

Guidelines for room coordinators

Contents

- General information3
- Performing an advanced room search.....4
- Managing room requests10
 - Filter criteria11
 - Results lists12
- My rooms14

General information

Room coordinators can use campo to manage room requests, search for available rooms and view room allocation plans. In comparison to UnivIS, rooms can no longer be overbooked in campo. Another difference to UnivIS is that you need to accept room bookings before they are valid. This guide will show you how to accept or reject one or several room requests.

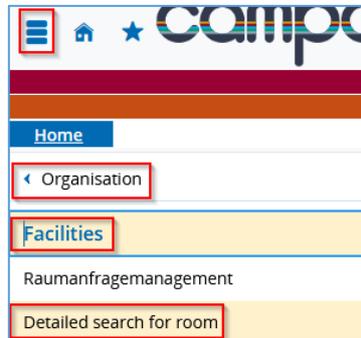
Room data at FAU is maintained in the FAMOS system and imported into campo. Further data on rooms used for teaching are imported into campo from databases at the Faculty of Medicine and Universitätsklinikum Erlangen.

Data that are imported into campo from these systems cannot be edited in campo, any changes must be made in the source system. This includes the unique identifier of the room, the FAMOS key, which is generated from the building number, the floor and room number, separated by a decimal point, for example 00101.02.001. The door sign is also managed in FAMOS, this field is used if the door sign is different to the FAMOS key.

Information on rooms that are not managed in FAMOS can be edited in campo by building managers. This includes the informal room name, room equipment such as projectors and blinds and maximum capacity restrictions.

Performing an advanced room search

You can access this function from the “Organization” menu under “Facilities” by clicking “Detailed search for room”.



This takes you to the advanced search screen where you can specify a range of detailed criteria to find a suitable room.

A screenshot of the 'Detailed search for room' interface. The page title is 'Detailed search for room' and the breadcrumb trail is 'You are here: Home > Organisation > Facilities > Detailed search for room'. The interface is divided into several sections. On the left, there is a 'Room' section with an 'Unrestricted Search' field (highlighted with a red box) containing the placeholder text 'e.g. designation, use type, building'. Below this are fields for 'Room name', 'Statutory number of seats', 'Equipment', 'Roomusetype', 'Type' (set to 'Raum'), and checkboxes for 'Suitable for courses' (checked) and 'Suitable for office space'. There are also 'Valid from' and 'Valid to' date fields. Below the 'Room' section is a 'Related orgunit' section with a dropdown menu. On the right, there is a 'Wann soll ein Raum frei sein?' section with dropdowns for 'Weekday', 'Start time', 'Endtime', 'Frequency', and date pickers for 'Start date' and 'End date'. Below this is a 'Campus' section with a dropdown menu. Below that is a 'Building' section with a dropdown menu. At the bottom right, there is a 'Room assignment group' section with a dropdown menu (highlighted with a red box). At the top right, there is a 'Save search' button. At the bottom left, there are 'Search', 'Reset', and 'Help for search' buttons.

In the “Free search” field you can perform a search using the FAMOS key, door sign or informal name of the room.

You can also select the room allocation group to find rooms that are allocated to specific room coordinators, which is useful for displaying all the rooms that you are responsible for.

The results of your search query are shown when you click “Search”.

Detailed search for room
 Search for rooms

Print room schedules Show room schedules New search Change search

Already selected (0) Select all Clear selected items

Search terms: Type: Raum; Suitable for courses: Yes; Valid to: >=19.11.2024

Found Rooms (1160 items) Show filter

Select element	Type	Default text	Colloquial name / Priority-reserved rooms	Doorplate	Related organit	Room use type	Building	Statutory number of seats
<input type="checkbox"/>	Raum	00201.01.071			ZUV	Bibliotheksraum allg.	Verwaltungsgebäude Halbmondstraße	

Alternatively, in the main menu, you can select the “Organization” menu item, followed by “Facilities” and then “Rooms and room schedules”.

