

SmartSpace

# Meetings User Guide



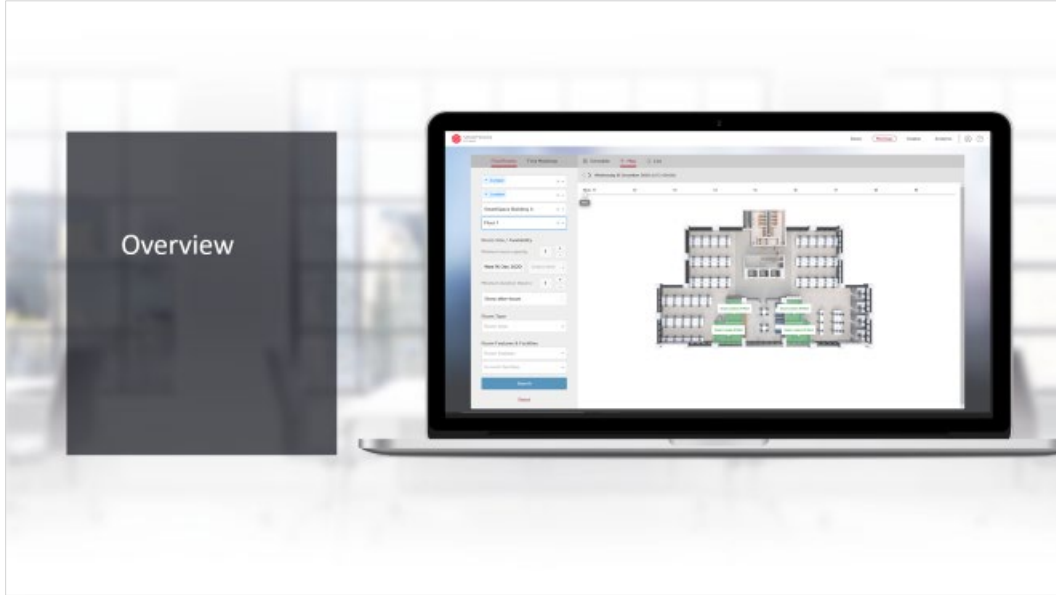
## Introduction

# Getting started with the **SmartSpace Online Room Booking Service**

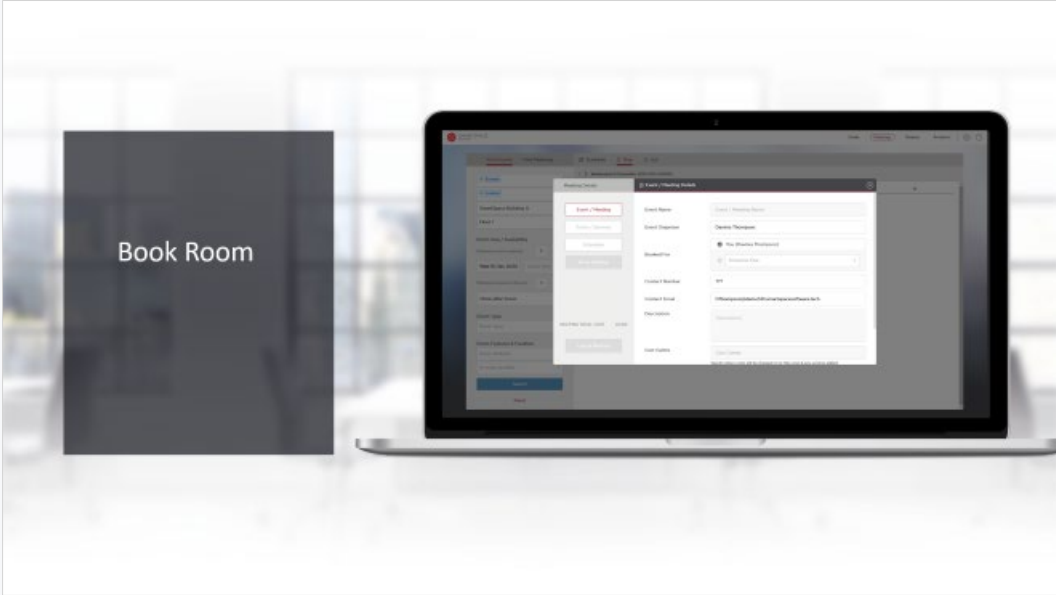
This User Guide outlines the functionality of the online room booking service.

The service allows you to book advance meeting rooms and additional services and catering.

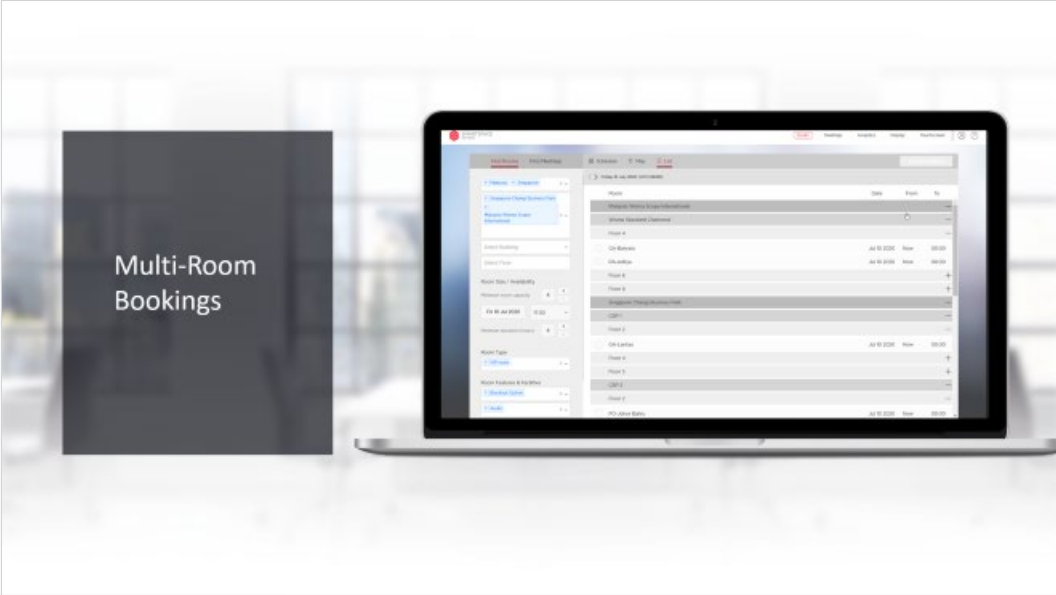
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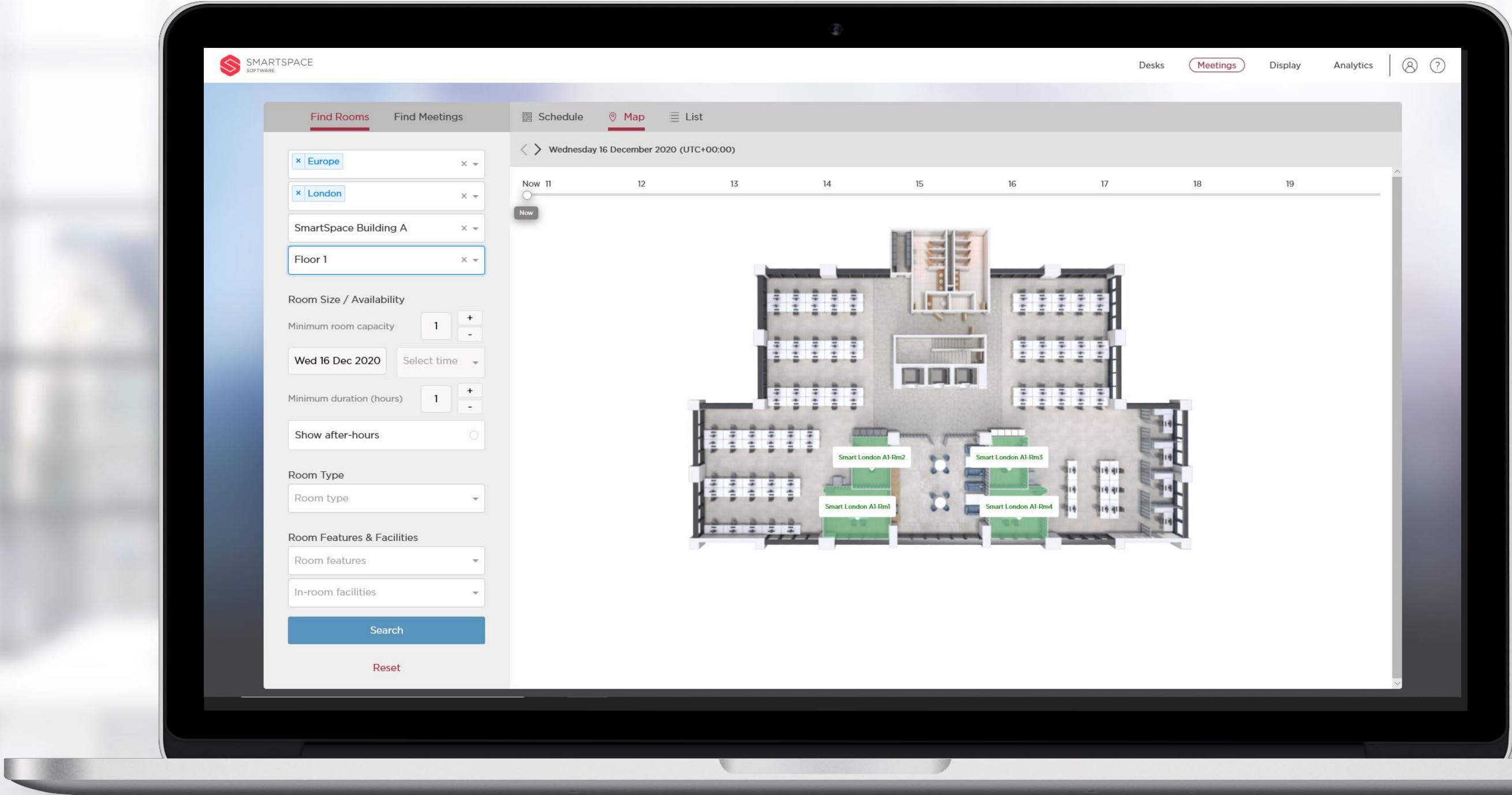


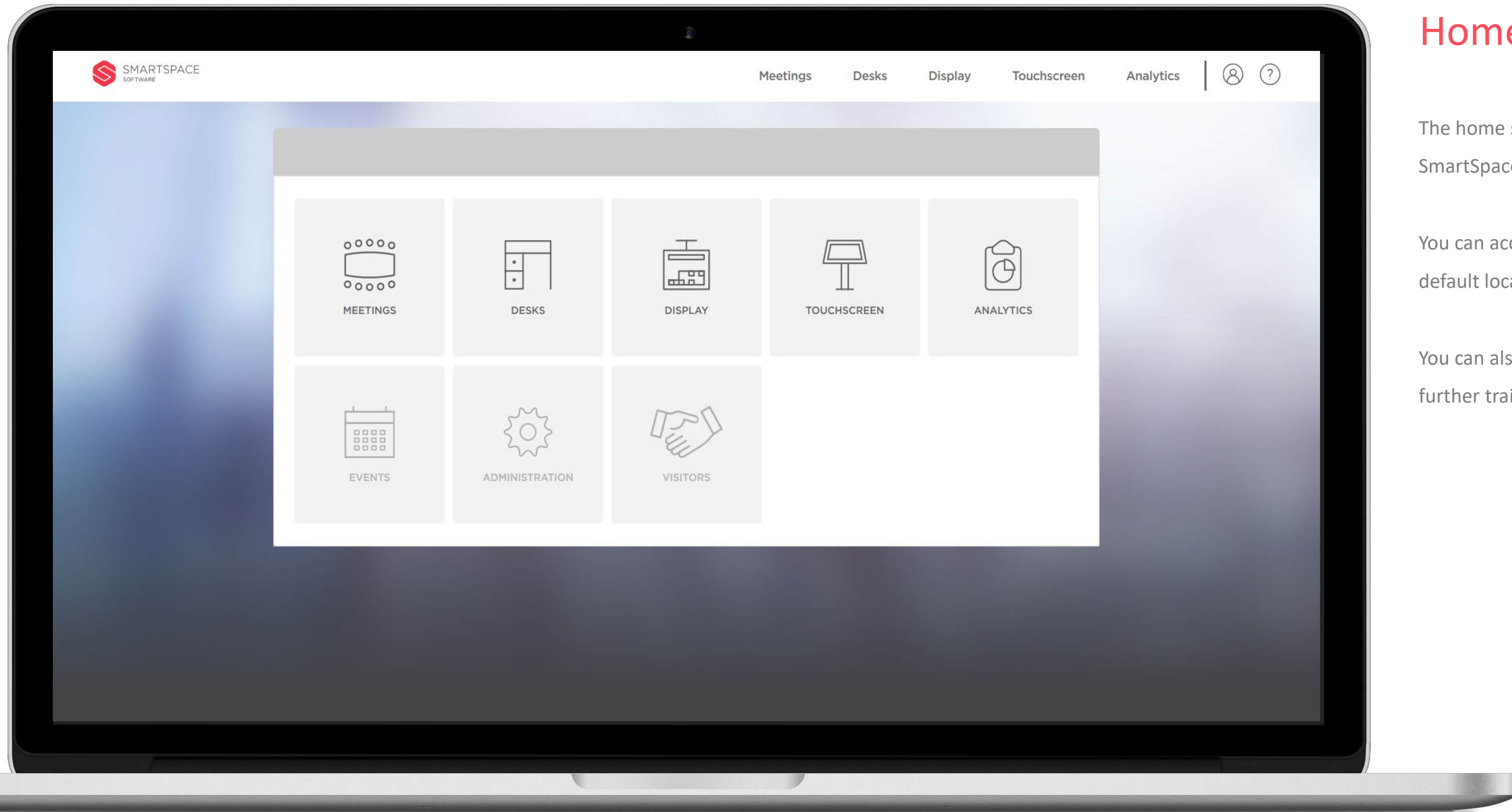
2. Book Room



3. Multi-Room Booking

# Overview



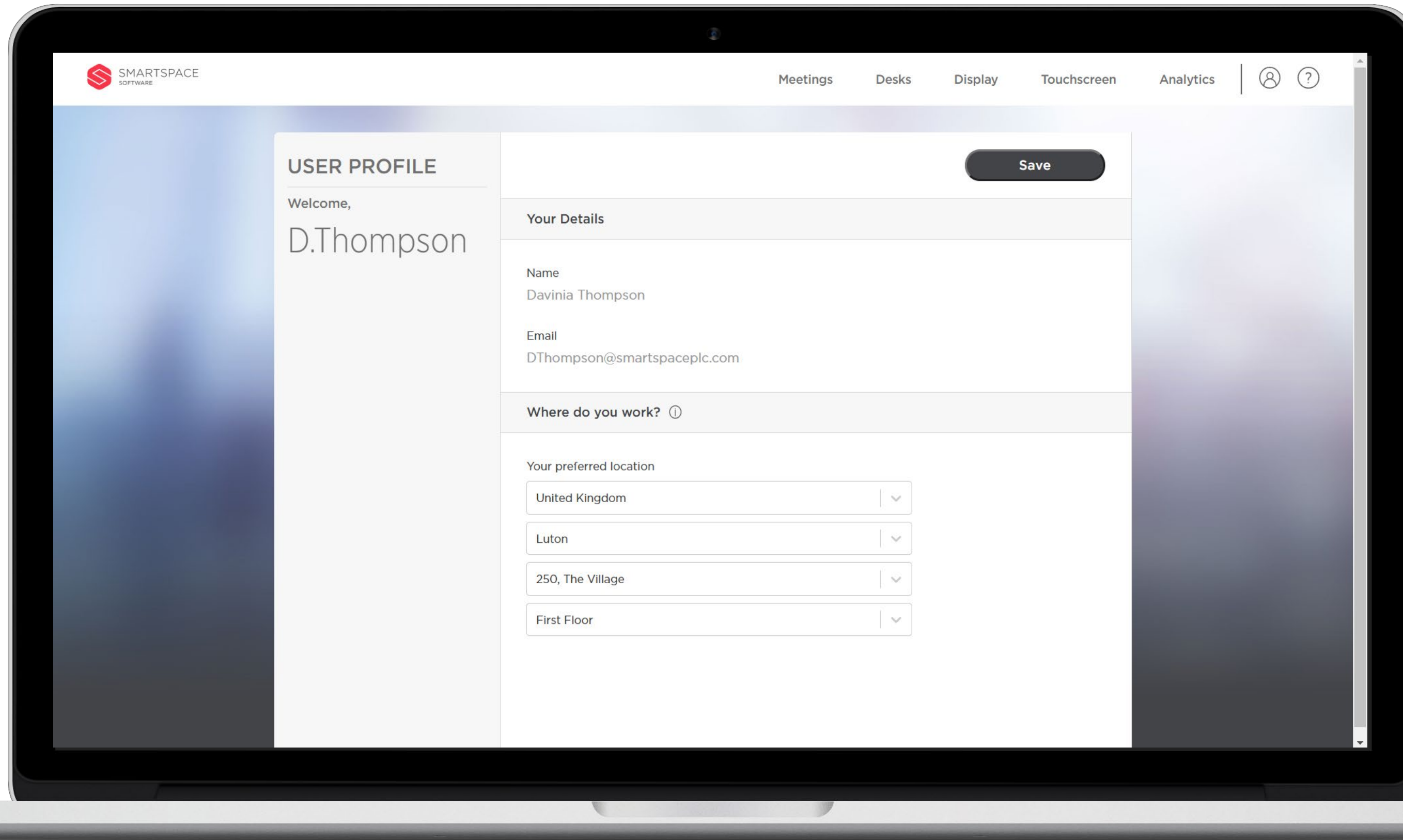


## Home Screen

The home screen provides links to other SmartSpace products.

