

Room Reservation Management (PE-RPL)



HELP.BCSRVOFCRPL

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Icons

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Room Reservation Management (PE-RPL)

Purpose

With the *Room Reservation Management* application component you can manage the booking and reservation of rooms for one-day business events such as meetings, product presentations, workshops, and other such events. The component also has a *Service* function that lets you organize and manage catering for rooms and events.

Integration

You can use *Room Reservation Management* integrated with the *Training and Event Management* component. Both components share the same data model. If integration is active, you must run both components in the same plan version.

The advantage of integration is that both components can access the same rooms, thus reducing duplicate data entry. This also helps prevent room reservation conflicts occurring.

The *Room Reservation Management* component can be connected to the R/3 mail system.

Features

- Reserve and book rooms for one-day events such as meetings, product presentations, or workshops
- Create the necessary master data (such as room data) directly in the *Room Reservation Management* main menu under *Current Settings*
- Administer room equipment such as overhead projectors or PCs
- Select rooms on the basis of the equipment they contain
- Assign room reservations to predefined reservation types such as meetings or lectures
- Make lunch reservations
- Specify the moderator and attendees for each room reservation
- Check capacity of rooms
- Display attendee lists
- Switch rooms (for example, due to insufficient room capacity) with other available or reserved rooms
- Rebook reservations for different dates or times
- Use the *Copy* function to create reservations swiftly and easily
- Delete room reservations
- Lock rooms temporarily (for example, for maintenance purposes)
- Check availability of moderators and attendees if integration with *Time Management* is active
- Check availability of and use the same rooms as *Training and Event Management* if integration is active

Room Reservation Management (PE-RPL)

- Use e-mail connection to correspond with users (person who created reservation) and event moderators when reservations are made
- Print name tags for attendees
- Request reports for rooms and equipment (for example, display available/reserved rooms per moderator or attendee)
- Request reports for services (for example, display lunch totals per day, rooms to be supplied with drinks).

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Room Reservations

Definition

Reservation of a room for a business event, such as a meeting, for a maximum of one day.

Structure

You store the following data for a room reservation:

- Date (required entry)
- Time (required entry)
- Location (is determined on the basis of the room)
- Room (required entry)
- Reservation type (required entry)
- The reservation type includes details of whether cost center data is required and whether lunch reservations are allowed.
- Language (required entry)
- Moderator (required entry)
- Attendee (required entry; specify numbers in the case of group attendee)
- Cost center and controlling area of cost object of the business event (optional or required depending on reservation type)
- Lunch times (required entry if you want to make lunch reservations)
- Service (required entry if you want to make lunch reservations)
- Number of internal and external lunches (required entry if you want to make lunch reservations)
- Table number (optional entry)

See also:

[Creation of Room Reservations \[Page 11\]](#)

Setting Equipment Restrictions

Setting Equipment Restrictions

Use

You can set an equipment restriction on the initial screen of *Room Reservation Management* and with some of the functions as well. If you do so, the search for rooms is restricted to rooms that have the equipment you specify. This is possible with the following functions:




- [Creating a Room Reservation \[Page 12\]](#)
- [Displaying Available Rooms \[Page 39\]](#)
- [Displaying All Rooms \[Page 40\]](#)
- [Displaying Reserved Rooms \[Page 41\]](#)

Prerequisites

You must first create the relationship *is equipped with resource type* for the rooms. You create this relationship in Customizing for *Room Reservation Management* or in *Current Settings* under *Create Room*.

Procedure

On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.

1. Choose  *Equipment*. The *Room Reservation: Set Required Room Equipment* screen appears.
2. Enter the equipment you require using the possible entries help function and specify the quantity required in each case. If necessary, you can delete existing entries by choosing .
3. Choose . You return to the *Room Reservations: Initial Screen*.

Result

The equipment restriction you require is now set. The system then only displays available rooms that have the equipment you require.



You can also use the functions *Create room reservation* or *Display available/reserved/all rooms* to display a list of all rooms regardless of the equipment they contain. You can then narrow down the list.

Any restriction you set is retained until you delete it or cancel processing.

Creation of Room Reservations

Use

You use this function to carry out all the activities involved in reserving a room for a one-day business event, including making lunch reservations if required.

Prerequisites

You must first create the master data that forms the basis of room reservations (rooms, moderator, attendees, and services).

