

FIRST INDICO WORKSHOP

27-29 MAY 2013 CERN



Room Booking

Alberto Resco Pérez

MAIN FEATURES



Event management

Lectures

Meetings

Conferences



Room Booking



Collaborative tools

ROOM BOOKING

What is it?



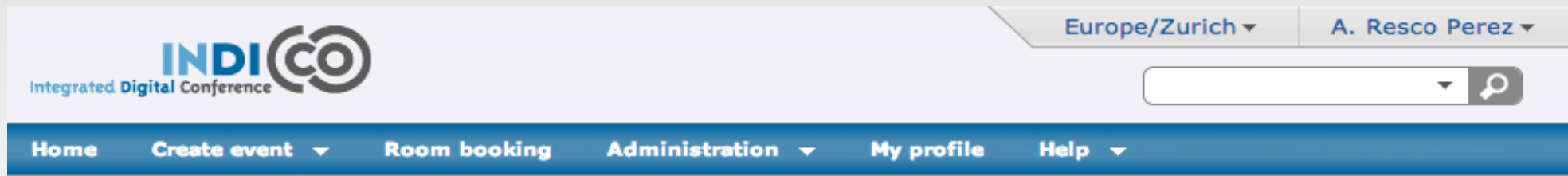
It is an integrated room booking system, extensible, and currently used at CERN

Indico Meetings take place in rooms

Also not Indico Meetings

ACCESS TO ROOM BOOKING

Link at the top menu bar



WHAT WE CAN DO

Different functionalities



Book a room



Search rooms



Map



Calendar



Display bookings



Block rooms

BOOKING A ROOM



BOOKING A ROOM

Types of rooms

- Public rooms
- Public rooms with confirmation
- Private rooms

Types of bookings

- Single day
- Repeat daily
- Repeat once every 1/2/3 weeks
- Repeat every month

BOOKING A ROOM

3-step workflow:



> Specify search criteria



> Select available period



> Confirm reservation

Specify Search Criteria Select Available Period Confirm Reservation

Choose rooms

Search: name, number, location Select: All None Show advanced

- ☐ CERN 2-1-034
16
- ☐ CERN 2-R-030
30
- ☐ CERN 3-R-002
0

Specify Search Criteria

Select Available Period

Confirm Reservation

Legend:

Available

Booked

Conflict

PRE-Booking

Conflict with PRE-Booking

Concurrent PRE-Bookings

Being Booked For

User RESCO PEREZ, Alberto Search ?

E-mail alberto.resco.perez@cern.ch ?

Telephone +41227662611 ?

Reason

☐ I will use video-conf. equipment (please only check that which you need) ?

☐ I will use video-conf. system

- ☐ Built-in (MCU) Bridge
- ☐ Vidyo

Assistance ☐ Request assistance for the startup of the videoconference session. This support is usually performed remotely.
☐ Request assistance for the startup of your meeting. A technician will be physically present 10 to 15 minutes before the event to help you start up the room equipment (microphone, projector, etc)

Book ☐ Skip conflicting dates ?

