

CONFERENCE ROOM REQUEST BOOKING SYSTEM

User Guide

Version No: 1.0

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1. Purpose

The purpose of this document is to detail out the steps for accessing the Conference Room Request Form App.

The application can be used to do the following:

- Submit new conference room request.
- Change event dates of submitted request.
- Make any changes for a submitted request.
- Cancel an already submitted request.

2. Accessing the website

The Conference Room Request App can be accessed by following the below steps.

- Go to the Conference Room Request Form App website by visiting Gaslines > Departments > All Other Departments > Facilities > Conference Experiencing, or by using the URL - [Conference Room Request - Power Apps](#)
- Please note that the system user may be asked to enter their credentials to log in. Please provide your windows credentials to log in to the web site. You will be redirected to “Conference Room Request Form – Landing Page” which is defaulted to “My Pending Requests”. “My Pending Requests” view has all the requests that are pending approval.

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/B boardroom	3/14/2023	9:00 AM	10:00 AM	10	Pending Approval

3. Conference Room Request Form

Accessing the Conference Room Request Form allows the user to do the following which are detailed later in this section:

- Create new requests
- View existing requests
- Change event dates of existing requests
- Update existing requests
- Cancel existing requests

3.1 New Conference Room Request

- i. Click on New Request button.

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Pending Approval

- ii. You will be redirected to New Conference Room Request Form with your employee information auto-populated.
- iii. You can review the details and fill out the remaining fields.
- iv. The site and Floor No./Building must be selected first, then the rest of the form loads.

Employee ID: E5313
Employee Email: CVineesh@scgcontractor.com
Employee Name: Vineesha, Chitturi
Employee Phone: None
Site:
FloorNo/Building:
Submit Close

- v. When Monterey Park is selected, the default room selection is Room 0015, which can be changed according to room preference. Below the selected room you will see set-up options with corresponding seating capacity available for that setup.
 - a. Room 0015 (formerly Collaboration Room): Conference/Boardroom only.
 - b. Rooms 0022, 0023, and combined 0022+0023 (formerly Breakthrough Hall Sides A, B, and combination): several set-up options available.

Select a Conference Room
☐ Room 0015 ☒ Room 0022 ☐ Room 0023 ☐ Room 0022 + 0023
Conference Room Set-Up
☐ Auditorium/Theatre Available Seats : 30
☐ Classroom Available Seats : 16
☐ Conference/Boardroom Available Seats : 12
☐ Pods Available Seats : 24
☐ Square (Hollow) Available Seats : 20
☐ U-Shape
☐ No Setup Needed
Submit Close

- vi. In “Meeting/Event Name” give your meeting/event a descriptive title.
- vii. Next state the “Expected # of attendees” which must align with room minimums and maximums (see below). Please note, the Learning Center is one of few company locations with large reservable spaces, so priority approval will go to larger group events.
 - a. Room 0015: minimum 8; maximum 15.
 - b. Rooms 0022 and 0023: minimum 10; maximum is the capacity available for the selected room setup option.
 - c. Room 0022+0023 combination: minimum 15; maximum is the capacity available for the selected room setup option.
- viii. While selecting dates, the system does not allow you to select past dates. For Room 0015, the system requires 2 days advance booking. For Room 0022 and Room 0023 (and combination) the system requires 7 days advance booking.

This screenshot shows the 'Event Details' form. The 'Meeting / Event Name' field contains 'conference event 1'. The 'Expected # of attendees' field contains '50', with a red error message below it: 'Number of attendees should be greater than 20 and less than or equal to 30'. The 'Start Date' field shows '11/15/2022' with a red error message: 'You have selected past date'. The 'End Date' field shows '11/15/2022'. The 'Start Time' and 'End Time' are both set to '6:00 AM'.

This screenshot shows the 'Event Details' form with valid dates. The 'Meeting / Event Name' is 'conference event 1'. The 'Expected # of attendees' is '23'. The 'Start Date' is '11/16/2022' and the 'End Date' is '11/16/2022'. The 'Start Time' is '5:00 PM' and the 'End Time' is '6:00 PM'. Below the event details is a section titled 'Needed Setups' with checkboxes for 'Presenter Set-Up', 'Audio / Video Set-Up', 'Registration Table', 'Catering', and 'Other Set-Up Requests'. There is also a text area for 'Additional Information - Provide any other information to assist the service center complete this order'. At the bottom are 'Submit' and 'Close' buttons.

