

# Meeting Room Booking

## Booking a Recurring Meeting

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1. To access the **Recurring Booking** page click the 'New Recurring Booking' option at the top of the screen.

2. Select the **Location** you would like the meetings to take place at.

3. Select the **Date** and enter the **Start** and **End Times** you require the room for.

**NOTE:** Times should be entered in the format **HH:MM**

**Organisation Type** should be left as **Internal**

6. Enter how often the meeting **Occurs** (daily, weekly, etc) and the **Total Number** of meetings there will be.

The **Advanced** option gives you the option of booking a pattern of times, i.e. every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month.

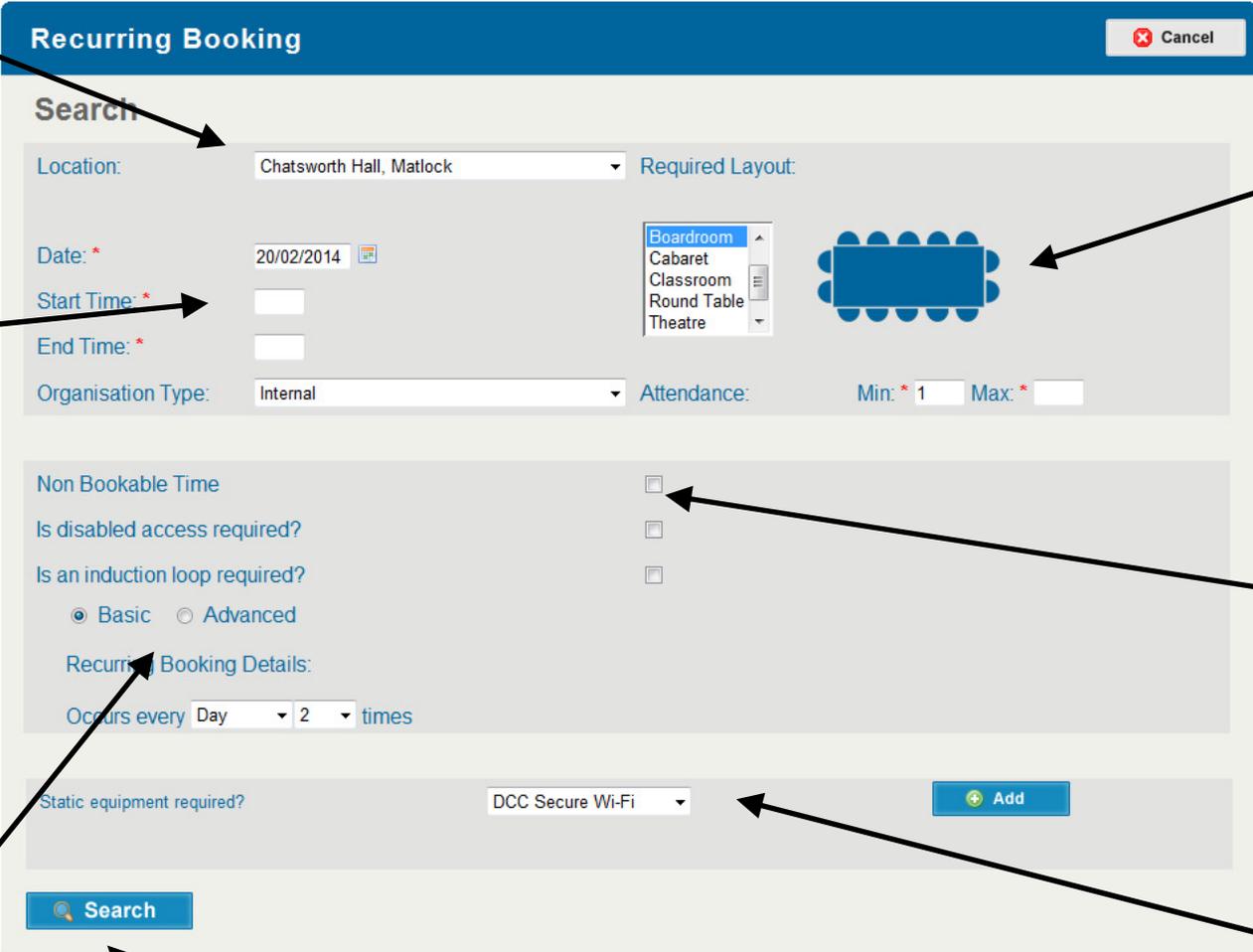
8. Click **Search** to confirm your choices and search for available spaces.

4. Select the **Layout** of the room required for the meeting and enter the **Minimum** and **Maximum** number of attendees for the meeting.