You can access your profile and specify default location details.

You can also access a help page with links to further training materials and our help desk.



## Profile

Use the Profile icon in the top right corner to update your profile. This enables you to specify your default location details. You must specify Region and Site as a minimum.

This will be used as your default search criteria when searching for meetings or rooms across both web portals and mobile applications.

Click 'Update Default Site' to save any changes. If you do not wish to make any changes you can click the 'Meetings' link to navigate to the booking portal.

All dates and time zones will be shown in your default site's time zone. Click 'Log Out' to securely exit the system.

Use **Find Rooms** to search available rooms and **Find Meetings** to search for existing meetings.

Three different display views provide different functionality to aid ease of booking.

Today's Date and Time Zone information and timeline.

Profile Icon & Help

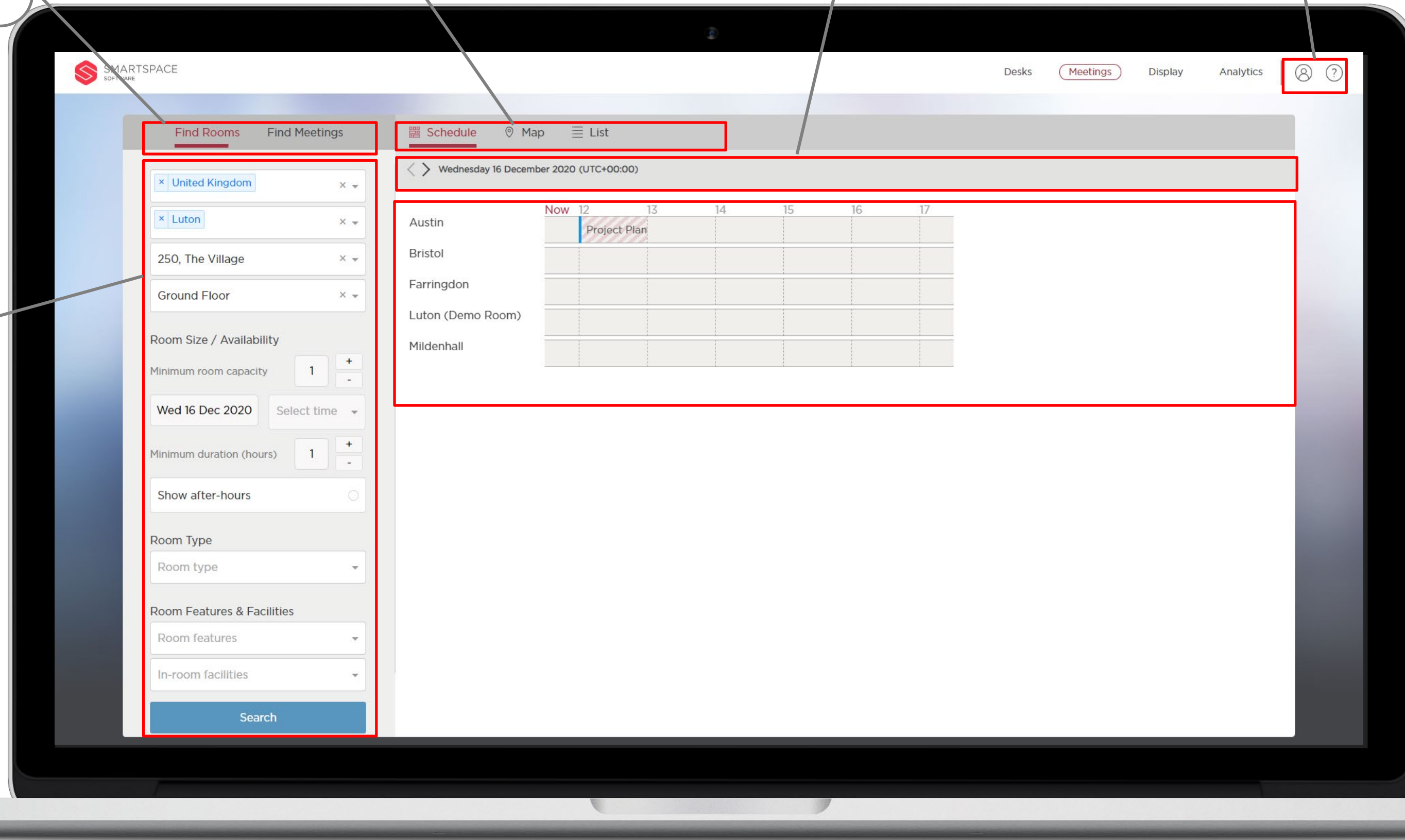
## Overview

Use the left hand search panel to specify your room requirements

Use the Scrollbar at the bottom of the screen to search along the timeline.

Switch between the Schedule, Map and List view depending on your requirements and preferences.

Left Hand Panel allows you to search for meeting rooms with a range of options.



## Find Meeting Room

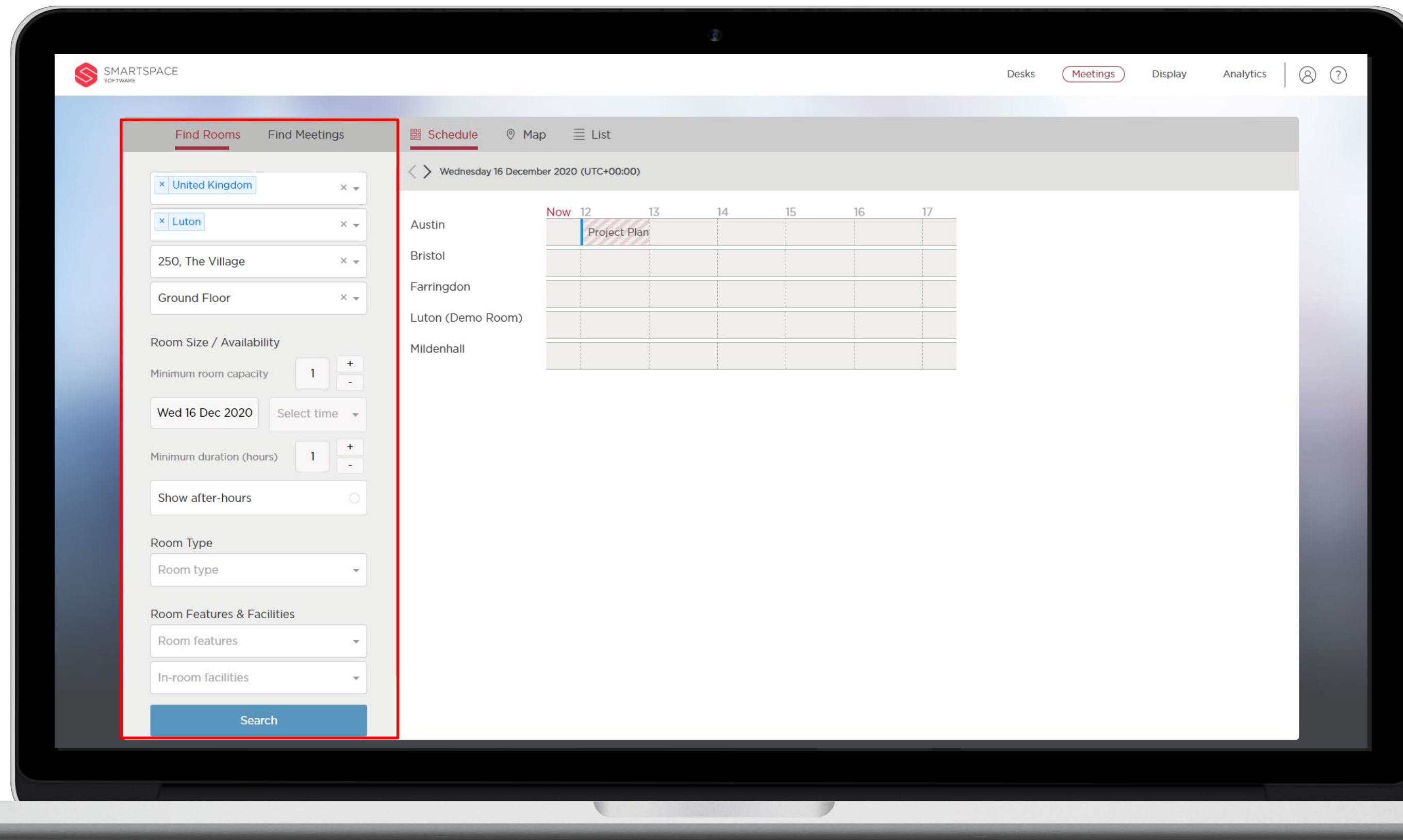
Use the search parameters on the left-hand side panel to filter for a suitable room.

This will allow you to specify the Region, Site, Building and Floor. The system will default to the location options specified in your profile.

You can further filter the rooms displayed by specifying Room size, Date, Time and Room Type.

You can also select 'Show after-hours' to show room availability beyond your core operational hours.

You have further options to specify the available Features and Facilities, as well as Service Options and Layout.

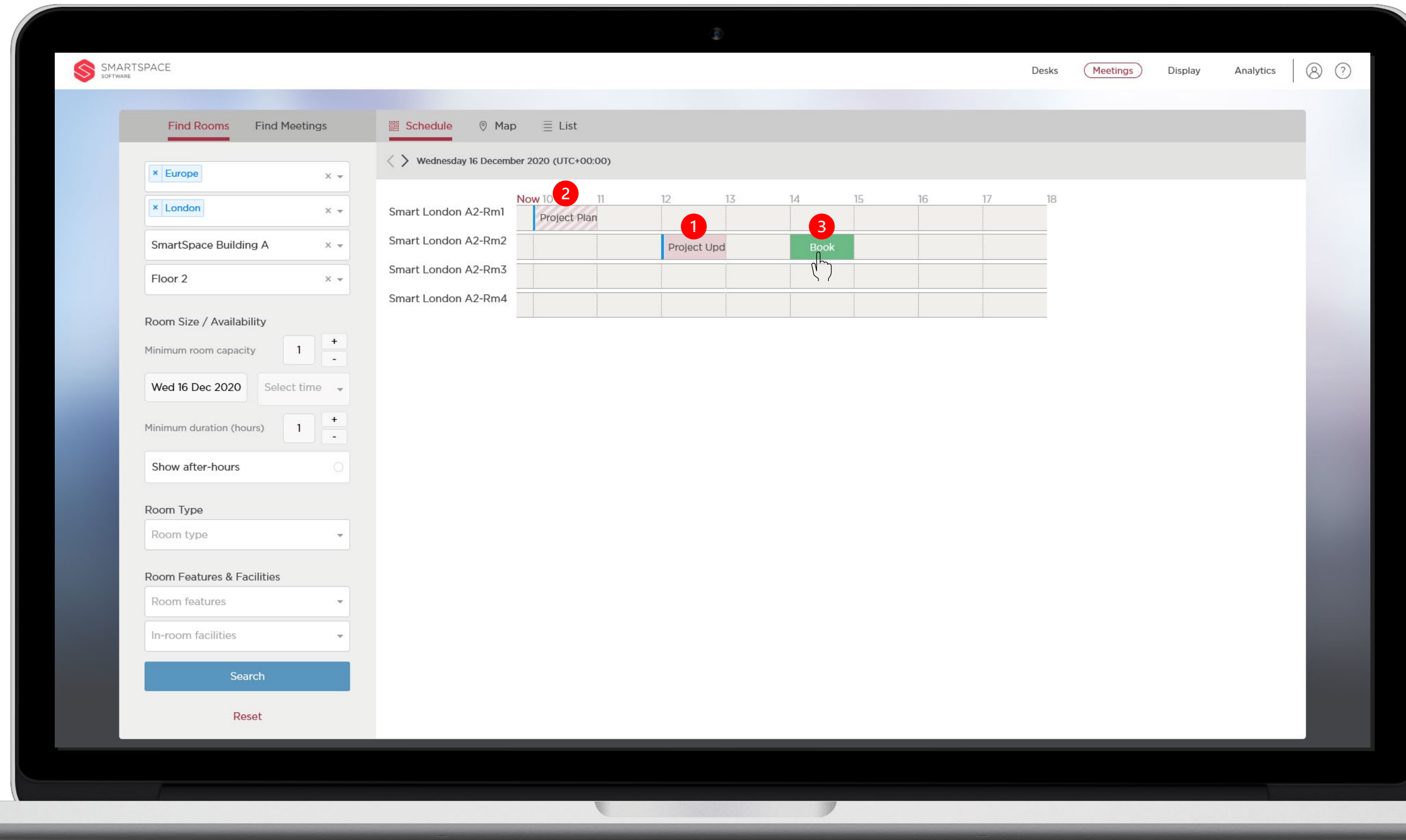




## Schedule view

Schedule view is a calendar style view that shows you the availability of the rooms that meet your search criteria across a timeline.

1. Booked meetings will appear red with the meeting title displayed.
2. Meetings will appear striped to indicate they are tentative until the room has accepted the booking.
3. Available slots will turn green when you hover over them. Simply click an empty time slot to begin the booking process.



