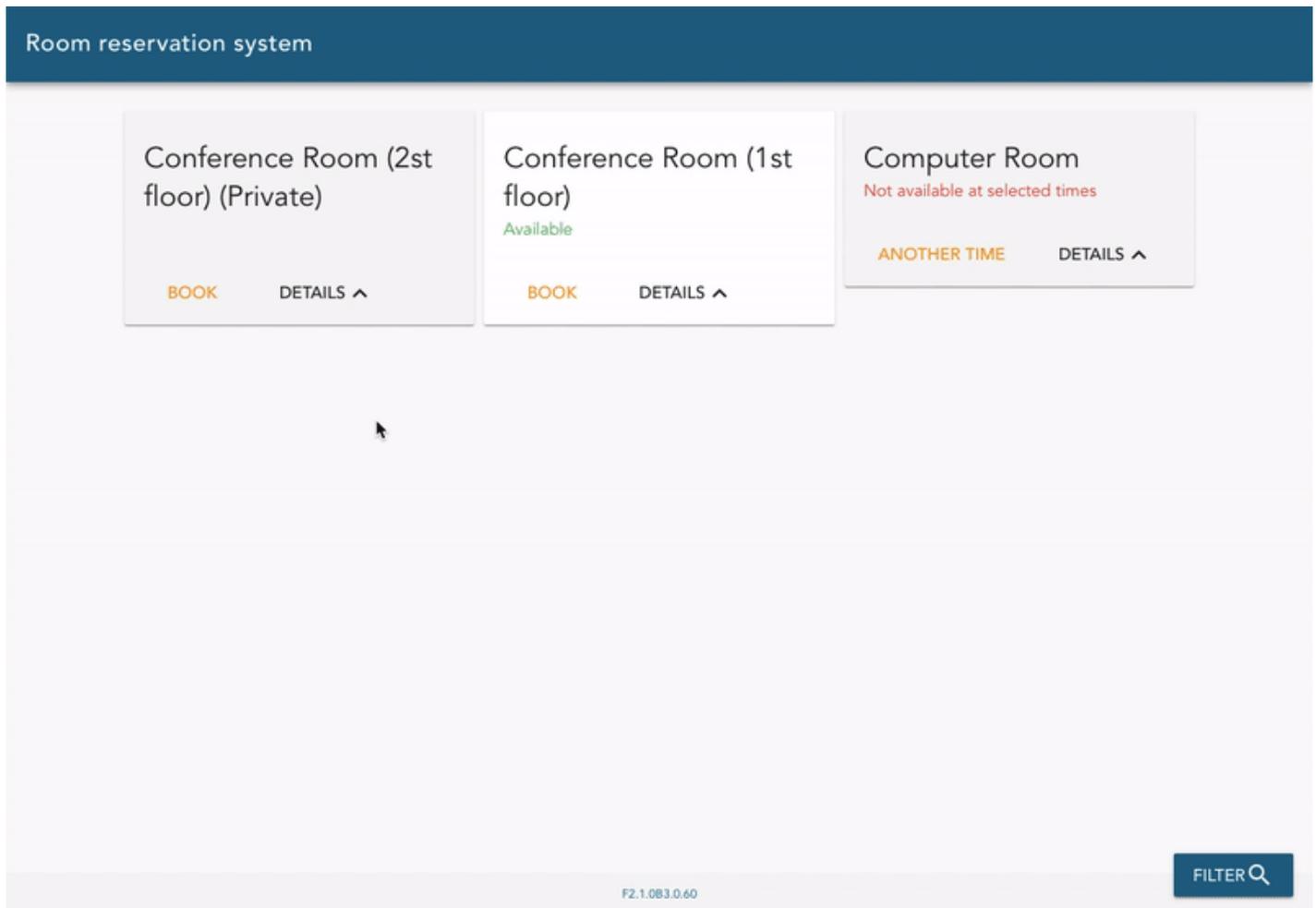


# Add new reservation

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.

The screenshot shows the 'Computer Room' reservation form. At the top, it says 'Computer Room' and 'Not available at selected times'. A 'SEE AVAILABLE DATES' button is centered. Below are two date pickers: 'Start of booking' (2020-05-26 13:00) and 'End of reservation' (2020-05-26 14:00), with a 'MANUAL DATE SETTING' button to the right. A text area for 'Description of reservation\*' contains the placeholder 'You can describe your reservation here.'. Below that is a 'Number of people\*' dropdown set to '0' and a 'Selected equipment' dropdown. A checkbox is labeled 'A member of the management will take part in the meeting'. At the bottom, there is a '+ ADD AN OPTIONAL NOTE' button and a 'Description' field containing 'Computer Room'. The footer shows 'F2.1.083.0.60' and a 'FILTER' button.

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 tak 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.

Computer Room

Available

BOOK

DETAILS ^

Conference Room (2st floor) (Private)

DETAILS ^

Conference Room (1st floor)

Available

BOOK

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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