Search for available Meeting rooms using Serraview

You can search for an available room using Serraview. You are also able to reserve an available meeting room for an ad-hoc meeting, however, it is recommended you use Outlook or Teams where possible. When you reserve a room through Serraview, you cannot invite attendees, add content or attachments or set-up recurring bookings.

In this user guide you will see how to:

1. [Use the floorplan to find an available room and reserve a room](#)
2. [Use reservation assist to search for an available room and reserve a room.](#)

1. Search for and reserve spaces and meeting rooms via the floor plan

| 1 | If you need to hold an ad-hoc or immediate meeting, you can search for and reserve a suitable and currently available room via the floor plan. Note that you will not be able to invite people or add a Teams links. However, the room will be booked out in Outlook, in Teams and on the room booking panel. |

From Okta or the Justice portal, select the **Serraview Engage** app tile.
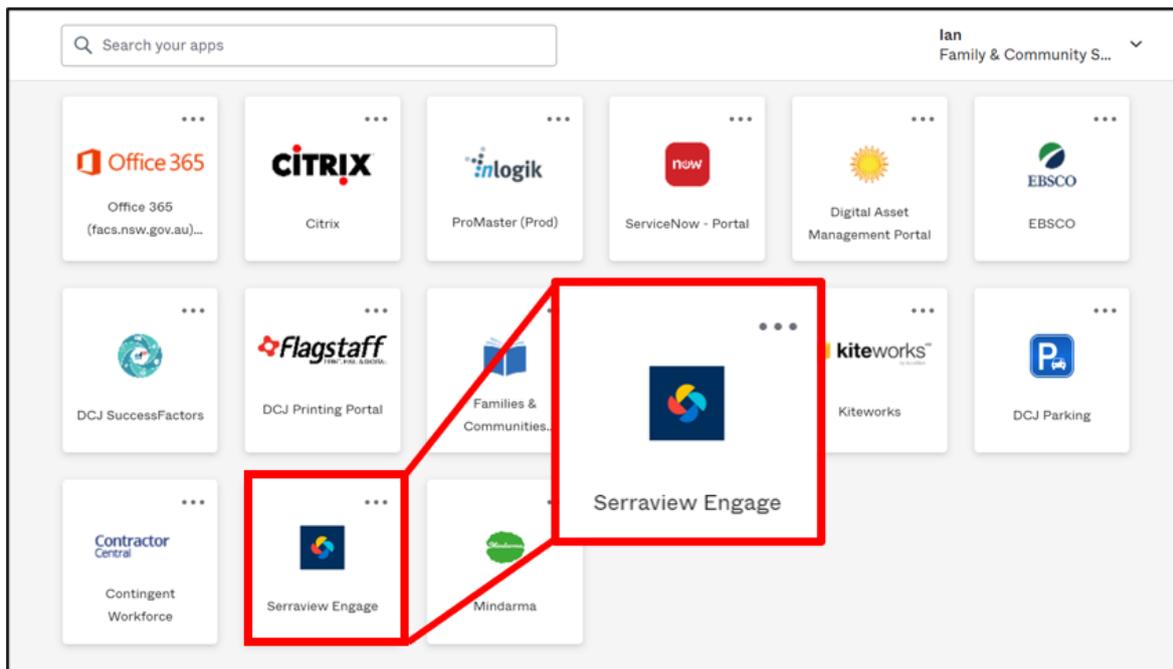
Note: *To access FACS Okta or Justice Portal:*

