

Search for available Meeting rooms using Serraview

You can search for an available room using Serraview. You are also able to reserve an available meeting room for an ad-hoc meeting, however, it is recommended you use Outlook or Teams where possible. When you reserve a room through Serraview, you cannot invite attendees, add content or attachments or set-up recurring bookings.

In this user guide you will see how to:

- 1. Use the floorplan to find an available room and reserve a room
- 2. <u>Use reservation assist to search for an available room and reserve a room.</u>

1. Search for and reserve spaces and meeting rooms via the floor plan

1 If you need to hold an ad-hoc or immediate meeting, you can search for and reserve a suitable and currently available room via the floor plan. Note that you will not be able to invite people or add a Teams links. However, the room will be booked out in Outlook, in Teams and on the room booking panel.

From Okta or the Justice portal, select the **Serraview Engage** app tile.



Note: To access FACS Okta or Justice Portal: Former FACS: <u>https://facs.okta.com/</u> Former Justice: <u>https://portal.justice.nsw.gov.au/</u>



2 Select the **Date picker**, the day of the week you want to book for, the time and then **Select**.

If you are booking an ad-hoc meeting to start immediately, leave the date picker as **Now.**

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3 Select a green 'available' **space** on the floor plan.

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4 The room details will display. Select a **duration** for the ad-hoc meeting and who the meeting is booked for.



5 You will receive an Outlook notification that the room has been booked.

2. Search for and reserve spaces and meeting rooms via Reservation Assist

1 If you need to hold an ad-hoc or immediate meeting, you can search for and reserve a suitable and currently available room via Reservation Assist. Note that you will not be able to invite people or add a Teams links. However, the room will be booked out in Outlook, in Teams and on the room booking panel.

From Okta or the Justice portal, select the **Serraview Engage** app tile.



Note: To access FACS Okta or the Justice Portal:

Former FACS: <u>https://facs.okta.com/</u>

Former Justice: <u>https://portal.justice.nsw.gov.au/</u>



2 Select the **Date picker**, the day of the week you want to book for, the time and then **Select**.

If you are booking an ad-hoc meeting to start immediately, leave the date picker as **Now.**

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3 Select **Spaces** on the search window on the Serraview home screen.

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4 A list of available rooms display. Use the scroll wheel on your mouse to see more entries on the list.

To refine the list and to find a room suitable for your needs, select the filter icon.



5 You can select the **duration** you need and the **minimum capacity** of the room.





6 The type of room or the equipment in the room displays. Use the scroll wheel on your mouse to see further options. Once you have made your selections, select **Apply**.



7 The available rooms matching the filter parameters for your building display. Use the scroll wheel on your mouse to see more options. Select a **room**.

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8 The location of the room on the floorplan and room details will display. Select a **duration** for the ad-hoc meeting and then the **Reserve** button.



9 You will receive an Outlook notification that the room has been booked.