



St Mary's
University
Twickenham
London



Room Booker Guide

for requesting and
cancelling room
bookings

VER. 1.1

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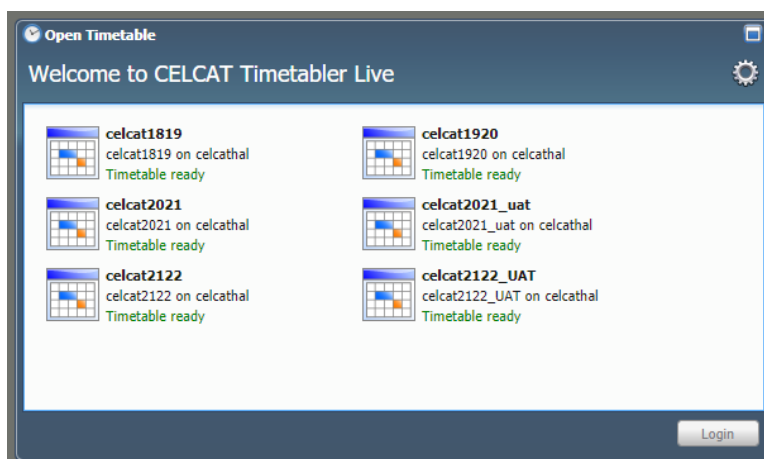
Important – This user guide will be subject to continuous update, so it is advisable to read it on line rather than printing it to make sure that the user is looking at the most up to date version. The version number on the front page will be updated to reflect any changes.

Logging into CLECAT Room Booker

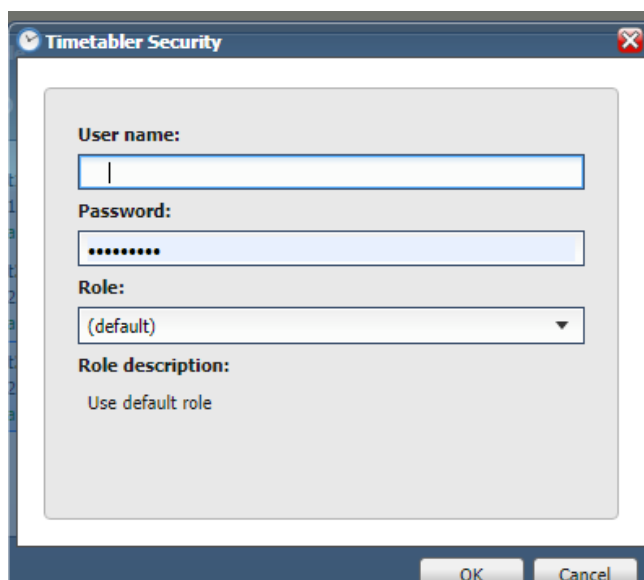
You can access the room booker system via the link below or from the timetable page on the St Mary's staff link website. You do not need to be logged on to the SMU network to use the room booker system. It is recommended you use a desktop computer, thin client terminal or laptop to access the room booker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

The direct link to the room booker system is: <https://celcat.stmarys.ac.uk/>

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.
3. From the sign in page, enter your username and password.
4. As a default, students have only one role in CELCAT, therefore you can just simply click OK without making any changes.

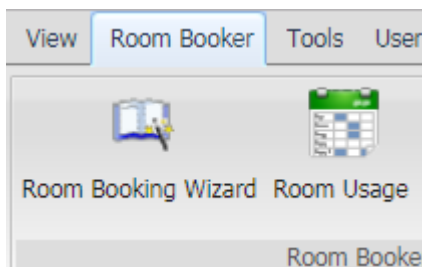
A screenshot of a "Timetabler Security" login dialog box. It contains the following fields: "User name:" with an empty text input field; "Password:" with a text input field containing seven asterisks; "Role:" with a dropdown menu showing "(default)"; and "Role description:" with the text "Use default role". At the bottom of the dialog are "OK" and "Cancel" buttons.

Note: Your username and password should be the same as your standard SMU University username and password. If you are unable to log in please contact the helpdesk@stmarys.ac.uk for technical support.