Former FACS: https://facs.okta.com/

Former Justice: https://portal.justice.nsw.gov.au/

2   Select the **Date picker**, the day of the week you want to book for, the time and then **Select**.

If you are booking an ad-hoc meeting to start immediately, leave the date picker as **Now**.
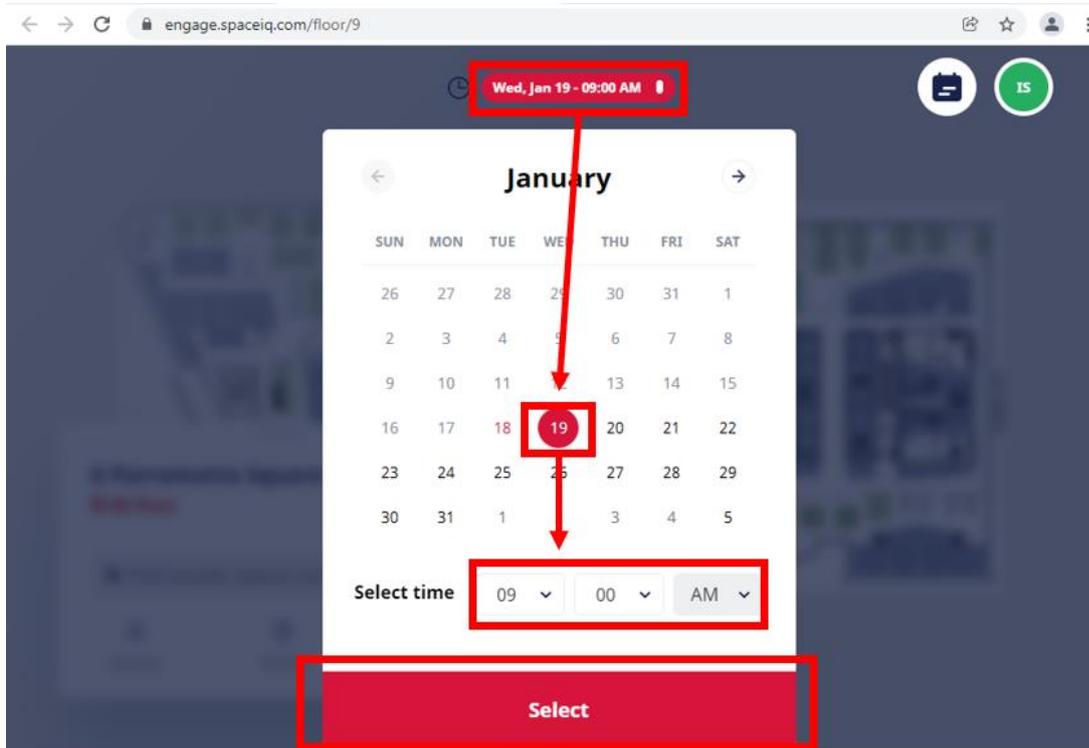
