VENUE BOOKING SYSTEM (VBS)

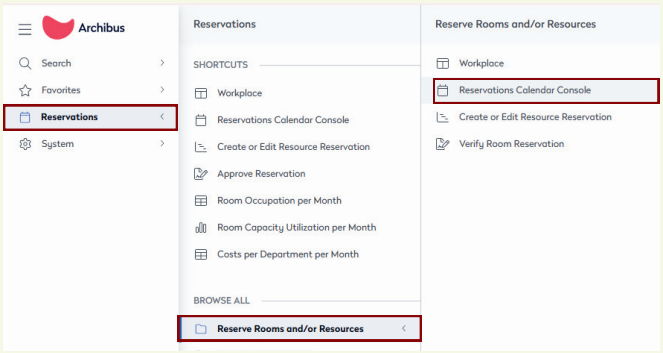
Tip 6: Adding Multiple Bookings Using Template

(Super Admins)
(Building Admins)

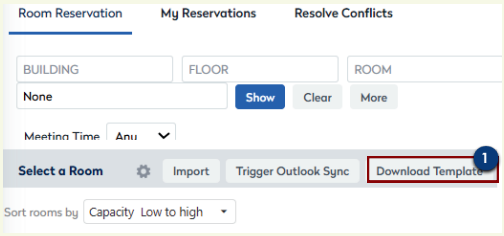
QUICK TIPS

1 Download the template

Navigation Path:
Reservations > Reserve Rooms and/or Resources > Reservations Calendar Console



Step 1: Select "Download Template"



2 Fill in the template

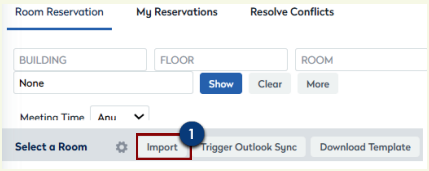
Step 1: Open the downloaded file and keep the first two rows unchanged. Enter the first booking in Row 3.

The table below lists the format for required column.

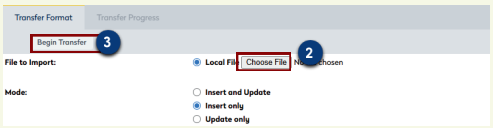
Column No.	Column Heading	Data Format
B	Reservation Name	Meeting Title/Purpose
C	Requested By (Employee ID)	Requestor's email address
E	Email	Requestor's email address
F	Booking Date	Required. Format: yyyy-MM-dd
G	Start Time	Required. Format: HH:mm
H	End Time	Required. Format: HH:mm
I	Building Code	Required.
J	Floor Code	Required.
K	Room Code	Required. Must exist and be reservable.
L	Arrangement Type	Choose from the following: ▪ CLASSROOM ▪ CONFERENCE ▪ LECTURE ▪ SEMINAR ROOM ▪ THEATER

3 Upload and fix errors

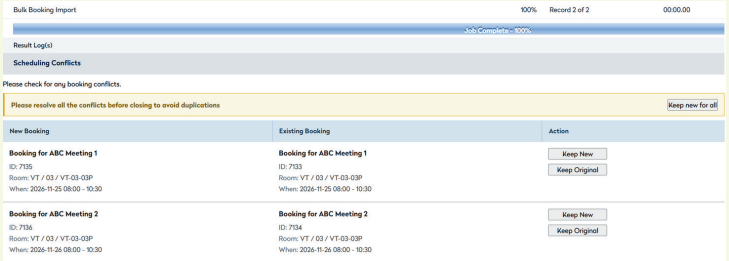
Step 1: Select "Import"



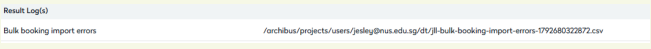
Step 2: Select "Choose File" on the new screen to begin the import process.
Step 3: Select "Begin Transfer" after selected the template file



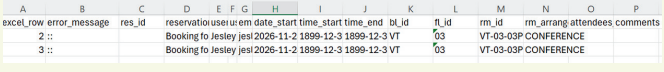
Step 4: Successful Transfer with conflicts. For each booking you can review and choose to Keep New or Keep Original



Step 5: Unsuccessful Transfer. Click on error report



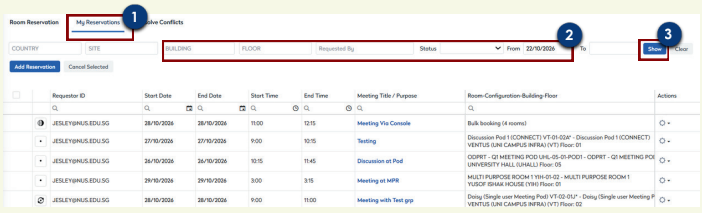
Step 6: First column: the row number that is causing the error.
Second column: what the error is.
All errors need to be resolved before you can import the records again.



4 Verify rooms were created

Bookings can be verified in several ways. Super Admins can verify them directly from the Reservation Calendar Console.

Step 1: Select "My Reservations"
Step 2: Use the filters to restrict the records to a date or building that was imported.
Step 3: Select "Show"



GOOD TO KNOW

Bulk import is to efficiently manage multiple room bookings at a location or transfer bookings from a legacy system.

Need Help? (Text only)
Scan the QR code to send us a message.