Home
 Organisation
 Facilities
 Raumanfragemanagement
 Detailed search for room
 Show room schedule
 Rooms and Room schedules

The following search screen opens:

You are here: Home > Organisation > Facilities > Rooms and Room schedules

Rooms and Room schedules

On this site you can search rooms and view room schedules

Room search

Search terms

Suchsets [Neues Suchset hinzufügen](#)

Availability

Appointment
 Appointment series

Date: 11/19/2024
 from (time):
 to (time):

Filter criteria

- Seats
- Equipment
- Roomusetype

Actions

Rooms that match your search criteria

Select all rooms Discard room selection

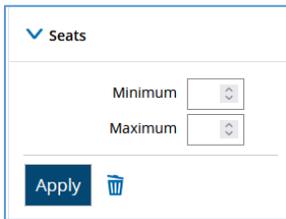
	Room	Building	Organizational unit	Roomusetype	Seats	Valid until	Room administration
<input type="checkbox"/>	00101.00.0061	Schlossgebäude	Referat P4 - Servicestelle wissenschaftsstützendes Personal	Bürraum allg.		Dec 31, 2099	
<input type="checkbox"/>	00101.00.0062	Schlossgebäude	Referat P4 - Servicestelle wissenschaftsstützendes Personal	Bürraum allg.		Dec 31, 2099	
<input type="checkbox"/>	00101.00.0063	Schlossgebäude	Referat P4 - Servicestelle wissenschaftsstützendes Personal	Bürraum allg.		Dec 31, 2099	
<input type="checkbox"/>	00101.00.007	Schlossgebäude	Referat P3 - Servicestelle nebenberufliches wissenschaftliches Personal	Bürraum allg.		Dec 31, 2099	
<input type="checkbox"/>	00101.00.008	Schlossgebäude	Referat P3 - Servicestelle nebenberufliches wissenschaftliches Personal	Bürraum allg.		Dec 31, 2099	
<input type="checkbox"/>	00101.00.009	Schlossgebäude	Referat P3 - Servicestelle nebenberufliches wissenschaftliches	Bürraum allg.		Dec 31, 2099	

In the **room search** box, you can search for a room by entering a search term (room, room number, building, campus). You can perform a search using the FAMOS key, door sign or informal name of the room, such as H 4, H 7 or Audimax. If you are not sure of the correct name, you can also search for parts of the name.

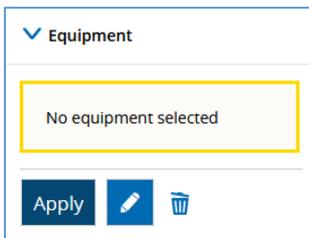
You can enter the dates you would like under **Availability**.

The **filter criteria** allow you to restrict your search based on various search criteria such as seats available (both minimum and maximum), equipment or type of use. Click on a selection option to open a selection area.

You can open the other filter criteria by clicking on the arrow icon next to the individual filters. The relevant dialog then opens.

