



BOOKING A ROOM

Ver. 1.1

Space and Timetabling December 2019

Contents

Important – This user guide will be subject to continuous update, so it is advisable to read it on line rather than printing it to make sure that the user is looking at the most up to date version. The version number on the front page will be updated to reflect any changes.

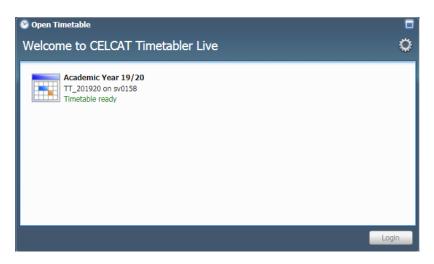
Getting started

Logging into CLECAT Room Booker

You can access the room booker system via the link below or from the timetable page on the QMU website. You do not need to be logged on to the QMU network to use the room booker system. It is recommended you use a desktop computer, thin client terminal or laptop to access the room booker system as it is not optimised for touch screen devices.

The direct link to the room booker system is: <u>http://timetable.qmu.ac.uk/celcatlive/</u>

1. The sign in page will then appear:



2. Select the current year timetable and click 'Login' or double click on the current year timetable.

If more than one timetable is shown, you will only have access to the current year. You are unable to request rooms for future years.

3. From the sign in page, enter your username and password and click 'OK'

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	User name:	
	hears;	
	Password:	
	•••••	
	Role:	
	(default)	
	Role description:	
	Use default role	
		_
	OK Cance	ə l
		_

Note: Your username and password should be the same as your standard QMU username and password. If you are unable to log in please contact the <u>timetabling team</u> who will be able to assist.

Room Booking Wizard

Using the wizard.

1. The room booking wizard should open automatically as soon as you log in.

If the room booking wizard does not open automatically, select 'Room Booker Wizard' from the 'Room Booker' menu.

View	Room Booker	Tools	User
	1		
Room	Booking Wizard	Room U	sage
		Room	Booke

- 2. When the room booker wizard page opens you have 3 options:
 - a. I need to find a room This option allows you to process a room booking request for a specified time and find an available room.
 - b. **I know the room I want**, but need to find a time This option allows you to process a booking request for a specified room and find an available time.
 - c. I know both the time and room I want This option allows you to process a room booking request for a specified time and room.

🔮 Room Booker Wizar	rd	🗖 🖾
Welcome	Welcome to the Room Booker Wizard This wizard helps you to make a room booking request	
Room Criteria	Click 'Next' to continue	
Request Details	Operation: • I need to find a room	
Finish	O I know the room I want, but need to find a time	
	 I know both the time and room I want 	
Need help? Email Room Bookings	This process should not be used for academic teaching bookings. Please use the <u>timetab</u>	le change process for all academic teaching bookings.
		Next > Cancel

The option that most people will find useful is option 1 - 'I need to book a room' and this user guide concentrates on that option. For further information on options 2 and 3 please contact the <u>timetabling team</u>.

Booking a Room.

1. After you have selected the option 'I want to find a room' the date selection page will open.

🔮 Room Booker Wizaı	m San
Welcome	Specify Time CELCAT
Time	Please specify the time you wish to book a room for room booker
Room Criteria	Booking Date:
Search Results	Start date: 12/12/2019 (Thu)
Request Details	
Event Details	Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug
Finish	Booking Time:
	Start time: 13:15 💼 End time: 14:15 💼
	You are requested to keep booking requests to within the next 100 days only. You are requested to keep booking requests to a duration of 08:00
Need help? Email	Bookings in all teaching spaces and in all LRC study spaces must begin and end at 15 minutes past the hour. If not, your booking may be rejected.
Room Bookings	
	< Back Next > Cancel

2. Click on the calendar icon alongside the start date box to open up the date selection calendar.

Room Booker Wiza		
Welcome	Specify Time	
Time	Please specify the	time you wish to book a ro
Room Criteria	Booking Date:	
Search Results	Start date: 12/12/2019 (Thu)	
		Der 2019
Request Details	Mon Tue Wed 1	Thu Fri Sat Sun
Event Details	25 26 27	28 29 30 1
Event Details	2 3 4	5 6 7 8
Finish	B 9 10 11	12 13 14 15
	16 17 18	19 20 21 22
	23 24 25	26 27 28 29 End ti
	30 31 1	2 3 4 5

