

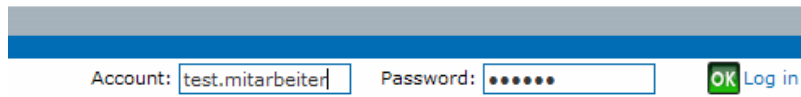


## Instruction for roombooking in CampusNet

Department IT / Department Student Affairs – Last updated: 12.08.09

## Step 1: Login to CampusNet

- URL: <http://study.hhl.de>
- Login by use of network username and network password



Account:  Password:


- Welcome screen appears after successful login

Name: TEST MITARBEITER on: 10.08.2009 on: 12:48

**Welcome, Mr MITARBEITER!**

Activities for: 10.08.2009

### Today's Events:

 Schedule

There are no appointments scheduled!

### Incoming messages:


 Archive

You have no new messages!

## Step 2: Searching for rooms

- Via Service > Rooms > Search Rooms.
- Enter search parameters as needed; submit the form by clicking on „Search“.

### Search room

Search criteria	
Site	<All>  Refresh building list
Building	<All>
Room type	<All>
Seats From	<input type="text"/>
To	<input type="text"/>
Base area From	<input type="text"/>
To	<input type="text"/>
Disabled access	<input type="checkbox"/>
Appointment type	Single appointment
Date from	<input type="text"/> 09.09.09
To	<input type="text"/> 09.09.09 (DD.MM.YY)
Time from	<input type="text"/> 10:00
To	<input type="text"/> 10:30 (HH:MM)
Duration (minutes)	<input type="text"/>
Org-unit	<All>
Equipment	
<input type="button" value="Rese"/> <input type="button" value="Search"/>	
<input type="button" value="Select"/>	

## Step 2: Searching for rooms

- Notes:
  - Please enter „Start time“ AND „End time“.
  - Please do not change the default value for „Org-unit“ [=<all>].

## Step 2: Searching for rooms

- Optional: Extended search with more criteria via section Equipment (Button: „Select“).

### Required equipment

Equipment	Required (number)
Beistelltisch	<input type="text"/>
Bestuhlung - Holz	<input type="checkbox"/>
Bestuhlung - Plastik	<input type="checkbox"/>
Bestuhlung - Polster	<input type="checkbox"/>
DVD - und Videoplayer	<input type="text"/>
Drucker	<input type="text"/>

Buttons: Close, Save and close, Save

- Submit via „Search“.
- **Note: Result list contains available resources, only. Therefore, there is no need to check the calendars / room lists before starting a search.**

## Step 3: Booking request

- Open room details (column „Room“) within result list.

Search result				
Location	Site	Building	Room	Description
Leipzig	Jahnallee	Main Building HHL	Inner Courtyard	Inner Courtyr
Leipzig	Jahnallee	Main Building HHL	KT2	KT2
Leipzig	Jahnallee	Main Building HHL	PC Lab 2	PC Lab 2
Leipzig	Jahnallee	Main Building HHL	PC Lab 3	PC Lab 3

- Start requesting a room via button „Request room“.

### Room details PC Lab 2

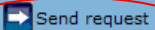

Room	
Name	PC Lab 2
External code	



## Step 3: Booking request


- Complete and submit the form via „Send request“.

### Room booking

Request room	
 	
Appointment name	<input type="text" value="Schulung CampusNet"/>
Requested by	TEST MITARBEITER
Date	<input type="text" value="09.09.09"/> (DD.MM.YY)
Time from   to	<input type="text" value="10:00"/>   <input type="text" value="10:30"/> (HH:MM)
Room	PC Lab 2
Description	PC Lab 2

- Confirmation after submitting.

### Room booking

Booking request saved

Your booking request was saved and forwarded to the person in charge. You will be notified via internal mail when the room is booked. If for some reason the booking request is denied, you will also be informed.

## Step 3: Booking request

- Notes:
  - Confirmation means „Request will be processed“ and does not mean „Room already booked“!
  - In case of requesting a room for couple of days, you will have to repeat the whole procedure several times (one day = booking request).

## Step 4: Confirmation

- Steps:
  - Checking by staff responsible.
  - Confirmation option 1:
    - After login in inside section „Incoming messages“

**Welcome, Mr MITARBEITER!**

Activities for: 10.08.2009

Today's Events:				
Schedule				
There are no appointments scheduled!				
Incoming messages:				
Archive				
Date	Time	Sender	Subject	Action
10.08.2009	13:05	Franka Storz	Room booking confirmed	Delete

- Booking visible via Service > Rooms

09:30
09:45
10:00
10:15
10:30
10:45
11:00

10:00 - Schulung CampusNet

## Schritt 4: Bestätigung der Raumbuchungsanfrage

- Bestätigung Option 2:
  - Nach Einloggen sichtbar unter „Incoming messages“
  - Zusätzlich: Weiterleitung der Bestätigung an HHL-Mailkonto  
Voraussetzungen: Option „Forward messages to uni.mail-account?“ im Menü Service > Personal Data gesetzt UND Adresse im Feld „Unimail“ gültig.

## Step 4: Denial

- Steps:
  - Checking by staff responsible
  - Denial option 1:
    - After login in inside section „Incoming messages“.

Today's Events:					
There are no appointments scheduled!					Schedule

Incoming messages:					
Date	Time	Sender	Subject	Action	
10.08.2009	13:10	Franka Storzer	Room booking not accomplished	Delete	Archive

- Denial option 2:
  - After login in inside section „Incoming messages“.
- Additionally: Forwarding to HHL E-Mail  
Prerequisites: Option „Forward messages to uni.mail-account?“ within Service > Personal Data AND valid address for „Unimail“ set.

## Frequently asked questions...

- How do I change a booking which is already confirmed?
  - You can ask for a cancellation of the booking directly via CampusNet:  
Service > Message Archive > Open the message by clicking on subject > „Answer“  
**Message for TEST MITARBEITER**

Message for TEST MITARBEITER	
	<a href="#">Close</a> <a href="#">Archive</a> <a href="#">Delete</a> <a href="#">Answer</a>
From :	Stefan Kaudelka
Arrived:	11.08.2009 - 14:50
Subject:	Room booking confirmed
Text:	The following room was booked for you: Noch eine tolle CampusNet-Schulung; Room PC Lab 2; Date 09.09.2009 [11:00 -11:30]

- Why are the fields „Date“, „Time from“, „Time to“ empty when I am clicking on „Request room“?
  - This is already identified as „being not perfectly solved“ and should be corrected soon.