

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: <u>visitor.otterburcht.eu</u> 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"

Soraya Lernout Office	-
Otterburcht	
😤 Visitors & Meetings	
Reservations	
Reservations	
Create Reservation	

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

servations									
< > Decen	nber 12, 2024 🗸				Today	Timeline Day	Timeline W	eek Timeline	Month
	08:00	09:00	10:00 10:39	11:00	12:00	13:00	14:00	15:00	16:0
Atrium									
Dave			Reserv 10:30 - 1	ation 2:00				Reservation 15:00 - 16:00	Rese 16:00
Bryce		Reservation 09:00 - 10:30					Reservation 14:00 - 16:00		Rese 16:00
Keenan			Reservation 10:00 - 11:00					Reservation 15:00 - 17:00	
Avidan			Reservation 10:00 - 11:30				Reservation 14:00 - 16:00		
Olivia			Reservation 10:00 - 11:00						

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"



The MR is booked.

3.2 Overview occupation

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



The calendar view opens:

< > December 12,	2024 🗸								Today	Timeline Day	Timeline Week	Timeline Month
Dec 12, Thursday												
	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00 20
Atrium												
Dave			Reserva 10:30 - 1:	ition 2:00				Reservation 15:00 - 16:00	Reservation 16:00 - 17:00			
Вгусе		Reservation 09:00 - 10:30					Reservation 14:00 - 16:00		Reservation 16:00 - 17:30			
Keenan			Reservation 10:00 - 11:00					Reservation 15:00 - 17:00				
Avidan			Reservation 10:00 - 11:30				Reservation 14:00 - 16:00					
Olivia			Reservation 10:00 - 11:00									
	4											

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