

Reserving a Conference/Training Room

Purpose

The purpose of this Job Aid is to help you find available rooms for meetings or trainings, and to reserve them through Lotus Notes and Countrywide's Room Reservation Database.

Reserving Rooms

Reserving conference or training rooms is a two-step process: checking room availability through a Room Reservation Database, and then scheduling a meeting on your calendar to secure the room.






The Room Reservation Database

Countrywide has several Room Reservation Databases corresponding to specific sites, regions, and individual rooms. To access a Room Reservation database, do a database search for "Room Reservation" in Lotus Notes:

Database Catalog Search

Database Title contains

Found 35 database(s) that match. Tip: To add a database to your b
"Create Bookmark from Link..." f

Link	Title	Server
	2900/2950 Madera Room Resv	AppSimi1/Servers/CF/CCI
	Balboa Room Reservation	AppsSV01/Servers/CF/CCI
	Branch 710 Room Reservations	AppPlano1/Servers/CF/CCI
	Calabasas Room Reservations	AppCal1/Servers/CF/CCI
	CIS Meeting Room Reservation	DevelSimi1/Servers/CF/CCI

Database Link

*****For help with searching for databases, please see the job aid "Using and Searching for a Lotus Notes Database" found on the New Manager Orientation Website*****

Once the results are listed, click on the database link to open the database appropriate to the room you want to reserve. **NOTE:** You may need to be granted access to some of the databases. To get access send a Lotus Note to ["Room Reservation Help."](#)



For the purposes of this job aid, we will be using the database "Texas Room Reservation Database," but the database for your respective site should look similar.

Here is a sample view of the Room Reservation Database

Resource Reservations
Texas Room Reservations

Search in View 'Reservations By Date'
Search for

Start Time	End Time	Resource	Reserved
09/28/2007			
10/01/2007			
10/02/2007			
10/03/2007			
10/04/2007			
10/05/2007			
10/08/2007			
10/09/2007			
10/10/2007			
10/11/2007			
10/12/2007			
10/15/2007			
10/16/2007			
10/17/2007			
10/18/2007			
10/19/2007			
10/22/2007			
10/23/2007			
10/24/2007			
10/25/2007			

"By Resource" is the most helpful view

Ways of viewing room reservations

- Reservations
 - By Date
 - By Resource**
 - By Person
 - Waiting for approval
 - Declined
- Calendar
- Resources
- Sites
- Reservations more than 6 mont
- Room Maps



It is easiest to view reservations "By Resource;" to access this view click on the "By Resource" sub-view in the navigation pane on the left. The view should change to something like this:

Resource Reservations Search in View 'Reservations By Resource' Index

Texas Room Reservations

Search for Search

Date	Start Time	End Time	Reserved For	Phone
▶			2370 D - 7C Northeast/Richardson (Room)	
▶			2370 D - 7D Northeast/Richardson (Room)	
▶			2375 A - 1A West/Richardson (Room)	
▶			2375 A - 2A East/Richardson Exclusive (Room)	
▼			2380 C - 2A West/Richardson (Room)	
10/10/2007				
	08:00 AM	- 05:00 PM		./Loan Admin/CF/CCI
12/10/2007				
▶			2380 C - 2B Northwest/Richardson (Room)	
▶			2380 C - 2C Northwest/Richardson (Room)	
▶			2380 C - 2D West/Richardson (Room)	
▶			2380 C - 2E West/Richardson (Room)	
▶			2380 C - 3C Northwest/Richardson (Room)	
▶			2380 C - 3D Northwest/Richardson (Room)	
▶			2380 C - 3E West/Richardson (Room)	
▶			2380 C - 4A West/Richardson (Room)	
▶			2380 C - 4B Northwest/Richardson (Room)	

Every reservable room is listed

Click the small triangle to expand the view for the room you want

Click this for room locations/sizes

Once you select "By Resource" you will see a list of every reservable room in that particular database.

