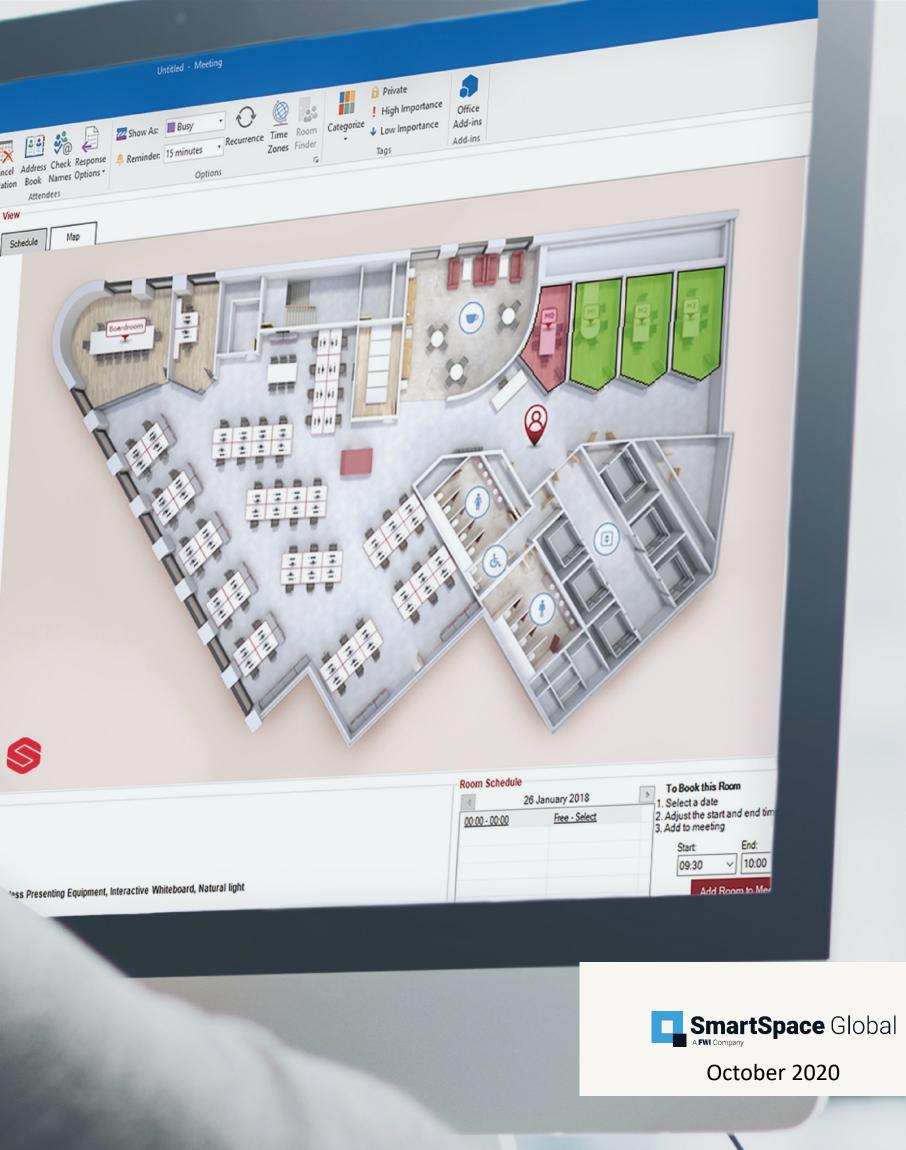
SmartSpace

Calendar Add-In User Guide

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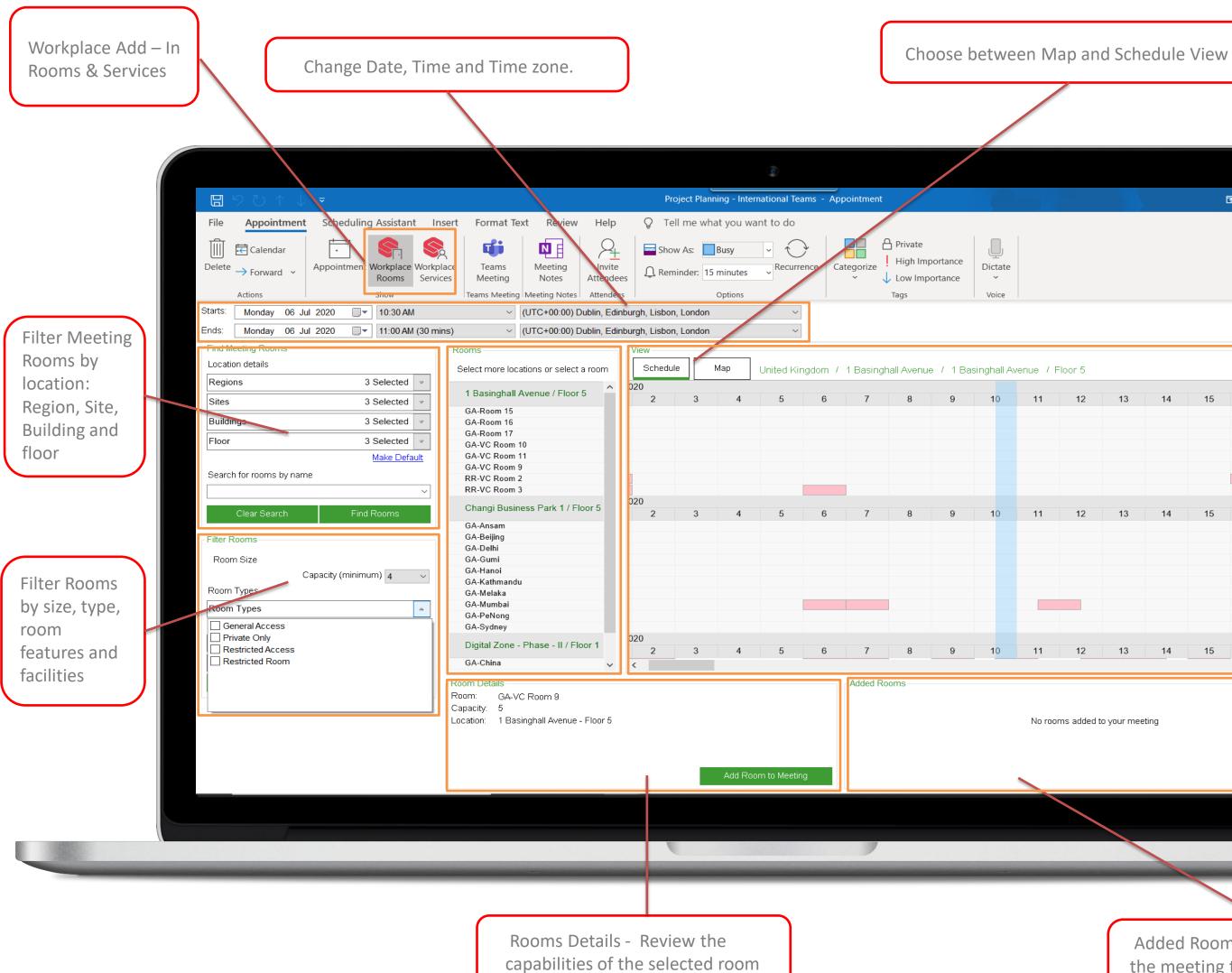


Introduction

Getting started with the **SmartSpace Calendar Add-In**

This User Guide outlines the functionality of the outlook calendar add-in room booking service.