You must create the relationship *is supplied by service* (B039) for rooms if you want to use the catering function for them.

Features

This function lets you

- Reserve rooms (that is, create a reservation in *planned* status)
- Firmly book rooms (that is, create a reservation in *active* status)



If you are not certain that a business event will definitely take place, you can simply reserve a room, that is, create the reservation in *planned* status. Once the date is fixed, you can use the *firmly book* function, in other words, put the reservation into *active* status.

Alternatively, you can firmly book a room from the outset. Since the same functions (rebook, switch, change, and delete) are available for both statuses, we recommend that you create room reservations in *active* status.

- Make lunch reservations for the attendees (if the reservation type allows)

Activities

You create room reservations by selecting the room that best suits your business event, which you then either reserve (*planned* status) or book firmly (*active* status).

You specify the event moderator and attendees.

If the reservation type allows lunch reservations, you can make lunch reservations, select a cafeteria, and specify the number of internal and external attendees for billing purposes. You can also reserve a specific table for the event.

The Save function reserves or firmly books the room for your event.

See also:

[Creating a Room Reservation \[Page 12\]](#)

[Firmly Booking a Room Reservation \[Page 14\]](#)


Creating a Room Reservation

Creating a Room Reservation



Procedure

On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.

Initial screen:

1. Enter the *date*. You have two options.
 - a. If you require a room for a particular day, enter only the start date. You do not need to enter an end date in this case.
 - b. If you require a room for a particular period of time, enter a start date and an end date.
2. Enter the *time* for which you need the room. You can change this entry later on the data screen if necessary.
3. Enter a *location* if you require a room at a specific location. The search for rooms will be restricted to the location you specify.
4. If you want to set an equipment restriction, choose  *Equipment*. The system displays a list of available rooms that contain the equipment you require.

See also: [Setting Equipment Restrictions \[Page 10\]](#)

5. Choose . The *Create Room Reservation: Room Selection* screen appears displaying a list of available rooms.
6. Select a room with sufficient capacity and choose . Alternatively, you can double-click the relevant line. The data screen appears where you can create the room reservation.

Data screen:

1. Enter the *reservation type*.
2. If required, enter a text for the reservation type.
3. Select a *status*:
 - a. If you want to reserve rather than firmly book a room, select *planned* status. You can then use the function [firmly book room reservation \[Page 14\]](#) at a later date. This changes the status to *active*.
 - b. If you want to firmly book the room from the outset, select *active* status. This is the default setting.
4. Enter the *language* in which the business event is to be held. The default setting is the logon language.
5. Enter a *cost center* and a *controlling area* where relevant. These entries are obligatory if the reservation type you chose requires specification of a cost center.
6. Specify a *moderator type*. Enter the moderator in accordance with the moderator type you specified.

See also: [Moderators \[Page 15\]](#)

Creating a Room Reservation

7. Specify an *attendee type* and an *attendee*. Enter the attendee in accordance with the attendee type you specified. In the case of a group attendee such as an organizational unit, enter the *number* of attendees in the group.



A warning message is issued if the number of attendees you enter exceeds the room capacity. You can ignore this warning.

During the capacity check, the number of attendees plus moderator is compared with the capacity defined for the room.

8. If you expect other attendees, choose *Other attendees* in order to enter them.

See also: [Creating Other Attendees \[Page 19\]](#)

9. If you want to enter the names of the individual attendees in a group, choose *Individual attendees*.


See also: [Creating Individual Attendees \[Page 20\]](#)

10. Create a lunch reservation if required. If you do not require a lunch reservation, proceed from step 15.

If you want to create a lunch reservation and if lunch reservations are allowed for the reservation type, enter the period in which lunch is to be served in the *Lunch* field.



The screen layout depends on the settings you have made for the reservation type in Customizing for *Room Reservations*. If no lunch reservations are allowed for the reservation type you choose, the corresponding fields are not displayed.

11. Enter the appropriate *cafeteria*, that is, the *service*.
12. In the *External meals* field, enter the number of attendees for lunch that are to be billed externally.
13. In the *Internal meals* field, enter the number of attendees for lunch that are to be billed internally.
14. You can enter a *table number* if you want to request a particular table.
15. Choose .

Result

You have reserved a room, booked attendees and, where relevant, made lunch reservations for the attendees.


