



# Room Booker Guide for requesting and cancelling room bookings

Ver. 1.1

Timetabling Dept October 2021

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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.

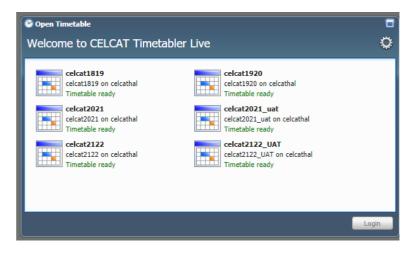
#### **Getting started**

## Logging into CLECAT Room Booker

You can access the room booker system via the link below or from the timetable page on the 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: <u>https://celcat.stmarys.ac.uk/</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.
- 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.

User name:	
Password:	
•••••	
Role:	
(default)	•
Role description:	
Use default role	

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 <u>helpdesk@stmarys.ac.uk</u> 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.

View	Room Booker	Tools	User
			ļ
Room	Booking Wizard	l Room U	lsage
		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
Time	
Room Criteria	Click 'Next' to continue
Request Details	Operation:
Event Details	<ul> <li>I need to find a room</li> </ul>
Finish	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 timetable change process for all academic teaching bookings.
Linear Stations	Next > Carcel
	Calcel

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.

G Essen Dooker Winar		0
Wetome	Specify Time Heave specify the time rais with to leask a mean for	
Room Oriteria	Rooking Date:	
Search Ranato Request Details	24/04/2022 (The)	
Event Datails Finish	Booking Time:	Jun Jul Aug
	Start time: 11.00 m End time: 12:00 m You are reparted to keep booking requests to other the next 42 days only. You are requested to keep booking requests to a duration of 05:00	
		< Sack Not > Cancel

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.

melung	Deb						
 thet d	ee:						
26,408	(312)	(Tha)		-			
	-						
							16-11
1	÷.	4	1				
	10	10.	33	12	. 14	15.	
					28	29	Eritere:
	28/48 Udd.04 1948 24 25 25 25	Hen Tar 26 27 1 3 8 8 10 16 17 21 24	28/08/2021 (1%) (151/10) Aug Nex Tar Wed 25 27 28 1 3 4 5 10 10 16 17 28 21 24 25	28/08/3521 (Two) 26/08/3521 (Two) 26/08/3 August 20 Max Tar Wed This 25 27 28 29 1 3 4 5 8 10 51 12 16 17 28 19 21 24 21 36	28/48/2021 (Two) 260/60 August 2021 Max Tar Wed The Fill 24 27 28 29 28 2 3 4 5 4 8 10 11 12 11 26 17 28 19 21 26 27 28 29 20 21 24 21 26 27	28/VR/20221 (T%s)           Max         Tar         Wed         Tas         Fit         Sit           25.         27         26         29         20         20         20           1         3         4         5         6         20	20/00/3021 (The)         Image: Control of the second

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.

Mar 25/03/2020 M			
Start date: 15/01/2020 (Wed)			
Weekly repeats:           1 2 3 4 5 6 7 8 9           Sep         Oct           Nov         Dec	Jan	Feb Mar	Apr M.

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:	13:15 💼	End time:	15:15

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

< Back	Next >	Cancel
V BOCK	Hence 2	Carried

# 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

🕙 Room Booker Wizard		
Welcome Time	Specify Room Criteria Here you can define the room using filters	
Room Criteria	Main Advanced filters	
Search Results	Room capacity: * 4	
Request Details	Room site:	
Event Details	Room department:	
Finish	Room layout: Your options only show each room's default layout	
	Please, enter the room capacity for your booking. Only rooms which meet this ca	pacity will be displayed.
		< Back Next > 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.

