

Create a reservation

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Create a reservation

1. Right-click on the calendar session.
2. Click **Create Reservation**.
3. Enter **Appointment type**, **Date**, **Start Time**, **Duration**, **Appointment Status**, and **Note**.
- 4.

Field	Description
Appointment type	Select types from the drop-down list
Location Address	Auto-populate
Room	
Date	Choose the date of the reservation
Start Time	Choose the start hour and minute for the start of the reservation
Duration	Decide how long the reservation is going to hold
Appointment status	Select from the drop-down list
Note	Add any comment you want in the note session

5. Click **Create Reservation**.