

# How to... MAKE a booking.

1. Having click on **Book New Meeting** (above), enter no. of people attending.

2. Change to **Internal (No Charge)**

3. Chose Date & Times

4. Change to **Internal** & Click **Proceed**

Select	Room Available	Capacity	View	Description
<input checked="" type="radio"/>	Room 15 (Sth Wing)	0 - 4		
<input type="radio"/>	Cillian's Office	0 - 5		Limited Access
<input type="radio"/>	Room 4 - President's Office	1 - 6		President's Office - Limited access.
<input type="radio"/>	Room 3	1 - 8		
<input type="radio"/>	Room 5	1 - 8		Permanent Projection Screen

Note: there are more rooms available. Click **Next** (in the circle) to see them.

Click on the camera symbol to view a picture of the room.

5. Select your room

Select	Room Available	Description
<input type="radio"/>	Room 15 (Sth Wing)	
<input type="radio"/>	Chairman's Office	0 - 5 Limited Access
<input type="radio"/>	Room 4 - President's Office	1 - 6 President's Office - Limited access.
<input checked="" type="radio"/>	Room 3	1 - 8
<input type="radio"/>	Room 5	1 - 8 Permanent Projection Screen

6. Enter a name for your meeting and any notes you may wish to add here.

7. Click Next

8. Click OK to Continue

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30318%7ECatherineM%7E1%7EN%7E304&s - Windows Internet Explorer pro

http://sodlawpretest/rdz/eui/top.asp?qstrUserSessionInfo=UID30318%7ECatherineM%7E1%7EN%7E304&se

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Website Book New Meeting My Meetings Calendar Help Exit

Quick Search

Property: Main Building, Blackhall From: 31/07/2011 15:30 to 17:00

No. people: 4

Additional Information

Area/Floor: - All Areas - Layout: Boardroom

Room Type: Meeting Rooms Room Use: Meeting

Rate Type: Internal (No Charge) Type: Internal

Proceed

Host Details

Are you hosting this meeting?

Yes No

Done

9. Click **Yes** if you are the person responsible for the meeting, **No** if you are not.

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Booking Details

Catherine Monaghan, Thank you for your request. The details are below:

Host Name	: Monaghan, Catherine,	Booking Reference	: 32865
Meeting Title	: Yet another Test booking	Property	: Main Building, Blackhall
From	: 31/07/2011 15:30 - 17:00	No. people	: 4
Type	: Internal	Room	: Room 3
Matter No.	: --	Db. Code	: --

Do you require any Catering / AV / Video Conferencing?

Yes No

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10. Click **Yes** if you now wish to add Catering, Setup or IT requirements to your booking, **No** if you don't.

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http://sodlawpremetest/frdz/eui/top.asp?qstrUserSessionInfo=UID30318%7ECatherineM%7E1%7EN%7E304&s

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Resources Search  Search All Resources

Audio Visual Bar Catering Photocopying

Sub-Category Select

Please enter search string or select a category

Close

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Note: Click on Scroll bar button to see Setup header.

11. Click on the **Catering** header to reveal the list of items available.

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File Edit View Favorites Tools Help

Resources Search  Search All Resources

Audio Visual Bar Catering Photocopying

Sub-Category All

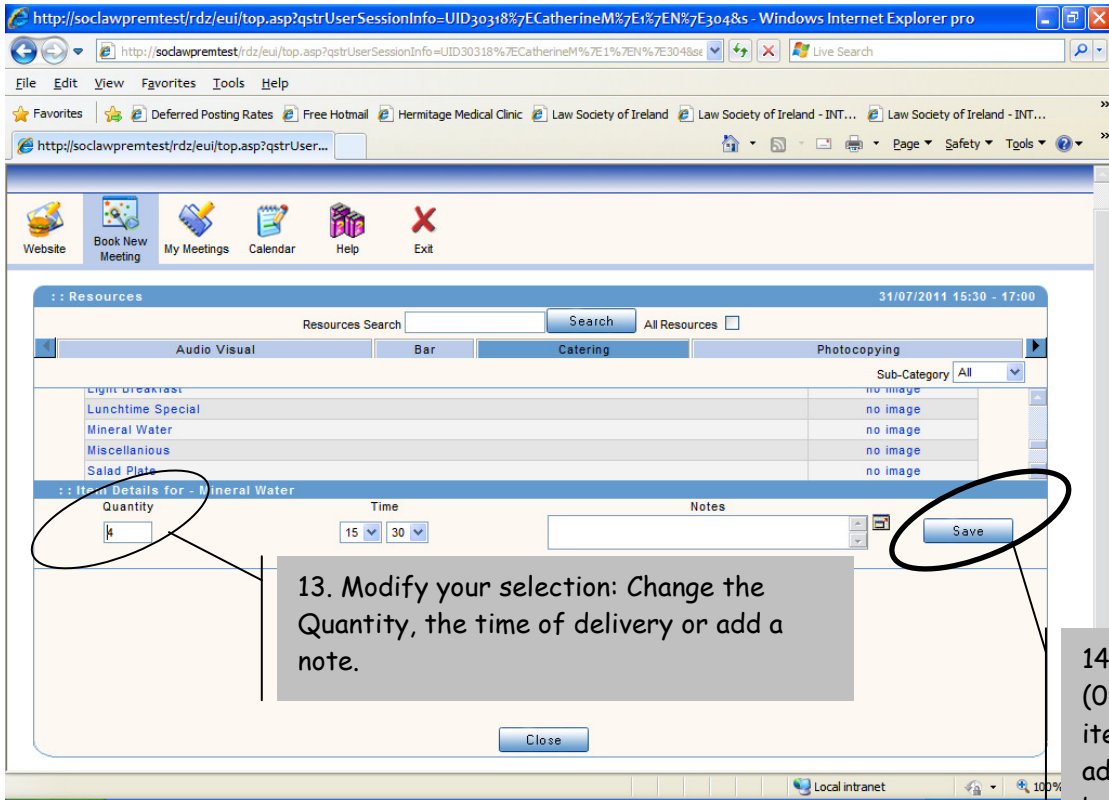
Light Breakfast	no image
Lunchtime Special	no image
Mineral Water	no image
Miscellaneous	no image
Salad Plate	no image

