**Understanding Room Setup Templates**

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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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