

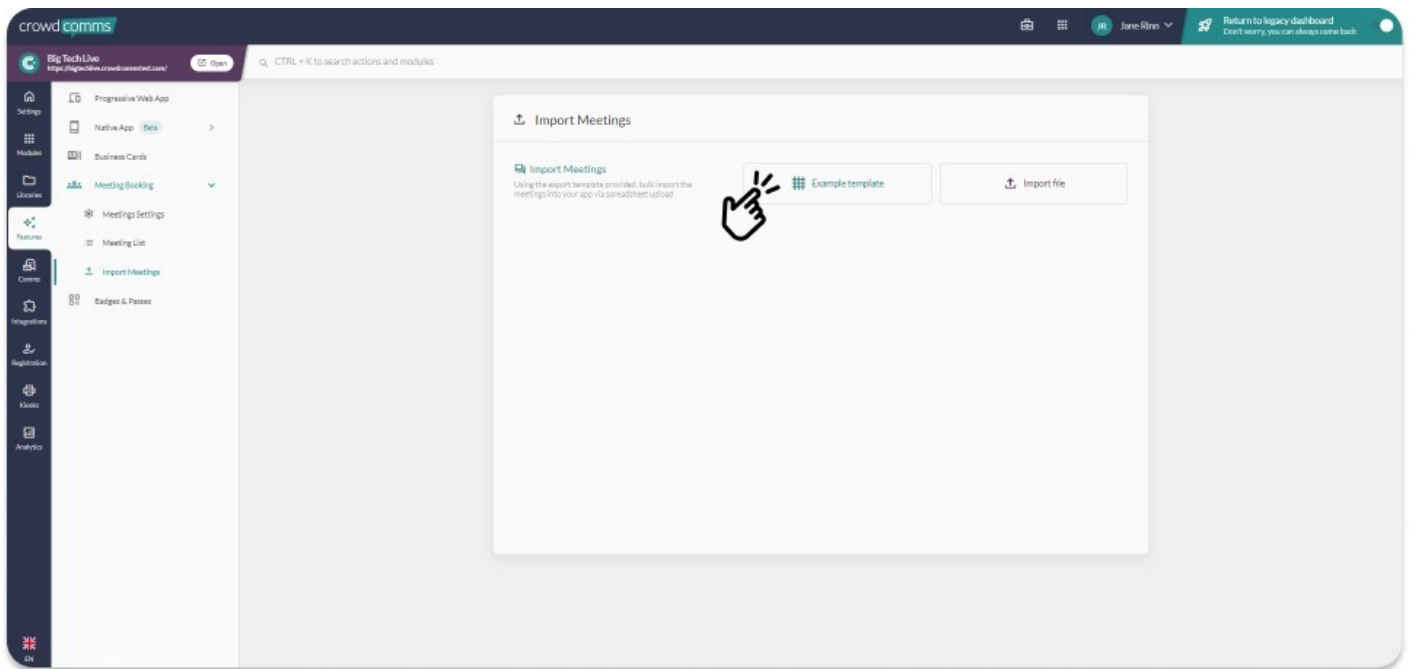
# May | Simplify Your Meetings with Our New Booking Features

Looking to simplify your meeting booking process and enhance user experience? We're excited to introduce our latest enhancements to the CMS and frontend app designed to make meeting management more efficient and user-friendly.

## **Spreadsheet Import Feature: Simplify Meeting Data Management**

Our new spreadsheet import feature allows administrators to easily import meeting information directly into the CMS Dashboard. Here's what it includes:

