

USING ROOMQ

Health Sciences Room Reservations

hsbrooms@uw.edu

543-0530

<http://depts.washington.edu/hsrr>

WHAT IS ROOMQ?

- ✘ RoomQ is the online room request system used by Health Sciences Room Reservations.
- ✘ We hope it will streamline the current process of requesting rooms for all non-course events and course breakouts.
- ✘ With the addition of roomQ, our goal is to simplify the room reservation process to make your job easier.

ACCESS ROOMQ

- ✘ Visit <http://depts.washington.edu/hsrr/roomq/>, or
- ✘ From the HSRR website, click on the orange tab found on the right-hand side.



This link will take you to the RoomQ Guidelines & Procedures page found on the HSRR website (<http://depts.washington.edu/hsrr/policies/roomq-guidelines-procedures>).

[What is roomQ?](#)

[Log in to roomQ](#)

Click this link to log-in.

ACCESS ROOMQ

- × Select the log-in that applies to you.

The image shows a screenshot of the RoomQ website's login page. At the top, the RoomQ logo is displayed in purple and grey, with the tagline "THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!" below it. The word "LOGIN" is written in orange. Below this, there are two login options separated by the word "OR". The first option is "Login with UW NetID", which is highlighted with an orange button. A box labeled "UW" in purple has an arrow pointing to this button. Below the button, it says "If logging in for the first time, you will be asked to register." The second option is "Login for non-UW Customers", also highlighted with an orange button. A box labeled "NON-UW" in blue has an arrow pointing to this button.

UW LOGIN

OR

NON-UW

Login with UW NetID

Login for non-UW Customers

If logging in for the first time, you will be asked to register.

ACCESS ROOMQ: UW LOGIN

Complete the UW NetID weblogin page as you normally would.

*If you are logging in for the first time, you will be asked to register (read below for registration instructions).

UW NetID
weblogin

The resource you requested requires you to log in with your UW NetID and password.

UW NetID:

Password:

[Need a UW NetID?](#)
[Forget your password?](#)
Have a question?
[Learn About UW NetIDs](#)
[Learn About "weblogin"](#)
[Contact UW-IT](#)

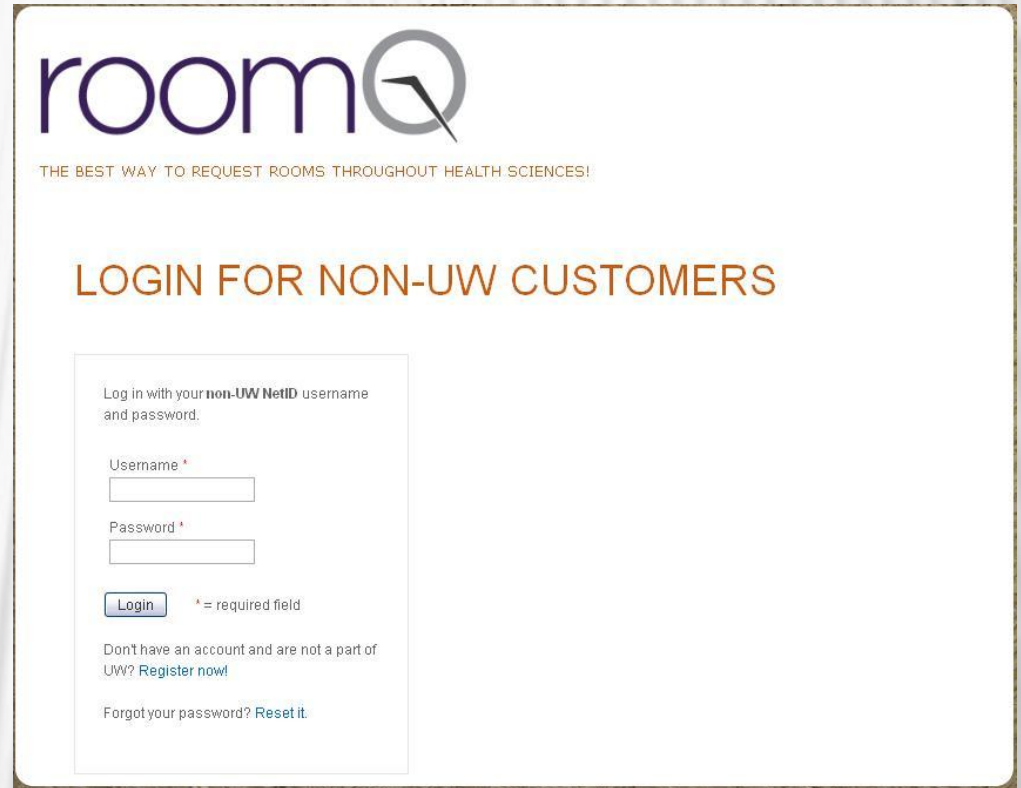
Login gives you 8-hour access without repeat login to UW NetID-protected Web resources.