The service allows you to book advance meeting rooms and additional services and catering from the familiarity of Microsoft Outlook



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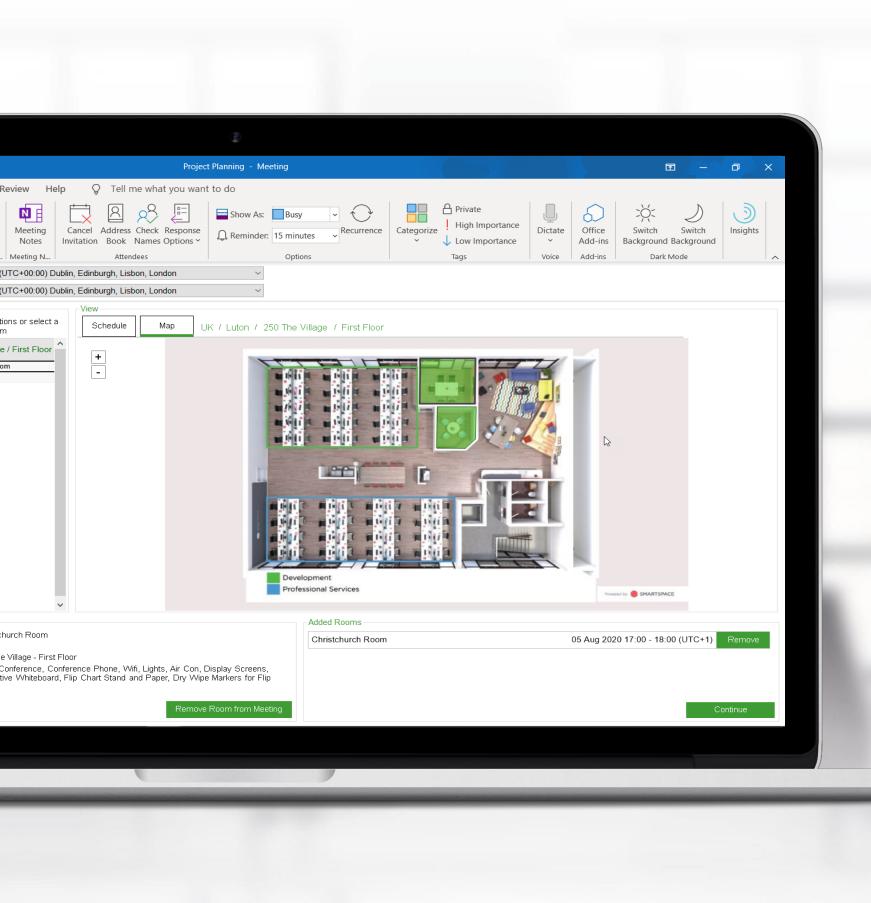
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Booking a Meeting Room Via Schedule View