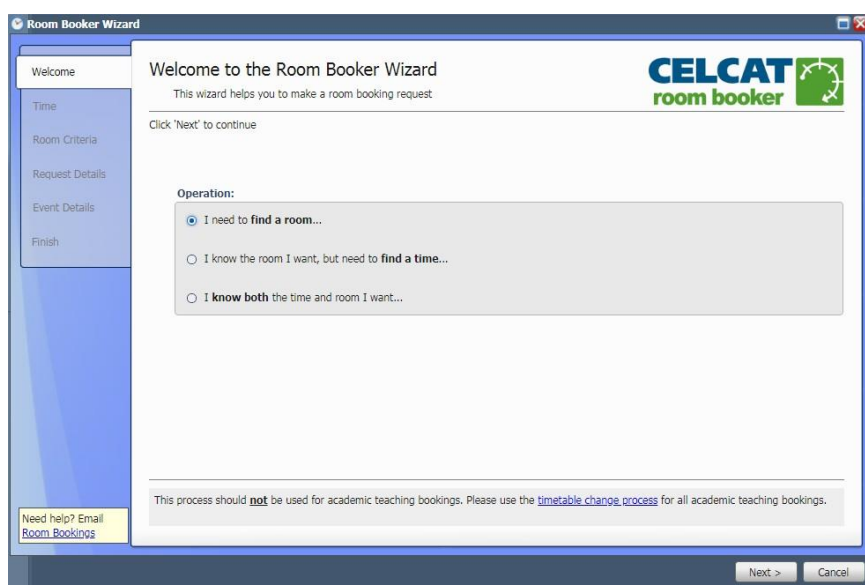
Using the room booking wizard to submit a booking request

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.



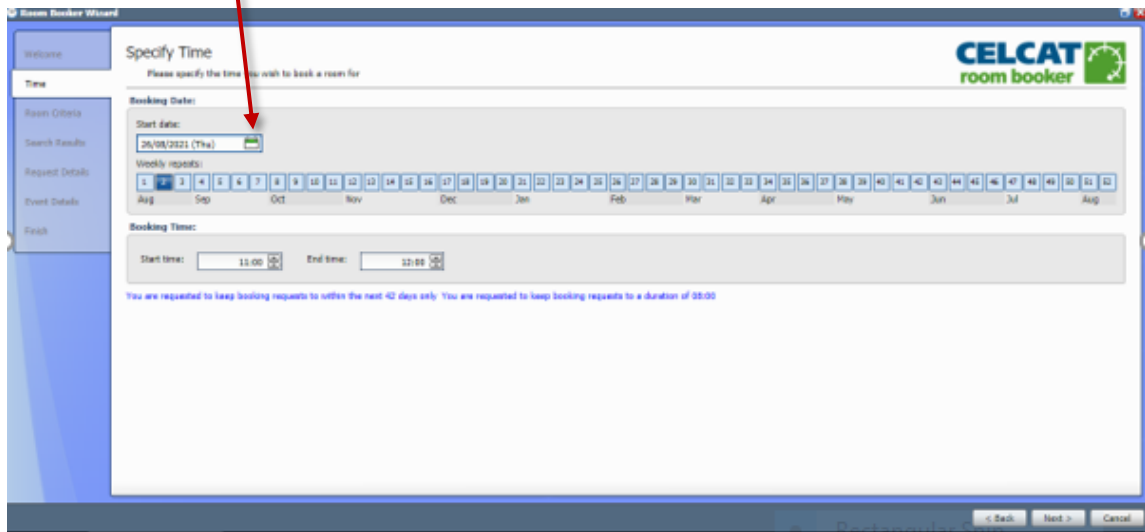
2. When the room booker wizard page opens you have 3 options:
 - a. **I need to find a room** - This option allows you to process a room booking request for a specified time and find an available room.
 - b. **I know the room I want**, but need to find a time - This option allows you to process a booking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



