

Administration

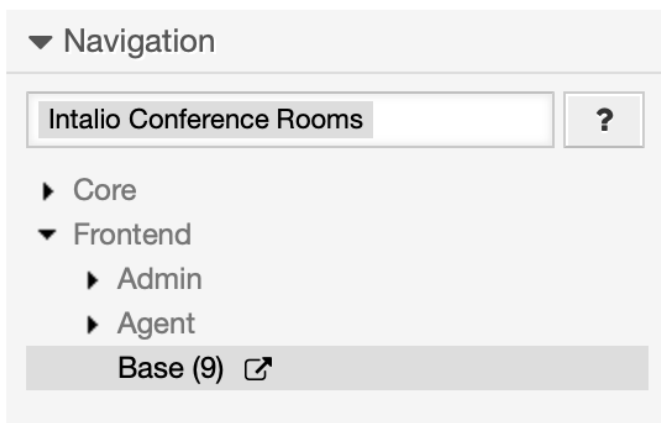
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System configuration

In the system configuration you will find plenty of fields that will allow you to customise your conference rooms system.

To see all configuration options:

1. Click on the *Admin* tab and pick *System configuration*
2. Find **Intalio Conference Rooms** in the *Navigation bar*
3. From the dropdown menu choose *Frontend* -> *Base*



ResourcesManagement::AdditionalResources

List of additional resources that are available to pick by the users when they schedule a reservation i.e.

- catering
- Internet connection
- videoconference
- projector
- board

ResourcesManagement::RoomReservationAdminGroup

Defines group name for the Conference Rooms admin users.
Add an agent to this group to gain the Admin permissions.

Example value: `closed successful`

ResourcesManagement::RoomReservationActiveState

Defines the default state of accepted reservation

Example value: `closed successful`

ResourcesManagement::RoomReservationNotActiveYetState

Defines the default state of pending reservation

Example value: `new`

ResourcesManagement::RoomReservationRejectedState

Defines the default state of rejected reservation

Example value: `rejected`

ResourcesManagement::RoomReservationMinTimeBetweenReservations

Defines the mininum time (in minutes) between reservations.

The user will not be able to create another reservation in less than e.g. 15 minutes before and after the given reservation. This limitation allows you to prepare the room for the next meeting.

Example value: `15`

ResourcesManagement::RoomReservationDefaultQueue

Defines the default queue for new room reservation ticket.

Example value: `Reservations`

ResourcesManagement::RoomReservationRoomTypes

List of possible room types.

Users will be able to filter rooms based on this parameter.

- Conference
- Computer
- Other

System administrator

Some of the configuration features of the Conference Rooms system are accessible only for the administrators group.

[Read more](#) about configuring Conference Room including administrators group name

Checking if you are an admin

There is a label in the title bar on the dashboard and check config pages that describe your current role. If you see the `You are admin` label it means that you have the admin rights.

[illegible]

