Room Reservation Management
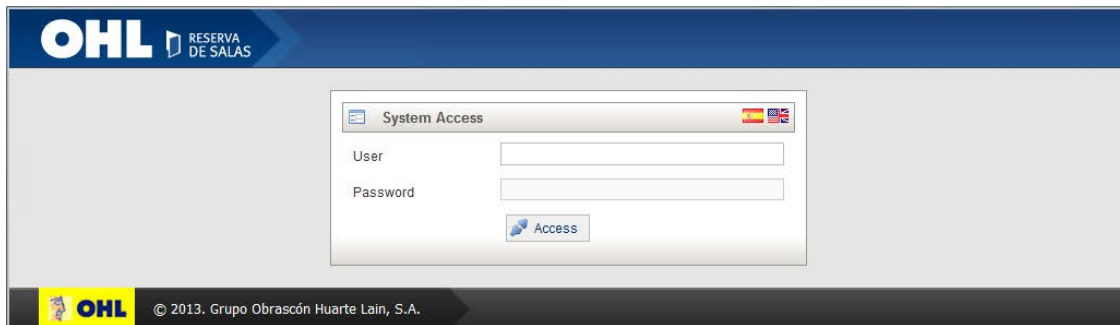# User Manual

Content

1. Introduction

This manual explains how to operate the Room Reservation Management system (Gestión de Reserva de Salas), a system created for managing the usage of company meeting rooms distributed throughout different buildings.

2. System login

There are two different access points:

- Access from the company's Corporate Intranet:
  You must first log into the intranet before accessing the room reservation system.

- Access from a hyperlink or URL:
  You must first log in with your username, by entering your email address and then your password.

Select the language by clicking on the corresponding flag.

After entering the email and password, click on the Access button. The home page will open if the username and password are valid.

The home page will display the room reservations that the user has booked and their status.
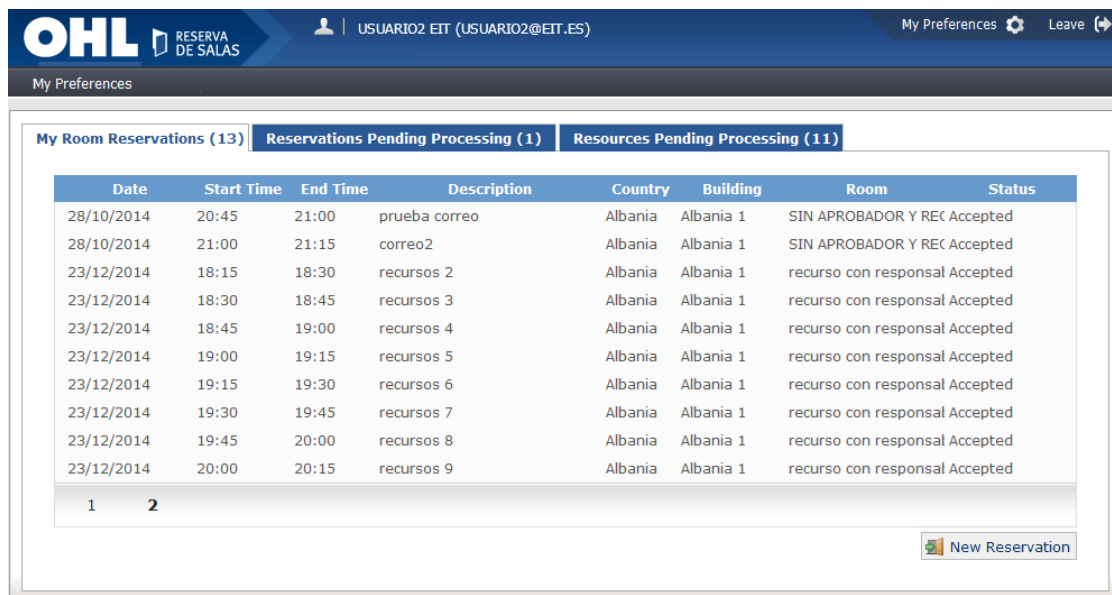
3. Room Reservation Management

The room reservation option lets you manage the reservations booked by the user, approvals of the reservations for which the user is the room manager (special and training rooms), and room resources for which the user is the manager.

Information is distributed through three tabs, whose headers contain the number of records that each one contains. The tab Reservations Pending Processing will only appear if the user manages a room and has requests pending approval. The tab Resources Pending Processing will only appear if the user manages some resource and has requests pending for processing.