Firmly Booking a Room Reservation

Firmly Booking a Room Reservation

Use

If you created a room reservation in *planned* status using the *Reserve* function, you can now *firmly book* the reservation, in other words, change the status to *active*.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict the search for room reservations if required.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose *Room reservation* → *Firmly book*. The *Firmly Book Room Reservation: Selection* screen appears displaying a list of existing room reservations that match the selection criteria.
4. Select the room reservation you want and choose  or double-click the required line. The data screen of the selected room reservation appears.
5. Choose *Firmly book*.

Result

The room reservation has been set to status *active*.

See also:

[Creation of Room Reservations \[Page 11\]](#)

Moderator

Definition

Person who moderates a business event for which a room has been reserved (such as the person who calls a meeting).

A reservation record is created for the moderator of a room reservation just as for any other resource since it is assumed that the moderator is present during the business event (room reservation). This prevents reservation conflicts occurring by the moderator being reserved or booked for another event at the same time.

Use

Specification of a moderator can be useful in the following ways:

- It lets you specify who called a meeting (or similar event) and who is responsible for it.
- For objects of type P (Person), it lets you prevent the employee being booked for another, conflicting appointment.

In addition, the moderator is included in the capacity check for rooms. The moderator is considered an attendee for this purpose.

Structure

Moderators can be assigned to any object type that can represent individual persons (such as the object types *Person*, *External Person*, *Contact Person*, *User*, *Applicant*).

Integration

You specify what object types you want to allow as moderators in Customizing for *Room Reservation Management* under *Basic Settings for Room Reservation Management* → *Dialog Control* → *Technical Settings* → *Attendee Type/Moderator Control* → *Allowed Attendee Types/Moderators*.

Room Reservation Management must be integrated with the relevant components if you want to use certain object types as moderator. For example, if you want to use the object type *Contact Person*, you require integration with the *Sales and Distribution* component (SD).

The moderator you specify must already exist as an object in the system. In other words, object data should have been created in the relevant component:

Component	Object Type
<i>Training and Event Management:</i>	External Person
<i>Personnel Administration</i>	Person
<i>Sales and Distribution:</i>	Contact Person
<i>User Master:</i>	User
<i>Applicant Master:</i>	Applicant

Moderator

See also:

[Attendees \[Page 17\]](#)

Attendees

Definition

Real persons who are attendees of business events for which a room is reserved.

There are three options for booking attendees for a business event:

- You can book a group of persons (for example, an organizational unit or a customer) as a group attendee.
- You can book an individual person (for example, a user or an applicant) as an individual attendee.
- You can book individual persons belonging to a group attendee as individual attendees.

Use

When you specify the number of attendees for the room reservation, a capacity check is carried out against the capacity defined for the room. A warning message is issued if the number of attendees exceeds the room capacity.



The moderator is included in the number of attendees for the capacity check.

Integration

You specify what object types you want to allow as attendee types in Customizing for *Room Reservation Management* under *Basic Settings for Room Reservation Management* → *Dialog Control* → *Technical Settings* → *Attendee Type/Moderator Control* → *Allowed Attendee Types/Moderators*. You also specify here what individual attendees are allowed per attendee type, and what attendee types are allowed as moderators.

If you want to book an attendee for a business event, you should already have created this attendee in Customizing for the component in question.

You create attendees of the type *Organizational Unit* directly in Customizing for *Room Reservation Management* under *Master Data* → *Create Organizational Unit*.

If you want to allow other attendee types in addition to organizational units, you must create them in the following components and use them if integration is active:

Component	Object Type
<i>Training and Event Management:</i>	External Person, Company
Personnel Administration	Person
<i>Sales and Distribution:</i>	Contact Person, Customer
<i>User Master:</i>	User
<i>Applicant Master:</i>	Applicant

Attendees

If you use both *Room Reservation Management* and *Organizational Management* integrated in the same plan version, you have access to the same organizational units.

See also:

[Booking Other Attendees \[Page 19\]](#)

[Creating Individual Attendees \[Page 20\]](#)

Booking Other Attendees

Use


You use the function *Other attendees* when you have already entered an attendee (group or individual) for a room reservation and want to enter more.

Prerequisites

You should have previously specified an attendee type and entered the corresponding attendee on the data screen.

Procedure

On the *Room Reservation Management Data Screen*:

1. Choose *Other attendees*. The *Room Reservations: Change Attendee* screen appears.
2. Enter the attendee type, the attendee (ID), and the expected *number* of individual attendees (for a group attendee).
3. Choose .

