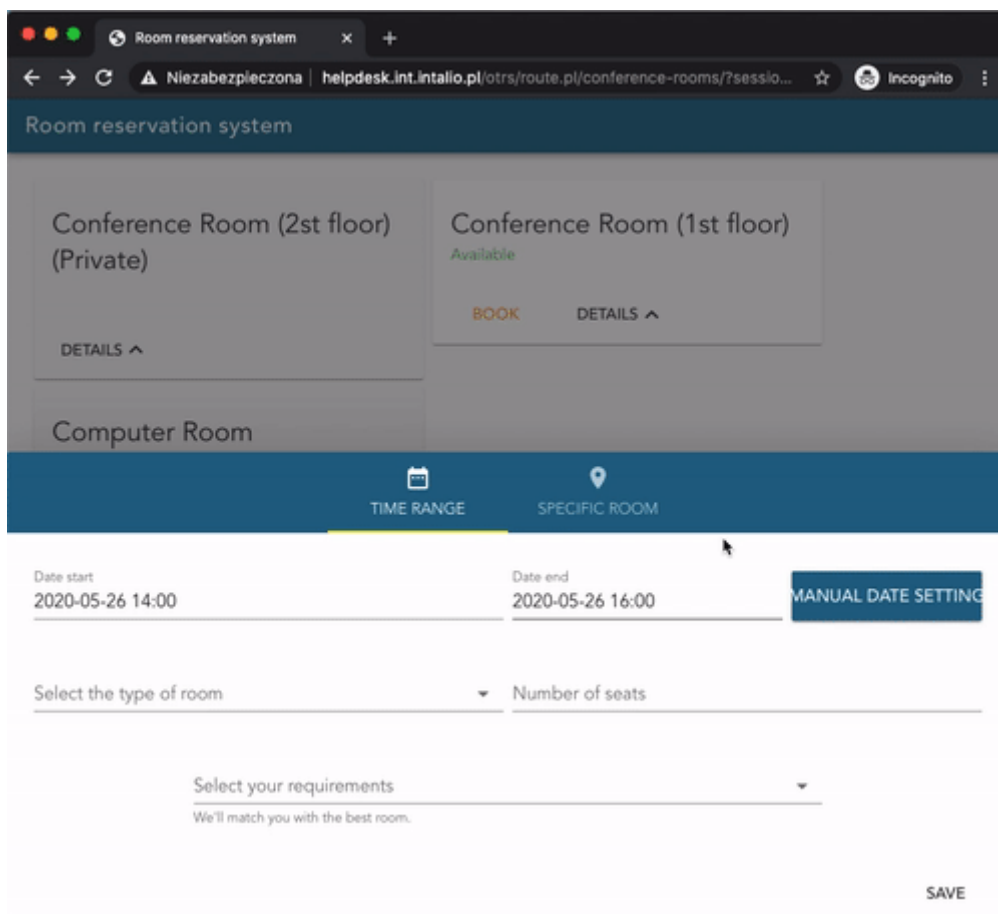


Find available room

Go to the main Conference Rooms panel.

You can find a detailed description on how to get to the Conference Rooms [here](#).



The screenshot shows a web browser window with the title "Room reservation system". The address bar shows the URL "helpdesk.int.intalio.pl/otrs/route.pl/conference-rooms/?sessio...". The page displays a list of rooms: "Conference Room (2st floor) (Private)", "Conference Room (1st floor) Available", and "Computer Room". Below the room list, there are two tabs: "TIME RANGE" and "SPECIFIC ROOM". The "TIME RANGE" tab is selected. Under this tab, there are fields for "Date start" (2020-05-26 14:00) and "Date end" (2020-05-26 16:00), a "MANUAL DATE SETTING" button, a "Select the type of room" dropdown, a "Number of seats" input field, and a "Select your requirements" dropdown with the text "We'll match you with the best room." below it. A "SAVE" button is located at the bottom right.

You can switch between two main filter menus:

- Time Range
- Specific Room

Specific room

Use this menu to switch between Cities and buildings or filter the rooms by their names.

Note that rooms filtered out by those values won't be visible on the rooms list above the filter screen.

TIME RANGE

SPECIFIC ROOM

Select a city
Poznań

Choose a building
Intalio HQ

Name of the room
Start typing the room name

Select your requirements

We'll match you with the best room.

SAVE

You can also select your requirements from the dropdown list such as:

- internet connection
- projector
- catering

You can find more information about modifying additional resources list [here](#). If you don't have access to OTRS system configuration contact your OTRS administrator.

Time Range

Use this menu to search for available rooms by dates.