3. Select the date you wish to book the room for. You can use the forward button to select a date in a future month.

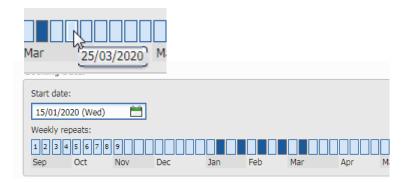


Note: Staff can book a room for up to 100 days in the future. Students can book a room for up to 14 days in the future. It's not possible to book a room out with this date range.

4. If you only wish to book a room for 1 day/week please ignore this step.

Once you have selected the date you wish to book the room for, you can use the week selector to select any repeating weeks by clicking on the additional week(s) you wish to book a room for. The weeks you have selected will turn dark blue in colour.

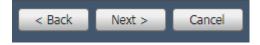
You can only select weeks in which you have the access to book a room. If you hover over a specific week, you'll see the week start date.



5. Once you have selected the date and any additional weeks, enter the start and end time in the relevant field.

Booking Time	e:		
Start time:	13:15 🚔	End time:	15:15 🖶

6. Once you have entered the start and end time, click Next at the bottom of the page



Note: All booking requests for general teaching space or group study rooms must start and end at quarter past the hour. Requests for non-teaching space (staff rooms etc.) can start and end at any time.

Specify Room Criteria

On the specify room criteria page you can enter how many people you require the room for.

1. In the Room capacity field enter the number of people you need the room for. Only rooms large enough for that capacity will be displayed therefore it's important that that number is accurate.

Sp	Specify Room Criteria								
	Here you can define the room using filters								
	Main	Advanced filters							
	Room c	apacity: *	4						

2. To see all available rooms, leave every other field on this page blank. If you only wish to see available rooms of a certain type (i.e. only group study rooms), then click in the 'room type' field. A list of all available room types will show.

Search	
Name	
Computer Labs	
Conference Spaces	
General Purpose Lab	s
Group/Indvidual stud	dy rooms
Lecture Rooms	
Lecture Theatres	
Psychology Individua	al PCs
Rehearsal Studios	
Seminar Rooms	
Specialist Rooms	
Staff Meeting Rooms	3
Staff Work Rooms	

A guide to each room type can be found at the end of this guide.

3. Click in the relevant room type and click OK. This room type will now appear in the room type filed.

Sp	Specify Room Criteria					
	Here you can define	the room using filters				
	Main Advanced	d filters				
	Room capacity: *	4				
	Room type:	Group/Quiet study rooms				

Choose a room

Once you have entered the room selection criteria and clicked next you'll see a list of available rooms.

If you don't see any rooms, this means there are no available rooms that match your criteria – namely day and time. Click the back button to go back to the 'specify time' and 'specify room criteria' pages and choose an alternative. You may also find it useful to remove the room type (if entered) as leaving this field blank will show all available rooms. 1. From the list of available rooms, click the one you wish to request and click next.

Room Booker Wizar	d								•
Welcome	Ch	100	se Room						CAT
Time Please select a room room booker					booker 🔜 🔀				
Room Criteria		Hits	Near Misse	IS					
			Time	Room Name	Unique Name	Capacity	Туре	Division	
Search Results			11:15 - 12:15	1158 - LRC Gro	1158	8	Group/Indvidua	Space & Timeta	
Request Details		ß	11:15 - 12:15	1163 - LRC Gro	1163	8	Group/Indvidua	Space & Timeta	

Specify Request Details

On the specify request details screen you enter details relevant to this individual request. You do not need to enter request notes or additional participants (steps 3 & 4 below).

1. In the 'Booking Request Title' enter what the booking is for. For example, 'Group Work', 'Individual Study', 'Staff team meeting', 'meeting with xxxx' etc. The booking title will appear on the large timetable screens around the campus as well as on your timetable or outlook calendar.