	Plea	se select a room					room	CAT booker
eria	Hits	Near Misse	:s					
		Time	Room Name	Unique Name	Capacity	Site	Department	
isults		09:00 - 10:00	B1 (8 seats)	B1	8	Main Campus		
Details		09:00 - 10:00	B11 (8 seats)	B11	8	Main Campus		
cualis		09:00 - 10:00	D18 (10 seats)	D18	10			
ails		09:00 - 10:00	E4 (13 seats cla	E4	13	Main Campus		
		09:00 - 10:00	E7 (15 seats)	E7	15	Main Campus		
		09:00 - 10:00	M2 (15 seats)	M2	15	Main Campus		
		09:00 - 10:00	G3 (19 seats)	G3	19	Main Campus		
		09:00 - 10:00	G1 (20 seats)	G1	20	Main Campus		
		09:00 - 10:00	F6 (23 seats)	F6	23	Main Campus		
		09:00 - 10:00	F5 (24 seats)	F5	24	Main Campus		
		09:00 - 10:00	B13 (26 seats)	B13 (Classroom)	26	Main Campus		
		09:00 - 10:00	M1 (28 PCs)	M1	28	Main Campus		
	B	09:00 - 10:00	R106 (30 seats)	R106	30	Main Campus		
		09:00 - 10:00	M101 (30 PCs)	M101	30	Main Campus		
		09:00 - 10:00	M102 (30 PCs)	M102	30	Main Campus		
			F204 (31 Classr	F204	31	Main Campus		
	16 recor	ds						
	🔊 No r	oom selected						

#### 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.

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.

🧐 Room Booker Wizai	rd							<b>- X</b>		
Welcome	Specify Request Please specify informa email invitations and n	tion about your req		ude participants who will I.	receive ro	ELC oom boo	<b>AT A</b>	ڑ¢ ک		
Room Criteria	Booking Request Title: * Group Study work									
Search Results	Requester: *	Anna anna								
Request Details	Email address: *	deered and	10.0							
Event Details Finish	Request notes:									
	Participants:	Name	Email	Send Invitations						
Need help? Email Room Bookings	Booking titles should clear the timetabling request pro				hing will be ca	ncelled, please	request these	• via		
						< Back	Next >	Cancel		

4. 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

🕙 Room Booker W	izərd	🗆 🔀
Welcome	Specify Event Details Please specify your information	CELCAT
Room Criteria	Event department:	
Search Results	Event category: * Ad-hoc (Non-teaching)	
Request Details	Add Staff 'Parti,Krisztina' to the event	
Event Details		
Finish		
	You don't need to change anything on this page - just click Next	
		< Back Next > Cancel

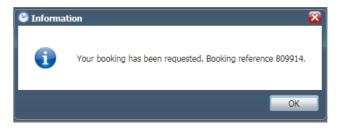
# Submitting your booking request

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.

come	Finish To create your booking request, click finish room booker
18	
om Criteria	Review and edit booking request: Hide
	Booking Details Notes Requested Event Attributes Search Criteria
arch Results	Booking title: * Group Study Work Persuastad reasy *
quest Details	Kequested room.
sh	1158 - LRC Grou
511	Start date: 24/12/2019 (Tue) 🛗 Requester: *
	From: 11:15 to 12:15 Email: "
	Weekly Repeats:         1 <th1< th="">         1         <th1< th="">         &lt;</th1<></th1<>
	Participants: Name Email Send Invitations
	0 records
	0 receive
help? Email	If you wish to review and alter your request please click the 'edit' button above, otherwise just click 'finish'.
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 Room Booking team.

#### Confirmation

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

RB Roombookings@stmarys.ac.uk <roombookings@stmarys.ac.uk> Booking.reference.344752 To © Cerrol Mulberry</roombookings@stmarys.ac.uk>
CELTmp200985006.ics + 807 bytm
Booking reference 344752 has been completed.
Time: Thursday 26 August 2021 11:00-12:00 Location: 81
Notes: Event created for booking reference 344752 by mulberryc
Title: Testing 111
Requester: re <del>vilieny</del> c
Company and the second se

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.

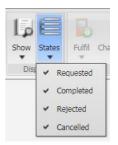
- 1. Close down the room booker wizard by clicking cancel in the bottom right hand corner.
- 2. From the Room Booker ribbon, click the room bookings icon.



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.



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 B	ookii	ng 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.

C	Bo	okin	g Requests									
			Reference	Title	Requester	Request Date	Requested Room	Room	Dates	Repeat Weeks	Time	Status
	۲	۲	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'

Change State	om
Complete	
Reject	
Cancel	
Revive	
Complete with Notes	
Reject with Notes	
Cancel with Notes	
Revive with Notes	

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.

۴	Event <sup>•</sup>	Treatment
		oking request 809936 has an event. ase choose how this event should be treated:
	۲	Retain events
	0	Divorce events from bookings
	0	Suspend events
	0	Delete events
		OK Cancel

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? I f you've tried your usual SMU username and password and you still can't log in, email the <u>helpdesk@stmarys.ac.uk</u> 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