

## CHAPTER 8

# Configuring Room Setup

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This chapter describes how you can add the room setup feature for conference rooms and how you can manage the room setup configurations.

- [About Room Setup, page 8-1](#)
- [Adding the Room Setup, page 8-2](#)
- [Viewing the Room Setup, page 8-3](#)
- [Editing the Room Setup, page 8-4](#)
- [Deleting the Room Setup, page 8-4](#)
- [Creating a Room Setup, page 8-5](#)
- [Configuring Equipment and Facilities Admin IDs, page 8-5](#)

## About Room Setup

The room setup option allows you to add seating arrangement styles for the conference rooms. You can add multiple layout styles depending on the availability of space in the room and the purpose for which the room is expected to be utilized. These options are available to the user at the time of searching for a meeting space or while booking it.

When the user selects a particular room setup style, the available rooms with that particular layout feature are displayed in the search result. On confirmation of the booking, a request in the form of a meeting invite is sent to the facilities team which sets up the room according to the user's choice before the scheduled meeting time. The facilities team also rearranges the room and returns it to the default room setup if you configure the de-setup settings.

Suppose that User A books a room for the 2 pm to 3 pm slot and opts for the classroom setup for which the de-setup time is 15 minutes. This room will appear as available to the other users only after 3.15 pm due to the duration required for the de-setup. User B who searches for available rooms during the 3 to 3.30 pm slot will be unable to book the room even though no meeting is going on there. User C who wants rooms from 3.20 onwards, will find this room available for booking, provided the room meets the other search criteria specified by User C.

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## Adding the Room Setup

This option allows you to create configurations that contain one or more types of room setup options. A configuration can be added to a single conference room or associated with multiple rooms. Whenever an end user selects a room setup option, all the rooms which can be configured as per the chosen setup appear in the search results.

For example, you can create the Presentation configuration with U-shape and auditorium styles. Associate this configuration with all the large conference rooms in your organization. Similarly, create a configuration called Mid-sized Rooms which has the conference and classroom layout styles. You can associate this with the medium size conference rooms on various floors. When a user selects the Classroom option, all the medium sized rooms, with which the Mid-sized configuration is associated, are displayed in the search results.

To create room setup configurations, perform the following steps:

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**Step 1** Log in to the Smart+Connected MS portal.

The Details tab is selected by default. The Room Setup Menu area is divided into two panes. The left pane displays the location hierarchy, and the right pane displays the Configuration List area.

**Step 2** In the left pane, right-click the Location Hierarchy folder and click **Expand** to view the available locations. Alternatively, click the plus sign next to a location name to view its child locations.

**Step 3** Check the check box for the location(s) to which you want to associate the room setup configuration.

**Step 4** Click **Add** in the Configuration List area.

The Details and Room Setup tabs are displayed. The Details tab is selected by default.

**Step 5** To add the details for a room setup configuration, perform the following the steps:

- a. Enter the name for the configuration in the Room Setup Configuration field.
- b. The Enabled check box is checked by default. Uncheck it if you want to disable the configuration.




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**Note** The room setup configuration will be available only for the conference rooms associated to it if it is enabled.

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**Step 6** To add the room setups for a configuration, perform the following the steps:

- a. Click the **Room Setup** tab.

The Available Room Setup pane and the Included Room Setup pane appear.

The Available Room Setup pane lists the following room layout styles according to which a conference room can be set up:





- Auditorium
- Classroom
- Conference
- U-Shape

These are the default room setup options. These available styles may differ based on the configurations you set in the SCMS\_ROOMSETUP\_MASTER table.

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**Note** The Available Room Setup pane lists all existing room setup options. The Included Room Setup pane appears empty until you move some room setup options from the Available Room Setup pane list.

- b. Choose the required conference room setup style from the Available Room Setup pane.
  - To include a specific setup style to the configuration, select the feature and click .
  - To select and move all setup style from the Available List to the Included List, click .
  - To exclude a specific setup style from the configuration, select the feature and click .
  - To select and move all setup style from the Included List to the Available List, click .

**Step 7** Click **Save** to add the Room Setup Configuration to the selected location.



**Note** Clicking **Clear** at any point when adding a configuration clears all changes that are made, and returns you to the Details tab. Clicking **Cancel** closes both tabs and discards all the changes that are made.

## Viewing the Room Setup

You can check and review the different room setup options available for the conference rooms by viewing the Room Setup Configuration. This also gives you a view of the locations with which each of the configuration is associated.

