

How to export and import a room booking template

Description

This guide explains how to export and import a room booking template

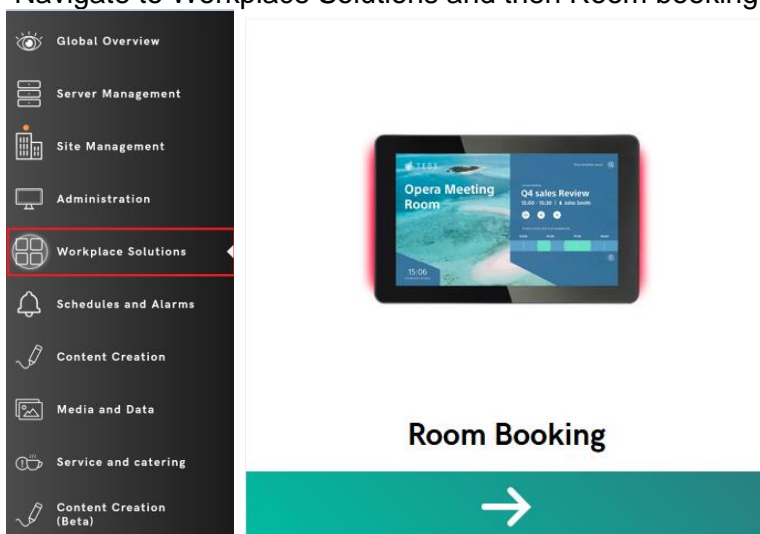
Requirements

- Access to TEOS Manage
- User rights to Room Booking

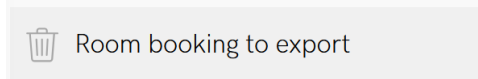
How to export and import a room booking template

Export a room booking template

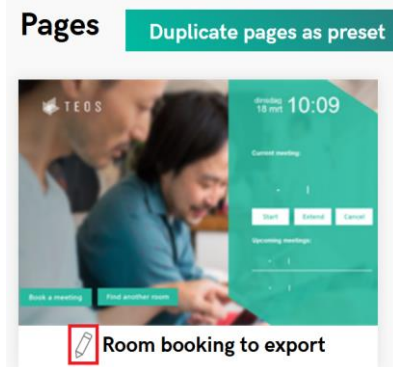
1. Login to TEOS Manage.
2. Navigate to Workplace Solutions and then Room booking.



3. Select the room booking solution that needs to be exported.



4. Under “Pages” select the page that needs to be exported and click the edit icon.

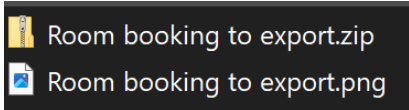


5. When editing the page select the “Export template” option. And take a screenshot of the page and save it as a .PNG, we will need this later.



6. After exporting a .zip will be created and saved on your device, this zip will be missing a

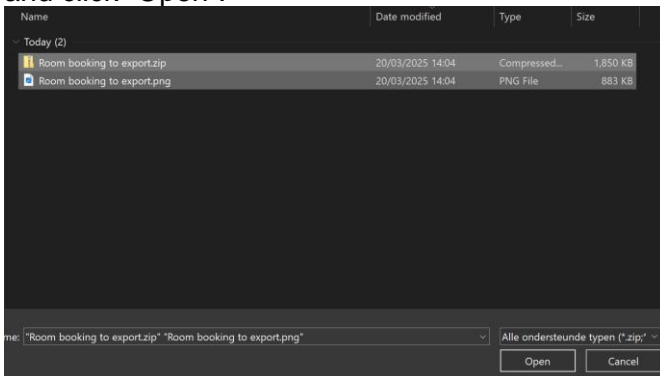
thumbnail, so it needs to be manually created. Make sure the zip file and the thumbnail have the same name.



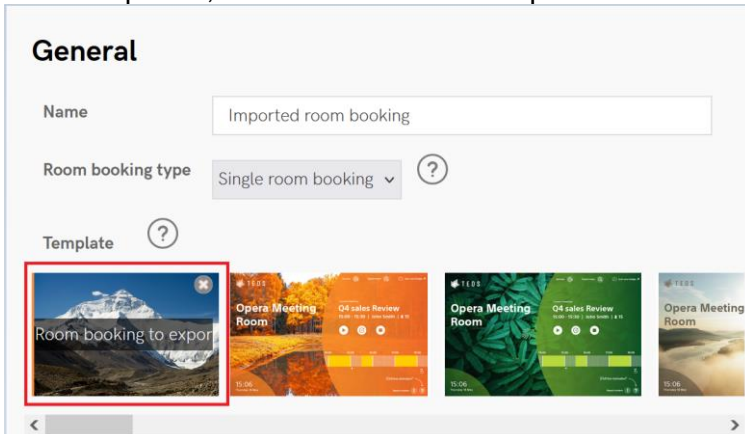
- Return to Workplace Solutions > Room Booking and select import template.



- Select the just created zip file and the thumbnail (you can select multiple files by holding CTRL) and click "Open".



- Select "Upload", it will now be under templates when creating a new room booking solutions.



Provided with the thumbnail we gave with it.

You have now successfully exported and imported a room booking solution.

For any questions feel free to contact TEOS support support@teos.support

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