



## 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

Name	Description	Q	Action
Brighton			
Projector	abcd test	1	<a href="#">Edit</a> <a href="#">Delete</a>
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	Name		Booking details
	sdfsdf		Robert Reith 05:00 - 05:30 Wednesday, 10 February 2016
	Meeting Example Description		Barclay Martin 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

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

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

+ Add New Equipment

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](#)