This screenshot shows the 'Event Details' form with a date selection error. The 'Start Date' is '2/20/2023' and the 'End Date' is '2/20/2023'. The 'Start Time' is '6:30 AM' and the 'End Time' is '7:15 AM'. Below the event details is a section titled 'Existing Upcoming Events/Meetings Confirmed for this Selected Conference Room' with a table header: 'Event Name', 'Requestor Name', 'Conference Room', 'Start Date', 'Start Time', 'End Date', 'End Time'. The table is empty, and a message below it says 'No Upcoming Events Found !!'. Below this is a section titled 'Needed Setups' with checkboxes for 'Presenter Set-Up' and 'Catering'. There is also a text area for 'Additional Information - Provide any other information to assist the service center complete this order'. At the bottom are 'Submit' and 'Close' buttons.

- ix. A small gallery shows the upcoming events in the selected conference room.

Existing Upcoming Events/Meetings Confirmed for this Selected Conference Room					
Event Name	Requestor Name	Start Date	Start Time	End Date	End Time
test	Service Account	11/22/2022	7:15 AM	11/22/2022	8:15 AM
Wellness Session	Vineesha Chitturi	11/29/2022	7:15 AM	11/29/2022	8:15 AM
hr gap test	Vineesha Chitturi	11/16/2022	11:00 AM	11/16/2022	12:00 PM
slot 1	Vineesha Chitturi	11/22/2022	6:00 AM	11/22/2022	6:15 AM
final 1	Vineesha Chitturi	11/16/2022	6:00:00 AM	11/16/2022	6:15:00 AM

- x. The system does not allow you to submit if there is an already existing event for the selected time slot (avoids double booking). The system also requires a 2-hour gap between meetings taking place in Rooms 0022 and 0023 (and combination). For Room 0015, there is no such gap interval and can be booked consecutively.

Event Details

Meeting / Event Name *

Test Meeting

Expected # of attendees *

45

Start Date *

3/7/2023

Start Time *

2:00 PM

End Date *

3/7/2023

End Time *

5:00 PM

Selected slot is not available. Please try booking another slot. Please note that there needs to be a 2 hour gap interval between the meetings.

- xi. If trying to book a slot with the above scenarios, you will get an error – “Selected slot is not available. Please try booking another slot.” If correct slot is selected, you will get a success message – “Selected slot is available. Please fill in necessary details and submit the request.”

Event Name	Requestor Name	Start Date	Start Time	End Date	End Time
test	Service Account	11/22/2022	7:15 AM	11/22/2022	8:15 AM
Wellness Session	Vineesha Chitturi	11/29/2022	7:15 AM	11/29/2022	8:15 AM
hr gap test	Vineesha Chitturi	11/16/2022	11:00 AM	11/16/2022	12:00 PM
slot 1	Vineesha Chitturi	11/22/2022	6:00 AM	11/22/2022	6:15 AM
final 1	Vineesha Chitturi	11/16/2022	6:00:00 AM	11/16/2022	6:15:00 AM

Event Details

Meeting / Event Name *

conference room request 1

Expected # of attendees *

23

Start Date *

11/22/2022

Start Time *

9:30 AM

End Date *

11/22/2022

End Time *

10:00 AM

Selected slot is available, Please fill in the necessary details and submit the request.

Submit

Close

- xii. After filling in all the necessary details, submit the request by clicking “Submit.”

