

# Instructions on How to Use Self-service for Conference Room Scheduling

## SharePoint Calendar/Conference Room Scheduling

*The SharePoint calendar must be checked for availability prior to requesting a conference room.*

All Conference Room Scheduling requests are processed through our online system, FAMIS®. All requests **must** be processed through the self-service module or the event cannot be scheduled.

For those customers who do not have coding to provide, please call x2127 or x2125 to discuss your scheduling needs.

Self Service will allow you to book one event for one date for one conference room and **only 1 year out**.

Refer to the **Conference Room Reference Guide** located on our website, <http://fdo.uchc.edu>, to obtain information relating to the Conference Room "Building, Floor and Room Number".

Please follow the steps below to reserve a Conference Room.

- 1. Click on the link below to access the SharePoint calendar to view the conference room you would like to reserve and click on it.**

[http://www.uchc.edu/room\\_scheduling/index.html](http://www.uchc.edu/room_scheduling/index.html)

2. Once you have determined that the space you need to reserve is tentatively available, proceed to the FAMIS Self Service Instructions section below. \*Please note, the room is not reserved until you receive a work order confirmation number (Please allow 3 days to process).

**ARB Large Conference Room (EG-013)**

Contact Facilities Management at (860)679-2127 to reserve this room. Seating capacity is 90.

Download Room Scheduling Request Form and Instructions (PDF).

View: **Calendar**

| Sunday                           | Monday   | Tuesday   | Wednesday  | Thursday   | Friday   | Saturday                         |
|----------------------------------|--|---|--|--|--|----------------------------------|
| 26                               | 27<br>2:00 PM<br>ART + SCIENCE OF YOGA<br>5:00PM | 28<br>6:30 AM<br>CPI PATIENT<br>MANAGEMENT TRAINING<br>3:30PM W447973<br>3:30 PM<br>NURSING - NARRATIVE<br>WRITING WORKSHOP<br>8:30PM W458454 | 29<br>7:00 AM<br>NEW JDH CONSTRUCTION<br>MEETING<br>6:00 PM<br>CONNECTICUT<br>MACINTOSH CONNECTION<br>9:00PM | 30<br>7:15 AM<br>UROLOGY GRAND<br>ROUNDS 11:00AM<br>11:00 AM<br>IMMUNOLOGY SEMINAR<br>SERIES 1:30P W456525<br>4:30 PM<br>REI / IVF PT ED 8:30PM<br>W432706 | 1<br>7:00 AM<br>NEW JDH CONSTR<br>MEETING                            | 2                                |
| 3                                | 4  | 5   | 6  | 7<br>7:15 AM<br>UROLOGY GRAND<br>ROUNDS 11:00AM<br>4:30 PM<br>REI / IVF PT ED 8:30PM<br>W447979  | 8<br>11:00 AM<br>GREATER HARTFORD<br>NEPHROLOGY<br>CONFERENCE 1:00PM | 9                                |
| 10                               | 11   | 12<br>7:00 AM<br>DEPT HEAD MEETING<br>11:00AM W448074<br>1:00 PM<br>CARDIOLOGY - BEHAV.<br>HEALTH STAFF MTG<br>2:00PM                         | 13<br>10:00 AM<br>CPI PATIENT<br>MANAGEMENT TRAINING<br>8:00PM W448077                                       | 14<br>7:15 AM<br>UROLOGY GRAND<br>ROUNDS 11:00AM<br>1:00 PM<br>AYURVEDA 8:00PM   | 15<br>8:00 AM<br>AYURVEDA 8:00PM                                     | 16<br>8:00 AM<br>AYURVEDA 8:00PM |
| 17<br>8:00 AM<br>AYURVEDA 8:00PM | 18<br>6:30 AM<br>CPI PATIENT                     | 19<br>6:30 AM<br>SAFETY TRAINING  | 20<br>6:30 AM<br>SAFETY TRAINING   | 21<br>7:15 AM<br>UROLOGY GRAND   | 22   | 23                               |

