USING ROOMQ

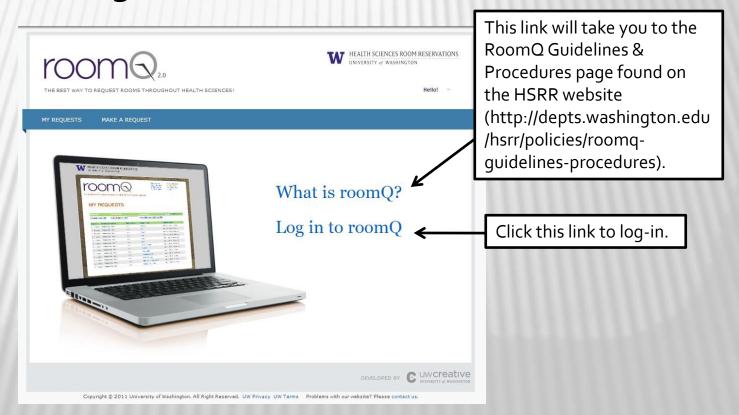
Health Sciences Room Reservations hsbrooms@uw.edu 543-0530 http://depts.washington.edu/hsrr

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.

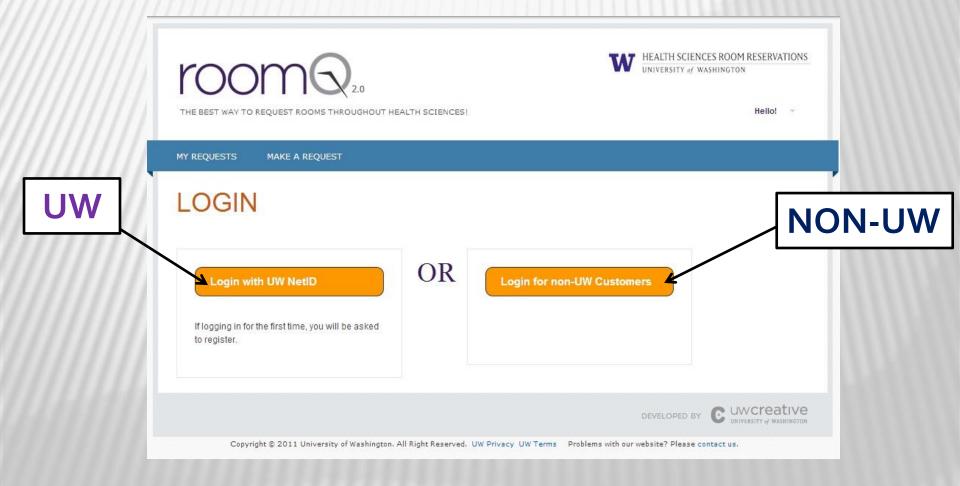
ACCESS ROOMQ

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



ACCESS ROOMQ

Select the log-in that applies to you.



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).

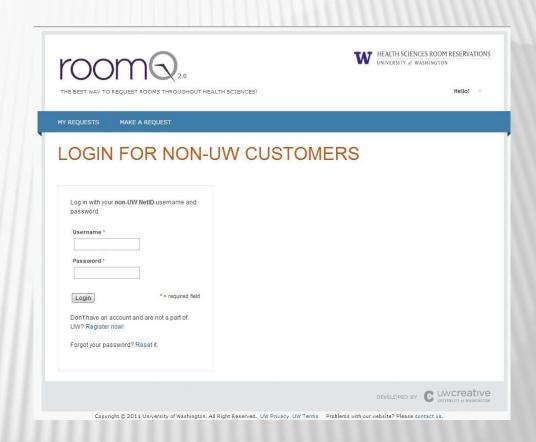
UW NetID weblogin	
The resource you requested requires you to log in	Need a UW NetID?
with your UW NetID and password.	Forget your password?
UW NetID:	Have a question?
	Learn About UW NetIDs
Password:	Learn About "weblogin" Contact UW-IT
Log in	
Login gives you 8-hour access without repeat lo	 gin to UW NetID-protected Web resource:

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ACCESS ROOMQ: NON-UW LOGIN

Enter your roomQ username and password.

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



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.