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Create Meeting

The SmartSpace Calendar Add – In allows you to book meeting rooms through an integration with Outlook.

Create your meeting as you normally do.

Then click 'Workplace Rooms' to begin the booking process.

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Filter by location

First filter your requirements based on location.

Use the drop down menus to select the region and site as a minimum.

Building and Floor are optional, however it is good practice to specify these when possible to avoid returning too many results.

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Filter by location

You can set these details as your default location filters if you will generally be using them to book meetings.

You can also search for a particular room by using the 'Search by room name' field.

The system will automatically start searching for rooms that match your location details and these will be shown in the 'Rooms' panel.

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Filter by features

Use the other 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.

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Schedule View

When in Schedule View, the list of 'Rooms' aligns with the timeline.

You can use the scroll bar to navigate up and down the list of rooms. Use the scroll bar in the View panel to navigate through the timeline.

Existing meetings will be denoted by a red block.

The blue overlay indicates the start time of the meeting, which is pulled through from your initial calendar time slot.

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Date & Time

The Date and Time are pulled through from your initial calendar time slot and you can adjust them if required.

Start and end times can be adjusted in 15 minute increments.

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Time Zone

The time zone fields allows you to compare and align meetings across time zones.

Please note that Schedule View will **always** display your local time zone.

- Change the time zone field to the country you are booking your meeting in.
- Move the blue overlay to when you want you meeting to start in local time.
- The time field will display the time in the time zone displayed.

This allows you to check that the meeting time will be suitable for all attendees from each region.

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Choose Room

You can hover over the rooms listed in the 'Rooms' list to find out further information about the room capacity and features.

Click a room and you can review further details in the 'Room Details' panel below.

You can also click within the blue overlay alongside the room you wish to book.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

Click 'Continue' to progress the booking.

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Add Services

Click 'No', if you do not wish to add any services to your meeting. You will be taken back to the calendar slot to send your invitation.

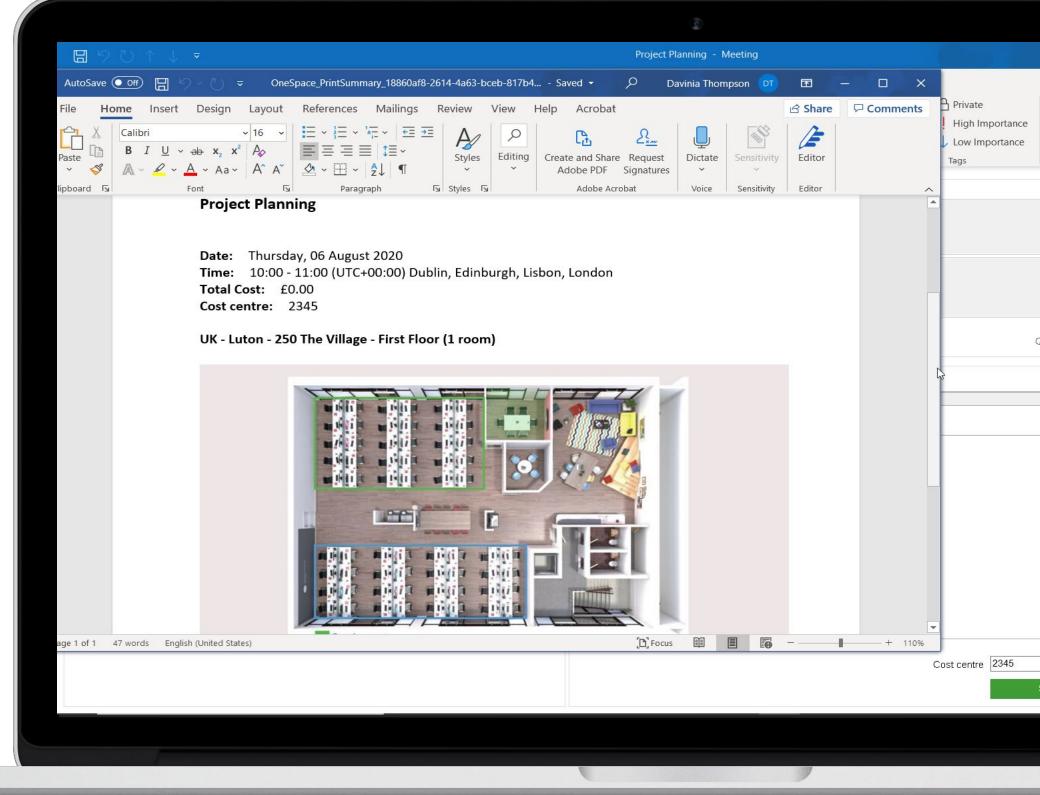
Click 'Yes' to add services or equipment to your meeting.