WARNING: Protect your privacy! Prevent unauthorized use!
[Completely exit your Web browser when you are finished.](#)
Copyright © 2011 University of Washington | [PRIVACY](#) | [TERMS](#)

ACCESS ROOMQ: NON-UW LOGIN

Enter your roomQ
username and
password.

*If you don't have a
roomQ account,
click the "Register
Now!" link.



The screenshot shows the roomQ login interface. At the top, the roomQ logo is displayed in purple, with the tagline "THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!" below it. The main heading is "LOGIN FOR NON-UW CUSTOMERS" in orange. Below this is a white login box containing the following elements:

- Text: "Log in with your non-UW NetID username and password."
- Form field: "Username *" with an asterisk indicating it is required.
- Form field: "Password *" with an asterisk indicating it is required.
- Button: "Login" in a blue box.
- Text: "* = required field" next to the login button.
- Text: "Don't have an account and are not a part of UW? [Register now!](#)"
- Text: "Forgot your password? [Reset it.](#)"

REGISTRATION PAGE

If you are logging into roomQ for the first time, you will be asked to register for an account. You will only be asked to do this once.

Your UW Net ID will be your roomQ username. If you are non-UW, you will be required to create a username and password.

Fill out all required fields and the Budget & Add'l User NetIDs if desired.

+ **UW Box Number/Address:** Include your organization's billing address, instead of your personal billing address.

+ **Budget :** The budget number entered into this field will be the "default" budget number and will appear in all of your submitted requests. NOTE: there is another field on the roomQ request form for event-specific budget numbers, which will always supersede the default budget number.

+ **Additional User IDs:** Enter you colleagues' UW Net IDs (do not include the "@uw.edu") in this field and they will have access to **all** of your submitted requests. NOTE: If you'd like to limit your colleagues' access to specific requests only, there is another field on the roomQ request form.

REGISTER

Please register an account to start using roomQ!

Username * hsbrooms
Password * You'll use your UW NetID to login.

Contact Information

First Name: *
Last Name: *
Email: *
Phone: *
Department, Registered Student Group, or Company Name: *
UW Box Number or Street Address/City/State/Zip: *
Reservations containing charges cannot be made without the billing information being provided.
Budget:

Additional User NetIDs for requests (optional)

User ID(s): (separate multiple usernames with a comma)

* = required field i = mouseover for tooltip

NAVIGATING THROUGH ROOMQ

Informational Banner: will contain important announcements such as scheduling timeline information & any system alerts.

Filters: Various ways of organizing and viewing requests found in Request List
 *Tip: Past Events filter refer to past event dates, not submission dates. When searching by specific Event or Submission Date, you must fill out the year, month, and date fields.

The screenshot shows the RoomQ website. At the top left is the 'roomQ' logo. Below it is the tagline 'THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!'. A yellow banner contains a timestamp 'Jul 12th 2011 1:41 PM' and a message: 'RoomQ is still in development but will be launching shortly. Please browse our new Room Reservations website'. On the right side, there is a navigation menu with links: 'Make a Request', 'My Requests', 'Account Information', 'FAQ', and 'Logout'. Below the banner, there are links for 'roomQ Home' and 'My Requests', with 'My Requests' circled. A callout box points to 'My Requests' with the text: '"My Requests" is the roomQ main page.' Below the navigation is a filter section with 'Current Filter: All Events Quarter'. It includes a 'Filter' button and a 'Remove Filter' button. The filter section has two main categories: 'QUARTER OR DATE' and 'TEXT AND/OR EVENT TYPE'. Under 'QUARTER OR DATE', there are radio buttons for 'Quarter' and 'Event Date'. The 'Quarter' filter is set to 'All Events'. The 'Event Date' filter has dropdowns for 'YYYY', 'MMM', and 'DD'. Under 'TEXT AND/OR EVENT TYPE', there is a 'Text Search' field and a 'Status' dropdown. Below the filters is a table with the following data:

STATUS ?	REQUESTER NAME	REQ ID	EVENT TITLE	SUBMIT DATE	CANCEL
Submitted	Sample, Ima	1	TEST: Staff Retreat	Jul 21, 2011, 12:51pm	Cancel

Menu Items

- Make A Request:** Create a brand new request
- My Request:** Contains all requests you've submitted and have been given access to.
- Account Information:** Contains your roomQ account details and can be updated at any time.
- FAQ:** A link to the RoomQ Guidelines & Procedures page on HSRR website
- Logout:** When finished, click to securely log off of RoomQ.

Request List: read below for details

MAKING A NEW REQUEST

Event Specific Budget

Number: Budget numbers entered into this field will supersede the default budget number (which is entered in the Account Information page).

Note: Non-UW groups typically will not have a budget number to provide. RSOs may not always have a budget number, but if they have authorized access to use a budget number, please enter it into this field.

roomQ

THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

Jul 12th 2011 1:41 PM
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[Make a Request](#)
[Account Information](#)
[My Information](#)
[FAQ](#)
[Logout](#)

roomQ Home > Request: Event Info

User Information

Logged in as: EventCoordinator

Add user to this request: ? silvaa, hsrr

Default budget number:

Event-specific budget number: ? 98-7654

Request Information

Event title or course prefix/number: * TEST: Staff Retreat

Event type: * Department Meeting - UW

Will your event be open to the public? * Yes No (all public events require completion of a RUUF)

Are you planning on serving alcohol? * Yes No (Banquet Permits required to serve alcohol)

Will your event have food service? * Yes No

Types of waste expected: Cans/Bottles Paper Compost Garbage

* = required field ? = mouseover for tooltip

Add user to this request: Additional users that need access to this particular request can be indicated here. Enter their UW Net ID (do not include @uw.edu) or their roomQ user name.

Event Title or Course

Prefix/Number: You must include the course prefix/number if the Event Type is "Course Breakout."

Event Type: Select which group you are affiliate with.

MAKING A NEW REQUEST (CONTINUED...)

Fill out all required fields: description of the 1st meeting, expected attendance, and the start/end times.

You can also let us know if setup/cleanup times are needed and if your event falls after-hours.

Indicate your room preferences, the number of rooms needed, and if you will use the installed audio-visual equipment in the rooms. Refer to the HSRR Room Matrix for specifics on our spaces.

Use this text box to add special instructors for your request; for instance, if you are requesting a specific room or if you are requesting add'l AV equipment. Nothing is guaranteed, although we will try to meet all requests.

If your event has add'l meeting times, click this button to bring up blank fields for Meeting #2, (#3, #4, #5, etc) that you can fill out.

The screenshot shows the 'roomQ' web application interface. At the top right, there are navigation links: 'Request List', 'Client Manager', 'Staff Manager', 'Quarter Setup', 'Messages', 'Make a Request', 'My Requests', 'Account Information', 'FAQ', and 'Logout'. Below the navigation is the roomQ logo and the tagline 'THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!'. The breadcrumb trail reads 'roomQ Home > Request: Event Info > Request: Meeting & Dates'. A 'Remove Meeting #1' button is visible in the top right corner of the form area.

The main form is titled 'Meeting #1' and contains the following fields:

- Description/Meeting Name: * (Text input field with 'Morning Meeting' entered)
- Expected Attendance: * (Text input field with '23' entered)
- Start Time: * (Dropdown menu with '8:00 AM' selected)
- End Time: * (Dropdown menu with '9:50 AM' selected)
- Needed Setup Time: (Dropdown menu with '30 min' selected)
- Needed Cleanup Time: (Dropdown menu with '-' selected)
- Event falls outside of building hours? (Radio buttons for 'No' and 'Yes', with 'No' selected)
- Please select your date(s) on the calendar: (Calendar widget showing March 2012 with dates 13, 14, 15, 16, and 17 highlighted)
- Location Preference: (Radio buttons for 'Health Sciences', 'South Campus Center', and 'No Preference', with 'Health Sciences' selected)
- Select all room types that would work: (List of checkboxes for 'Lecture Hall', 'Seminar Room', 'Classroom', 'Conference Room', 'Special Event Space', 'Hogness Auditorium Special Event', and 'Lab', with 'Lecture Hall' and 'Seminar Room' checked)
- How many rooms do you need of this type? (Dropdown menu with '1' selected)
- Will you be using the installed PA system and/or AV equipment? * (Dropdown menu with 'Yes' selected)
- Special Instructions: (Text input field with 'I prefer Turner Auditorium and Egg Auditorium. I will need two tables outside of catering.' entered)


At the bottom of the form, there is an 'Add Additional Meeting Time' button and a footer with a 'Go Back' link and a legend for required fields and tooltips.

REVIEW YOUR REQUEST

Ensure the details of your request are correct. If you need to make any changes, click “Go Back” at the bottom of this page to make your changes.

Otherwise, click “Submit Request.” Afterwards, you will see a page similar to the review page with details of your event.

You will receive an auto-generated email showing that you have submitted a request through roomQ. This email will contain the details of your request and other general information. (NOTE: This does not mean that your reservation is finalized. When your request is processed, you will be contacted at a separate occasion).



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[Make a Request](#)
[Account Information](#)
[My Information](#)
[FAQ](#)
[Logout](#)

[roomQ Home](#) > [Request: Event Info](#) > [Request: Meeting & Dates](#) > [Review](#)

Please review your request for *TEST: Staff Retreat*

Contact Information			
First Name:	Ima	Email:	imasample@abcd.com
Last Name:	Sample	Phone:	555-555-5555
Department:	ABCD Organization	Address:	9999 Main St. Seattle, WA 98195
Event Name: TEST: Staff Retreat			
Additional Users:	hsrr, silvaa	Waste expected:	cans/bottles compost garbage
Budget:	98-7654	Food:	Yes
Event Type:	Department Meeting - UW	Alcohol:	No
Open to the public?	Yes		
Description / Meeting Name: Morning Portion			
Start Time:	8:00 am	Location preference:	Dates for this meeting time:
End Time:	11:20 am	No Preference	2012-06-06
Setup Time:	20 min.	Room types that would work:	2013-08-07
Cleanup Time:	50 min.	seminar conference	
Event outside regular hours? No		Using the installed AV equipment?	
		Yes	
Special Instructions			
I prefer a room with AV equipment. I will also need to rent a laptop.			
← Go Back			Submit Request

MY REQUESTS

Any requests that you have submitted and have access to will show up on this page. From here, you can view the status of your request, select the event for revision, or cancel the entire request.

roomQ

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roomQ Home > My Requests

Current Filter: All Events Quarter Filter Remove Filter

QUARTER OR DATE	TEXT AND/OR EVENT TYPE
<input checked="" type="radio"/> Quarter: <input type="text" value="All Events"/>	Text Search: <input type="text"/>
<input type="radio"/> Event Date: <input type="text" value="YYYY"/> <input type="text" value="MMM"/> <input type="text" value="DD"/>	Status: <input type="text"/>

STATUS ?	REQUESTER NAME	REQ ID	EVENT TITLE	SUBMIT DATE	CANCEL
Submitted	Sample, Ima	1	TEST: Staff Retreat	Jul 21, 2011, 12:51pm	Cancel

Request List

The first column of the Request List contains the status of your request.

Submitted: Your request is in the queue and can still be revised.

In Process: HSRR is working on your request. You cannot revise it at this point.

Dates Pending: Your request contains dates that HSRR cannot process at this time. Your request will remain in the queue until it is ready to be processed. You can still make updates to your request.

No Availability: Your request contains date(s) that could not be processed due to no room availability. You have been contacted by HSRR at this point.

Awaiting Reply: HSRR has contacted you about your request and is waiting to hear back from you before proceeding with your request.

Completed: All dates of your request have been processed. You will have received a separate reservation confirmation and follow-up message containing the reservation event reference number.

Canceled: Your request has been removed from our queue. You cannot revise or resubmit a canceled request.

MY REQUESTS (CONTINUED...)

Any requests that you have submitted and have access to will show up on this page. From here, you can view the status of your request, select the event for revision, or cancel the entire request.

roomQ

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Current Filter: All Events Quarter Filter Remove Filter

QUARTER OR DATE	TEXT AND/OR EVENT TYPE
<input checked="" type="radio"/> Quarter: All Events	Text Search: -
<input type="radio"/> Event Date: YYYY MMM DD	Status: -

STATUS ?	REQUESTER NAME	REQ ID	EVENT TITLE	SUBMIT DATE	CANCEL
Submitted	Sample, Ima	1	TEST: Staff Retreat	Jul 21, 2011, 12:51pm	Cancel

Request List

The second column of the Request List contains the name of the **requestor**. This is typically you, unless you were given access to other users' requests.

The third column contains the **Request ID**. This is different from the event reference number. The Request ID is linked with your roomQ request; the event reference number is linked with your confirmed reservation. Hovering over the "REQ ID" will show you the dates that are contained in that request.

The fourth column lists the **event titles**. To make an updates to your request, you will click on the event title. Read on for further instructions.

The fifth column contains the **submission date** of your requests. HSRR processes requests in order received.

The last column contains the **cancel** option. You cannot cancel events that are In Process or Completed. Contact HSRR directly for any changes.

EDIT A REQUEST

- ✘ Before making any updates, check the status of the request. From the Request List, click on the event title. Then select the link that applies to the change that you'd like to make.
 - + Edit Information: To update your account information
 - ✘ Change your default budget number (the default budget number will not retroactively apply to previously-submitted requests)
 - ✘ Change your billing address
 - + Edit Event Details: To update overall event information
 - ✘ Add additional users to have access to this request
 - ✘ Edit event-specific budget number, event title, type, etc.
 - + Editing Meeting Details
 - ✘ Update meeting description, expected attendance, start time, end time, room preferences
 - + Edit Dates
 - ✘ Change or cancel the date. You cannot add new dates to this request and must submit a brand new request.

CANCELLING ON ROOMQ

- ✘ Except when the status is “In Process,” you have the ability to cancel all or part of your event, even if it’s already been completed and confirmed by our office.
- ✘ Under the Event Details, simply click the cancel link found next to the event date(s) that you want to cancel.
- ✘ ITS THAT SIMPLE!

TIPS & TRICKS

- ✘ If you are reserving a room for a dissertation defense, or any event related to a course found on the Time Schedule, include the course prefix and number in the event title and select “Course Breakout” under “Event Type.”
- ✘ If you are part of an RSO, make sure you are listed on the RSO directory. If the RSO directory doesn’t show correct information, ask your advisor to verify that you are an officer of your RSO via email.
- ✘ To change your time and date of your confirmed reservation, reply to your reservation confirmation.
- ✘ You are able to cancel a roomQ request yourself. However, to cancel a confirmed reservation you must reply to your reservation confirmation and our office will take care of it for you.
- ✘ Utilize the Special Instructions text box on the request form to your advantage! You’re welcome to list any AV/furniture needs, room preferences, other times that may work, etc. We’ll do our best to meet all of your requests.

FEEDBACK/QUESTIONS/CONCERNS?

If you come across any technical issues or would like to provide feedback about roomQ, please send us an email at hsbrooms@uw.edu.

We appreciate your business and time. Thank you for using roomQ.

-Health Sciences Room Reservations, 206-543-0530