
Room Scheduling Users Guide

UCONN HEALTH

Parking Transportation
and Event Services

Room Scheduling Users Guide

All conference room scheduling requests are processed through our online system. FOAPAL coding must be provided at the time of the request. For those customers who do not have FOAPAL coding to provide, please call x2127 to discuss your scheduling needs.

If a room reservation needs to be canceled, please contact the Parking Transportation & Event Services at RoomScheduling@uchc.edu. If the room reservation included a setup, the reservation MUST be canceled at least 24 hours prior to the setup time or the setup fee will still be charged.

PLEASE NOTE: Due to constraints with parking availability during the various construction phases, any request that will require parking spaces for outside attendees (regardless of the # of spaces required) MUST be approved by Parking Administration. The online request form has been updated and now requires all requestors to indicate the number of attendees, and any additional parking requirements. This information MUST be completed for all reservation requests. **NO EVENT IS CONFIRMED UNTIL A PARKING DIRECTIVE HAS BEEN DETERMINED AND A RESERVATION CONFIRMATION HAS BEEN RECEIVED BY THE REQUESTOR.**

ADVANCE RESERVATIONS DURING CONSTRUCTION PERIODS:

Due to the unpredictability of construction schedules, we are currently not confirming room reservations in advance of 2 months prior to the event date for most events. Exceptions to this guideline *may* be made in circumstances where outside speakers or large events are being requested.

Currently **all** events that are for an **outside group** will undergo an additional approval process before a reservation is confirmed.

Questions?

✉ **Email** Room Scheduling at: RoomScheduling@uchc.edu

or

☎ **Call** Parking Transportation and Event Services at: ext. 2127

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To check room availability and reserve a room:

Users can check room availability and make room reservation requests via the Social View web application. Social View currently includes both common rooms managed by Parking Transportation and Event Services, as well as classrooms managed by the Office of Medical Education.

The link to Social View is: <http://www.netsimplicity.net/UConnHealth/socialview/TimeLine.aspx>

The initial view in Social View defaults to all rooms and will look like this:

The screenshot displays the MRM (Medical Resource Manager) interface. At the top, it says "MRM" and "Please click here to submit a request." Below this, there are navigation tabs for "Day", "Week", "Month", and "TimeLine". The current view is "TimeLine" for "Monday, June 03, 2013". On the left, there is a calendar for "June 2013" and a sidebar with "Locations", "Filters", and "Color Legend". The main area is a grid with classrooms listed on the y-axis (Classroom.A through Classroom.S) and time slots on the x-axis (8:00 AM to 7:00 PM). Reservations are shown as colored bars within the grid cells. For example, Classroom.A and Classroom.B have "Family Medicine MAX (6:30 AM - 3:00 PM)" reservations. Classroom.H, I, N, P, and Q have "OS3 CONF" reservations. Classroom.K has a "PCM 1 Final Review Meeting (11:00 AM - 2:00)" reservation. Classroom.M has "Dr. Bigazzi's" and Classroom.R has "CMDA (12:00)" reservations.

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To change your view to rooms managed by Parking Transportation and Event Services, click on the arrow by the word Filters located on the left side under the monthly calendar. The box will expand to show two filter drop-down boxes.

MRM
[Please click here to submit a request.](#)

The screenshot displays the MRM room scheduling interface. At the top, there are navigation options for Day, Week, Month, and TimeLine. Below this is a monthly calendar for June 2013, with the 3rd of June highlighted. The main area is a grid showing room reservations for Monday, June 03, 2013, from 8:00 AM to 7:00 PM. The grid is organized by room (Classroom.A through Classroom.S) on the y-axis and time on the x-axis. A red arrow points to the 'Filters' menu on the left side of the interface. The 'Filters' menu is expanded, showing two drop-down boxes: '[All Resources]' and '[All Reservations]'. The 'Color Legend' menu is also visible below the filters. The bottom of the screen shows a taskbar with 'Done', 'Internet', and '100%' zoom level.