Booking time from 8:30 to 17:30

0:00 8:30 17:30 23:59

Search

MAP

List all the rooms for a site



Book a Room

Map of rooms

Calendar

View My Bookings

My bookings

My PRE-bookings

Bookings in my rooms

PRE-bookings in my rooms

Search bookings

Room Blocking

Block rooms

My blockings

Blockings for my rooms

View Rooms

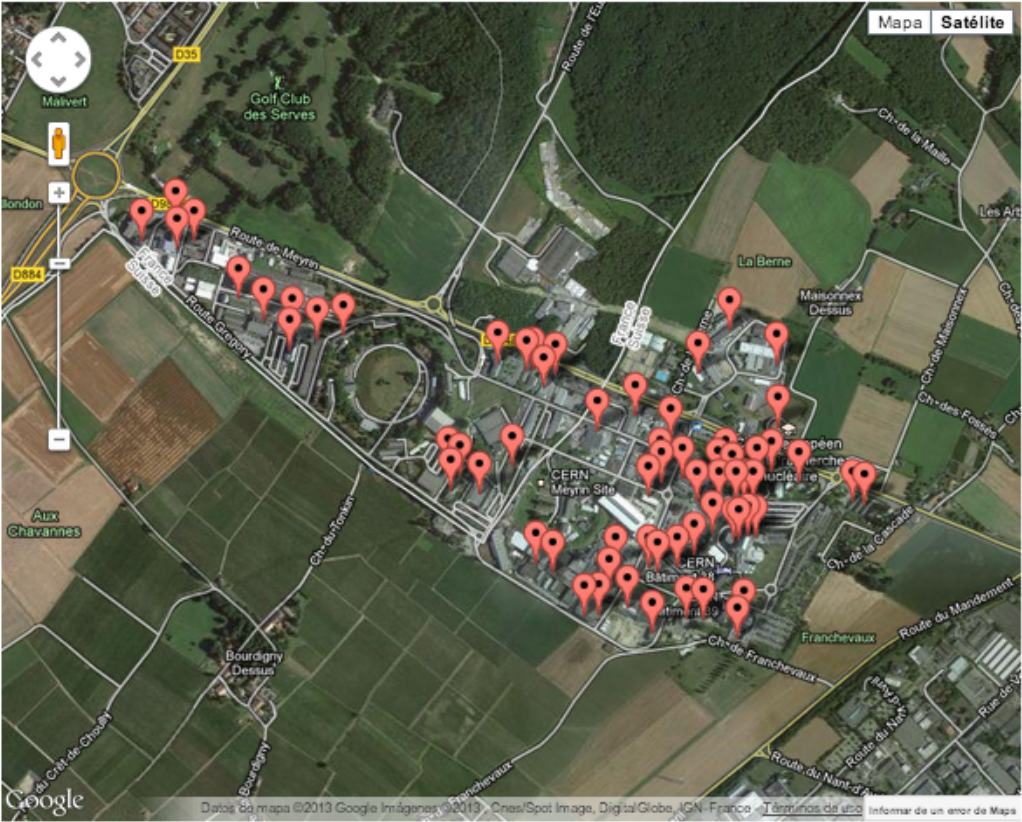
Search rooms

My rooms

Administration

Administration

Meyrin (173) | PREVESSIN (27) | POINT 1 (12) | POINT 2 (2) | POINT 5 (2) | POINT 6 (2) | POINT 8 (3)



Mapa | **Satélite**

Search criteria:

Building

☐ Around the building

Floor

Description

Min. capacity

☐ Video conference

☐ Webcast/Recording

☐ Only public rooms

☐ Auto confirm

☐ Only mine

☒ Is active

☐ Is available:

From

To

Hours -

Type

Total 209 room(s) / 83 building(s)

MAP

We can filter inside the map

Being Booked For

User

RESCO PEREZ, Alberto

Search

?

E-mail

alberto.resco.perez@cern.ch

?

Telephone

+41227662611

?

Reason

?

I will use video-conf. equipment (please only check that which you need)

☐

?

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Book

☐ Skip conflicting dates

?

Google

Datos do mapa ©2013 Google Imágenes ©2013, Cnes/Spot Image, DigitalGlobe, IGN, France - Términos do uso Informar de un error de Maps