Result

You have booked further attendees for a room reservation.

See also:

[Attendees \[Page 17\]](#)

[Creating a Room Reservation \[Page 12\]](#)

Creating Individual Attendees

Creating Individual Attendees

Use

You use this function to enter the names of the individual attendees belonging to a group attendee that you have booked. This information can be used when you execute the function *Print name tags*.

See also:


[Printing Name Tags \[Page 38\]](#)

Prerequisites

You must first enter a group attendee in the *Attendee* field on the data screen or under *Other attendees*.


Procedure I

Under *Attendee* on the data screen you entered a group attendee and the number of attendees in the group.

1. Choose *Individual attendee*. The *Change Attendee* screen appears where you can specify the number of individual attendees in the group.
2. Enter the attendee type and the names of the individual attendees. You can display a list of the employees belonging to the group attendee using the possible entries help function.
3. Choose .

Procedure II

You chose the function *Other Attendees* and are on the data screen *Change Attendee*, where you have entered a group attendee and specified the number of individual attendees in the group.

1. Select the required group attendee and choose *Individual attendees*.
2. Enter the attendee type and the names of the *individual attendees*. You can display a list of the employees belonging to the group attendee using the possible entries help function.
3. Choose .

Result

You have entered data for the individual attendees of a group attendee booked for a business event.

See also:

[Creating a Room Reservation \[Page 12\]](#)

[Booking Other Attendees \[Page 19\]](#)

Find Room Reservations

Use


You can refine the search for existing room reservations that you want to further process by specifying selection criteria.

Integration

You should use the *selection criteria restriction* option on the initial screen for the following functions:

- [Displaying a Room Reservation \[Page 23\]](#)
- [Changing a Room Reservation \[Page 24\]](#)
- [Rebooking a Room Reservation \[Page 28\]](#)
- [Switching Rooms \[Page 30\]](#)
- [Copying a Room Reservation \[Page 23\]](#)
- [Firmly Booking a Room Reservation \[Page 14\]](#)
- [Deleting a Room Reservation \[Page 32\]](#)
- [Printing Name Tags \[Page 38\]](#)



In addition, if you enter a specific moderator, a specific attendee, or your own user directly and choose , you can display the room reservations that exist for the pertinent person in the time period.

Activities

You can restrict the search using the following selection criteria:

- Date
- Time
- Location
- Moderator
- Attendees
- User

See also:

[Finding a Room Reservation \[Page 22\]](#)

Finding a Room Reservation


Finding a Room Reservation

Use


You can specify selection criteria to speed up the search for room reservations.

Procedure

On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*.

1. Enter the *date*. You have two options.
 - a) If you require a room reservation for a particular day, enter only the start date. You do not need to enter an end date in this case.
 - b) If you require a room reservation for a particular period, enter both start date and end date.
2. If required, enter the *time*.
3. If required, enter the *location*.
4. If required, enter the *moderator*.
5. Choose the function you require, for example .



If you want to select on the basis of an attendee or on the basis of room reservations you have created, choose  for the pertinent line.

Result

You have set your selection criteria and the system displays the room reservations that match your criteria.

See also:

[Find Room Reservations \[Page 21\]](#)

Displaying a Room Reservation



Prerequisites

You should have already created room reservations.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office → Room Reservations → Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict the search for room reservations if required.

See also: [Find Room Reservation \[Page 22\]](#)

3. Choose . The *Room Reservations* screen appears displaying a list of existing room reservations that match the selection criteria.
4. Select the room reservation you want and choose  or double-click the required line.




Result

The room reservation you selected is displayed.

Changing a Room Reservation

Changing a Room Reservation

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict your search for room reservations.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose . The *Change Room Reservation: Selection* screen appears.
4. Select the room reservation you want and choose  or double-click the required line. The data screen of the selected room reservation appears.
5. Change data as required.
6. Choose .

Result

The room reservation has been changed.

See also:

[Room Reservation Rebookings \[Page 27\]](#)

[Rebooking a Room Reservation \[Page 28\]](#)

[Room Switches \[Page 29\]](#)

[Switching Rooms \[Page 30\]](#)

Creation of Room Reservations by Copying

Use

If you have business events of the same type that take place at regular intervals over a long period of time, or events frequently held with the same moderators or attendees, the *Copy* function speeds up the process of creating room reservations.