Close

http://sodlawpremetest/frdz/eui/booking/bkg\_facilities\_list.asp?cbosubCategoryID=&chkAll=N&qmode=&strFlag=y&coCi

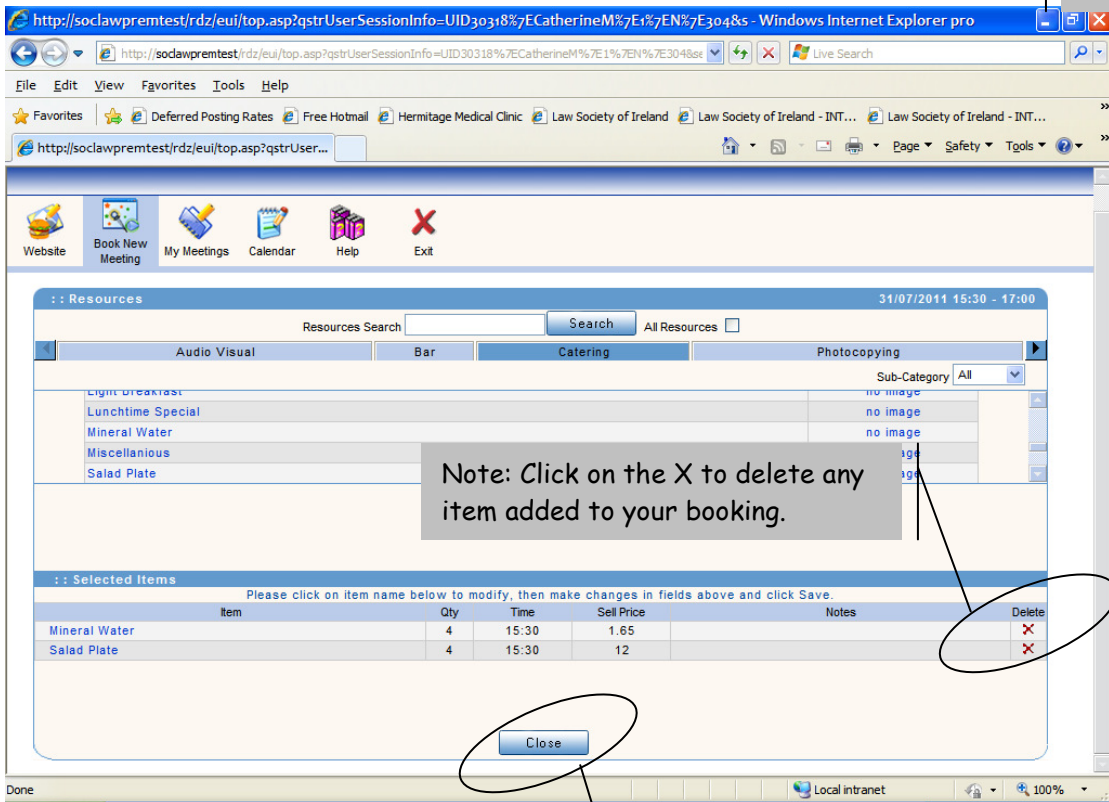
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12. Click on the item to add it to your booking.



13. Modify your selection: Change the Quantity, the time of delivery or add a note.

14. Click **Save** (Otherwise the item will not be added to your booking).



Note: Click on the X to delete any item added to your booking.

Selected Items						
Please click on item name below to modify, then make changes in fields above and click Save.						
Item	Qty	Time	Sell Price	Notes	Delete	
Mineral Water	4	15:30	1.65		X	
Salad Plate	4	15:30	12		X	

15. Click **Close** when you've added all your requirements.



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Website Book New Meeting My Meetings Calendar Help Ext

**:: Booking Details**  
 Catherine Monaghan, following are the booking details:

Host Name : Monaghan, Catherine, **Bkg Ref** : 32865  
 Meeting Title : Yet another Test booking **Type** : Internal  
 Matter No. : **Db.Code** : --

Bkg. Ref	Property	Room Name	No. people	From Date Time	To Date Time
32865	Main Building, Blackhall	Room 3	4	31/07/2011 15:30	31/07/2011 17:00

16. Click **Close** to get back to the beginning (below) and click **X (exit)** to end your booking session.

CCReg Facilities Special Request Reschedule/Modify Print Cancel **Close**

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http://sodlawpremtest/rdz/eui/top.asp?qstrUserSessionInfo=UID30318%7ECatherineM%7E1%7EN%7E304&s

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Website Book New Meeting My Meetings Calendar Help Ext

**:: Quick Search**

Property: Main Building, Blackhall From: 25/07/2011 09:00  
 No. people: 0 17:00

**:: Additional Information**

Area/Floor: - All Areas - Layout: Boardroom  
 Room Type: Meeting Rooms Room Use: Meeting  
 Rate Type: 2 Hour Block Type: All

Proceed

Done Local intranet 100%