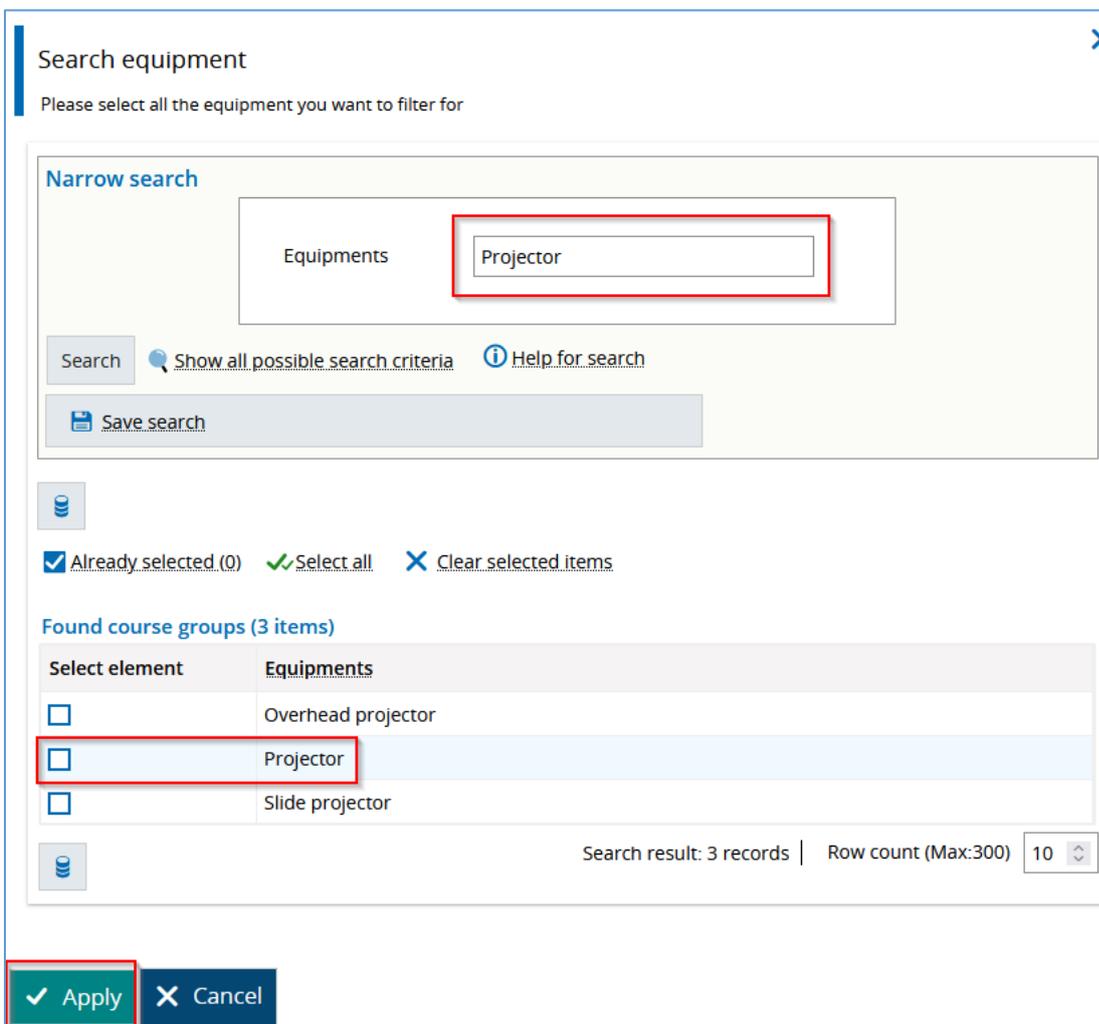


You can enter a minimum and/or maximum number of required seats. It is also possible to leave both boxes empty. If you do make a selection, be sure to click on “apply.”



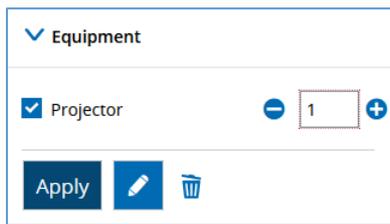
If no criteria are pre-selected, click on the pencil icon to open a selection. In our example, we have selected the filter “equipment.”

Clicking on the pencil icon allows you to search for and select the required equipment.



Use the search box to search for certain characteristics. If you often search for rooms with these criteria, you can also save the search in the upper part of the window.

Mark the equipment features you require in the list that appears. Click "Apply" when you are finished.



This then returns you to the original window.

You can enter all the equipment features you require. When you are satisfied with your selection, click "Apply." You can delete the selection again by clicking on the delete icon.

Follow the same procedure for the criteria "Building", "Campus" and "Organizational Unit." Alternatively, if you are looking for the rooms in a certain building or at a certain location, you can simply enter this in the search box. You are then shown these rooms without having to take the extra step of entering filter criteria.

You can use **search sets** to save your selected search criteria and no longer have to select each option individually in later searches.

The functions "Display room schedules" and "Print room schedules" can be found under **Actions**. If you have selected several rooms, you can use these functions to configure the room schedules for these rooms all at once.

In the **list of results** you select the room you want by putting a checkmark in the relevant box.

From both lists of results, you can click on the calendar icon to access the room allocation plan.