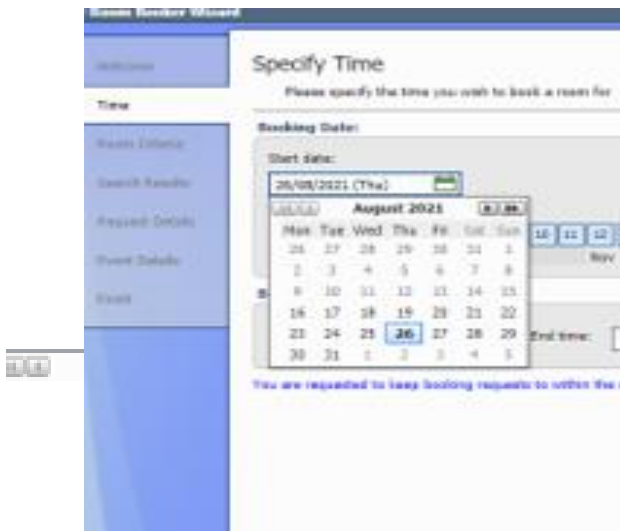
The option that most people will find useful is option 1 - 'I need to book a room' and this user guide concentrates on that option.

Submitting your room booking request

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.

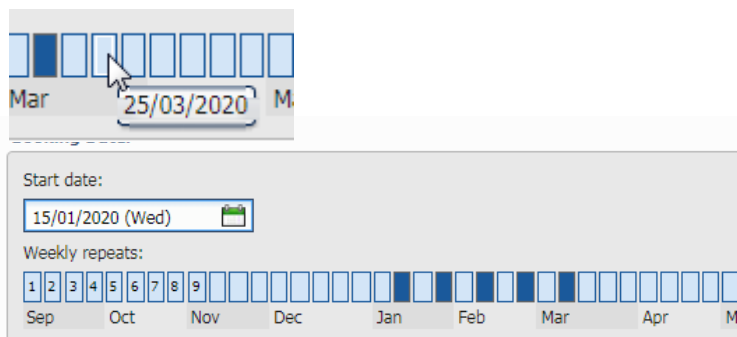


Note: You can book a room for up to 42 days in the future but not beyond that.

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:

Start time: End time:

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



Specifying your 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. **Please leave the Room Site and Room Department sections empty.**
3. Click Next

The screenshot shows a web application window titled "Room Booker Wizard". The main content area is titled "Specify Room Criteria" and includes the CELCAT room Booker logo. Below the title, there are two tabs: "Main" (selected) and "Advanced filters". The "Main" tab contains the following fields:

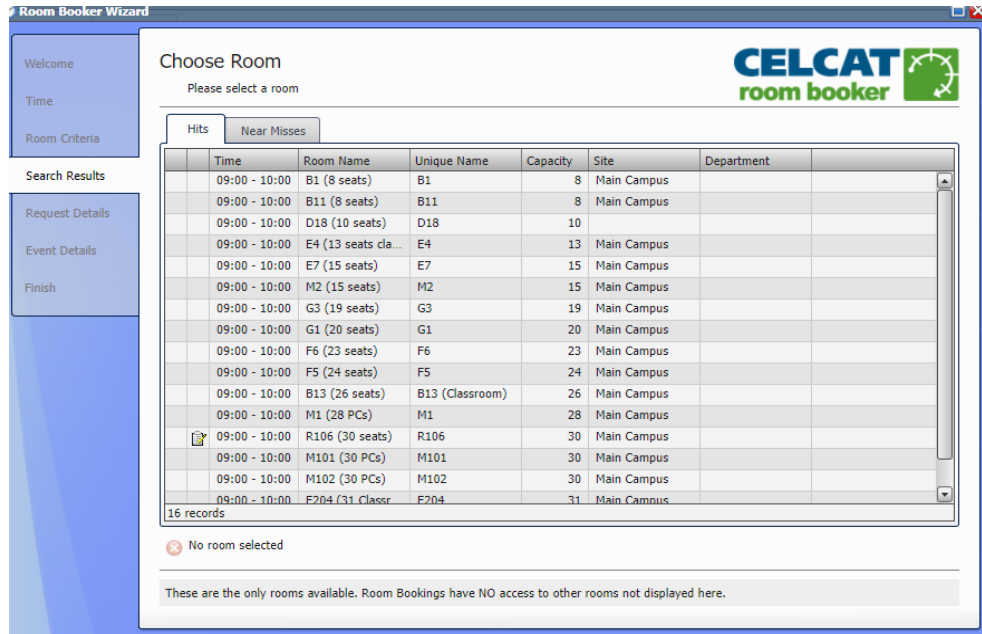
- Room capacity: ***: A numeric input field with the value "4" and a small up/down arrow icon.
- Room site:**: An empty text input field with a calendar icon and a close button.
- Room department:**: An empty text input field with a folder icon and a close button.
- Room layout:**: A yellow highlighted box containing the text "Your options only show each room's default layout".

