

DoCM Office Space Reservation Calendar

Welcome Message

Welcome to the DoCM Office Space Reservation Calendar. Use this tool to manage your room bookings efficiently and stay organized.

Overview

This page allows you to view available office spaces, reserve rooms, and manage your bookings using a calendar interface.

Making a Booking

1. Click the **New Booking** button in the top-right corner.
2. Select a room from the dropdown menu.
3. Enter the start and end times for your booking.
4. Optionally, select a recurring schedule (daily, weekly, or monthly).
5. Click **Book Room** to finalize your booking.

Viewing Booking History

1. Navigate to the **My Bookings** section from the top navigation bar.
2. View all your past and upcoming bookings.
3. Click on any booking to see detailed information.

Using the Calendar

1. View bookings for all rooms or filter by specific rooms using the dropdown menu.
2. Click on a booking to view details or cancel it (if you are the creator or an admin).
3. Navigate through different calendar views: day, week, or month.
4. Hover over bookings to see quick details in a tooltip.

Cancel a Booking

1. Click on a booking to view details or cancel it (if you are the creator or an admin).
2. Click on the cancel button to cancel your booking, you will receive an email confirming the cancelation.