You are here: Home > Organisation > Facilities > Rooms and Room schedules

Roomschedule for 00501.00.014 (KH 0.014 Hörsaal Kollegienhaus (SR) - 42 Plätze) (Kollegienhaus)

Show room details Back

View options Help As PDF-Dokument Export data as iCalendar (.ics) More display options

Winter semester 2024/25 1 Week choice Week 47: Nov 18, 2024 - Nov 24, 2024 2 Update Page 4

00501.00.014 (KH 0.014 Hörsaal Kollegienhaus (S 3

	Mon., Nov 18, 2024	Tue., Nov 19, 2024	Wed., Nov 20, 2024	Thu., Nov 21, 2024	Fri., Nov 22, 2024
08:00					
09:00			Presentation Skills (BA only) Exercise . 1. PG Presentation Skills (BA only) Exercise . 2. PG	English: Level 2 - Focus on Academic Writing Exercise , 1. PG 8:15 AM to 9:45 AM	Writing Skills / Writing in Academic Contexts for L-GYM in ER Exercise , 1. PG 8:30 AM to 10:00 AM
10:00	English: Level 2 - Focus on Academic Speaking Exercise , 1. PG	English: Level 4 - Popular Culture and Why it Matters Exercise , 1. PG	English: Level 1 - Focus on Academic Speaking Exercise , 1. PG	English: Level 2 - Focus on Academic Speaking Exercise , 3. PG	English: Level 4 - Speak to Inspire: The Art of Speechwriting Exercise , 2. PG
11:00					

You can select the semester (1) from the dropdown menu at the top left of the screen and switch between the week view, time period, semester view and lecture period view in the middle of the screen. For some settings, you can specify a variable time period (2). If you want to view a different room, you can change room (3) beneath the semester selection menu. To change any of the display settings (4) click the settings icon on the top right of the screen.

For example, by expanding the “General settings” with the blue arrow, you can change the time or show Saturdays and Sundays by clicking on “Weekdays to display”.

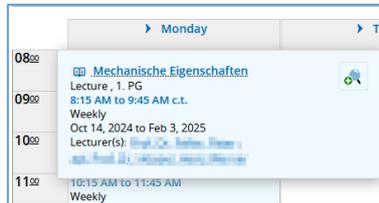
Another helpful setting is showing the lecturers responsible for teaching the course (“lecturer”) or for the course in general (“responsible lecturer”).

At the bottom of the room allocation plan, there is a key showing the colors used for bookings.

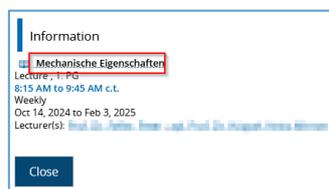
Legend ▾

- Single date
- Weekly
- Block date, Block date + sat, Block date + sat + sun
- Fortnightly, Even weeks, Odd weeks
- Three weeks turn, Four weeks turn, Every 1st weekday of the month, Every 2nd weekday of the month, Every 3rd weekday of the month, Every 4th weekday of the month, By arrangement
- Set up/follow up times

Moving the mouse over a booking will enlarge it. Clicking the magnifying glass icon shows some of the booking data.



If you would like to view more detailed information on the examination or course, you can click on the name.



Detail view

If you would like to share the link to this event/exam or this module, please use the perma-link. You can find this via the share button to the right of the "Back" button.

Mechanische Eigenschaften für MWT, NT, Energietechnik | Course

Choose semester: Semester Wintersemester 2024/25

Semester planning

Events | Contents | Course catalog | Modules and degree programs

Basic data ▾

Title	Mechanische Eigenschaften für MWT, NT, Energietechnik	Course type	Lecture
Short text	MECHWW	Module frequency	Only in winter semester
Organizational unit	<ul style="list-style-type: none"> • TechFak Energietechnik Bachelor of Science (Verantwortlicher) • TechFak Materialwissenschaft und Werkstofftechnik Bachelor of Science (Verantwortlicher) 	ECTS credits	2.5
		Semester hours per week	2.0
		Link to StudOn course (login)	Parallelgruppe 1: Mechanische Eigenschaften

You can export the room allocation plan in a number of formats:

Roomschedule for 11401.03.053 (3.31, Martenstr. 5 Seminarraum) (Werkstoffwissenschaften)

