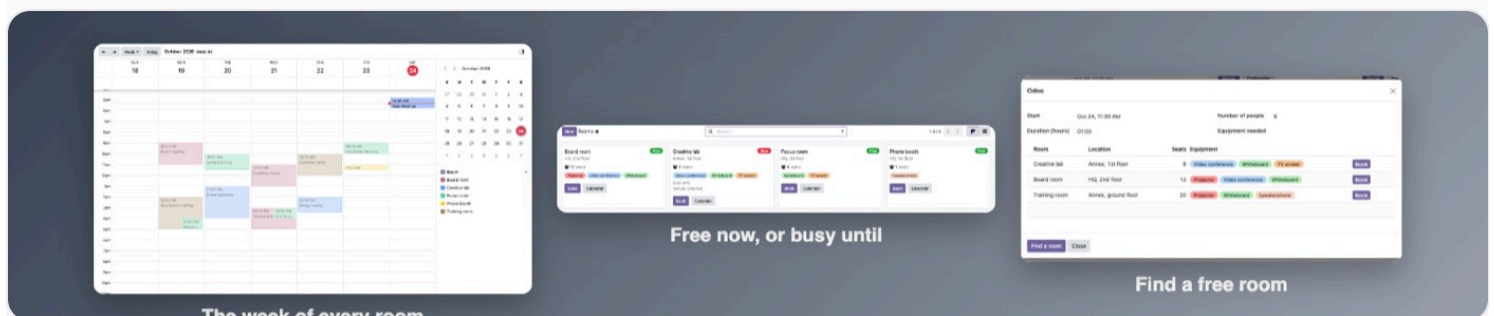


Meeting Rooms

A guide to meeting room booking: making the rooms, booking, recurring meetings, finding a free room, approval and the access rights.

1. Start here

In plain words: Two teams, one meeting room, the same hour. **Meeting Room Booking** ends the argument: every room has its **calendar**, a booking **cannot clash** with another one, cannot exceed the **seats** or the **opening hours**, and the **status of each room** (free now, or busy until) is on its card. Book one meeting or a **weekly series**; let the room manager **approve** the booking of the board room; or ask Odoo to **find a free room** for six people with a projector at ten o'clock.



The week of every room

Free now, or busy until

Find a free room

The rooms with their status, the week calendar and the search for a free room.

Tip: Odoo's calendar events are about people. This module is about the places.

