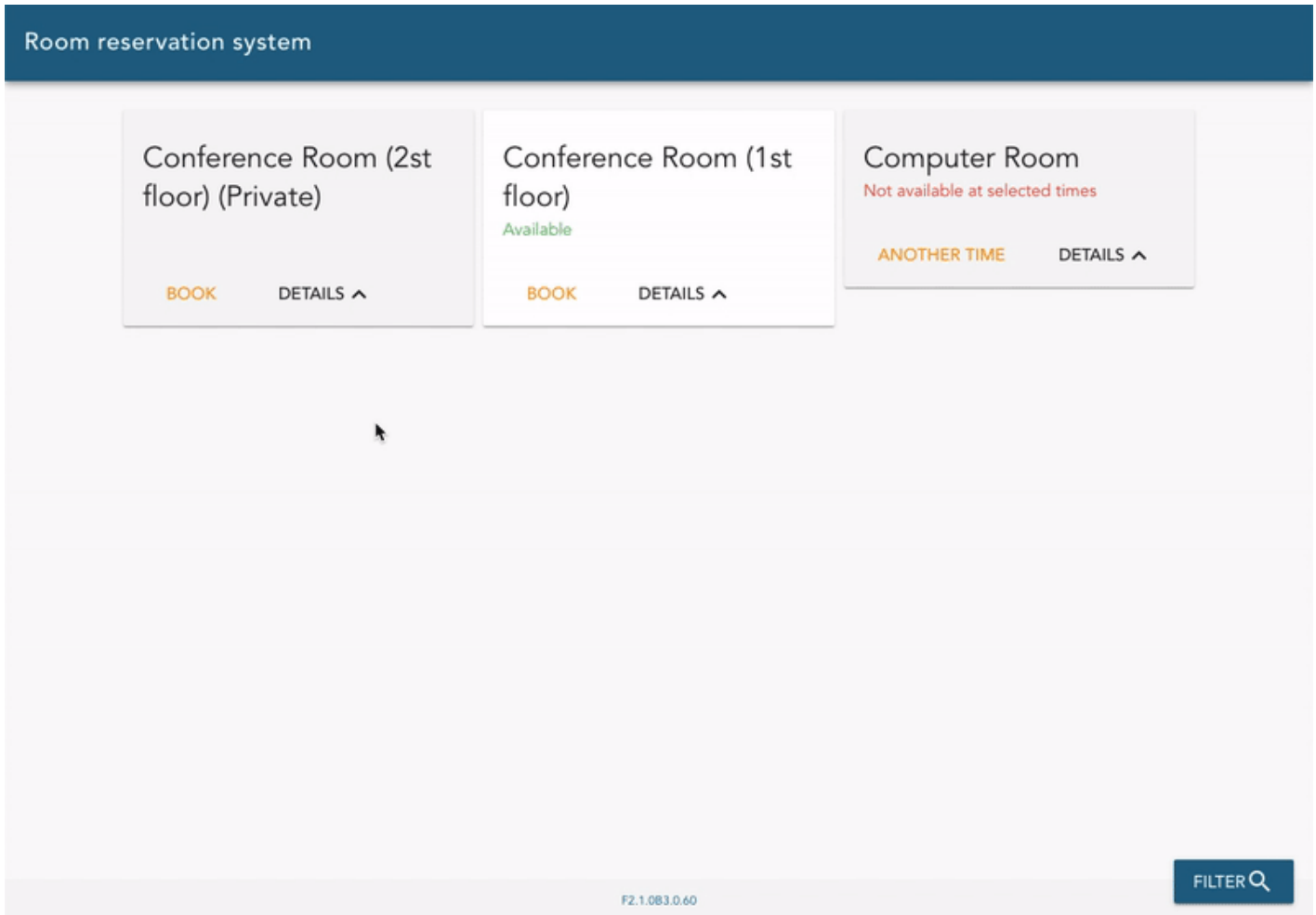


# Add new reservation

1. To open the add new form click on the **BOOK** or **ANOTHER TIME** button in the room card.



## Available dates

You can set start and end date using date picker fields (like in the filters) or you can take a quick look on the calendar view by clicking **SEE AVAILABLE DATES**.

There 3 views that you can choose from:

1. Week
2. Day
3. List

To set your reservation start and end date go to week or day view and create schedule by simply dragging it on the calendar view.

This view will also conveniently show you other people's reservations so you see when the room is actually available to book.

Room reservation system

### Computer Room

Not available at selected times

SEE AVAILABLE DATES

Start of booking  
2020-05-26 13:00

End of reservation  
2020-05-26 14:00

MANUAL DATE SETTING

Description of reservation\*  
You can describe your reservation here.

Number of people\*  
0

Selected equipment

Enter the expected number of people

At this stage you also have the possibility to edit the equipment

☐ A member of the management will take part in the meeting

+ ADD AN OPTIONAL NOTE

Description

Computer Room

F2.1.0B3.0.60

FILTER

Grey spots before and after an event represents the minimum time between reservations. This parameter is configurable through OTRS system config. You can find out more in the [administration guide](#).