3   Select a green 'available' **space** on the floor plan.
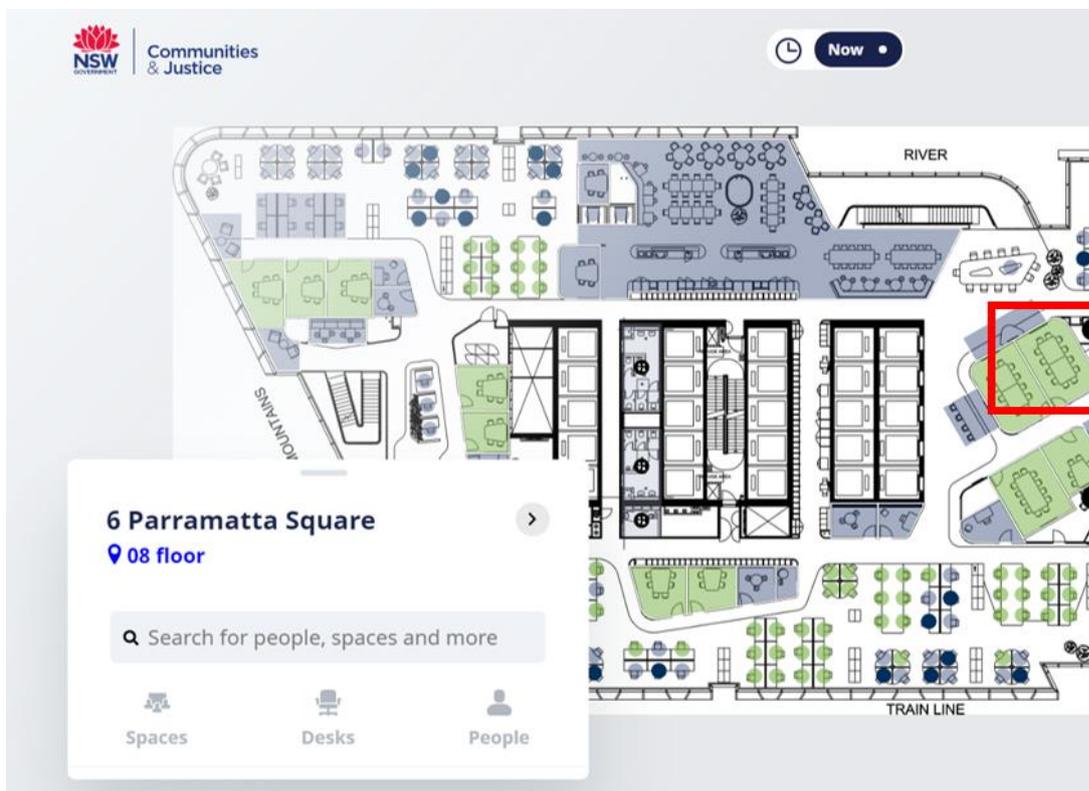
4   The room details will display. Select a **duration** for the ad-hoc meeting and who the meeting is booked for.
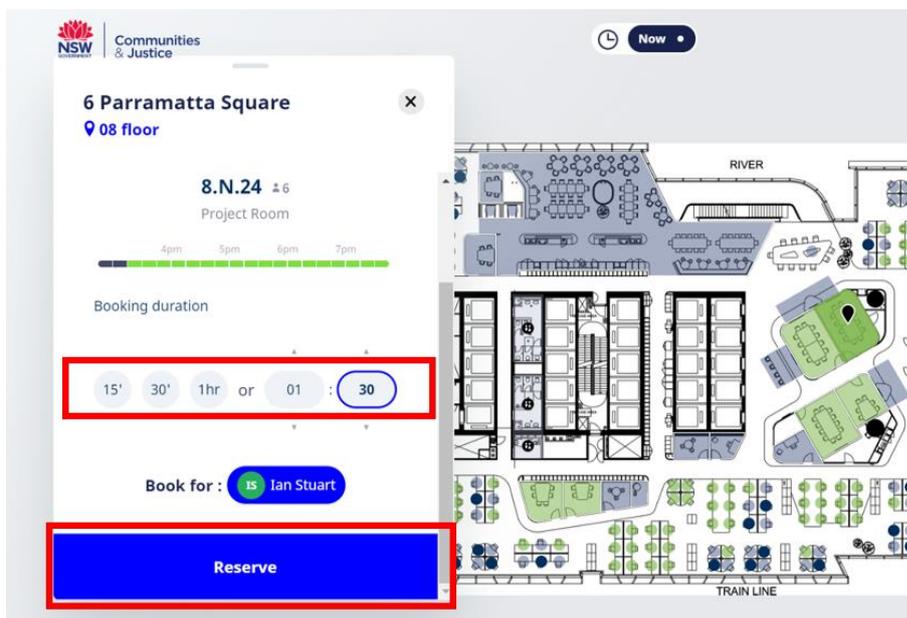
5   You will receive an Outlook notification that the room has been booked.