Site * Monterey Park FloorNo/Building * Building C - Learning Center

Conference Availability and Set-Up

Select a Conference Room *

☐ Room 0015 ☒ Room 0022 ☐ Room 0023 ☐ Room 0022 + 0023

Conference Room Set-Up *

☐ Auditorium/Theatre Available Seats : 30

☐ Classroom Available Seats : 16

☐ Conference/Boardroom Available Seats : 12

☐ Pods Available Seats : 24

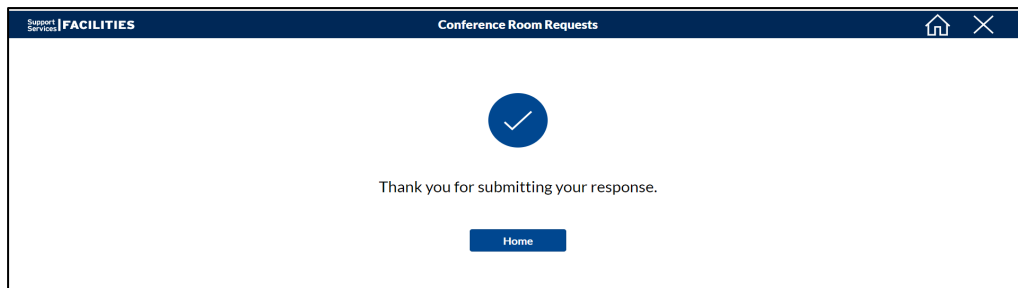
☐ Square (Hollow) Available Seats : 20

☐ U-Shape

☐ No Setup Needed

Submit **Close**

xiii. On successful submission of the request, you will be redirected to the success screen.



xiv. An email notification will be triggered to you and the admin for the approval.



xv. The submitted request can be viewed in the landing screen under "My Pending Requests" and can be viewed by clicking on the Tracking No.

Support Services | FACILITIES Conference Room Requests [User Guide](#)

[New Request](#)

Tracking Number: Start Date: [📅](#) [🔍](#) [🔄](#)

[My Pending Requests](#)
[My Requests](#)
[My Approved Requests](#)
[My Approved & Setup Completed Requests](#)
[My Rejected Requests](#)
[My Cancelled Requests](#)

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Pending Approval

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xvi. You can also view the “My Requests”, “My Approved Requests”, “My Approved Requests & Setup completed requests”, “My Rejected Requests,” and “My Cancelled Requests.”

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[New Request](#)

Tracking Number: Start Date: [📅](#) [🔍](#) [🔄](#)

[My Pending Requests](#)
[My Requests](#)
[My Approved Requests](#)
[My Approved & Setup Completed Requests](#)
[My Rejected Requests](#)
[My Cancelled Requests](#)

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Pending Approval

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- “My Requests” view has all the requests that are submitted by user.
- “My Approved Requests” view has all the requests that are approved by admin and setup is not yet configured.
- “My Approved & Setup Completed Requests” view has all the requests that are approved by admin and room setup is configured.
- “My Rejected Requests” view has all the requests that are rejected by admin.
- “My Cancelled Requests” view has all the requests that are cancelled by you or admin.

xvii. You can also search the records by tracking number and start date of the request.

Support Services

FACILITIES

Conference Room Requests

New Request

User Guide

Tracking Number

Start Date

My Pending Requests

My Requests

My Approved Requests

My Approved & Setup Completed Requests

My Rejected Requests

My Cancelled Requests

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Pending Approval

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3.2 Change Event Dates

- Once the request is approved/rejected by admin, an email notification will be triggered to you. Approved requests will also trigger an Outlook meeting invitation to you. Please note that declining the Outlook invitation does not cancel the reservation – reservations must be cancelled through the Conference Room Request Form App.

Conference Room Request Approved - CRR1912

SV-visit-mang-d

To

Vineesha, Chitturi (Contractor)

Retention Policy

Sempra Default Inbox Retention (60 days)

Expires

17-04-2023

12:54

Hi Vineesha, Chitturi

Your Conference Room request has been approved.

Please find below, the tracking information of the request:

Tracking Number: [CRR1912](#),
Site: Monterey Park,
Conference Room: Room 0022,
No. Of Attendees: 10,
Conference Room Setup: Conference/Boardroom,
Start Date Time: 2023-03-14 9:00 AM ,
End Date Time: 2023-03-14 10:00 AM

Please visit the [Visitor Management site](#) to register your Non-SCG employee guest. You will receive an automated email confirming guest registration.

