

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.

roomQ 2.0
THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

W HEALTH SCIENCES ROOM RESERVATIONS
UNIVERSITY of WASHINGTON

Hello!

MY REQUESTS MAKE A REQUEST

What is roomQ?
Log in to roomQ

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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>).

Click this link to log-in.

ACCESS ROOMQ

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

The screenshot shows the roomQ 2.0 login interface. At the top left is the logo 'roomQ 2.0' with the tagline 'THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!'. At the top right is the 'W' logo for 'HEALTH SCIENCES ROOM RESERVATIONS UNIVERSITY of WASHINGTON' and a 'Hello!' dropdown menu. A blue navigation bar contains 'MY REQUESTS' and 'MAKE A REQUEST'. The main content area is titled 'LOGIN' and features two orange buttons: 'Login with UW NetID' and 'Login for non-UW Customers'. A box labeled 'UW' has an arrow pointing to the 'Login with UW NetID' button. A box labeled 'NON-UW' has an arrow pointing to the 'Login for non-UW Customers' button. The word 'OR' is centered between the two buttons. Below the 'Login with UW NetID' button, it says 'If logging in for the first time, you will be asked to register.' The footer includes 'DEVELOPED BY UWcreative UNIVERSITY of WASHINGTON' and a copyright notice: 'Copyright © 2011 University of Washington. All Right Reserved. UW Privacy UW Terms Problems with our website? Please contact us.'

UW

NON-UW

Login with UW NetID

OR

Login for non-UW Customers

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

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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 (see later slide for more details).

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 2.0 login interface. At the top left is the roomQ 2.0 logo with the tagline "THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!". At the top right is the University of Washington logo and "HEALTH SCIENCES ROOM RESERVATIONS UNIVERSITY of WASHINGTON" with a "Hello!" dropdown menu. A blue navigation bar contains "MY REQUESTS" and "MAKE A REQUEST". The main heading is "LOGIN FOR NON-UW CUSTOMERS". The login form includes a prompt: "Log in with your non-UW NetID username and password." It has two input fields: "Username *" and "Password *". Below the fields is a "Login" button and a note "* = required field". There are two links: "Don't have an account and are not a part of UW? Register now!" and "Forgot your password? Reset it." The footer contains "DEVELOPED BY uwcreative UNIVERSITY of WASHINGTON" and a copyright notice: "Copyright © 2011 University of Washington. All Right Reserved. UW Privacy UW Terms Problems with our website? Please contact us."

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 your 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 would like to limit your colleagues' access to specific requests only, there is another field on the roomQ request form where they can be added instead.

roomQ 2.0
HEALTH SCIENCES ROOM RESERVATIONS
UNIVERSITY of WASHINGTON

THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

MY REQUESTS MAKE A REQUEST

REGISTER

Username * [Click here to register with your UW NetID.](#)

Password *

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)

[Register account](#) ⓘ = mouseover for tooltip * = required field

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NAVIGATING THROUGH ROOMQ

Informational Pop-up Banner: Each time you log into roomQ, you will see our Informational Pop-up Banner. This will contain important announcements such as scheduling timeline information & any system alerts that you need to be aware of.

W UNIVERSITY of WASHINGTON UW HOME DIRECTORIES CALENDAR LIBRARIES MAPS MY UW

NOTICE

Scheduling Timeline

- We are currently processing requests for non-special event spaces through SUM 2013. Please visit our [website](#) for more information.
- Keep in mind that all special event spaces can be reserved up to a [year in advance](#) from the current date.

Cancellation Policy

The following will apply to non-course events scheduled to occur on or after 3/26/2012.

- Events canceled within 6 to 2 weeks prior to the event date will incur a \$35 charge.
- Events canceled within 2 weeks of the event date will incur a \$50 charge.
- If your reservation is made within 6 weeks of your event date, you will be given a 2 day grace period to cancel with no cancellation charge; after these two days the cancellation policy will apply.
- Extenuating circumstances will be evaluated on a case-by-case basis.