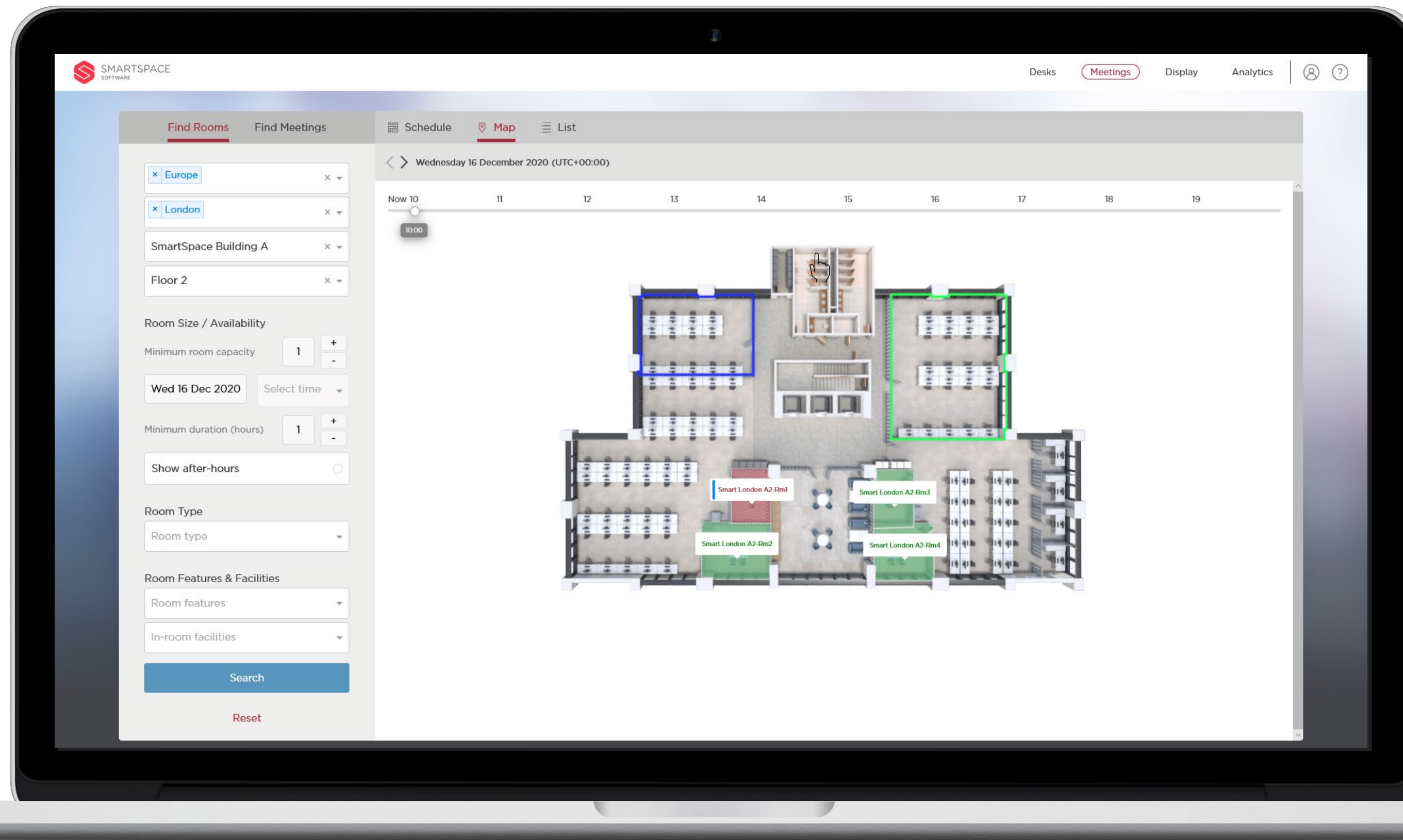
## Map view

Map view displays a floor plan of your filtered location.

You can move and zoom in or out of the map.

Move the interactive timeline across the top to see how availability changes over time.

Red indicates a room is booked. Striped red and white indicates a tentative booking. Green that the room is available. Click on a green room to begin the booking process.



## List view

List view displays a list of rooms that meet your search criteria.

Use List view to book multiple rooms for your meeting.

1. You can filter multiple regions and sites and book available rooms across your estate for your meeting.

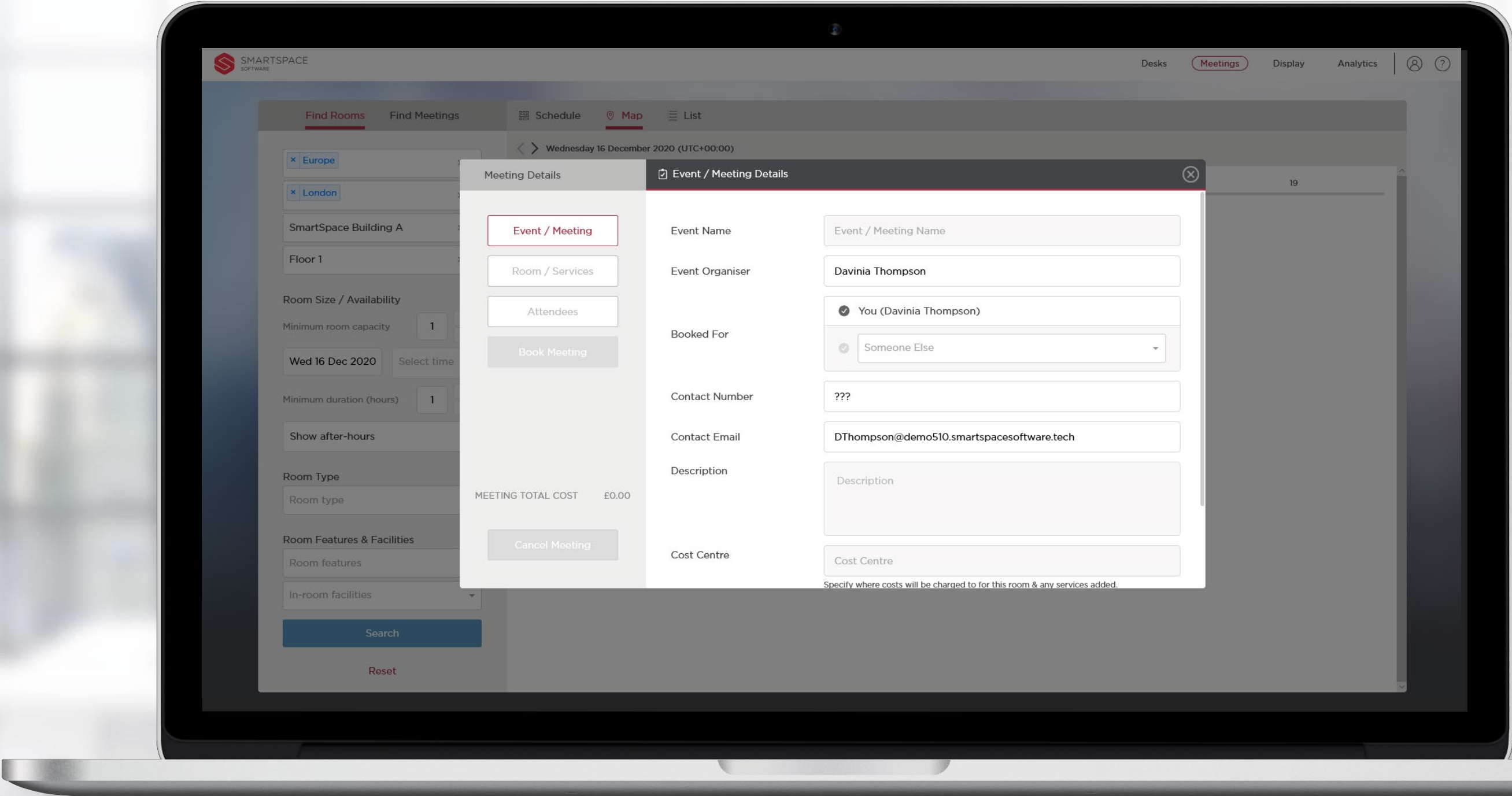
2. Place a tick next to the meeting room(s) you wish to book.

3. Use the 'Create Meeting' button to begin the booking process.

The screenshot shows the SMARTSPACE software interface in 'List' view. The left sidebar contains search filters: regions (Europe, Asia, London, Singapore), building, floor, room size/availability, date (Wed 16 Dec 2020), and room type. The main area displays a table of rooms with columns for Room, Date, From, and To. A 'Create Meeting' button is visible in the top right corner.

Room	Date	From	To
London			
SmartSpace Building A			
Ground Floor			
<input checked="" type="checkbox"/> Smart London AG-Rm1	Dec 16 2020	Now	18:00
<input type="checkbox"/> Smart London AG-Rm2	Dec 16 2020	Now	18:00
<input type="checkbox"/> Smart London AG-Rm3	Dec 16 2020	Now	18:00
<input type="checkbox"/> Smart London AG-Rm4	Dec 16 2020	Now	18:00
Floor 1			+
Floor 2			+
Floor 3			+
Floor 4			+
Floor 5			+
Floor 6			+
Floor 7			+
Singapore			-
SmartSpace Building E			+

# Book Room



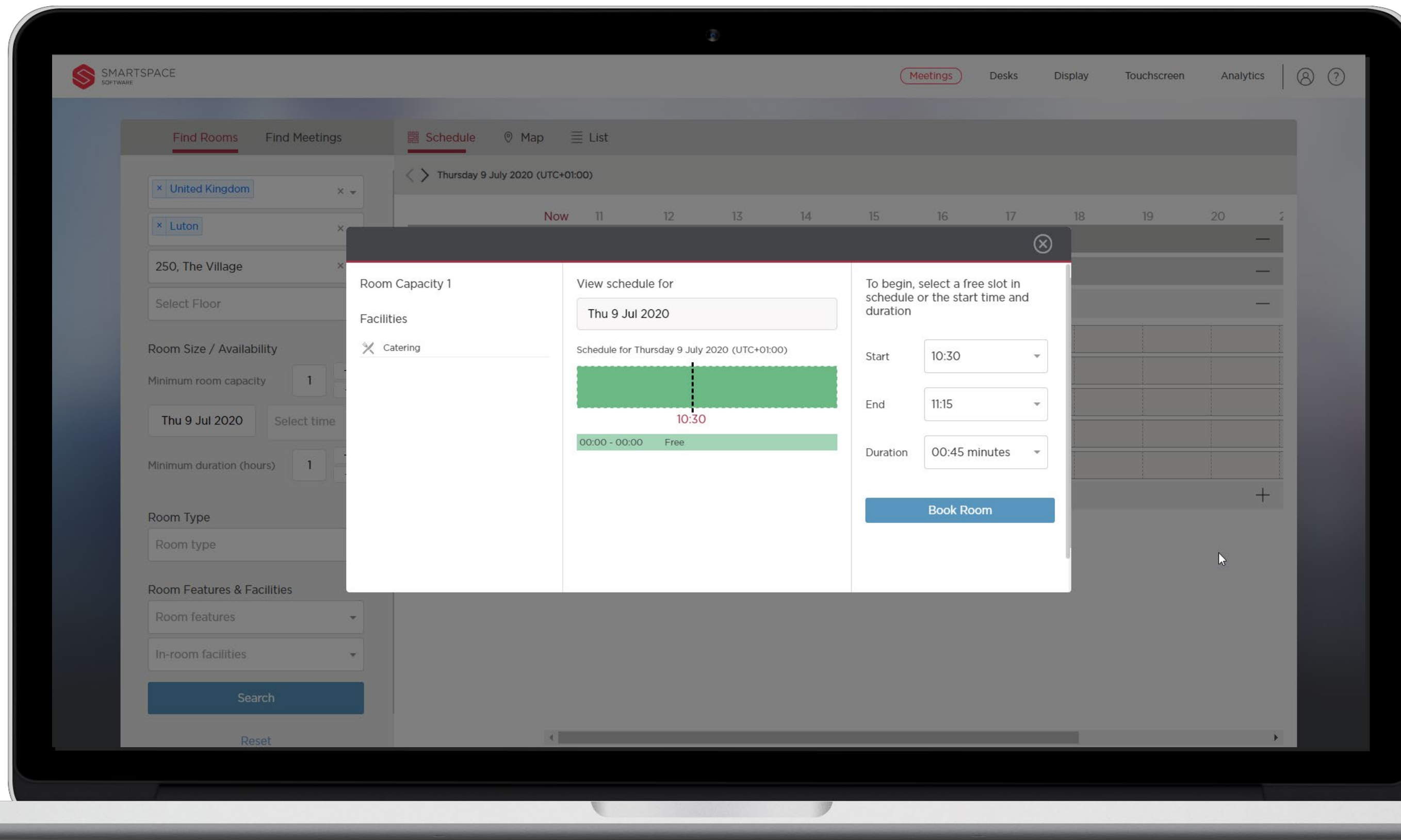
## Review Room

Once you have filtered for available rooms that meet your needs and selected your preferred room you can begin creating your meeting.

Room capacity and a list of the room's facilities are listed in the left column of the booking window.

The central panel displays the room's schedule. It highlights the time now and any scheduled meetings in red and availability in green.

You can adjust the start, end and duration of the booking in the third panel.

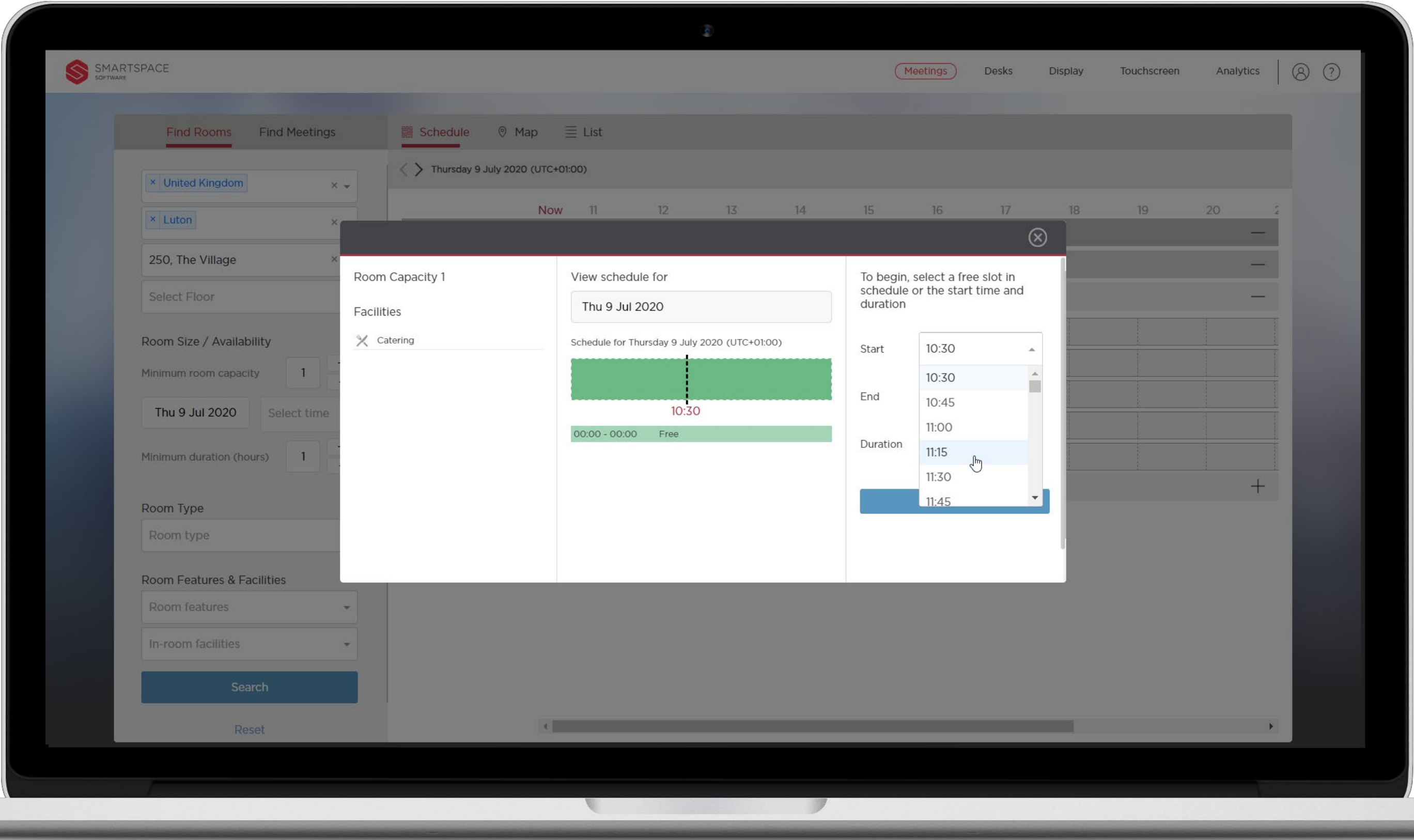


# Adjust Timing

Bookings can be scheduled in increments of 15 minutes.

Use the 'Start', 'End' or 'Duration' drop down menus to make alterations to the booking.

Click 'Book Room' when you are happy with the scheduled slot.



