OTTERBURCHT

Booking Software

1. Purpose

This procedure describes the steps to create a meeting with externals and/or book a meeting room.
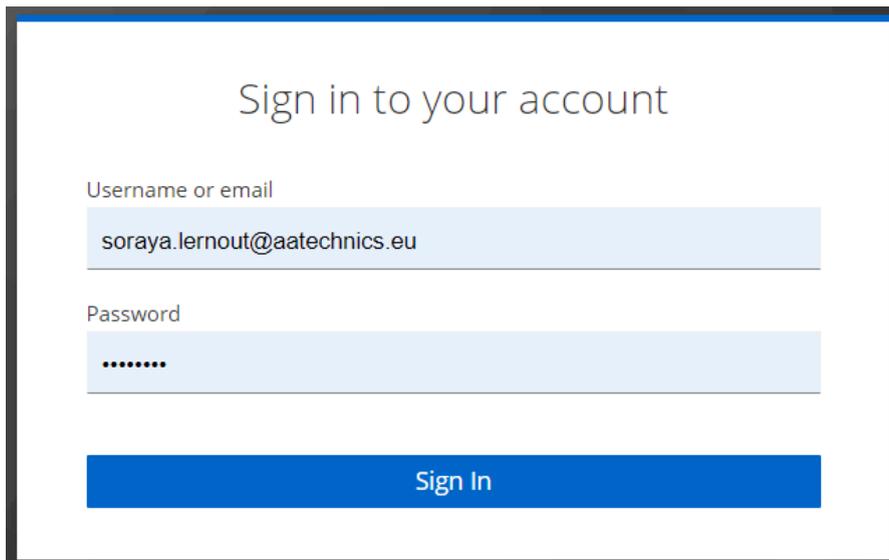
2. Used abbreviations

MR: MeetingRoom

3. Methodology

Go to: visitor.otterburcht.eu
Login with mail address and password:
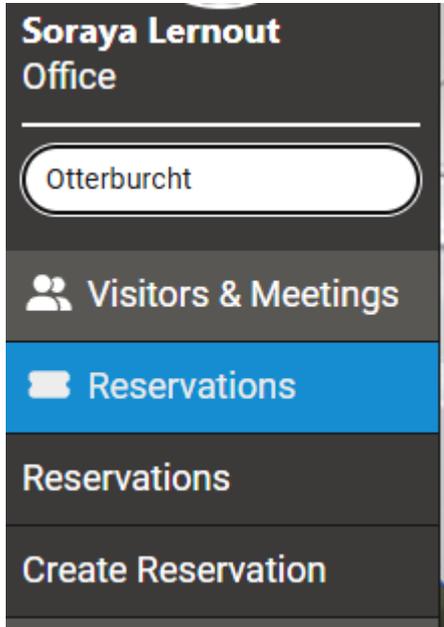
Sign in to your account

Username or email
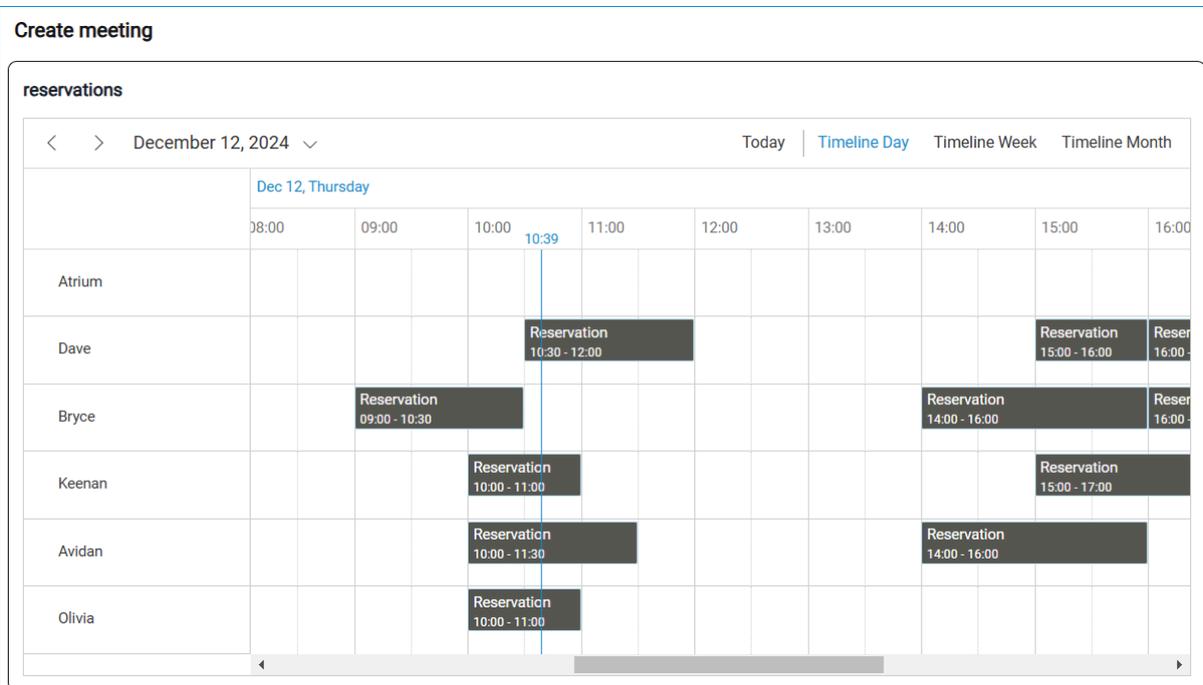
soraya.lernout@aatechnics.eu

