Understanding Room Setup Templates

Article Number: 214 | Rating: Unrated | Last Updated: Mon, Oct 10, 2011 at 8:12 AM Rooms often have different setups depending on the available fixtures and purpose of the meetings. You can configure templates that can be used to show patrons different ways a room can be set up for their meeting.

From the Room Configuration Page, click on Add/Edit Room Setup Template.

To edit an existing template, click on it from the list on the left.

To add a new template, type the title in at the top.

Then decide on the graphic display option.

USE SYSTEM consolidates Image files entered in the Image Path fields into a single preview page on the Reservation Form. Users access the preview page by clicking on the VIEW ROOM SETUP OPTIONS button from the Reservation Form.

USE CUSTOM FILE allows you to attach an .html file containing your setup options. What you enter into the text field depends on the location of your file:

- (i) Enter the file name only if your file is in the docs folder.
- (ii) Enter the full path to the file, if your file is in a web-accessible folder.

Finally, chose the label you want for your picture, where it is located, and the height and width of the image.

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