

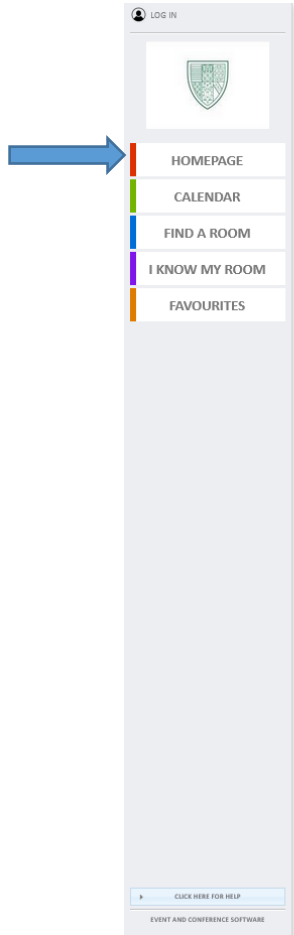
How to Create a Provisional Booking using KxCalendar

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<http://kxws.queens.cam.ac.uk/KxCalendarLive/Client/Home/Index>

Homepage



QUEENS' COLLEGE ROOM BOOKINGS

How To Use The Room Booking System

Welcome To The Queens' College Room Booking Website.
All relevant documents required to make a booking are available on the site. When looking to book a room please refer to the Covid-19 room capacity guidance for the room you are looking to book, to ensure your intended participants follow the College guidelines for this area. You should also familiarise yourself with the Risk assessment for small spaces and supervision rooms.

To Avoid Any Delays In Processing Your Request.
Please ensure you use your @qcam.ac.uk email address rather than an external one. Once you have submitted your request via the site you will receive an automated email response setting out your booking request and indicating that it is being dealt with by one of the team. We will endeavour to respond to and action your request as soon as possible, and within 3 days. Once your ticket has been assigned to us we will send you any necessary paperwork which needs to be completed to accompany your booking e.g. Dean's permission forms. On completion of the booking you will be sent a response confirming the room(s)/area(s) have been booked for you. If, in order to complete your booking, we do not require any supplementary information or forms, you will simply be sent an email to confirm your booking is in place.

Please Note:
The provisional room booking confirmation of submission email is not to be taken as confirmation that the room, or the permission, has been granted. This will be issued separately.

All Requests Must Now Be Made Via The Room Booking Site
In order to implement, maintain and monitor this system correctly and fairly, Staff members must no longer be approached directly, including by email, as anyone who does so will be redirected to submit their request via the room booking site, which will delay your request being actioned.

COVID-19 Precautions And Guidance
All College members who have made a booking are requested to ensure that all their guests follow the College guidelines and risk assessments attributed to the room they have booked. Please ensure that the area is clean and sanitised before you leave the room, and that adequate social distancing is maintained throughout the duration of your booking.

If You Are A Queens' Student And Your Booking Requires Permission From The Dean Of College Please Follow The Guidance Below.
If your booking requires permission from the Dean then you must first complete your room booking request via the booking system. After you have made the request then you must send the completed permission form to room.bookings@queens.cam.ac.uk, quoting the booking reference number in the subject field. You will receive the booking reference number by email with your provisional booking. Once we have received the permission form we will send it on to the Dean for approval. Once approval has been given you will receive an email confirming your booking. If permission is not granted then you will receive an email cancelling your booking on the system. Unfortunately, the team will not be able to provide any further information on the Dean's decision.

Permission Form Deadlines For Submission
Permission forms must be sent to the Catering Department at least EIGHT days in advance of the proposed date of the event. Permission forms will be reviewed every Friday at the events authorisation meeting, which will take place every Friday during term.

Cancellation/Amendments
If you have requested a room booking and need to cancel or amend it, regardless of whether you have received a confirmation or not, please email room.bookings@queens.cam.ac.uk with your booking reference number in the subject line, so that the team can alter or remove the reservation and release the room for alternative bookings.

