



HOW TO...

Meeting Room System

Desktop Site:

The system is accessible on: <http://london.mullenlowerooms.com> - the IPG single-sign-on OnePass page will appear (unless you already have a live OnePass session), where you will be prompted to enter your email address and password. Once you have authenticated via OnePass, you will be taken to the landing page.

The screenshot shows the Mullen Lowe Room Booking System interface. At the top, it displays the company name 'MULLENLOWE GROUP' and the address '37 - 45 CITY ROAD ROOM BOOKING SYSTEM'. There are input fields for 'Select Date' (02-12-2015) and 'Select Area' (2nd Floor). The current time is 16:40 on December 02, 2015.

The main view is a calendar for Wednesday, December 2, 2015. It shows a grid of time slots from 8am to 6pm across six rooms: War Room One (Orange), War Room Two (Yellow), Creative Review Room, Reg, Babs, and Alf. Bookings are shown as blue bars with labels such as 'MS Society', 'WU weekly call', 'Tymon', 'DIG war room', 'SEAT SUV', 'Local call -', 'Handover Sophia', 'Packed lunch', 'Sophia', and 'WU Global call'.

At the bottom, there are three calendar views for November 2015, December 2015, and January 2016, with 'This month' (December 2015) highlighted.

From the landing page you can access the various different areas/floors of the building, where a calendar view of the current day and all the rooms available to book on that floor will be displayed.

HOW TO...

Making a booking is as simple as just clicking on a vacant point on the calendar, from where the booking screen will appear.

MULLENLOWE GROUP

37 - 45 CITY ROAD
ROOM BOOKING SYSTEM

16:45³⁴
December 02, 2015

Make a Booking

Meeting Name *

Start Time * End Time *
6:00pm 6:30pm

Recurrence
None

On *
M T W T F

End Date *
04-12-2015

Hospitality *
No

Coffee
 Tea
 Juice
 Water
 Biscuits
 Sandwiches

Notes

Number of Attendees *
1

I.T. Assistance *
No

CANCEL BOOK

Find Us
37 - 45 City Road,
London,
EC1Y 1AT
+44 20 7584 5033

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You will have to enter a name for your meeting – (descriptive yet brief is best) and set the required length in half-hour intervals from the drop-down. If you require your booking to be a recurring event, select from the drop-down and set the interval, in conjunction with the day buttons and end-date box to set the point at which you want the recurrence to stop.



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{Function not available until December 14th} Hospitality and IT assistance can be requested when booking a meeting. If either of these is requested, then a notification email is sent to the relevant department. Checkboxes allow simple requests for basic hospitality, and there is also a provision to add notes for extra information which might be useful. Please Note: These requests require 24 hours notice and if your meeting falls within this, then the option boxes will not appear.

Details of other bookings can be viewed by clicking on them, to find out more info. Please Note: You will only have edit/delete rights over bookings you have made, and so will not be able to delete or amend those made by another user.

iPads:

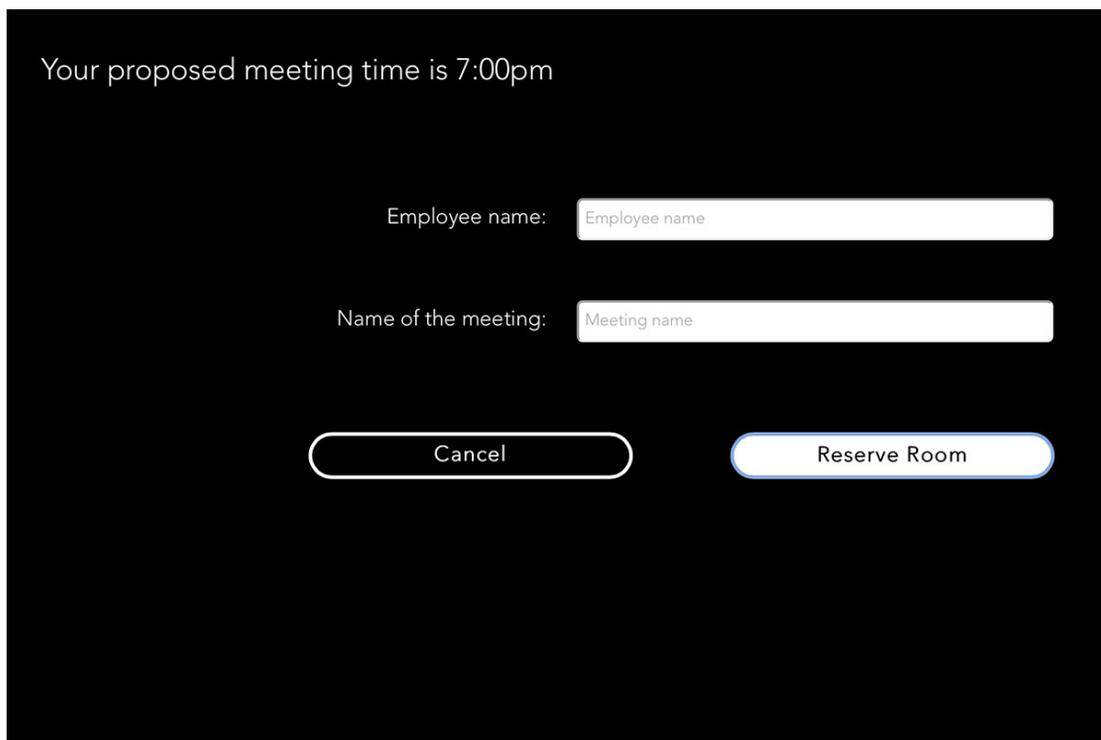
While the desktop version of the system should be your first port of call to check availability of rooms and make bookings, there are also iPads outside each bookable room, which show the current and near-future status of the room with a simple red/green icon format.

The screenshot shows a dark-themed iPad interface for a room booking system. At the top left, the text "Creative Review Room" is displayed in white. In the center, the time "16:54" and the date "December 2nd" are shown in white. On the right side, the text "MS Society" is displayed in red, with "Booked until 19:00" below it in a smaller red font. At the bottom, there is a horizontal row of eight square icons. The first five icons are red with a white diagonal line from the top-left to the bottom-right, indicating they are unavailable. The last three icons are green with a white diagonal line from the top-left to the bottom-right, indicating they are available. The times "16:30", "19:00", "19:30", "20:00", and "20:30" are displayed in white on the respective icons.



HOW TO...

These iPads can also be used to make Ad Hoc bookings in the room, if you see that a particular slot is vacant. Just enter your name and the name/description of your meeting, and this will be saved on the iPad and also synchronised to display on the desktop site.



Your proposed meeting time is 7:00pm

Employee name:

Name of the meeting:

When booking via the iPads; the following points should be noted:

Bookings made from the iPads are for individual 30 minute slots only, and longer meetings should ideally be booked from the desktop site, where timeslots longer than half-hours can be set.

For the most efficient and convenient user experience, the iPads will not prompt for your login details, and so meetings made from them will not display in the calendar as being owned by you. As a result, any edits or deletions of iPad bookings need be requested from admin users.