SmartSpace Software

Quick reference Guide

Booking a Meeting Room

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Smart Spaces, Smart Buildings, Smart City, **Smart World**

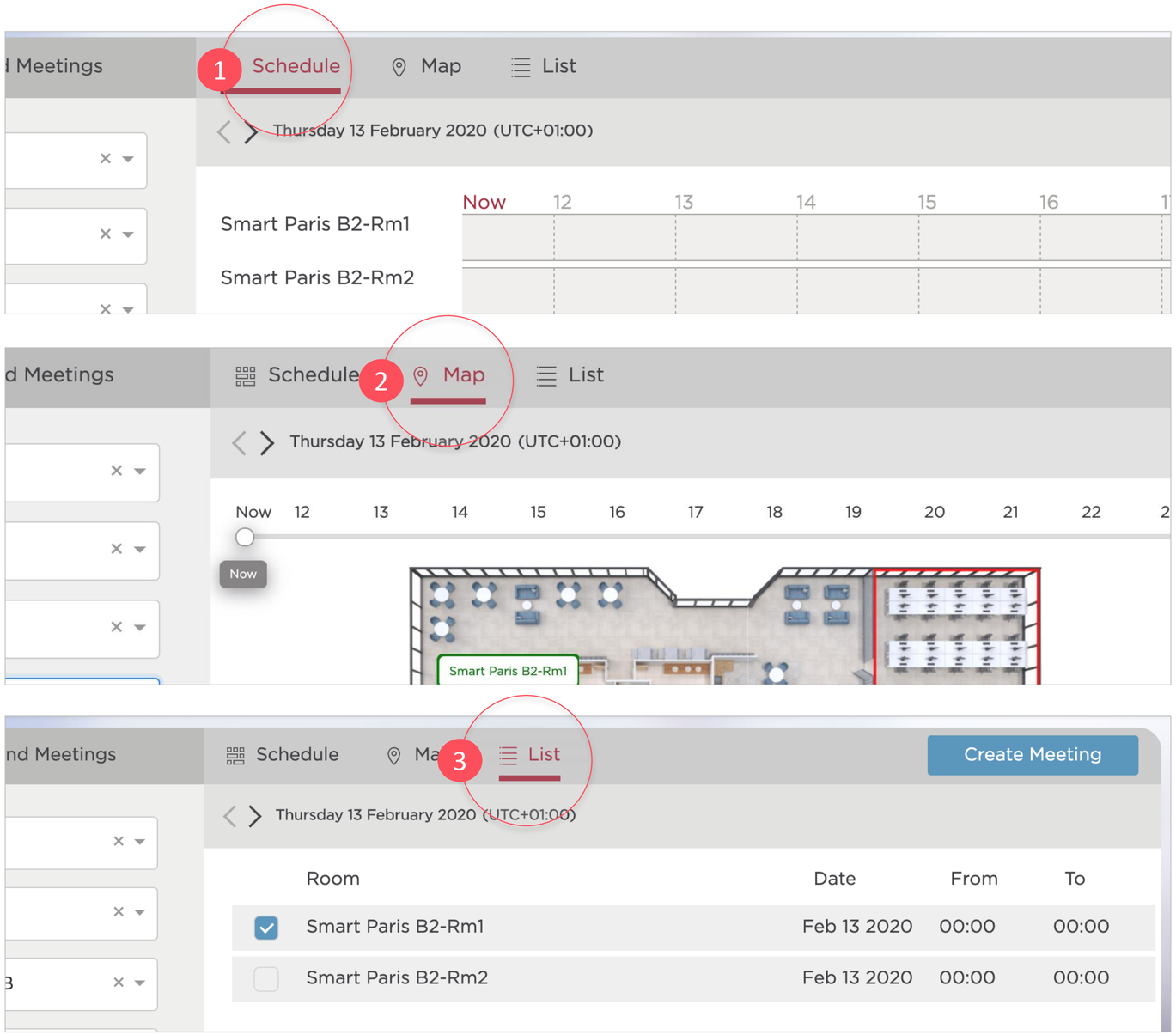
Using SmartSpace Meetings

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’