Links

- Small Spaces Risk assessment and capacity combined
- Meeting Room Permission Form

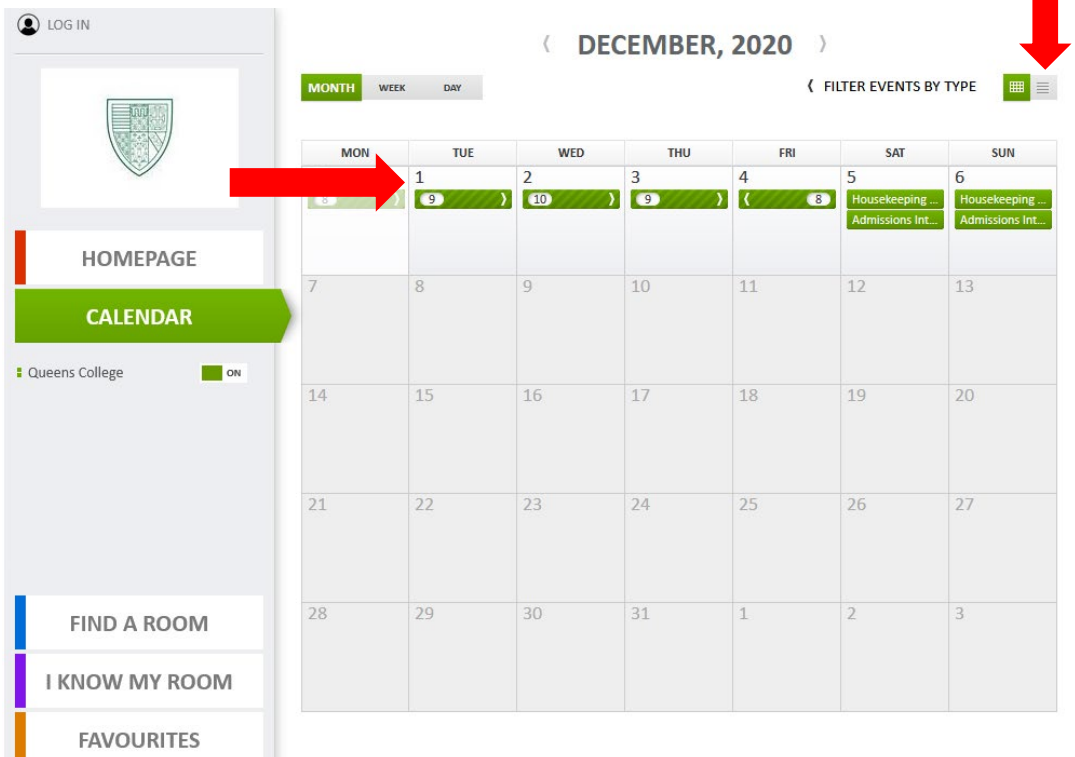
The homepage is where you can find information on how provisional bookings are processed, as well as helpful links.

Calendar

The Calendar displays room bookings that are already in the system

You can change the view type to list all the bookings in the month by clicking on the icon indicated by this red arrow.

By clicking on the date, it will show you a list of the bookings that are taking place that day and their timings so that you can determine if there will be any clashes with your booking before you submit it.



Find a Room

1. Find a Room

Find a room is where you can fill out your room requirements. The system will show the most suitable rooms with availability for your time. Once you have filled out the mandatory fields: **start date**, **end date** and **number of delegates**, you can click next. The other fields are not mandatory but can help to narrow your search.

LOG IN

1. FIND A ROOM

FIND A ROOM -

START DATE: 25 DEC 2020 — END DATE: 25 DEC 2020

NUMBER OF DAYS: 1

START TIME: 09:00 AM — END TIME: 10:00 AM

NUMBER OF DELEGATES: 6

ROOM TYPE: SELECT A SPACE TYPE

SEARCH FOR SPECIFIC ROOM NUMBER OR NAME: E.G: 'GREEN CONFERENCE HALL'

FIELDS HIGHLIGHTED BLUE ARE MANDATORY

2. Select a Space

A list of possible rooms available to book will be displayed. To select a space, simply click on the tick; it will appear as green when selected. Click next once you have chosen your desired room/s.