Please select [WIFI instructions](#) on how to log on to the Sempra WIFI.

Thanks,
[Service Center](#).

Training Session 1- Meeting Request

SV-visit-mang-d

Required

Vineesha, Chitturi (Contractor);

Conf Rm - MPK C 01-0022 (max 16)

Retention Policy

Sempra Default Inbox Retention (60 days)

Expires

17-04-2023

12:54

Please respond.

This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC-08:00) Pacific Time (US & Canada).

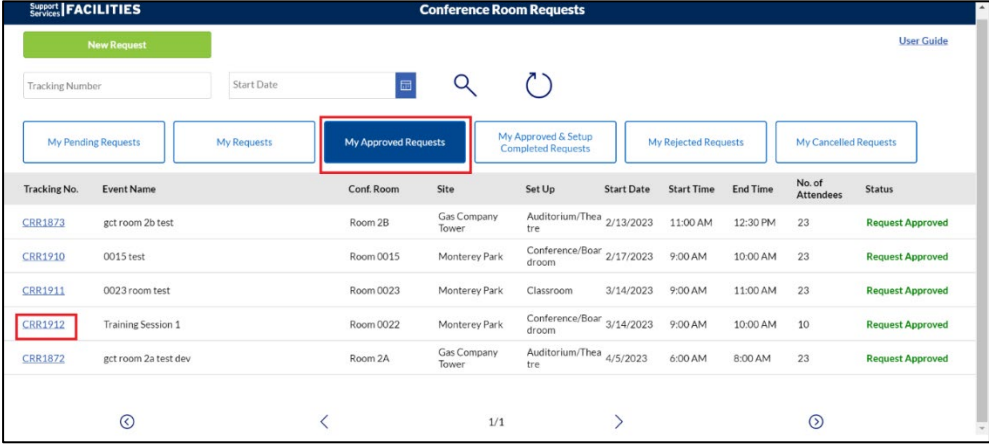
14 March 2023 21:30-22:30

Conf Rm - MPK C 01-0022

22:00	Training Session 1- Meeting Request Conf Rm - MPK C 01-0022 SV-visit-mang-d	0023 room test- Meeting Request Conf Rm - MPK C 01-0023 SV-visit-mang-d
23:00		

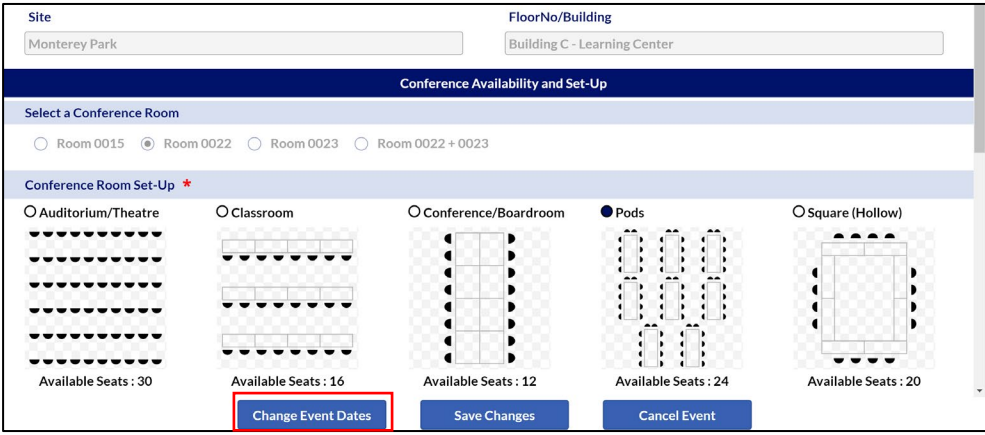
SetUp : Conference/Boardroom

- ii. If the request is approved, you can make changes to the event dates of the request by viewing it under “My Approved Requests” and clicking on Tracking No. Please note that submitting a date change request will automatically cancel the original reservation.



Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1873	gct room 2b test	Room 2B	Gas Company Tower	Auditorium/Theatre	2/13/2023	11:00 AM	12:30 PM	23	Request Approved
CRR1910	0015 test	Room 0015	Monterey Park	Conference/Boardroom	2/17/2023	9:00 AM	10:00 AM	23	Request Approved
CRR1911	0023 room test	Room 0023	Monterey Park	Classroom	3/14/2023	9:00 AM	11:00 AM	23	Request Approved
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Request Approved
CRR1872	gct room 2a test dev	Room 2A	Gas Company Tower	Auditorium/Theatre	4/5/2023	6:00 AM	8:00 AM	23	Request Approved

- iii. You will be redirected to the form; click on Change Event Dates button.



Site: Monterey Park | FloorNo/Building: Building C - Learning Center

Conference Availability and Set-Up

Select a Conference Room

☐ Room 0015 ☒ Room 0022 ☐ Room 0023 ☐ Room 0022 + 0023

Conference Room Set-Up *

☐ Auditorium/Theatre Available Seats : 30

☐ Classroom Available Seats : 16

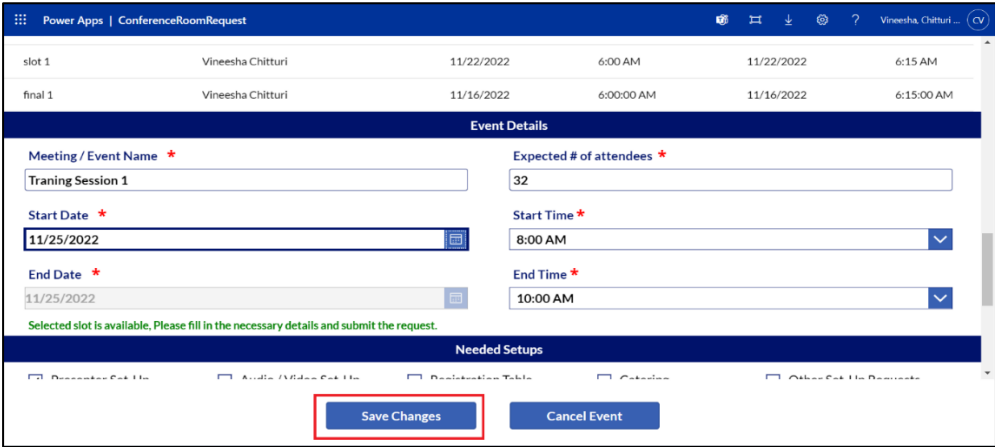
☐ Conference/Boardroom Available Seats : 12

☒ Pods Available Seats : 24

☐ Square (Hollow) Available Seats : 20

Buttons: Change Event Dates, Save Changes, Cancel Event

- iv. The event dates and timing fields will be viewed; make the changes and click on Save Changes.



Power Apps | ConferenceRoomRequest

slot	Attendee	Start Date	Start Time	End Date	End Time
slot 1	Vineesha Chitturi	11/22/2022	6:00 AM	11/22/2022	6:15 AM
final 1	Vineesha Chitturi	11/16/2022	6:00:00 AM	11/16/2022	6:15:00 AM

Event Details

Meeting / Event Name *: Training Session 1

Expected # of attendees *: 32

Start Date *: 11/25/2022

Start Time *: 8:00 AM

End Date *: 11/25/2022

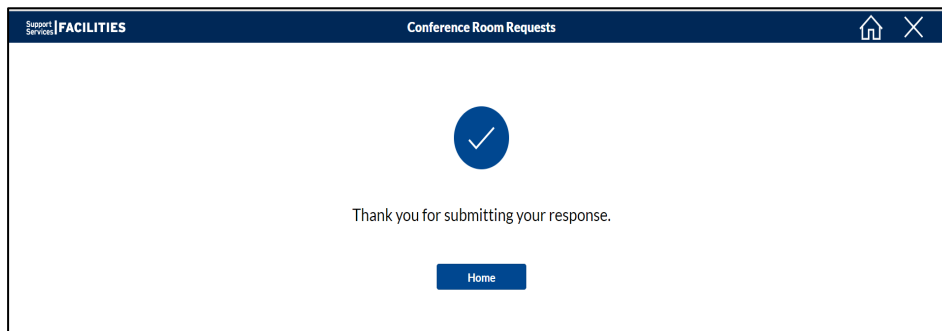
End Time *: 10:00 AM

Selected slot is available. Please fill in the necessary details and submit the request.