## Meeting Details

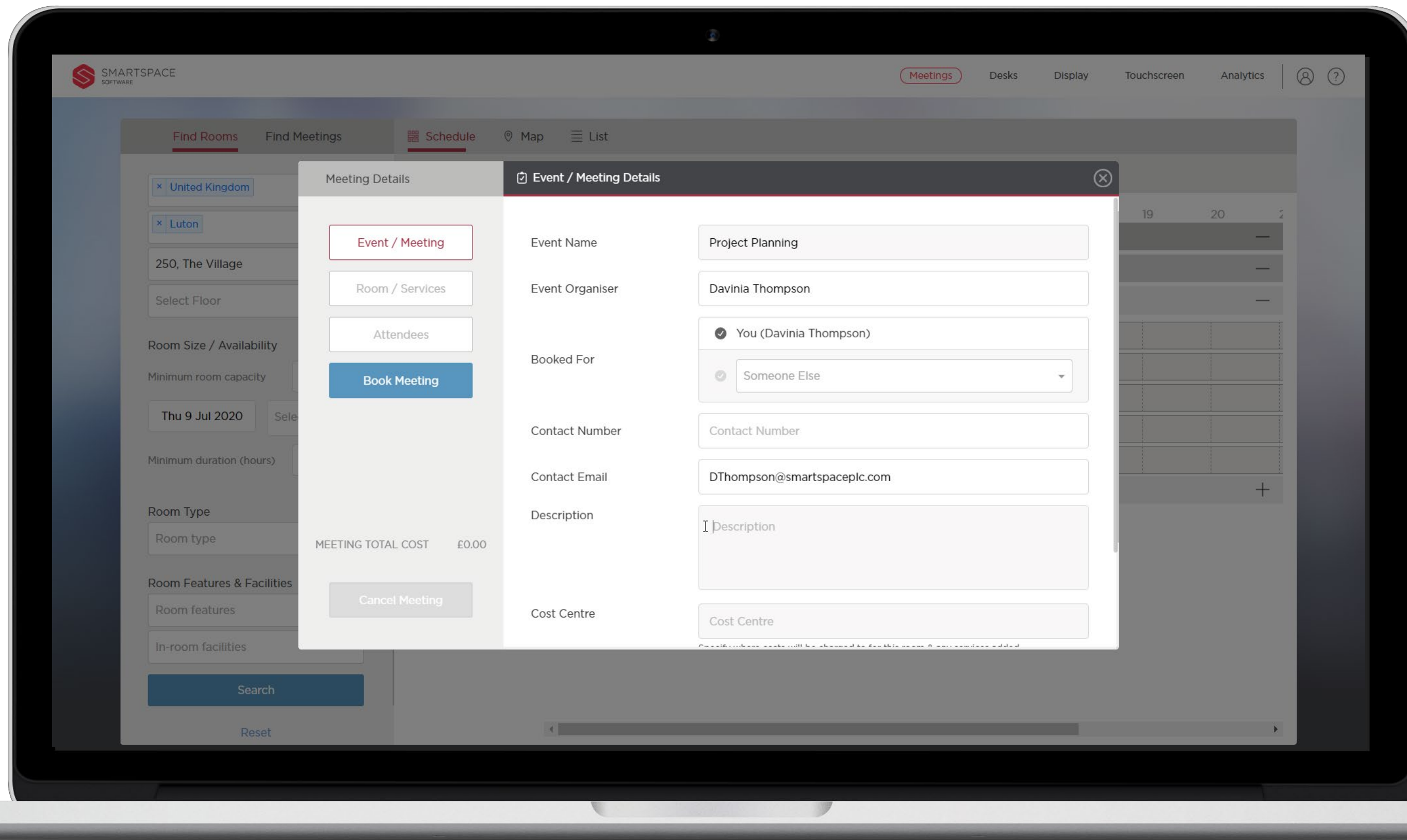
Once you have clicked 'Book Room' you will be able to specify the details of your meeting.

A minimum requirement of 'Event Name' is required to complete a meeting room booking.

Event Organiser, contact number and email will be pre-populated.

If you have been assigned Concierge permissions can book a meeting for yourself or another user.

Leave the tick next to your name to book a meeting for yourself.



## Meeting Details

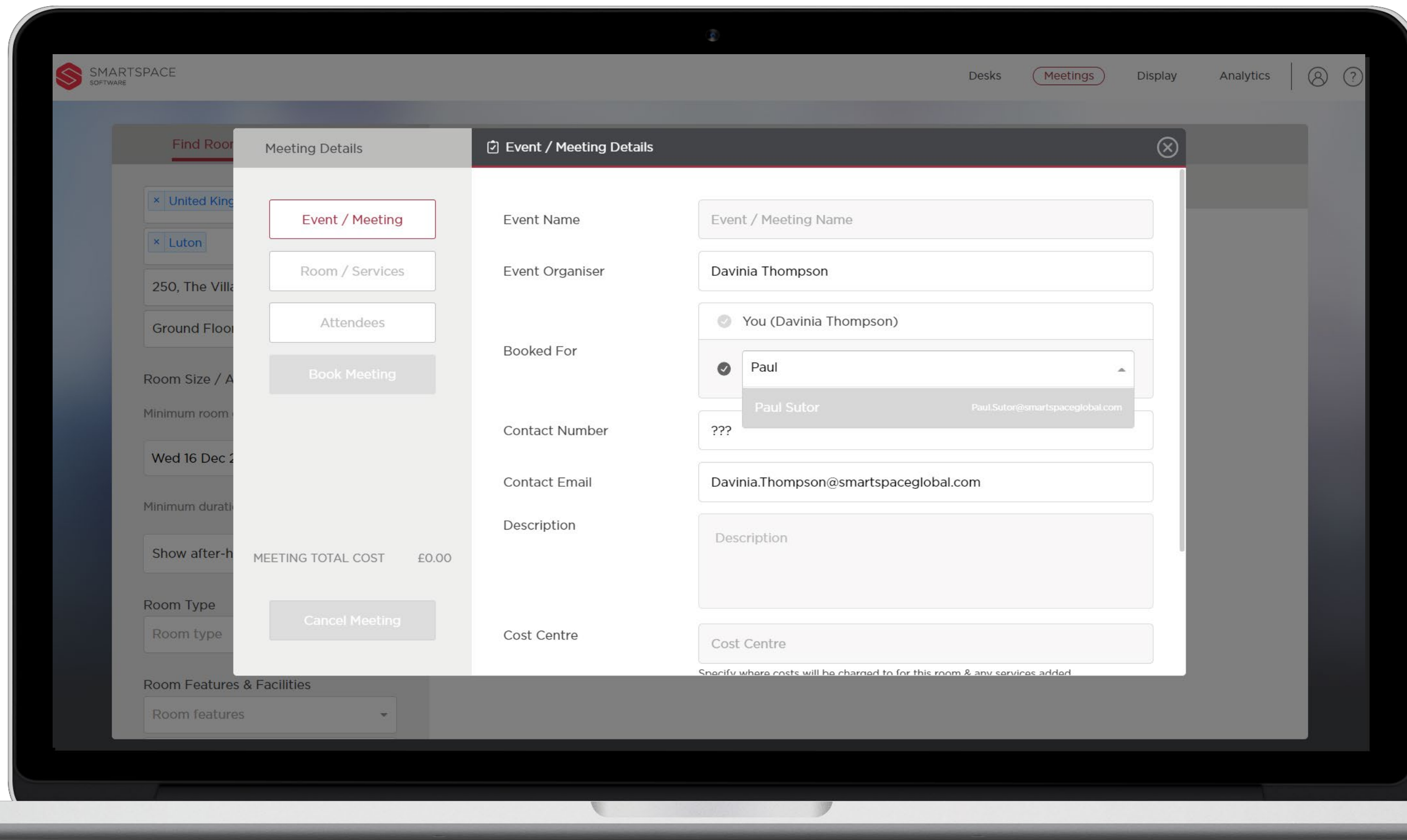
Book a meeting on for another user by placing a tick next to 'Someone Else'. This functionality is only available to 'Concierge Users'.

Begin typing your colleagues name and select it from the drop-down menu.

Their details will replace yours as 'Event Organiser' and 'Contact Number/Email'

They will receive notification of the booked meeting. They will also be able to view and edit the meeting within the web and mobile application.

As a concierge user, you will also be able to view and edit the meeting.





## Meeting Details

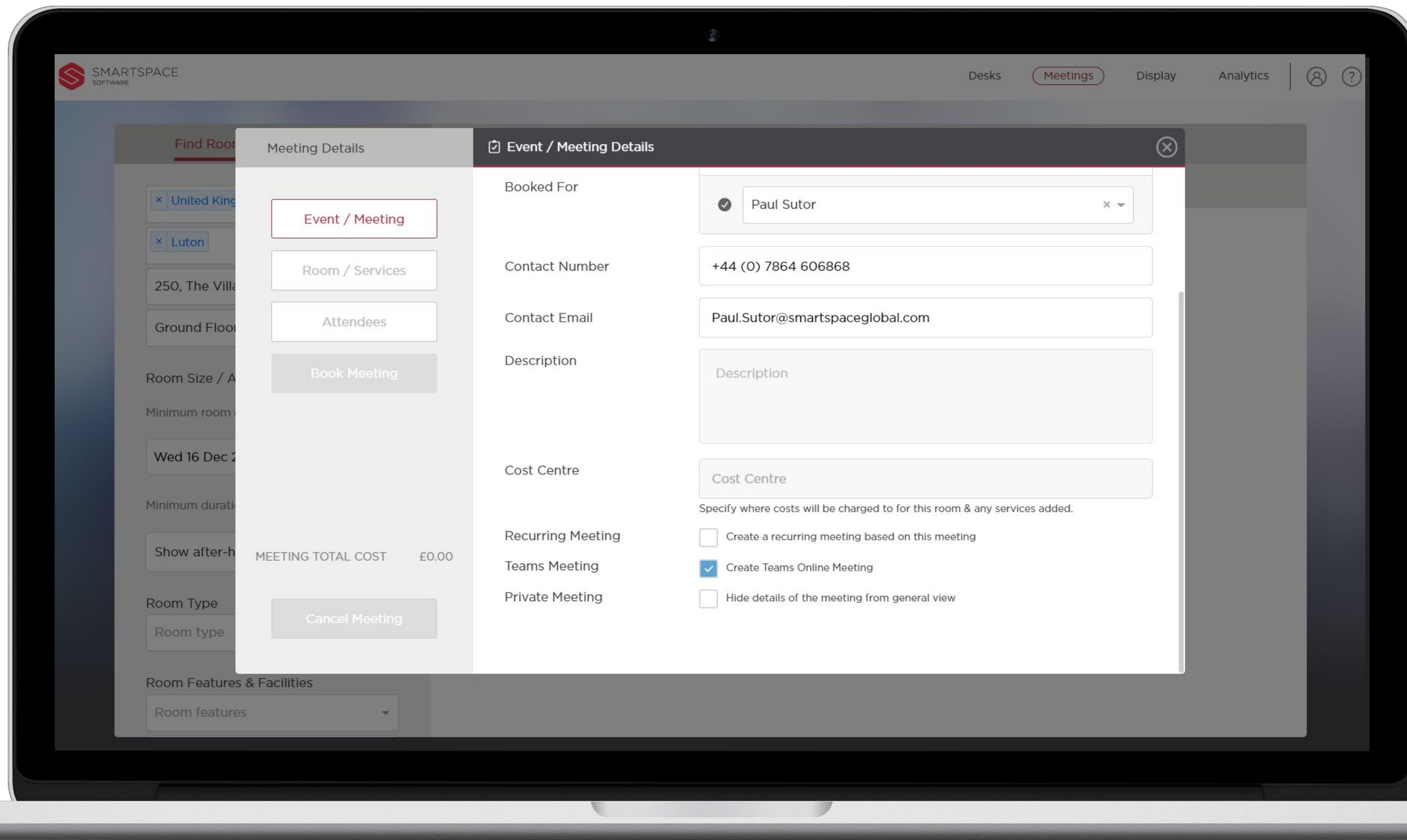
Add a description as further information for your attendees.

Ensure you enter a cost code if you will be adding services that incur a cost.

You can make meetings recurring by selecting the 'Recurring Meeting' tick box. The option 'Schedule' will appear on the left panel to enable you to schedule the pattern and number of repeats of your recurring meeting.

Make meetings private by selecting the 'Private Meeting' tick box.

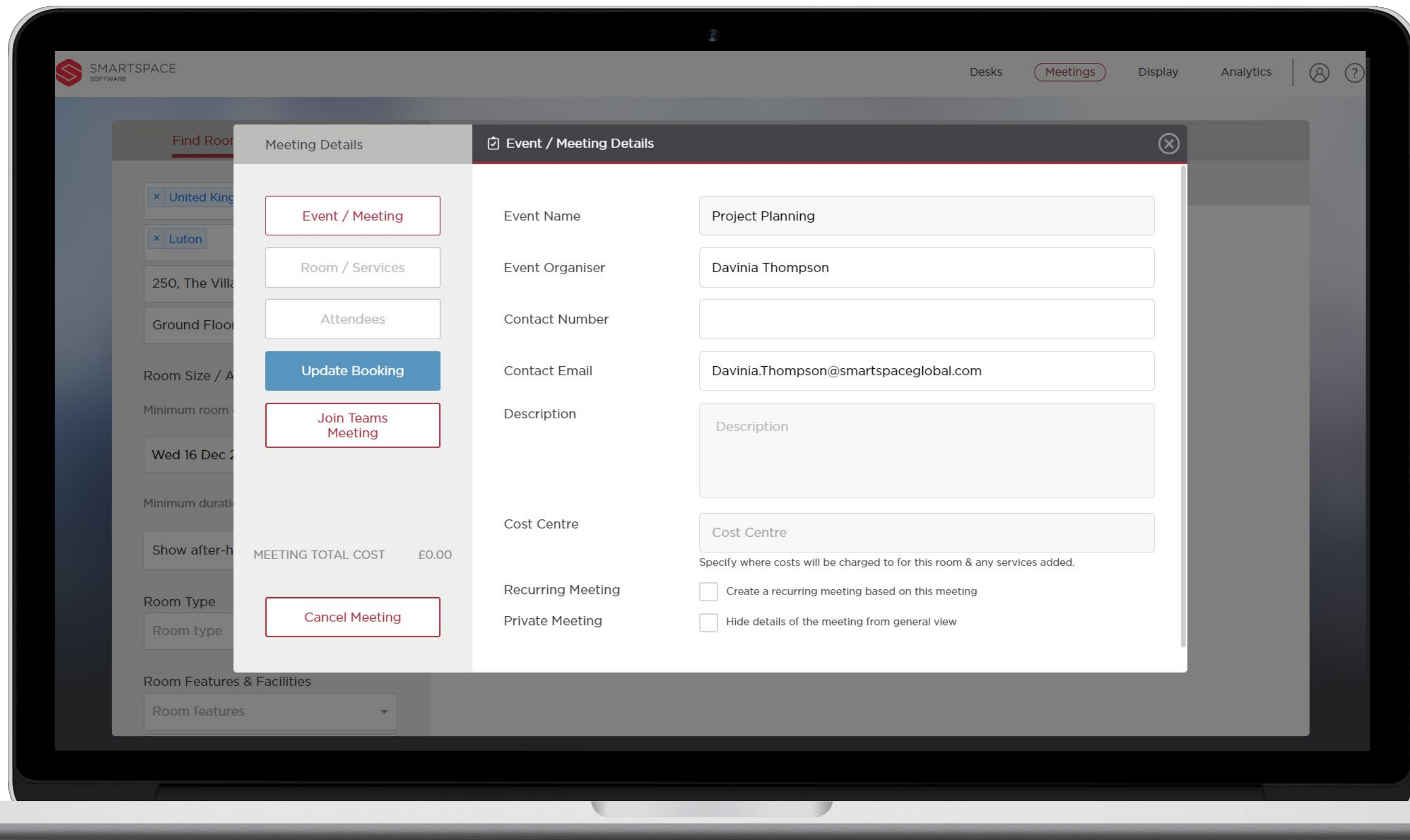
Place a tick next to 'Teams Meeting' to create a Teams Meeting.