Available filters

- Date start
Provide a start date of your reservation
- Date end
If **Automatic Date** is turned on end date is automatically set to half an hour after the start date
If you wish to set the date manually, click on the **Automatic Date** button to set it to manual mode.
- Select the type of room
For example: conference, computer, other
- Number of seats
Enter maximum number of seats needed
- Select your requirements
As described above in the **Specific Room** section

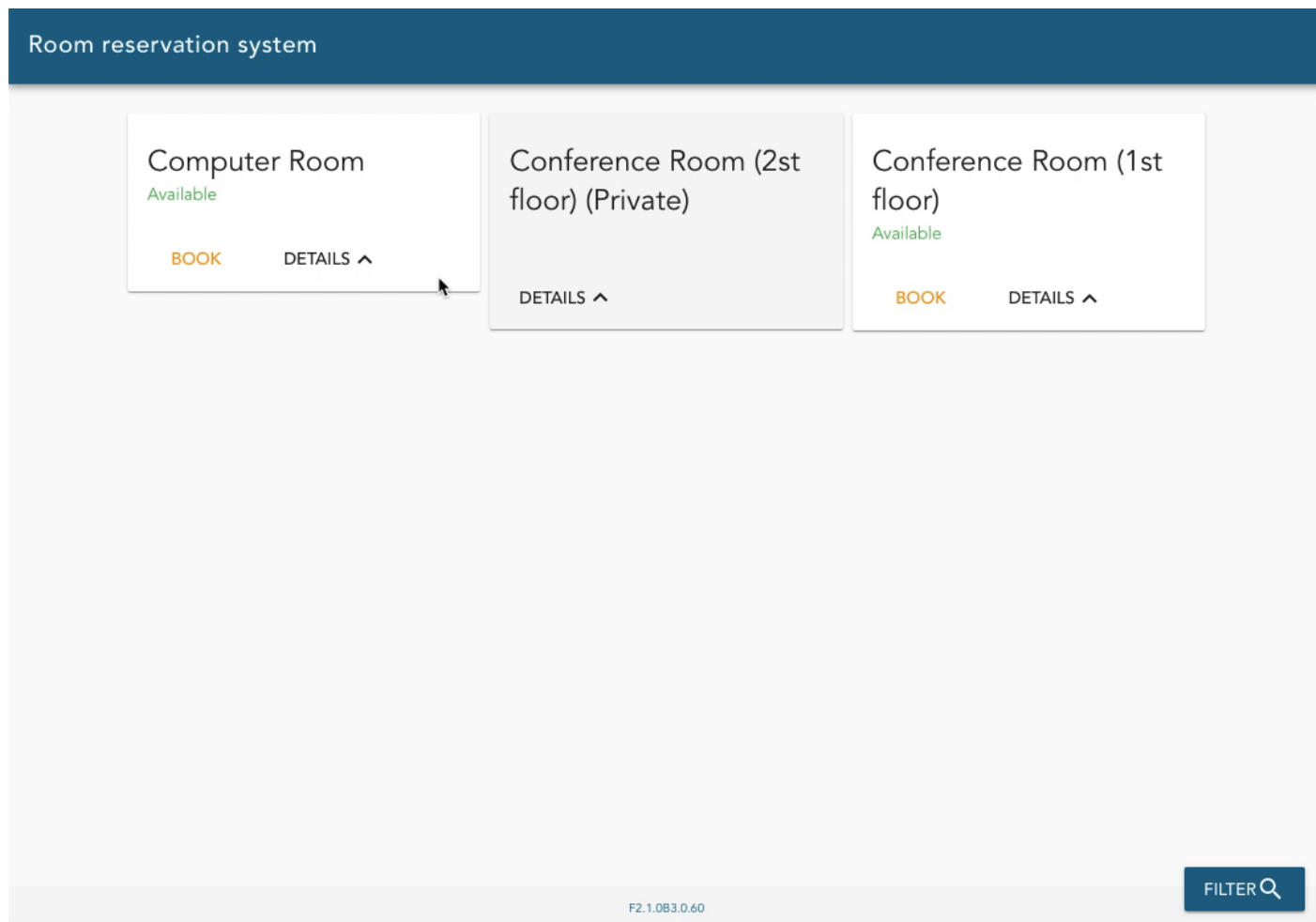
Click **Save** in the bottom right corner or click anywhere outside of the filters container to show the filtered rooms list.

Rooms list

In the upper part of the screen you can see filtered list of rooms. Each block is a different room which can or cannot be available to book.

Room Details

If you look for detailed information about the room just click **DETAILS** button to expand the room card.



Available room

Available label means that the room meets all your requirements and is ready for booking at the times you specify.

Click **BOOK** to open the New reservation form.

Not available at selected times

Not available at selected times label means that room meets all your requirements but it is not available at selected times. You can still try to find available times by clicking **ANOTHER TIME**. You will be redirected to New Reservation form.

Private rooms

Private rooms are special type of rooms that can only be booked by room managers.

Conference Room (2st floor) (Private)

DETAILS ^

Find out more about private rooms [here](#).

Revision #6

Created 26 May 2020 08:47:39 by editor

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