Please note, the Space and Timetabling team may have to contact you if the event title does not make it clear what the booking is for.

Both the requester and email address should be populated directly from your user account details. If not, simply enter your name and QMU email address.

2. You can enter any notes in the request notes section.

Do not request room alterations or layout changes via this field. These will not be actioned. Please contact the helpdesk to request any room layout changes.

3. You can also add additional participants to the request. Doing this will ensure they are sent a booking confirmation email when the booking has been confirmed. To add a participant, click the green plus sign and then enter their name and email address in the relevant field. Double click the 'sent invitations 'box to ensure the participant receives an email notification.

(elcome	Specify Request	Details			C	ELCAT	$\chi^+\chi$		
ime	Please specify informa email invitations and r	Specify Request Details Please specify information about your request. You can also include participants who will receive email invitation and indicationations when the booking is approved.							
oom Criteria	Booking Request Title: *	Group Study we	ork						
arch Results	Requester: *	Annes y							
quest Details	Email address: *	diversident.							
vent Details	Request notes:								
nish									
	Participants:	Name	Email	Send Invitations					
	(NAV 198	personal second						
		one of one reco	rd						
	Booking titles should clear the timetabling request pr				hing will be cano	elled, please request t	hese via		
help? Email	the unletability request pr	ocess. For more in	formation, please conta	the timetability team					

4. Click the next button

Note: The Space and Timetabling team do not have access to rooms which are not shown here. If you cannot see any rooms, it is because there are none available that match your selection criteria. The booking request title may be altered by the Space and Timetabling team to make it more appropriate to the nature of the booking.

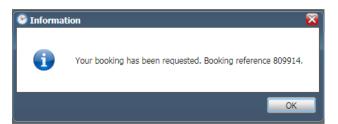
Submit your request

1. If you are happy with your request and don't want to make any changes, go straight to step 2.

If you want to view or amend your request, click the 'edit' button. Edit the details you want to, find and then click finish. You do not get the option to search for rooms which are free using this edit function. A suitable room will be automatically assigned. Click finish and you will receive confirmation that your request has been received.

Welcome	Finish CELCAT
	To create your booking request, click finish room booker
Time	Raview and edit booking request: Hide
Room Criteria	Booking Details Notes Requested Event Attributes Search Criteria
Search Results	Booking title: * Group Study Work Requested room: *
Request Details	1158 - LRC Grou
Finish	Start date: 24/12/2019 (Tue)
	From: 11:15 to 12:15 Email: *
	Weekly Repeats: BEBOSE PERFORMANCE Jan Feb Mar Apr May Jun Jul Aug
	Participants: Name Email Send Invitations
	0 records
ed help? Email	If you wish to review and alter your request please click the 'edit' button above, otherwise just click 'finish'.
ANTI BOOKINGS	

2. Click the Finish button. Your request will now be submitted. You will receive an email informing you the booking has been requested. The booking reference will also be displayed on the screen.



Note: At this stage, the request has not been confirmed nor is it guaranteed. The request will now be reviewed by the space and timetabling team.

Confirmation

1. Once your request has been reviewed and approved by the space and timetabling team, you'll receive an email confirming the booking.

	Mon 16/12/2019 16:28					
金鼠蜂						
	Room Bookings					
	Booking reference 809558					
То	le-H					
CELTmp1218910404.ics						
813 bytes						
Booking reference 809558 has been completed.						
Time: Wednesday 18 December 2019 14:15-15:15						
	and the second property second					
Notes: Ever	nt created for booking reference 809558 by					
Title:						

2. In some instances, the space and timetabling team may need to contact you for further information or to query what the request is for. In these instances, your request is not confirmed until an email confirmation is received, as shown above.

Viewing and Cancelling Your Booking Requests

Viewing your booking requests

Requester:

The status of your room requests and confirmed bookings can be viewed using the Room Bookings icon on your Room Booker ribbon.

- 1. Close down the room booker wizard by clicking cancel in the bottom right hand corner.
- 2. From the Room Booker ribbon, click the room bookings icon.



3. Once you have selected the Room Bookings icon, the Booking Request pane will open. To ensure that you are seeing all of your booking requests, select Show on the Room Booker ribbon and check that both My Booking Requests and Past Requests are selected.



