

# Micad Room Booking Guide

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## Contents

Setting Yourself Up as a User .....	2
Register on the system .....	2
1. Search for an available room .....	3
2. Room Information.....	5
3. Booking Confirmation .....	5
4. Managing your Bookings.....	5
How to cancel a booking.....	5
How to edit a booking.....	5
Resource Booking <i>New!</i> .....	6
5. Booking a Resource.....	6
6. Add a Resource to a Room Booking.....	7
7. Cancel a Booking.....	8

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## Setting Yourself Up as a User

Micad allows you create your own account to use the Room Booking Module as a client. There are 3 types of users:

Administrator – this is the person who can configure users, rooms and resources on the Micad system. They can also book and confirm/decline rooms and resources.

Room Manager – this will be the person(s) who is responsible for managing the rooms and resources for a particular area and will book, check and confirm your provisional room and resource bookings.

Client – this is you, someone who can request rooms and resources for yourself or on behalf of your colleagues. All your bookings will be sent to the local Room Manager for a decision.

Follow the link to the Micad booking

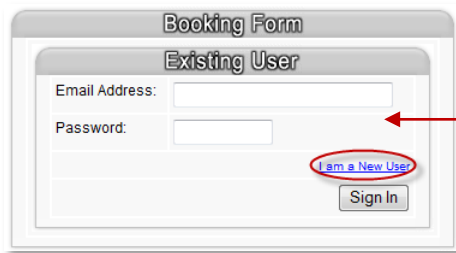
application: <http://cam.ac.micadipr.net/pages/roommonitoring/rmRoomSearchForClients.asp>

You will also find this on the Estate Management Website.

## Register on the system

If you are a new user then you will need to register on the system.

i. Select 'I am a new user'



The image shows a web browser window titled 'Booking Form'. Inside, there is a section for 'Existing User' with two input fields: 'Email Address:' and 'Password:'. Below these fields is a 'Sign In' button. To the right of the 'Sign In' button, there is a link that says 'I am a New User', which is circled in red. A red arrow points from this link towards the text on the right side of the page.


Once you have registered as a new user, you will **use your CRS ID email address** and password to login for future bookings.

iii. Complete the form and select '**Create Account**'.


NB: If you have any future bookings on Planon they will be transferred to Micad. A user account will be created for you when your building goes live. Sign in using your CRS id, email address and current Planon password.

# Micad Room Booking Guide

## 1. Search for an available room



**Room Booking**      **Resource Booking**

Date Room Required on?:  

Time From?:  :


Time To?:  :

What Room Function Do You Require?:

Capacity (number of occupants):

Preferred Building?:

Also Show Alternatives:

 **Search**

### Search by Date and Time

Select your date and specific time and then select **Search**. This will filter the search results and only show rooms available at the specified time.

### Room Function

Select from the dropdown list if you are looking for a particular type of room.

### Seating Capacity


Enter in the number of occupants expected to attend the session and this will return rooms that have the suitable capacity.

### Preferred Building

Select the Building you want to search on and it will show all available rooms within the specified building or leave at I Don't Mind.

Preferred Building?:

Also Show Alternatives:

 **Se**

- I Don't Mind--
- 4 Parsons Court,M017
- Kenmere House,B011
- Old Schools,A011
- South Residential Building C,W073

**Also show alternatives** Tick if required.

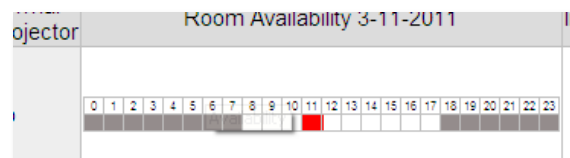
1.1 Complete the form and click **Search**. A list of your preferred rooms will appear below.

### Meeting Room Availability

If you scroll to the right hand side this will show you if the room is available at that time:

If the block is red then this means that the room is already booked for that time:

Tip: If you hover your mouse over the red block you can see who booked the room.



### Making the booking

1.2 If the required slot is free then select **Book Room** and you will be taken to the following screen:

# Micad Room Booking Guide

The screenshot shows the 'Booking Form' with three main sections: 'Existing User', 'Room Information', and 'Room Booking'. Red arrows and text provide instructions for each section.

**Existing User:** Contains fields for 'Email Address' and 'Password'. A red arrow points to the 'Email Address' field with the text 'Sign in here if you are a current user'. Another red arrow points to a blue link 'I am a New User' with the text 'Register here if you are a new user'.

