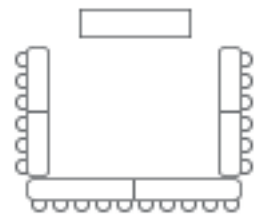


Using Layouts in Spaces

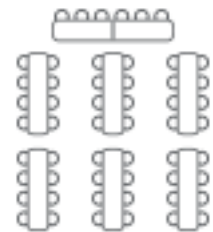
Article Number: 677 | Rating: Unrated | Last Updated: Thu, Aug 30, 2018 at 8:05 AM

A **layout** is a particular way space can be physically configured. Perhaps your main meeting room can be configured in a boardroom layout (one long table with chairs all around) or a banquet layout (several round tables.) You have the ability to allow patrons to select one of these layouts when reserving a space in Spaces. The layouts must be named and have an associated image. You are welcome to use your own images, but we do offer five default layout images for you to use. Note these labels are what we call them internally and what we will call them in your site if you don't indicate otherwise. The labels appear when reporting on reservations in Spaces.

U-Shape



Classroom



To configure your layouts, with the correct permission level, you can add up to five layout images at the bottom of each Space setup in Settings and Location Setup. If you are using your own layout images, refer to this article for the image sizes specified in our [recommended image size article](#). If using the default images above, right-click the image above and select copy image address, and then paste the URL when uploaded the layouts.

Custom Fields

- **Applicable To:** Admin Users
- **Attachments:** No
- **Summary:** What are room layouts and how are they used? See some examples and learn how to set them up.

Online URL: <http://kb.demcosoftware.com/article.php?id=677>