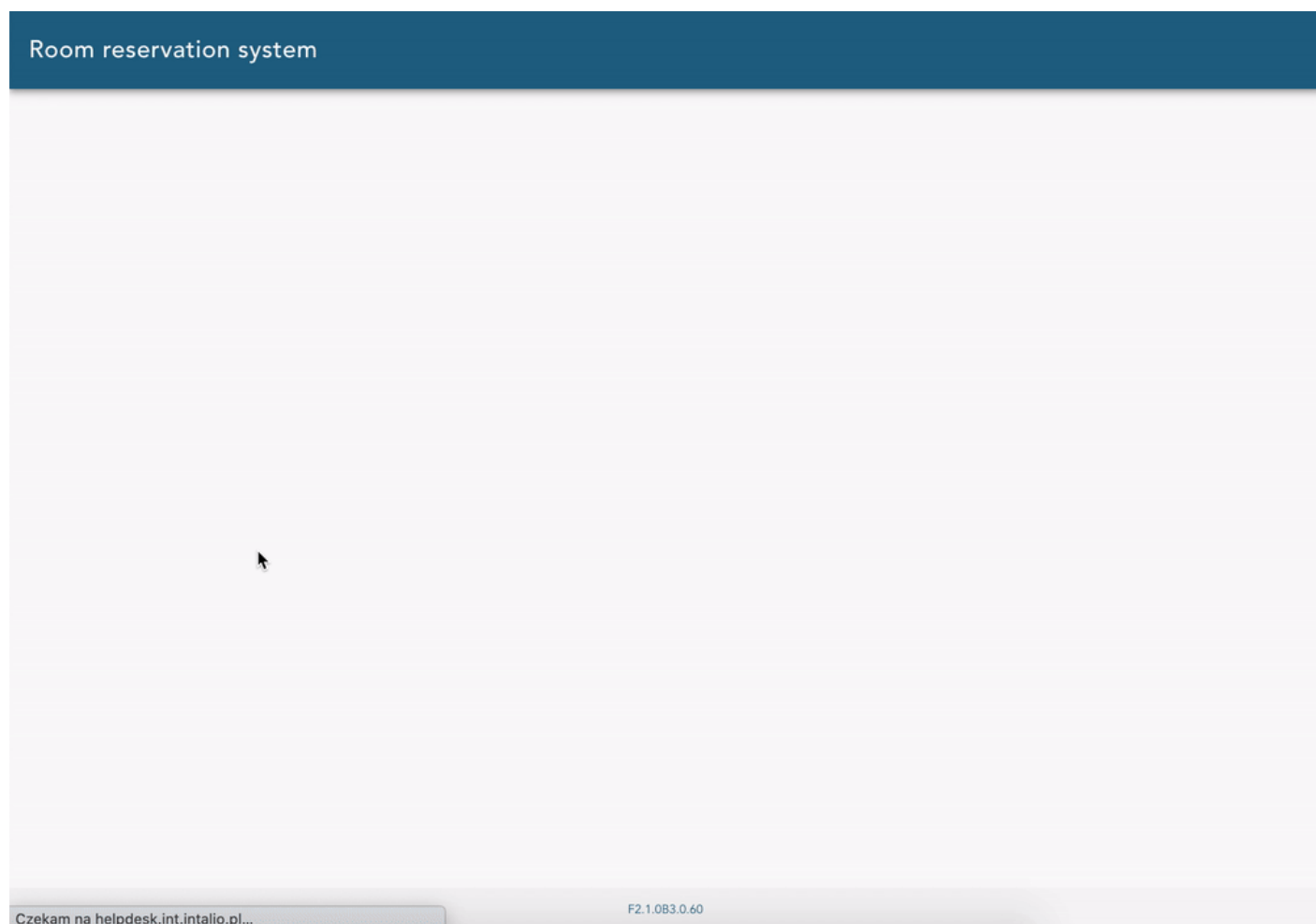
Checking configuration

We created a simple page that allow administrators check out the current Conference Rooms system configuration.

Go to Conference Rooms' check config page -

`/checkConfig?sessionId=tpXQ89oXql0BfuPKvfss09wZwC232yHA` (remember to update the sessionId parameter).

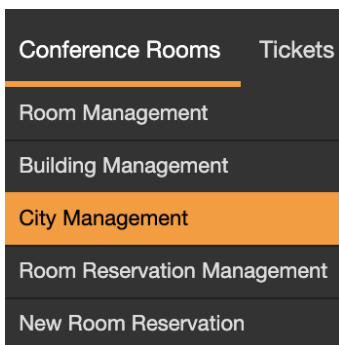
Only administrators are allowed to see the page content. [Read more](#) about system configuration including setting the administrator group.



Adding cities

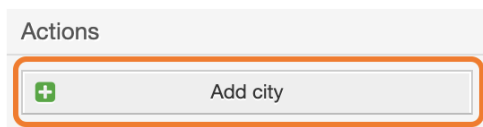
You can manage cities in a few simple steps.

Go to the cities list by opening the *Conference Rooms* tab in the main menu and clicking *City Management*.



Click **Add city** button in the actions block to add a new city.

City Management



Fill out the city name and make sure that the **Validity** is set to .
Submit the form.

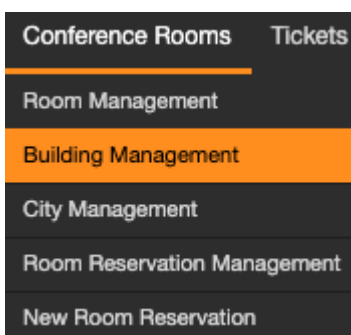
You should see a new city on your cities list. You can add more cities if necessary.

Adding buildings

You can manage buildings in a few simple steps.

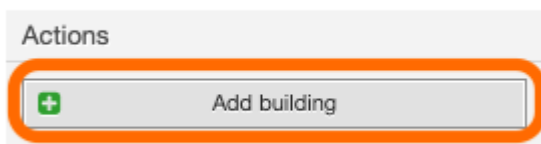
Buildings must be placed in the cities so make sure you have added at least one city before proceeding further.

Go to the buildings list by opening the *Conference Rooms* tab in the main menu and clicking *Building Management*.