Room	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
Classroom.A	Family Medicine MAX (6:30 AM - 3:00 PM)											
Classroom.B	Family Medicine MAX (6:30 AM - 3:00 PM)											
Classroom.A/B												
Classroom.C												
Classroom.D												
Classroom.F												
Classroom.E/F	USMLE1 Prep with Faculty a											
Classroom.G												
Classroom.H	OS3 CONF (8:00 AM - 10:00 AM)	OS3 CONF (10:00 AM - 12:00 PM)										
Classroom.I	OS3 CONF (8:00 AM - 10:00 AM)	OS3 CONF (10:00 AM - 12:00 PM)										
Classroom.N	OS3 CONF (8:00 AM - 10:00 AM)	OS3 CONF (10:00 AM - 12:00 PM)										
Classroom.P	OS3 CONF (8:00 AM - 10:00 AM)	OS3 CONF (10:00 AM - 12:00 PM)										
Classroom.Q	OS3 CONF (8:00 AM - 10:00 AM)	OS3 CONF (10:00 AM - 12:00 PM)	Inpatient Medicine Didacts (12:00 PM - 4:00 PM)									
Classroom.K			PCM 1 Final Review Meeting (11:00 AM - 2:00 PM)									
Classroom.M					Dr. Bigazzi's							
Classroom.O												
Classroom.R												
Classroom.S												

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The option for the first drop down box defaults to “All Resources”, change this option to “Room Scheduling Managed Rooms”. The screen will refresh to include only those rooms scheduled by the Room Scheduling area.

MRM
[Please click here to submit a request.](#)

Done Internet 100%

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Conference rooms and auditoriums will be listed on the screen along with any events already booked in the space.

To change the date displayed, select a new date from the left side calendar.

To review room amenities, hover over the name of the room until a pop-up box appears. This pop-up box will list:

- Room capacity (**Please note** – Room Capacity is maximum capacity based on a Theater Style setup; Capacity varies depending on the setup style requested).
- Amenities including microphones, computers, podiums, projectors, etc. which are **permanently** installed in the room
- A thumbnail size floor plan picture, and a link to a room floor plan in adobe .pdf format

The screenshot displays the MRM (Meeting Room Manager) interface. At the top, it says "MRM" and "Please click here to submit a request." Below this is a navigation bar with "Day", "Week", "Month", and "TimeLine" views. The main area shows a calendar for June 2013, with a grid of time slots from 8:00 AM to 7:00 PM. A red arrow points to a specific event in the 10:00 AM - 7:30 PM slot. To the left, there is a sidebar with "Locations", "Filters", "Room Scheduling Man", "[All Reservations]", and "Color Legend". Below the sidebar, a pop-up box for the "Onyiuke Dining Room" is visible, showing details such as "Capacity: 55", "Room Setup Fee: Standard \$500", and "Room \$50p/hr". The "Room Amenities" section lists "Podium w/networked pc", "microphone", "projector", and "laptop connection". A "Link to Floorplan" section shows a thumbnail image of the room's floor plan. The bottom of the screen shows a taskbar with "Done", "Internet", and "100%" zoom level.

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To request a room reservation, click on the “Please click here to submit a request” link at the top of the page.

The screenshot displays the MRM (Meeting Room Manager) interface. At the top, there is a navigation bar with "MRM" and a link "Please click here to submit a request." with a red arrow pointing to it. Below this is a calendar view for June 2013, showing a grid of days from Sunday to Saturday. The grid is populated with room reservations, including "Deans Symposium On Quality Improvement Q1 Poster Session and Dinner (10:00 AM - 7:30 PM)" and "Deans Symposium for Quality Improvement and Patient Safety (10:00 AM - 7:30 PM)". A sidebar on the left contains navigation options like "Locations", "Filters", and "Room Scheduling Man". The bottom of the screenshot shows a browser window with "Done" and "Internet" status.