2. What you get

Feature	What it does
Rooms	Name, location, seats, equipment (projector, video conference, whiteboard...), opening hours, and a colour.
Calendar	The bookings of all the rooms, coloured by room, with a filter per room; the week, the month or the day.
No clash	A booking cannot overlap another confirmed or pending booking of the same room; back to back is fine.
Capacity and hours	The number of people cannot exceed the seats; the meeting must be inside the opening hours, in the time zone of the person who books.
Status of a room	On each card: Free, or Busy until the end of the current meeting.
Recurring meetings	Every day, week or month, 2 to 52 meetings; if one of them clashes, none is created.
Approval	A room can need the approval of its managers; the booking waits, they get an activity, and approve or refuse with a reason.
Find a room	A date and time, a duration, a number of people and the equipment you need: the free rooms, with a Book button.
Invitations	The attendees get a message when the booking is confirmed or cancelled.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	none other than Discuss (mail), installed with Odoo
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_meeting_rooms.zip` ; unzip it to get the folder `taqnix_meeting_rooms` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Meeting Room Booking** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_meeting_rooms --stop-after-init
```

5. Make the rooms

In plain words: Meeting rooms → Rooms → New (administrators). Give the room its **location**, its **seats**, its **equipment** and its **opening hours**. Tick **Needs an approval** and choose its **managers** if bookings must be approved. The equipment list is in **Configuration → Equipment**.

Meeting rooms

Calendar

Rooms

Find a room

My bookings

To approve

Configuration

16

41

My Company

New