3.1. My Room Reservations

Default option on login. It displays all the reservations booked by the user as of today's date. The number of reservations made is indicated on the tab header.

In general, the room reserved by a user will be reserved for that user and thus remain unavailable for new reservations. The status of the reservation is *Accepted* (Accepted). However when a special room is reserved, the reservation status remains *Pending* until approval by the room's manager.

The reservation is only confirmed for the requesting user when the request is approved.

Screen actions:

New Reservation: Opens the room reservation form to book a new room reservation.

Edit Reservation: Selecting one of the records on the list will open the room reservation screen with the reservation data loaded. For a recurring reservation, the

system will prompt: *"The reservation is recurring. Do you only want to open this repetition or the entire series?"*:

- o You can edit data for all the repetitions as of the current date by selecting the entire series.

- o When selecting the single repetition, you can only modify the data of the edited repetition.

This screen lets you sort the list of reservations with any of the data by clicking on the column header.
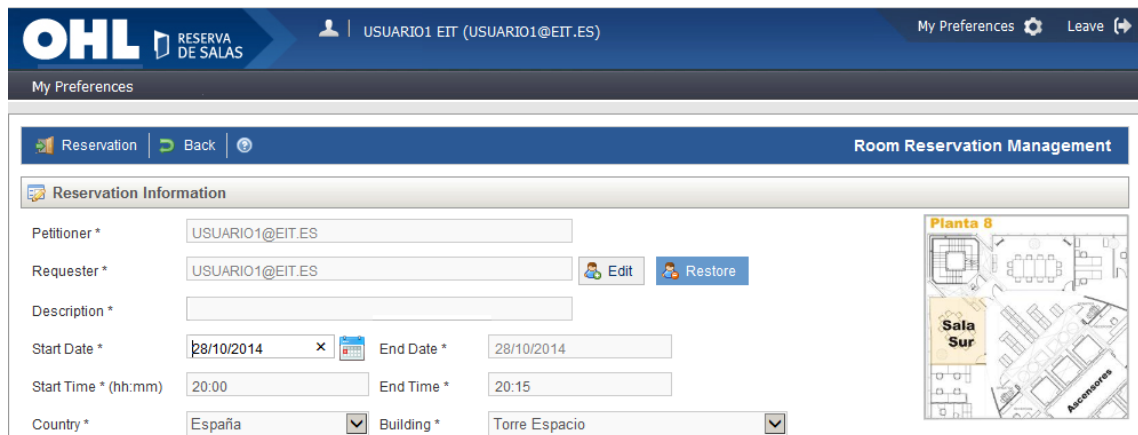
Room Reservation Screen

The room reservation screen has various sections containing different information.

Reservation Data

Main reservation data, the system enables reservations for other users (Petitioner) with the button *Edit*, which opens another screen for selecting the person making the reservation request. The button *Restore* restores the user making the reservation as the reservation requestor.

Fields marked with an asterisk (*) are mandatory.

Room Selection

The user's preferred country, building and room will appear by default. They will be empty if the user has no preferences. The controls *Videoconference* and *Audiovisual* let you filter by rooms that are equipped for videoconferencing and/or audiovisual support for use by users.

The availability data for the selected building's room and indicated reservation date are displayed via a color scheme.

You can use the mouse to click directly on the hourly scheduling to slot the times for reserving a room.

Comments

This field lets you add detailed information on the meeting for the room reservation. When creating a call to meeting, this information is included on the calendar appointment.

Frequency Data in Recurring Reservations

Entering data into this section will convert the room reservation into a recurring reservation, which may be repeated on a daily, weekly or monthly basis and under the limits established for the building or room. For example, you can reserve a room every Tuesday and Thursday for two weeks by selecting a weekly frequency, repeated each week, checking Tuesday and Thursday), and then indicating 4 repetitions.
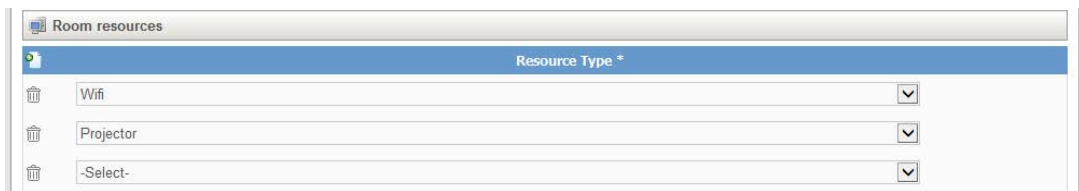
Requested Resources