LOG IN

2. SELECT A SPACE

SELECT A ROOM -

9 SPACES AVAILABLE

1 SPACES SELECTED

TIME/DATE	OPTIONS	FILTER
START	TYPE	
END	SITE	
CAPACITY	AREA	
09:00 AM, 25 DEC 2020	ANGEVIN ROOM	CAPACITY 8
10:00 AM, 25 DEC 2020	BOWETT ROOM	CAPACITY 15
	ERASMUS ROOM	CAPACITY 9
	FITZPATRICK HALL	CAPACITY 35
	LYON COURT MARQUEE	CAPACITY 30
	OSCR	CAPACITY 6
	SEMINAR ROOM CC43	CAPACITY 6
	SEMINAR ROOM DD47	CAPACITY 6
	SEMINAR ROOM DD48	CAPACITY 6

3. Enquiry


The next section requires you to fill out: *Personal information*, so we know who is booking the room.

About event, details can help determine whether it would require Dean's permission.

Other details, for additional information about the booking that can be provided.

Please see the below pictures for examples of how to fill out the fields.

LOG IN




HOMEPAGE

CALENDAR

FIND A ROOM

I KNOW MY ROOM

LOG IN



HOMEPAGE

CALENDAR

FIND A ROOM

I KNOW MY ROOM

FAVOURITES

3. ENQUIRY

BACK NEXT

Enquiry

PERSONAL INFORMATION

FORENAME: Harry

SURNAME: Potter

EMAIL: hjpn3000@cam.ac.uk

ADDRESS: Your personal address
Cupboard under the stairs

COLLEGE ROOM NUMBER OR RESIDENCY I.E OWLSTONE CROFT

3. ENQUIRY

BACK NEXT

Enquiry

PERSONAL INFORMATION

ABOUT EVENT

TITLE OF THE EVENT
Please use the full name of the event you are requesting to host. (For College teaching space requests please use the subject field and position i.e Maths DOS in the title)

Potion supervision DoS:Prof. Sna

3. ENQUIRY

BACK NEXT

Enquiry

PERSONAL INFORMATION

ABOUT EVENT

OTHER DETAILS

ROOM SET UP PREFERENCE: BOARDROOM - COVID 19

ROOM BOOKING TYPE: DOS SUPERVISION / TEACHING

ADDITIONAL INFORMATION: Whiteboard and pens needed

ARE ALL PARTICIPANTS QUEENS' STUDENTS
If No, then please add details in additional information

YES
 NO

FIELDS HIGHLIGHTED ARE MANDATORY

If all participants are not Queens' members, the number of external students and what college they are from can be specified in the Additional Information section.

Please refer to the picture below for an example of this.

LOG IN

HOMEPAGE

CALENDAR

FIND A ROOM

I KNOW MY ROOM

FAVOURITES

3. ENQUIRY

BACK

NEXT

Enquiry

- ▶ PERSONAL INFORMATION
- ▶ ABOUT EVENT
- ▼ OTHER DETAILS

ROOM SET UP PREFERENCE

BOARDROOM - COVID 19

ROOM BOOKING TYPE

DOS SUPERVISION / TEACHING ▼

ADDITIONAL INFORMATION

2 External Students from Slytherir

ARE ALL PARTICIPANTS QUEENS' STUDENTS
If No, then please add details in additional information

YES
 NO

FIELDS HIGHLIGHTED ARE MANDATORY


4. Confirmation

Once the Enquiry stage has been completed, you will move on to confirmation. This page will give an overview of your booking. If you need to make any changes, you can click 'BACK' and edit your booking.

Once you check over all the details and are happy with it, you can click [CONFIRM](#).