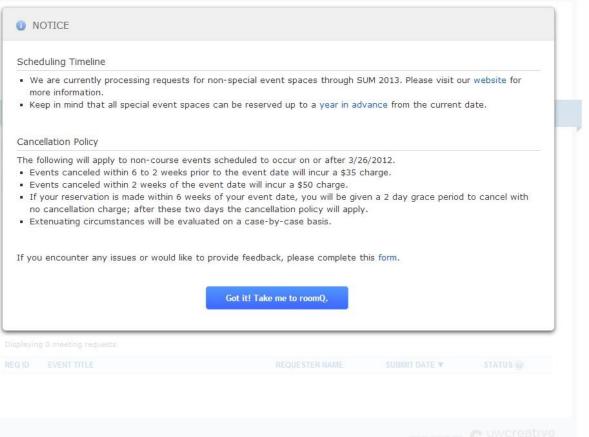
Additional User IDs: Enter your colleagues' UW Net IDs (do not include the "@uw.edu") in this field and they will have access to all of your submitted requests. NOTE: If you would like to limit your collegues' access to specific requests only, there is another field on the roomQ request form where they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



NAVIGATING THROUGH ROOMQ

UW HOME DIRECTORIES CALENDAR LIBRARIES MAPS MY UW

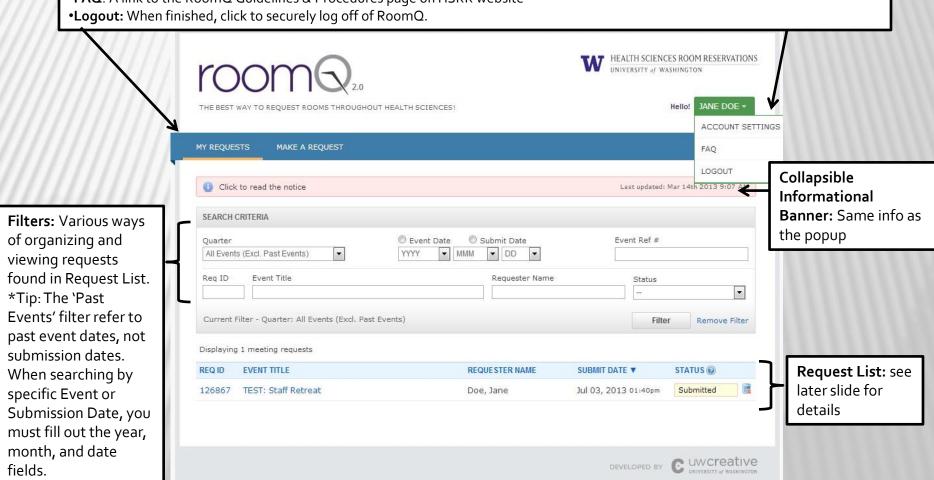
Informational Pop-up Banner: Each time you log into roomQ, you will see our Informational Pop-up Banner. This will contain important announcements such as scheduling timeline information & any system alerts that you need to be aware of.



NAVIGATING THROUGH ROOMQ

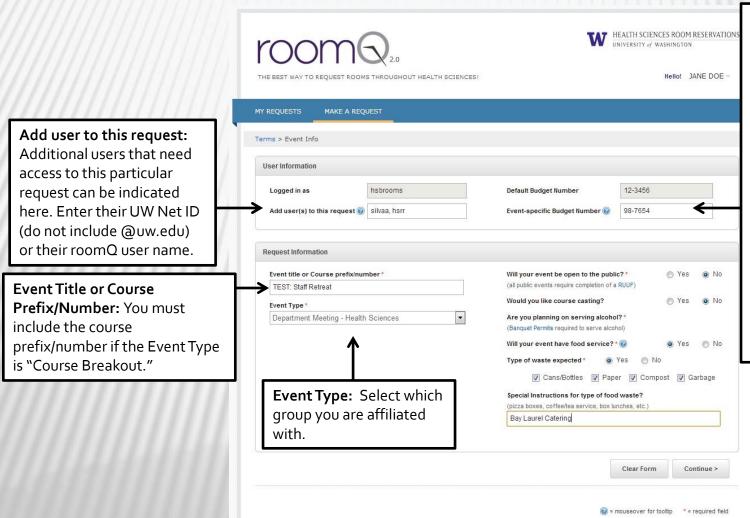
Menu Items

- •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



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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.

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.

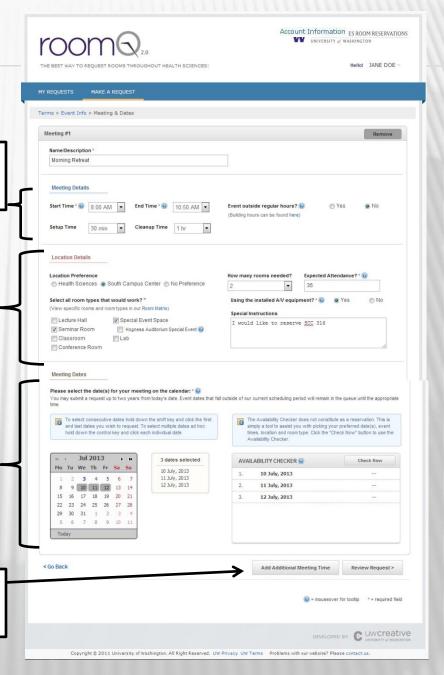
Indicate your location and room type preferences, the number of rooms needed, expected attendance, and whether you will use the installed audio-visual equipment in the rooms. Refer to the HSRR Room Matrix for specifics on our spaces.

