Meeting Room Booking System

The booking portal is available at **https://occincubator.loopbooking.no** please add this bookmark!

Logging in.
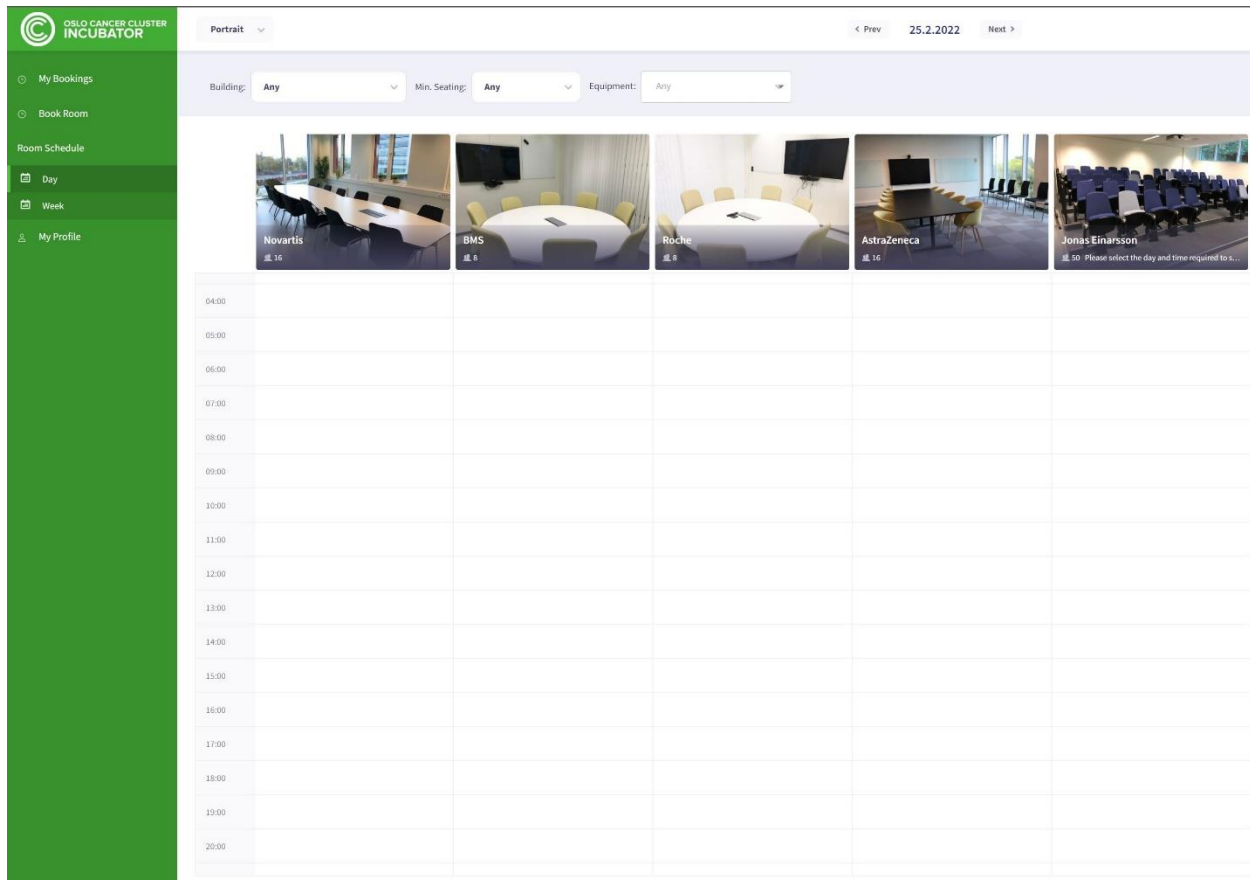
The first screen you meet is the login. Here you use your email address and the password provided. If you forget your password you can use the 'Forgot Password' link to reset it yourself at any time.
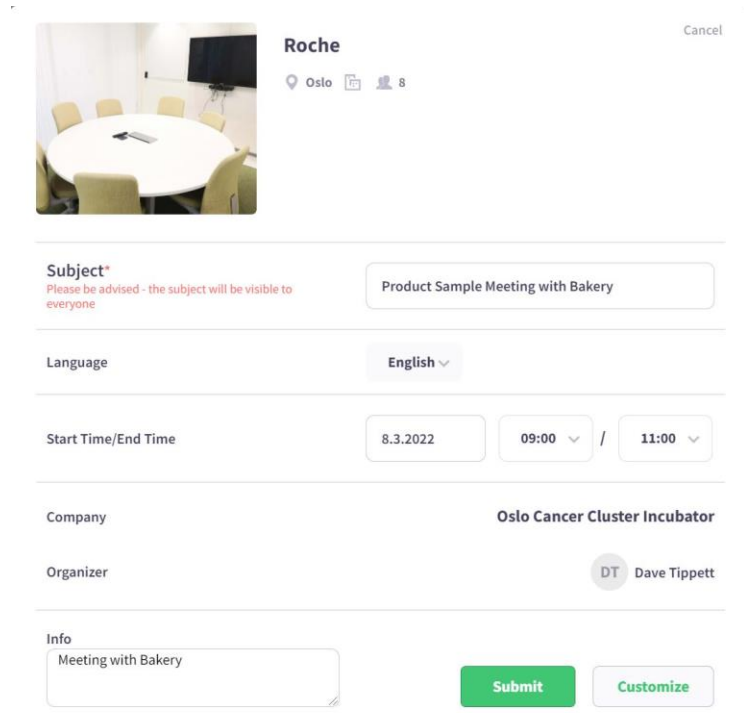
The Calendar.