If you encounter any issues or would like to provide feedback, please complete [this form](#).

[Got it! Take me to roomQ.](#)

Displaying 0 meeting requests

REQ ID	EVENT TITLE	REQUESTER NAME	SUBMIT DATE ▼	STATUS ⓘ
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powered by uwcreative

NAVIGATING THROUGH ROOMQ

Menu Items

- Make A Request:** Create a brand new request
- My Request:** Contains all requests you've submitted and have been given access to. This page is the roomQ main page.
- Account Settings:** 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.

roomQ 2.0
THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

W HEALTH SCIENCES ROOM RESERVATIONS
UNIVERSITY of WASHINGTON

Hello! JANE DOE ▾
ACCOUNT SETTINGS
FAQ
LOGOUT

MY REQUESTS MAKE A REQUEST

Click to read the notice Last updated: Mar 14th 2013 9:07 AM

SEARCH CRITERIA

Quarter: All Events (Excl. Past Events) ▾
Event Date: YYYY ▾ MMM ▾ DD ▾
Submit Date:
Event Ref #:
Req ID:
Event Title:
Requester Name:
Status: -- ▾

Current Filter - Quarter: All Events (Excl. Past Events) Filter Remove Filter

Displaying 1 meeting requests

REQ ID	EVENT TITLE	REQUESTER NAME	SUBMIT DATE ▾	STATUS
126867	TEST: Staff Retreat	Doe, Jane	Jul 03, 2013 01:40pm	Submitted

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Filters: Various ways of organizing and viewing requests found in Request List. *Tip: The '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.

Collapsible Informational Banner: Same info as the popup

Request List: see later slide for details

MAKING A NEW REQUEST

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 affiliated with.

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 2.0
THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

W HEALTH SCIENCES ROOM RESERVATIONS
UNIVERSITY of WASHINGTON

Hello! JANE DOE

MY REQUESTS MAKE A REQUEST

Terms > Event Info

User Information

Logged in as hsbrooms

Default Budget Number 12-3456

Add user(s) to this request silvaa, hsr

Event-specific Budget Number 98-7654

Request Information

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

Event Type * Department Meeting - Health Sciences

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

Would you like course casting? Yes No

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

Will your event have food service? * Yes No

Type of waste expected * Yes No

Cans/Bottles Paper Compost Garbage

Special Instructions for type of food waste? (pizza boxes, coffee/tea service, box lunches, etc.)
Bay Laurel Catering

Clear Form Continue >

= mouseover for tooltip * = required field

MAKING A NEW REQUEST (CONTINUED...)

Fill out all required fields: description of the 1st meeting & event start & end times. Here, you can indicate whether you need additional setup or cleanup times and whether your event is after-hours.

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

Use the text box to add any special instructions for your request; for instance, if you are requesting a specific room or if you are requesting additional AV equipment. Keep in mind that nothing is guaranteed although we always try to meet all requests.

Select your meeting date(s) on the calendar. You may submit dates up to two years in advance from today's date.

Use the Availability Checker to see how likely a room (taking into account your preferences and other factors) would be available during your requested date and time.


If your event has additional 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 2.0' web application interface. At the top, it says 'Account Information ES ROOM RESERVATIONS UNIVERSITY of WASHINGTON' and 'Hello! JANE DOE'. The main navigation bar includes 'MY REQUESTS' and 'MAKE A REQUEST'. Below this is a breadcrumb trail: 'Terms > Event Info > Meeting & Dates'. The main form is titled 'Meeting #1' and has a 'Remove' button. It contains several sections: 'Name/Description' with a text box containing 'Morning Retreat'; 'Meeting Details' with 'Start Time' (8:00 AM), 'End Time' (10:50 AM), 'Event outside regular hours?' (Yes/No), 'Setup Time' (30 min), and 'Cleanup Time' (1 hr); 'Location Details' with 'Location Preference' (Health Sciences, South Campus Center, No Preference), 'How many rooms needed?' (2), 'Expected Attendance?' (35), 'Using the installed AV equipment?' (Yes/No), and 'Special Instructions' (I would like to reserve SCC 916); 'Meeting Dates' with a calendar for July 2013 showing 3 dates selected (10, 11, 12 July 2013) and an 'AVAILABILITY CHECKER' table. The table shows availability for 10 July, 11 July, and 12 July 2013. At the bottom, there are buttons for '< Go Back', 'Add Additional Meeting Time', and 'Review Request >'. A legend at the bottom right indicates that a mouseover tooltip is shown and an asterisk denotes a required field.