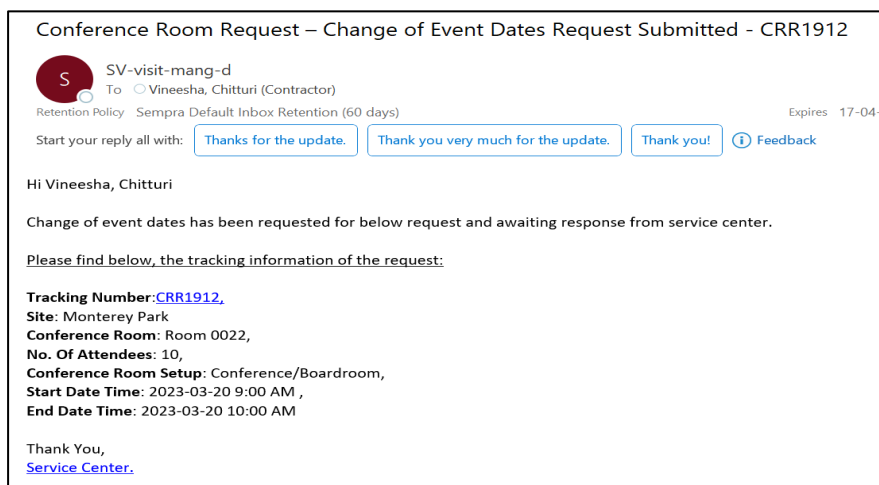
Needed Setups

Buttons: Save Changes, Cancel Event

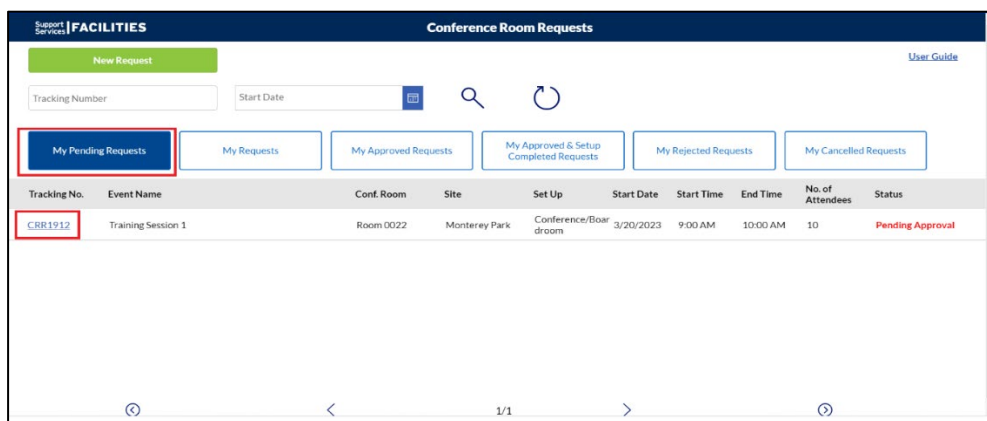
- v. You will be redirected to the success screen after successful submission.



- vi. The change of event dates information is mailed to both user and admin.



- vii. The submitted request waits for admin approval and can be seen under “My Pending Requests.”



- viii. When the request is approved/rejected by admin, this will be communicated through email and an updated Outlook calendar event.

Change request for Conference Room Request Approved - CRR1912

 SV-visit-mang-d
To  Vineesha, Chitturi (Contractor)
Retention Policy: Sempra Default Inbox Retention (60 days)

Start your reply all with: [Thank you!](#) [Great, thank you so much!](#) [Thank you. Much appreciated.](#)

Hi Vineesha, Chitturi

Change request for your Conference Room request has been approved.

