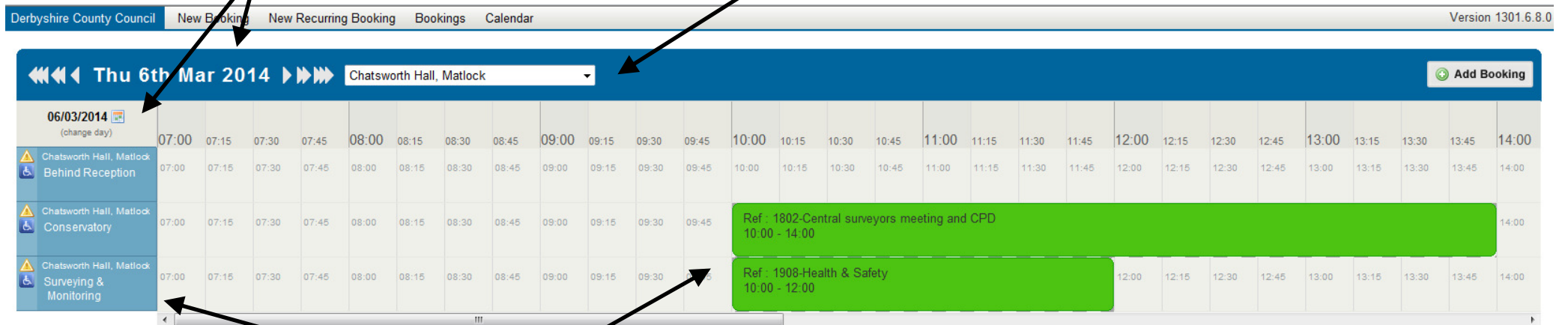


• Finding a Booking using the Calendar

1. To access the calendar, click the **Calendar** option along the top of the screen

2. Navigate to the **Day** of the meeting using either the arrows along the top of the screen or by changing the date in the top left of the calendar.

3. Select the **Location** the meeting is booked at.



Derbyshire County Council | New Booking | New Recurring Booking | Bookings | Calendar | Version 1301.6.8.0

Thu 6th Mar 2014 | Chatsworth Hall, Matlock | Add Booking

06/03/2014 (change day)	07:00	07:15	07:30	07:45	08:00	08:15	08:30	08:45	09:00	09:15	09:30	09:45	10:00	10:15	10:30	10:45	11:00	11:15	11:30	11:45	12:00	12:15	12:30	12:45	13:00	13:15	13:30	13:45	14:00
Chatsworth Hall, Matlock Behind Reception																													
Chatsworth Hall, Matlock Conservatory														Ref: 1802-Central surveyors meeting and CPD 10:00 - 14:00															
Chatsworth Hall, Matlock Surveying & Monitoring													Ref: 1908-Health & Safety 10:00 - 12:00																

4. Each **Room** at the **Location** selected will be shown on the left of the screen. Each **Booking** for that room will show as an individual block on the calendar.

• Finding a Booking using the Bookings Search

NOTE: You can only use the bookings search to find meetings you have booked yourself.

1. To access the bookings search, click the **Bookings** option along the top of the screen

2. If you know the reference number of your booking (this can be found in your confirmation e-mail), search **By Reference Number**. Enter the **Booking Reference Number** in the field and click **Search**

3. If you don't know the reference number, search **By Details**. You can search by **Contact Name, Location, Organisation, Status** or **Date**.

Enter your search criteria and then click **Search**.

Ref Number	Title	Room	Status	Organiser	Date and Time	Deposit Fee	Paid Date	Cancelled Date	By	Cancelled Date	Select	Edit	Delete
1909	Team Meeting	Chatsworth Hall, Matlock - Conservatory	Confirmed	Sean Hooper	21/02/14 12:00								

4. Matching bookings will be shown under the **Matches** heading.

NOTE: Cancelled bookings will be shown, but will be crossed out in the list.

Clicking **Select** next to a booking will take you to the booking in the **Calendar**.

You can also edit details of a meeting by clicking the **Edit** button or cancel your booking by clicking the **Delete** button. Further guidance on editing and cancelling bookings can be found in the 'Editing an Existing Booking' guide.