

SmartSpace Software

Quick reference Guide

Booking a Meeting Room



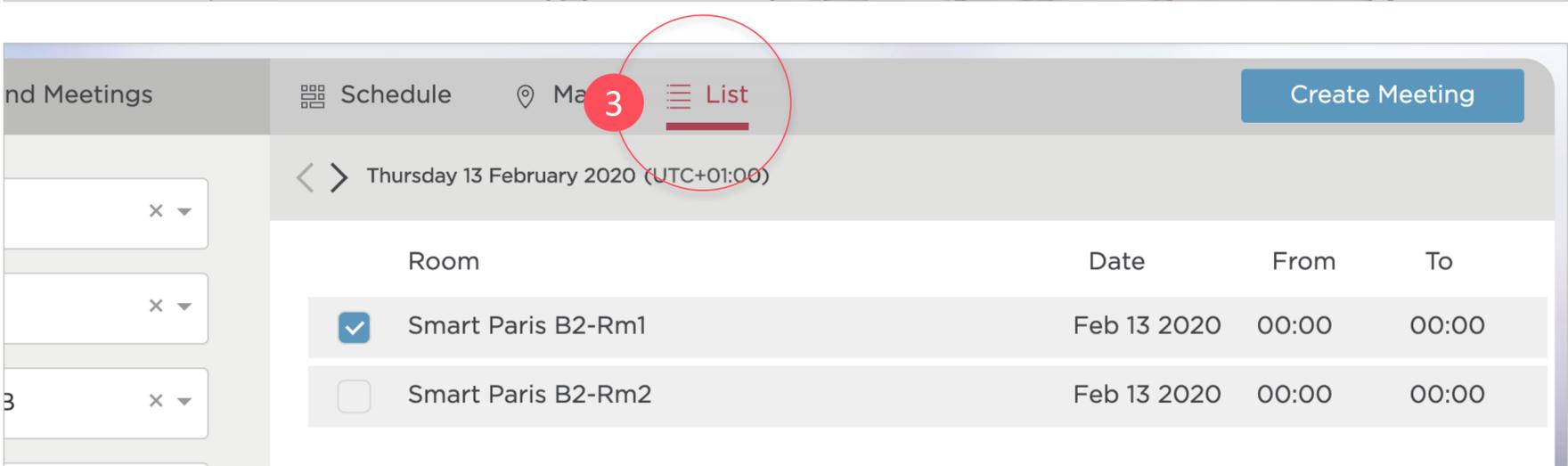
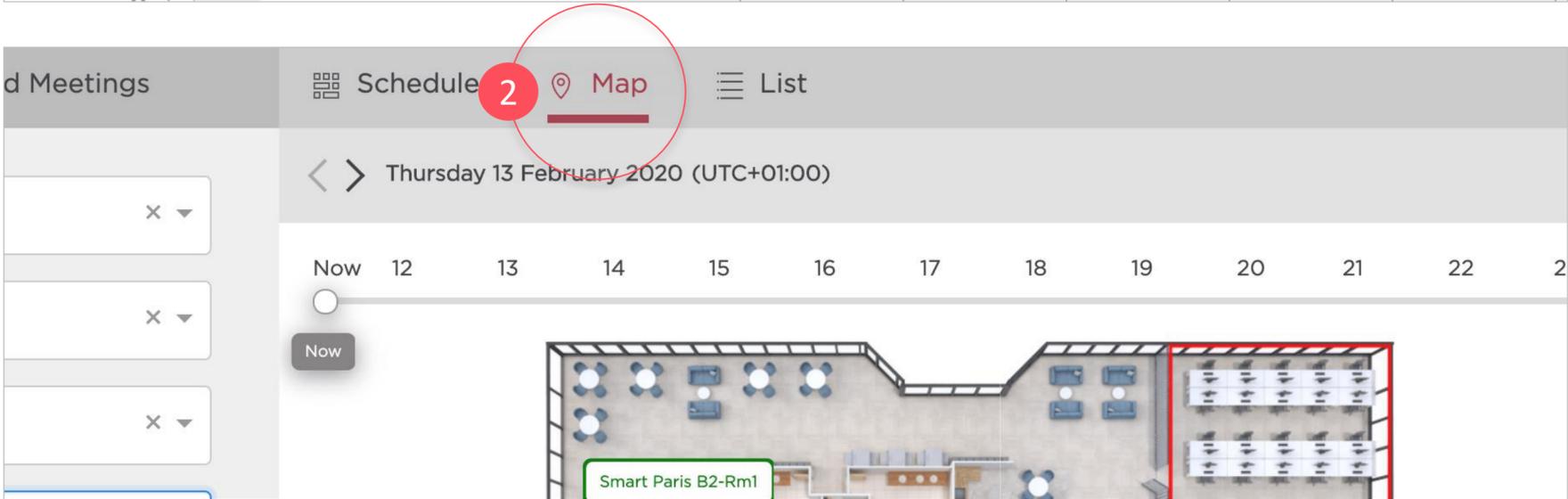
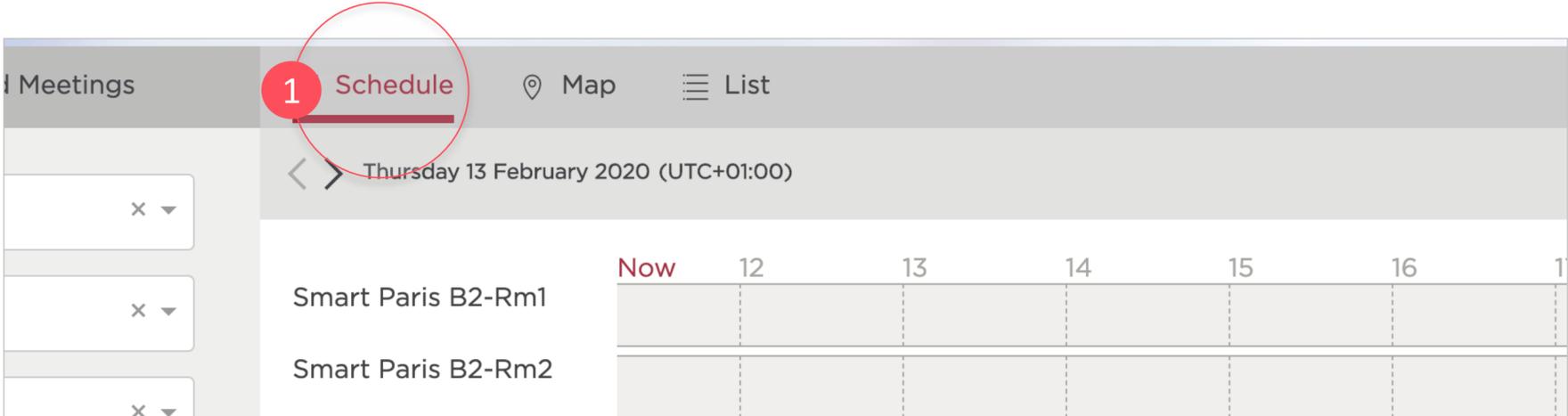
Using SmartSpace Meetings

