

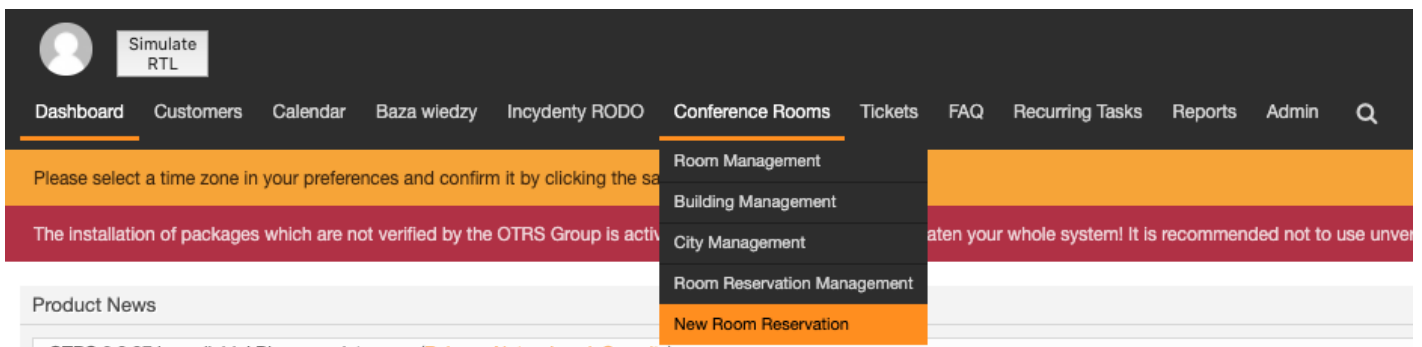
How to get to the Conference Rooms

Agent

Login to OTRS's agent panel.

New room reservation

From the top menu open Conference Rooms tab and click on the New Room Reservation option.



You will be redirected to the Conference Rooms' booking view.

Room reservation system

Computer Room

Available

BOOKDETAILS ^

Conference Room (1st floor)

Available

BOOKDETAILS ^

Conference Room (2st floor) (Private)

DETAILS ^

TIME RANGE

SPECIFIC ROOM

Date start

2020-05-22 14:04

Date end

2020-05-22 14:19

AUTOMATIC DATE

Select the type of room

Ilość miejsc

0

Select your requirements

We'll match you with the best room.

SAVE

Management view

From the top menu open Conference Rooms tab and click on the Room Reservation Management option.

You will be redirected to the Conference Rooms' management view.

< > May 17 – 23, 2020 TODAY WEEK DAY ACCEPTABLE MY

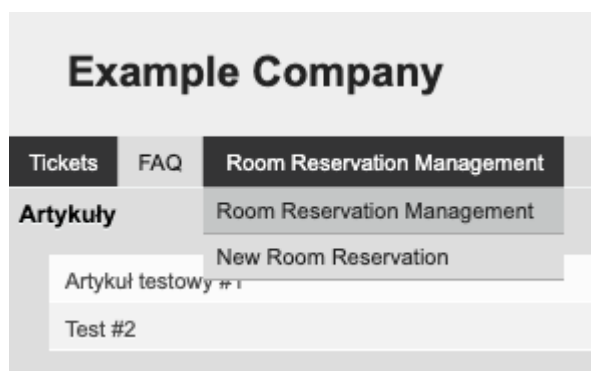
Resources	Sun 5/17			Mon 5/18											
	3pm	4pm	5pm	6am	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
▼ Intalio HQ															
Conference Room (1st floor)															
Conference Room (2nd floor)															
Computer Room															

Customer user

Login to OTRS's customer panel.

New room reservation

Open Room Reservation Management menu and choose New Room Reservation.



You will be redirected to the Conference Rooms' booking view.

Room reservation system

Computer Room

Available

BOOK

DETAILS ^

Conference Room (1st floor)

Available

BOOK

DETAILS ^

Conference Room (2st floor) (Private)

DETAILS ^



TIME RANGE



SPECIFIC ROOM

Date start

2020-05-22 14:04

Date end

2020-05-22 14:19

AUTOMATIC DATE

Select the type of room



Ilość miejsc

0

Select your requirements



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SAVE

Management view

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< > **May 17 – 23, 2020** TODAY WEEK DAY ACCEPTABLE MY

Resources	Sun 5/17			Mon 5/18											
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▼ Intalio HQ															
Conference Room (1st f															
Conference Room (2st f															
Computer Room															

Revision #2

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