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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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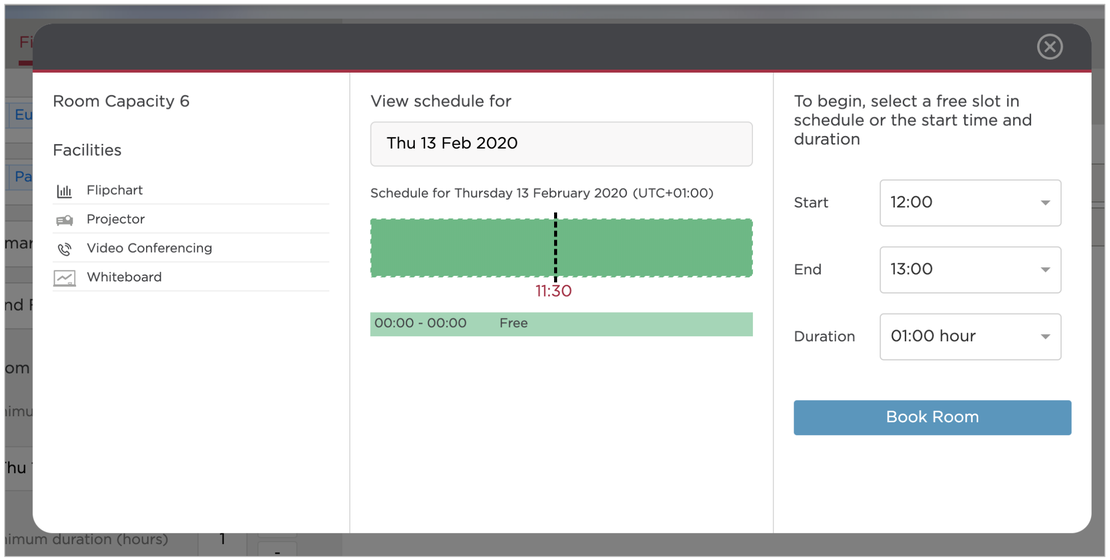

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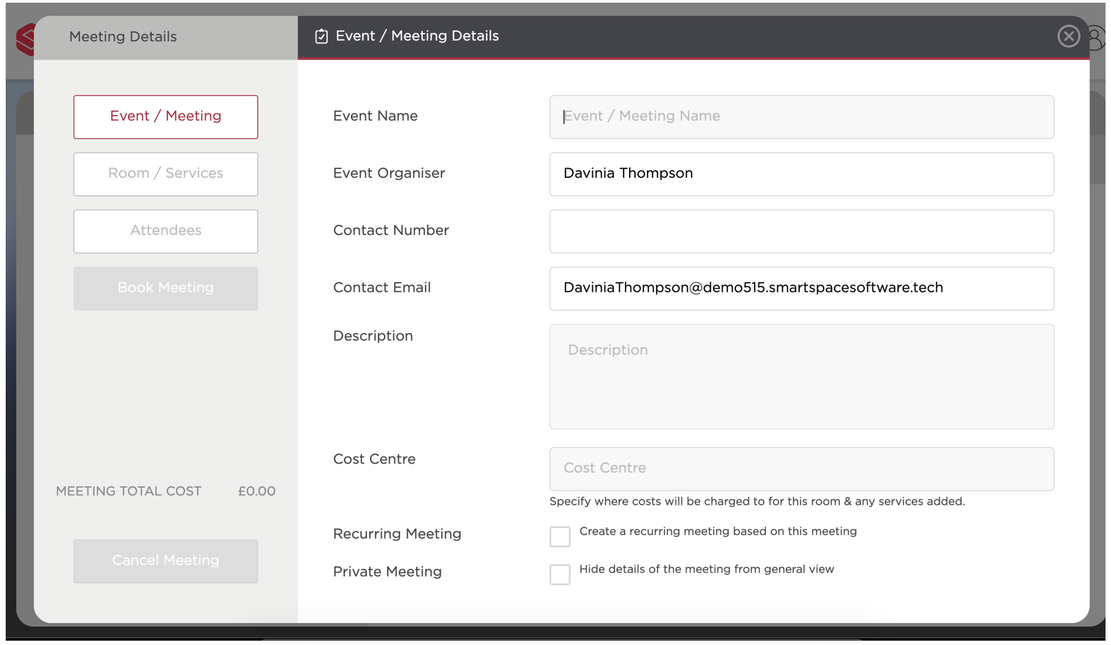