At the bottom of the form area, there is a grey box with the text: "Please, enter the room capacity for your booking. Only rooms which meet this capacity will be displayed." At the bottom right of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Choosing your 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 room.

1. From the list of available rooms, click the one you wish to request and click next.



Specifying your 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 Room Booking 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 SMU email address.

2. You can enter any notes in the request notes section. **If you require an accessible room please make sure to include this in the notes field.**

Do not request room alterations and layout changes, or catering via this field as these will not be actioned.

- 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.

Room Booker Wizard

Specify Request Details

Please specify information about your request. You can also include participants who will receive email invitations and notifications when the booking is approved.

Booking Request Title: * Group Study work

Requester: *

Email address: *

Request notes:

Participants:

Name	Email	Send Invitations
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>

one of one record

Need help? Email [Room Bookings](#)

Booking titles should clearly indicate what the booking is for. **Bookings for academic teaching will be cancelled**, please request these via the timetabling request process. For more information, please contact [the timetabling team](#)

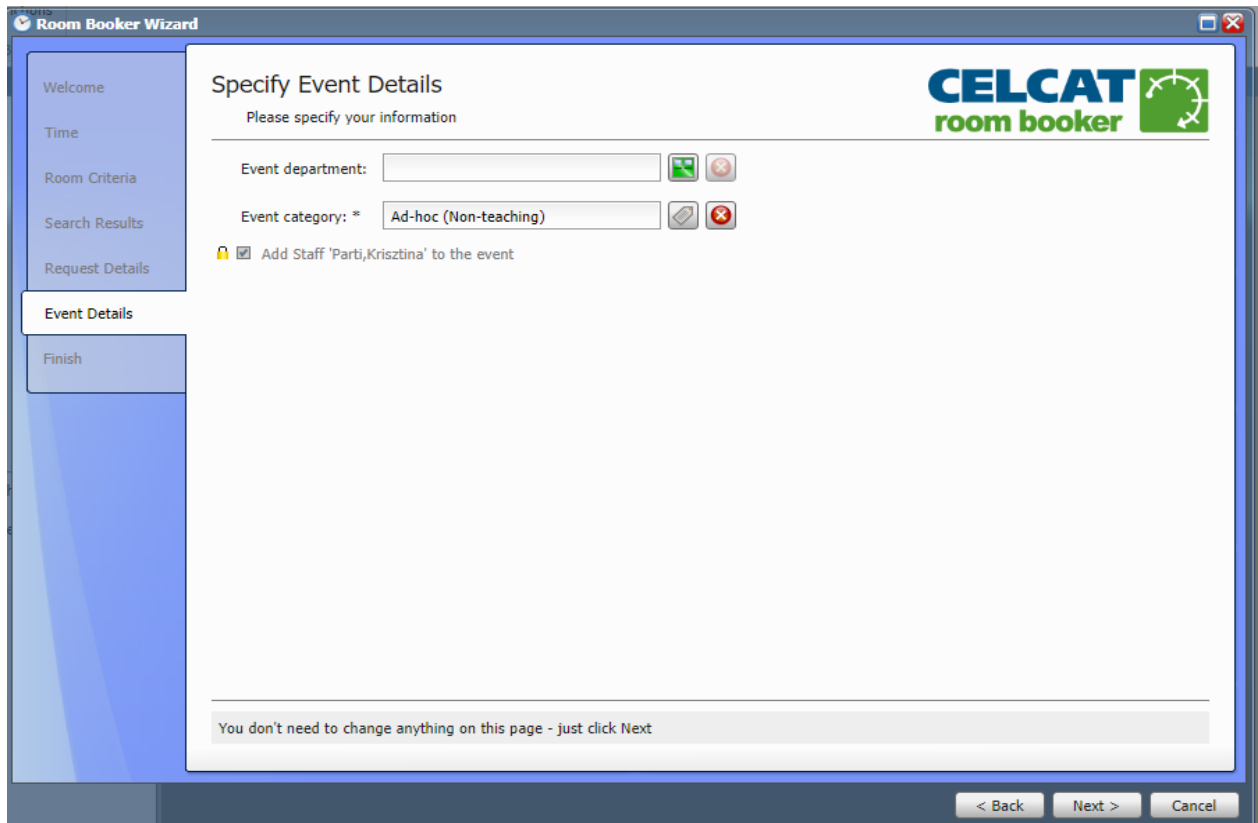
< Back Next > Cancel

- Click the next button

Note: The Room Booking 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 Room Booking team to make it more appropriate to the nature of the booking.

Specifying your Event Details

