# Queen Margaret University

EDINBURGH

# CELCAT

# BOOKING A ROOM

Ver. 1.1

# 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: http://timetable.qmu.ac.uk/celcatlive/

1.  The sign in page will then appear:
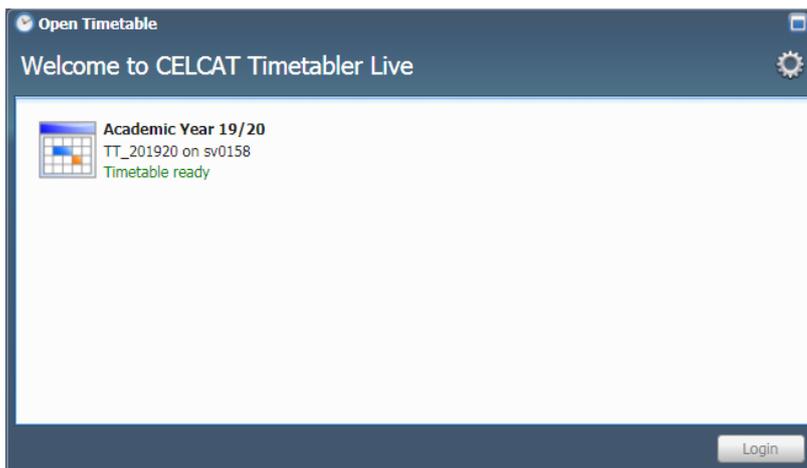


2.  Select the current year timetable and click 'Login' or double click on the current year timetable.

    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'



*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 timetabling team 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.
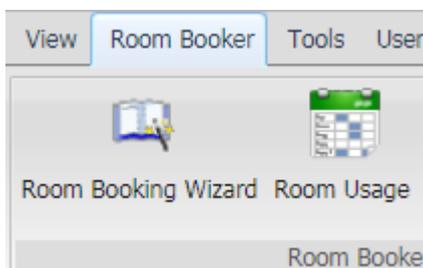
   

2. When the room booker wizard page opens you have 3 options:

   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.
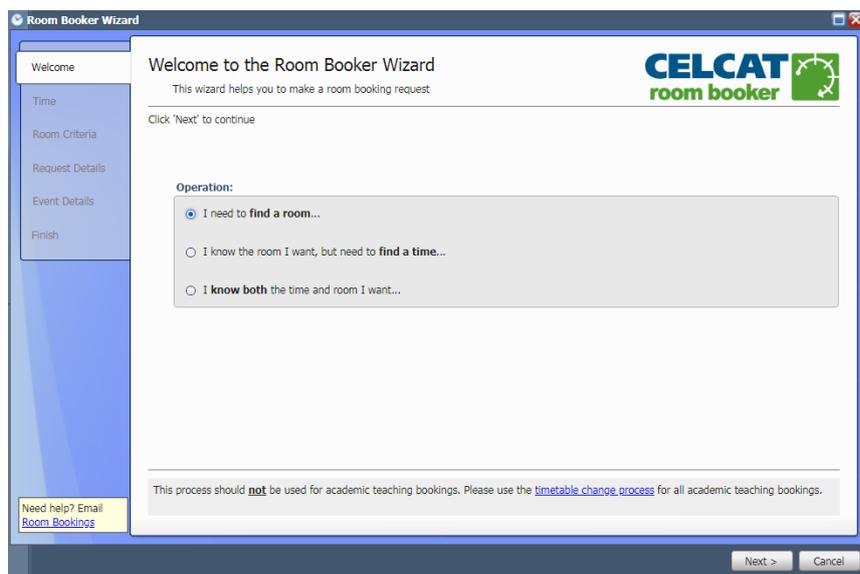
   

**The option that most people will find useful is option 1 - 'I need to book a room' and this user guide concentrates on that option.  For further information on options 2 and 3 please contact the timetabling team.**

# Booking a Room.

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



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



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.
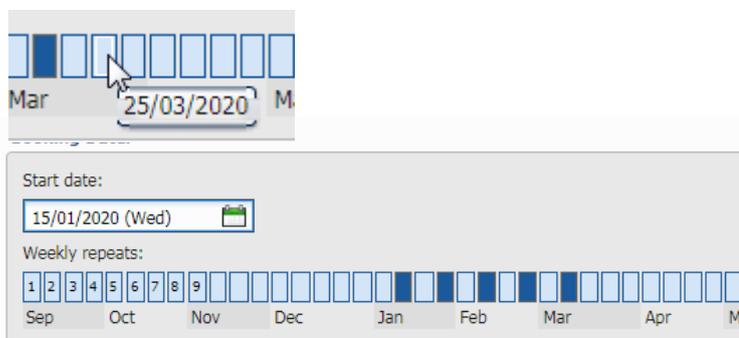


5. Once you have selected the date and any additional weeks, enter the start and end time in the relevant field.



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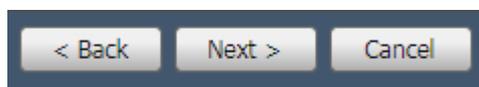


*Note: All booking requests for general teaching space or group study rooms must start and end at quarter past the hour.  Requests for non-teaching space (staff rooms etc.) can start and end at any time.*

## 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.



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.
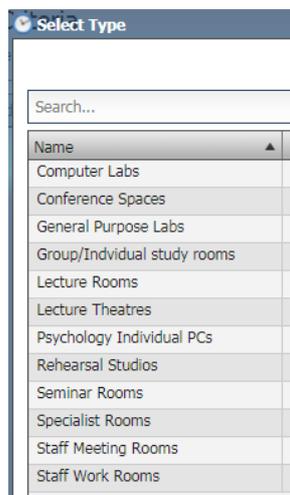


*A guide to each room type can be found at the end of this guide.*

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



## 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.



## 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.



4. Click the next button

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*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.*

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# 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.