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Add Services

Here you must remember to click on the room name. This will highlight it and you will then be able to choose required equipment.

You will be able to view any further details regarding the item and adjust the quantity. When ordering catering you will also be able to add notes to the service provider. E.g. dietary requirements.



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Summary

Ensure you add a cost code for any items that carry an additional charge.

Click 'Show Summary' to view a summary in MS Word of your booking, which will include floor plans and costs of items added.

The time zone will also be displayed. So it is important to leave the time zone field set to the time zone you want displayed on the summary and the calendar invite.

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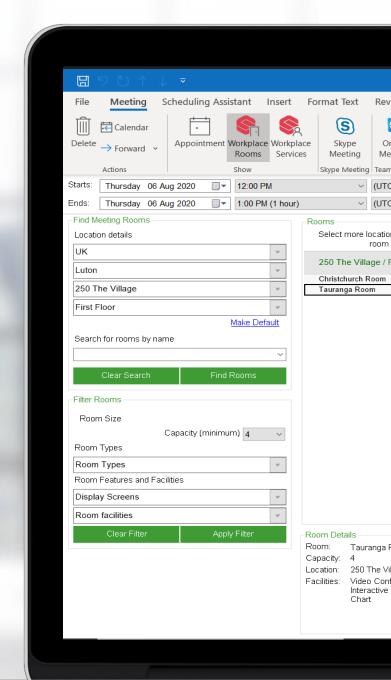
Send Invitation

You can now complete your calendar invite as you usually would.

Your attendees will receive email notification of the meeting as usual.

You will receive notification from the meeting rooms booked that your booking has been accepted.

Booking a Multi-Room Via Schedule View



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Filter by locations

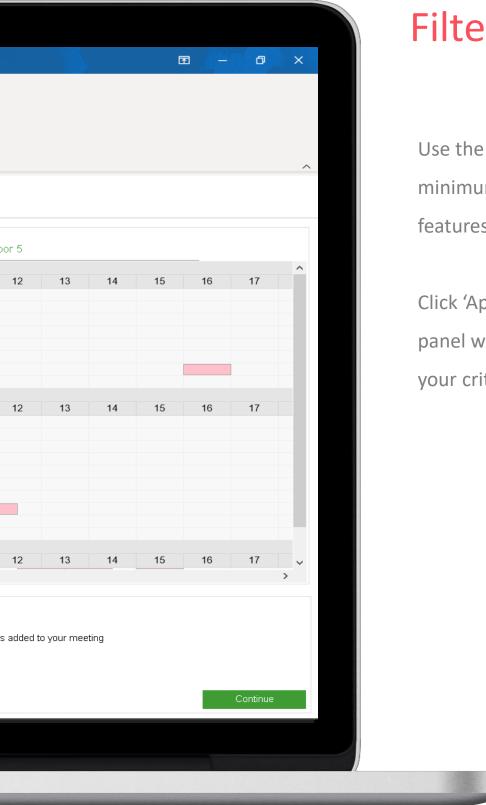
First filter your requirements based on location.

Use the drop down menus to select the regions and sites as a minimum.

Buildings and Floors are optional, however it is good practice to specify these when possible to avoid returning too many results.

The system will automatically start searching for rooms that match your location details and these will be shown in the 'Rooms' panel.

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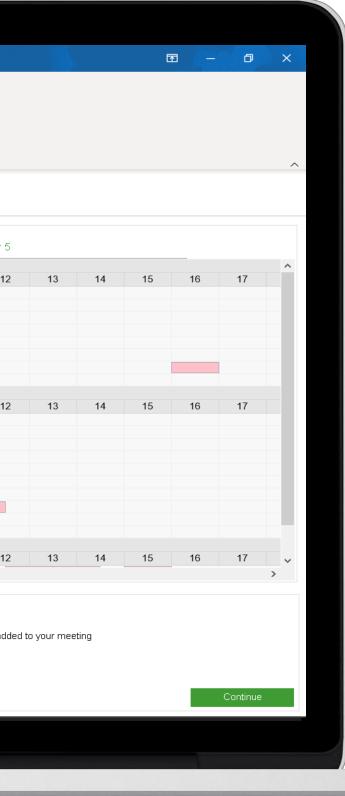


Filter by Features

Use the other 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.

