

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

× Book a Meeting Room 0											100	My Cart (0)	Creat	te Reserv	ation
	1 Room:	5	2 9	iervice	s	3 Rese	vation (Details							_
New Booking for Thu Apr 20, 2	017													Next	Step
Date & Time	Selected Rooms														
Date	Your selected Rooms will appear here.					Your se	election	ns in the							
Thu 04/20/2017	Room Search Results					left panel control results in the right									
kart Time End Time	LIST SCHEDULE R	OOR	MAP			panel	in the	right							
9:00 AM O 11:00 AM O	E Favorite Rooms											Find A Ro			Search
Freate booking in this time zone	 Filter by location 		7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
Central Time	Pilter by location														
Locations Add/Remove	Rooms You Can Resen	/e													
New York - 345 Park Ave. (V), Chicago - 233 Br	Chicago - 233 Broadway	Сар	/ AM	8	9	10	11	12 PM	1	2	3	4	5	6	7
	Collaboration Roo	30													
Search	Collaboration Roo	40													
Let Me Search For A Room	O Training Room 1	40													
Floors Add/Remove		50													
(81)															
Setup Types Add/Remove		50	3 PM	0	10	11	12	1 AM	2		4		6	7	8
Conference	Hong Kong (FP) (HKT)	Cap		1			12	1.000		-		1	č		Ŭ
Room Types Add/Remove	Conference Room	10													
(all)	Training Room 1	40													
Features Add/Remove (none)	Training Room 2	40													
	London (FP) (GMT)	Cap	I PM	2	3	4	5	6 PM	7	8	9	10	11	12	1
Number of People	Collaboration Roo	100					1								
1	O Team Training Roo	50													
Search	ream training 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.