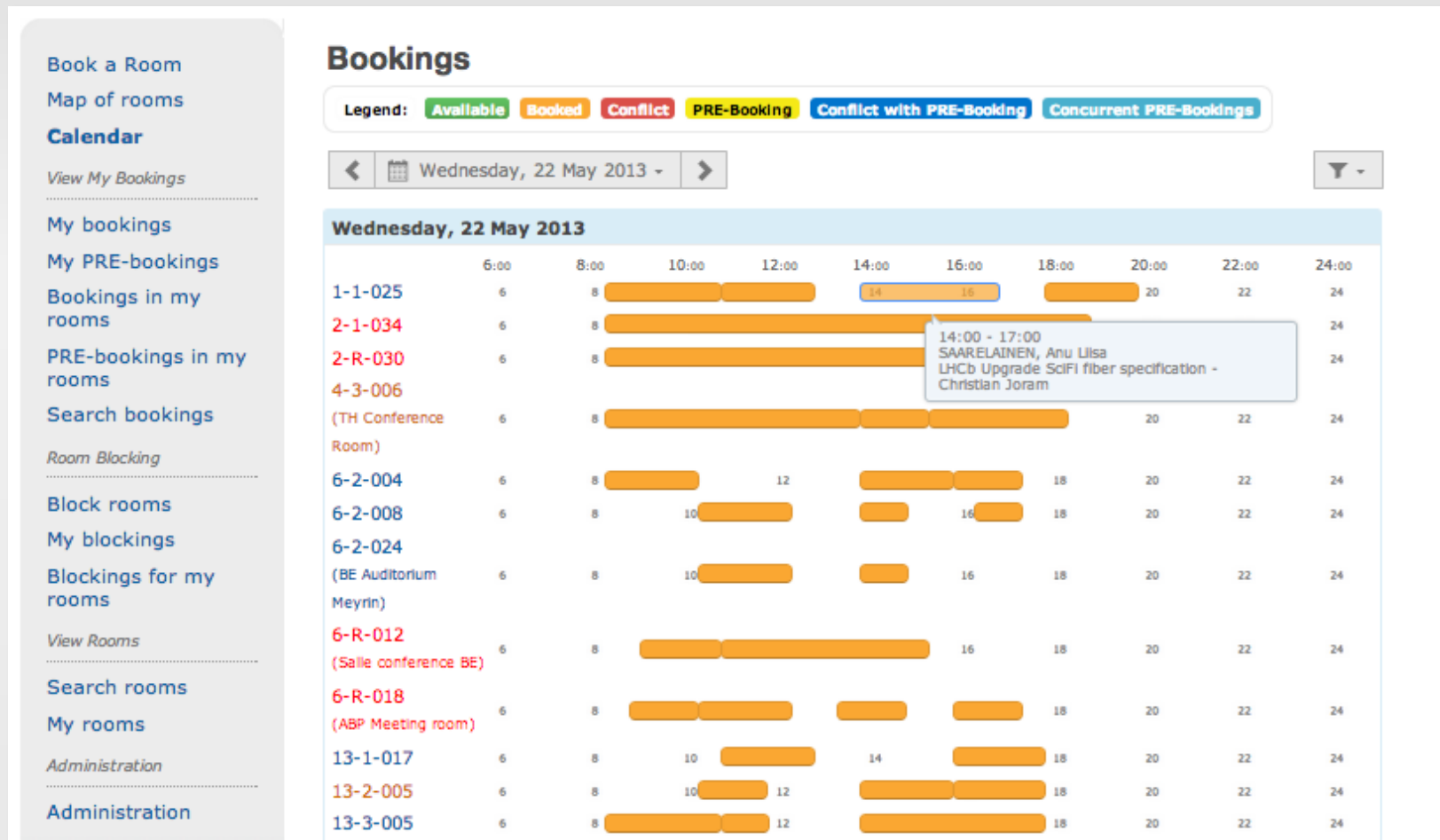
DISPLAY BOOKINGS



CALENDAR



All the bookings for a period for all the rooms



My bookings | Bookings in my rooms | Search bookings

Search Bookings

Legend: Available Booked Conflict PRE-Booking Conflict with PRE-Booking Concurrent PRE-Bookings

Wednesday, 22 May 2013 -> Wednesday, 29 May 2013 -



Wednesday, 22 May 2013

	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00
1-1-025	6	8						20	22	24
2-1-034	6	8						20	22	24

Thursday, 23 May 2013

	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00
1-1-025	6	8		12		18		20	22	24
2-1-034	6	8						20	22	24

Friday, 24 May 2013

	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00
1-1-025	6	8						20	22	24
2-1-034	6	8						20	22	24