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Schedule View

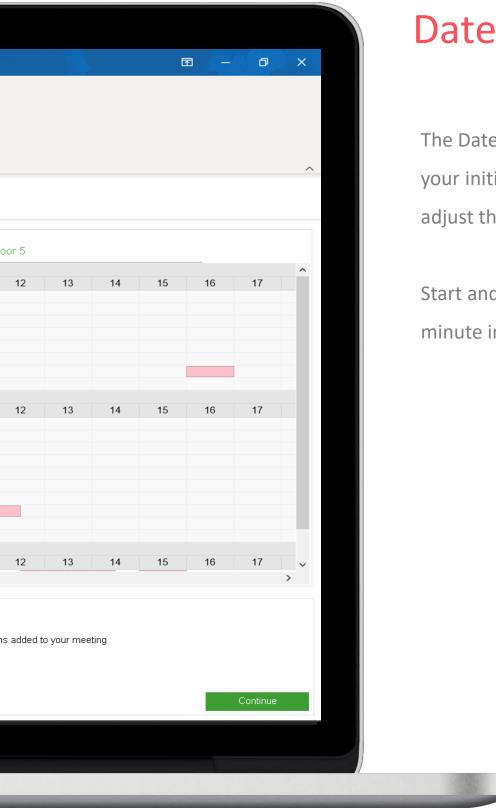
When in Schedule View, the list of 'Rooms' aligns with the timeline. This allows you to compare the availability of all rooms against the schedule.

You can use the scroll bar to navigate up and down the list of rooms. And use the scroll bar in the View panel to navigate through the timeline.

Existing meetings will be denoted by a red block.

The blue overlay indicates the start time of the meeting, which is pulled through from your initial calendar time slot.

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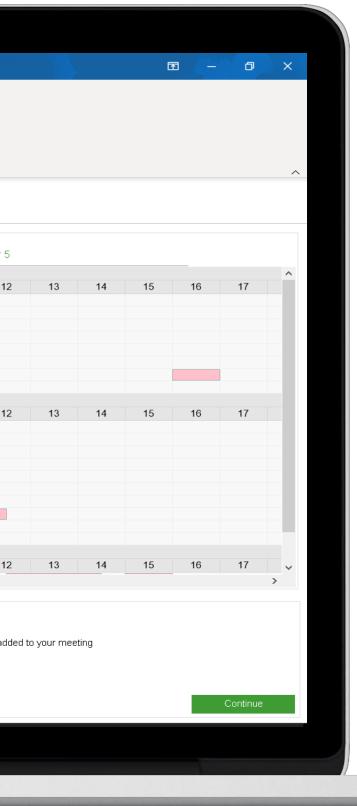


Date & Time

The Date and Time are pulled through from your initial calendar time slot and you can adjust them if required.

Start and end times can be adjusted in 15 minute increments.

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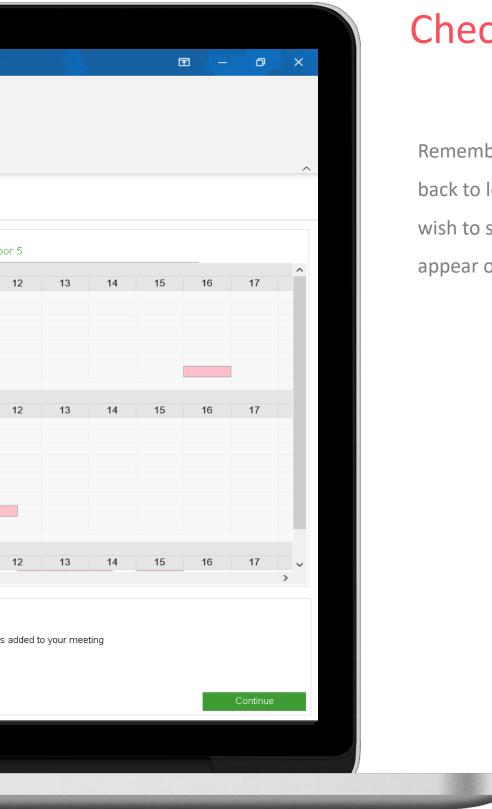
Check Time zones

The time zone feature allows you to compare and align meetings across time zones. The 'Schedule View' will always display your local time.