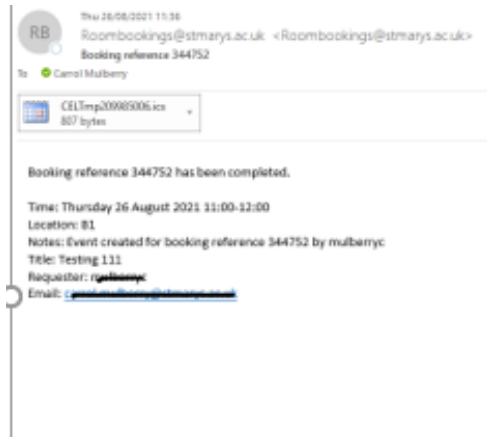
1. Celcat Room Booker will only show one event category as a default: Ad-hoc (Non-teaching) and you will not be able to change this.
2. Please leave the Event department field blank
3. Click Next



The screenshot shows a web application window titled "Room Booker Wizard". The main content area is titled "Specify Event Details" and includes the Celcat Room Booker logo. The page prompts the user to "Please specify your information". There are two input fields: "Event department:" which is empty, and "Event category: *" which is set to "Ad-hoc (Non-teaching)". Below these fields is a checkbox labeled "Add Staff 'Parti,Krisztina' to the event" which is checked. A message at the bottom of the form states "You don't need to change anything on this page - just click Next". The left sidebar contains a navigation menu with options: Welcome, Time, Room Criteria, Search Results, Request Details, Event Details (highlighted), and Finish. At the bottom right of the window are buttons for "< Back", "Next >", and "Cancel".

Confirmation

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



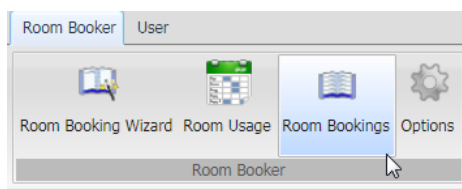
2. In some instances, the Room Booking team may need to contact you for further information or to query what the request is for. In these instances, your request is not confirmed until an email confirmation is received, as shown above.

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.

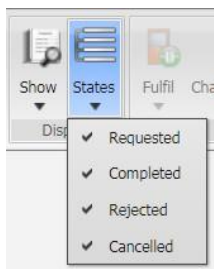
1. Close down the room booker wizard by clicking cancel in the bottom right hand corner.
2. From the Room Booker ribbon, click the room bookings icon.



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.



- 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.



- 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.