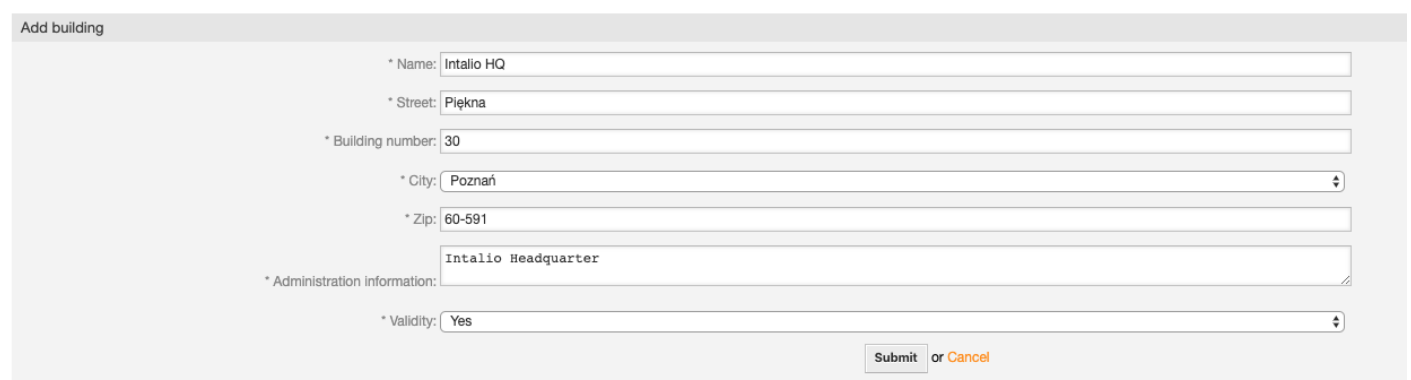


Click **Add building** button in the actions block to add a new building.

Building Management



Fill out the information about your building and make sure that the **Validity** is set to **Yes**. Submit the form.

A screenshot of a web form titled 'Add building'. The form contains several input fields: 'Name' (filled with 'Intalio HQ'), 'Street' (filled with 'Piękna'), 'Building number' (filled with '30'), 'City' (a dropdown menu with 'Poznań' selected), 'Zip' (filled with '60-591'), 'Administration information' (filled with 'Intalio Headquarter'), and 'Validity' (a dropdown menu with 'Yes' selected). At the bottom right of the form, there are two buttons: 'Submit' and 'Cancel'.

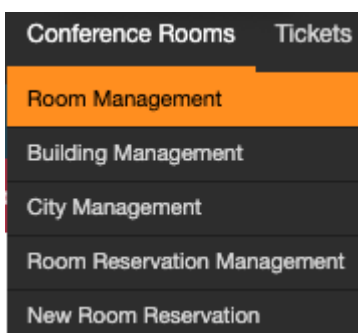
You should see a new building on your buildings list. You can add more buildings if necessary.

Adding rooms

You can manage rooms in a few simple steps.

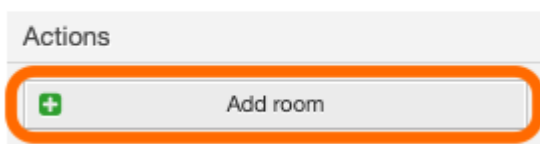
Rooms must be placed in the buildings so make sure you have added at least one building before proceeding further.

Go to the rooms list by opening the *Conference Rooms* tab in the main menu and clicking *Rooms Management*.



Click **Add room** button in the actions block to add a new room.

Room Management



Fill out the information about your room.

Type

Users will be able to filter rooms based on this parameter.

If you wish to add more room types look for the System Configuration in the manual.

Room managers e-mail addresses

Users whose e-mail addresses will correspond to the addresses indicated in this field will receive the rights to administer the rooms. They will be able to **accept**, **reject** and **edit** other users'

reservations.

Example value: `room.manager1@intalio.pl,room.manager2@intalio.pl`

Additional resources

Select resources that are available in this room. You can add more than one by holding `Ctrl` key (or `⌘` key on a Mac).

If you wish to add more resources look for the System Configuration in the manual.

Private

Reservations for private rooms can only be made by local administrators. Regular users will still see private room on the rooms list, but they will not be able to book it by themselves. Contact with room manager will be required.

Add room

* Name:	<input type="text" value="Conference Room (1st floor)"/>
* Type:	<input type="text" value="Conference"/>
* Building:	<input type="text" value="Intalio HQ"/>
* Available seats:	<input type="text" value="6"/>
* Room managers e-mail addresses (comma separated):	<input type="text" value="room.manager1@intalio.pl,room.manager2@intalio.pl"/>
* Additional resources:	<div><div>videoconference</div><div>projector</div><div>computer</div><div>board</div></div>
* Description:	<input type="text" value="Conference Room on the first floor in Intalio HQ"/>
* Validity:	<input type="text" value="Yes"/>
* Private:	<input type="text" value="No"/>

Make sure that you set the **Validity** to `Yes` and submit the form.

You should see a new room on your rooms list. You can add more rooms if necessary.