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Getting Started

In order to use the University of Cambridge Room Booking System you will need to have an account created for you by a system administrator.

The Room Booking System is accessed using the following link: https://booker.eventmapsolutions.com/

Click on "Login via ADFS"

You will be prompted for your Username, then click Login. Then you'll be prompted for your password:

Sign in with your organizational account

CRSid@cam.ac.uk
Password

For more information, click here
Upon successful login you will see the following home screen:
Managing bookings in your Room(s)

Navigate to Bookings and Manage Rooms:

Bookings in rooms that you are assigned to manage will then appear below:

The results can also be filtered depending on their status using the left hand side menu:
Approving a booking:
To approve a booking request in a room you manage, find the relevant booking card within Manage Rooms section & click the tick icon (this will turn green when hovered over):

![Image of approved booking card]

This will then disappear from your ‘Pending’ requests & the booking is fully approved.

Rejecting a booking:
To reject a booking request in a room you manage, find the relevant booking card within Manage Rooms section & click the reject icon (this will turn red when hovered over):

![Image of rejected booking card]
Review or edit a booking:
To review or edit a booking request in a room you manage, find the relevant booking card within Manage Rooms section & click the pencil icon (this will turn purple when hovered over):

The room booking form which was completed originally will then be displayed:
Contacting the booking requestor:
Should you need to contact the person who made the booking request for any reason in a room you manage, find the relevant booking card within Manage Rooms section & click the envelope icon (this will turn purple when hovered over):

The contact box will then load & a message to the room requestor can be added and sent:

This will generate an e-mail to the room requestor.
Data Management

Found by clicking on the arrow next to your profile picture the Data Management screen is used to access menu options for adding users & rooms to the system:

Adding a Room

Navigate to the Rooms sub menu and press the blue ‘+ Add Room’ button:

The ‘Create Room’ form will appear to complete:
ID | Unique ID for this room
Description | The chosen name of this room
Capacity | The maximum capacity of this room
Building | Within which building the room is located
Type | Select from the list the type of room
Department | The Department which this room belongs to
Room Managers | Add any appropriate users with Room Manager access
Floor | The floor of the building this room is on
Latitude | Latitude co-ordinates of room location
Longitude | Longitude co-ordinates of room location
Inactive | Tick to mark this room as unable to take bookings
Local | Tick to mark room as use by local Departments only

Once the fields have been completed a picture of the room can be added using the purple ‘Browse’ button:

Locate the image you wish to use and click ‘Open’.

Once finished entering date press the purple ‘Create Room’ button at the bottom of the form:
Amending a Room

Navigate to the Rooms sub menu & using the scroll bars or search window locate the room you wish to make an amendment to:

Once you have found the room you wish to amend click the pencil icon found on the right hand side of the line:

The Edit Room form will then appear:
Make the changes you need to make and once finished click the purple ‘Update Room’ button to save the changes:

Update Room

Amending Room Equipment & Characteristics
Navigate to the Rooms sub menu & using the scroll bars or search window locate the room you wish to make an amendment to:

Once you have found the room you wish to amend click the clipboard icon found on the right hand side:

The ‘Edit Room Attributes’ screen will then appear:
Clicking the pencil icon next to any of headings will enable editing via a drop-down menu:

Select the items you wish to add or remove from the list:
Once complete click the tick icon:

Click the ‘Update’ button at the bottom of the screen to confirm the changes:
## Versions

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<tr>
<td>01</td>
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<td>02</td>
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<td>Updated for new menus</td>
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<td>03</td>
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<td>04</td>
<td>Rob Smith</td>
<td>New functions &amp; screenshots</td>
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