



## Creating Rooms and Equipment

Article related to version 8.7+

### Introduction

This article describes the functionality of the 'Room booking' application. This feature allows users to add rooms and equipment in various office locations which can be booked out using the calendar tool by users.

### Included in this article

1. How do permissions work for room and equipment booking
2. How to create a room
3. How to create equipment

### 1. How do permissions work for room and equipment booking

Only users with admin permissions have the ability to create rooms and equipment.

To grant access navigate to Applications > Admin > System Admin > Administrators

Next select 'Room booking' from this list. Here it will show all users who are administrators.

Admin / System / Administrators

**General**

**Administrators**

License

Date and Time

Background Services

Localisation

Configuration

Labs

Integrations

Scripts

API keys

Mailgun

LDAP

**User**

Assign a User as an Administrator for multiple panels

**Assign administrators**

|                |                |                |             |
|----------------|----------------|----------------|-------------|
| System         | Audit          | Audit Manager  | Blog        |
| Buttons        | Calendar       | Communication  | Compliance  |
| Courses        | Design         | Digital Assets | Discuss     |
| Documents      | Events         | Expenses       | Extranets   |
| Forum          | Holidays       | Image Gallery  | InfoCapture |
| Knowledge Base | Learning       | Menu Builder   | Metadata    |
| News           | OAuth2 apps    | Org Chart      | Pages       |
| People         | Policy Manager | Projects       | Quiz        |
| Reports        | Room Booking   | Search         | Slider      |
| Social Connect | Statistics     | Surveys        | Tags        |
| Thank you      | Two Factor     | Workflow       |             |

Inactive panels: Show/hide

2. How to create a room

Navigate to Applications > Admin > Room booking

When on this page, select '+ Add New Room'

Admin / Room booking

Rooms & Equipment/Services

Manage Locations

Manage Bookings


Select Location


All

Rooms

Boardroom


Location: Brighton Capacity: 16






Meeting Room


Location: Brighton Capacity: 6






Boardroom


Location: Melbourne Capacity: 14






Conference Room


Location: Vancouver Capacity: 14






Small Meeting Room



Location: Vancouver Capacity: 6





Equipment & Services

+ Add New Equipment

| Name                                   | Description | Q | Action  |
|--|-------------|---|---|
| Brighton                               |             |   |   |
| Projector                              | abcd test   | 1 |   |
| Melbourne                              |             |   |   |
| * No equipment listed at this location |             |   |   |
| Vancouver                              |             |   |   |
| * No equipment listed at this location |             |   |   |

Here you can fill out the following information:

Admin / Rooms & Equipment/Services / Add Room

Rooms & Equipment/Services

Manage Locations

Manage Bookings

Add Room

Room name

Enter name here

Description

Location

Brighton

Room capacity

---

Equipment & Services

Note

Responsible users

Browse

☐ Approval by responsible person is required

Upload Picture

Choose file

No file chosen

Check equipment/service

☐ Projector (Brighton)

Save changes

You can assign a specific person as approver for that room if necessary.

If you want to add another location with rooms simply select 'Manage Locations' on the left. Here you can add other offices you may have in the same country or in other countries. Then when you create a new room you simply assign it to the correct location.

Admin / Room booking / Manage Locations

Rooms & Equipment/Services

Manage Locations

Manage Bookings

Location name

Add

Brighton

Melbourne

Vancouver

Update

As administrator, you also can 'Manage bookings' on behalf of other users, so amending the bookings or deleting them.

Admin / Room booking / Manage Bookings

Rooms & Equipment/Services
Manage Locations
Manage Bookings

| Name                           | Booking details   |  |
|--------------------------------|---|--|
| sdfsdf                         | Robert Reith<br>05:00 - 05:30 Wednesday, 10 February 2016 |  |
| Meeting<br>Example Description | Barclay Martin<br>21:00 - 21:30 Thursday, 7 May 2015      |  |

3. How to create equipment

Navigate to Applications > Admin > Room booking > The lower section of this page is for equipment booking. Select '+ New Equipment'

Admin / Room booking

Rooms & Equipment/Services
Manage Locations
Manage Bookings

+ Add New Room

Select Location
All

Rooms

Boardroom
Location: Brighton Capacity: 16

Meeting Room
Location: Brighton Capacity: 6

Boardroom
Location: Melbourne Capacity: 14

Conference Room
Location: Vancouver Capacity: 14

Small Meeting Room
Location: Vancouver Capacity: 6

Equipment & Services

+ Add New Equipment

| Name                                   | Description | Q | Action |
|--|-------------|---|--------|
| Brighton                               |             |   |        |
| Projector                              | abcd test   | 1 |        |
| Melbourne                              |             |   |        |
| * No equipment listed at this location |             |   |        |
| Vancouver                              |             |   |        |
| * No equipment listed at this location |             |   |        |

For the purposes of this example, a Camera has been used, this is portable and not restricted to one room. It is still convenient to be able to book and track this item.

Admin / Rooms & Equipment/Services / Add Equipment/Service

Rooms & Equipment/Services
Manage Locations
Manage Bookings

## Add Equipment/Service

Equipment/service name

Description

Location

Equipment/Service count





Responsible users

☐ Approval by responsible person is required
☒ Mark as portable device  
A portable device can be booked without associated room

Upload Picture
 No file chosen

Available in rooms
☐ Boardroom (Brighton)
☐ Meeting Room (Brighton)
☐ Meeting room 5 (Brighton)
☐ Meeting room 5 (Brighton)
☐ Boardroom (Melbourne)
☐ Conference Room (Vancouver)
☐ Small Meeting Room (Vancouver)

You can see it has now been created:

| Equipment & Services                   |   |   |   |
|--|---|---|---|
|  |   |   |   |
| Name                                   | Description                                   | Q | Action  |
| Brighton                               |   |   |   |
| Camera                                 | Professional camera for product or head shots | 1 |   |
| Projector                              | abcd test                                     | 1 |   |
| Melbourne                              |   |   |   |
| * No equipment listed at this location |   |   |   |
| Vancouver                              |   |   |   |
| * No equipment listed at this location |   |   |   |

For information on booking rooms and equipment, please use this article <https://discover.claromentis.com/knowledgebase/articles/619/en>

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Tags: calendar, room booking, rooms, booking equipment, meetings