

SmartSpace Software

Quick reference Guide

Editing or Cancelling a Meeting



Editing or Cancelling a Room Booking

You can search for existing bookings. This allows you to check details, make changes or cancel the booking.

1. Select the Find Meetings tab.
2. Use the search filters to specify the meeting details.
 - Region and Site are mandatory fields. Building and Floor are optional.
 - You can also enter details for Meeting Room Name/ID and Meeting/Event Title.
 - The Date will default to today's date and you can select a time and enter a Host/Attendees name.
 - Click search to view bookings that meet these criteria.
 - You can use List or Schedule view.
 - You must select a building and floor to use Map view.
3. You can browse through the meetings that match the criteria.
4. Click on a booking to open the details.

The screenshot displays the SMARTSPACE SOFTWARE interface. At the top, the 'Meetings' section is active. Below it, the 'Find Meetings' tab is selected, indicated by a red circle with the number 1. The search filters are populated with 'Europe' (Region), 'London' (Site), 'SmartSpace Building A' (Building), and 'Ground Floor' (Floor), all highlighted with red circles and the number 2. The 'Meeting Room Name / ID' field contains 'Project Planning', and the 'Date' is set to 'Mon 10 Feb 2020'. The 'Host/Attendees' field is filled with 'Davinia Thompson'. A blue 'Search' button and a 'Reset' link are visible below the filters. On the right, the 'Schedule' view is selected, indicated by a red circle with the number 3. The calendar shows a booking for 'Smart London AG-Rm1' on 'Monday 10 February 2020' (Feb 10), highlighted with a red circle and the number 4. The booking is titled 'Project Planning' and is scheduled for the time slot between 14:00 and 15:00. The calendar also shows 'Now' on Feb 10 and other days (14, 15, 16, 17).

Search for an available Meeting Room

5. You can review your details.
6. Update your booking.
7. Cancel the Event / Meeting.

Remember...

You must be the host of the meeting to make changes and update the booking.