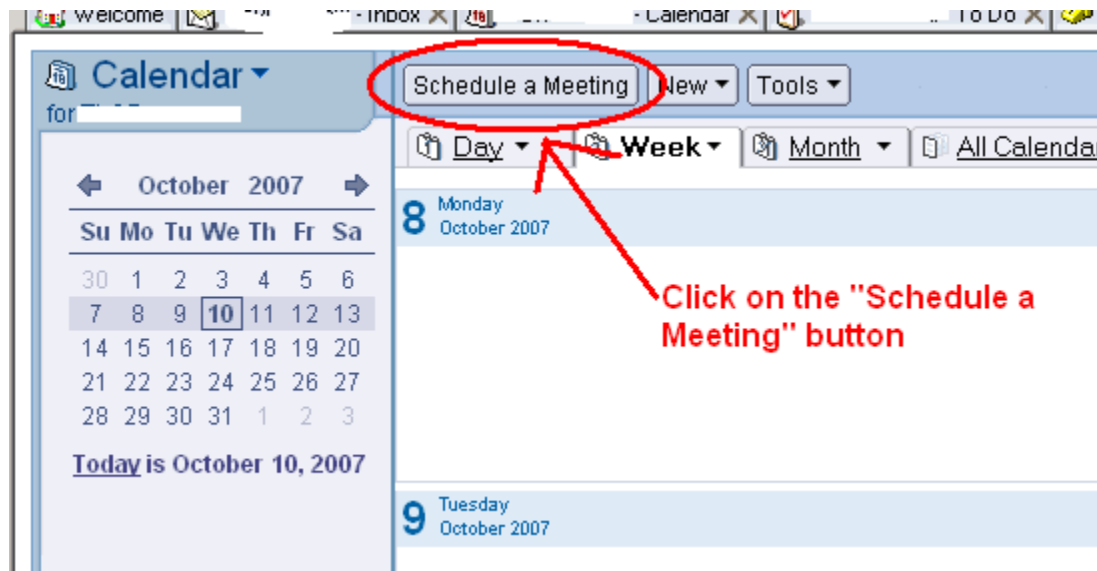
- To see if a room is reserved, click on the triangle next to the room to expand that room's view. A list of dates will appear.
- Click on the date to see the times that room is reserved. The person who reserving the room will also be listed, along with contact information.
- If a date does not appear on the list of dates underneath the room, that room is available for that date.
- To familiarize yourself with rooms in a certain location, click on the "Room Maps" view to search for rooms by building and floor.

Make a note of the room's full name- you will need this when you reserve a room for a meeting or event.

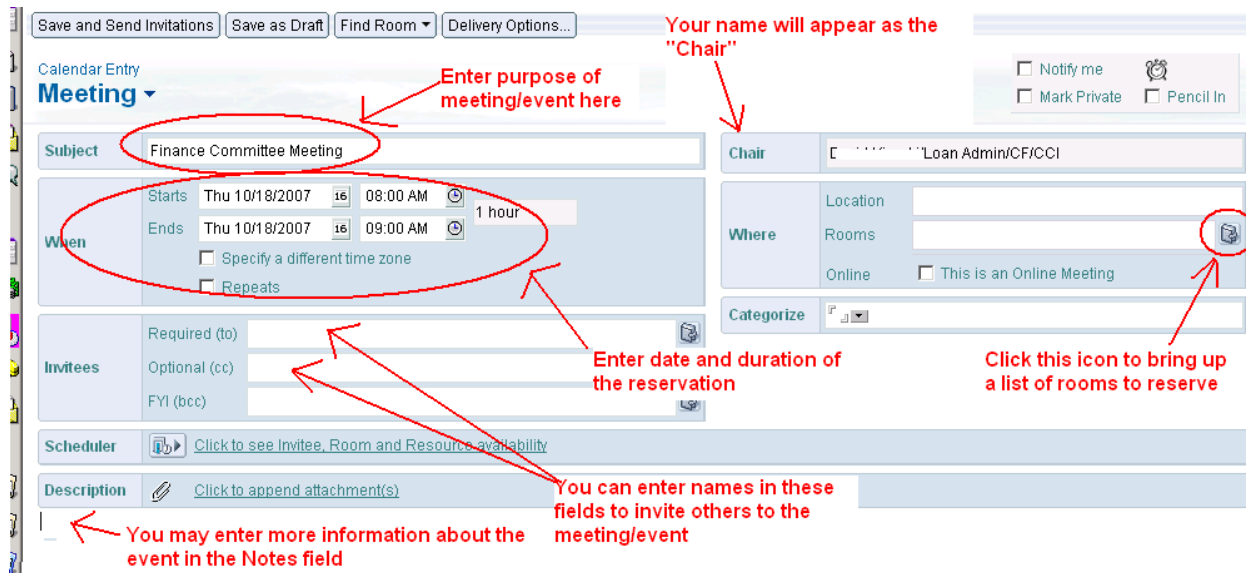


Reserving a Room through a Lotus Notes Meeting Invitation

In order to actually reserve a room, you must use a Lotus Notes Calendar Meeting Invite. First, go to your calendar view in Lotus Notes:




Click on the "Schedule a Meeting" button to open up a meeting invitation, and fill out the fields as indicated below:



When you are finished, click the "Save and Send Invitations" button at the top left corner of the invitation.



New Memo							Reply ▾	Reply to All ▾	Forward ▾	Delete	Follow Up ▾	Folder ▾	Copy Into New ▾	Chat ▾	This is Spam	Tools
	^	Who ^	^	Date ▾	Time	Size (KB) ▾	Subject									
★		2380 C - 2E North Training		10/15/2007	02:44 PM	1.3	Accepted: Finance Committee Meeting									

If the room you selected has not been previously reserved, you will receive an email with the above subject line, and the meeting will be automatically added to your calendar.

If the subject line is reading "Rejected" or "Declined", a reservation already exists in the database. Select a different room or a different date for your event.

Support Contacts

If you are having technical problems accessing a database, contact the Help Desk.

For questions regarding Room Reservation Access priveledges, send a Lotus Note to "[Room Reservation Help](#)."