

Editing rooms for building managers

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General information

Building managers can search for rooms and edit room equipment in campo. As a building manager, you have read-only access to all rooms in campo. Please ignore any rooms that you are not responsible for.

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.

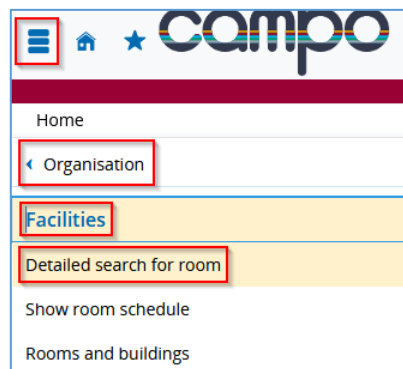
Data that are imported into campo from these systems cannot be edited in campo, any changes must be made in the source system. This includes the unique identifier of the room, the FAMOS key, which is generated from the building number, the floor and room number, separated by a decimal point, for example 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.

You can edit information on rooms in campo that are not managed in FAMOS. This includes the informal room name, room equipment such as projectors and blinds and maximum capacity restrictions.

Campo has significantly more rooms than used to be available in UnivIS, for example as offices which can be used for oral examinations have also been imported from FAMOS.

Searching for rooms

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



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

You are here: [Home](#) > [Organisation](#) > [Facilities](#) > [Detailed search for room](#)

Detailed search for room

Search for rooms

[Help for search](#)

Room ▾

Unrestricted Search [?](#)

Room name

Statutory number of seats

Equipment

Roomusetype = [Select](#)

Type = [+](#)

☒ Suitable for courses

☐ Suitable for office space

Valid from [?](#)

Valid to [?](#)

Wann soll ein Raum frei sein? ▾ [?](#)

Weekday

Start time

Endtime

Frequency

Start date [?](#)

End date [?](#)

Related orgunit ▾

Related orgunit = [Select](#)

Campus ▾

Campus = [?](#)

Building ▾

Building = [+](#)

Room assignment group ▾

Room assignment group = [?](#)

[Help for search](#)

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

You can also limit your search using the “Room use type” field, to find all lecture halls, for example.

You can use the option “Organizational unit” to search for the organizational unit for which you have editing rights.

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

You are here: [Home](#) > [Organisation](#) > [Facilities](#) > [Detailed search for room](#)

Detailed search for room

Search for rooms

☒ Already selected (0) ☒ Select all ☒ Clear selected items

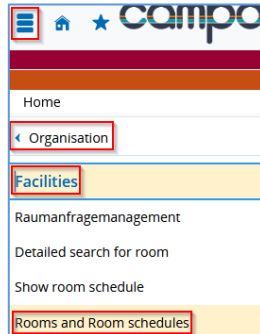
Search terms: Type: Raum ; Suitable for courses: Yes ; Valid to: >=27.11.2024 ; Related orgunit: Department Informatik (incl. Sub-Items)

Found Rooms (41 items)

Select element	Type	Default text	Colloquial name / Priority-reserved rooms	Doorplate	Related orgunit	Room use type	Building
<input type="checkbox"/>	Raum	11301.00.031 (0.031-113 Seminarraum)	0.031-113 Seminarraum	SR	DP Informatik	Übungsraum	RRZE Regionales Rechenzentrum
<input type="checkbox"/>	Raum	11301.00.033		Stud-AP	DP Informatik	Medienunt. Unterrichts.	RRZE Regionales Rechenzentrum
<input type="checkbox"/>	Raum	11301.00.058 (0.058 Praktikumsraum)	0.058 Praktikumsraum	Stud-AP	DP Informatik	Medienunt. Unterrichts.	RRZE Regionales Rechenzentrum
<input type="checkbox"/>	Raum	11302.00.151 (00.151-113 Übungsraum)	00.151-113 Übungsraum		DP Informatik	Übungsraum	WHH - Wolfgang - Händler - Hochschule Informatik

Alternatives

You can also search for rooms another way: In the main menu, you can select the “Organization” menu item, followed by “Rooms and room schedules”.



