

## Session Availability Check

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Add Session

Availability Check

To check for availability, type the date, duration, number of rooms required and the equipment, room, participants details.

Date*	Duration (Mins)	Rooms	Equipment	SP	SIM Tech
<input type="text"/>	<input type="text" value="30"/>	<input type="text" value="Please Select Room(s)"/>	<input type="text" value="Please Select Equipment(s)"/>	<input type="text" value="Please Select SP(s)"/>	<input type="text" value="Please Select SIM Tech(s)"/>
<input checked="" type="checkbox"/> +-3days					
Start Time	End Time				
<input type="text"/>	<input type="text"/>				
How many rooms do you need?					
<input type="text" value="0"/>					

Click **Sessions & Courses > Add New** to use the optional Session Availability Check when creating a new session. Enter search criteria to identify room, equipment, SP and SimTech availability prior to scheduling a session.

Date time	Duration (Mins)	Room	Equipments	SP	SIM Tech	Action
8/3/2017 9:00 AM	30	ROOM 2- 5220 Cams	Code Cart-CC	qaadmin ems		<a href="#">New +</a>
Other days that matches your criteria:						
Date time	Duration (Mins)	Room	Equipments	SP	SIM Tech	Action
8/4/2017 9:00 AM	30	ROOM 2- 5220 Cams	Code Cart-CC	qaadmin ems		<a href="#">New +</a>

- Session availability appears + or – 3 days.
- Click **New +** to create a session based on the results of the Availability Check.