After logging in the default calendar is displayed. It shows all available rooms on campus for today and shows any bookings that are already in place. You can browse days by using the navigation arrows at the top of the page.

To make a new booking find the day you want to make the booking, and then click in the column of the correct room. In our example we will be making a booking for the Roche meeting room.

Making a booking

Making a booking is easy. The booking window is broken down into sections.

The first is the subject. This subject is visible to you in the booking receipt, but it is also visible on the booking screen when the meeting is in progress. So choose a helpful subject, but nothing that you wouldn't want others to read.

Then set the meeting date and the time when it starts and when it ends.

The Info box is a place you can make a note for yourself, it is only visible to those you share the meeting with.
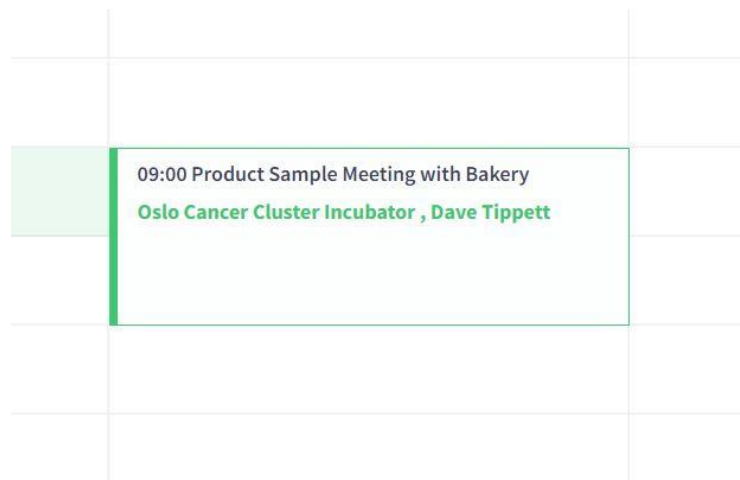
Then click submit!

The booking window will close and the meeting will be visible in the calendar view.

At the same time, you will get a confirmation email.

The email contains an ics calendar file. You can use this to add the meeting information to Outlook/Google Calendar/iCalendar or whichever service you use.

Then you can share this with your invitees.

Changing a booking

Roche
Oslo   8

Cancel

Subject*
Please be advised - the subject will be visible to everyone

Product Sample Meeting with Bakery

Language
English ⌄

Start Time/End Time
08.03.2022   09:00   /   08.03.2022   11:00

Company   Oslo Cancer Cluster Incubator

Organizer   DT   Dave Tippett

Info
Meeting with Bakery

[Save]   [Update Info]   [Edit]

If you need to change your booking you can find it on the calendar or the My Bookings menu item and select Edit to open the edit window.

Select a space
Room name, Building name , Location Name

Location *	Building*	Room *	Subject*
⌄	Oslo Cancer Cluster Incubator ⌄	Roche ⌄	Product Sample Meeting with Bake Please be advised - the subject will be visible to everyone

