

<.CSV Upload Documentation:>

To distinguish between Week 1 and Week 2

Simply change the cell directly to the right of the “Week” value in Row 1

from 1 to 2 or vice versa according to your preference

To Distinguish between Rooms:

Simply change the cell directly to the right of the “Room” value in Row 1

from one of these options below:

Tech1

Tech2

Tech3

Tech4

Tech5

VR

VRT

-To Lock a room replace a cell's value with:

locked

-To add a lesson replace a cell's value with:

lesson

-To book a room replace a cell's value with:

booked

-To delete a room simply replace the cell's value with “unbooked”

TO BOOK OTHER BOOKING TYPES USE THE INTERFACE PROVIDED