**Room Information:** Lists details such as Region (Test Region, Test), Site (Old Press Site, B), Building (Kenmere House, B011), Floor (Ground Floor, 00), and Room (B011-00-0007, B011-00-0007). A red arrow points to the 'Room' field with the text 'Click here to find out more information about the room'.

**Room Booking:** Includes a date picker for 'Date Room Required On' (30-5-2013), a 'Recurrence' section with radio buttons for 'Does Not Recur', 'Recur Every day (Mon-Sun)', 'Recur Every Weekday (Mon-Fri)', 'Certain Days of the Week', 'Every "x" Weeks from a Date', and 'Certain Days of the Month'. It also has fields for 'Time From (Hrs:Mins)', 'Time To (Hrs:Mins)', 'Number of Occupants (At one time): 0', 'Booking Type', 'Booking Description', 'Brief Description of Proposed Use', and 'Any Other Requirements?'. A red arrow points to the 'Number of Occupants' field with the text 'Please make sure you enter in the number of occupants'. Another red arrow points to the 'Any Other Requirements?' text area with the text 'Type in specific requirements or questions to be directed to the room administrators here e.g. AV Equipment'. A red arrow points to a 'Check Booking' button with the text 'Click here to ensure there are no current bookings for the requested time'.

## Associated Rooms

There are a few rooms that can be booked as a single room or with another room to make a larger room. These are referred to as associated rooms.

1.3 If you require both rooms then you need to select the 'Associated Room' box.


Associated Rooms	Also Book This Room	Room	Function
	<input type="checkbox"/>	SG1,S044-00-0010	D03: Meeting/Committee room

1.4 Select **Request Booking** and your provisional booking request will be sent to the Room Manager to confirm. You will receive an email with your booking details.

1.5 If the room is unavailable because it is either booked or you have requested it out of the available times then you will receive an on screen message. You will need to choose another room or change the time of your booking.

# Micad Room Booking Guide

## 2. Room Information

When you select  you will see the information about the room.

**\*Please make sure you read the terms and conditions and all room information to ensure the room is suitable for your requirements.**

## 3. Booking Confirmation

**All bookings are provisional until they have been accepted by the Room Manager.**

3.1 You will receive an e-mail once the booking has been accepted / declined by the local Room Manager.

3.2 If a Room Manager makes a provisional booking on your behalf you will receive an email asking you to confirm or decline the booking.

## 4. Managing your Bookings

You are able to view all your room and resource bookings.

4.1 Click on the **Show Me My Bookings** icon at the top left hand side of the page. You will need to be logged in to be able to access this information.



The screenshot shows the 'My Bookings' section with a table of room bookings. The table has columns for Region, Site, Building, Room, Room Information Sheet, Booking Reference, Booking Description, Booking Type, Booking Status, Booking Date, Start Time, End Time, Recurrence, Resources, and Final Charge. Below this is the 'Desk Bookings' section with a table of independent resource bookings. A tip box on the right says: 'Tip: You can sort columns by clicking on the headings.'

Region	Site	Building	Room	Room Information Sheet	Booking Reference	Booking Description	Booking Type	Booking Status	Booking Date	Start Time	End Time	Recurrence	Resources	Final Charge
University of Cambridge	Old Site B	Kennards	Room 06	Room 06 Meeting Room B511 30-007	22945	test	Meeting	Confirmed Booking	06/02/2014	10:00	12:00	5	This is a recurring booking every week (Book #1) starting 07/04/2014 ending 25/04/2014	Save Cancel Booking
University of Cambridge	Old Site B	Kennards	Room 06	Room 06 Meeting Room B511 30-007	22949	test	Inclusion	Confirmed Booking	25/04/2014	12:00	18:00	4	This is a one-off booking and does not recur	Save Cancel Booking
University of Cambridge	Old Site B	Kennards	Room 06	Room 06 Meeting Room B511 30-007	22945	test	Meeting	Confirmed Booking	17/02/2014	14:00	15:00	5	This is a one-off booking and does not recur	Save Cancel Booking
University of Cambridge	Old Site B	Kennards	Room 06	Room 06 Meeting Room B511 30-007	22950	test	Other	Confirmed Booking	06/02/2014	16:00	18:00	4	This is a recurring booking every week (Book #2) starting 02/02/2014 ending 16/02/2014 except for the dates below: Booking Reference: 22949 Start Date: 25/04/2014 End Date: 25/04/2014	Save Cancel Booking

Resource Name	Serial Number	Booking Reference	Date	Start Time	End Time	Exceptions
Resource Area 1	135	1451-100-411	Starts 17/02/2014 Ends 29/02/2014	14:00	17:30	
Resource Area 1	137	1451-100-411	Starts 29/02/2014 Ends 29/02/2014	09:00	12:00	
Resource Parking Space 1	541	1451-100-411	Starts 10/09/2014 Ends 14/09/2014	09:00	18:00	

### How to cancel a booking

4.2 Select the **Cancel Booking** next to the booking you wish to cancel.

If it is a recurring booking you will have the option to cancel a single occurrence or the whole booking by selecting the date range you wish to cancel.

