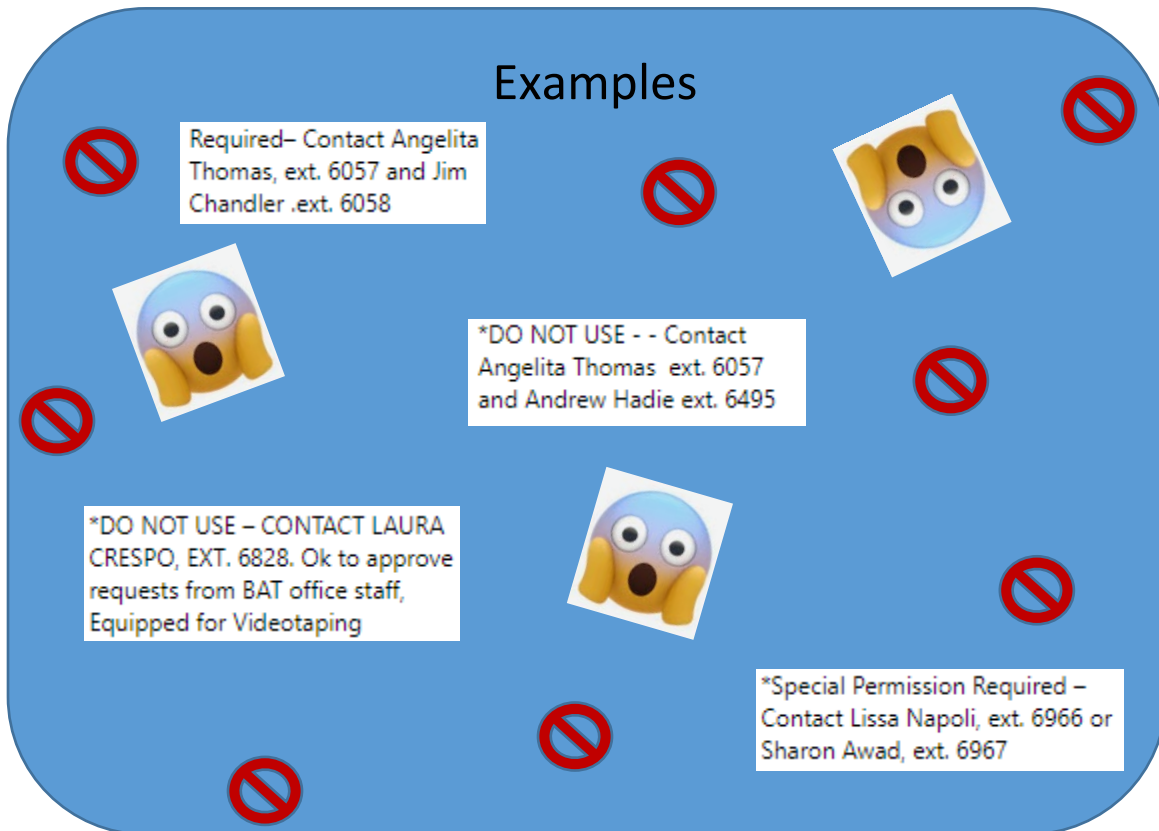


# Enterprise Empowerment

Did you know you can edit your settings in Enterprise to show when a particular space has special notes or requirements before booking?



Follow these easy steps:

Notifications  
Managed by Me  
Room Requests to Approve

Scheduling  
Scheduling Assistant  
Specific Room Availability

Events  
Manage Events  
Manage Activities  
Manage Reservations  
New Event  
New Activity  
New Reservation  
Reservation Calendar

Portal Bookings  
Portal Requests  
Self-Service Bookings

### SPECIFIC ROOM AVAILABILITY

Filters

Location: BE - Business Education Filter:

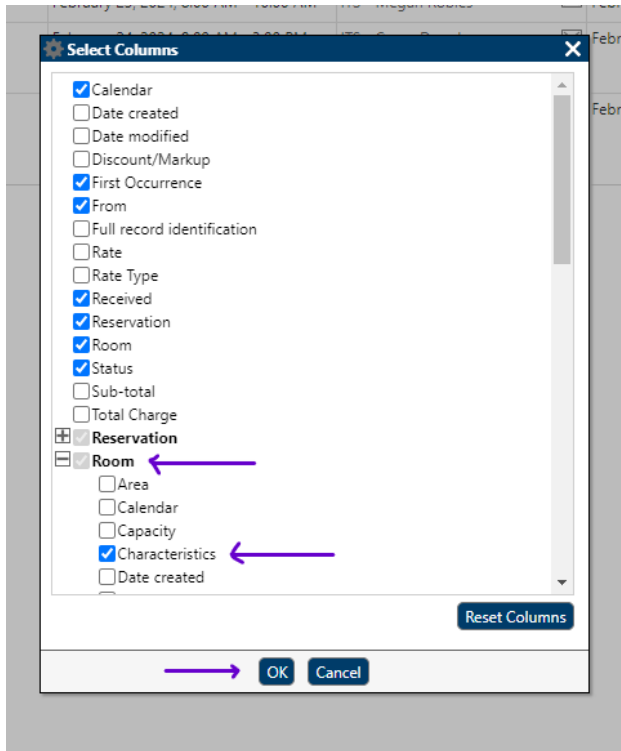
Rooms

Include rooms that require approval

Campus - ID	Characteristics	Building
CCRC		BE
CCRC		BE
CCRC		BE
CCRC		BE
CCRC		BE
CCRC		BE

An orange arrow points from the 'Settings' icon (a gear) in the top right corner of the 'Rooms' table to a blue box on the right.

Click "Specific Room Availability" then click the "Settings" icon



Next, expand “Room” section by clicking the (+) sign, and in the drop-down list select “Characteristics”.

Click “OK” and voila!!

You can now see room requirements or notices!!

***Please contact Monique Jimenez at ext. 6182 for assistance with room reservations.***

Note:

Space Requests for the [Theatre](#), [Museum Patio](#), and [Art Gallery](#) can be submitted using the appropriate link above.