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.
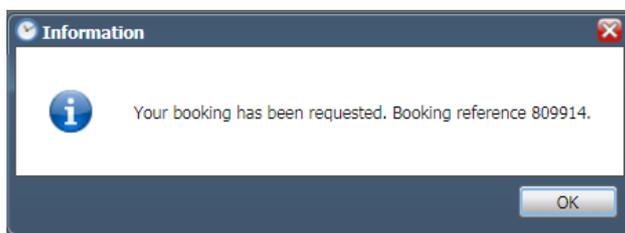


*Note: At this stage, the request has not been confirmed nor is it guaranteed. The request will now be reviewed by the space and timetabling team.*

## Confirmation

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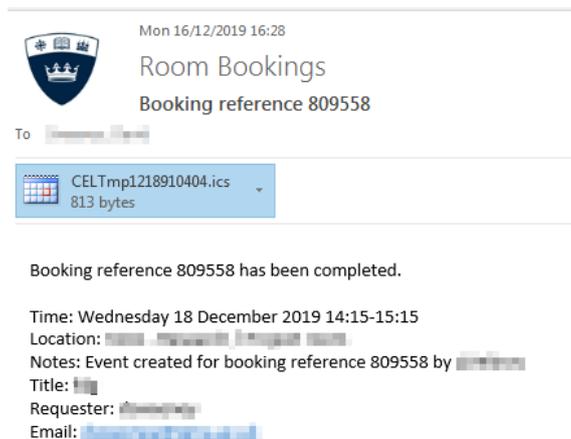


2.  In some instances, the space and timetabling team may need to contact you for further information or to query what the request is for. In these instances, your request is not confirmed until an email confirmation is received, as shown above.

# Viewing and Cancelling Your Booking Requests

## Viewing your booking requests

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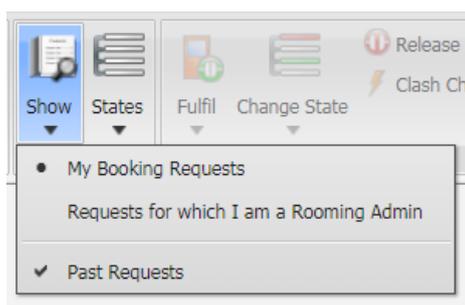
4. To filter your booking requests, select States on the Room Booker ribbon and select the bookings that you wish to view. To see all your bookings, regardless of status ensure all options are selected.
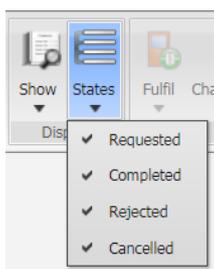


5. In the Booking Requests pane, you can see your booking reference number, the title of your event, the date/time requested, the room requested, the room allocated and the status of your booking.



# 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.



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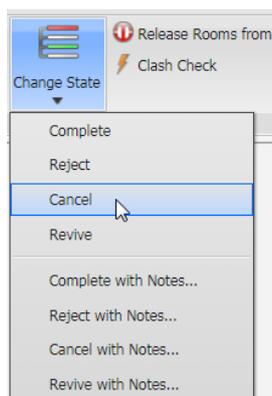


3. The Event Treatment window below will then appear. Change the option to 'Retain events'. The event will be deleted once it's been approved by the Space and Timetabling team.
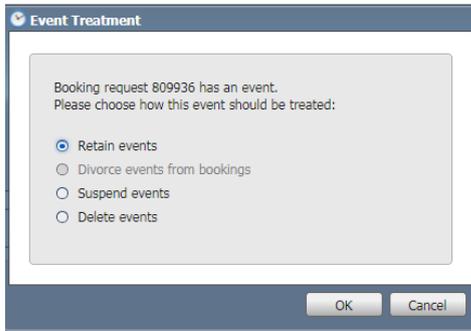
4. You'll receive an email after you request the cancellation and also after its been approved.



Tue 17/12/2019 11:46

Room Bookings

Booking reference 809936

To

CELTmp310914580.ics
799 bytes

The status of booking reference 809936 has been changed to Cancellation requested.

Time: Tuesday 24 December 2019 11:15-12:15
Location: 1158 - LRC Group Study Room
Notes:

Tue 17/12/2019 11:49

Room Bookings

Booking reference 809936

To

CELTmp2084700127.ics
803 bytes

The status of booking reference 809936 has been changed to Cancelled.

Time: Tuesday 24 December 2019 11:15-12:15
Location: 1158 - LRC Group Study Room
Notes:

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 timetabling team 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 timetabling team 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.*