In such cases, you copy an existing room reservation and change data as required, for example, by entering a new date. You can change all of the default data proposed.

Features

- Copy existing room reservations.
- Copy multiple times using the fast data entry feature. You remain on the data screen until you have created the required number of reservations by copying.

Activities

You first create a room reservation or select a suitable existing room reservation.

When you copy a room reservation, you may be able to reserve the same room that you booked for the first event if it is available. By selecting *Same room (if possible)*, you can book the same room if available for the new date. If you select *Same equipment*, then only rooms that have the equipment in question are displayed.

If the same room is not available, a list appears showing available rooms that match the equipment restrictions (where set). You can choose a suitable room from this list.

You can retain all the other data for the room reservation when copying, or you can change this data if required.

Once you have copied a room reservation for the first time, you can remain on the data screen and copy from the room reservation that you have just created.





See also:

[Copying a Room Reservation \[Page 26\]](#)

Copying a Room Reservation

Copying a Room Reservation

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict the search for room reservations if required.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose . The *Room Reservation: Create By Copying Selection* screen appears displaying a list of existing room reservations that match the selection criteria.
4. Select the room reservation you want and choose  or double-click the required line. The *Copy* dialog box appears.
5. Enter a *new date* where relevant.
6. Enter a *new time* where relevant.
7. Entries to make for the room:
 - a. If you want to reserve the *same room* (if available) for the new date, no entry is required. This is the default setting.
 - b. If you want a different room, deselect the option.
8. Entries to make for the equipment:
 - a. If you want to reserve the same equipment for the new date, no entry is required. This is the default setting.
 - b. If you want to have different equipment, deselect this option.
9. Choose . The data screen of the copied room reservation appears.
10. Change data as required.
11. Choose .

Result

You have created a new room reservation by copying an existing one.

See also:

[Creation of Room Reservations by Copying \[Page 25\]](#)

Room Reservation Rebookings

Use

If the date or time of a business event changes, but all other data on the room reservation remains unchanged, you can rebook the room reservation.

Integration

You can access the function *Switch Rooms* from the *Rebook Room Reservation* function. In this case, you must select either the parameter *Available rooms* or *Reserved rooms* and deselect the option *Same room (if possible)* in the dialog box that appears when you call the *Rebook* function.

See also:

[Room Switches \[Page 29\]](#)

Prerequisites

Room reservations should already have been created.

Features

- You can change the date.
- You can change the time.
- By selecting *Same room (if possible)*, you can book the same room if available for the new date.
- The same applies to the equipment. If you select *Same equipment*, only rooms that have the equipment in question are displayed for selection.
- If, however, the same room is not available, a list appears showing available rooms that match the equipment restrictions (where set). You can choose a suitable room from this list.

See also:





[Rebooking a Room Reservation \[Page 28\]](#)

[Switching Rooms \[Page 30\]](#)

Rebooking a Room Reservation

Rebooking a Room Reservation

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict the search for room reservations if required.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose . The *Change Room Reservation: Selection* screen appears.
4. Select the room reservation you want from the list displayed and choose  or double-click the required line. The data screen of the selected room reservation appears.
5. Choose *Rebook*. The *Rebook* dialog box appears.
6. Enter the *new date* where relevant.
7. Enter the *new time* where relevant.
8. Entries to make for the *room*:
 - a. If you want to have the *same room* for the new date if available, no entry is required. This is the default setting.
 - b. If you want a different room, deselect the option.
9. Entries to make for the *equipment*:
 - a. If you want to reserve the same equipment for the new date, no entry is required. This is the default setting.
 - b. If you want to have different equipment, deselect this option.
10. Choose .
11. Choose .

Result

You have rebooked the room reservation.

See also:

[Room Reservation Rebookings \[Page 27\]](#)

Room Switches

Use

If you discover that a room is not suitable for a particular event, but want the date and time of the event to remain the same, this function lets you switch one room for another.

You may need to do this if, for example, the number of attendees is larger than expected and exceeds the room capacity, or if the room equipment is inadequate.

Features

- Switch to an available room
- Switch to a reserved room
- Switch to a room with the same equipment (where possible)

Activities

If you select a room whose capacity is too small for the number of attendees booked for the business event, the system issues a warning message. Choose *Rebook*. A dialog box appears in which you can select a different room.