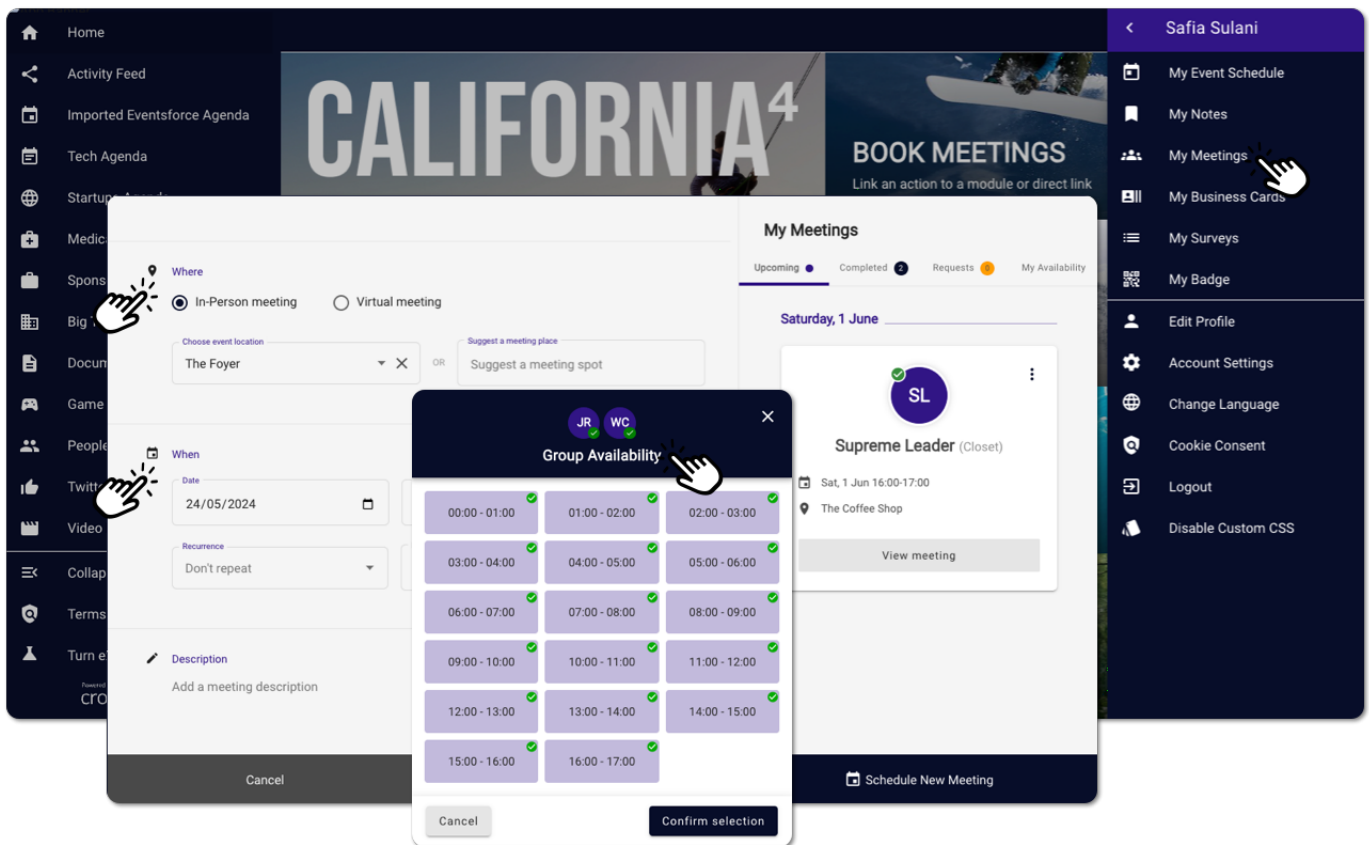
- **Seamless Import Process:** Administrators can import meeting details such as participants, date, time, location, and subject from a spreadsheet.
- **Data Validation:** Built-in validation checks ensure the accuracy and integrity of the imported data.
- **Automatic Integration:** Meetings are automatically created on the frontend app, ensuring seamless integration between the CMS and frontend.



## Prevent Overlapping Meetings: Avoid Scheduling Conflicts

Our new functionality prevents users from booking meetings in timeslots that already have pending meetings. Key features include:

- **Conflict Detection:** Real-time conflict detection notifies users when attempting to book a meeting during a conflicting timeslot.
- **User Guidance:** Clear error messages and notifications help users select alternative timeslots, preventing scheduling conflicts and improving user experience.



## Capacity-Based Location Booking: Optimise Physical Space Usage

Our capacity-based location booking feature allows users to book physical meeting locations based on capacity limits set by CMS administrators. This ensures:

- **Single Booking Per Location:** If a room is in use, it can't be double-booked, ensuring efficient use of physical spaces and preventing conflicts.

All these new features are designed to streamline the booking process, prevent scheduling conflicts, and optimise physical meeting spaces. These enhancements are part of our commitment to improving your event management experience and ensuring seamless operations.

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