Back to page: Roomschedule for 12401.00.144 (HF-Technik 0.144 HF-Praktikum Cauerstraße 6, EG) (Verbundlabor- mit Institutsbau) | New search | Show room details

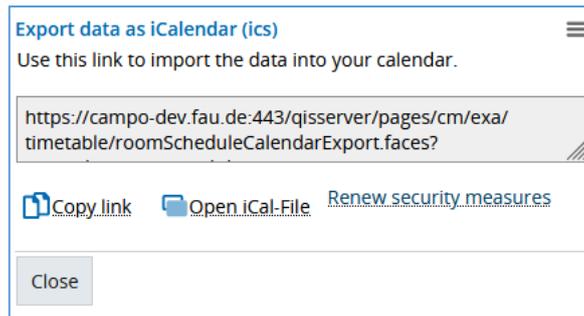
View options | Help | As PDF-Dokument | Export data as iCalendar (.ics) | More display options

Winter semester 2024/25 | Term view | Oct 1, 2024 - Mar 31, 2025 | Update Page

11401.03.053 (3.31, Martenstr. 5 Seminarraum)

You can save or print the room allocation plan as a PDF by clicking "Generate PDF document".

You can also add the room allocation plan into the calendar of your email client (for example Outlook). To do this, click "Export data for iCalendar (ics)".

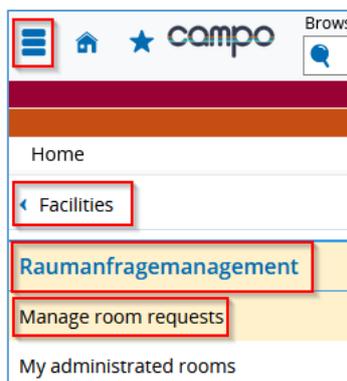


We recommend adding the data to your calendar by copying the link to ensure that all future updates are included. The iCal export via “Open iCal file” only creates a static copy which you can import into your email program.

Managing room requests

In the room request management screen you can accept, reject, re-assign or postpone room requests.

You can access the room request management screen from the “Organization” menu under “Facilities” then “Room request management” by clicking “Manage room request”.



New room requests are displayed in the messages portlet. If a room request is made for a room that you are responsible for, a message will be displayed on the start screen directly after you log in.



You can follow the link in this message to access the room request management function directly. You can view and edit all room requests from this screen.

Filter criteria

The screenshot shows the 'Manage room requests' interface. At the top, there is a breadcrumb trail: 'You are here: Home > Organisation > Facilities > Raumanfrageverwaltung > Manage room requests'. Below this is the 'Konfiguration' (Configuration) section, which includes several filter options:

- Status:** Radio buttons for 'Open' (selected), 'Delayed', and 'Processed'.
- Semester:** A dropdown menu set to 'Wintersemester 2023/24'.
- * Start date:** A date picker set to '10/01/2023'.
- * End date:** A date picker set to '03/31/2024'.
- Frequency:** A dropdown menu.
- Weekday:** A dropdown menu.

On the right side, there are 'Results' and 'grouping' options:

- Results:** Radio buttons for '50' (selected), '150', '300', and 'Alle'.
- grouping:** Radio buttons for 'Event / Exam' (selected), 'Room', and 'Ungrouped'.
- Sort order:** A dropdown menu set to 'Newest request first'.

At the bottom of the configuration section, there are buttons for 'Extended search' (marked with a red 4), 'Apply default criteria' (marked with a red 5), and 'Save search criteria'.

Below the configuration is a table of requests. The table has columns: 'Request for examination / course', 'Requested room', 'Conflicts', 'Alt. Rr.', 'Seat occupancy rate', 'day', 'Time', 'Time period', 'Lecturer', 'Room requester', and 'Actions'. A filter input field is located above the table (marked with a red 6). The table contains one visible row for a seminar request.

In the default configuration you can access a number of filter criteria that you can customize to meet your preferences. In the configuration screen (1) you can choose if you want to display open, postponed or edited room requests. The default setting is to display all open requests first.

You can also adjust the settings (2) for the semester, start date, end date, frequency and weekday. The date values will be updated automatically when you change the active semester.

