Guidelines for room coordinators
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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 fulfill 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 Universitätsgymnasium 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.

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 ‘Management’ menu under ‘Rooms and buildings’ by clicking ‘Advanced room search’.

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

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 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’.

You can access the room allocation plan by clicking the calendar icon or the name of the room.
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, you can change the time or show Saturdays and Sundays by expanding the ‘General settings’ with the blue arrow.

Another helpful setting is showing the lecturer or instructor responsible for the course.
At the bottom of the room allocation plan, there is a key showing the colours used for bookings.

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

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 e-mail 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 e-mail programme.

Managing room requests

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

You can access the room request management screen from the ‘Management’ menu under ‘Rooms and buildings’ then ‘Room request management’ by clicking ‘Manage room requests’.

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.

In the default configuration you can access a number of filter criteria that you can customise 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 customising the number of hits, categories and sorting. There are a number of options for sorting your results. In order to be able to see which room request was made first in the case of parallel requests, group the request by room and change the sort order to “Oldest request first”.

You can access the filter criteria settings (4) by clicking ‘Edit filter criteria’
You can save the filter criteria settings by clicking ‘Save filter criteria’ (5). Enter a descriptive name for your filter settings and then click ‘Save’.

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 ‘Fulfill room request’ and the red X icon to ‘Reject room request’. Once you have fulfilled 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.

You can assign the room by clicking on the door icon under ‘Actions’. 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 ‘Fulfill room request’ and ‘Reject room request’ buttons. This procedure is helpful if you would like to fulfill or reject several requests at the same time.

My managed rooms

You can view a list of all the rooms assigned to you from the ‘Management’ menu under ‘Rooms and buildings’ then ‘Room request management’ by clicking ‘My managed 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.

If you are no longer responsible for a room or a room is missing from the list, 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’.

<table>
<thead>
<tr>
<th>Name of group</th>
<th>Assigned rooms</th>
<th>Also responsible room administrators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zentrale Raumverwaltung Referat GS</td>
<td><img src="image" alt="List of FAMOS keys" /></td>
<td>No other room administrators assigned</td>
</tr>
</tbody>
</table>