Password

••••••••

Sign In

3.1 Booking MeetingRoom

Click on "Reservations" in the menu
Then click on "Create Reservation"

A pop-up will open with the overview of the available MR:

Double-click on the desired start time. A pop-up will open:

title	
host	Soraya Lernout
start	12-12-2024 13:00 📅 🕐
end	12-12-2024 13:30 📅 🕐

Close   Save

Title: Name the meeting if desired
Host: default yourself
Start: start date and time
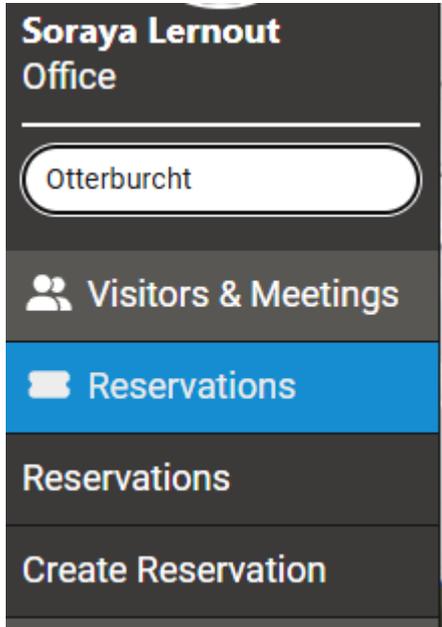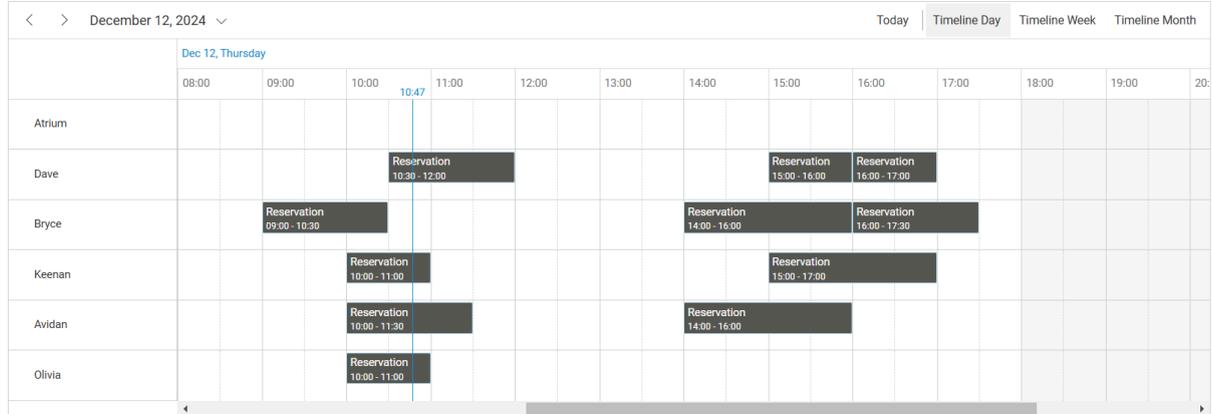**End:** end date and time

Click "Save"

Save

The MR is booked.

3.2 Overview occupation

Click on "Reservations" in the menu
Then click on "Reservations"

The calendar view opens:

Use the filters at the top right to adjust the view.