You can change how the results (3) are displayed by customizing the number of hits, categories and sorting. There are a number of options for sorting your results. If you would like to see which room request was submitted first in the case of parallel requests, we would recommend grouping results filtered by "Oldest room request first".

You can access the extended filter criteria settings (4) by clicking "Extended search".

The screenshot shows the 'Filterkriterien anpassen' (Adjust filter criteria) dialog box. It has a title bar and four tabs: 'Request related search criteria' (selected), 'Appointment related search criteria', 'Course / examination related search criteria', and 'Person related search criteria'.

Under the 'Request related search criteria' tab, there are several sections of options:

- * State of room request:** Checkboxes for 'Open' (checked), 'Delayed', 'Fulfilled', 'Fulfilled by room alternative', and 'Rejected'.
- Conflicts:** Checkboxes for 'Conflict free requests', 'Request conflict', 'Date conflict', and 'Blocked room conflicts'.
- Appointment deviations:** A checkbox for 'Deviates from appointment series'.
- Request type:** Checkboxes for 'Only specific room requests' and 'Only unspecific room requests'.

At the bottom left, there is a 'Use' button.

Click “Apply default criteria” (5) to reset the criteria.

If you have received a long list of results and you are only searching for one course or examination you can use the quick search feature (6). Enter the name of the course or examination in the quick search field and press enter.

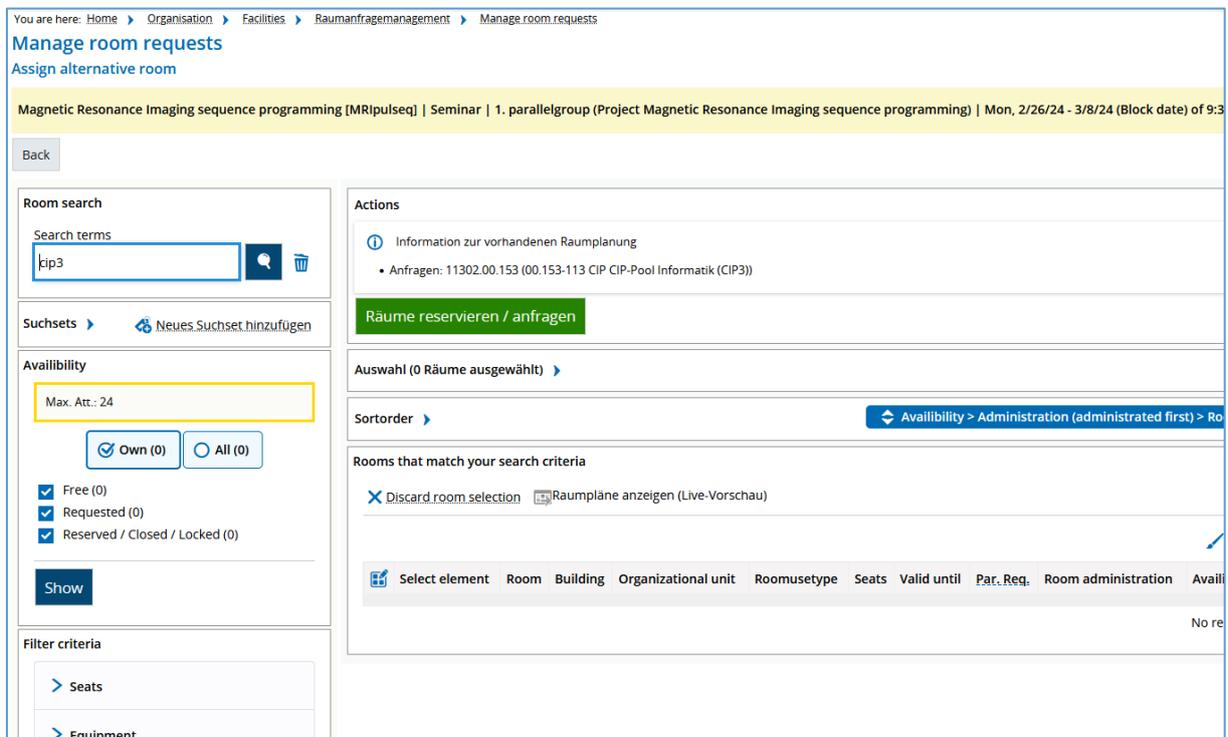
Results lists



The results list shows you all results that match your filter criteria. Clicking on the room will take you directly to the room allocation plan (1).