The Request Meeting form will open:

The screenshot shows the "Request Meeting" form in the MRM system. The form is titled "Request Meeting" and includes the MRM logo. It contains several sections for inputting meeting details: "Meeting Start" and "Meeting End" (both set to 5/22/2013), "Location" (Uconn Facilities), "Meeting Title", "Room Requested", "Room Preference", "Recurring Meeting" (checkbox), "Reservation Type", "Requester Name", "Requester Phone #", "Requester Email", "Sponsoring Department", "Attendees" (with checkboxes for UCHC Student, UCHC Staf, UCHC Physician, and Outside Attendee), "Comments/Special Instruction", "FOAPAL Coding" (Fund, Organization, Program, Account, % of Total, Fund 2, Organization 2, Program 2, % of Total 2, Fund 3, Organization 3, Program 3, % of Total 3), "Room Setup Type", "Number of Tables", "Number of Chairs", "Will food or refreshments be served?" (checkboxes for N, Y), "NOTE IF Y please include serving tables in table count above", "How many extra waste containers are required?" (checkbox), and "Visible on Social View" (checkbox). At the bottom, there are "Help", "Close Window", and "Send Request" buttons. The browser window at the bottom shows "Done" and "Internet" status.

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Complete the Request Meeting form with all required information:

- **Meeting Start Date & Time** – *NOTE:* if your meeting requires a room setup, one hour of setup time will automatically be added to the room reservation to facilitate this setup.
- **Meeting End Date & Time**
- **Location** – *FOR OFFICE USE ONLY*
- **Meeting Title** – a descriptive name for the event
- **Room Requested** – select from drop down list
- **Room Preference** – *FOR OFFICE USE ONLY*
- **Recurring Meeting** – check if recurring meeting, if not recurring leave unchecked
- **Recurrence Dates** – if recurring meeting, list the dates of reoccurrence.
- **Reservation Type** – *FOR OFFICE USE ONLY*
- **Comments/Special Instructions** – any misc. information regarding the request, i.e. parking arrangements already made, setup questions, etc.
- **Requester Name** – name of the person who will be the primary contact for the event
- **Requester Phone #**
- **Requester email address** – the email address where all correspondence regarding the event will be sent
- **Sponsoring Department** – department which is sponsoring the event and which owns the FOAPAL coding being entered with request.
- **Host (If different from Requester)**
- **# Attending** – this is the total number of people attending including speakers, students, etc.
- **Attendees are:** (*NOTE:* this is breakdown of the # attending, and should equate to the # entered above as # Attending.)
 - **UCHC Students**
 - **UCHC Staff**
 - **UCHC Physicians**
 - **Outside Attendees**
- **Number of additional parking spaces required for Outside Attendees** – the number of parking spaces which will be required for outside attendees. Any request requiring parking for outside attendees will undergo an additional approval requirement. Once a parking determination has been made, an email will go out to the event organizer. The event organizer is responsible for notifying the attendees of where they are to park.
- **Room Setup Type** – choose from standard styles, or non-standard style (diagram must be sent to RoomScheduling@uchc.edu if selecting non-standard style)

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- **If room setup is required:**
 - **Number of Tables**
 - **Number of Chairs**
- **Will food or refreshments be served?** No or Yes
- **How many extra waste containers are required?**
- **FOAPAL Coding** (*NOTE: You can enter up to 3 different FOAPAL accounts.*)
 - **Fund**
 - **Organization**
 - **Program**
 - **% of Total**
- **Visible on Social View**— *FOR OFFICE USE ONLY*

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Once all fields are completed, click on the Send Request button at the bottom of the screen to submit the request.

