Assigning rooms for courses and examinations

Contents

Allocating a room

In this guide, you will learn how to request rooms for courses and examinations from room coordinators. Before making a room request, you must ensure that the examination or course has been assigned a time and date, otherwise this field will be grayed out and cannot be edited in the room request. To select a room, click on the "Assign room" icon in the examination or course.
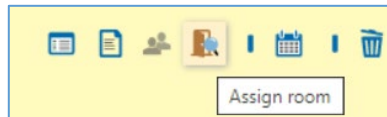
Searching for a room

You will be taken to a search screen where you have several options to find a suitable room.

In the **room search** box (1), 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.

Under **Availability** (2), the boxes "Own" and "Free" are marked in order to keep the list of your search results a manageable size. This function replaces the room filter that has been used to date in which you were only able to search for one single option ("Free reservable rooms", "Free rooms in my organizational unit", "Occupied rooms", etc.). If you are the room coordinator for one or more rooms, in the first instance you will be shown the rooms you coordinate. Click on "all" to see other rooms as well.

The **filter criteria** options (3) allow you to restrict your search based on various search criteria such as seats available (both minimum and maximum), equipment or room use type. Click on a selection option to open a selection area.

In the basic settings, the filter option "type" is opened and selected. You can write over this at any time.

You can open the other filter criteria by clicking on the arrow symbol 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 takes you back to the original window.
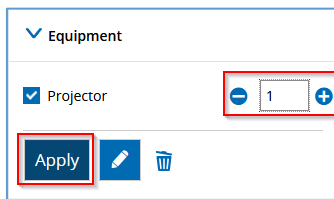
You can enter all the equipment features you require. When you are satisfied with your selection, click "Apply." You can delete the selection again by clicking on the delete icon.

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.

Under "Actions" (4) you can see the command "Reserve/request rooms." If you have selected several rooms, you can use this function to carry out your booking or room reservation for all rooms at once.

When you have selected at least one room in the list, the availability of this room on the dates you require is displayed in the "Selection" dropdown menu (5). This function is only displayed when you search for a room for an appointment series.

Under the default setting, the rooms are sorted (6) first of all according to "Availability", then "Room management (not administrated first)" and then "Room in alphabetical order." You can adjust these criteria using the dropdown list and add further criteria using the blue plus sign.

In the list of results (7) you select the room you want by putting a checkmark in the relevant box.

Search sets (Attention: This section contained some errors)

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

To create a new search set, set all the criteria to those you would like to save. Then click on "Neues Suchset hinzufügen" to add a new search set. The following screen opens:
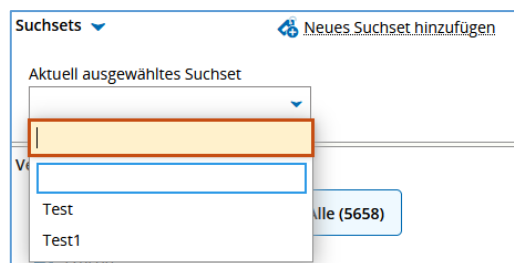

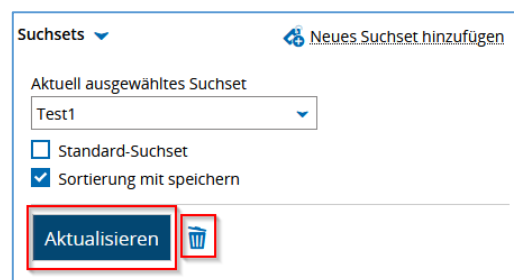Enter a descriptive name for your search set and then click "Save".

If you place a checkmark in the box for "Standard-Suchset" (standard search set), this search set is always used when you open the page. You should assign this function to one search set only.

Please do not remove the checkmark next to "Sortierung mit speichern". Removing the checkmark means you will no longer be able to open the room search. We are aware of this error and it will be solved during the next update. Please contact the Support department as soon as possible at support-exa@fau.de if you have removed this checkmark.

To access your search set again, use the blue arrow on the "Suchset" (search set) screen to expand the dropdown menu and select the search set you require:

You can edit the search set at any time by selecting it, making your changes and then clicking on "Aktualisieren" (update).

You can delete your search set by clicking on the trash can icon.

Please note that it is currently not possible to include the organizational unit and room management in a search set. We are aware of this error and the company responsible is already working on an update.

Room request

When you have found a suitable room, you can click on "Request room". If you are responsible for the room or if it can be booked freely by anyone, you can reserve it directly. If your search returns several suitable rooms, a selection box is displayed in front of each room. You can request a specific room by enabling the checkbox next to the room name and clicking "Request/reserve rooms".

	Select element	Room	Building	Organizational unit
Request room now ☐		00501.00.019	Kollegienhaus	Philosophische Fakultät und Fachbereich Theologie

An icon is displayed in the examination or course overview to indicate when a room request has been made. Clicking this icon will open a window where you can send a message to the room coordinator.

Examination date	Room / request state
Fri, 7/1/22 9:00 AM - 10:00 AM	✏️

The room coordinator will be notified automatically by email that there is a new room request in campo and they will also see this message in campo. When the room request is confirmed or rejected in campo, you will also receive an email notification from the system and a new message in the info box or under "My messages" on the start page. You can also check the status of your room request under the examination or course.

Fri, 7/1/22   00201.02.022   🚪 ✅
9:00 AM - 10:00 AM

Rejected room requests are also displayed in your messages and in the overview:

⛔

If you would like to reserve a room that is not available at the time you have chosen, you will receive an error message if you start the request via the checkbox and the function "Reserve/request rooms" (green button). If you would still like to place a request for the room, you must click the door icon instead of the checkbox. The room coordinator will then receive a message and can decide whether or not to reserve the room for you on the requested date.