Rooms

Board room

Upcoming

0

1 / 1

Board room

Location ?

HQ, 2nd floor

Seats

12

Equipment

Projector

Video conference

Whiteboard

Company

My Company

Opens at ?

08:00

Closes at

20:00

Needs an approval ?

☒

Managers ?

Mitchell Admin

Color

Send message

Log note

0

Today

OdooBot

5:06 AM

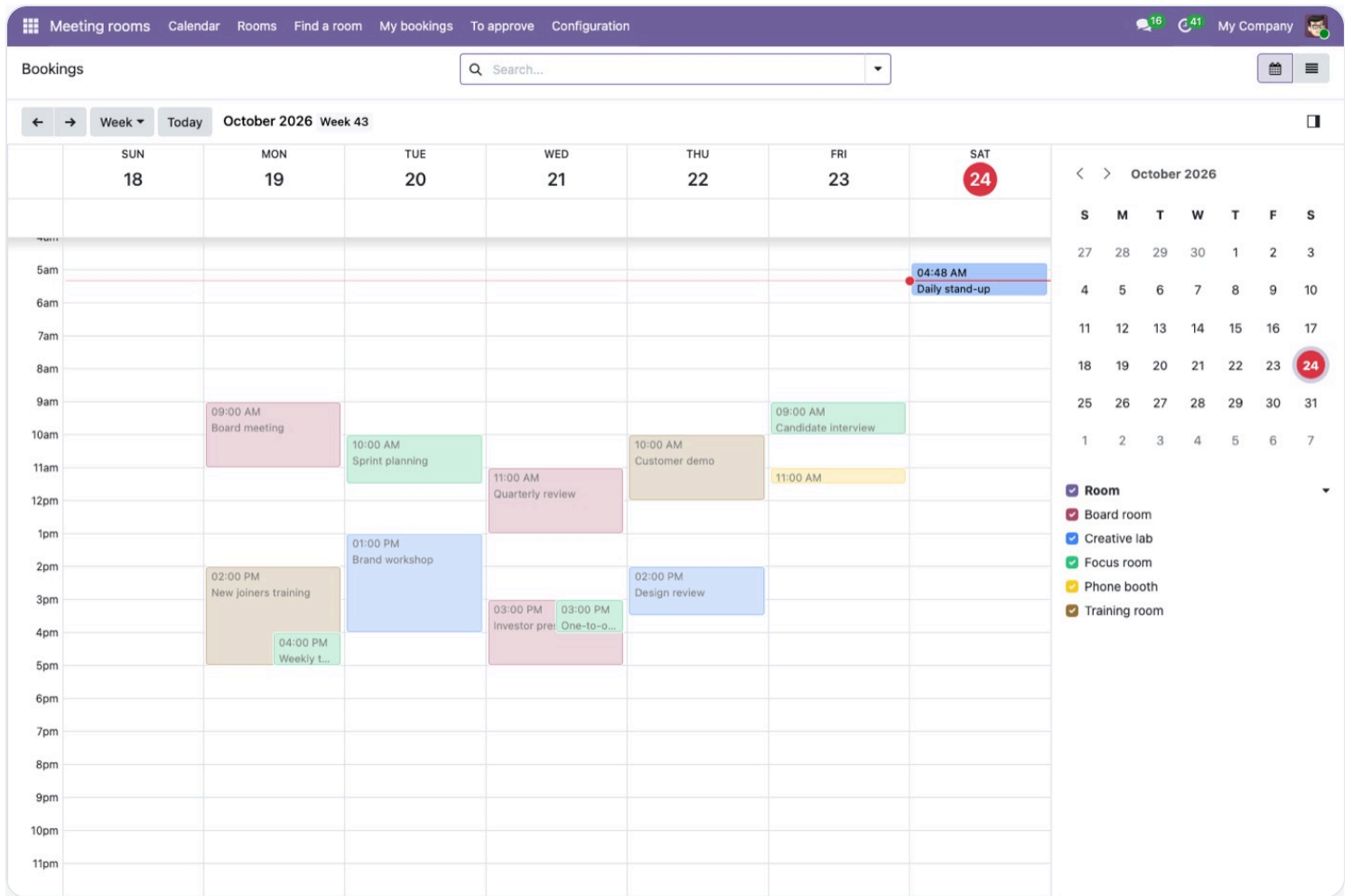
Meeting room created

A room: seats, equipment, hours and managers.

The rooms: free, or busy until...

6. Book a room

In plain words: Press **Book** on the card of a room, or **New** in the calendar. Write the **subject**, choose the **start** and the **stop** (or the duration), add the **attendees** or just the number of people, and save. If the room is taken, Odoo says by whom and when.



The calendar of the rooms for the week.

Meeting roomsCalendarRoomsFind a roomMy bookingsTo approveConfiguration

NewBookingsWeekly team meetingIn the series61 / 1<>

Cancel the bookingCancel the whole seriesTo approveConfirmed

Weekly team meeting

RoomFocus room

StartOct 19, 4:00 PM

StopOct 19, 5:00 PM

Duration01:00

OrganizerTina Williamson

Attendees

Number of people4

Total people4

EquipmentWhiteboard

Agenda...

Send messageLog noteActivity

Today

OdooBot 8:06 AM

Meeting room booking created

A booking of a weekly series.

In plain words: To **repeat** the meeting, choose every day, week or month and the number of meetings before saving. The series is all or nothing. **Cancel the whole series** cancels the coming meetings.

Meeting roomsCalendarRoomsFind a roomMy bookingsTo approve

NewMy bookings

QUpcomingXSearch...

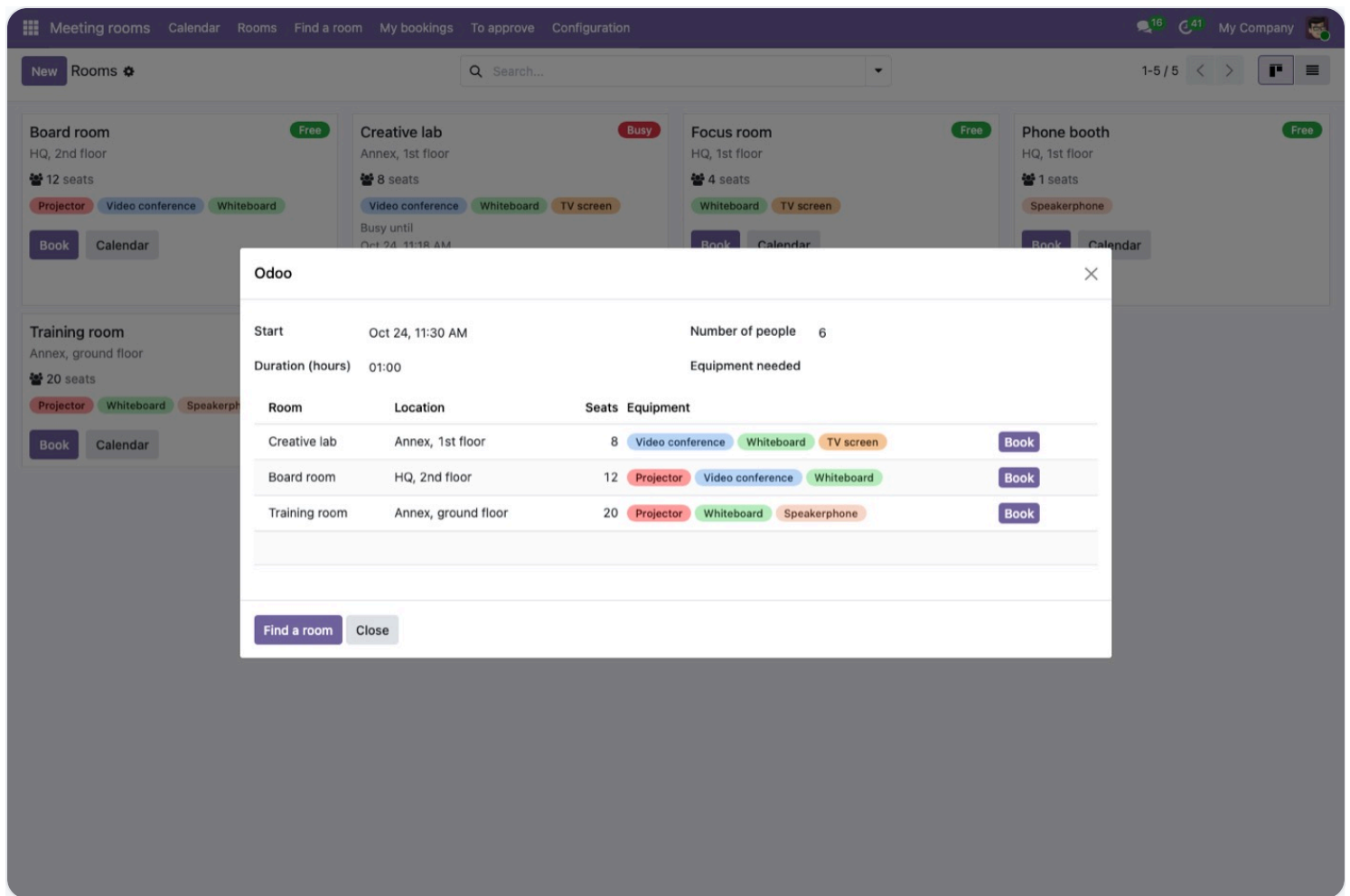
1-5 / 5<>☰📄

☐ Start	Stop	Subject	Room	Organizer	Number ...	State	⌵
☐ Nov 23, 4:00 PM	Nov 23, 5:00 PM	Weekly team meeting	Focus room	 Tina Williamson	4	Confirmed	
☐ Nov 16, 4:00 PM	Nov 16, 5:00 PM	Weekly team meeting	Focus room	 Tina Williamson	4	Confirmed	