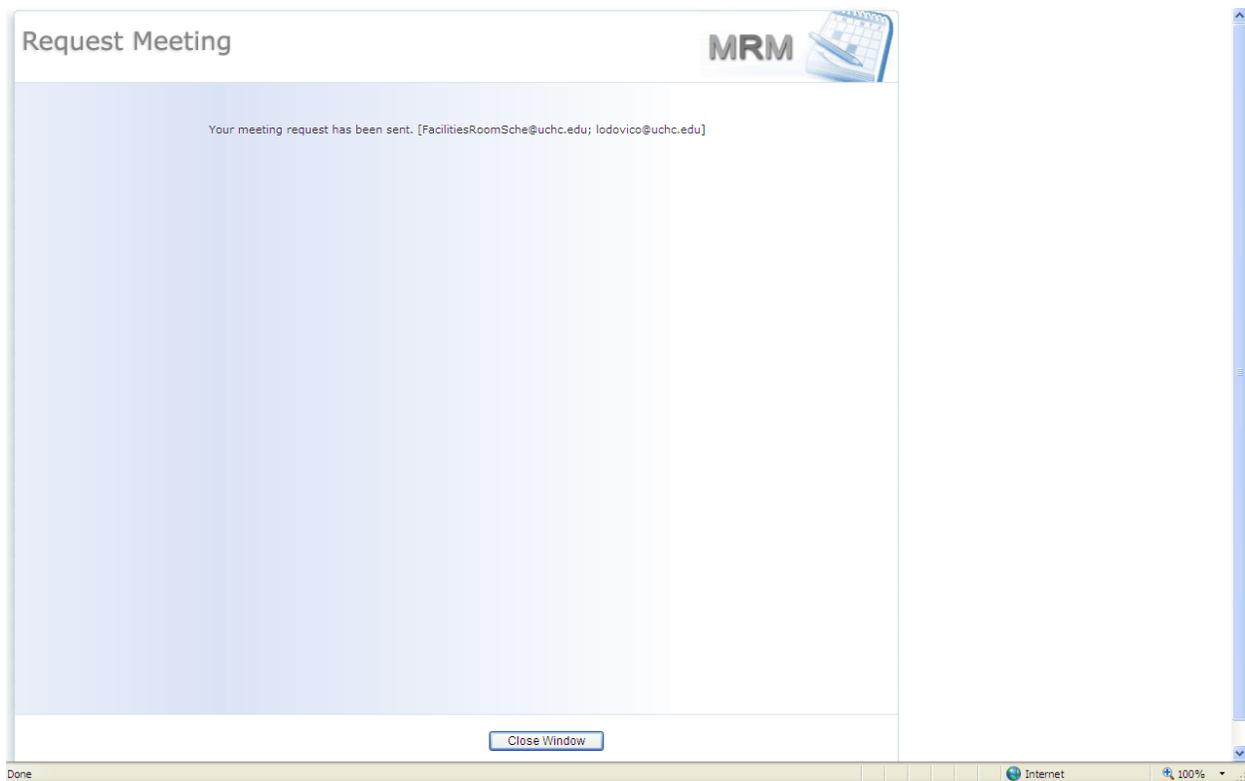
The screenshot shows the 'Request Meeting' form in the MRM system. The form is titled 'Request Meeting' and has the MRM logo in the top right corner. The form contains the following fields and options:

- Meeting Start: 5/22/2013, 8:00:00 AM
- Meeting End: 5/22/2013, 8:00:00 PM
- Location: Uconn Facilities
- Meeting Title: [Text Field]
- Room Requested: [Dropdown]
- Room Preference: [Text Field]
- Recurring Meeting:
- Recurrence Date: [Text Field]
- Reservation Type: [Dropdown]
- Requester Name: [Text Field]
- Requester Phone #: [Text Field]
- Requester Email: [Text Field]
- Sponsoring Department: [Text Field]
- # Attending: [Text Field]
- Comments/Special Instruction: [Text Area]
- Hos: (If different from Requester) [Text Field]
- Attendees Are:
 - UHC Student:
 - UHC Staf:
 - UHC Physician:
 - Outside Attendee:
- Number of additional parking spaces required for Outside Attendees:
- Room Setup Type: [Dropdown]
- If room setup is required:
 - Number of Tables:
 - Number of Chairs:
- Will food or refreshments be served? N Y NOTE IF Y please include serving tables in table count above
- How many extra waste containers are required?
- Visible on Social View:

At the bottom of the form, there are three buttons: 'Help', 'Close Window', and 'Send Request'. A red arrow points to the 'Send Request' button.