- Change the time zone field to the country you are booking your meeting in.
- Move the blue overlay to when you want you meeting to start in local time.
- The time zone field will display the time in the country time zone displayed.

Repeat this for each region you are booking a room in. You will be able to check that the meeting time will fall within your core business hours for all attendees.

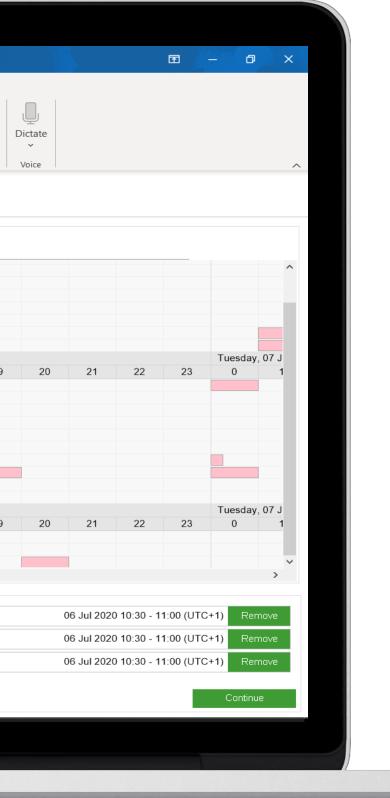
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Check Time zones

Remember to change your time zone field back to local time if this is the time zone you wish to send your invitation in. It will also appear on the Summary.

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Choose Rooms

You can hover over the rooms listed in the 'Rooms' list to find out further information about the rooms capacities and features.

Click a room and you can review these details in the 'Room Details' panel below.

You can also click within the blue overlay alongside the room you wish to book.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

Click 'Continue' to progress the booking.

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Add Services

Click 'No', if you do not wish to add any further services to your meeting. You will be taken back to the calendar slot to send your invitation.

Click 'Yes' to add further services or equipment to your meeting.

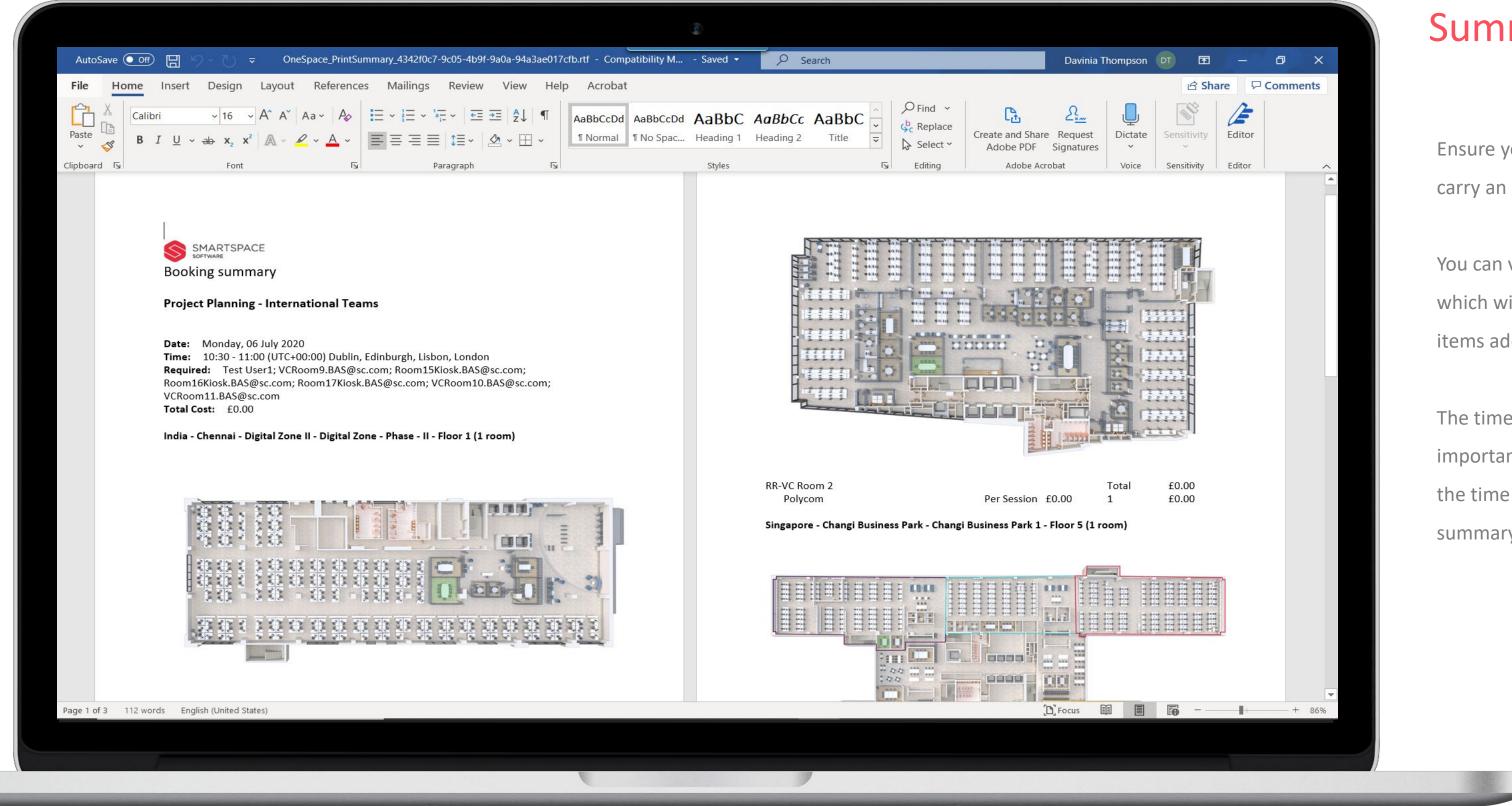
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Add Services

