

Meeting Room Booking

Editing, Rescheduling and Deleting Existing Bookings

NOTE: To edit, reschedule or delete an existing booking, you will first have to locate the booking in the Calendar. Please refer to the 'Finding an Existing Booking' guide for instructions on how to do this.

1. Clicking on the booking in the Calendar will open the **Details Panel** on the right-hand side of the window showing details of that booking along with options to **Edit**, **Delete** or **Reschedule** the booking.

To close the panel, click the << icon on it's side.

NOTE: You can only edit, reschedule or delete bookings you have made yourself.

Det.
Reference Number: 112
Description: Team Meeting
Name: Team
Organisation: Derbyshire County Council
Organiser type: Internal
Date: 12 August 2013
Start Time: 09:30
End Time: 10:30
Telephone
E-Mail Address
Accommodation: Min: 1 Max: 5
Layout: User-Specific
Confirmation Date: 12/08/2013
Recurring:
Edit **Delete**
Reschedule

2. Editing a Booking

Clicking **Edit** in the **Details Panel** will allow you to amend details of your booking. From here you can edit the **Number of Attendees**, **Layout**, **Contact Details** and **Requirements** of the booking. You will not be able to change the **Time** or **Date** of the meeting. This is done through the **Reschedule** option.

Setup and **Cleaning** times are set by system administrators and should not be changed.

You can also choose to hide your meeting on any external displays by changing the **Show On External Display** option to **No** or **Private**

Once you have made all the changes you require, click **Save**. You will receive an e-mail confirming your changes.

NOTE: Changes to your booking can be tracked in the **History** tab at the top of the **Edit** window.

Booking Details Cancel
Details History
Chatsworth Hall, Matlock - Surveying & Monitoring
Date: 12/08/2013 Layout
Start Time: 09:30 User-Specific USER TO SET-UP ROOM AS REQUIRED.
End Time: 10:30
Attendance Min: 1 Max: 5
Setup Time: 0 minutes Cleaning Time: 12 minutes
Recurring: Once Only
Confirmation Date: 12/08/2013 Show On External Display: Yes
Contact Details Look Up
Organisation Type: Internal Organisation: Derbyshire County Council
Cost Centre
Contact First Name Surname
Email Address: * Telephone:
Description: * Team Meeting
Was No Show:
Requirements
Is Disabled Access Required?
Is an Induction Loop Required?
Are there any other special requirements?
Please give details of other special requirements:
Booking Notes:
Sub Total: £0.00

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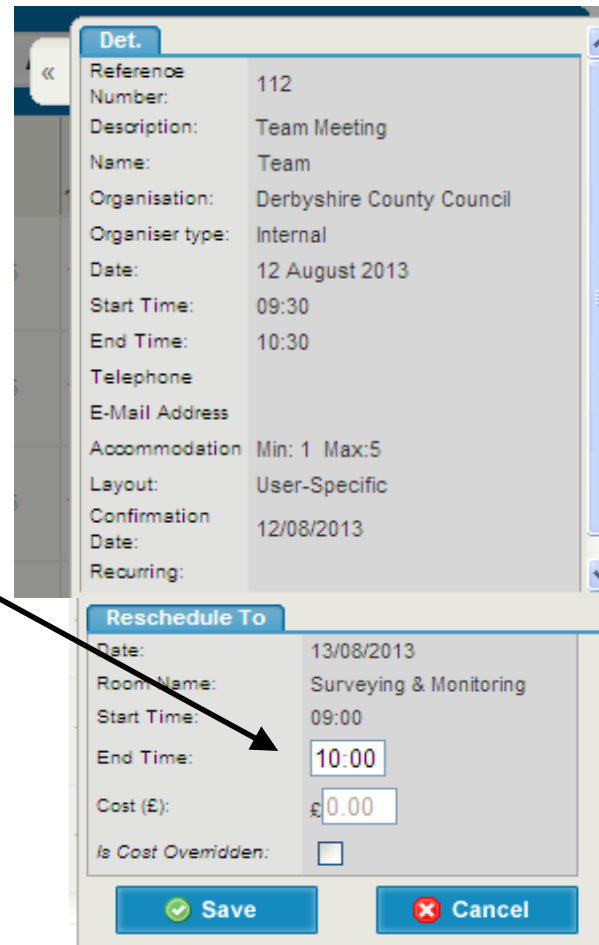
3. Rescheduling a Booking

Clicking **Reschedule** in the **Details Panel** will open the **Reschedule To** section. This allows you extend your meeting or move it to another **Room, Time** or **Date**.

If you want to extend the meeting, simply enter a new **End Time** in the **Reschedule To** section of the **Details Panel** and then click **Save** to confirm.

If you want to move the meeting, with the **Reschedule To** section of the **Details Panel** open, navigate to the new **Date** and **Time** of the meeting (and **Location** if you are changing rooms or venues) in the **Calendar** and click to select. The **Reschedule To** section of the **Details Panel** will change to show the new details. Click **Save** to confirm.

You will receive an e-mail confirming your changes.



The screenshot shows a 'Det.' panel with the following details:

Reference Number:	112
Description:	Team Meeting
Name:	Team
Organisation:	Derbyshire County Council
Organiser type:	Internal
Date:	12 August 2013
Start Time:	09:30
End Time:	10:30
Telephone:	
E-Mail Address:	
Accommodation:	Min: 1 Max:5
Layout:	User-Specific
Confirmation Date:	12/08/2013
Recurring:	

The 'Reschedule To' section is open, showing:

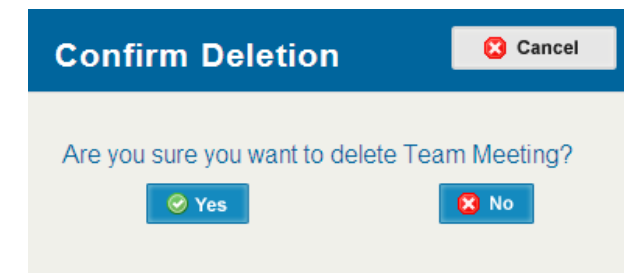
Date:	13/08/2013
Room Name:	Surveying & Monitoring
Start Time:	09:00
End Time:	10:00
Cost (£):	£0.00
Is Cost Overridden:	<input type="checkbox"/>

Buttons for 'Save' and 'Cancel' are visible at the bottom.

4. Deleting a Booking

If you want to cancel a meeting, click **Delete** in the **Details Panel** and then click **Yes** in the **Confirm Deletion** box.

You will receive an e-mail confirming the booking has been cancelled.



The 'Confirm Deletion' dialog box asks: "Are you sure you want to delete Team Meeting?"

Buttons for 'Yes' and 'No' are visible, along with a 'Cancel' button in the top right corner.