4.3 Give a reason for cancelling this booking and select **Cancel Booking**.

### How to edit a booking

4.4 **You are unable to edit the bookings once requested.** If you need to make any changes then you will have to cancel the incorrect booking and request a new booking. A Room Manager can edit part of a booking once it has been confirmed.

# Micad Room Booking Guide

## Resource Booking *New!*


Alongside Room Bookings, you can now request Resources i.e. car parking spaces, bikes, pool cars that are available for your building/site. This is done in a very similar way to booking rooms.

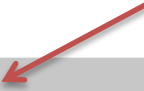
NB: Booking cars is slightly different from before. For example, if booking a pool car overnight, you will need to make each day a separate booking.

## 5. Booking a Resource

5.1 Click on the **Resource Booking tab**

5.2 Complete the form below to search for available resources.



**Room Booking**      **Resource Booking** 


Resource Type?: --Select Resource Type--

Date Resource Required On: 31/3/2014

Time From?: Any : 00

Time To?: Any : 00

Preferred Building: --I Don't Mind--

 Search

5.3 Click Search and the results will appear below where you can provisionally book the resource as required. Bookings already on the system will appear in red.

Photo Name	Code	Contact	Documents	Resource Locations	Availability	Charge	Cost	
BGB car parking space 1		--Resource Contact-- --Contact Number-- --Contact Email--		University of Cambridge,01,Old Press Site,B,Kenmare House,B011 University of Cambridge,01,Old Press Site,B,Bailey Grundy Barrett,B021	5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	£0 PerBooking	£0	
BGB car parking space 2		--Resource Contact-- --Contact Number-- --Contact Email--		University of Cambridge,01,Old Press Site,B,Kenmare House,B011 University of Cambridge,01,Old Press Site,B,Bailey Grundy Barrett,B021	5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	£0 PerBooking	£0	
Kenmare Parking Space 1		EM Reception 37770 --Contact Email--		University of Cambridge,01,Old Press Site,B,Kenmare House,B011 University of Cambridge,01,Old Press Site,B,Bailey Grundy Barrett,B021	5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	£0 PerBooking	£0	
Kenmare Parking Space 2		EM Reception 37770 --Contact Email--		University of Cambridge,01,Old Press Site,B,Kenmare House,B011 University of Cambridge,01,Old Press Site,B,Bailey Grundy Barrett,B021	5 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	£0 PerBooking	£0	

5.4 As with room bookings you will then complete the booking form. You can enter any recurring details here and check for double bookings.

5.5 Once booked you will see an on screen confirmation and will receive an email. You will also receive an email from the Room Manager to confirm or decline your request.

**Add Resource Booking**

**Existing User:** alison.walls@admin.cam.ac.uk

**Resource Information:** Resource Type: Parking Space  
Resource Name: BGB car parking space 2  
Serial Number:

Recur Start Date: 31-03-2014

\* Please Enter a Booking Description:

\*Time From (Hrs:Min): 16 : 00

\*Time To (Hrs:Min): 17 : 00

Recurrence:

Does Not Recur

Recurs Everyday (Mon-Sun)

Recurs Every Weekday (Mon-Fri)


Certain Days of the Week: Mon Tue Wed Thu Fri Sat Sun

Every "x" Weeks from a Date: Please Enter the Number of Weeks: 1

Certain Days of the Month: Day 31 of every month

The 1st Monday of every month

Recur End Date: 31-03-2014



# Micad Room Booking Guide

## 6. Add a Resource to a Room Booking

In Micad you can add a resource to an existing room booking once the Room Manager has confirmed the request.