Please find below, the tracking information of the request:
Tracking Number: [CRR1912](#),
Site: Monterey Park
Conference Room: Room 0022,
No. Of Attendees: 10,
Conference Room Setup: Conference/Boardroom,
Start Date Time: 2023-03-20 9:00 AM ,
End Date Time: 2023-03-20 10:00 AM

Thanks,
[Service Center.](#)

Training Session 1 - Meeting Request

 SV-visit-mang-d 13:06

Required  Vineesha, Chitturi (Contractor);  Conf Rm - MPK C 01-0022 (max 16)

Retention Policy: Sempra Default Inbox Retention (60 days) Expires: 17-04-2023

 Please respond.
 This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC-08:00) Pacific Time (US & Canada).

 20 March 2023 21:30-22:30, (14 March 2023 21:30-22:30)  Conf Rm - MPK C 01-0022

21:00	Training Session 1 - Meeting Request Conf Rm - MPK C 01-0022 SV-visit-mang-d
22:00	
23:00	

Setup : Conference/Boardroom

3.3 Update Request

- i. Once the request is approved you can make changes to the request by viewing it under “My Approved Requests” and clicking on Tracking No.

Support Services | FACILITIES

Conference Room Requests

New Request

User Guide

Tracking Number

Start Date

My Pending Requests

My Requests

My Approved Requests

My Approved & Setup Completed Requests

My Rejected Requests

My Cancelled Requests

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1873	gct room 2b test	Room 2B	Gas Company Tower	Auditorium/Theatre	2/13/2023	11:00 AM	12:30 PM	23	Request Approved
CRR1910	0015 test	Room 0015	Monterey Park	Conference/Boardroom	2/17/2023	9:00 AM	10:00 AM	23	Request Approved
CRR1911	0023 room test	Room 0023	Monterey Park	Classroom	3/14/2023	9:00 AM	11:00 AM	23	Request Approved
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Request Approved
CRR1872	gct room 2a test dev	Room 2A	Gas Company Tower	Auditorium/Theatre	4/5/2023	6:00 AM	8:00 AM	23	Request Approved

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- ii. You will be redirected to the form where you can make the required changes and click on the Save Changes button. Note: the changes should be finalized at least 5 days before the actual meeting.

Needed Setups

☒ Presenter Set-Up ☐ Catering

Presenter Set-Up

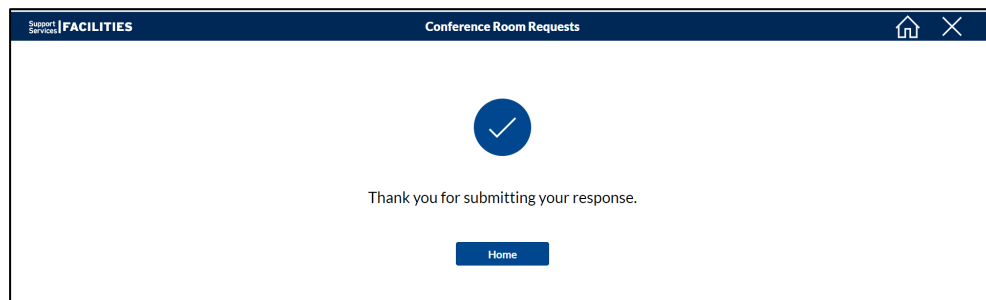
☐ Panel ☒ Flip Charts ☒ Lectern/Podium

of Panelist # of Charts

Additional Information - Provide any other information to assist the service center complete this order

[Change Event Dates](#) [Save Changes](#) [Cancel Event](#)

iii. You will be redirected to the success screen after successful submission.



iv. The submitted request can be seen under “My Approved Requests.”