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

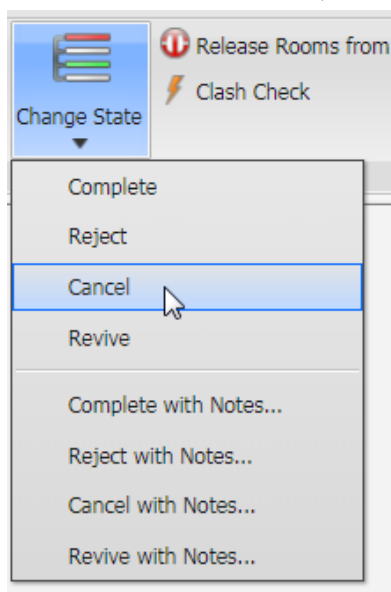
Cancelling a booking request

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

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

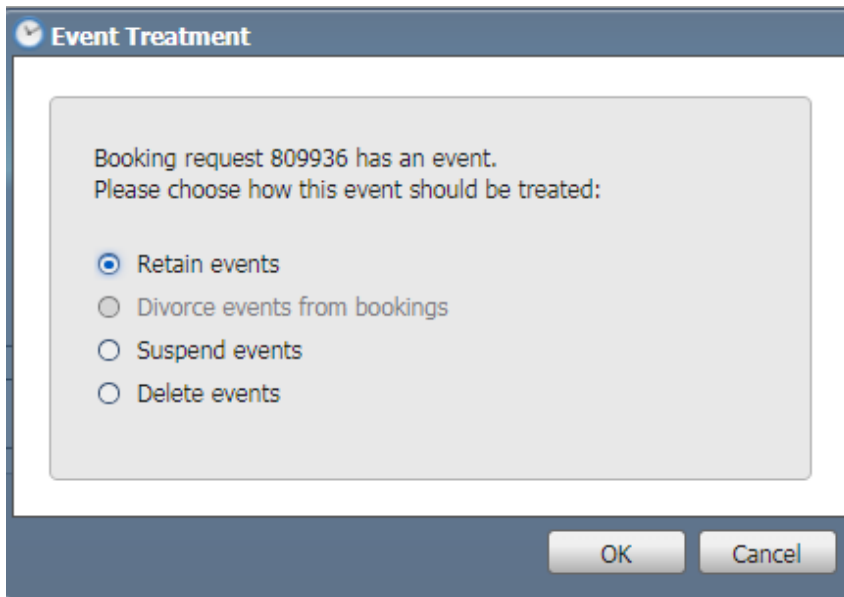
Reference	Title	Requester	Request Date	Requested Room	Room	Dates	Repeat Weeks	Time	Status
809936	Group Study W...	dsweeney	17/12/2019	1158 - LRC Gro...	1158 - LRC Gro...	24/12/2019	Once	11:15 - 12:15	Completed

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

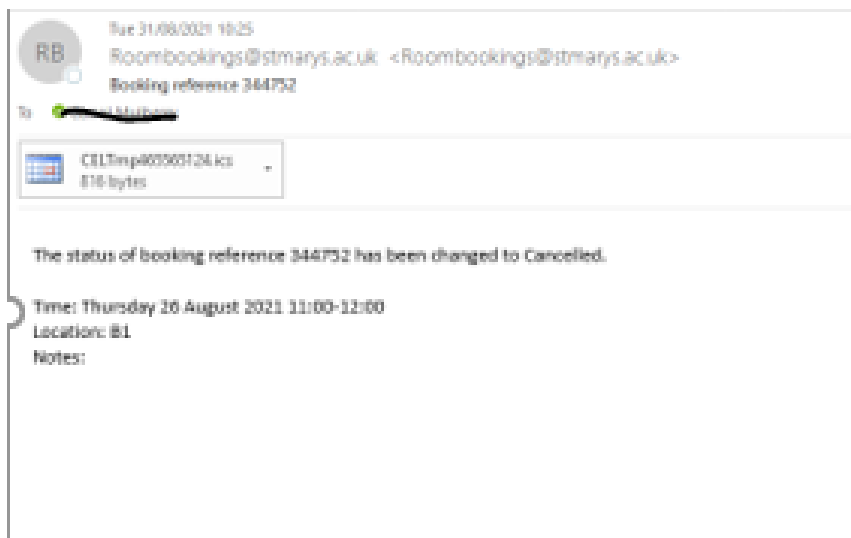


3. The Event Treatment window below will then appear. Change the option to 'Retain events' and click OK

The event will be deleted once it's been approved by the Room Booking team.



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



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

Frequently Asked Questions

- **I can't log in. What should I do?**

If you've tried your usual SMU username and password and you still can't log in, email the helpdesk@stmarys.ac.uk and one of the team will look into it for you and get back to you.

- **I can't find a room; can the Room Bookings team find a room for me?**

The Room Bookings team do not have access to a different set of rooms, so it is unlikely that the Room Booking team will be able to find a room if none are showing as available.

- **I need to book a room outside the time frame I'm allowed.**

Unfortunately, it is not possible to book a room outside the allowed period (42 days for staff, 14 days for Students).

- **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 St Mary's University