021  
week 28 w/c 05 Jul 2021  
week 29 w/c 12 Jul 2021

Select Day(s):  
All Week (Mon - Sun)  
All Weekdays (Mon - Fri)  
All Weekend (Sat - Sun)  
Monday

Select Time Period: All Day (8:00 - 22:30)

Select Report Type:  
☒ Grid Timetable  
☐ List Timetable  
☐ Master Timetable  
☐ Month Timetable

[View Timetable](#) [Reset](#)

Click "View Timetable"

## 10. Timetable Report

Where you have selected more than one room, you have the option of viewing the Timetable produced as a **combined** timetable report ("**Merge**") or as **separate** timetables ("**Split**"). You can toggle between the two views using the "**Merge**" and "**Split**" buttons.

## a. "Merge" View

The default view for Rooms is "Merge" which will allow you to view the combined timetable.

If you have selected more than one room, the default view will show a combined timetable for ALL selected rooms

## b. "Split" View

In "Split" mode you can either use the +/- buttons to collapse / open each course or scroll to see the other courses.

"Split" View - Scroll down to see availability/bookings for each room

## 11. Is the room you want available?

**Is the room you want available?**  
(i.e. not currently showing a booking)

**YES?**  
Note down the details and make the booking through Web Room Booking

*The Nest» Services » Enrolment & Academic Operations » Timetabling at Unitec » Web Room Bookings*

**NO?**  
Use arrow buttons to search availability for other dates  
**OR**  
Return to selection screen and select another room/s to view

## 12. Use arrow buttons to search for other dates

Use the arrow buttons to view availability for earlier (<) or later dates (>)

Displaying Dates: 5/7/21 - 11/7/21

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
UNITEC ELT Meetings 180-2043 Type: Booking Time: 8:30am - 11:30am Week(s): 3,5,8,14,16,17,19,23,25,34	Supporting Distressed Students at Unitec Workshop 180-2043 Type: Booking Time: 8:30am - 1:00pm Week(s): 28	AAC Meeting 180-2043 Type: Booking Time: 8:30am - 11:30am Week(s): 28	Academic Committee Meetings 180-2043 Type: Booking Time: 8:30am - 11:30am Week(s): 1-4,6-8,10,13-14,17-19,22-24,26,28,30	School Hui/Planning day 180-2045 Type: Booking Time: 9:00am - 1:00pm Week(s): 28		
		WRB - ohunt,6/2/2021 1:48 PM 180-2043 Type: WRB ACTIVE Time: 1:00pm - 3:00pm Week(s): 28				
		WRB - kvenegas,3/18/2021 10:26 AM 180-2043 Type: WRB ACTIVE Time: 3:00pm - 4:30pm Week(s): 28				



### 13. Or “Return” to the Selection screen to search for a different room/s

The screenshot shows a web browser window displaying the Unitec SWS2021 Reports/Calendar.aspx page. The page features a calendar view for the dates 12/7/21 to 18/7/21. A blue callout box with the text "Click the “Return” button to go back to selection screen" points to the "Return" button in the top toolbar. The toolbar also includes buttons for "Split" and "Merge". The calendar displays several events, including "UNITEC ELT Meetings", "Academic Committee Meetings", "Pi Staff Monthly Meeting", "LinkedIn Workshop", and "Residence Workshop".

The screenshot shows a web browser window displaying the Unitec SWS Frontpages - 2.0.1 page. The page features a search interface for "Location Timetables". A blue callout box with the text "“Reset” for a new search" points to the "Reset" button. The search interface includes a "Select Campus" dropdown menu (set to "Mount Albert - Central"), a "Refine your search by typing any part of the Location Code" input field, and a "Filter" button. Below these are several dropdown menus for "Select Room(s)", "Select Period(s)", "Select Day(s)", "Select Time Period", and "Select Report Type". The "Select Report Type" dropdown is currently set to "Grid Timetable - best results with single selection". The page also includes a "View Timetable" button and a "Copyright Scientia © 2013" footer.