☐ Nov 9, 4:00 PM	Nov 9, 5:00 PM	Weekly team meeting	Focus room	 Tina Williamson	4	Confirmed	
☐ Nov 2, 4:00 PM	Nov 2, 5:00 PM	Weekly team meeting	Focus room	 Tina Williamson	4	Confirmed	
☐ Oct 26, 4:00 PM	Oct 26, 5:00 PM	Weekly team meeting	Focus room	 Tina Williamson	4	Confirmed	

My bookings.

7. Find a free room

In plain words: **Meeting rooms** → **Find a room**: choose the date and the hour, the duration, the number of people and, if you need them, the equipment, and press **Find a room**. The rooms that are open, large enough, equipped and not booked are listed: press **Book** on one to open the booking form already filled.



The free rooms for six people.

8. Approval

In plain words: A booking in a room that needs an approval waits (**To approve**) and holds the room; the managers of the room get an activity and see it in **Meeting rooms → To approve**. They **Approve** it or **Refuse** it with a reason; the organizer is notified. A manager booking the room is confirmed at once.

Meeting rooms
Calendar
Rooms
Find a room
My bookings
To approve
Configuration

16
41
My Company

New
To approve
Quarterly review
1 / 1

Approve
Refuse
Cancel the booking
To approve
Confirmed

Quarterly review

Room	Board room	Organizer	Marc Demo
Start	Oct 21, 11:00 AM	Attendees	
Stop	Oct 21, 1:00 PM	Number of people ?	10
Duration ?	02:00	Total people	10
		Equipment	Projector

REPEAT

Recurrence
Does not repeat

Agenda...

Send message
Log note
Activity

Planned Activities

Today: "Approve the booking of Board room" for Mitchell Admin

Mark Done
Edit
Cancel

Today

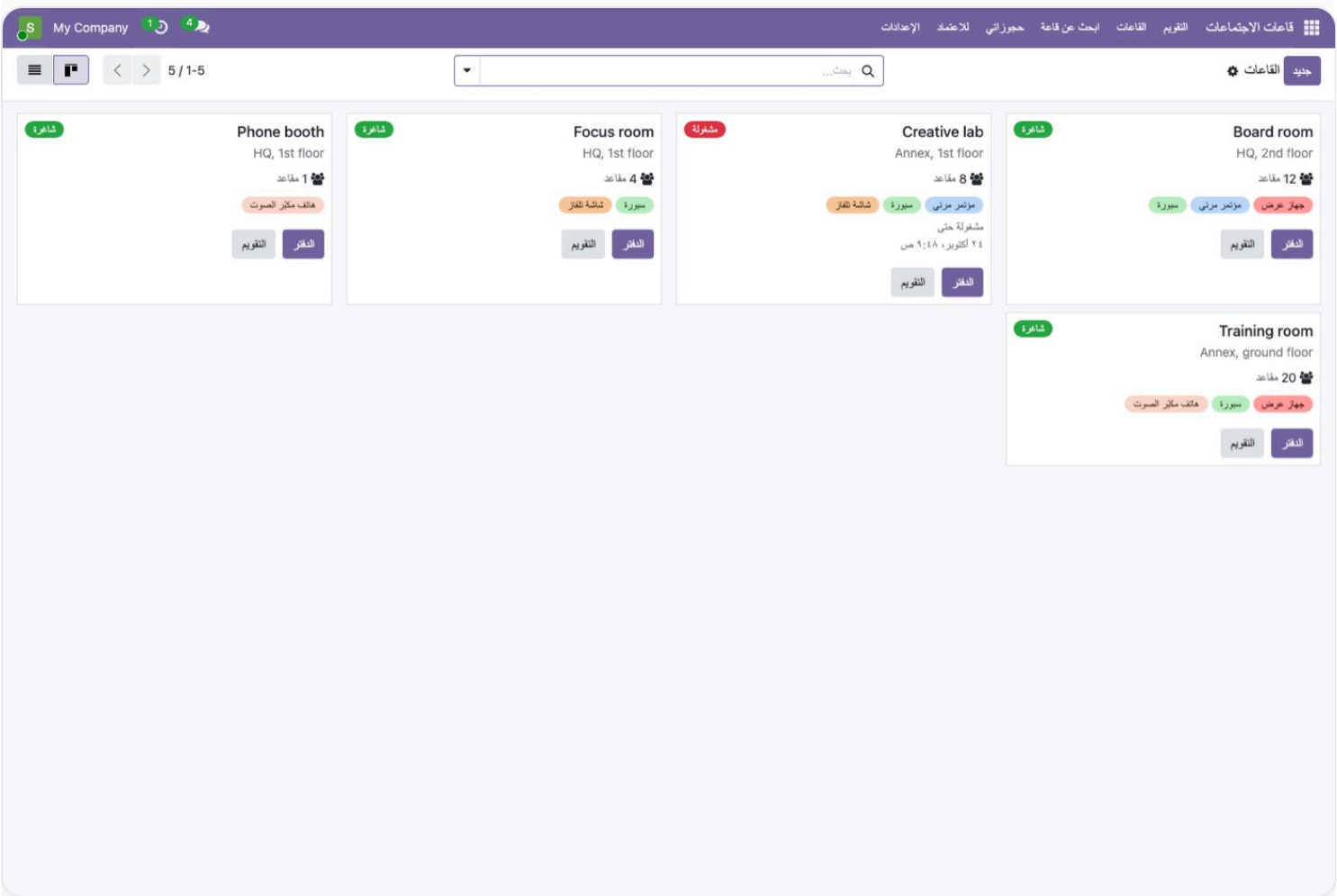
OdooBot 5:06 AM
Meeting room booking created

A booking waiting for its approval.

9. Who can do what

Who	Can
Everybody (internal users)	See all the rooms and bookings, book, change and cancel their own bookings.
