

Searching for Available Rooms

During the booking process, you can search for available rooms in two ways:

- 1. From the Create a Reservation screen, in the Bookings area, select
 - Let Me Search For A Room

OR

I Know What Room I Want

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× Book a Meeting Room 0	1.0		2.			2)E	My Cart (0)	Crea	te Reser	vation
New Booking for Thu Apr 20, 20)17	5	23	ervices		3 Kese	rvation	Details						Nex	t Step
Date & Time	Selected Rooms														
Thu 04/20/2017	Your selected Rooms will appear here. Room Search Results					Your selections in the left panel control results in the right									
Start Time End Time 9:00 AM O 11:00 AM O	LIST SCHEDULE FLOOR MAP					panel						Cont A Davies			Saarch
Create booking in this time zone	Filter by location	1	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Locations Add/Remove New York - 345 Park Ave. (V),Chicago - 233 Br	Rooms You Can Resen Chicago - 233 Broadway	ve Cop	' AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Search	Collaboration Roo Collaboration Roo	30 40													
Let Me Search For A Room Floors Add/Remove	Training Room 1	40													
(all)	Training Room 2	50													
Setup Types Add/Remove Conference	Training Room 3 Hong Kong (FP) (HKT)	50 Cap	J PM	9	10	11	12	1 AM	2	3	4	5	6	7	8
Room Types Add/Remove (all)	O Conference Room	10													
Features Add/Remove	Training Room 1	40													
Number of People	London (FP) (GMT)	Сар	I PM	2	3	4	5	6 PM	7	8	9	10	11	12	1
1	Collaboration Roo	100													
Search	Collaboration Roo	50													

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Tips: Filters in the left panel help you narrow your Room Search Results. When you click Search, results appear on the right. From these results, you can view expanded Room Details by clicking on the room name, and you can view any available floor plans by clicking the floor plan icon next to it.

You can click the **Add/Remove** buttons next to Locations, Floors, Setup Types, and Features to add or expand your filters. To set Favorite Rooms to use every time, **See Also:** <u>Favoriting Rooms</u>.

Locating space as part of the reservation process is different than browsing locations. For detailed instructions on using the BROWSE LOCATIONS option in the main menu to see available and booked space, **See Also:** <u>Browsing Locations</u>.

To filter your search by Location, click Add/Remove next to Location. This presents a list of locations by Building or view. Select the locations filters you wish to apply (or search by keyword), and then click Update Locations. This filters the results of your keyword search on the Add New Favorite Room dialog (above). Your filter settings are saved and you will have to go back in and remove

them if you wish to expand search results beyond these locations.

Locations	×
BUILDINGS VIEWS	Favorites
Filter By Area + Find locations	Q
Select All Buildings	
 Chicago - 233 Broadway Denver - 324 16th St. Hong Kong (FP) London (FP) Los Angeles East Los Angeles West New York - 345 Park Ave. (V) 	
Selected Locations	
Denver - 324 16th St. O London (FP)	
Update Loca	ations

3. Once you have located a room to reserve, click the Add

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icon to add it to your reservation; this adds the booking to your cart. You can change your mind and delete or change the room for the booking before you finalize your Reservation.