You can use the various criteria in the search screen that appears to search for the room you require:

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
eg. room, building, campus, addr

Suchsets > Neues Suchset hinzufügen

Availability

☒ Appointment
☐ Appointment series

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

Check availability

Filter criteria

> Seats
> Equipment

Actions

Show room schedule Print room schedules

Rooms that match your search criteria

Select all rooms Discard room selection

	Room	Building	Organizational unit	Roomusetype	Seats	Valid until
<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

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.

Search equipment

Please select all the equipment you want to filter for

Narrow search

Equipments

Projector

Search [Show all possible search criteria](#) [Help for search](#)

[Save search](#)

☒ Already selected (0) [Select all](#) [Clear selected items](#)

Found course groups (3 items)

Select element	Equipments
<input type="checkbox"/>	Overhead projector
<input checked="" type="checkbox"/>	Projector
<input type="checkbox"/>	Slide projector

Search result: 3 records | Row count (Max:300) 10

☒ Apply ☐ Cancel

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.

Equipment

☒ Projector - 1 +

Apply

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 symbol.

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.

Printing room schedules

In both variants, you can display or print room schedules. If you would like to view schedules for several rooms simultaneously, select the relevant rooms using the checkboxes and click on “Print room schedules” or “Display room plans”. You can change the plans according to various criteria:

You are here: [Home](#) > [Organisation](#) > [Facilities](#) > [Rooms and Room schedules](#)

Rooms and Room schedules

[Print all 3 room schedules](#) [Back](#)

View options

Winter semester 2024/25 Week choice Week 47: Nov 18, 2024 - Nov 24, 2024

[Help](#) [More display options](#)

- (1) Semester
- (2) Time period (week, semester, time or lecture period)
- (3) More display options: You can display or hide further information here

More display options [Help](#)

[Restore defaults](#)

[General settings](#) [Weekdays to display](#)

[Rhythm](#)

[Event data](#) [Room data](#)

[Date data](#)

[Lecturer\(s\)](#) [Responsible lecturers](#)

[Save](#) [Cancel](#)

You can return to the page with the results list by clicking the calendar icon (“To room plan”) and returning to the room plan of the room in question.

You are here: [Home](#) > [Organisation](#) > [Facilities](#) > [Rooms and Room schedules](#)

Roomschedule for 00301.01.140 (ÜR Mineralogie Übungsraum Mineralogie) (Geologisches Institut - Hauptgebäude)

[Show room details](#) [Back](#) [Share](#)

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

Winter semester 2024/25 Week choice Week 41: Oct 7, 2024 - Oct 13, 2024 [Update Page](#)

00301.01.140 (ÜR Mineralogie Übungsraum Mine)

	Mon., Oct 7, 2024	Tue., Oct 8, 2024	Wed., Oct 9, 2024	Thu., Oct 10, 2024	Fri., Oct 11, 2024
08:00					
09:00					
10:00					

Click on “Show room details” to view the details about the room.

Here you can select the functions “View room plan” and “Edit room”.

