D!bs – Closing Space

1. Navigate to Dibs/System Settings/Space Configuration

2. You can close a single room or select multiples. If you choose single space then hover over space and click on Close.

3. Fill in fields with appropriate dates and click submit.

4. If choosing multiple rooms click in check box or use Select all. Then click on Bulk Actions. Choose Close then click Apply. The same Close Space Window will open. Follow directions in Step 2.

Note: