ROOM BOOKING SYSTEM

Room Requestor Guide

UIS, University of Cambridge
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.eventmapssolutions.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

Sign in

Please sign in with CRSid@cam.ac.uk

For more information, click here
Upon successful login you will see the following home screen:

Searching for a Room

Basic Searching
The searching tool can be found in the top left hand corner of the home screen:
Typing into the ‘Search’ box will action a search & return all results that contain the text entered:

Select the result you require from the auto-populated list you wish to search upon.

Click the ‘Search’ button and the results will be returned along with a map detailing the location of room(s):
Advanced Searching
When searching for a room to book you may wish to detail more specific criteria, such as date & time or other requirements such as room capacity, accessibility or room equipment.

Searching by Room Type
Using the search function found in the top left hand corner and clicking into the drop-down box under the ‘Room Type’ heading:
Searching by Date & Time
Using the search function found in the top left hand corner and click into the first white box under the ‘Date’ heading:

The calendar will then appear below from which the required date can be selected, you can also type manually in this box for the date required using format dd/mm/yyyy:
After selecting the required date click into the ‘Start Time’ drop down list and pick the starting time you require the room from:

Click into the ‘End Time’ drop down list and pick the ending time from the list:

Clicking the ‘Search’ button will now return all available room(s) based on the time criteria selected along with a map detailing the location of the room(s):
Searching by Capacity

Using the search function found in the top left hand corner of the home screen under the ‘How many attendees’ heading you can enter the number of attendees you are expecting:
Clicking the ‘Search’ button will return all room(s) that can accommodate your number of expected attendees along with a map detailing the location of the room(s):
Booking a Room

Once you have found the room which you wish to book click on the ‘Book’ button found in the bottom right of the room tile:

The week calendar will then appear showing availability of the room, a small purple line will denote the current date & time:

Click on the required available time slot for this room and the room booking form will appear:
Complete the form detailing as much information as known and click ‘Make Booking’ button found on the bottom right hand side of the screen:

This booking request will then be sent to the room manager to approve & complete the room booking.
Managing Your Bookings

Finding Your Bookings

From the home screen click the ‘Bookings’ option from the top options:

This will then return results of all room bookings that have been made in a calendar format:
Filtering and Searching My Bookings

Within the ‘My Bookings’ screen on the left hand side of the screen there is the option to filter the results shown by status or to search for a booking:

The search box can be used to search on any of the information contained within the booking information.

The filtering option allows you to display booking based on their status which will be either:

- Pending – awaiting approval by a room manager
- Approved – booking confirmed
- Cancelled – booking has been cancelled by requester
- Rejected – booking rejected by room manager
Amending a Booking

Editing an existing booking

Find the booking which you wish to edit within the ‘My Bookings’ calendar and click on the booking card:

The booking form will then appear:

Within this screen make any changes to the booking you need to, remember to click the ‘Update Booking’ button in the bottom right hand side of the screen or changes will be lost.
Cancelling a Booking
Find the booking which you wish to cancel within the ‘My Bookings’ calendar and click on the booking card:

The booking form will then appear:
Click the ‘Cancel’ button found across the top of the booking form:
A confirmation message will appear to check that this is the action you wish to take. Click ‘Yes’ to confirm the booking cancellation.
Favourites
If there are particular rooms which you book regularly you can mark these as favourites so that you do not need to search for them each time you wish to make a booking.

Adding a Favourite
Find the room which you wish to make a favourite and click the ‘star’ icon within the room information tile, this will turn yellow when selected:

Now by clicking on the ‘Favourites’ option from the top options bar this room will now appear in your favourites to create bookings:

The number to the left of the favourites indicates how many rooms you have set as a favourite.
Removing a Favourite

Navigate to favourites screen using the ‘Favourite’ option from the top options bar and click the yellow star icon next to the room you wish to remove as a favourite:

Filtering Favourites

Use the drop down list within ‘Favourites’ screen to select & deselect which rooms you wish to view:
The calendar view will then automatically change to reflect the filtering that has just been selected:

To return the calendar view to show all your favourite rooms click the drop down menu again & press the ‘Select All’ option:

The view will then change automatically to show all favourite rooms.
Versions

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Author</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Rob Smith</td>
<td>Original document</td>
</tr>
<tr>
<td>02</td>
<td>Rob Smith</td>
<td>Updated for new menus</td>
</tr>
<tr>
<td>03</td>
<td>Rob Smith</td>
<td>New screenshots</td>
</tr>
<tr>
<td>04</td>
<td>Rob Smith</td>
<td>New features &amp; screenshots</td>
</tr>
</tbody>
</table>