

# SmartSpace Software

Quick reference Guide

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## Booking a Meeting For a Colleague (Concierge Role)



# Using SmartSpace

## Meetings

### Booking a Meeting For a Colleague

The Concierge User role allows you to book a meeting for a colleague.

Search for and select your meeting room as usual.

1. Place a tick next to 'Someone Else'.
2. You can then begin typing your colleagues name, in order to select them from the drop-down menu.
3. Your colleague will now be the 'Event Organiser' and receive the meeting notifications.

#### Remember...

- Complete the remaining meeting details as usual.
- Both the Concierge user, and the 'Booked For' user will be able to find this meeting to view, edit or cancel within the 'Find Meetings' tab.