To view a room setup, perform the following steps:

**Step 1** Log in to the Smart+Connected MS portal.

The Details tab is selected by default. The Room Setup Menu area is divided into two panes. The left pane displays the location hierarchy, and the right pane displays the Configuration List area.

**Step 2** In the left pane, right-click the Location Hierarchy folder and click Expand to view the available locations. Alternatively, click the plus sign next to a location name to view its child locations.

**Step 3** Click a configuration name in the Configuration List area to view the configuration details and the associated location(s).

Locations associated with the selected configuration appear in the left pane with the  icon.

The Configuration List area displays the following column headings:

- Room Setup Configuration—The name of the configuration. By default, the list is sorted in ascending alphabetical order based on the configuration name. You can change the order to descending by clicking the column header.
- Status—Informs whether the configuration is enabled or disabled.
- Updated By—The name of the user who made the latest updates to the configuration.
- Updated On—The date on which the configuration was last updated.

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**Note** These columns can be sorted in the ascending or descending order. Click any column header to reverse the sorting order.

- Step 4** The Configuration List area displays only a certain number of configurations per page. Click the page number shown below the configuration list to see the configurations on the subsequent pages.

## Editing the Room Setup

The editing option allows you to add new room layout styles or remove existing layout styles from a configuration. For example, you might decide that the medium-sized conference rooms on a particular floor should be utilized only for trainings, edit the Mid-sized Rooms configuration, and remove the conference layout style. You can also change and locations with which a configuration is associated by selecting/deselecting locations from the location hierarchy tree.

To edit a room setup, perform the following steps:

- Step 1** Log in to the Smart+Connected MS portal.
- Step 2** From the Configuration List, click the name of the configuration that you want to edit. The Details and Room Setup tabs are displayed.
- Step 3** Click the required tabs and make the necessary changes.



**Note** Click **Clear** to undo the changes that were made, or click **Cancel** to cancel the changes and close all tabs.

- Step 4** Click **Save** to save the changes.

## Deleting the Room Setup

To delete a room setup, perform the following steps:

- Step 1** Log in to the Smart+Connected MS portal.
- Step 2** In the Configuration List area, click the name of the configuration that you want to delete.
- Step 3** In the left pane, right-click the Location Hierarchy folder, and click **Expand** to view the locations to which the configuration is associated. Alternatively, click the plus sign next to a location name to view its child locations.
- Step 4** Check the check box for the configuration that you want to delete.
- Step 5** Click **Delete**. The confirmation dialog box appears.

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Click **Yes** to delete the configuration, or click **No** to close the dialog box and return to the Configurations List area.

## Creating a Room Setup

Apart from the room setup types available by default, you can create additional room setup styles.

To create a room setup, enter the following details in the SCMS\_ROOMSETUP\_MASTER table, which is available in the database schema you created for the Smart+Connected MS application:

- ROOM\_SETUP\_ID—Unique ID for the room setup.
- ROOM\_SETUP\_NAME—Name of the room setup.
- IMAGE\_PATH—Path of the image should be /images.



**Note** You need to place the image inside the images folder of the web calendar in the ear and update the deployment folder or place it directly in the deployment folder. The image dimensions/resolution should be 98\*60. This image is displayed to the user while choosing a room setup type so that the user knows how the room will look like once it is set up.

- SET\_UP\_TIME—Time required to arrange the room for a meeting.
- DE\_SET\_UP\_TIME—Time required to re-arrange the room after a meeting is over.
- NOTICE\_PERIOD—Minimum time gap required to place a room setup request.

If SQL GUI is not available, use the `insert sql` command to insert the data.

Example:

```
Insert into DB.SCMS_ROOMSETUP_MASTER
(ROOM_SETUP_ID,ROOM_SETUP_NAME,IMAGE_PATH,SET_UP_TIME,DE_SET_UP_TIME,N
OTICE_PERIOD) values (1,'Auditorium','/images/auditorium_icon.jpg',15,15,4);v
```

## Configuring Equipment and Facilities Admin IDs

The room facility administrator automatically gets room setup and/or de-setup requests as email invites. Similarly, the equipment facility administrator gets resource requests, which the Smart+Connected web portal users place while they book meetings, as email invites. The emails inform the admin about the item and quantity required, and the time and place where the item is required. These requests are similar to the other meeting invites and appear in the calendar when the admins log in to the Smart+Connected MS user portal.

You have to update the following properties for the Campus level location in the SDP to configure the equipment and facilities admin email IDs:

- Room Facility Admin—Enter the email ID of the room facility administrator in this field.
- Equipment Facility Admin—Enter the email ID of the equipment facility administrator in this field.

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