LOG IN



- HOMEPAGE
- CALENDAR
- FIND A ROOM**
- I KNOW MY ROOM
- FAVOURITES

4. CONFIRMATION

[BACK](#) [CONFIRM](#)

PROVISIONAL BOOKING CONFIRMATION

SPACES YOU HAVE SELECTED FOR THE FOLLOWING PERIOD

SEMINAR ROOM CC43

START TIME	09:00 AM
START DATE	25 DEC 2020
END TIME	10:00 AM
END DATE	25 DEC 2020

OTHER DETAILS

NUMBER OF DELEGATES 6

PERSONAL INFORMATION

FORENAME	SURNAME
HARRY	POTTER
EMAIL	ADDRESS
HJPN3000@CAM.AC.UK	COLLEGE ROOM NUMBER OR RESIDENCY I.E OWLST ONE CROFT CUPBOARD UNDER THE STAIRS

ABOUT EVENT

OTHER DETAILS

You should then receive an email confirmation of your provisional booking. It will also explain that a member of the team will be in touch to process the booking and confirm that it can go ahead, or we may contact you to request additional information or Dean's permission if the booking requires it and you have not already sent it.

I Know my Room

1. I Know My Room

'I know my room' is a tab that can be used by people who are looking for availability in a specific room.

You can select the date from the calendar. Input how many attending to help narrow the suitable room options.

The screenshot shows the 'I KNOW MY ROOM' interface. On the left is a navigation menu with options: HOMEPAGE, CALENDAR, FIND A ROOM, I KNOW MY ROOM (highlighted), and FAVOURITES. Below the menu is a 'CLICK HERE FOR HELP' button and the text 'EVENT AND CONFERENCE SOFTWARE'. The main content area is titled 'I KNOW MY ROOM -'. It features a calendar for December 2020 with the 10th selected. Below the calendar are controls for 'Days to Display' (set to 1), 'Display Weekends' (checked), and 'Numbers Attending' (set to 0). A 'SHOW AVAILABILITY' button is at the bottom. The right side shows a time slot grid from 12:00 AM to 12:00 PM. A second, zoomed-in view of the interface shows the 'Numbers Attending' set to 6. The room list on the left includes 'Queens College', 'Conference Rooms', 'Fitzpatrick Hall', 'Bowett Room', 'Angevin Room', 'Erasmus room', 'Seminar room DD47', 'Seminar room DD48' (checked), and 'Seminar room CC43'. The 'SHOW AVAILABILITY' button is highlighted. The time slot grid on the right shows the 9:00 AM, 10:00 AM, and 11:00 AM slots for 'Seminar room DD48' blocked out in purple. A large purple arrow points from the 'I KNOW MY ROOM' tab in the menu to the main interface. Another large purple arrow points from the 'SHOW AVAILABILITY' button in the zoomed view back to the main interface.

You **MUST** click on the Queens College tabs on the left hand side. This will display the list of bookable rooms on the system. When you click on your preferred rooms and press 'SHOW AVAILABILITY', any unavailable times will be blocked off in purple.

You can then click and drag on your desired time to create your slot.

The screenshot shows a web interface for room booking. At the top, it says "I KNOW MY ROOM -". Below that, a purple header bar displays "Date 10 December, 2020", "Room Seminar room DD48", "Start Time 1:00 PM", "Duration 3 hours", and a "NEXT" button. On the left, there is a calendar for December 2020 with the 10th highlighted. Below the calendar are filters: "Days to Display" set to 1, "Display Weekends" checked, and "Numbers Attending" set to 6. A list of rooms is shown, including "Seminar room DD48" which is selected with a checkmark. A "SHOW AVAILABILITY" button is at the bottom left. The main area is a time slot grid for "10 DEC 2020" from 11:00 AM to 10:00 PM. A purple bar is visible from 11:00 AM to 12:00 PM. A white box with a green checkmark and the word "REQUEST" is overlaid on the 01:00 PM slot. A vertical label "Bowett Room" is on the right side of the grid.

The overview of the slot you have created will be displayed at the top.

Once you are happy with the slot you have created, click on the green tick to confirm.

The site will direct you through the same process of filling out your details like you would in 'Find a Room' (please refer to pages 3 & 4).

Once that is completed, you will receive the confirmation of your provisional booking.

If for any reason you require more information on how to book a room, or the room you require, is not displayed, please contact room.bookings@queens.cam.ac.uk and one of the team members will happily help.

<http://kxws.queens.cam.ac.uk/KxCalendarLive/Client/Home/Index>