

# *RoomDex*



## **What Is RoomDex?**

RoomDex is a program that will enable you quickly schedule meetings and other activities in your organization's conference rooms, laboratories, computer labs, etc. RoomDex can help you to arrange most any event in multiple buildings and locations. Arrange regularly scheduled meetings (for example, every week for the next 3 weeks from 8:00AM to 11:00AM), and RoomDex will tell you if there's a conflicting event.

RoomDex is designed to eliminate all those "black notebooks" frequently used to manage conference rooms and other meeting locations. RoomDex makes meetings easy!

## **Using RoomDex**

1. To launch RoomDex, double-click the RoomDex icon.
2. With RoomDex, multiple buildings and rooms can be scheduled. The first time that RoomDex is launched, a screen will appear enabling you to add buildings and locations.
3. Buildings and Rooms may also be added at any time by choosing "About..." from the RoomDex menu. Then click the "Prefs" button.
4. How to add Buildings:
  - Enter the name of the Building in the gray area. If you are using a building code, add it also.
  - Click the "Add" button. The building will appear in the list.
  - Add as many buildings as needed.
  - A Building may be removed by clicking the trash can to the right of the building name. Note that when a Building is deleted, any rooms related to that building are also deleted.
5. How to add Rooms:
  - Click a building in the Building list.
  - Enter a room (location) name in the first blank row.
  - Add as many locations as needed.
  - A location may be removed by clicking the trash can to the right of the location name.

#### 6. Scheduling Meetings with RoomDex

- Enter a date in the Date field. Click the arrows to change dates or click the “plus” button to return to Today’s date.
- Select a Building and Location.
- Pick a time for the meeting. Start and Ending times can be added by clicking any of the column of time slots.
- Click “Add” to schedule the meeting. Any time conflict will be indicated.

#### 7. Scheduling repeating meetings:

- Any meeting may be repeated over several days, weeks, or months. Such a meeting is added by clicking the “Repeat” button.
- When the “Repeat” button is clicked, the frequency of the meeting is also entered.
- Click the “Add” button to schedule the meeting.
- Any time conflict on any of the scheduled dates will be indicated in a list.

#### 8. Deleting a meeting.

- To delete a meeting, simply navigate to the date the meeting is held and click the Trash icon for that meeting. RoomDex will identify a repeating event, and prompt you to delete any future occurrences.

### **How Do I Register RoomDex?**

Contact Watzman Associates, Inc. by telephone, email, or come on by and see us. Upon payment of the license fee, or authorization, we’ll provide you with a registration code that will enable you to fully use RoomDex.

The demo copy of RoomDex is a fully functioning version of the program with one exception; after 8 launches of RoomDex, you will be unable to schedule any new events. When you register RoomDex, this feature will be enabled once again.

#### **Registration and Support:**

Watzman Associates, Inc.

[info@watzmanassociates.com](mailto:info@watzmanassociates.com)

513.528.7474

**Thanks for using RoomDex!!!**

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