

# HPE Organizations

Manage rooms

Quick reference guide

# Log into MyRoom account to see organization



Organization administrator

- Navigate to [www.myroom.hpe.com/Profile](http://www.myroom.hpe.com/Profile)
- Login to your MyRoom account
- Click room group name in the **Rooms** tile

## Wearable, Inc.

Have questions about Wearable, Inc.? Contact: Organization Administrator ( [organization.administrator@wearableinc.com](mailto:organization.administrator@wearableinc.com) )



### Users

3 Users [Manage Users](#)  
3 Groups [Manage Groups](#)



### Rooms

3 [Instructor Rooms](#)



### VRG Devices

2 Devices [Manage Devices](#)



### Organization Settings

[View Subscription Details](#) (Expires Oct/19/2017)  
[Edit Contact](#)

# Add room



Organization administrator

Wearable, Inc.

## Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 6 Room(s) used

Shift 1

Shift 2

Shift 3

### Add Room



Room Name :

Save

Cancel

# Generate multiple rooms - numbered



Organization administrator

Wearable, Inc.

## Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 6 Room(s) used

Shift 1

Shift 2

Shift 3

## Generate Rooms

Generation Type :  Generate Numbered Rooms  Upload CSV (Excel) file

Room Name Prefix

Training

Number of Rooms

2



Preview

Generate Rooms

# Preview, then generate numbered rooms



Organization administrator

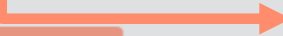
Wearable, Inc. > Instructor Rooms

## Generate Rooms

Generation Type :  Generate Numbered Rooms  Upload CSV (Excel) file

Room Name Prefix

Number of Rooms

**Preview** 

**Generate Rooms**

### Room Names Preview

- Training 1
- Training 2

Wearable, Inc.

## Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 6 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2

# Generate multiple rooms – upload CSV (Excel) file



Organization administrator

Wearable, Inc.

## Wearable, Inc. Instructor Rooms (3)

Add Room

Generate Multiple Rooms



3 of 6 Room(s) used

Shift 1

Shift 2

Shift 3

## Generate Rooms

Generation Type :  Generate Numbered Rooms  Upload CSV (Excel) file

Column header for room name column (in CSV file)

not needed

Upload a CSV file from your computer

Browse

Upload

# Upload text or CSV file



Organization administrator

	A	B
1	Region	Room Name
2	AMS	Training AMS
3	EMEA	Training EMEA
4	APJ	Training APJ

Wearable, Inc. > Instructor Rooms

## Generate Rooms

Generation Type :  Generate Numbered Rooms  Upload CSV (Excel) file

Column header for room name column (in CSV file)

Browse

Upload

# Edit or delete room



Organization administrator

Wearable, Inc.

## Wearable, Inc. Instructor Rooms (5)

[Add Room](#) [Generate Multiple Rooms](#) ?

5 of 6 Room(s) used

Shift 1
Shift 2
Shift 3
Training 1
Training 2

Wearable, Inc. > Instructor Rooms

## Wearable, Inc. Edit Room

Name :

Access : Users in the following groups will have access to this room :  
- Everyone

Save

Delete