2. Search for and reserve spaces and meeting rooms via Reservation Assist

1   If you need to hold an ad-hoc or immediate meeting, you can search for and reserve a suitable and currently available room via Reservation Assist. Note that you will not be able to invite people or add a Teams links. However, the room will be booked out in Outlook, in Teams and on the room booking panel.

From Okta or the Justice portal, select the **Serraview Engage** app tile.
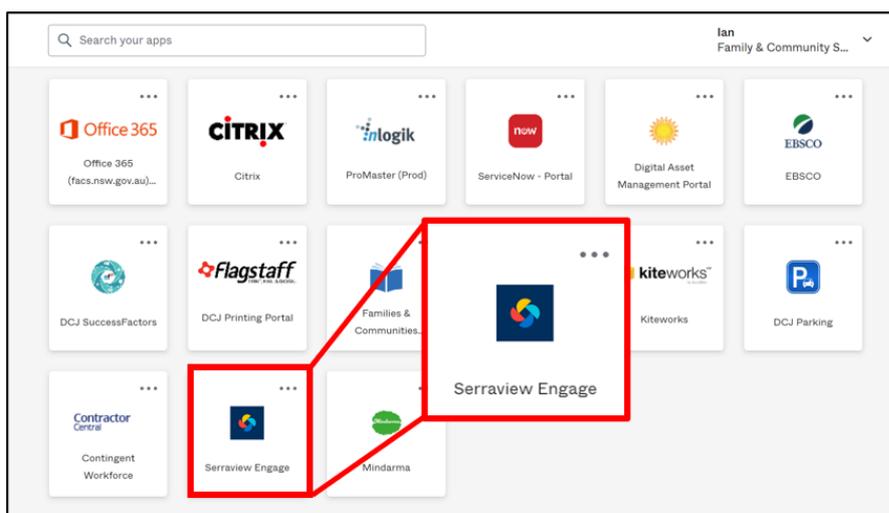
Note: To access FACS Okta or the Justice Portal:

Former FACS: https://facs.okta.com/

Former Justice: https://portal.justice.nsw.gov.au/

2   Select the **Date picker**, the day of the week you want to book for, the time and then **Select**.

If you are booking an ad-hoc meeting to start immediately, leave the date picker as **Now.**
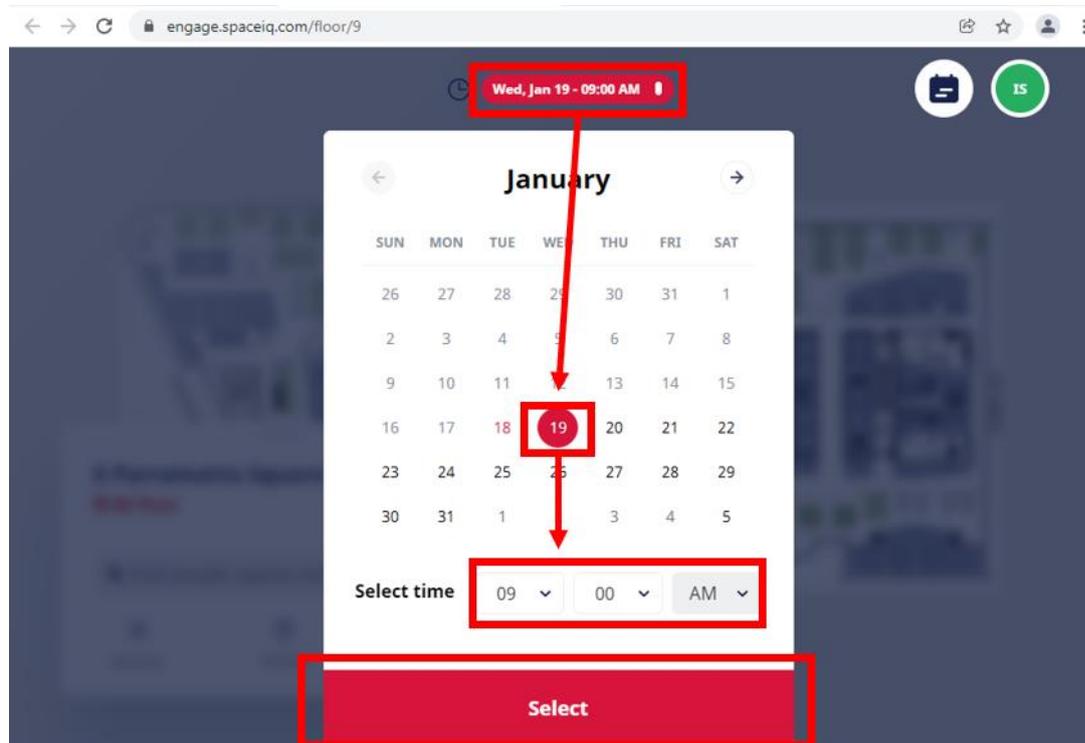
3   Select **Spaces** on the search window on the Serraview home screen.
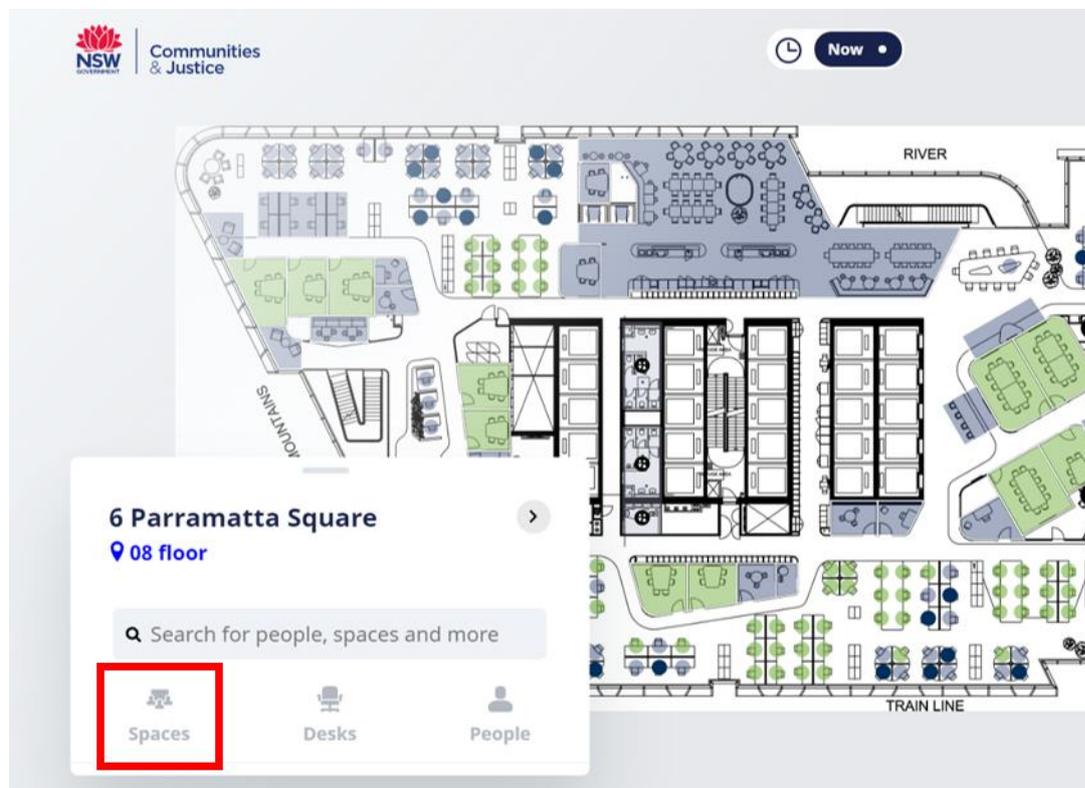
4   A list of available rooms display. Use the scroll wheel on your mouse to see more entries on the list.