Booking a Meeting Room

Once you have specified the requirements of your meeting room and clicked 'Search' you can review the available rooms and begin the room booking process.

Use the one of the 3 views to review the available rooms and make your selection:

- 1. Click preferred time Slot in Schedule
- 2. Use time selector and click preferred Room in Maps
- 3. Tick preferred room(s) in List view and 'Create Meeting'



Review & Complete Your Booking

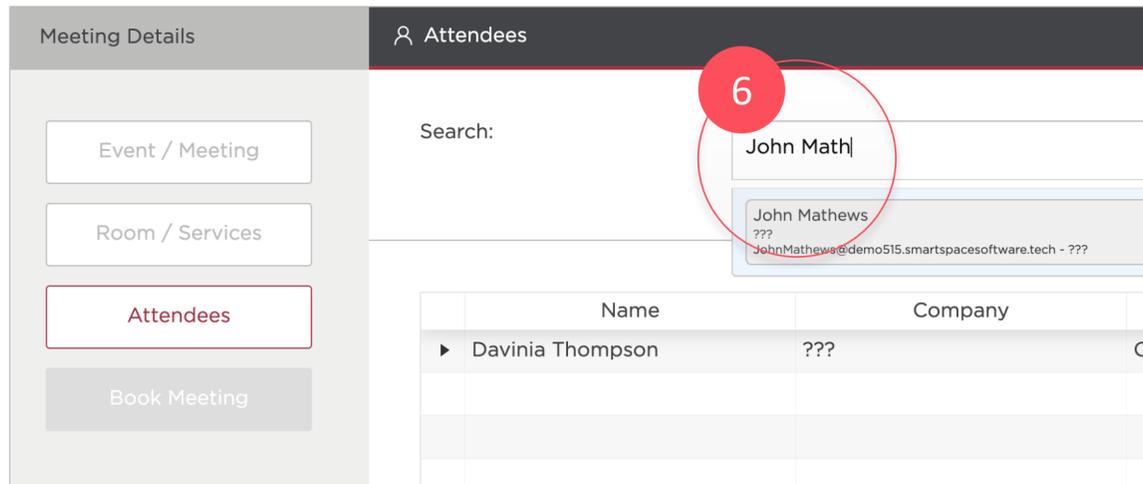
- 4. Review the capacity, features and timings for you meeting. Click 'Book Room' to continue.
- 5. Complete the details of your Meeting. You **must** give the meeting a title and your contact details will be prepopulated. You have the option to give the meeting a description as further information for your attendees. Add cost centre details if you have added chargeable services. Note the option to make meetings recurring and private.