DISPLAY PRE-BOOKINGS

My PRE-Bookings | PRE-Bookings in my rooms

My PRE-Bookings

Legend: Available Booked Conflict PRE-Booking Conflict with PRE-Booking Concurrent PRE-Bookings


[< previous period](#) Thursday, 23 May 2013 -> Thursday, 30 May 2013 [next period >](#)
[change period](#)

Thursday, 23 May 2013

	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00	
4-3-006 (TH Theory Conference Room)	6	8			12	14	16	18	20	22	24

[< previous period](#) Thursday, 23 May 2013 -> Thursday, 30 May 2013 [next period >](#)

[Hide room booking summary](#)

Room 	Reason / For whom	Date	Hours	
4-3-006 (TH Theory Conference Room)	dsadasd ABAD RODRIGUEZ, Andres	23/05/2013	08:30 12:00	Show

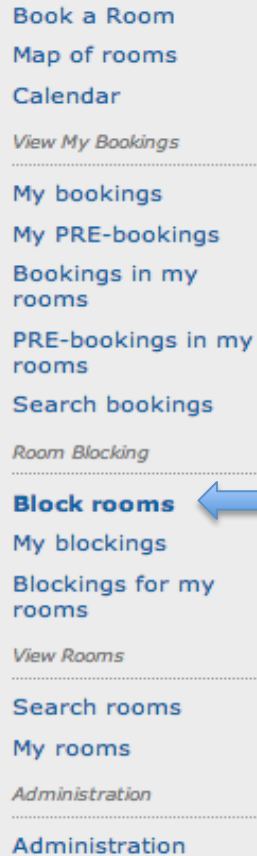
ROOM BOOKING



BLOCKING A ROOM



BLOCKING A ROOM



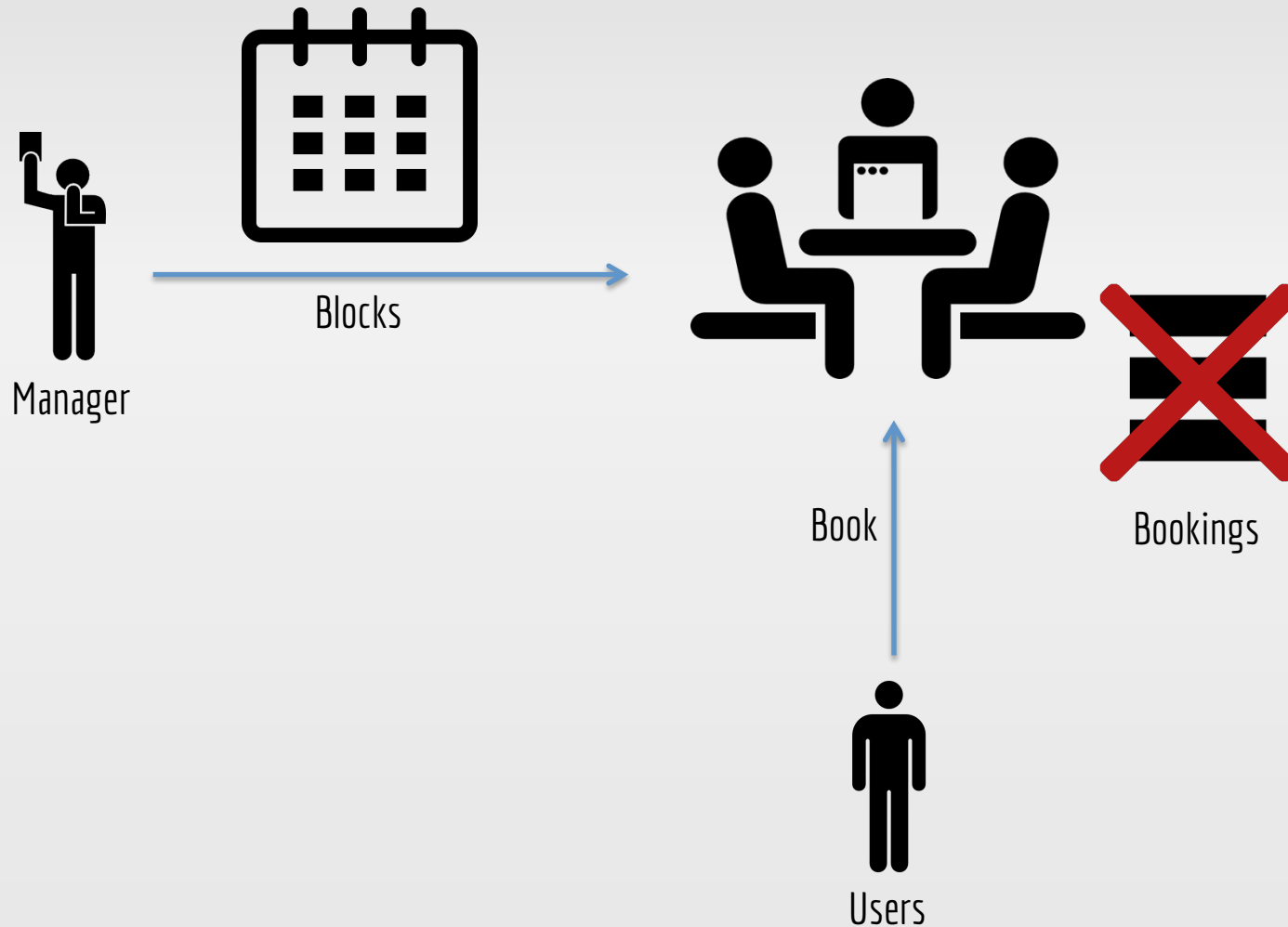
Book a Room
Map of rooms
Calendar
View My Bookings
My bookings
My PRE-bookings
Bookings in my rooms
PRE-bookings in my rooms
Search bookings
Room Blocking
Block rooms
My blockings
Blockings for my rooms
View Rooms
Search rooms
My rooms
Administration
Administration