To refine the list and to find a room suitable for your needs, select the **filter** icon.
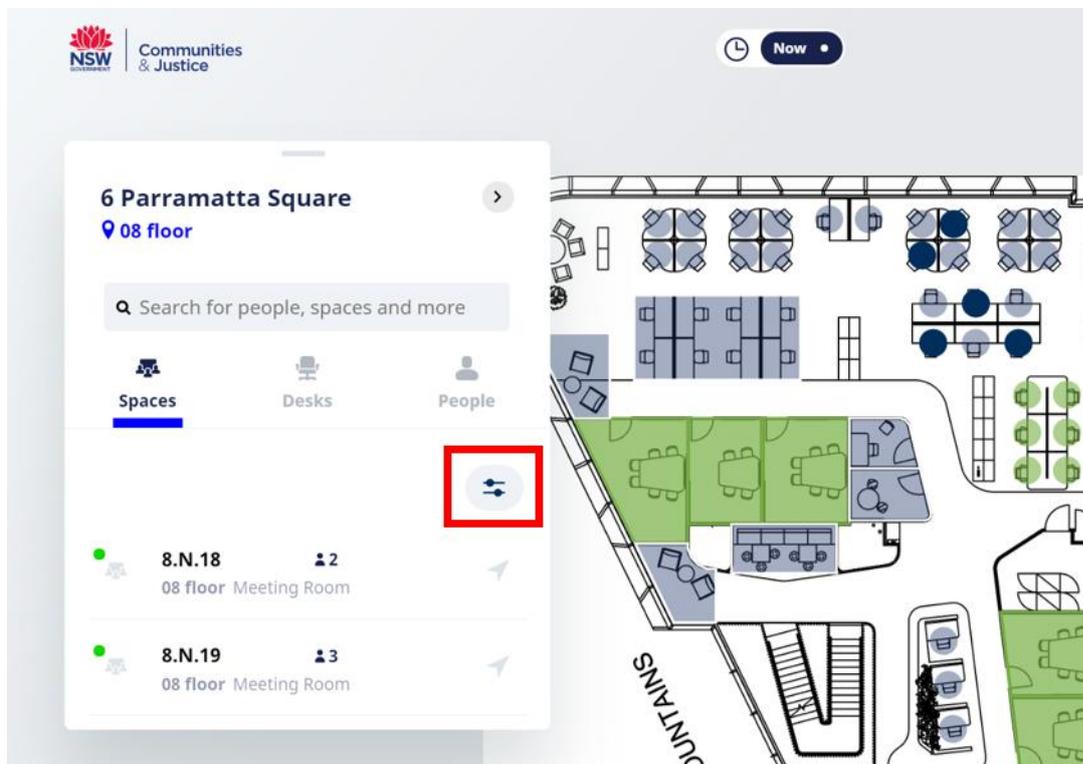
5   You can select the **duration** you need and the **minimum capacity** of the room.
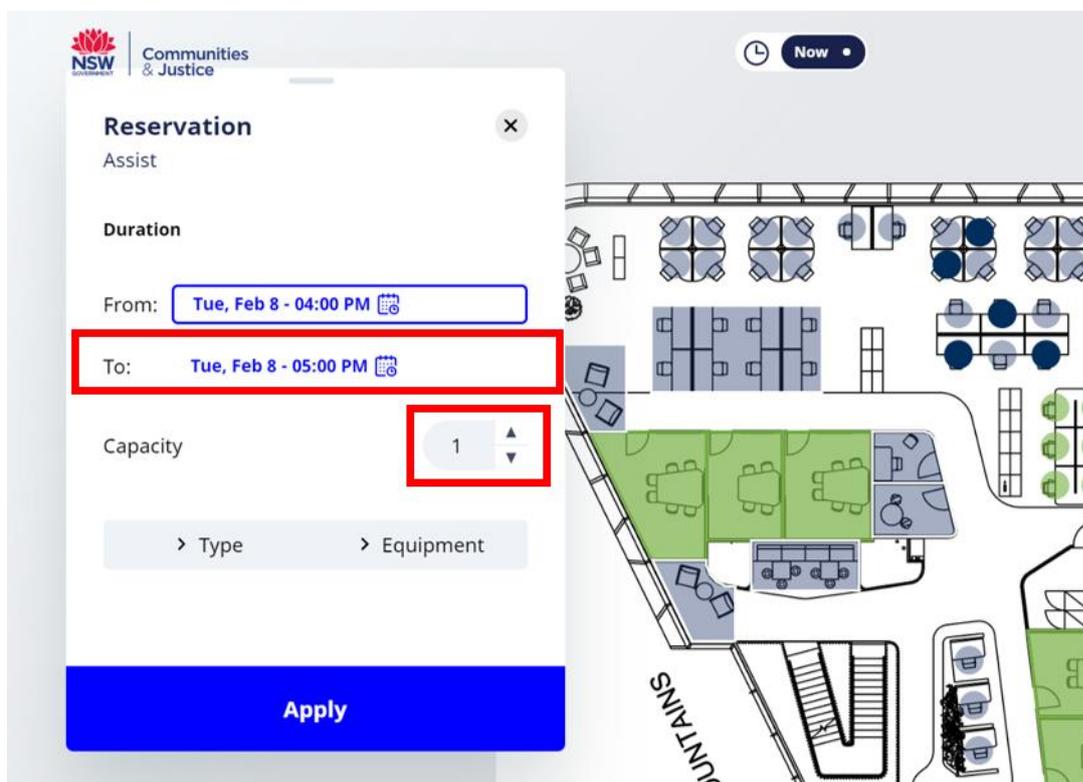
6   The type of room or the equipment in the room displays. Use the scroll wheel on your mouse to see further options. Once you have made your selections, select **Apply**.
