VENUE BOOKING SYSTEM (VBS)

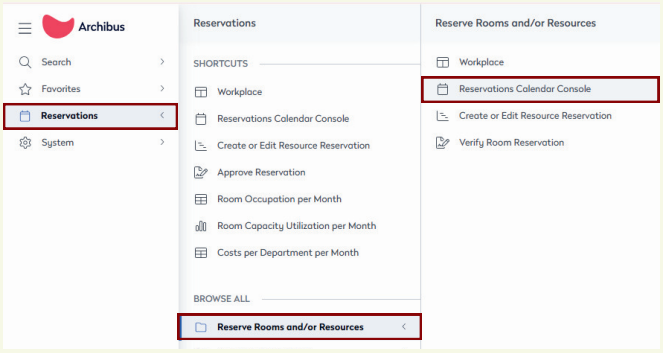
Tip 7: Managing Multiple Bookings

(Super Admins)
(Building Admins)

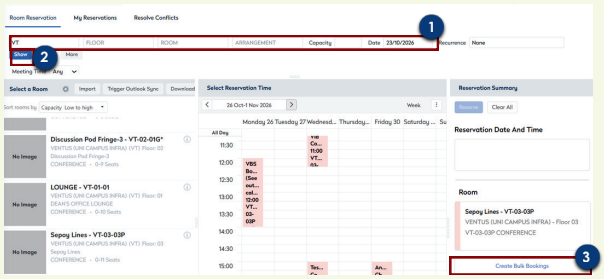
QUICK TIPS

1 Multiple Rooms with Same Time Slot

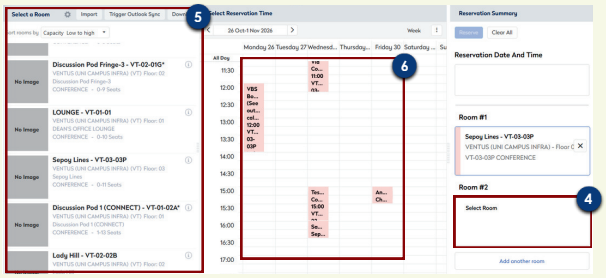
Navigation Path:
Reservations > Reserve Rooms and/or Resources > Reservations Calendar Console



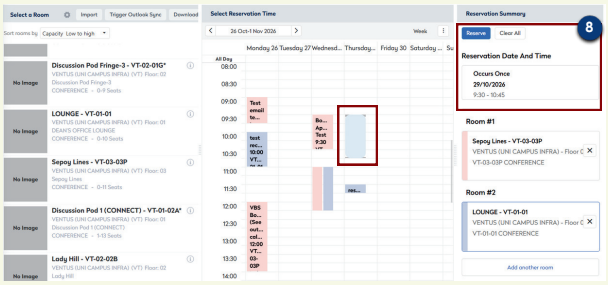
Step 1: Filters to narrow by building, floor, room, date range
Step 2: Select "Show" to filter available rooms
Step 3: Select "Create Bulk Bookings" to add space for a second room.



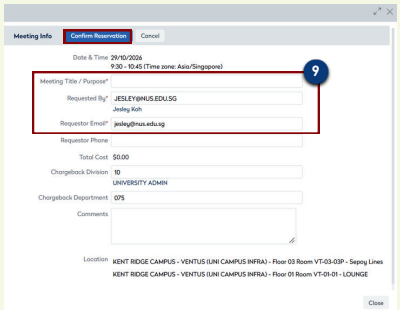
Step 4: Select "Select Room"
Step 5: Select a room at the first Column
Step 6: On the "Select Reservation Time" column drag to select a time window on a specific date.[A Blue box will appear]



Step 7: Repeat Step 4 to 6 to input another room
Step 8: Check booking timing and select "Reserve"



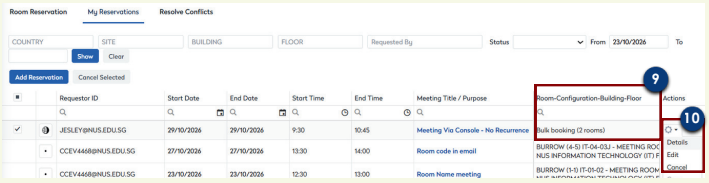
Step 9: Fill in the details and select "Confirm Reservation"



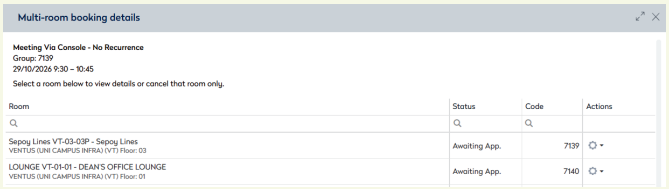
2 View booking history

Step 9: The system will take you to the "My Reservations" tab and you can see the booking just made.

Step 10: Click on "Details" to view booking

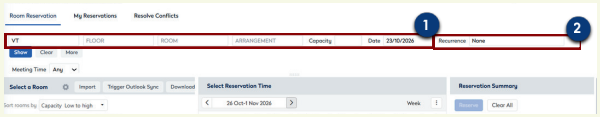


Step 11: Click on "Actions" to edit booking

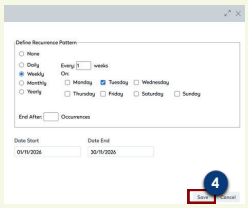


3 Recurring Multiple rooms

Step 1: Filters to narrow by building, floor, room, date range
Step 2: Select "Recurrence"



Step 3: Complete the form with the recurring pattern you require.
Step 4: Select "Save"



None: One-time meeting (Default)
Daily: Repeats everyday
Weekly: Repeats weekly on the same day(s)
Monthly: Repeats monthly on the same day of the week

Step 5: Repeat Step 2 to 8 of "Multiple Rooms for the Same Time Slot" to add more rooms

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