Use the Browse Room features to see all available rooms at your institution.

Use the Browse Rooms screen to browse through the rooms available at your institution. Rooms are created in Service Configuration.

1. On the left navigation, click Room Scheduling.
2. Click Browse Rooms.
3. On the Browse Rooms screen, all the rooms available at your institution appear.
4. (Optional). You can sort the rooms by columns. Click a column heading to sort it.
5. (Optional). You can filter the rooms by branch. Use the Branch list at the top of the screen to select the branch you want to filter rooms by.
6. When you have found the room you want to create an event in, click the room’s Name.