## Description

Write some description about your reservation ie. OTRS training or Daily standup. This field is required.

## Numer of people

Enter maximum number of people that will take part in the meeting. Note that you can't enter a value that is bigger than room's capacity.

## Selected equipment

Choose the equipment that is necessary for your meeting from the list.

## Management meter will take part

Check this field if the VIP will be taking part in the meeting. This information can be important for the staff that is responsible for preparing the room before the meeting.

## Optional note

You could also add an optional note that will be saved in the reservation history.

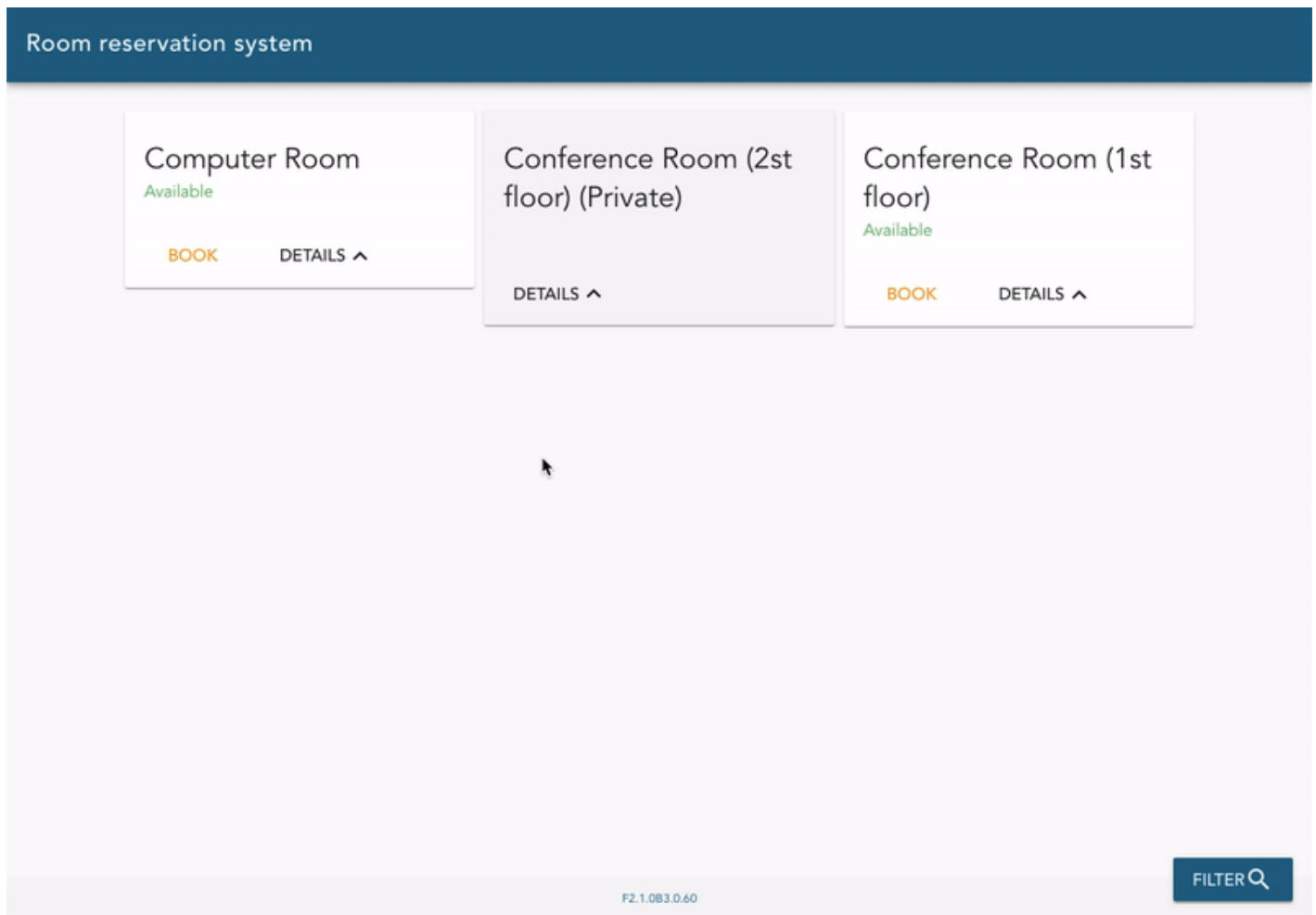
## Send in a request

Press [send in a request](#) button at the bottom of the form to send a reservation request. You will be redirected automatically to your OTRS customer or agent panel accordingly.

## Book a private room

Only room managers are able to book private rooms. If you wish to book a private room you need to contact one of the local administrators. Room manager can create an event for you.

You can find a list of room managers in the room details.



## What's next?

Now your reservation is in pending state and it was passed to your room manager to accept it.



May 26, 2020

TODAY

WEEK

DAY

PENDING

MY

Resources	6am		7am		8am		9am		10am		11am		12pm		1pm		2pm		3pm		4pm	
▼ Intalio HQ																						
Computer Room															Pending		Pen					
Conference Room (1st																						
Conference Room (2st																						

Revision #6

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