See also:





[Switching Rooms \[Page 30\]](#)

[Room Reservation Rebookings \[Page 27\]](#)

Switching Rooms

Switching Rooms

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict your search for room reservations.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose . The *Change Room Reservation: Selection* screen appears.
4. Select the room reservation you want and choose  or double-click the required line. The data screen of the selected room reservation appears.
5. Choose *Rebook*. The *Rebook* dialog box appears.
6. Entries to make for the room:
 - a. If you want to switch the room for an *available* or a *reserved room*, select the appropriate option.
 - b. Deselect the *Same room (if possible)* option.
7. Entries to make for the equipment:
 - a. If you want to have the *same equipment* in the new room, no entry is required. This is the default setting.
 - b. If you want to have different equipment, deselect this option.
8. Choose . The *Rebook/Copy Room Reservation: Selection* screen appears.
9. Select a suitable room by double-clicking it. You return to the data screen of the room reservation.
10. Choose .

Result

You have switched the room originally reserved for another, more suitable room.

See also:

[Room Switches \[Page 29\]](#)

Deletion of Room Reservations

Use

This function lets you delete an existing room reservation, for example, if a business event has to be canceled.

Integration

It makes no difference whether the reservation you want to delete is in *planned* or *active* status.

If integration with *Time Management* is active, the relevant attendance records for attendees and moderators are also deleted.



See also:

[Deleting a Room Reservation \[Page 32\]](#)

Deleting a Room Reservation

Deleting a Room Reservation

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict the search for room reservations.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose *Room reservation* → *Delete*. The *Delete Room Reservation: Selection* screen appears.
4. Select the room reservation you want and choose  or double-click the required line. The data screen of the selected room reservation appears.
5. Choose .

Result

You have deleted the room reservation.

See also:

[Deletion of Room Reservations \[Page 31\]](#)

Resource Locking/Unlocking

Use

This function lets you temporarily lock resources of the resource type *Room* to prevent other users from using them. When you lock rooms for a certain period, they are no longer available for selection during this period.

This function is useful, for example, when rooms need to be maintained or serviced.

It may be necessary to temporarily lock a room that is to be renovated. In this case, you would use this function to lock the room for the period of the renovation and unlock it afterwards.

Integration

This function is used in the application components *Room Reservation Management* and *Training and Event Management*.

Prerequisites

If you want to use this function, you must first define what is termed an *initial service* in Customizing for *Room Reservation Management* under *Basic Settings for Room Reservation Management* → *Dialog Control* → *Technical Settings* → *Define Initial Objects*.

Features

- You may lock resources for periods during which they are not reserved. If the lock period you define contains days on which the resource is reserved, the lock is only active on the non-reserved days.
- Locked rooms are flagged in *Room Reservation Management* with the reservation type *Maintenance*.
- Locks are effective for whole day periods, not for specific time blocks on a specific day.

Activities


The user must specify the resource to be locked and the time period. The system locks the resource for the required period.

The lock is automatically removed when the lock period expires. You can, however, remove the lock at any time by deleting the lock record with the function *Unlock Resource*.

Locking Resources



Locking Resources

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. Choose  *Resource*. The *Lock/Unlock Resource* screen appears.
3. Enter the resource you want to lock.
4. Enter a selection period.



The selection period you specify determines what reservations and locked resources are displayed. The period you specify should be long enough to ensure that any reservations that may exist in the lock period are displayed.

5. Choose . The system displays existing reservations.
6. Enter the required lock period.
7. Choose  *Lock*. The system locks the resource and displays the start and end dates of the lock period.

Result


The locked resource is not available in the lock period from 00:00 to 24:00 o'clock.

Unlocking Resources

Prerequisites

There must be locked resources.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office → Room Reservations → Reservation*. The *Room Reservations: Initial Screen* appears.
2. Choose  *Resource*. The *Lock/Unlock Resource* screen appears.
3. Enter the resource you want to unlock.
4. Enter a selection period.
5. The system displays existing locked resources.



The selection period you specify determines what reservations and locked resources are displayed. The period you specify should be long enough to ensure that the required lock period is displayed.

6. Select the lock period in which you want to unlock the resource.



You can delete multiple locks at the same time. To do so, select all of the locked resources you want to unlock.