**NOTE:** Each layout has a graphic to show what the room will look like.

5. Select any **Additional Requirements** that may be required for the meeting.

7. Select any **Static Equipment** that may be required and click **Add**. You can add multiple items one by one.



The screenshot shows the 'Recurring Booking' form with the following fields and options:

- Search:** A search bar at the top right with a 'Cancel' button.
- Location:** A dropdown menu set to 'Chatsworth Hall, Matlock'.
- Required Layout:** A dropdown menu with options: Boardroom, Cabaret, Classroom, Round Table, Theatre. A graphic of a boardroom layout is shown to the right.
- Date:** A date picker set to '20/02/2014'.
- Start Time:** An empty input field.
- End Time:** An empty input field.
- Organisation Type:** A dropdown menu set to 'Internal'.
- Attendance:** 'Min: \* 1' and 'Max: \*' input fields.
- Non Bookable Time:** A checkbox that is unchecked.
- Is disabled access required?:** A checkbox that is unchecked.
- Is an induction loop required?:** A checkbox that is unchecked.
- Basic / Advanced:** Radio buttons, with 'Basic' selected.
- Recurring Booking Details:** 'Occurs every' dropdown set to 'Day', '2' times.
- Static equipment required?:** A dropdown menu set to 'DCC Secure Wi-Fi' and an 'Add' button.
- Search:** A blue button at the bottom left.

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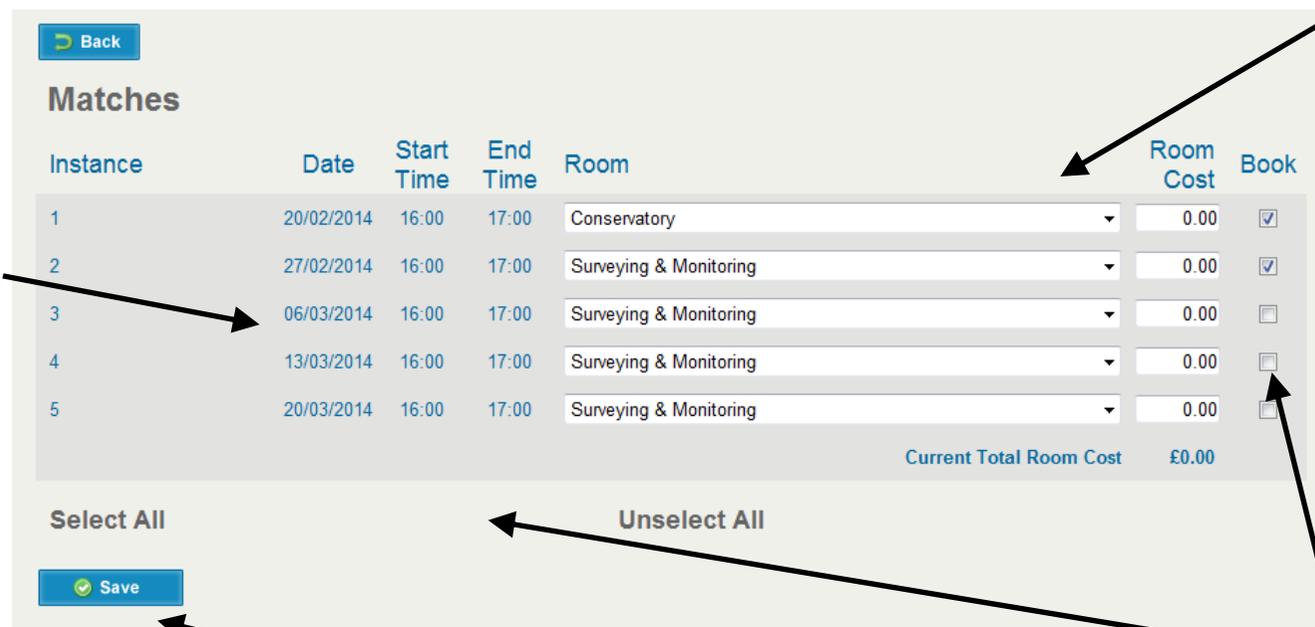
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**9.** Under the **Matches** heading the **Date**, **Start Time** and **End Time** of each **Instance** of your recurring booking will now be shown.

For each **Instance** there will be a drop-down menu showing all the **Rooms** that are available for that **Time** and **Date**. If no rooms are shown, there are no rooms available for that **Time** and **Date**.

If you need to change any of your search criteria, you can do so by clicking the **Back** button.



Instance	Date	Start Time	End Time	Room	Room Cost	Book
1	20/02/2014	16:00	17:00	Conservatory	0.00	<input checked="" type="checkbox"/>
2	27/02/2014	16:00	17:00	Surveying & Monitoring	0.00	<input checked="" type="checkbox"/>
3	06/03/2014	16:00	17:00	Surveying & Monitoring	0.00	<input type="checkbox"/>
4	13/03/2014	16:00	17:00	Surveying & Monitoring	0.00	<input type="checkbox"/>
5	20/03/2014	16:00	17:00	Surveying & Monitoring	0.00	<input type="checkbox"/>

Current Total Room Cost £0.00

Select All      Unselect All

Back      Save

**10.** Select which **Room** you want for each **Instance** of the meeting. If there is a charge for booking the room it will show in the **Room Cost** column.