4. To filter your booking requests, select States on the Room Booker ribbon and select the bookings that you wish to view. To see all your bookings, regardless of status ensure all options are selected.



5. In the Booking Requests pane, you can see your booking reference number, the title of your event, the date/time requested, the room requested, the room allocated and the status of your booking.

O Booking Requests												
			Reference	Title	Requester	Request Date	Requested Room	Room	Dates	Repeat Weeks	Time	Status
	0		809936	Group Study W	dsweeney	17/12/2019	1158 - LRC Gro	1158 - LRC Gro	24/12/2019	Once	11:15 - 12:15	Completed

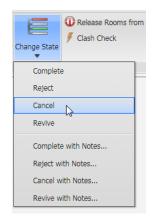
Cancelling a booking request

To cancel a request, follow the steps above to view your bookings.

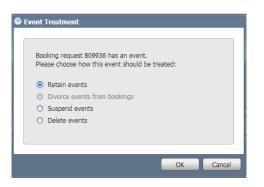
1. Click on the booking you want to cancel in your room bookings list. This booking will be highlighted in blue.

Booking Requests										
	Reference	Title	Requester	Request Date	Requested Room	Room	Dates	Repeat Weeks	Time	Status
	809936	Group Study W	dsweeney	17/12/2019	1158 - LRC Gro	1158 - LRC Gro	24/12/2019	Once	11:15 - 12:15	Completed

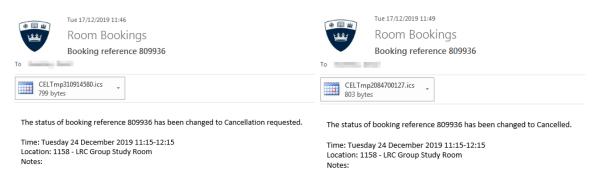
2. In the Room Booker ribbon, click on 'Change State' option and then click 'Cancel'



3. The Event Treatment window below will then appear. Change the option to 'Retain events'. The event will be deleted once it's been approved by the Space and Timetabling team.



4. You'll receive an email after you request the cancellation and also after its been approved.



5. After you have received both emails, your booking has been cancelled and the room is no longer booked for you.

Room Type Guide

Room Type	Layout	Who can request to book		
Computer Labs	Computer lab with 30 PCs	Staff and Students		
Conference Spaces	Piano Bar	Staff Only		
General Purpose lab	General teaching lab	Staff Only		
Group/Individual Study Rooms	Group or Individual Study room with LRC	Students only		
Lecture room	Room with 60 seats – no tables	Staff and Students		
Lecture theatre	Larger lecture space	Staff and Students		
Psychology Individual PCs	Individual Psychology PC in lab.	Psychology staff and Students		
Rehearsal Studios	Larger flat studio space	Staff and Students		
Seminar Room	Room with tables and 30 chairs	Staff and Students		
Specialist Room	Specialist teaching room	Specific staff only		
Staff meeting room	Meeting room with no Computer	Staff only		
Staff work room	Room with computer	Staff only		

Frequently Asked Questions

• I can't log in. What should I do?

If you've tried your usual QMU username and password and you still can't log in, email the <u>timetabling</u> <u>team</u> and one of the team will look into it for you and get back to you.

- I can't find a room, can timetabling find a room for me? The timetabling team do not have access to a different set of rooms, so its unlikely that the timetabling team will be able to find a room if none are showing as available.
- I need to book a room outwth the time frame I'm allowed.

Unfortunately, it is not possible to book a room outwith the allowed period (100 days for staff, 14 days for Students). If you have a recurring booking you would like to enquire about (i.e. for a club or society meeting), email the <u>timetabling team</u> and one of the team will be able to help. For standard bookings, you will need to wait until the date you want to request a room for is within the allowed timeframe.

• I requested a specific room but it's been changed.

On occasion, it may be necessary to change the specific room you requested due to teaching or other commercial commitments. Any rooms changed will be of a similar specification. Timetabled teaching takes priority over all other requests for space at Queen Margaret University.