



Pronestor Room



Pronestor Room

Module 4

Using Pronestor Room

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Module 4 – Using Pronestor Room as a Facility manager

In Pronestor Room it makes a difference if you are logged in as a Facility manager/Administrator or a normal user. The Facility manager/Administrator has other user rights than the normal user and has access to Analytics, reports, orders, resources and ordering deadlines.

Facility manager

- **Using bookings**

The Facility manager is able to create meetings and bookings in the Administration module under 'Bookings'. It gives several possibilities that the normal user/booker does not have. Ordering deadlines and week schemas do not apply for the Facility manager and he is also able to create bookings in the past.

The 'Bookings' tab gives access to:

- Creating meetings and bookings
- Editing meetings
- Locking meetings
- Order search and history
- Approval
- Search filters

More information on Pronestor's help site. Please go to: [Bookings](#)



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Module 4 – Using Pronestor Room as a Facility manager

- **Using reports (Facility manager)**

Reports are used for achieving an overview of upcoming bookings and tasks. We recommend you to pull a daily report according to your ordering deadlines. If changes are made up to the delivery deadline you can get an email notification directly.

This feature is set up on every resource.

- Select report

Choose Resource filter, date and time zone and click on ‘Show report’.

- Layouts

When the report is created you can choose to view it in different layouts. Use the different layouts for customizing how you want the data to be presented.

- Other

Shows reports on meeting participants – both internal and external. This section is very useful for the reception to get an overview of upcoming meetings and visitors.

Choose Location, date and time zone and click on ‘Show report’.

All reports can be printed out and saved in different file formats.

More information on Pronestor’s help site. Please go to: [Reports](#)



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Module 4 – Using Pronestor Room as an Administrator

- **Using Pronestor Analytics**

Pronestor Analytics is a tool for showing how your meeting rooms are being used. It shows number of bookings in different meeting rooms and locations. Use the occupancy rates for analyzing the use of the meeting rooms and for optimizing your facilities.

- Choose data

- Choose date
 - Choose work day

- Show report

- **Interacting with the report**

You can filter the report per location and per individual room resource category.

More information on Pronestor's help site. Please go to: [Pronestor Analytics](#)



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Module 4 – Using Pronestor Room as a Booker

- **My settings**

We recommend you to go to your personal settings and complete your user profile. Change your password, set your default Billing account and default Meeting type.

- Using Add-In for Outlook
 - Open Add-Ins, choose Pronestor/Settings, fill in the fields.
- Using the web interface
 - Go to My settings and fill in the fields.

- **Book resources using the Outlook Add-In**

- Creating meetings and bookings
 - Using Add bookings - Single and multi location
 - Go to your Outlook calendar and click on Add bookings.
 - A Pronestor Room window will open where you book your resources.
 - Choose your location (for multiple locations please check the box) and go to check out.



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Module 4 – Using Pronestor Room as a Booker

- Book resources using the Outlook Add-In (*continued...*)
 - Using Quick booking – Single location
 - Go to Book room or Book equipment where you can book a single resource (If you need to book more than one resource please use the Add bookings feature).
 - Choose your location and your room or resource.
 - **Creating recurring meetings**
 - Recurring meetings is an Outlook feature and is created as such. All booked resources in Pronestor will be copied to every meeting. If a resource is not available for one of the meetings the system will notify you per email.
 - Editing meetings
 - Just as you can Add bookings to a new meeting, you can reopen an existing meeting and Edit bookings.

More information on Pronestor's help site. Please go to: [Outlook Booking](#)



Pronestor Room

Module 4 – Using Pronestor Room as a Booker

- Book resources through the web interface

- Creating meetings and bookings

After creating a meeting in your normal calendar system you go to the URL for the Pronestor web interface. If you do not have the URL, ask your Administrator.

- Create the meeting in Pronestor Room
- Book meeting rooms and other resources
- Check out

Please note: You cannot invite attendees to meetings created in Pronestor Room. You do this in your normal calendar solution when reserving a meeting.

More information on Pronestor’s help site. Please go to: [Web booking](#)

After having created a meeting you can go to ‘My Meetings’ and click on different edit buttons.

- Creating recurring meetings

- Click on the ‘Recur meeting’ icon. Choose your recurrence pattern.

- Editing meeting time

- Click on the ‘Reschedule meeting’ icon. Choose new start/end time and save.

- Editing meeting resources

- Click on the ‘Edit Meeting’ icon. Edit your meeting settings and save. All reports will be updated.

When you book, edit or delete meetings and booked catering resources you will get an email from the system with your modifications.



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Module 4 – Using Pronestor Room as a Secretary

Secretaries can book and edit meetings on behalf of others.

- **Booking resources in the web interface**

When booking meetings and resources on behalf of others in Pronestor Room, the secretary follows the normal booking procedures as a booker.

- Create the meeting in Pronestor Room
- Choose meeting owner and/or contact person (the secretary is per default the contact person)
- Book meeting rooms and other resources
- Check out

- **Booking resources through the Outlook Add-In**

- Using Add bookings - Single and multi location
 - Click on Add bookings in your meeting owner's Outlook calendar appointment
 - A Pronestor Room window will open where you book your resources
 - Choose your location (for multiple locations please check the box)
 - Go to check out and choose contact person



Pronestor Room

Module 4 – Using Pronestor Room as a Secretary

- **Booking resources through the Outlook Add-In (*continued...*)**

- Using Quick booking – Single location

When in your meeting owners Outlook calendar appointment, go to Book room or Book equipment where you can book a single resource (If you need to book more than one resource please use the Add bookings feature).

- Choose your location and your room or resource.

- **Editing meetings**

Just as you can Add bookings to a new meeting, you can reopen an existing meeting and Edit bookings.

- **Outlook:**

If the meeting is created in Outlook the secretary will edit the meeting time and attendees in Outlook. Resources are always edited in Pronestor Room (where they were originally booked).

Please note: You can open the Pronestor Room edit function directly from the Outlook appointment (Edit bookings).

- **Web interface:**

A secretary is secretary for a group of bookers. All their bookings will be visible and editable for the secretary in the Pronestor Room window.

- Filter in Pronestor Room

Use the search and filter function to see and edit the relevant meetings and bookings.