6.1 Go to Show Me My Bookings icon.

**My Bookings**

Show Only Future Bookings  
 Show All Bookings  
 Show Cancelled Bookings  
 Show Bookings

Region	Site	Building	Floor	Room	Room Information Sheet	Booking Reference	Booking Description	Booking Type	Booking Status	Booking Date	Start Time	End Time	Number of Occupants	Recurrence	Resources	Final Charge (£)	Tools
University of Cambridge.01	Old Press Site B	Kenmare House B011	Ground Floor.00	Room 87 Meeting Room.B011-00-0007		22945	test	Meeting	Confirmed Booking	05/02/2014 11:27:45	14:00	17:00	7	This is a recurring booking every week day (Mon-Fri) starting 17/02/2014 ending 21/02/2014	Add Resource To Room Booking	0	Save
University of Cambridge.01	Old Press Site B	Kenmare House B011	Ground Floor.00	Room 13.0011-00-0035		22946	test (Provisional)	Meeting	Provisional Booking Awaiting Confirmation	17/02/2014 14:00	14:00	15:00	6	This is a one-off booking and does not recur	Add Resource To Room Booking	0	Save
						22947	test	Meeting	Confirmed Booking	14/02/2014 09:15	10:45	10:45	6	This is a one-off booking and does not recur	Add Resource To Room Booking	0	Save

**Desk Bookings**

Region	Site	Building	Floor	Room	Room Information Sheet	Desk Booked	Desk Layout	Booking Reference	Booking Type	Booking Status	Booking Date	Start Time	End Time	Recurrence	Tools

**Independent Resource Bookings**

Resource Name	Serial Number	Booking Reference	Date	Start Time	End Time	Exceptions	Tools
Electric Bike 1		132	None Recurring 08/02/2014	09:00	12:00		Cancel Booking
BGB car parking space 2		133	None Recurring 14/02/2014	08:00	12:00		Cancel Booking

6.2 Find the room booking you wish to add the resource to and click **Add Resource to Room Booking**

6.3 Select the type of resource required from the drop down list and click **Search**.

6.4 You can now choose which resource you want to book. The resource will be booked for the same time as the room booking.

**Resource Search**

Room Booking Details:

Booking Ref:	Description:	Dates:	Start Time:	End Time:
22947	test	14 February 2014	09:15	10:45

What type of Resource is required?: Parking space

Dates Required?: 14 February 2014

**Search**

Photo	Name	Code	Number	Contact	Documents	Charge	Cost	Tools
	BGB car parking space 1			--Resource Contact-- --Contact Number-- --Contact Email--		£0 PerBooking	£0	Book Resource
	Kenmare Parking Space 1			EM Reception 37770 --Contact Email--		£0 PerBooking	£0	Book Resource
	Kenmare Parking Space 2			EM Reception 37770 --Contact Email--		£0 PerBooking	£0	Book Resource

# Micad Room Booking Guide



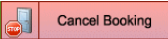


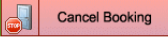
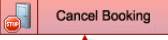

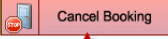
6.5 Once you have booked the resource you will be taken back to the My Bookings screen where you can see that the resource has been added to the room booking.

6.6 You will also receive a confirmation email of the provisional booking. **Please note: you cannot edit the booking.** If it is incorrect you will need to cancel and rebook.

6.7 The Room Manager will confirm or decline by email. Once the booking has been confirmed the Room Manager can edit parts of your booking.

## 7. Cancel a Booking

7.1 Go to Show Me My Bookings icon.

Room Bookings																						
Start Time	End Time	Number of Occupants	Recurrence	Resources						Final Charge (£s)	Tools											
14:00	17:00	7	This is a recurring booking every week day (Mon-Fri) starting 17/02/2014 ending 21/02/2014							0	 											
14:00	15:00	6	This is a one-off booking and does not recur							0	 											
09:15	10:45	6	This is a one-off booking and does not recur	<table border="1"><thead><tr><th>Resource Booking Number</th><th>Resource Type</th><th>Resource Name</th><th>Serial Number</th><th>Start Date</th><th>End Date</th><th>Contact</th></tr></thead><tbody><tr><td>134</td><td>Parking space</td><td>BGB car parking space 1</td><td></td><td>14/02/2014</td><td>14/02/2014</td><td>-Resource Contact- -Contact Number- -Contact Email-</td></tr></tbody></table>	Resource Booking Number	Resource Type	Resource Name	Serial Number	Start Date	End Date	Contact	134	Parking space	BGB car parking space 1		14/02/2014	14/02/2014	-Resource Contact- -Contact Number- -Contact Email-			0	 
Resource Booking Number	Resource Type	Resource Name	Serial Number	Start Date	End Date	Contact																
134	Parking space	BGB car parking space 1		14/02/2014	14/02/2014	-Resource Contact- -Contact Number- -Contact Email-																

This will cancel just the resource and not the room

This will cancel the room and the resource

7.2 When you cancel you will be asked to provide a reason then you can confirm cancellation.

7.3 You will receive an email confirming the cancellation.