**11.** Check the box in the **Book** column for each **Instance** you want to confirm the booking for by either clicking each box individually or by using the **Select All** option.

You can remove all checks from the boxes by clicking **Unselect All**.

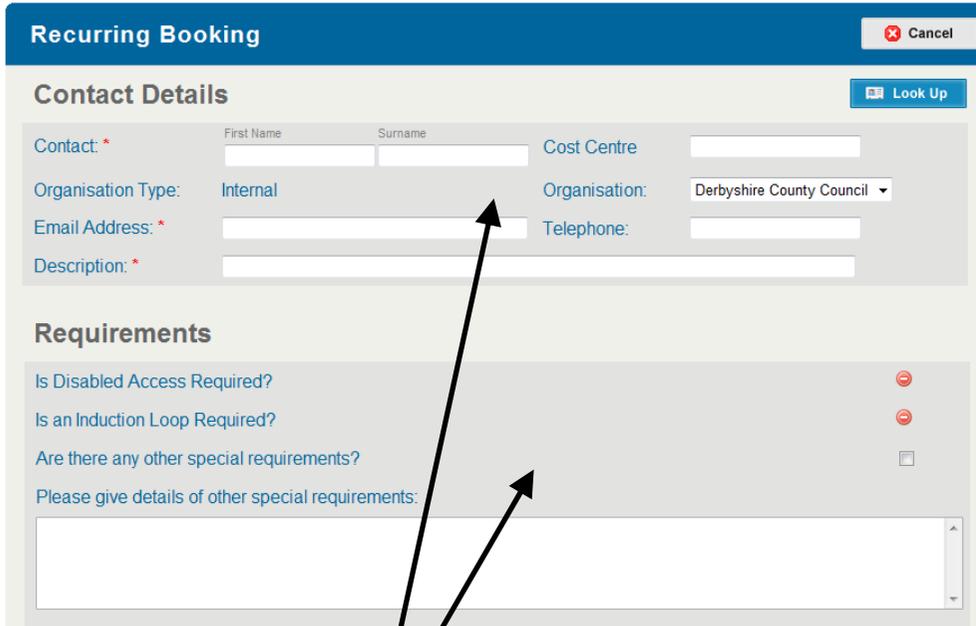
**12.** Once you have selected the **Instances** you want to confirm the booking for, click **Save**.

**NOTE:** As with single meeting bookings, the more specific your search criteria, the more likely it will be to return no matches. Consider taking out requirements such as static equipment if you are struggling to find room matches for your meetings.

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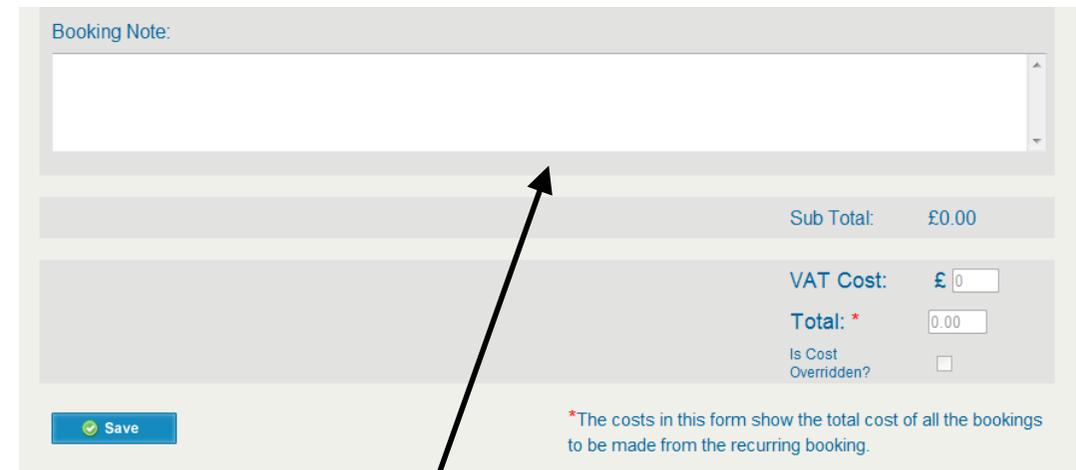
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**13.** Enter your **Contact Details**. If you have previously booked a meeting on the system, you can use the **Look Up** button to find your existing details rather than entering them again. Enter a **Description** of the meeting.

If you have any **Special Requirements** you can enter them here.



**14.** Enter any relevant **Notes** for the booking.

The **Total Cost** (if applicable) of the booking will be displayed.

To confirm the booking, click **Save**. You will receive an e-mail confirmation for each **Instance** of your booking.