

EEP PPM Section 7.4.1.1		Document No.: ADM.PRO.05.02.01	
Procedure Title: Reserving Conference Rooms		Rev. No. 1	Page: 1 of 4
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to describe how to reserve conference rooms using the computer system.
- 1.2 Scope. This procedure applies to conference rooms in Parker-Lincoln.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Staff (Parker Lincoln Staff only)
 - Administrative Assistant

2.0 PROCEDURE STEPS

- 2.1 Submit request. Requester contacts Administrative Assistant either in person, or via telephone or e-mail to reserve a conference room.
- 2.2 Open Corporate Time. Administrative Assistant opens the Corporate Time application.
- 2.3 Search for a conference room. Click on File, then select Agenda. Click on Open, then click on the Search button (magnifying glass). Click on Resources, then Search. Select Conference Room and click OK twice.
- 2.4 Select a date. Click on Month View. Double click on the desired date.
- 2.5 Enter meeting information. Type the meeting name in the Title box. Use the clock feature to enter the meeting start and end times. Remove name from Resources box.
- 2.6 Set meeting access level. Open the Details tab. On the Access level pull-down menu, select Public, then click OK, then click No.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

Table 1. Responsibilities and Authorities

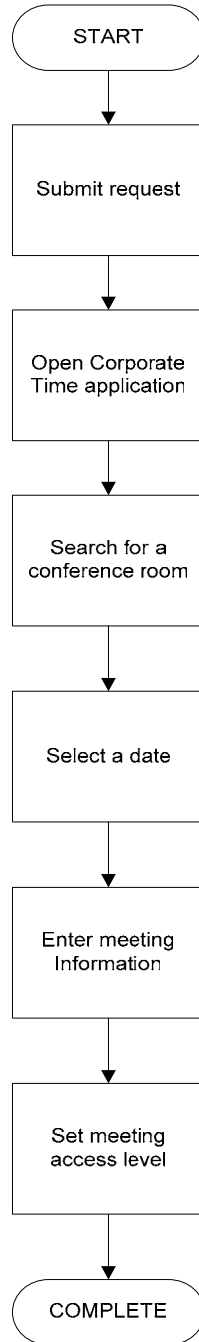
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Step #	Procedure Step	EEP Staff	Administrative Assistant
1	Submit request	P	
2	Open Corporate Time		P
3	Search for a conference room		P
4	Select a date		P
5	Enter meeting information		P
6	Set meeting access level		P

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

4.0 PROCEDURE FLOW DIAGRAM



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5.0 REFERENCES

None.

6.0 FORMS

None.