

1. Welcome

- Training Goals
- Assumptions
- Benefits of Meeting Room Manager

2. Getting Started

- Meeting Room Manager Editions Overview
- Understanding Users
- Centralized vs. De-centralized Process
- Log In
- Run Meeting Room Manager
- Edit Your User Profile
- User Licenses
- The MRM Interface
- Resource and Inventory Tracking

3. Database Setup

- Database Options
- Locations
- Security
- Customizations
- Resources

4. Reservation Process

- Create a Reservation in Meeting Room Manager
- Edit a Reservation in Meeting Room Manager
- Delete a Reservation in Meeting Room Manager
- Manage Service Orders

- Meeting Requests
- Wait List
- Email Reminders

5. Confirmation Process

- To Confirm or Not To Confirm
- Confirm Meetings
- Confirm a Requested Meeting

6. Finding Data

- Search for Reservations
- Search for Resources
- Filters

7. Reporting

- Generate a Grid View Report
- Generate a Report
- Training Session Complete

8. Advanced Services Setup*

- Understanding Advanced Catering
- Service Categories
- Service Items
- Service Order Process
- Advanced Service Email Templates

*This module is optional with the Pro configuration of Meeting Room Manager