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[New Request](#)

Tracking Number Start Date [📅](#) [🔍](#) [🔄](#)

[My Pending Requests](#) [My Requests](#) [My Approved Requests](#) [My Approved & Setup Completed Requests](#) [My Rejected Requests](#) [My Cancelled Requests](#)

Tracking No.	Event Name	Conf. Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1873	gct room 2b test	Room 2B	Gas Company Tower	Auditorium/Theatre	2/13/2023	11:00 AM	12:30 PM	23	Request Approved
CRR1910	0015 test	Room 0015	Monterey Park	Conference/Boardroom	2/17/2023	9:00 AM	10:00 AM	23	Request Approved
CRR1911	0023 room test	Room 0023	Monterey Park	Classroom	3/14/2023	9:00 AM	11:00 AM	23	Request Approved
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/14/2023	9:00 AM	10:00 AM	10	Request Approved
CRR1872	gct room 2a test dev	Room 2A	Gas Company Tower	Auditorium/Theatre	4/5/2023	6:00 AM	8:00 AM	23	Request Approved

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3.4 Setup Configured Request

- Once the request is configured with setup, it will be updated with the setup configured status.
- It can be viewed under “My Approved and Setup Completed Requests” and by clicking on Tracking No.

Support Services | FACILITIES **Conference Room Requests**

[New Request](#)

Tracking Number: Start Date:   

[My Pending Requests](#)
[My Requests](#)
[My Approved Requests](#)
[My Approved & Setup Completed Requests](#)
[My Rejected Requests](#)
[My Cancelled Requests](#)

Tracking No.	Event Name	Conf. Room	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1828	Traning Session 1	Room 2A	Banquet Rectangular	11/25/2022	8:00 AM	10:00 AM	32	Request Approved
CRR1788	final 1	Room 2A	U-Shape	11/16/2022	6:00:00 AM	6:15:00 AM	20	Request Approved
CRR1755	conference 1	Room 2B	Banquet Rounds	9/19/2022	7:30:00 AM	8:30:00 AM	50	Request Approved
CRR1739	Conference Room Request 1	Room 2A	Banquet Rectangular	9/12/2022	8:30:00 AM	9:30:00 AM	30	Request Approved



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- iii. By opening the request, you can again either change dates, update details, or cancel the event. Please note that if your date change request is rejected, the original meeting will be cancelled.

Event Details

Meeting / Event Name * Expected # of attendees *

Needed Setups

☒ Presenter Set-Up
 ☐ Audio / Video Set-Up
 ☒ Catering

Presenter Set-Up

☐ Panel
 ☒ Flip Charts
 ☐ Lectern/Podium

of Panelist
 # of Charts

Additional Information - Provide any other information to assist the service center complete this order

[Change Event Dates](#)
[Save Changes](#)
[Cancel Event](#)

Selected Room and Setup has been configured for this Request

3.5 Cancel Request

- If the request is no longer needed, you can cancel the request even after the request is approved and set up completed, although we encourage early cancellations to reduce unnecessary room set ups and to allow the room to be reserved by other groups.
- Open the request either in the “My Approved Requests” tab or under “My Approved and Setup Completed Requests” by clicking on Tracking No.

Support Services | FACILITIES **Conference Room Requests** [User Guide](#)

[New Request](#)

Tracking Number Start Date   

[My Pending Requests](#)
[My Requests](#)
[My Approved Requests](#)
[My Approved & Setup Completed Requests](#)
[My Rejected Requests](#)
[My Cancelled Requests](#)

Tracking No.	Event Name	Conf Room	Site	Set Up	Start Date	Start Time	End Time	No. of Attendees	Status
CRR1912	Training Session 1	Room 0022	Monterey Park	Conference/Boardroom	3/20/2023	9:00 AM	10:00 AM	10	Request Approved

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iii. You will be redirected to the form; click on Cancel Event to cancel the reservation.

Event Details

Meeting / Event Name * Expected # of attendees *

Needed Setups

☒ Presenter Set-Up
 ☐ Audio / Video Set-Up
 ☒ Catering

Presenter Set-Up

☐ Panel ☒ Flip Charts ☐ Lectern/Podium
 # of Panelist # of Charts

Additional Information - Provide any other information to assist the service center complete this order

[Change Event Dates](#)
[Save Changes](#)
[Cancel Event](#)

Selected Room and Setup has been configured for this Request

iv. You will be redirected to the success screen after successful cancellation.

Support Services | FACILITIES **Conference Room Requests**  



Your request is successfully cancelled.

[Home](#)

Note: The admin can also cancel the request if the time slots are no longer available, or if setup cannot be done which will be communicated through email.