## MS Teams Meeting

Once created you will be able to join a Teams Meeting from either the web or mobile application.

Click on the 'Join Teams Meeting' button and follow the on screen instructions.

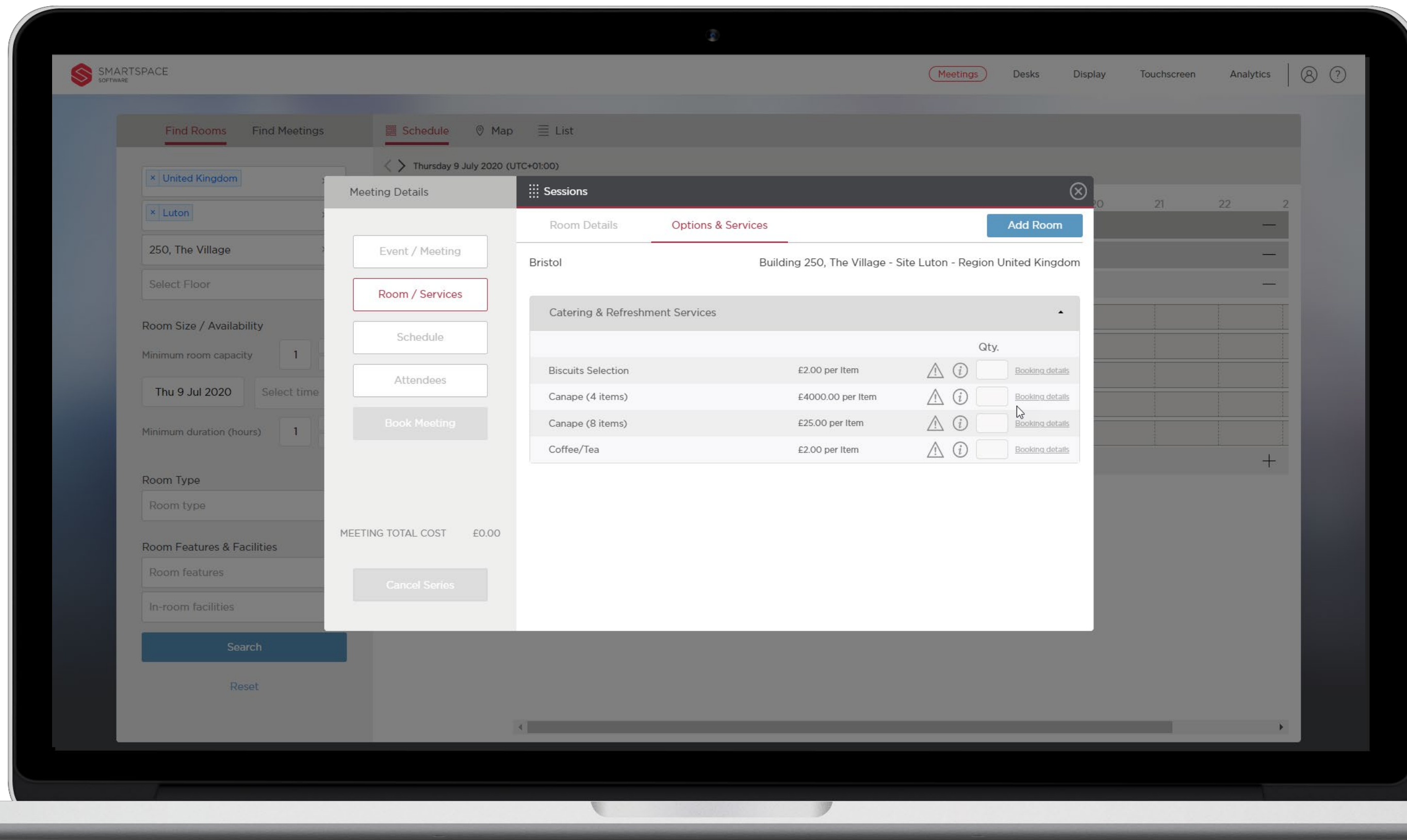


## Add Room

Click 'Room / Services' to review the meeting start and end time you previously set. This screen will show summary of the room(s) selected.

Click 'Add Room' to add additional rooms to a meeting. You will be taken to the search screen where you can filter and choose an appropriate room.

Click the (x) next to a room to remove it from the meeting.

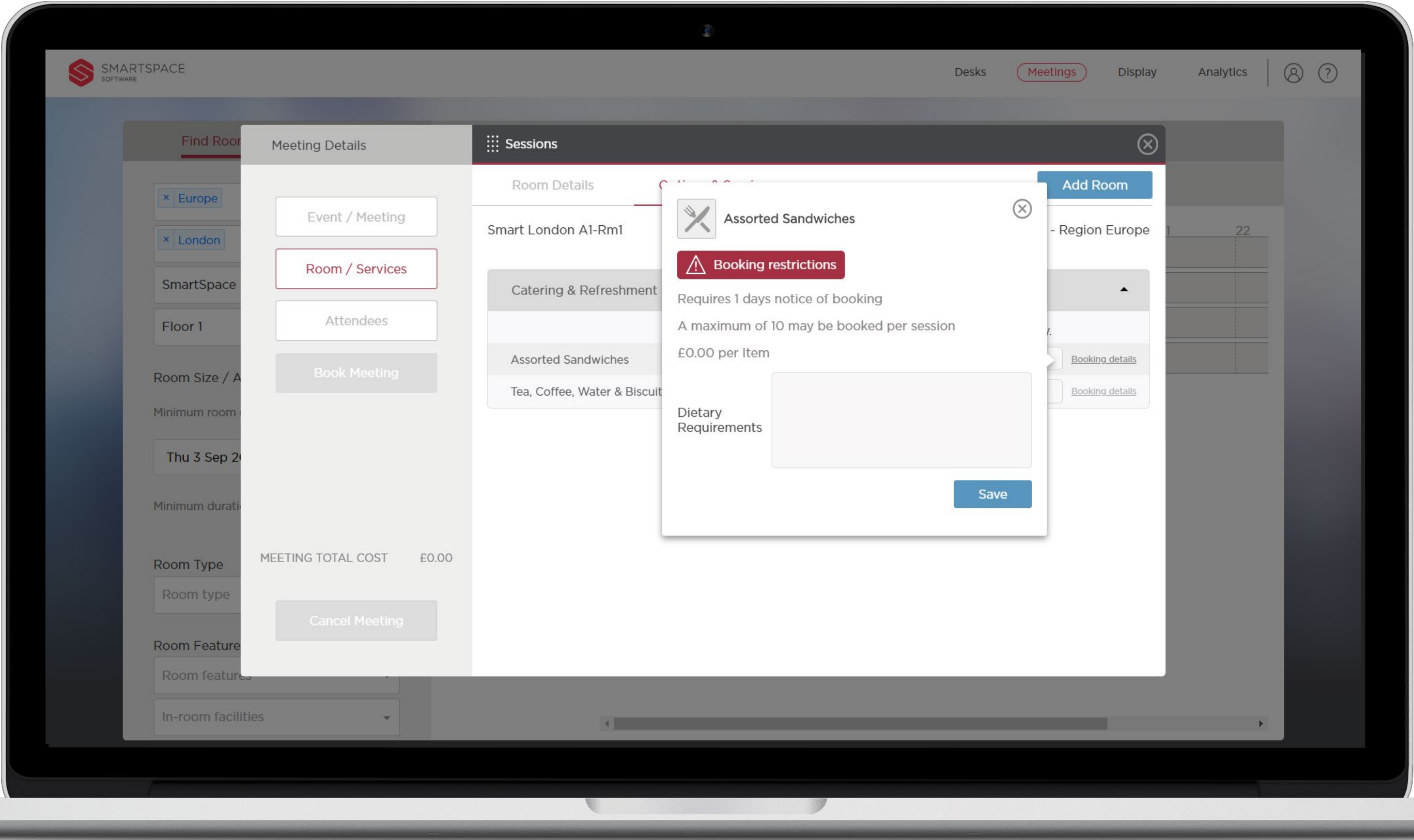


# Add Services

Click 'Options & Services' to view a list of services available for the meeting room.

This includes details on cost, booking restrictions and other key information.

Enter the quantity you require for the meeting and click 'Booking details' to add any notes on dietary requirements or timings to the supplier.



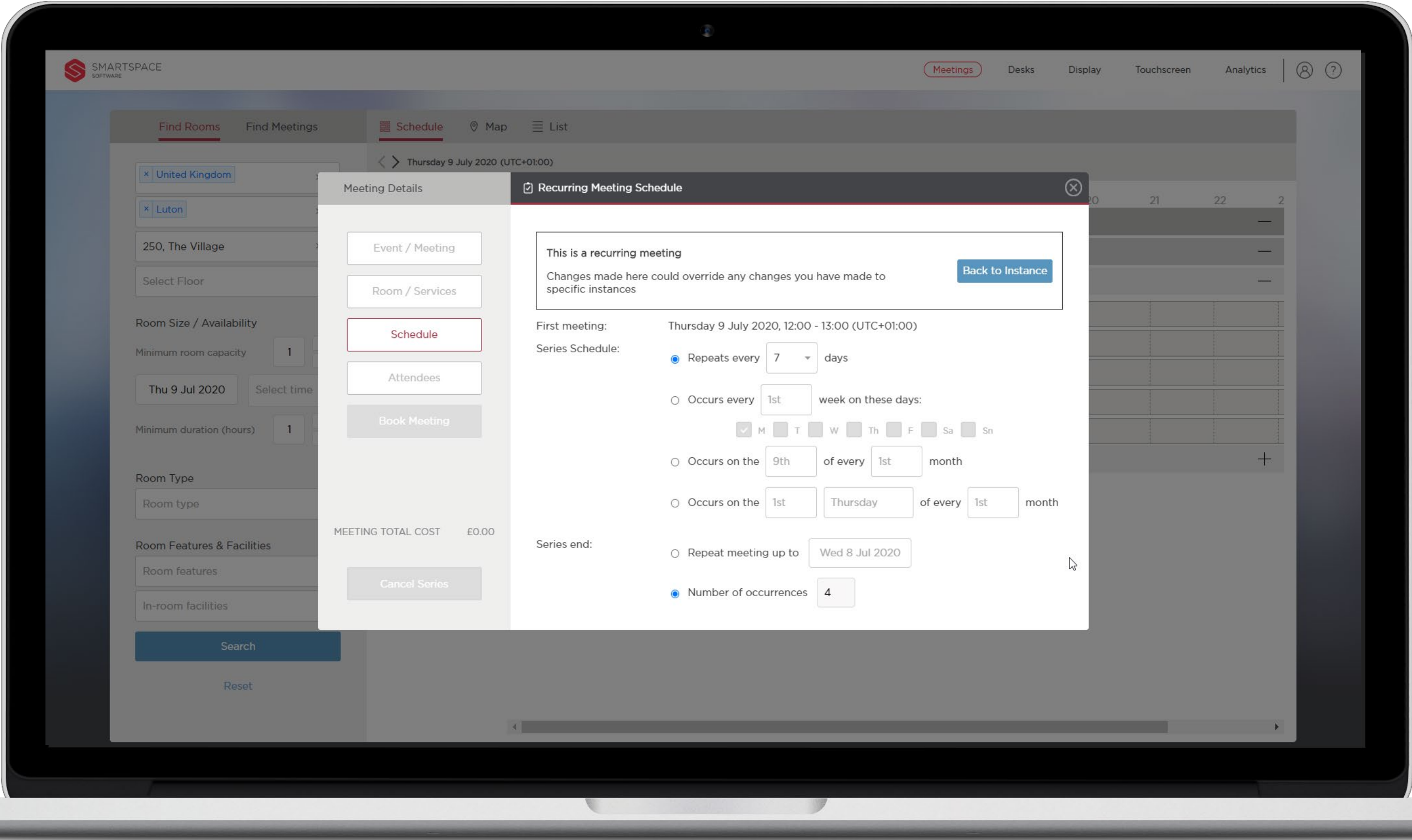
# Schedule Recurring Meeting

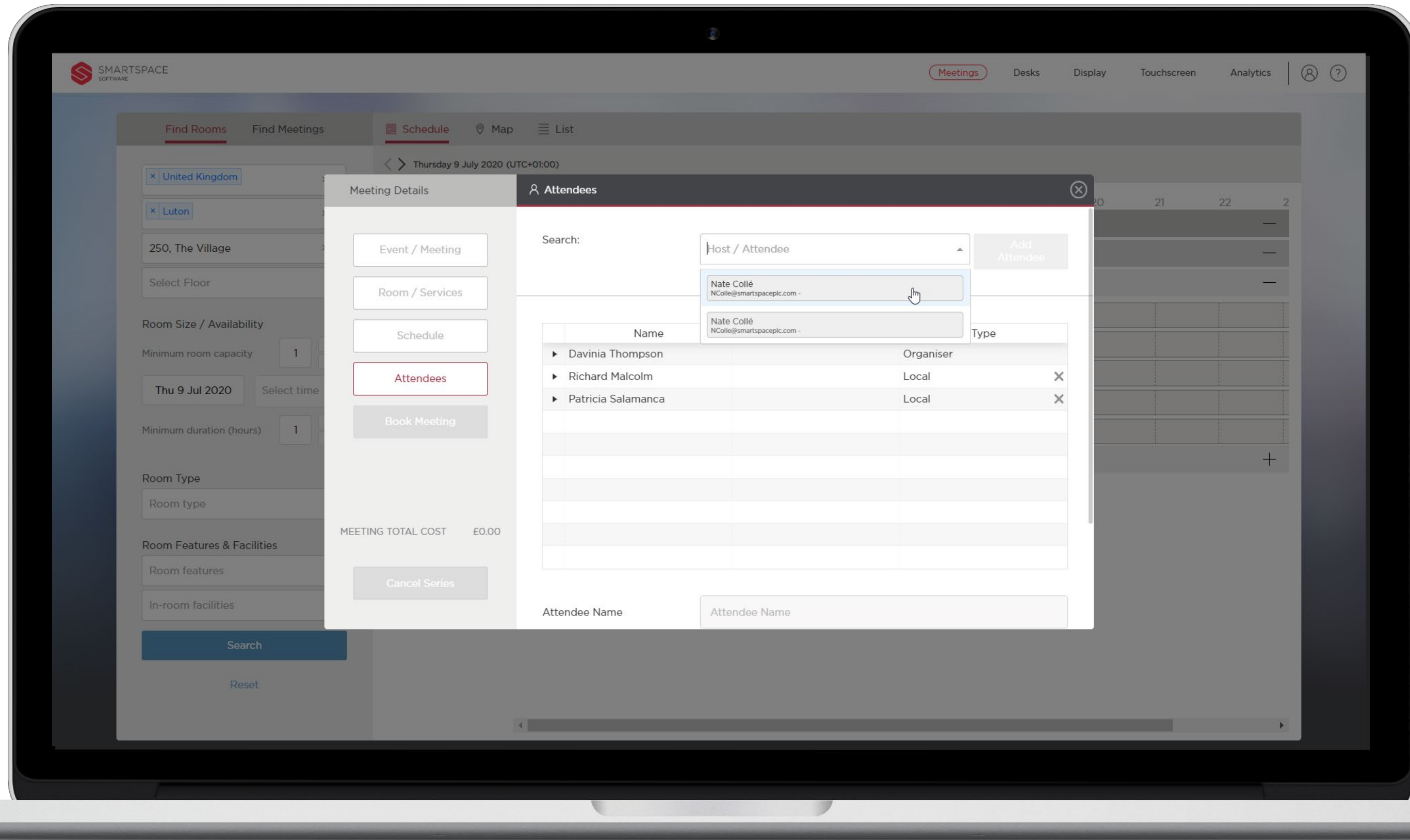
If you have selected 'Recurring Meeting' on the 'Event/Meeting' page you will have an additional tab called 'Schedule'.

Click 'Schedule' to specify the pattern and number of repeats for your recurring meeting.

The date and time of the first meeting will be displayed and you will select one of the 'Series Schedule' options to specify when you would like the meeting to occur.

Use 'Series End' to specify when you would like the series of meetings to end. You can choose either a date or the number of occurrences.





