



New for the Civic Centre!

An 'online' room booking system is soon to be launched.

It will be implemented in West Lothian House (March 2009). This will allow us all to become familiar with it before the move to the Civic Centre.

With demand likely to be high for the 20+ 'bookable' rooms and spaces within the Civic Centre it is important that we have a fair, simple and efficient method of booking the new facilities.

The new system is simple to use with lots of familiar graphics e.g. pictures of rooms, calendars, schedules email etc.

Through the completion of a simple online form, this system will allow anyone to reserve a meeting room, notify attendees and book facilities... all within a one-minute process!

In addition, Room Booking is fully integrated with the council's existing systems. Therefore, there is no registration process or passwords to remember!

The image displays two screenshots of the RoomManager web application. The left screenshot shows a calendar view for December 25-31, 2005, with various rooms and events color-coded. The right screenshot shows a detailed view of the 'Rooms' section, listing available rooms with photos and booking options.

Room Title	Sun	Mon	Tue	Wed	Thur	Fr
Room Bern				8:00 - 9:0...	8:00 - 10:...	6:00 - ...
Room Zurich				8:00 - 9:0...	8:00 - 10:...	6:00 - ...
Room Basel				15:00 - 7:1...		10:00 - ...
Room Arosa				15:00 - 7:1...		10:00 - ...
Room 211				15:00 - 7:1...		10:00 - ...
MCSE				8:00 - 9:0...	8:00 - 10:...	6:00 - ...
CRM Course				15:00 - 7:1...		10:00 - ...
WSS Kick...			6:00 - 7:0...			
					16:00 - ...	20:00 - ...

The right screenshot shows the 'Rooms' section with the following details:

- Board Conference room:** Room Details, Reserve Now, Check Availability, Color: Orange
- Main Conference room:** Room Details, Reserve Now, Check Availability, Color: Purple
- Another Conference room:** Room Details, Reserve Now, Check Availability, Color: Blue