New search
Change search
Back

1 / 15

To room plan

Edit room

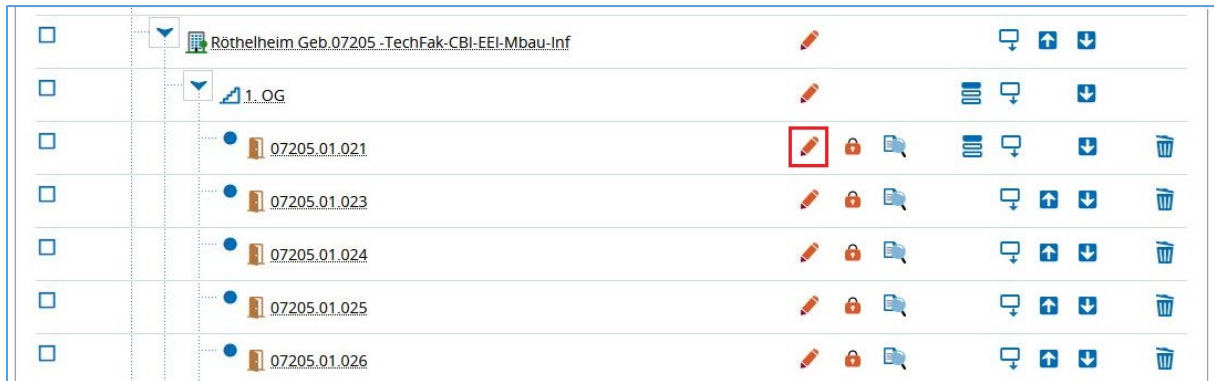
Basic data	Room details
Röthelheim Geb.07205 - TechFak-CBI-EEI-Mbau-Inf, EG	Area12.54 m ²
ER - Innenstadt	Primary orgunitW3-Professur für Optoelektronik
Konrad-Zuse-Straße 3-5, 91052 Erlangen	Roommanagement <ul style="list-style-type: none"> Raumverwalter Altmann, Norbert <ul style="list-style-type: none"> Altmann, Norbert Raumverwalter Konhäuser, Jeannette <ul style="list-style-type: none"> Konhäuser, Jeannette
Position	

Please continue editing the room.

Editing rooms

You can also edit rooms via the menu path "Organization", "Facilities" and then "Edit rooms and buildings".

This opens a tree structure of all rooms and buildings that exist in campo. The top level of the tree includes different locations at FAU (known as campuses) The next level shows the building by floor level and the final level shows the rooms. To edit the room equipment, only click the edit icon next to the room you would like to edit. Please ignore all other icons and functions, particularly for inserting new rooms or room groups or for editing inactive rooms. Please contact campo support as soon as possible if you have made an entry with these functions by mistake.



The "Main data" tab is shown on the edit screen. The data in the grayed out fields has been imported from FAMOS and cannot be edited in campo. Please contact the FAMOS support team if you need to make any changes to this data.

A screenshot of the 'Main data' tab in the room edit screen. The tab is selected, and the 'Main data' section is expanded. The form contains several fields: 'Uniquename' (07205.00.023), 'Colloquial name / Priority-reserved rooms' (highlighted with a red rectangle), '* Default text' (07205.00.023), 'Doorplate', 'Floor' (EG), 'Building' (Röthelheim Geb.07205 -TechFak-CBI-EEI-Mbau-Inf), and 'Campus' (ER - Innenstadt). The fields for 'Uniquename', '* Default text', 'Building', and 'Campus' are grayed out, indicating they are imported from FAMOS and cannot be edited in campo.

In the "informal name" field, you can enter a name that is commonly used to refer to the room apart from the FAMOS code or door sign. This term will then be included in the search function.

Under "Additional data" on the right of the screen, you can edit the room's equipment.

Equipments ▾

Equipments	Number	Actions
tatsächliche Anzahl Sitzplätze	<input type="text" value="13"/>	
Sitzplätze in Prüfungen	<input type="text" value="11"/>	
Overheadprojektor	<input type="text" value="1"/>	

Search result: 3 records | Row count (Max:300)

[Add Equipment](#)

Existing equipment data has been migrated over from UnivIS. You can add additional entries by clicking “Add equipment”. You can also change the number of equipment items available or delete the entry. “Number of seats available” indicates the reduced seating capacity of a room, for example under infection prevention measures.

The “attributes” tab can be used to enter existing SIPORT access rights:

Main data | More data | Room segments | Room compositions | Room blockages | **Attributes**

[Assign attribute](#)

Actions	Name *	Value *
	<input type="text" value="SIPORT-Schließberechtigung"/>	<input type="text" value="(name@fau.de)"/>
	<input type="text"/>	<input type="text"/>

Click on “Assign attribute”. In the box that appears enter the name “SIPORT access rights” and under “value” the email address (in brackets) of the person with the rights to ensure that the person can be contacted if necessary.

If you require SIPORT access rights, please contact SIPORT support (siport@fau.de).