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The screenshot shows a 'Book Room' interface. On the left, under 'Room Capacity 6', there is a 'Facilities' section with icons for Flipchart, Projector, Video Conferencing, and Whiteboard. The middle section is titled 'View schedule for Thu 13 Feb 2020' and shows a calendar view for Thursday 13 February 2020 (UTC+01:00). A green bar indicates a free slot from 00:00 to 00:00, with a vertical dashed line at 11:30. On the right, there are dropdown menus for 'Start' (12:00), 'End' (13:00), and 'Duration' (01:00 hour). A blue 'Book Room' button is at the bottom right.

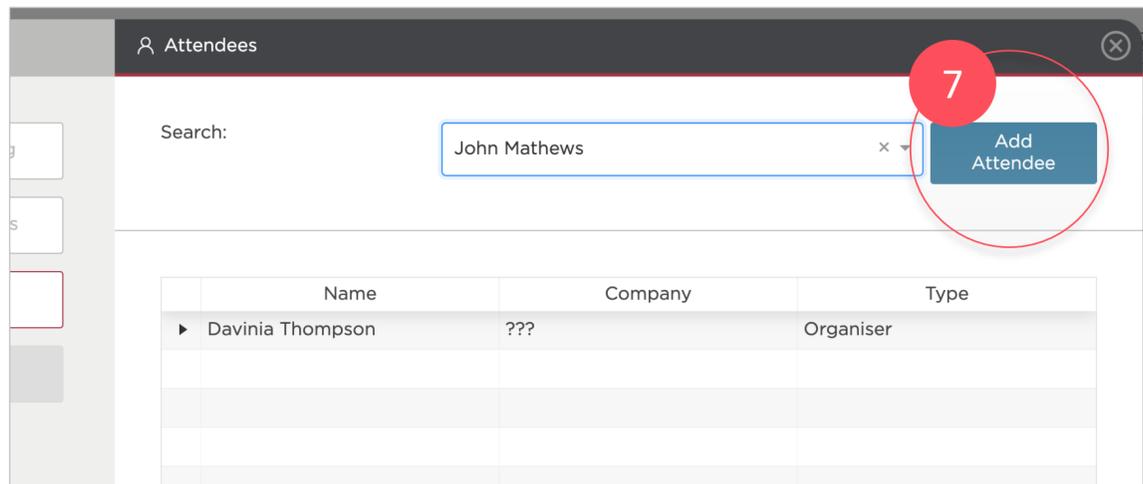
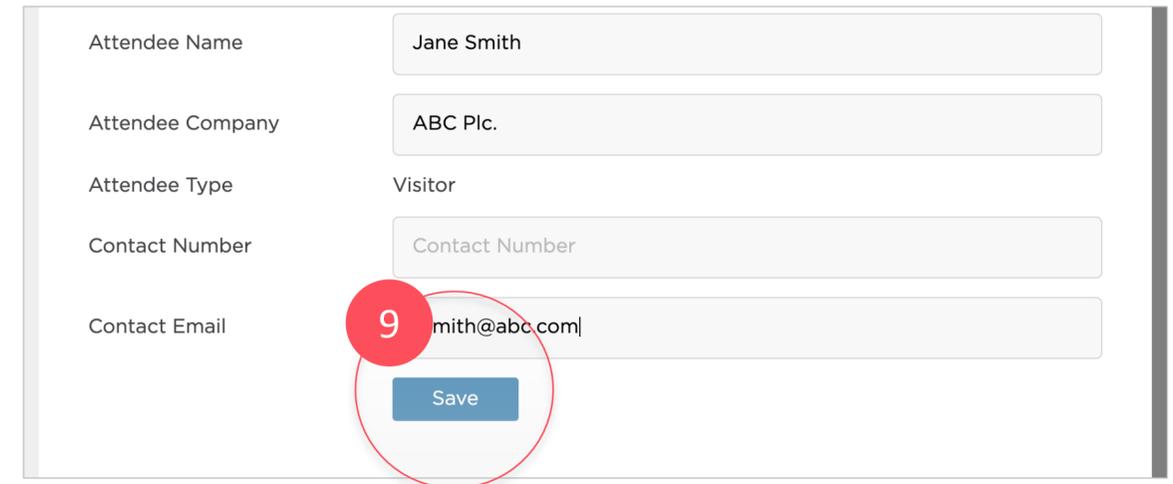
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The screenshot shows the 'Event / Meeting Details' form. On the left, there is a sidebar with buttons for 'Event / Meeting' (highlighted), 'Room / Services', 'Attendees', and 'Book Meeting'. Below these is 'MEETING TOTAL COST £0.00' and a 'Cancel Meeting' button. The main form has the following fields: 'Event Name' (pre-filled with 'Event / Meeting Name'), 'Event Organiser' (pre-filled with 'Davinia Thompson'), 'Contact Number' (empty), 'Contact Email' (pre-filled with 'DaviniaThompson@demo515.smartspacesoftware.tech'), 'Description' (empty), 'Cost Centre' (pre-filled with 'Cost Centre'), 'Recurring Meeting' (checkbox, unchecked), and 'Private Meeting' (checkbox, unchecked). A note below the Cost Centre field says 'Specify where costs will be charged to for this room & any services added.'