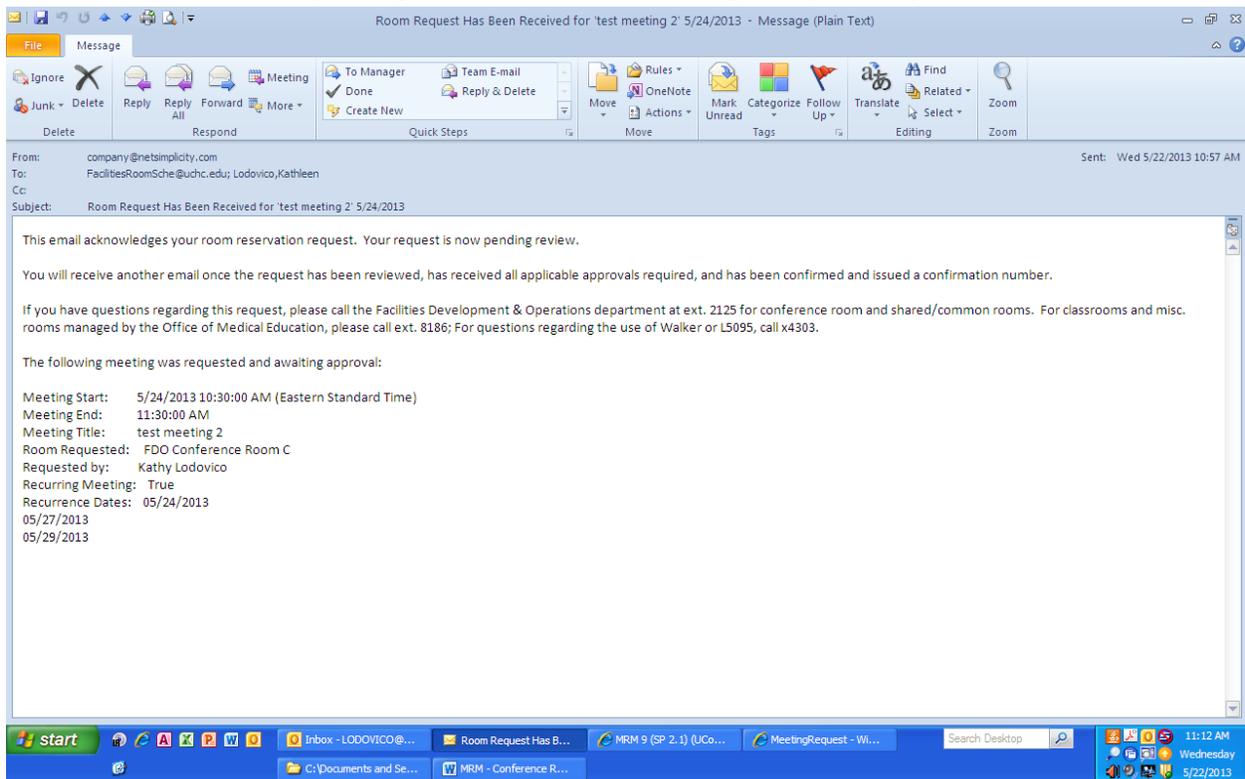
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After clicking on the Send Request button, you will be brought to an acknowledgement screen which will state that your meeting request has been sent.



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You will also receive a system generated email indicating that your request has been received.



PLEASE NOTE: This email is an acknowledgement that you have made a room request. The room reservation **IS NOT CONFIRMED** yet. All reservation requests are reviewed by the Room Scheduler. Any requests that require additional approvals (i.e. outside groups, or parking needs for outside guests) are routed for those approvals. Once all required approvals are secured, then a confirmation email will be sent. No reservation is confirmed until a confirmation has been issued.

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PARKING NOTE:

If your request includes Outside Attendees who will require parking – you will receive a system generated email indicating what the outcome is of your parking request. This email will include information on where the individuals are required to park for the event, as well as any charges that will be assessed for parking. The event organizer is responsible for notifying the attendees of where they are to park.

SETUP CHARGE NOTE:

If your request includes a room setup – you will receive a system generated email indicating what type of setup was requested.

- If the setup is one of our standard setups (i.e. – Theater Style, U-Shape, Herringbone, Open Square, Breakout Session, or Conference Style) you will be charged a flat \$50 setup fee.
- If the request is for a non-standard style the setup will be billed at a rate of \$50 per hour for setup & breakdown – minimum 1 hour.

ADMINISTRATIVE FEE:

Effective immediately, all room reservation requests will incur a \$5.00 Administrative fee. The Administrative fee will be in addition to any room setup charges for the event request. This fee will be assessed per meeting. Outside groups who do not have FOAPAL coding to provide will be direct billed this fee, along with any setup charges incurred.

This Administrative fee will help to offset the Health Center's room scheduling and common room maintenance costs.