# Add Attendees

Click 'Attendees' and you will be able to search for your colleagues to add them to the meeting invite.

You can also add attendees from outside of your organisation by scrolling down further on this screen and using the 'Visitor' fields.

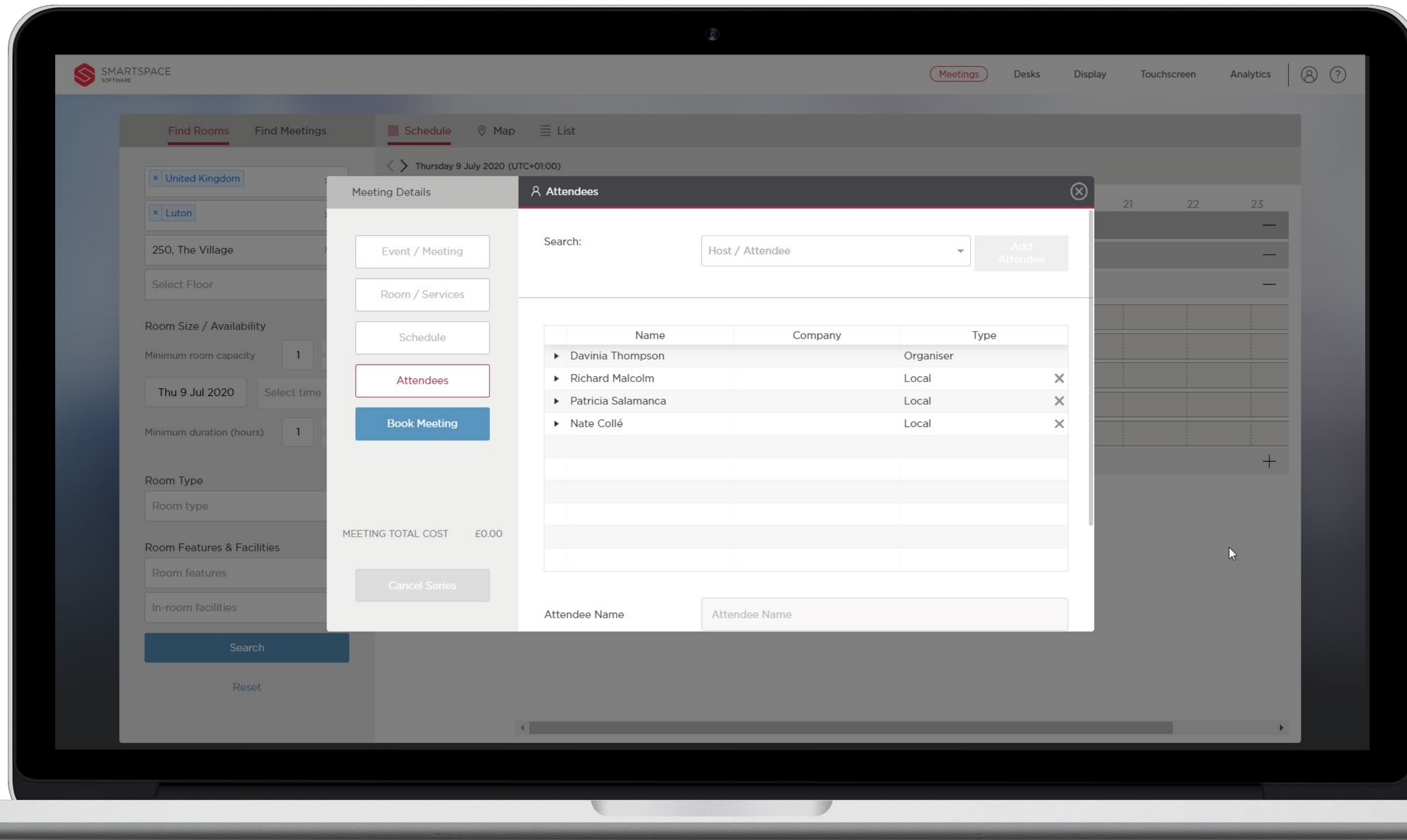
The list of attendees will be shown in the window below your search field.

An outlook calendar invite will be emailed to all your attendees.

## Book Meeting

Click 'Book Meeting' to complete your booking.

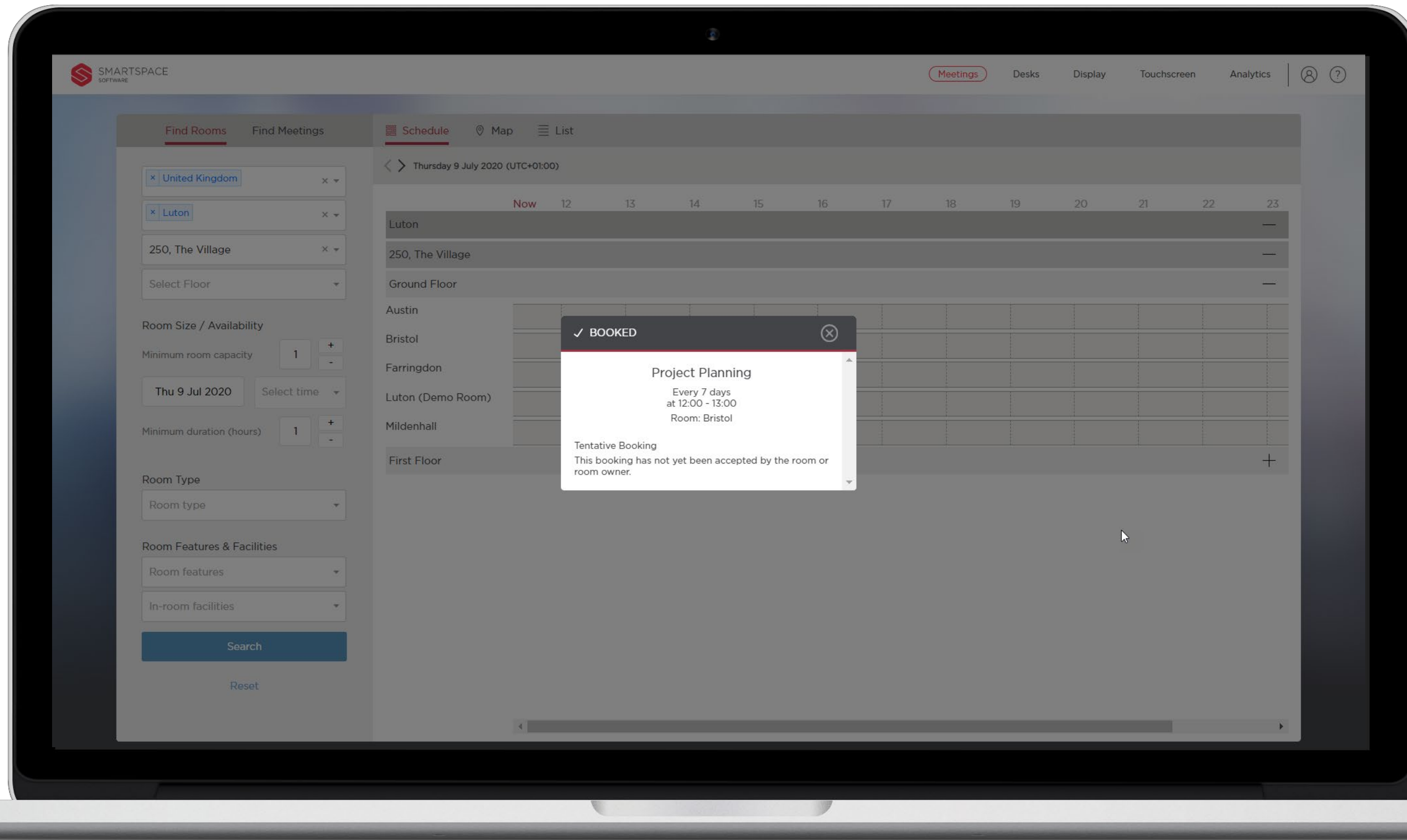
Or Click 'x' to exit the meeting room booking process and return to the Home Screen. Any selections made will be discarded.



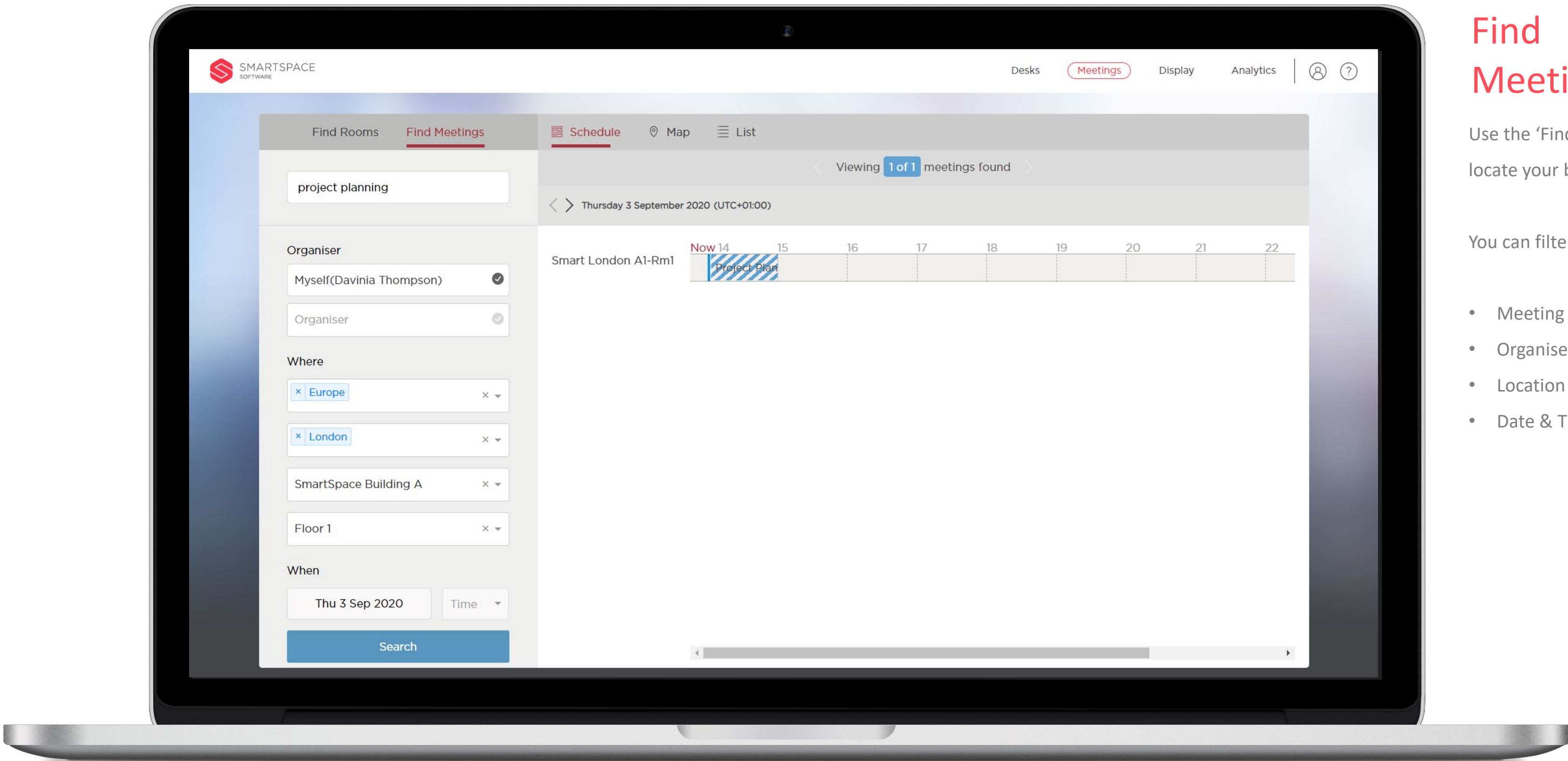
## Book Meeting

Headline details of your new meeting will be shown for your consideration.

Click 'Close (x)' and you will be taken back to the home screen, your new booking will appear in the timeline.







## Find Meetings

Use the 'Find Meetings' tab to filter and locate your bookings.

You can filter by:

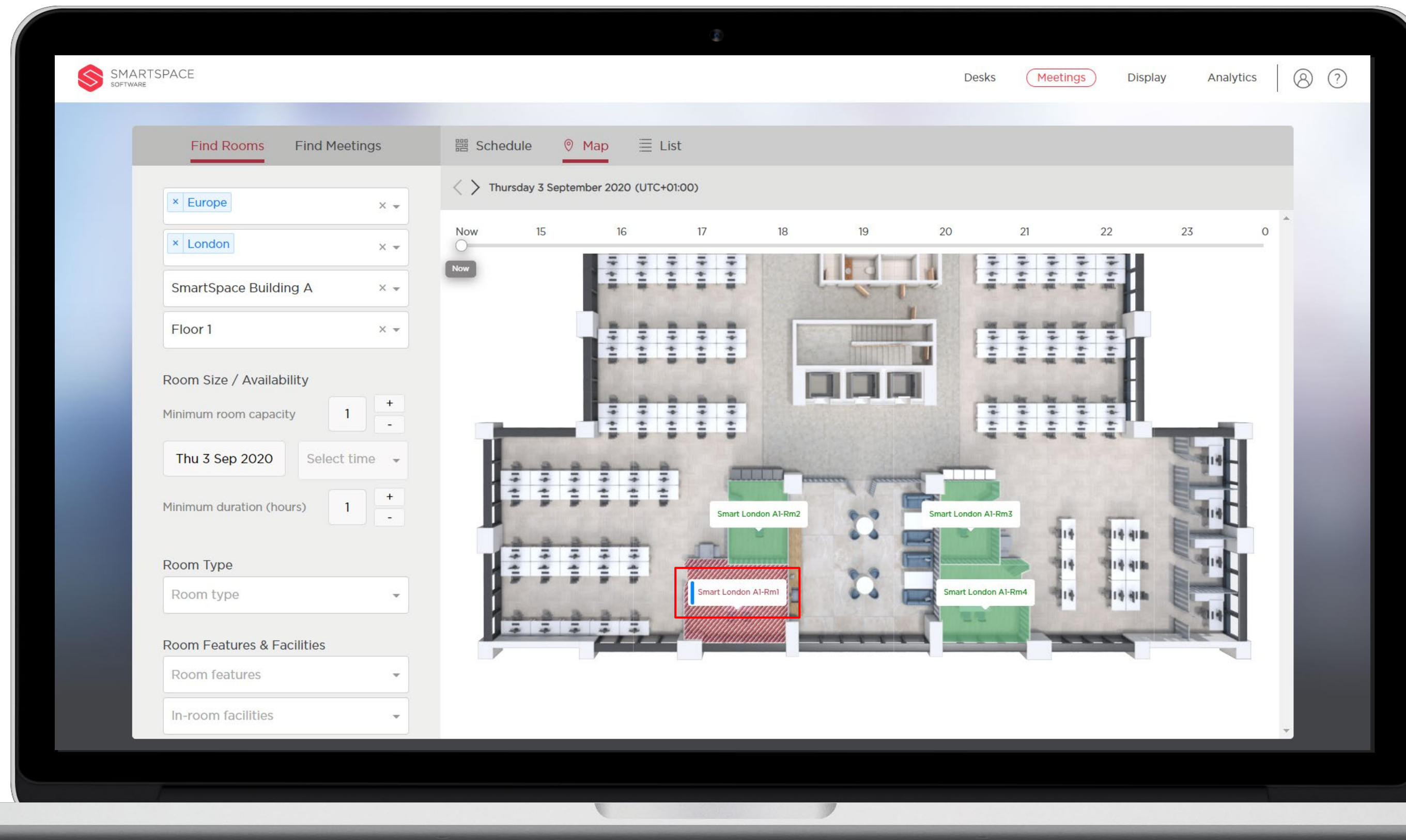
- Meeting Title
- Organiser
- Location
- Date & Time

## Editing Meetings

Organisers can view and edit meetings they have organised. This is denoted by a blue bar in Map view and Schedule view.

Attendees can view but not edit meetings that they are invited to. Other users can view the meeting but only see the name and organiser details. Red will indicate that the meeting is read only.

