VENUE BOOKING SYSTEM (VBS)

Tip 4: Setting up your rooms/facilities

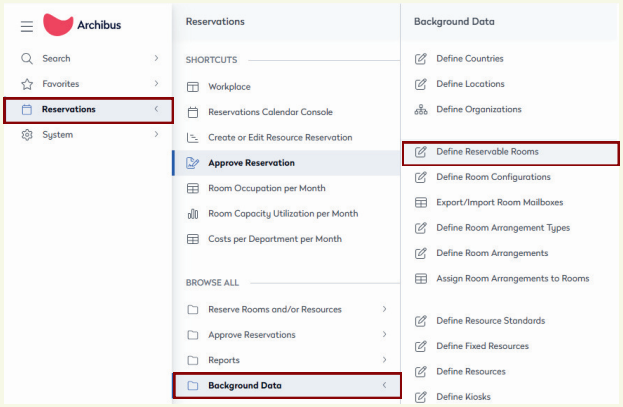
(Super Admins)

(Building Admins)

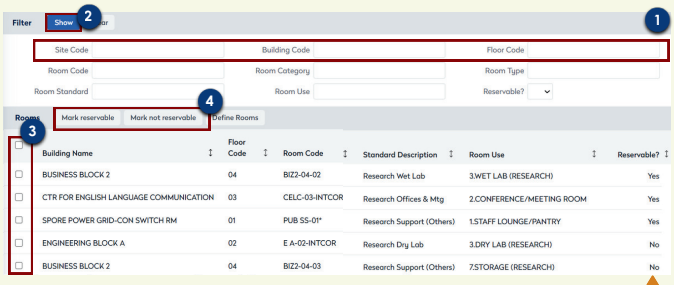
QUICK TIPS

1 Managing Room Reservable Status

Navigation Path:
Reservations > Background Data > Define Reservable Rooms



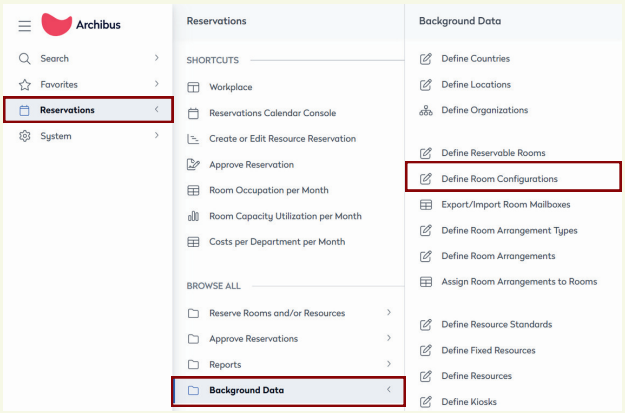
Step 1: Filter by Building Code, Floor Code
Step 2: Select "Show"
Step 3: Select room/ facility by placing a tick
Step 4: "Mark reservable" (Default) or "Mark not reservable"



View the Room Reservable status here

2 Set the room configurations

Navigation Path:
Reservations > Background Data > Define Room Configurations



Step 1: Enter your building name in the filter
Step 2: Select the floors
Step 3: Existing room configurations will appear
Step 4: Select "Add New" to create a new record
Step 5: Complete all mandatory fields with a red asterisk.
Step 6: Select "Save"



- Room Code - a lookup to all the existing room codes
- Room Configuration Code - same as Room Code.
- Configuration Name - The Room Name

Room Mailbox - For OUTLOOK enabled rooms only
This information forms part of the synching process between VBS and outlook. If the Room Mailbox is not completed the room will not be visible in Outlook Room Finder.

GOOD TO KNOW

- Not Reservable: End users will no longer be able to search for these rooms in the VBS when they try to book.
- Reservable: End users will be able to search for these rooms in the VBS when they try to book.

Need Help?
Scan the QR code to send us a message.