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.

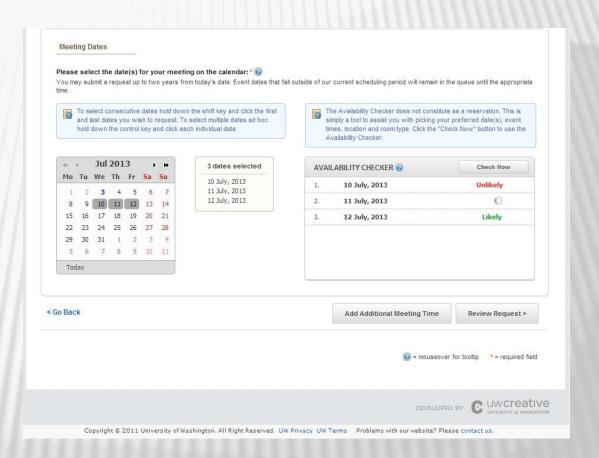
If your event has additional meeting times, click this button to bring up blank fields for Meeting #2, (#3, #4, #5, etc) that you can fill out.



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 slected 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.

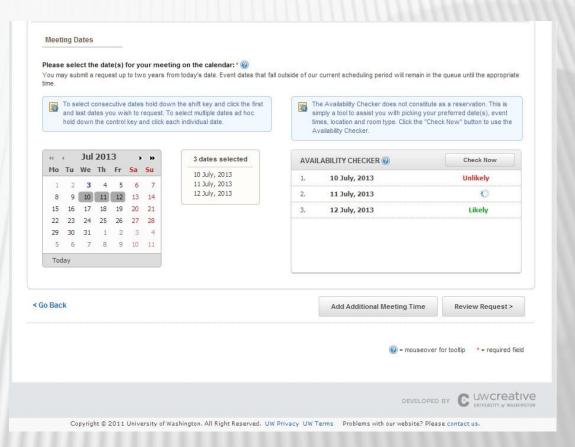
Don't make any changes to your request while the Availability checker is processing (circle icon). Those changes will not be taken into account.



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.



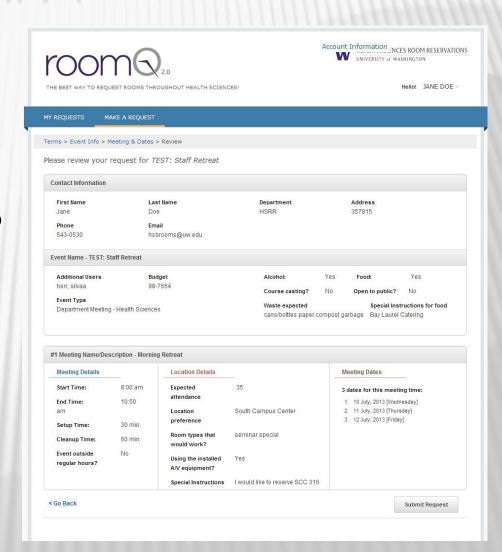
**If you are requesting multiple rooms for this meeting the availability checker will only give a status of "Likely" if the number of rooms requested or one less is available. Anything else will give a status of "Unlikely". For example, if 5 rooms are requested and 4 or more are available the status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

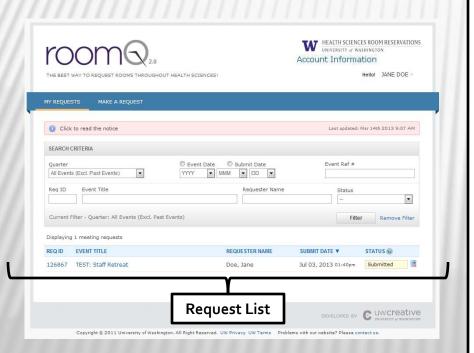
Otherwise, click "Submit Request."
Afterwards, you will see a page similar to the review page with details of your event.

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).



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 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.

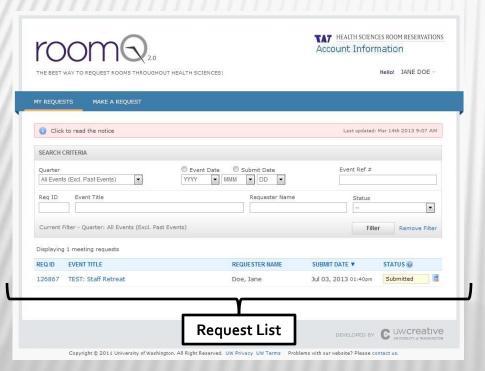
Awaiting Reply: HSRR has contacted you about your request and is waiting to hear back from you before proceeding with your request.

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.



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