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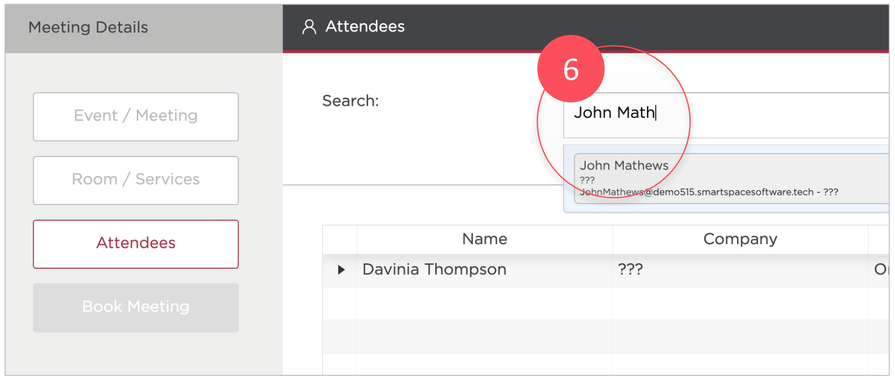
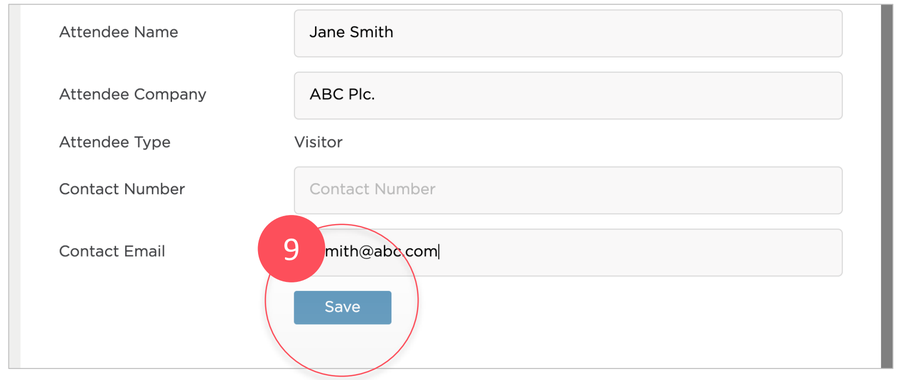
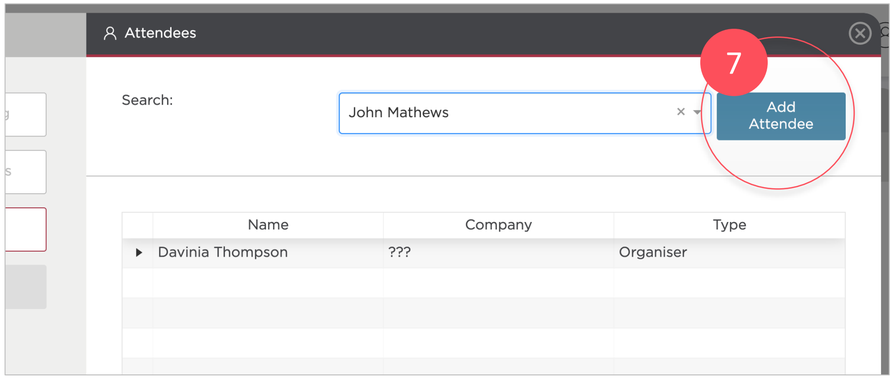


Search for Attendees

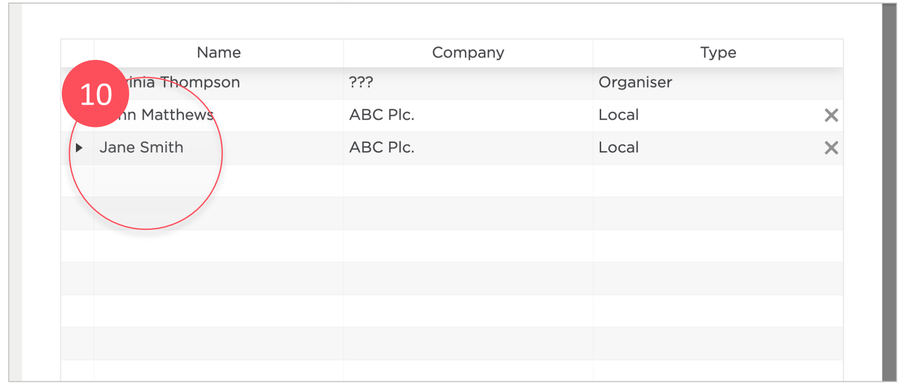
6. Search for their details
7. Add the Attendee
8. Their name appears within the attendee list

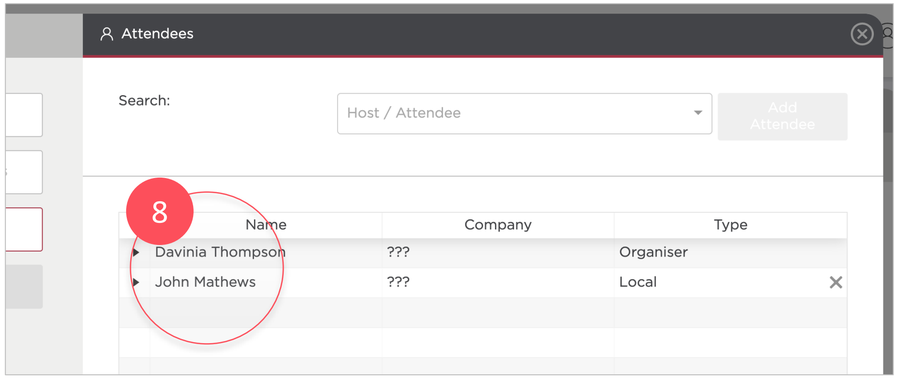




Add an External Attendee

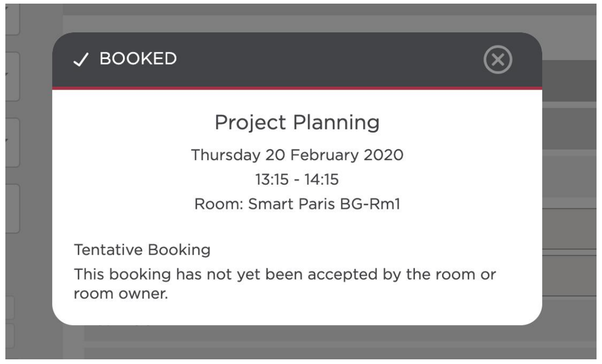
9. Add their details
6. Their name appears within the attendee list





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..



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