You can click the action buttons (2) on the right of the screen to edit any requests individually in the results list. Click the green tick icon to “Accept room request” and the red X icon to “Reject room request”. Once you have accepted or rejected a room request, this will be moved to the “Edited room requests” category.

If you would like to assign an alternative room for the room request, you can do this by clicking the “Assign alternative room” icon. This will take you to the advanced room search screen.



Clicking "Search" shows the results of your search query in the results list.

Rooms that match your search criteria

Discard room selection Raumpläne anzeigen (Live-Vorschau)

	Select element	Room	Building	Organizational unit	Roomusetype	Seats	Valid until	Par. Req.
	<input type="checkbox"/>	11302.00.152 (00.152-113 Übungsraum)	WHH - Wolfgang - Händler-Hochhaus Informatik	Department Informatik	Übungsraum	24	Dec 31, 2099	0
	<input type="checkbox"/>	11302.00.156 (00.156-113 CIP CIP-Pool Informatik (CIP4))	WHH - Wolfgang - Händler-Hochhaus Informatik	Department Informatik	Medienunt.Unterrichtsr.	30	Dec 31, 2099	0

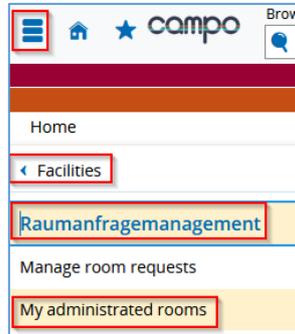
You can assign the room by clicking on the door icon. Performing this action also moves the request to the “Edited room requests” category.

The last action button with the clock icon is “Postpone room request” which allows you to edit the room request at a later time. You can find these requests later under the “Postponed room requests” category.

You will find a checkbox to the left of the results list (3). Clicking this checkbox will activate the ‘Accept room request’ and ‘Reject room request’ buttons. This procedure is helpful if you would like to accept or reject several requests at the same time.

My rooms

You can view a list of all the rooms assigned to you by entering the "Organization", clicking on "Facilities" then "Room request management", and then "My administrated rooms".



This list only includes the FAMOS keys of the rooms assigned to you and does not include any detailed information or links to the rooms. Please use the advanced room search to access detailed room information.

You are here: [Home](#) > [Organisation](#) > [Facilities](#) > [Raumanfragemanagement](#) > [My administrated rooms](#)

My administrated rooms

Name of group	Assigned rooms	Also responsible room administrators
Raumverwalter 	<ul style="list-style-type: none">• 11302.00.151 (00.151-113 Übungsraum)• 12801.01.255 (01.255-128 Besprechungsraum)• 11302.00.153 (00.153-113 CIP-CIP-Pool Informatik (CIP3))• 11301.00.031 (0.031-113 Seminarraum)• 11302.01.1551 (01.155N-113 CIP-CIP-Pool Informatik (CIP1N))• 11302.02.151 (02.151 - CIP-Pool Informatik (CIP2))• 11302.00.156 (00.156-113 CIP-CIP-Pool Informatik (CIP4))• 12801.01.151 (01.151-128 Seminarraum)• 11302.00.152 (00.152-113 Übungsraum)• 12801.01.252 (Übung 3 / 01.252-128)• 11302.01.155 (01.155-113 CIP-CIP-Pool Informatik (CIP1))• 11301.00.035 (0.035 Besprechungsraum)• 11302.02.133 (02.133-113 Übungsraum)• 11302.01.153 (01.153-113 CIP-CIP-Pool Informatik (WinCIP))• 12801.01.150 (01.150-128 Seminarraum)	No other room administrators assigned.

If you are no longer responsible for a room or a room is missing from the list of the rooms assigned to you, this change needs to be made to your role in IdM. For more information, please refer to the guide [Assigning campo roles via the IdM portal](#).