Managers of a room	Approve or refuse its bookings, change and cancel any booking in it.
Administrators	Make the rooms and the equipment; cancel any booking.

10. Arabic and right to left



The rooms in an Arabic interface.

11. Limits

Limit	Detail
Not linked to Odoo's calendar events	A booking is its own record: it does not appear in the Calendar app.
Same-day meetings	A meeting must end the day it starts.
Opening hours	The same hours every day of the week.
No external invitations	Attendees are Odoo contacts and are notified by Odoo's messages.

12. For developers

In plain words: Skip this chapter if you only use the module.

```
room = env['taqnix.room'].search([('name', '=', 'Board room')], limit=1)
booking = env['taqnix.room.booking'].create({'name': 'Weekly team meeting', 'room_id': ro
                                             'recurrence': 'weekly', 'repeat_count': 8})
room.status, room.busy_until
```

13. Troubleshooting

Problem	What to do
The room is already booked from... to... by...	Another confirmed or pending booking overlaps: choose another time or room.
The room is open from... to...	The meeting is outside the opening hours, in your time zone: check your time zone in your preferences.
The room has ... seats for ... people	Choose a larger room.
Only a manager of the room can approve	Add the person to the managers of the room.

14. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_meeting_rooms`. The rooms and the bookings are kept.

15. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Rooms with seats, equipment and opening hours; free or busy status

- Calendar of the bookings coloured by room
- No overlapping bookings; capacity and opening hours checked (time zone of the booker)
- Recurring meetings, all or nothing; cancel a whole series
- Optional approval by the room managers
- Find a free room; invitations to the attendees; Arabic translation, automated tests