When a meeting is set to Private, only the Meeting Name will appear in the schedule. This will be greyed out to indicate that you cannot access it.

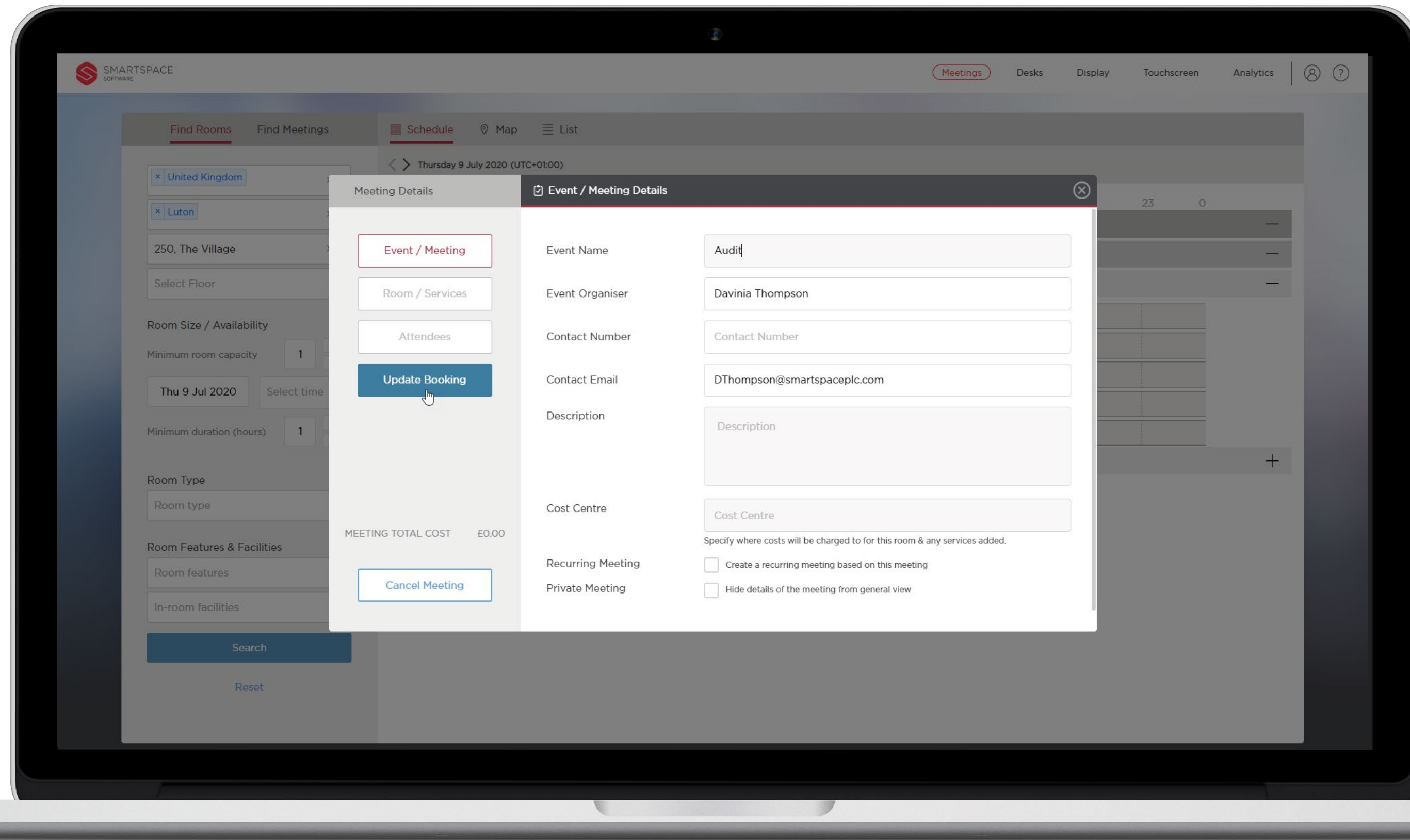


## Edit Booking

Click 'Event / Meeting', 'Room Services' or 'Attendees' to amend any of the settings you have made on these screens.

Once you have finished making amendments click 'Update Booking' to save changes.

As with outlook, attendees will be notified of any changes that affect them. E.g. Added attendees will receive an invite. Deleted attendees will receive a cancellation notification. All will be notified of changes to dates and times.

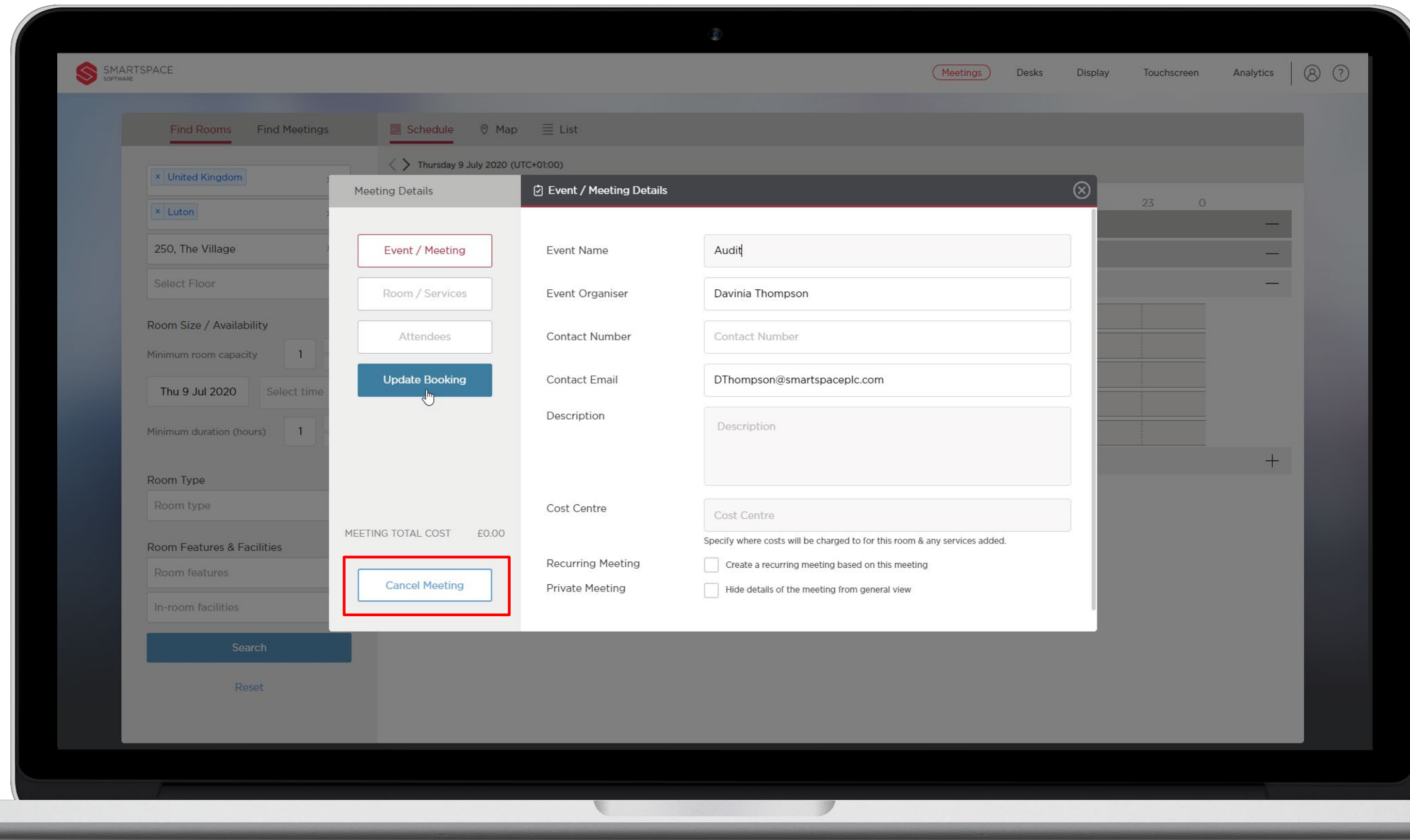


## Cancel Booking

You can also cancel the meeting entirely.

Attendees will receive an email notification of the cancellation.

Supplier of services will also receive notice of the cancellation. However if meetings are cancelled at short notice you may still be charged for any cost item you have set for the meeting.

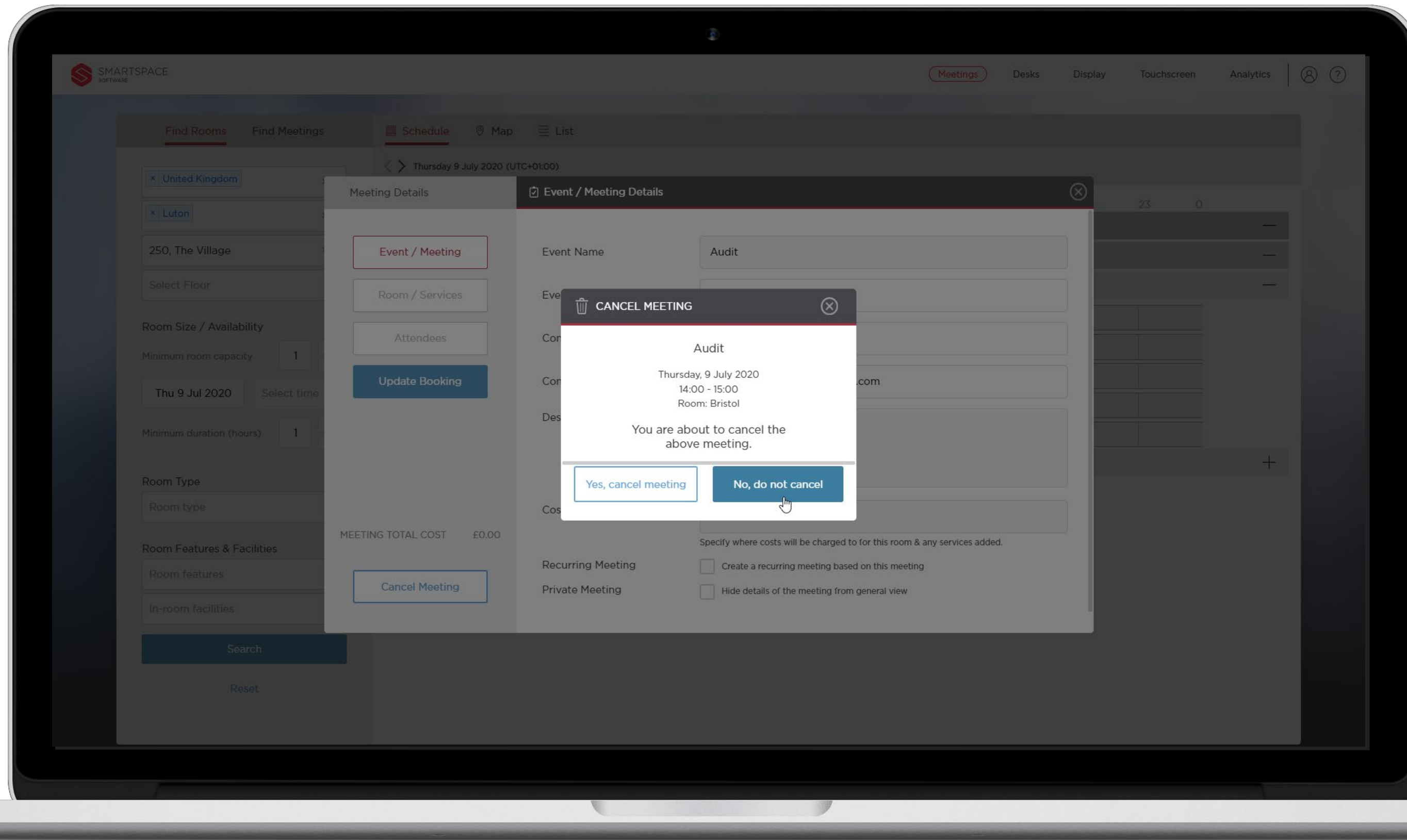


## Cancel Booking

Headline details of your meeting will be shown for your consideration.

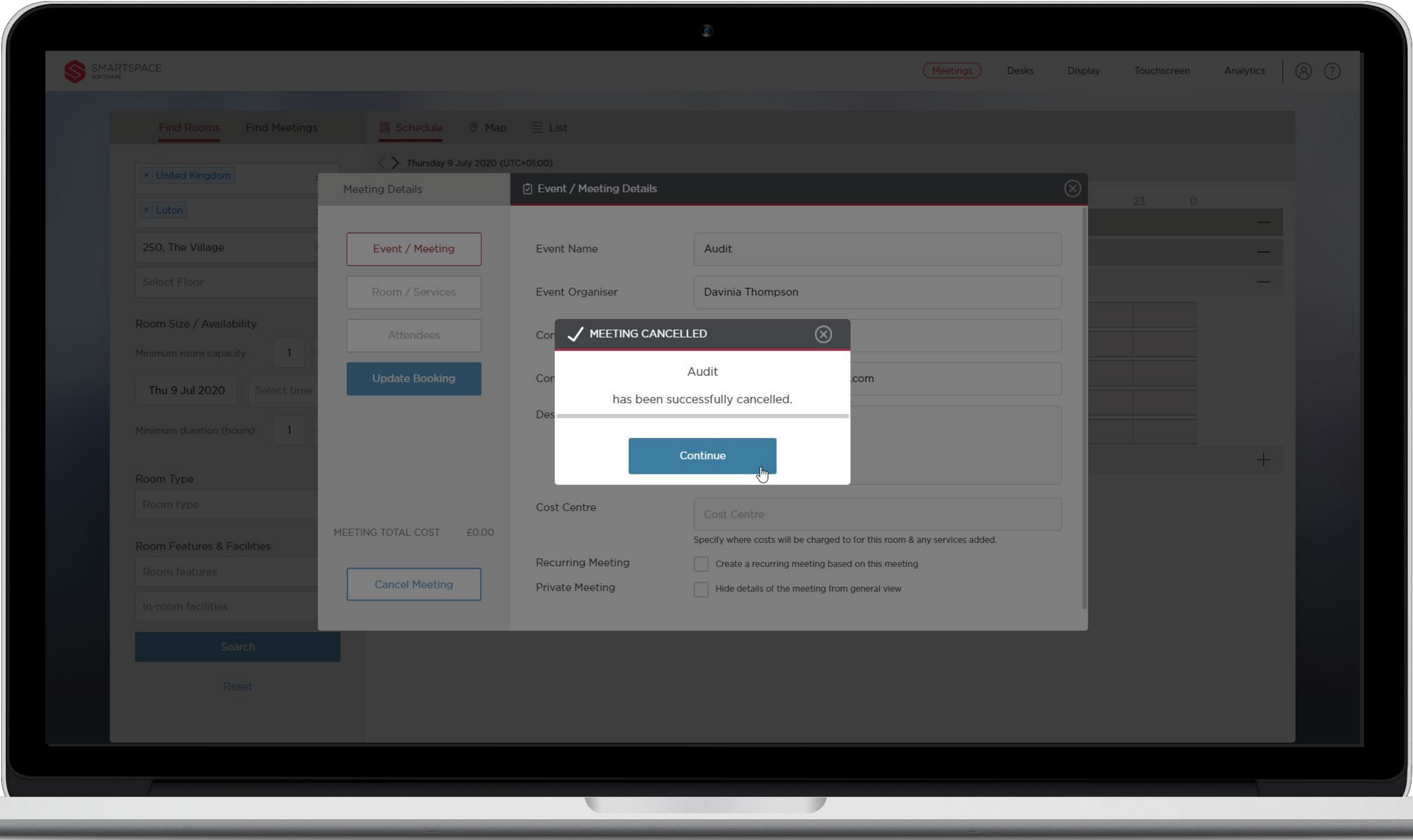
Click 'Yes, cancel meeting' and you will be shown a cancellation confirmation screen.

Click 'No, do not cancel' to return to the previous screen where you can edit and update your meeting.

