Desigo TAP After Hours Booking System

1. Open a web browser and enter the website address – https://www.desigotap.com/
2. Click login and enter your Username and Password provided (see next page for this information).
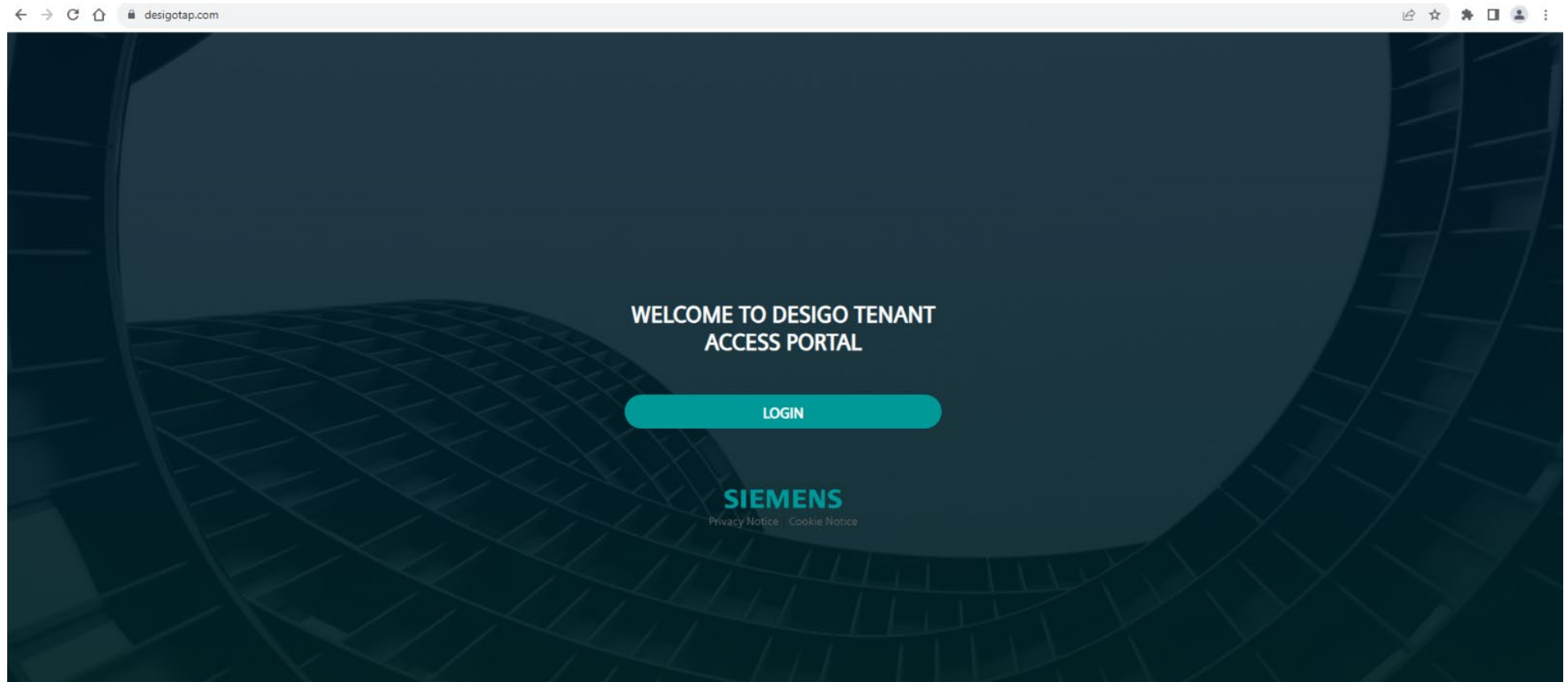
Log In Details

Level	User Name	Password
11	level11.aickin@vicbar.com.au	Bcl-level11!
14	level14.aickin@vicbar.com.au	Bcl-level14!
16	level16.aickin@vicbar.com.au	Bcl-level16!
18	level18.aickin@vicbar.com.au	Bcl-level18!
19	level19.aickin@vicbar.com.au	Bcl-level19!
20	level20.aickin@vicbar.com.au	Bcl-level20!
21	level21.aickin@vicbar.com.au	Bcl-level21!
22	level22.aickin@vicbar.com.au	Bcl-level22!
23	level23.aickin@vicbar.com.au	Bcl-level23!
27	level27.aickin@vicbar.com.au	Bcl-level27!
28	level28.aickin@vicbar.com.au	Bcl-level28!
29	level29.aickin@vicbar.com.au	Bcl-level29!
30	level30.aickin@vicbar.com.au	Bcl-level30!
31	level31.aickin@vicbar.com.au	Bcl-level31!
32	level32.aickin@vicbar.com.au	Bcl-level32!
33	level33.aickin@vicbar.com.au	Bcl-level33!
34	level34.aickin@vicbar.com.au	Bcl-level34!

All email addresses are managed by the BCL Service Desk.

Please do not submit a password reset request as you will not receive the email or be able to reset the password.

3. Once logged in, you'll see your desired building and username. If creating a New Request, click on the New Request button.

4. To submit a request complete the following fields:
    a. **Description:** Enter a detailed description, including your name and room number.
    b. **Zone:** Click on the first zone listed so it is highlighted (**Note:** this is the only zone that can be selected).
    c. **Start date and time:** Select the date and time of your air conditioning request.
    d. **Duration:** Select how long you want the air conditioning to operate for (note the maximum time is 1 hour and 55 minutes).
    e. Click '**Submit Request**'.

   Please keep in mind that when scheduling after hours air conditioning, this turns the heating and cooling on for the entire floor and is not isolated to a specific room or section of the floor. Therefore, it may take some time before the effect of the air conditioning is noticeable.

5. Once completed, you will be able to view and manage your request under 'View Requests'
   a. To **delete** a request click on the link under the 'Description' title.
   b. This will display a new page showing the booking info, click **Delete Request**. Note: you cannot delete a request within one hour of the start time.