

# Meeting Room Booking

## Booking a Single Meeting

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1. To access the **Book Room** page click the '**New Booking**' option at the top of the screen or the '**Add Booking**' option in the **Calendar**.

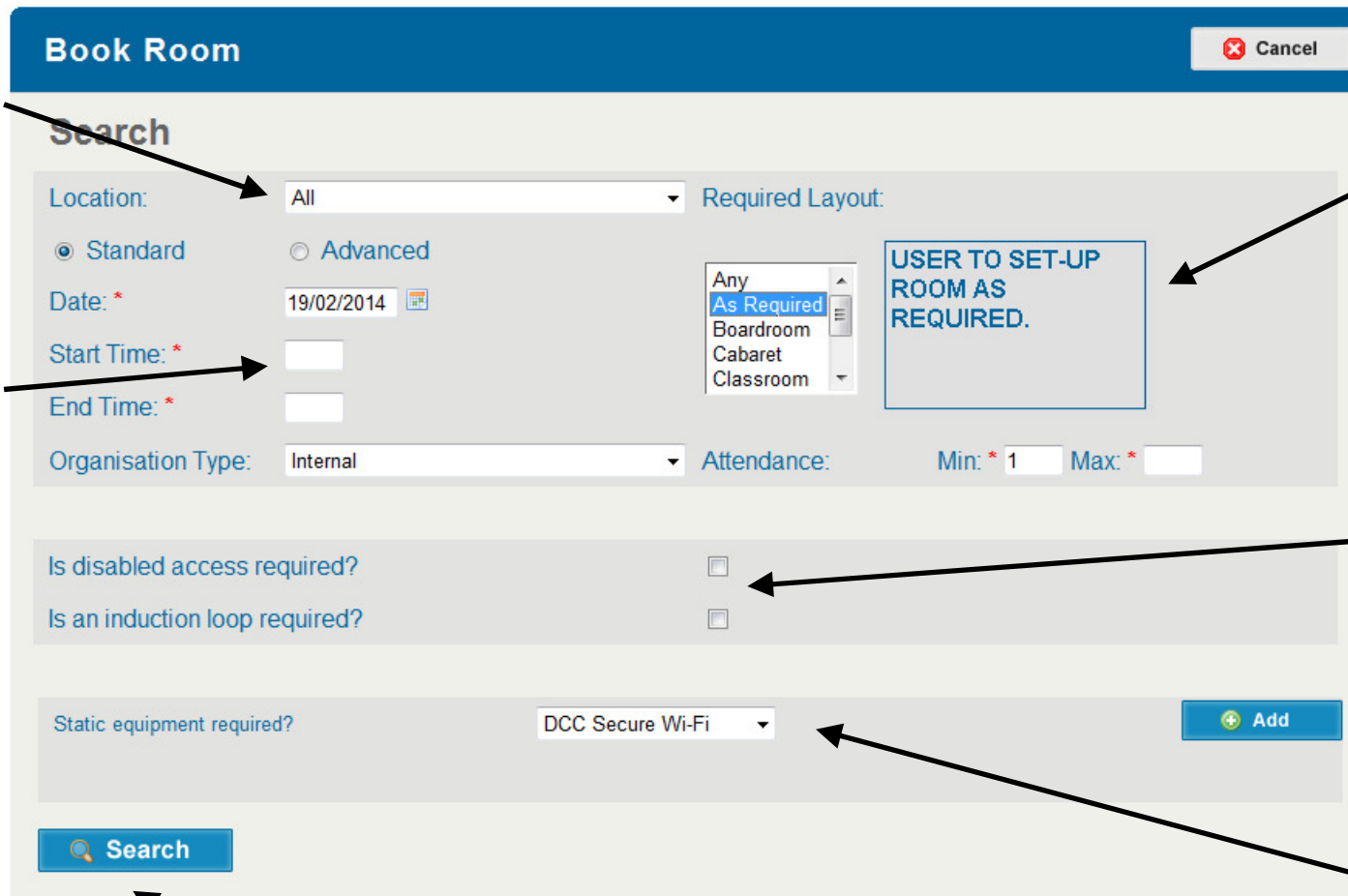
2. Select a specific **Location** or select **All** to search all rooms in the system.

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**

The **Advanced** option allows you to set a **Date Range**, **Start Time** and meeting **Length** in minutes. Leaving the **Start Time** blank will list all available spaces of the **Length** of time given.

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



The screenshot shows the 'Book Room' form with the following fields and options:

- Location:** A dropdown menu currently set to 'All'.
- Required Layout:** A dropdown menu with options: Any, As Required, Boardroom, Cabaret, Classroom. A callout box points to this menu with the text 'USER TO SET-UP ROOM AS REQUIRED.'
- Standard/Advanced:** Radio buttons for 'Standard' (selected) and 'Advanced'.
- Date:** A date input field showing '19/02/2014' with a calendar icon.
- Start Time:** An empty time input field.
- End Time:** An empty time input field.
- Organisation Type:** A dropdown menu set to 'Internal'.
- Attendance:** Input fields for 'Min: \* 1' and 'Max: \*'.
- Is disabled access required?:** A checkbox that is unchecked.
- Is an induction loop required?:** A checkbox that is unchecked.
- Static equipment required?:** A dropdown menu set to 'DCC Secure Wi-Fi'.
- Buttons:** A 'Search' button at the bottom left and an 'Add' button next to the static equipment dropdown.
- Cancel:** A 'Cancel' button in the top right corner.