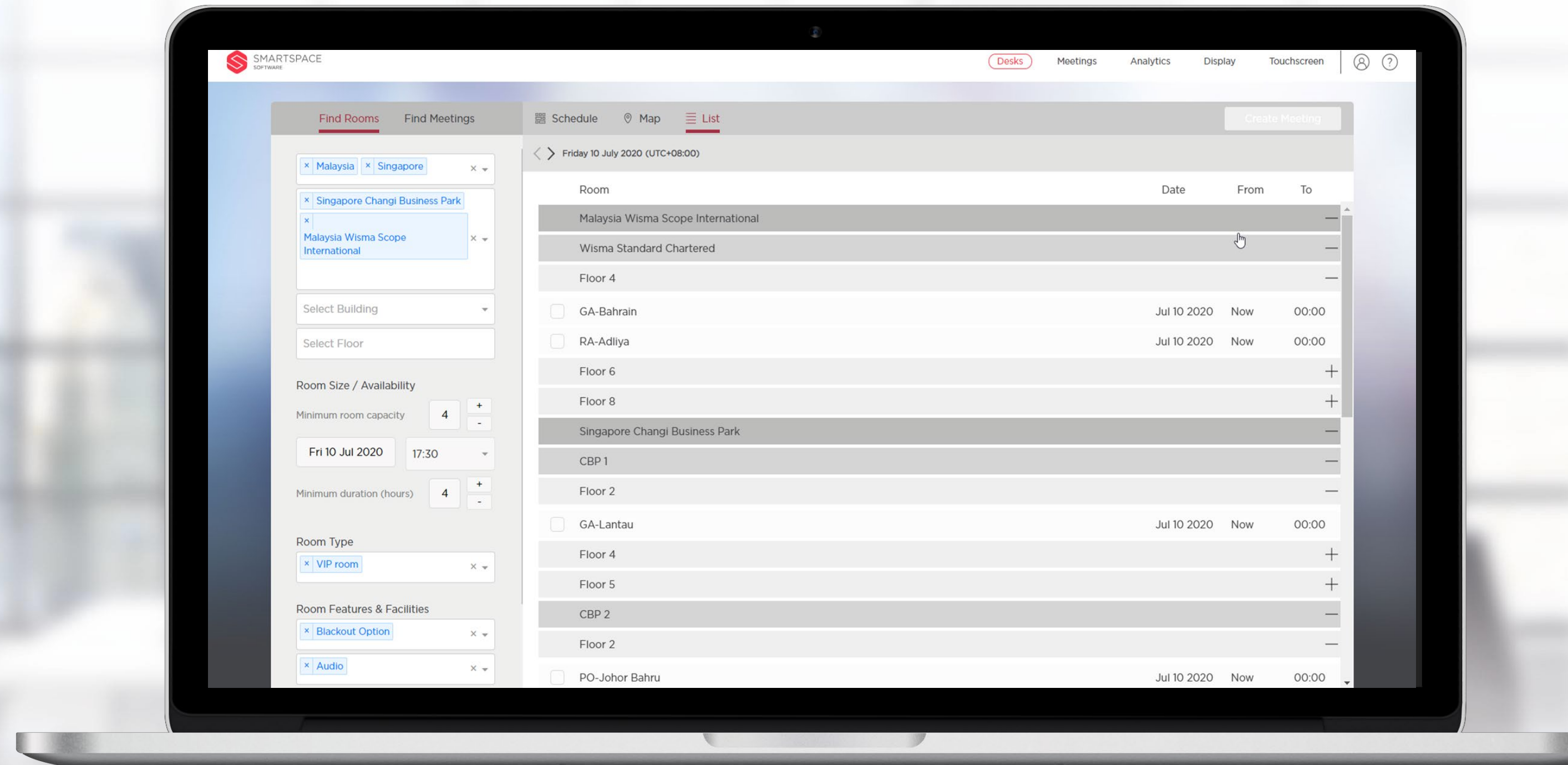


# Cancel Booking

Click 'Continue' and you will be taken back to the home screen, your newly cancelled booking will no longer appear in the timeline.



# Multi-Room Bookings

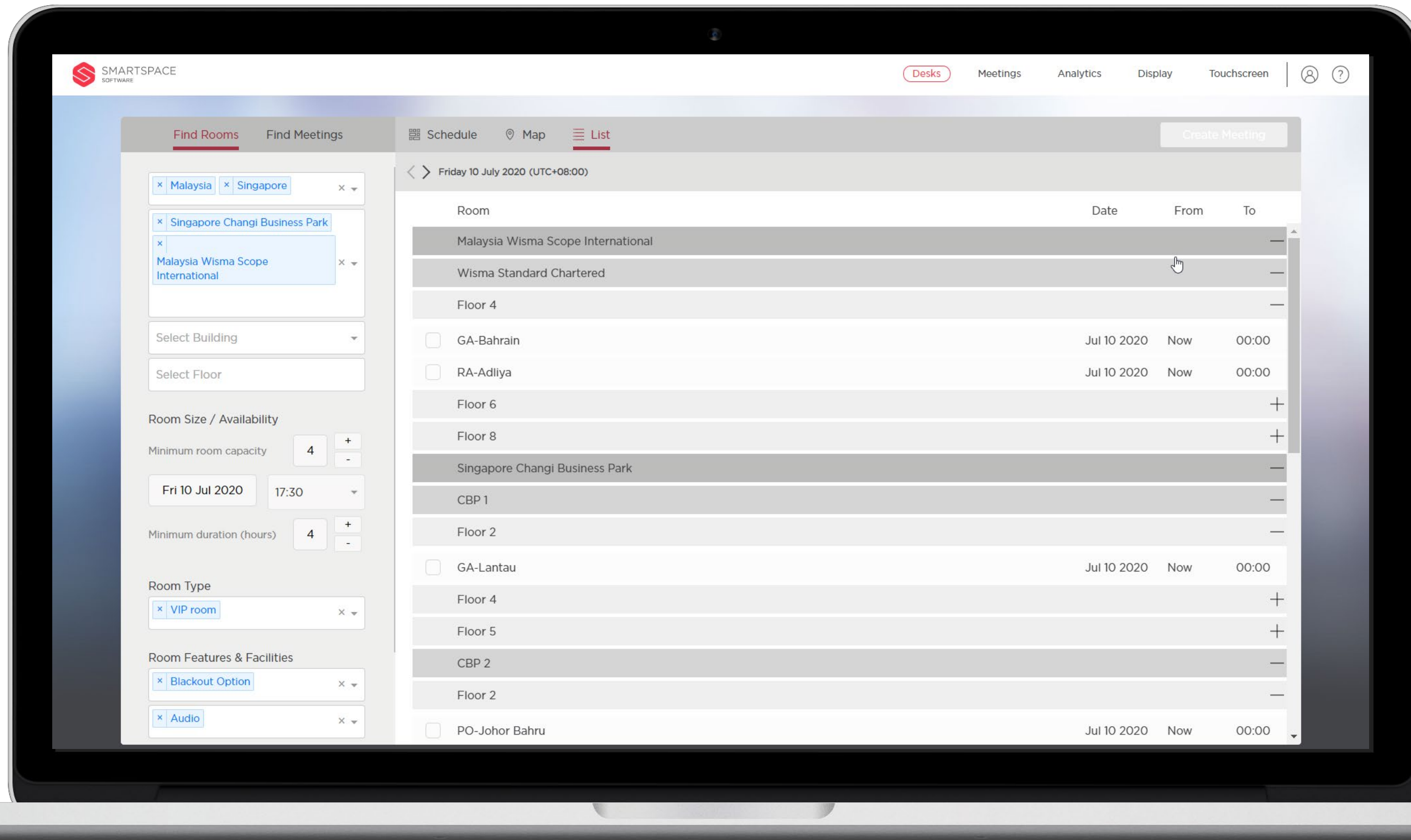


## List View – Multiple Room Booking

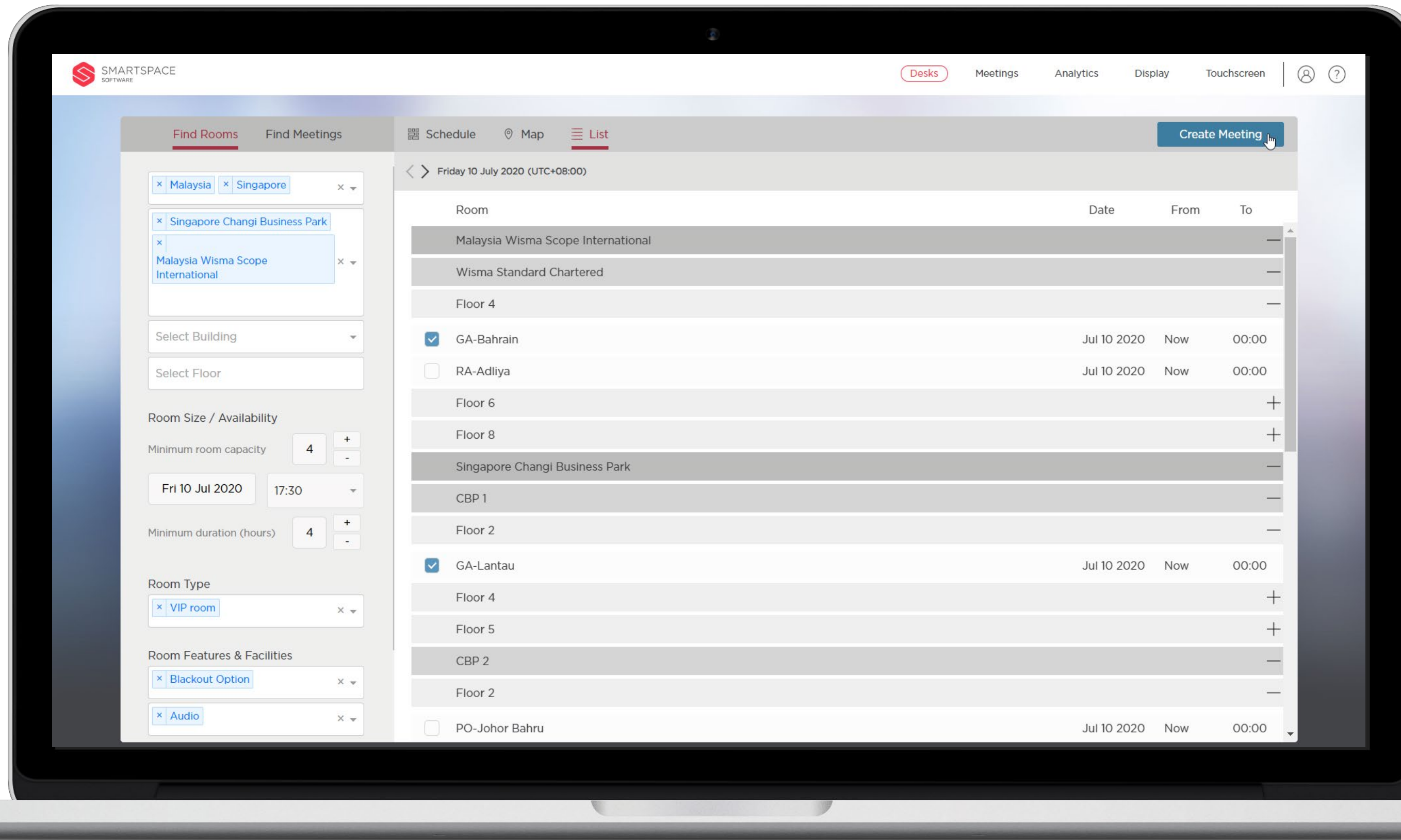
List view allows you to view available meeting rooms that meet your search criteria across locations.

This may be useful in setting conference calls in different regions and across time zones.

You must specify regions, site, date and time (in your time zone) as a minimum and then tailor the search to meet your requirements.







## List View – Multiple Room Booking

The returned search will display rooms that meet your criteria and show when they are available.

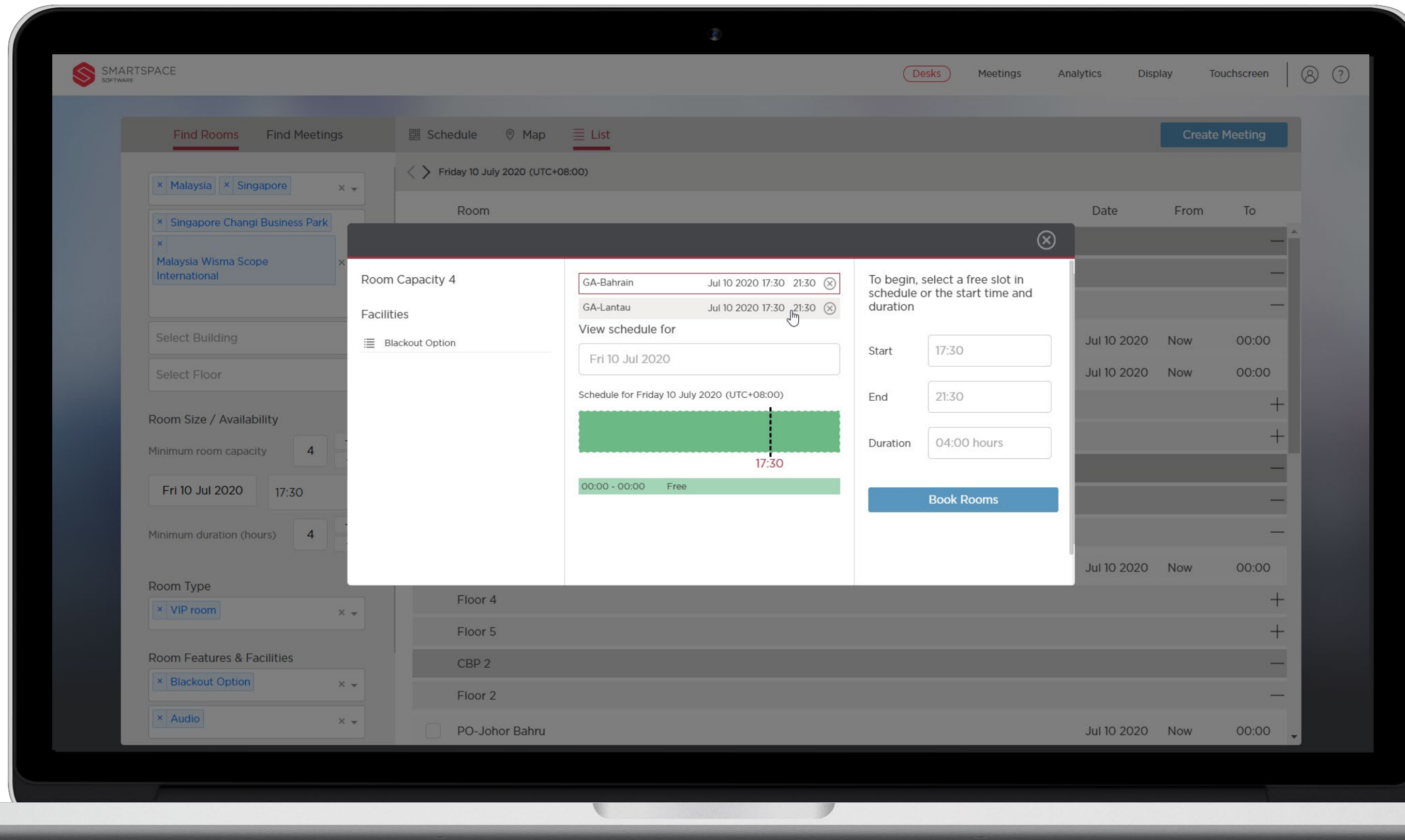
When booking multiple rooms, check the tick boxes next to the two (or more) rooms you would like to book and click 'Create Meeting' to begin the booking process.

## List View – Multiple Room Booking

You will be able to toggle between the rooms selected to view and compare their schedule and a summary of their facilities.

The time and duration will be locked.

Select 'Book Rooms' to begin the room booking process.



## List View – Multiple Room Booking

You will be able to toggle between the rooms selected to view room details and order additional 'Options & Services'.

Add required attendees as usual and click 'Book Meeting'

You will be shown confirmation of your booking detailing rooms booked, the date and time.

