Editing rooms for building managers

General information

Building managers can search for rooms and edit room equipment in campo. As a building manager, you can access 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 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 ‘Management’ menu under ‘Rooms and buildings’ by clicking ‘Search for rooms’.

This takes you to the room search screen where you can specify a range of criteria to find a suitable room.
For more search options, click on ‘Advanced 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. The results of your search query are shown when you click ‘Search’.

You can return to editing the room by clicking the pencil icon.
Editing rooms

You can also edit rooms via the menu path ‘Management’, ‘Rooms and Buildings’, ‘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 greyed 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.
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.

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.