Room resource request for the reservation, where you can add the resources required for use in the room during the meeting.
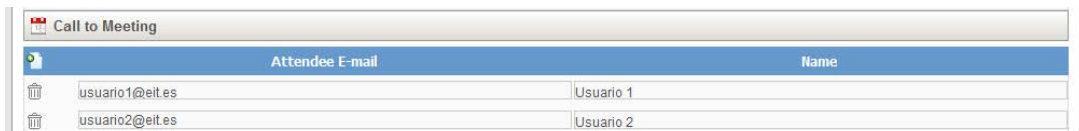

When booking a room reservation with resources, the system will send a message to the persons who manage these resources to handle their availability on the scheduled meeting date.

Call to Meeting Data

Entering data in this section will configure the call to meeting for the requested room reservation. If attendees are included, the system will send a meeting notice to all the indicated attendees, who will then have appointments on their calendars.

Form actions:

Reservation: Execute the room reservation request.

Delete: Cancel the room reservation. This button only appears when editing a reservation.

Back: Exit the form (returns to the previous screen).

: Opens this user manual.

3.2. Reservations Pending Processing

This tab is used by room managers to process reservation request approvals for special rooms.

When a user submits a request to reserve a room managed by another user, a record in this option will appear for that room manager to alert of a reservation pending approval. The request can be processed from this screen by checking it as either Approved or Rejected. Various or all requests can also be marked for batch processing.

The room manager will also receive an email informing that a request for a room under his/her responsibility has been submitted. The room manager can directly access a page to process this reservation from a hyperlink in the email.

3.3. Resources Pending Processing

This tab is used by resource managers to process the resources requested during room reservations. When a reservation is made requesting a resource of which the user is the manager, a record will appear in this option to remind the resource manager. The request can be processed on this screen by checking it as done. Various or all requests can also be marked for batch processing.

The resource manager will receive an email informing that a request for a resource under his/her responsibility has been submitted. The manager can directly access a page to process the request from a hyperlink in the email.
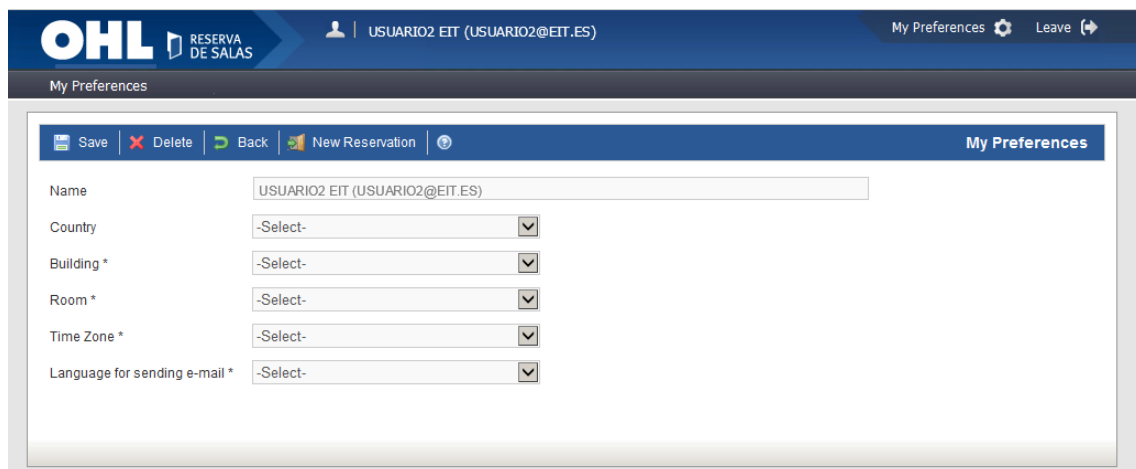
For any concerns regarding usage of the software or to report an incident, please contact the User Assistance Centre through the regular channels.

4. My Preferences

On the first connection, there are no defined preferences for the user. After booking the first room reservation, the user preferences will match the particulars of that reservation.

The preferences will be used as default data on the room reservation screen so that the user need not enter the country, building and room for each reservation request.

Additionally, each user can adjust the most frequently reserved room, language of the emails to receive and time zone with this option.

Screen actions:

Save: Saves changes made to preferences.

Delete: Clears from preferences.

Back: Exit the form (returns to the previous screen).

New Reservation: This opens the room reservation screen to book a new room reservation.