Enterprise Training
How to do a booking from the room calendar
1. Click on *Space* on the bottom left hand menu.

2. Underneath Bookable Space, click on *Rooms* on the left hand menu.
3. In the Bookable Rooms window, right click on a room, and click View Calendar.

4. Click on a day from the calendar on the left side.
5. Highlight your desired time block by clicking and dragging over a specified time range.

6. Right click and click on New Reservation.
7. Choose the Event for your booking. To choose an existing event, click on the “…” button.

8. Click on the OK button at the bottom of the window.

… and attach your existing event.
9. The *Reservation* window will open up. Enter in a description if you wish.

10. *Click on the down arrow* beside the *Finalize* button. Next, click on *Approve*.

11. Click on the *Yes* button.

12. Type in a comment if you wish. Click on the *OK* button.
Complete

As shown by the green checkmark icon beside the Status area, the reservation is now approved!

Please see the manual to learn more about using Enterprise.