



Booking Rooms and Equipment

Article related to version 8.7+

Included in this article

- 1- How to book a room
- 2- How to book equipment & room together
- 3- How to pair rooms/equipment to a calendar booking

1- How to book a room

Head to Applications > Room Booking

Select room only and the times/dates you require. Then select 'Check Availability'.

What are you looking for?

15:33

HOME

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BOOK A PERSONALISED DEMO

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Room booking

Room Only

Equipment & Services only

Room, Equipment & Services

Location

All

When

20-Sep-2019

16:00

to

16:30

20-Sep-2019

Full Day

Repetition

Check Availability

5 rooms available

Boardroom

Location: Melbourne

Capacity: 14

Select

Boardroom

Location: Brighton

Capacity: 16

Select

Conference Room

Location: Vancouver

Capacity: 14

Select

Meeting Room

Location: Brighton

Capacity: 6

Select

Small Meeting Room

Location: Vancouver

Capacity: 6

Select

All available rooms will appear here. Simply select one and click 'Allocate room'. You will be prompted to give the meeting a purpose and description. You will then be taken to a page showing all of your existing bookings and their status - if they are pending, the nominated approver of that room must approve it.

Full Day

Repetition

Check Availability

Show diagram

My Room Booking

Any booking before today's date are not shown

Purpose	Date/Time	Status
<div>Boardroom</div> <div>Test meeting</div>	16:00 - 16:30 Friday, 20 September	<div>Approved</div>

2- How to book equipment & room together

Select 'Room, Equipment & Services' on the top bar. Fill in the dates and times and click 'Check availability'. You will then be provided with the equipment options to select first - tick what you need and hit 'Check availability' below. Then you will be presented with the room options with that equipment.

Room booking

☐ Room Only
 ☐ Equipment & Services only
 ☒ Room, Equipment & Services

Location

When 16:00 to 16:30

☐ Full Day ☐ Repetition

Check Availability

☐ Projector (Brighton) 1
abcd test

Select the one you would like and click allocate room. You will then be prompted to give more information after which you can confirm the booking.

3 - How to pair rooms or rooms with equipment to a calendar booking

Navigate to Applications > Calendar find the date and time of the meeting you would like to book in and drag over the time with your mouse. Select 'more options' when the pop up arrives.

Next you will be presented with various meeting options - fill these in as usual and next to the location option you will have a box called 'Link room'. Select this and you can choose room only or room and equipment. It will provide all the available options for this time and you can reserve a room and equipment you need.

Your Digital Workplace

 15:42

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Calendar / Add/Edit event

Name
☒ Personal event without participants

When 15:30 - 16:00

☐ Full day
 ☐ Repeat

Location

Calendar

Description

⌚ Set reminder? ☒ On time ▼

This time ☒ Available ☐ Busy

Are you going? ☐ Yes ☐ No ☒ Unknown

☐ Send notifications about event changing

Note: To book just equipment eg the Camera which is not tied to a specific room, this must all be done in the 'Room booking' section discussed earlier.