AVAILABILITY CHECKER

- ✗ The Availability checker does not establish a reservation. It is simply a tool to assist you with previewing the possible space availability that meets your requested criteria.
- ✗ Each date you have selected on the calendar will receive its own status of “Likely” or “Unlikely.”
 - **Likely**= As of right now, there is likely one room available that meets some of your above criteria.
 - **Unlikely**= As of right now, there are zero rooms available that meet all of your above criteria.
- ✗ Don't make any changes to your request while the Availability checker is processing (circle icon). Those changes will not be taken into account.

Meeting Dates

Please select the date(s) for your meeting on the calendar: * 

You may submit a request up to two years from today's date. Event dates that fall outside of our current scheduling period will remain in the queue until the appropriate time.


 To select consecutive dates hold down the shift key and click the first and last dates you wish to request. To select multiple dates ad hoc hold down the control key and click each individual date.

The Availability Checker does not constitute as a reservation. This is simply a tool to assist you with picking your preferred date(s), event times, location and room type. Click the "Check Now" button to use the Availability Checker.


3 dates selected

10 July, 2013
11 July, 2013
12 July, 2013

Jul 2013						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
Today						



AVAILABILITY CHECKER 


Check Now

1.	10 July, 2013	Unlikely
2.	11 July, 2013	
3.	12 July, 2013	Likely

[< Go Back](#)

[Add Additional Meeting Time](#) [Review Request >](#)

 = mouseover for tooltip  = required field

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AVAILABILITY CHECKER

- Other things to keep in mind:
 - You may edit the date(s), event times, location preferences, room type preferences, expected attendance, or number of rooms needed and then check the availability again.
 - You may choose to submit your request with a status of "Unlikely". However, keep in mind that another group will have to cancel their request/reservation in order for yours to be completed.
 - The Availability Checker cannot check specific room availability.
 - It is used for new requests only; this tool does not work with already submitted requests.
 - Overestimating the expected attendance has the potential to skew your results
 - Setup time and clean time are not considered.

Meeting Dates

Please select the date(s) for your meeting on the calendar: *

You may submit a request up to two years from today's date. Event dates that fall outside of our current scheduling period will remain in the queue until the appropriate time.

To select consecutive dates hold down the shift key and click the first and last dates you wish to request. To select multiple dates ad hoc hold down the control key and click each individual date.

The Availability Checker does not constitute as a reservation. This is simply a tool to assist you with picking your preferred date(s), event times, location and room type. Click the "Check Now" button to use the Availability Checker.

3 dates selected

10 July, 2013
11 July, 2013
12 July, 2013

AVAILABILITY CHECKER							Check Now
1.	10 July, 2013	Unlikely					
2.	11 July, 2013	Unlikely					
3.	12 July, 2013	Likely					

< Go Back

Add Additional Meeting Time

Review Request >

ⓘ = mouseover for tooltip * = required field

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**If you are requesting multiple rooms for this meeting the availability checker will only give a status of "Likely" if the number of rooms requested or one less is available. Anything else will give a status of "Unlikely". For example, if 5 rooms are requested and 4 or more are available the status will be "Likely". If 3 or less are available the status will be "Unlikely".

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).