Duration

Start date*	Start time*	End date*	End time*
8.3.2022	09:00 ⌄	8.3.2022	11:00 ⌄

Language
English ⌄

Info
Meeting with Bakery

Equipment

Screen	Whiteboard	Video Conference

Meeting Members

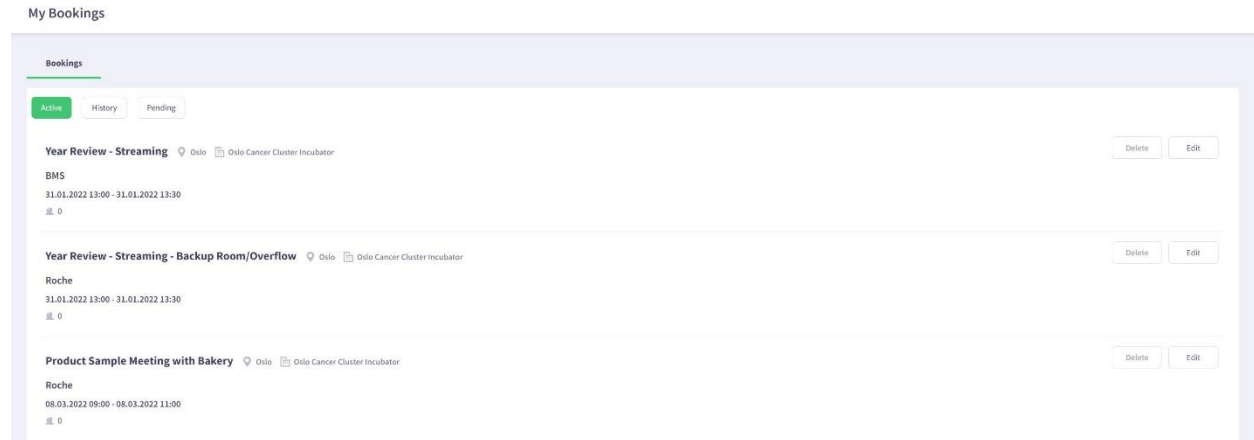| First name	Last Name	Email	
First name	Last Name	Example@mail.com	+ Add

[Delete]   [Cancel] [Save]

In the edit window you can change all booking aspects. If you have more or less attendees than you had planned, perhaps you want to move to a larger or smaller meeting room. You can also change the day and the time of the meeting, and change the meeting Subject. Clicking save will update the booking and send you a new meeting confirmation email.

My Bookings

The My Bookings menu tab will show you all the bookings you have in the system (for local administrators it will show all bookings for your company, and also who has booked them).

From here you can delete, or edit any of your upcoming meetings, you can also see previous meetings.

If you cancel a booking at any time a cancellation email is sent with a cancellation ics file.

LoopBooking is not integrated with any specific calendar solution, so if you cancel a meeting in LoopBooking remember to cancel it in your calendar, and if you cancel a booking in your personal calendar, remember to also cancel it in LoopBooking.

If your company would like a training session with the system please contact Dave on the Incubator team to arrange that – dt@occincubator.com

The system is designed to be easy to use, but if you run into problems do not hesitate to contact the Incubator team for immediate assistance, we are available on the 4th floor during working hours.

Using the Meeting Room Booking Screen

Outside each meeting room is a Booking Screen that has several functions.
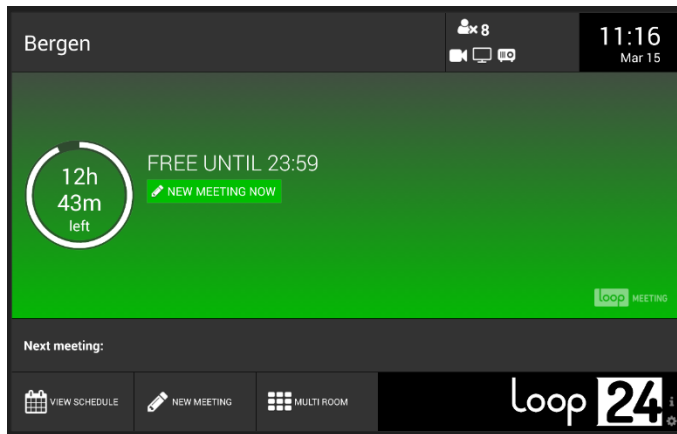
Green Panel:

The room is currently available.
The time wheel and text show how long the room is available for.
The area under the green section also will show information about the next meeting.

From this screen you can start an instant booking by tapping "NEW MEETING NOW" and selecting how long you wish to reserve the room for.

Yellow Panel:

The room is currently in use, but there is less than 10minutes remaining.

From this screen you can use the PEN icon next to the meeting time to extend your meeting. If you are already finished, you can select STOP MEETING

If you wish to book this room for later in the day use the NEW MEETING icon in the bottom menu area.
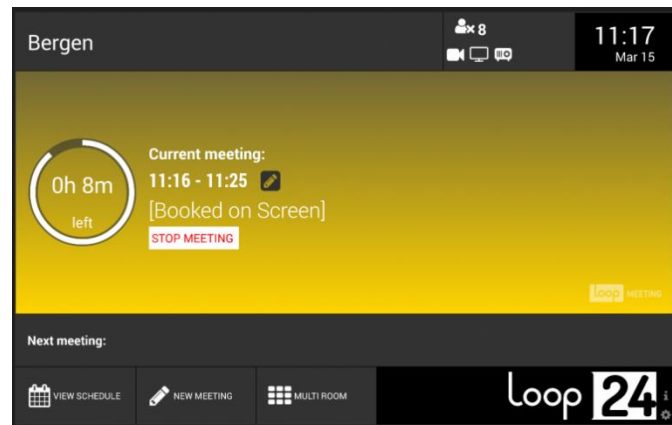
Red Panel:

The room is in use. You can use the PEN icon to extend the current meeting. If you are finished, you can select STOP MEETING.

If you wish to book this room for later in the same day, use the NEW MEETING icon in the bottom menu area.