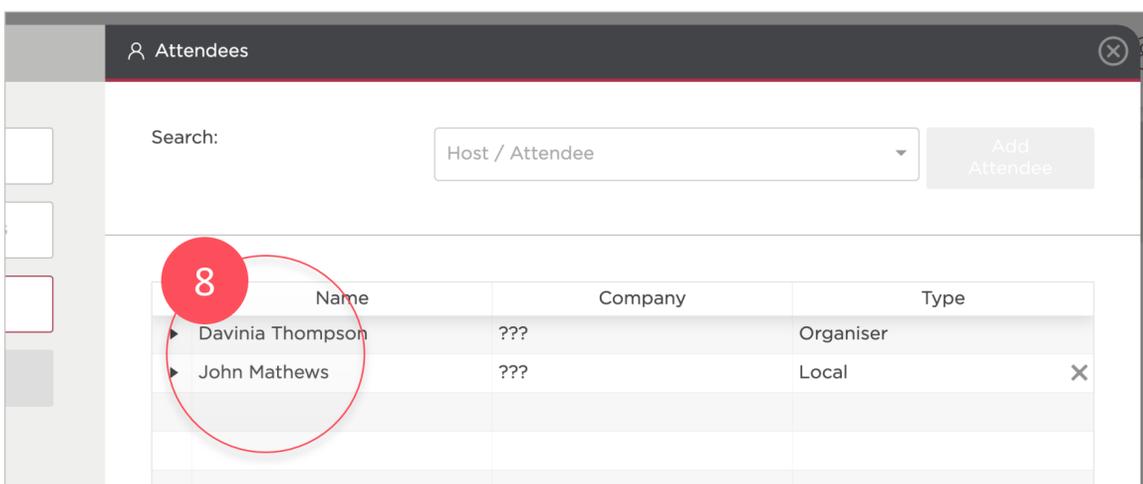
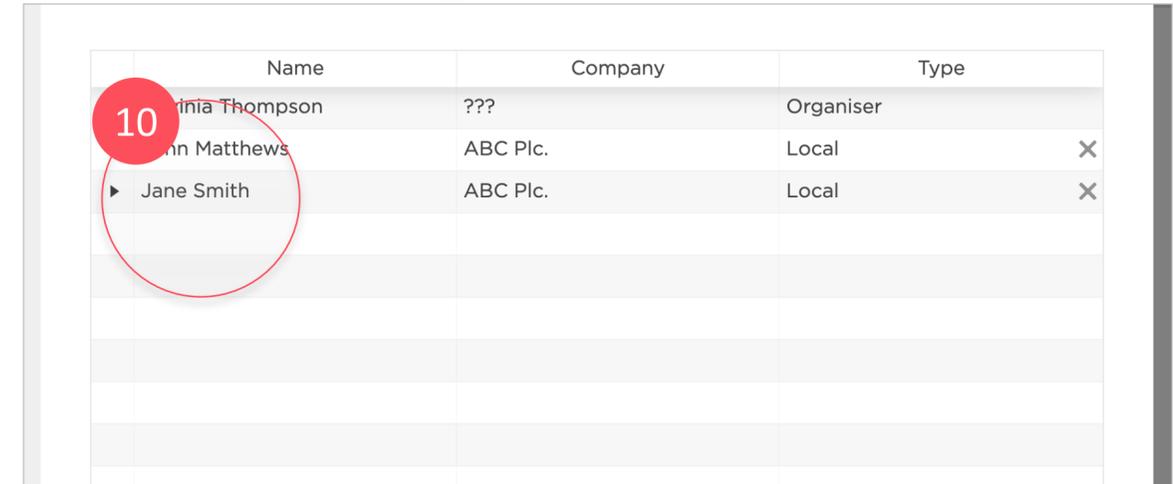
Search for Attendees

6. Search for their details
7. Add the Attendee
8. Their name appears within the attendee list



Add an External Attendee

9. Add their details
6. Their name appears within the attendee list



Remember...

- You will receive an email confirmation of the booking.
- Select 'Recurring Meeting' to repeating meetings.
- You can then specify the range and pattern of the recurring meetings.
- Select 'Private Meeting' to hide the details of the meeting from general view..

