



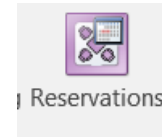
How does the new ISS Service Portal work

How can I open the ISS Service Portal

- From your desktop with this icon



- From your outlook plugin with this icon



Book a room

The screenshot displays the ISS Room Reservation interface. At the top left is the ISS logo. Below it are navigation options: '+ New Reservation' and 'Meeting Room >'. A dark blue header bar contains the ISS logo, 'Room Reservation', and a search icon. Below the header, the page title is 'New Meeting Room Reservation' with 'Cancel Reservation' and 'Search' buttons. A red box highlights the 'Search' button. On the left, there is a 'Calendar' icon and a section for 'Who is this reservation for?' with radio buttons for 'Me' and 'Someone Else'. Below this is a 'Location' section with filters for 'City: Søborg', 'Site/Campus: ISS World Services A/S (ISS HQ)', and 'Building: 1000003-Buddingevej 197'. A red box highlights the 'Start' and 'End' time selection area, showing 'Start: 14/06/2017 16:30:00' and 'End: 14/06/2017 17:30:00'. Below the location and time filters is a 'Repeats' section stating 'This reservation does not repeat.' The main area is a grid of room options under the 'List' tab. Each room card includes a location name (e.g., 'Czech Republic@ISSHQ - Internal'), address, floor, capacity, and a 'Book' button. A red box highlights the 'Book' button for the first room. To the right of the room grid is a 'Floor Plan' tab and a list of amenities: Catering, Accessible, Network Connection, Projector, Telephone Conference, Video Conference, Whiteboard, and External Meeting.

View the reservation calendar

ISS Resource Scheduler

Search Criteria

Country: Denmark ✕ State: Greater Copenhagen ✕ City: Soborg ✕ Property: ISS World Services A/S (ISS HQ) ✕ Building: Buddingevej 197

Reservation Manager Type:
 Location Vehicle Spaces User Preferred Meeting Spaces

Floor: _____ Room Type: _____ Space: _____ Organized By: _____ Requested For: _____ Requested By: _____

Space Filters Catering Available? Equipment Services? LCD Screen / Projector? External Visitors Allowed? Capacity: — 0 +

Search

Clear


Create Reservation

Today
Wednesday, June 14, 2017
Timeline
Timeline Week
Time

	June 14								
	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
Belgium@ISSHQ (6)				oops1					
Czech Republic@ISSHQ - Internal (4)									
Denmark@ISSHQ (6)									
Finland@ISSHQ (10)									



Create a Service Request



Service Request

Service Request Submit

Who is this request for?

Me

Someone Else

Where is the problem?

Buddingevej 197
Søborg, Greater Copenhagen, Denmark

Floor
00 Ground Floor

Room

What best describes the problem?

Problem Category

Description

Additional Comments and Photos

Attach a photo