7. Choose  *Resource*.

Result

The resource is now unlocked and is available for resource selection and reservation in *Training and Event Management*.

Reporting for Room Reservation Management

Reporting for Room Reservation Management

Use

Room Reservation Management offers a wide range of reports that facilitate creation, editing, and processing of room reservations.

Prerequisites

There must be room data stored that can be used in the reports.

Features

The following reports are available:

Room Reservations:

- [Displaying Available Rooms \[Page 39\]](#)
- [Displaying Reserved Rooms \[Page 41\]](#)
- [Displaying All Rooms \[Page 40\]](#)

Business Event Execution:


- [Printing Name Tags \[Page 38\]](#)
- [Displaying an Attendee List \[Page 37\]](#)

Display and Edit Room Reservations (Change, Copy, etc.):


- Reservations per Moderator
- Reservations per Attendee
- Reservations per User

Activities

You enter the relevant data (selection period, time, and location) on the initial screen and select the required report from the menu bar.

The reports *Reservations per Moderator/Attendee* also require specification of the person and the report in the same line by choosing 





No further specifications are required for the report *Reservations per User*. You simply start the report by choosing  in the same line.

Displaying an Attendee List

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict your search for room reservations.

See also: [Find Room Reservation \[Page 22\]](#)

3. Choose . The *Room Reservation: Attendee List: Selection* screen appears.
4. Select the room reservation you want and choose  or double-click the required line.

Result

The attendee list for the room reservation in question is displayed.

See also:

[Attendees \[Page 17\]](#)

Printing Name Tags

Printing Name Tags

Use



You can use this report to create name tags for attendees of a business event or room reservation.

Prerequisites

In the case of group attendees, you should first enter the individual names of the attendees in the group.

See also: [Creating Individual Attendees \[Page 20\]](#)

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office → Room Reservations → Reservation*. The *Room Reservations: Initial Screen* appears.
2. You can restrict your search for room reservations.
See also: [Find Room Reservation \[Page 22\]](#)
3. Choose . The *Room Reservation: Name Tags: Selection* screen appears.
4. Select the room reservation you want and choose  or double-click the required line. The *Display or Print Attendees' Name Tags* screen appears.
5. Enter data as required.
6. Select *Print Immediately* or *Print to Spool*.

Result

The name tags for the room reservation selected are printed.

Displaying Available Rooms

Use

You use this report to create a list of rooms that are available for reservation in the selection period.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office → Room Reservations → Reservation*. The *Room Reservations: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display the rooms available within a particular period, enter both start date and end date.
3. If required, enter the *time*.
4. If you want to further restrict the search for available rooms, enter a *location*.
5. Choose *Available rooms*.

Result

A list appears showing the rooms available.

See also:

[Displaying All Rooms \[Page 40\]](#)

[Displaying Reserved Rooms \[Page 41\]](#)

Displaying All Rooms

Displaying All Rooms

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display all existing rooms within a particular period, enter both start date and end date.
3. If required, enter the *time*.
4. If required, enter a *location*.
5. Choose *All rooms*.

Result

A list of all existing rooms is displayed.



Every room is displayed with a reservation status indicated by a traffic light icon.

Green traffic light: The room is available. There are no reservations recorded in the selection period.

Yellow traffic light: The room is partly reserved. There are reservations recorded for specific time blocks in the selection period but not for the entire period specified. Additional reservations are possible.

Red traffic light: The room is reserved for the entire selection period.

See also:

[Displaying Available Rooms \[Page 39\]](#)

[Displaying Reserved Rooms \[Page 41\]](#)

Displaying Reserved Rooms

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Room Reservations* → *Reservation*. The *Room Reservations: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display all the rooms reserved within a particular period, enter both start date and end date.
3. If required, enter the *time*.
4. If required, enter a *location*.
5. Choose *Reserved rooms*.

Result

A list appears showing the reserved rooms.



Every room is displayed with a reservation status indicated by a traffic light icon.

Green traffic light: The room is available. There are no reservations recorded in the selection period.

Yellow traffic light: The room is partly reserved. There are reservations recorded for specific time blocks in the selection period but not for the entire period specified. Additional reservations are possible.

Red traffic light: The room is reserved for the entire selection period.

See also:

[Displaying Available Rooms \[Page 39\]](#)

[Displaying All Rooms \[Page 40\]](#)

Services

Services

Definition

Catering services such as a cafeteria or a canteen that supplies attendees of a business event with drinks, beverages, lunch, or other refreshments.