The screenshot shows the 'roomQ 2.0' interface for reviewing a request. The page title is 'roomQ 2.0' with the tagline 'THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!'. The user is logged in as 'JANE DOE'. The navigation bar shows 'MY REQUESTS' and 'MAKE A REQUEST'. The breadcrumb trail is 'Terms > Event Info > Meeting & Dates > Review'. The main heading is 'Please review your request for TEST: Staff Retreat'.

Contact Information

First Name	Last Name	Department	Address
Jane	Doe	HSRR	357915

Phone: 543-0530 | Email: hsbrooms@uw.edu

Event Name - TEST: Staff Retreat

Additional Users	Budget	Alcohol?	Food?
hsrr, silvaa	98-7654	Yes	Yes

Event Type: Department Meeting - Health Sciences

Course casting?: No | **Open to public?**: No

Waste expected: cans/bottles paper compost garbage | **Special Instructions for food**: Bay Laurel Catering

#1 Meeting Name/Description - Morning Retreat

Meeting Details	Location Details	Meeting Dates
Start Time: 8:00 am End Time: 10:50 am Setup Time: 30 min. Cleanup Time: 60 min. Event outside regular hours? No	Expected attendance: 35 Location preference: South Campus Center Room types that would work? seminar special Using the installed A/V equipment? Yes Special Instructions: I would like to reserve SCC 316	3 dates for this meeting time: 1. 10 July, 2013 [Wednesday] 2. 11 July, 2013 [Thursday] 3. 12 July, 2013 [Friday]

Navigation: < 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.

The screenshot shows the 'roomQ 2.0' web application interface. At the top, there is a navigation bar with 'MY REQUESTS' and 'MAKE A REQUEST' tabs. Below this is a search criteria section with dropdown menus for 'Quarter' (set to 'All Events (Excl. Past Events)'), 'Event Date' (set to 'YYYY M MM DD'), and 'Submit Date'. There are also input fields for 'Event Ref #' and 'Requester Name'. A 'Filter' button is visible. Below the search criteria, a table displays a single request:

REQ ID	EVENT TITLE	REQUESTER NAME	SUBMIT DATE	STATUS
126867	TEST: Staff Retreat	Doe, Jane	Jul 03, 2013 01:40pm	Submitted

A bracket under the table points to a callout box labeled 'Request List'.

The last column of the Request List contains the overall status of your request. If you hover over the REQ ID number (first column) for a specific event, it will show you the status of each individual date in that 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.

Cancelled: 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 2.0
THE BEST WAY TO REQUEST ROOMS THROUGHOUT HEALTH SCIENCES!

TAT HEALTH SCIENCES ROOM RESERVATIONS
Account Information

Hello! JANE DOE ▾

MY REQUESTS MAKE A REQUEST

Click to read the notice Last updated: Mar 14th 2013 9:07 AM

SEARCH CRITERIA

Quarter: All Events (Excl. Past Events) ▾

Event Date: YYYY ▾ MMM ▾ DD ▾

Submit Date: []

Event Ref #: []

Req ID: [] Event Title: [] Requester Name: [] Status: -- ▾

Current Filter - Quarter: All Events (Excl. Past Events) Filter Remove Filter

Displaying 1 meeting requests

REQ ID	EVENT TITLE	REQUESTER NAME	SUBMIT DATE ▾	STATUS
126867	TEST: Staff Retreat	Doe, Jane	Jul 03, 2013 01:40pm	Submitted

Request List

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The first 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 second 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 third 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 fourth column contains the **submission date** of your requests. HSRR processes requests in order received.

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. You cannot make changes to a request with a status of "In Process" or a status of "Completed".

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 as a registered officer 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.
- ✘ You are able to cancel a roomQ request or reservation yourself through roomQ. In the Event Details page, simply click on the cancel link found next to the event dates. However, if you would like to change the date and time or revise a "completed" request you will need to contact the HSRR office to make the changes 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