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.

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


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
















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8. A list of all available rooms that match your search criteria will now be listed under the **Matches** heading.

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



Location	Room	Time	Min	Max		
Chatsworth Hall, Matlock	Surveying & Monitoring	19/02/2014 12:00	1	20		
Chatsworth Hall, Matlock	Conservatory	19/02/2014 12:00	1	20		
Chatsworth Hall, Matlock	Behind Reception	19/02/2014 12:00	1	20		
County Hall Committee	Members Room	19/02/2014 12:00	1	100		To book contact location admin
County Hall Committee	Council Chamber	19/02/2014 12:00	1	230		To book contact location admin
County Hall Committee	Committee Room 1	19/02/2014 12:00	1	50		To book contact location admin
County Hall Committee	Committee Room 2	19/02/2014 12:00	1	16		To book contact location admin
County Hall Committee	Committee Room 3	19/02/2014 12:00	1	20		To book contact location admin
County Hall Committee	Committee Room 4	19/02/2014 12:00	1	10		To book contact location admin
County Hall Committee	Room 129	19/02/2014 12:00	1	10		To book contact location admin
County Hall Committee	Room 130	19/02/2014 12:00	1	10		To book contact location admin
County Hall Committee	Room 366A	19/02/2014 12:00	1	16		To book contact location admin

9. Clicking the  icon will display information about the room such as opening times, possible room layouts and, if applicable, any costs associated with booking the room.

10. To select a room, click **Select**.

Some rooms can only be booked by administrators. For those rooms the message '**To book contact location admin**' will be shown.

If no available rooms match your search criteria, the following error message will appear on screen.

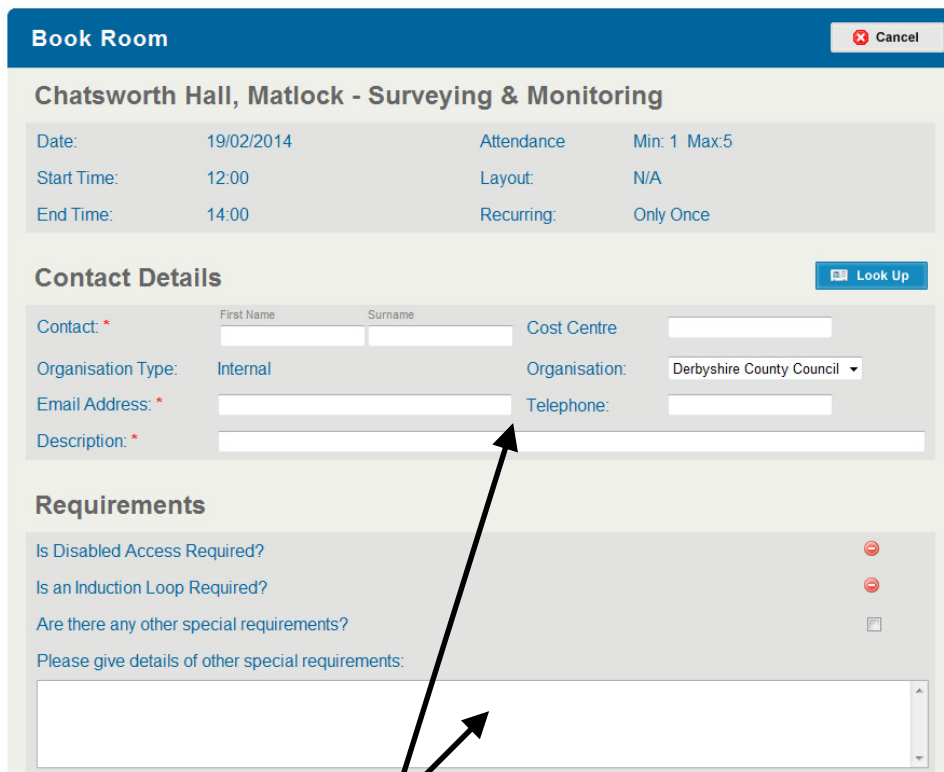
No room matches have been found, please refine your search and try again

Edit your search criteria and click Search again until you find a room which matches.

**NOTE:** 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 matches.

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**Book Room** Cancel

**Chatsworth Hall, Matlock - Surveying & Monitoring**

Date: 19/02/2014 Attendance: Min: 1 Max:5  
Start Time: 12:00 Layout: N/A  
End Time: 14:00 Recurring: Only Once

**Contact Details** Look Up

Contact: \*  
First Name:  Surname:  Cost Centre:   
Organisation Type: Internal Organisation: Derbyshire County Council  
Email Address: \*  Telephone:   
Description: \*


**Requirements**

Is Disabled Access Required?

Is an Induction Loop Required?

Are there any other special requirements?

Please give details of other special requirements:



Booking Note:

Sub Total: £0.00

VAT Cost: £

Total: \*

Is Cost Overridden?

Save

\* This is the total cost for this booking. If this booking is recurring the prices for each subsequent booking are not included in this figure and may be different amounts.

**11.** 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.

**12.** 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 of your booking.