Micad Room Booking Guide

Contents

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.
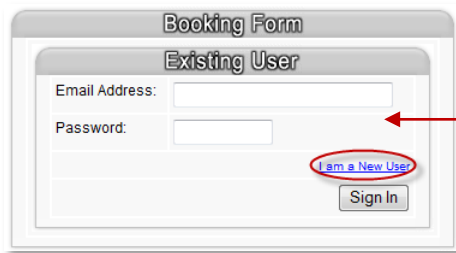
Follow the link to the Micad booking application: **http://cam.ac.micadipr.net/pages/roommonitoring/rmRoomSearchForClients.asp**

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**'

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.

1. Search for an available room

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.

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.
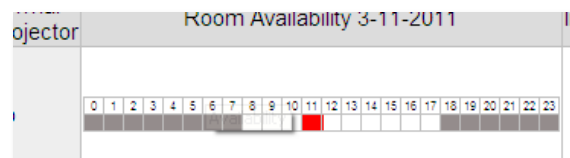
Making the booking

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

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.

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.

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.

Tip: You can sort columns by clicking on the headings.

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.

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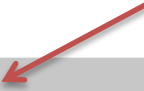
NB: Booking cars is slightly different from before. For example, if booking a pool car overnight, you will need to make each day a separate booking.

5. Booking a Resource

5.1 Click on the **Resource Booking tab**

5.2 Complete the form below to search for available resources.

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.

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.

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.

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**.

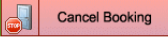6.4 You can now choose which resource you want to book. The resource will be booked for the same time as the room booking.
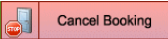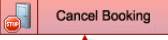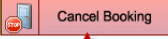
6.5 Once you have booked the resource you will be taken back to the My Bookings screen where you can see that the resource has been added to the room booking.

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.

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.