Here you must remember to click on the room name. This will highlight it and you will then be able to choose required equipment.

You will be able to view any further details regarding the item and adjust the quantity.

When ordering catering you will also be able to add notes to the service provider. E.g. dietary requirements.



Summary

Ensure you add a cost code for any items that carry an additional charge.

You can view a summary of your booking, which will include floor plans and costs of items added.

The time zone will also be displayed. So it is important to leave the time zone field set to the time zone you want displayed on the summary and the calendar invite.

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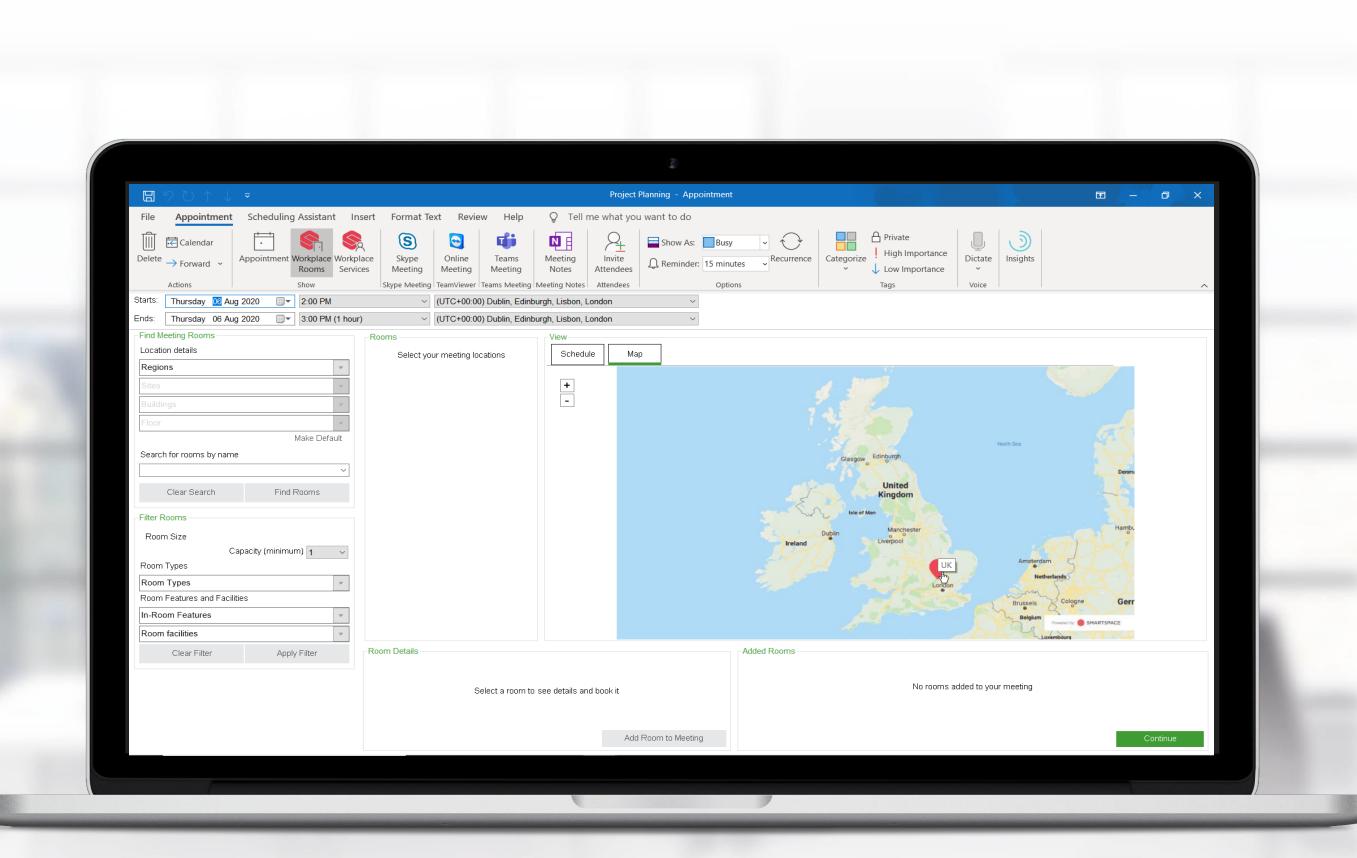
Send Invitation