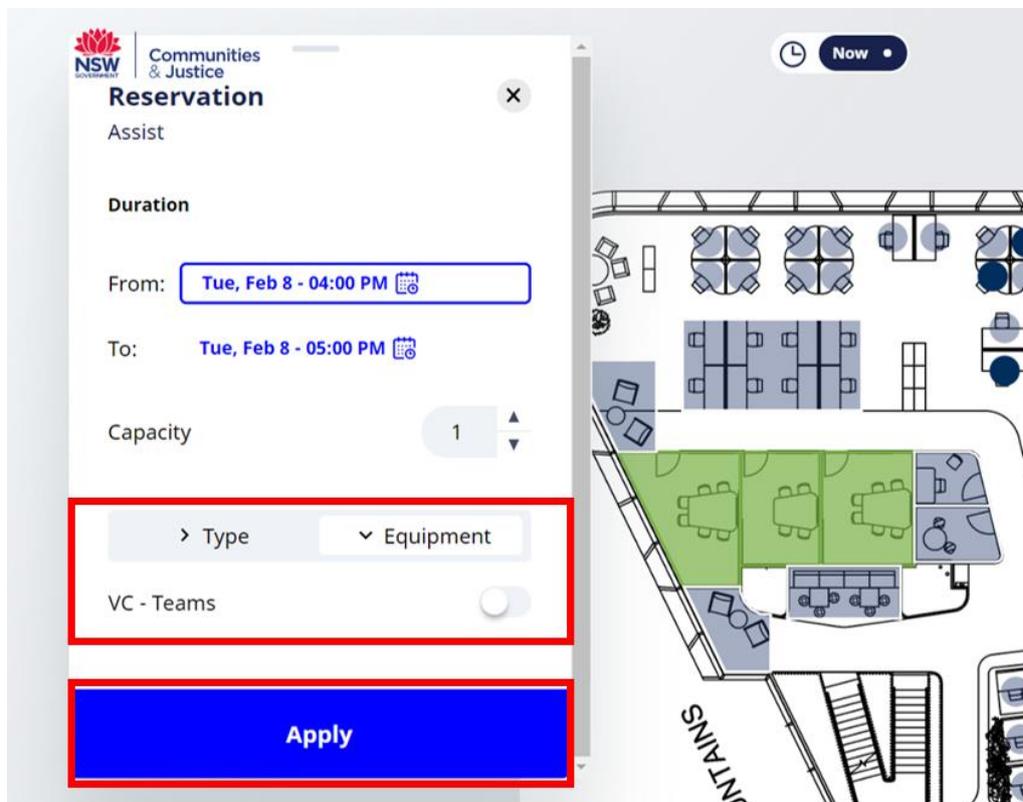
7   The available rooms matching the filter parameters for your building display. Use the scroll wheel on your mouse to see more options. Select a **room**.
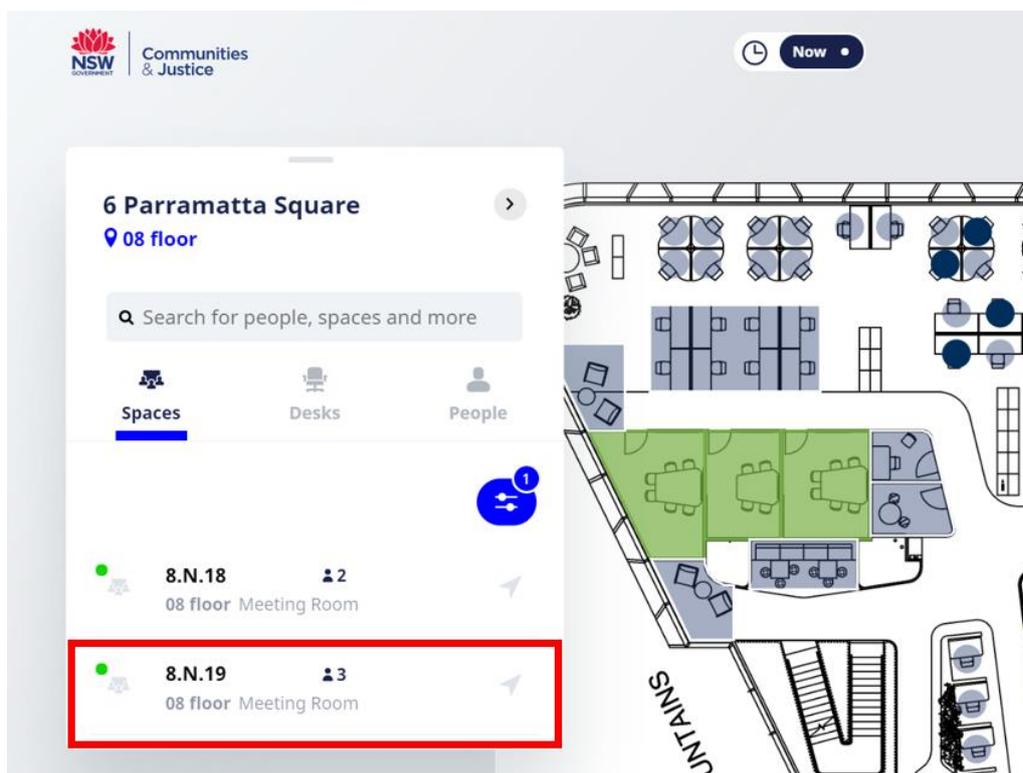
8 The location of the room on the floorplan and room details will display. Select a **duration** for the ad-hoc meeting and then the **Reserve** button.

9 You will receive an Outlook notification that the room has been booked.