Structure

You create services in Customizing for *Room Reservation Management* under *Master Data* → *Services* → *Create Service*.

In another step, you specify the time intervals for lunches under *Master Data* → *Services* → *Define Lunch Times*. When you create a room reservation, you can select a time interval for lunch for the room.



You can also make these settings in *Current Settings* in the steps of the same names. You access *Current Settings* on the initial screen of *Room Reservation Management* under *Environment*.

Integration

When you create a room reservation, you must specify a service and a lunch period if you want to arrange catering for the attendees. You specify whether lunch reservations are allowed for the event in the *reservation type* data.

For reporting purposes, when you want to report on what rooms have to be supplied with drinks, you have to create the relationship *is supplied by* between the room and the service.

You create this relationship in Customizing or in *Current Settings for Room Reservation Management* under *Create Room*.

Reporting for Services

Use

Reporting for services in *Room Reservation Management* lets you ensure that catering is provided for rooms and attendees.

Prerequisites

You must create the relationship *is supplied by* between a room and a service before you can request the report *Rooms to Be Supplied* which determines which rooms are to be supplied with drinks.

Features

- Display lunches per room reservation (split by internal and external attendees)
- Display lunch totals per room
- Display rooms to be supplied with beverages
- Display additional data in the lists output:
 - Room
 - Telephone number of rooms (where available)
 - Moderator
 - Lunch times
 - Table number (where available)

Activities

You access the reports for services on the *SAP Easy Access* screen, in the *SAP Standard Menu* under → *Room Reservation* → *Catering*.

You enter a selection period and a service on the initial screen and choose the required report.

On the report's list screen, you can display the data of the room reservation by double-clicking the relevant line. The *Change* function lets you change data, for example, the data of a lunch reservation. A service employee may enter the table number allocated to the business event for information purposes for the moderator, for instance.

See also:

[Displaying Lunch Totals per Room \[Page 44\]](#)

[Displaying Lunch Totals per Lunch Period \[Page 45\]](#)

[Displaying Rooms to Be Supplied \[Page 46\]](#)

Displaying Lunch Totals per Room

Displaying Lunch Totals per Room

Use

This report lets you display the total number of lunches per room supplied by a service in the selection period.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Catering*. The *Services: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display the lunch totals within a particular period, enter both a start and an end date.
3. Enter the *Service*.
4. Choose *Lunch*.

Result

A list appears showing the number of internal and external lunches as well as the total number of lunches per room.

See also:

[Reporting for Services \[Page 43\]](#)

[Displaying Lunch Totals per Lunch Period \[Page 45\]](#)


[Displaying Rooms to Be Supplied \[Page 46\]](#)

Displaying Lunch Totals per Lunch Period

Use

This report lets you display the total number of lunches provided by a service per lunch period in a given period.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Catering*. The *Services: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display the lunch totals within a particular period, enter both a start and an end date.
3. Enter the *Service*.
4. Choose  *Lunch*.

Result

A list appears showing the number of internal and external lunches as well as the total number of lunches per lunch period supplied by the service on each day of the business event.

See also:

[Reporting for Services \[Page 43\]](#)

[Displaying Lunch Totals per Room \[Page 44\]](#)

[Displaying Rooms to Be Supplied \[Page 46\]](#)

Displaying Rooms to Be Supplied

Displaying Rooms to Be Supplied

Use

This report lets you display the rooms that are to be supplied with beverages by a service in the selection period.

Prerequisites

You should have already created the relationship *is supplied by* for the resource *room*.

Procedure

1. On the *SAP Easy Access* screen, in the *SAP Standard Menu*, choose *Office* → *Catering*. The *Services: Initial Screen* appears.
2. Enter the *date*. You have two options.
 - a. If you want to display the rooms reserved on a specific day, enter the start date. You do not need to enter an end date in this case.
 - b. If you want to display the rooms to be supplied within a particular period, enter both a start and an end date.
3. Enter the *Service*.
4. Choose *Rooms to be supplied*.

Result

A list appears showing the rooms to be supplied each day.

See also:

[Reporting for Services \[Page 43\]](#)

[Displaying Lunch Totals per Room \[Page 44\]](#)

[Displaying Lunch Totals per Lunch Period \[Page 45\]](#)