

How to... MOVE you meeting to a different room.

Website Book New Meeting My Meetings Calendar Help Exit

Start Date End Date Bkg Ref Search By Sort By Matter No.
14/09/2011 [Calendar] [Calendar] [Input] All Date [Input] Search

Ref.	Date	Start	End	Meeting Title	Host Name	Room	Property	Status	No. people	
<input type="radio"/>	28021	14/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	15/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	16/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	17/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input checked="" type="radio"/>	34347	18/09/11	12:00	13:00	Test Meeting	Monaghan, Catherine, >>>	Room 5	Main Building, Blackhall	PROV	4
<input type="radio"/>	28021	19/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5
<input type="radio"/>	28021	20/09/11	09:00	17:00	Scheduled Mailshot September 2>>>	Monaghan, Catherine, >>>	Room 14	Main Building, Blackhall	PROV	5

Amend Booking Cancel Booking Repeat Booking Print Booking

Local intranet 100%

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Booking Details
Catherine Monaghan, following are the booking details:

Host Name : Monaghan, Catherine, Bkg Ref : 34347
Meeting Title : Test Meeting Type : Internal
Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="radio"/> 34347	Main Building, Blackhall	Room 5	4	18/09/2011 12:00	

CCReg Facilities Special Request Reschedule/Modify Print Cancel Close

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Booking Details
Catherine Monaghan ,
 Host Name : Monaghan, Catherine, Bkg Ref : 34347
 Meeting Title : Test Meeting Type : Internal
 Matter No. : Db.Code : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
<input checked="" type="checkbox"/> 34347	Main Building, Blackhall	Room 5	4	18/09/2011 12:00	18/09/2011 13:00

3. Select **Move Room**

4. Click on the Drop-down arrow to see what rooms are available

What would you like to do? Reschedule the whole booking? Reschedule just one date? Change no. people for selected functions? Move Room Other options

Move Meeting From: Main Building, Blackhall- Room 5 Move Meeting To: Select Room

Done Local intranet 100%

http://10.42.10.238/rdz/eui/top.asp?qstrUserSessionInfo=UID31793%7ECatherineM%7E1%7EN%7E304&sel - Windows Internet Explorer pro

File Edit View Favorites Tools Help

http://10.42.10.238/rdz/eui/top.asp?qstrUserSessionInfo=UID31793%7ECatherineM%7E1%7EN%7E304&sel

Website Book New Meeting My Meetings Calendar Help Exit

Booking Details
Catherine Monaghan ,
 Host Name : Monaghan, Catherine, Bkg Ref : 34347
 Meeting Title : Test Meeting Type : Internal
 Matter No. : Db.Code : --

Room Name	No. people	From Date Time	To Date Time
Room 5	4	18/09/2011 12:00	18/09/2011 13:00

5. Select an alternative room, (in this case there is only available: Room 7). Then click the **Apply** button to complete your change and then click the **Close** button.

6. If you wish to broaden your choice of alternative rooms, click on the **Additional Criteria** button below.

What would you like to do? Reschedule the whole booking? Reschedule just one date? Change no. people for selected functions? Move Room Other options

Move Meeting From: Main Building, Blackhall- Room 5 Move Meeting To: Select Room

Select Room
 Room 7

Done