Blocking a room means cancel the existing bookings and not allow bookings during a period for a room.

This may happen because there is an important conference:

- Restrict the bookings in that room
- To a specific set of users

BLOCKING A ROOM



BLOCKING A ROOM

List of bookings for a period

Availability for 1-1-025

([show 3 months preview](#))

Legend: Available Booked Conflict PRE-Booking Conflict with PRE-Booking Concurrent PRE-Bookings

Date	6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00
24/05/2013	6	8					18	20	22	24
25/05/2013	6	8					18	20	22	24
26/05/2013	6	8					18	20	22	24
27/05/2013	6	8					18	20	22	24
28/05/2013	6	8					18	20	22	24
29/05/2013	6	8					18	20	22	24
30/05/2013	6	8					18	20	22	24
31/05/2013	6	8					18	20	22	24

BLOCKING A ROOM

We choose the period to block

Period

Choose the start date

◀

May

↕

2013

↕

▶

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Choose the end date

◀

May

↕

2013


↕

▶

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

BLOCKING A ROOM

We give the reason of the blocking

Reason 

CHEP 2013 happening and we need to block the room

BLOCKING A ROOM

We choose the rooms to be blocked

Rooms 

CERN: 1-1-025 

CERN: 1-1-025 

Add Room

BLOCKING A ROOM

We choose the allowed users to book

Allowed users/groups


GUINEA, Pig

Add Indico User / Group

BLOCKING A ROOM

Blocking created

Room Blocking

When

Dates 22/05/2013 — 31/05/2013

Created

By RESCO PEREZ, Alberto

Date 22/05/2013 15:48

Reason CHEP 2013 happening and we need to block the room

Actions

[Modify](#)

[Delete](#)

Allowed users/groups

User GUINEA, Pig

Rooms

Room **State**

1-1-025 Active

QUESTIONS?



ALBERTO RESCO

<http://github.com/arescope>

 @arescope

arescope@cern.ch