You can now complete your calendar invite as you usually would.

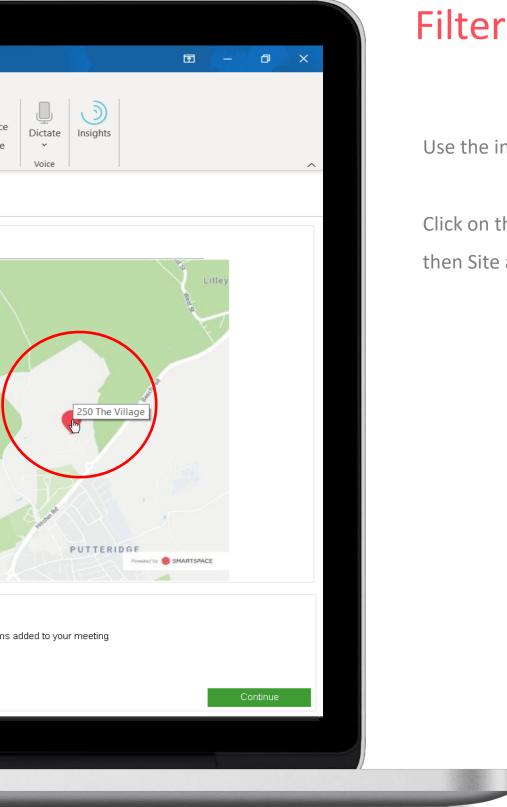
Your attendees will receive email notification as usual.

You will receive notification from the meeting rooms booked that your booking has been accepted.

Booking a Single Meeting Room Via Map View



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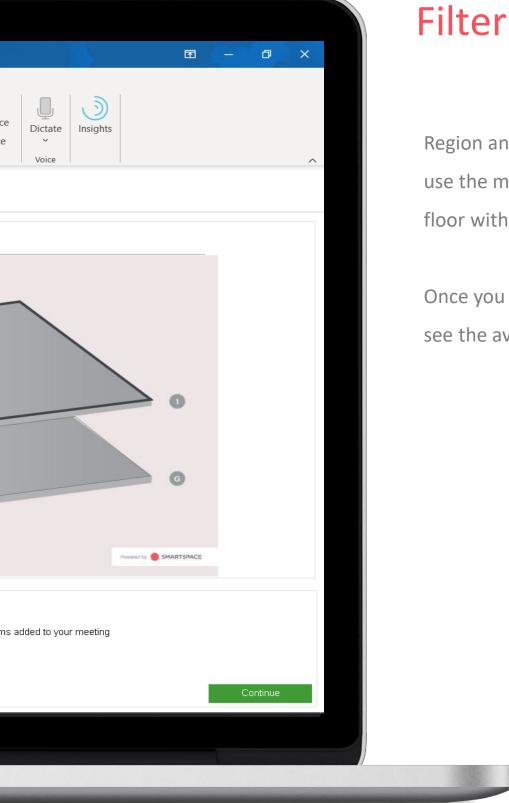


Filter by locations

Use the interactive Map to find your location.

Click on the pinpoint to select your Region, then Site and Building.

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Filter by locations

Region and site are mandatory. You can also use the map to pinpoint a building and a floor within that building.

Once you have selected a floor you can then see the availability of rooms on that floor.

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Filter by Features

Use the 'Filter Rooms' panel to specify minimum capacity, room types and room features & facilities.

Click 'Apply filters' and your results 'Room' panel will change to reflect rooms that meet your criteria.

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Choose Room

You can hover over the rooms listed in the 'Rooms' list to find out further information about the rooms capacities and features.

Click a room and you can review these details in the 'Room Details' panel below.

You can also click the room on the floorplan to review the details of the room in 'Room Details'.

Click 'Add to meeting' and you will see the room listed in the 'Added Rooms' panel.

Click 'Continue' to progress the booking

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Send Invitation

You will have the option to add services to the room as previously detailed.

Send meeting invite as usual.

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