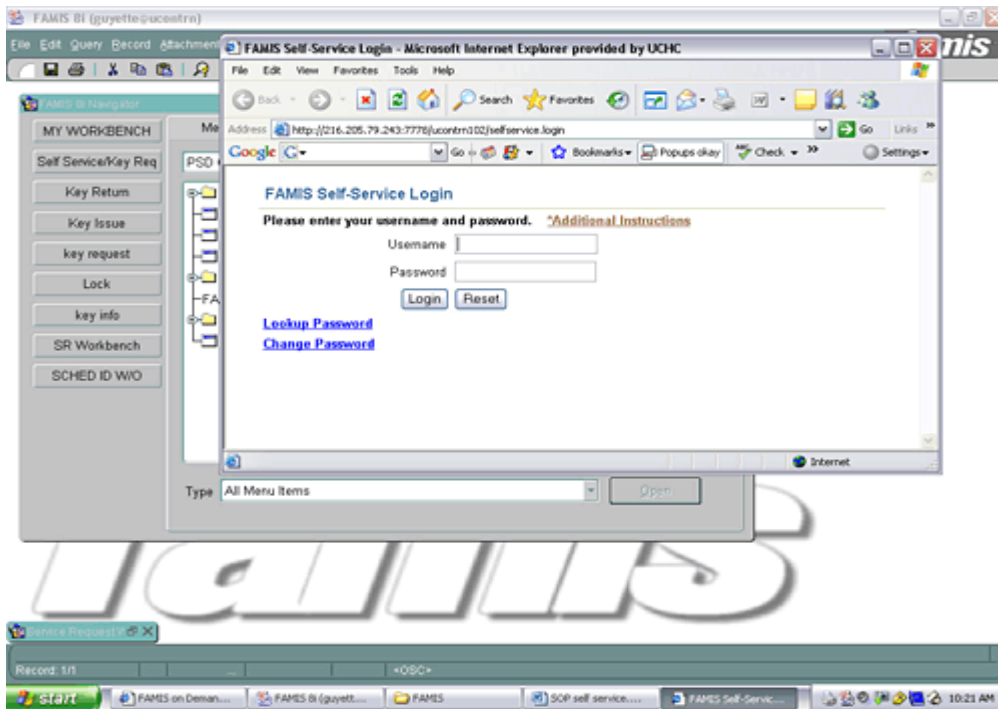
The next step is logging into FAMIS Self Service. The FAMIS Self Service link is located on our website.

For user name and password assistance, please click on the “Additional Instructions” button.

The FAMIS system is broken down as follows:

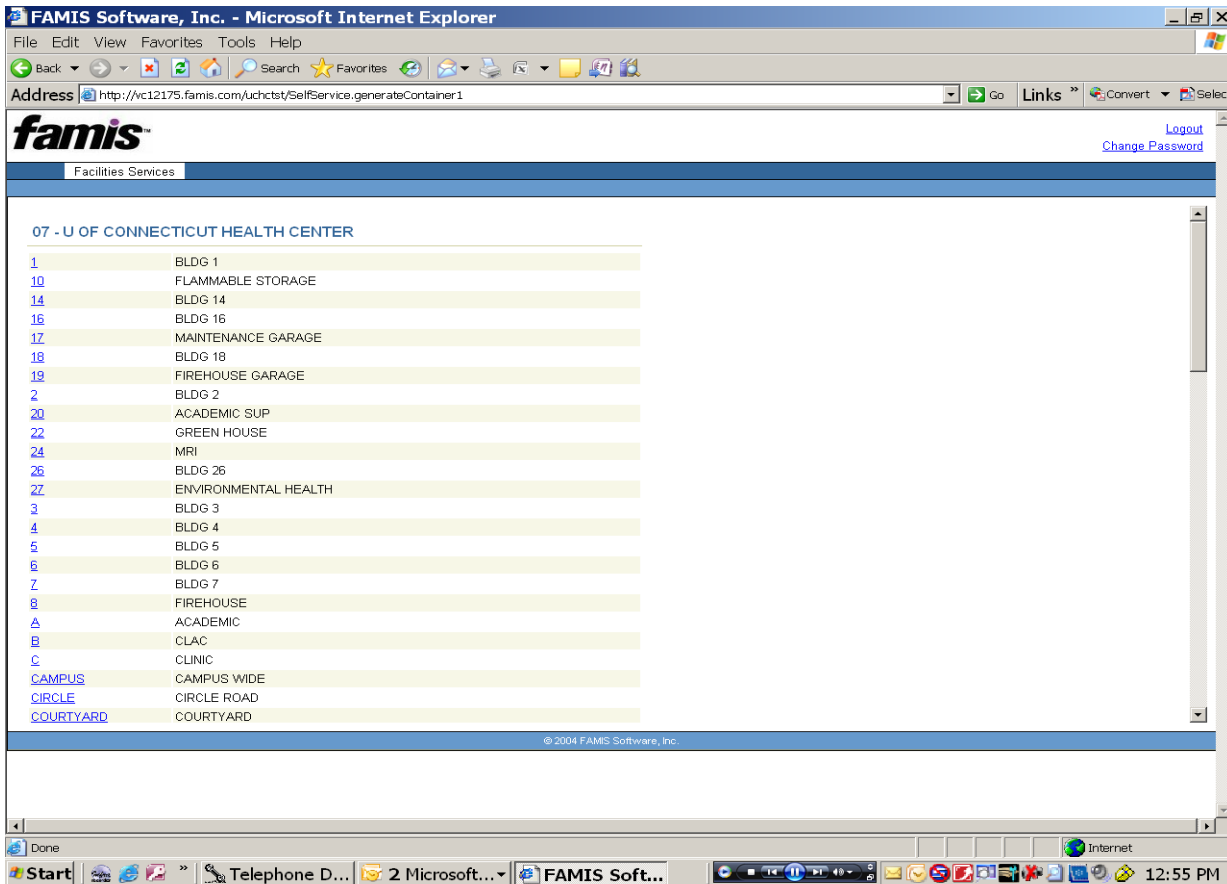
**1. Click on link to log in to self service:**

[http://ias04.accruentondemand.com:8090/fss\\_uchcprd/selfservice.login](http://ias04.accruentondemand.com:8090/fss_uchcprd/selfservice.login)

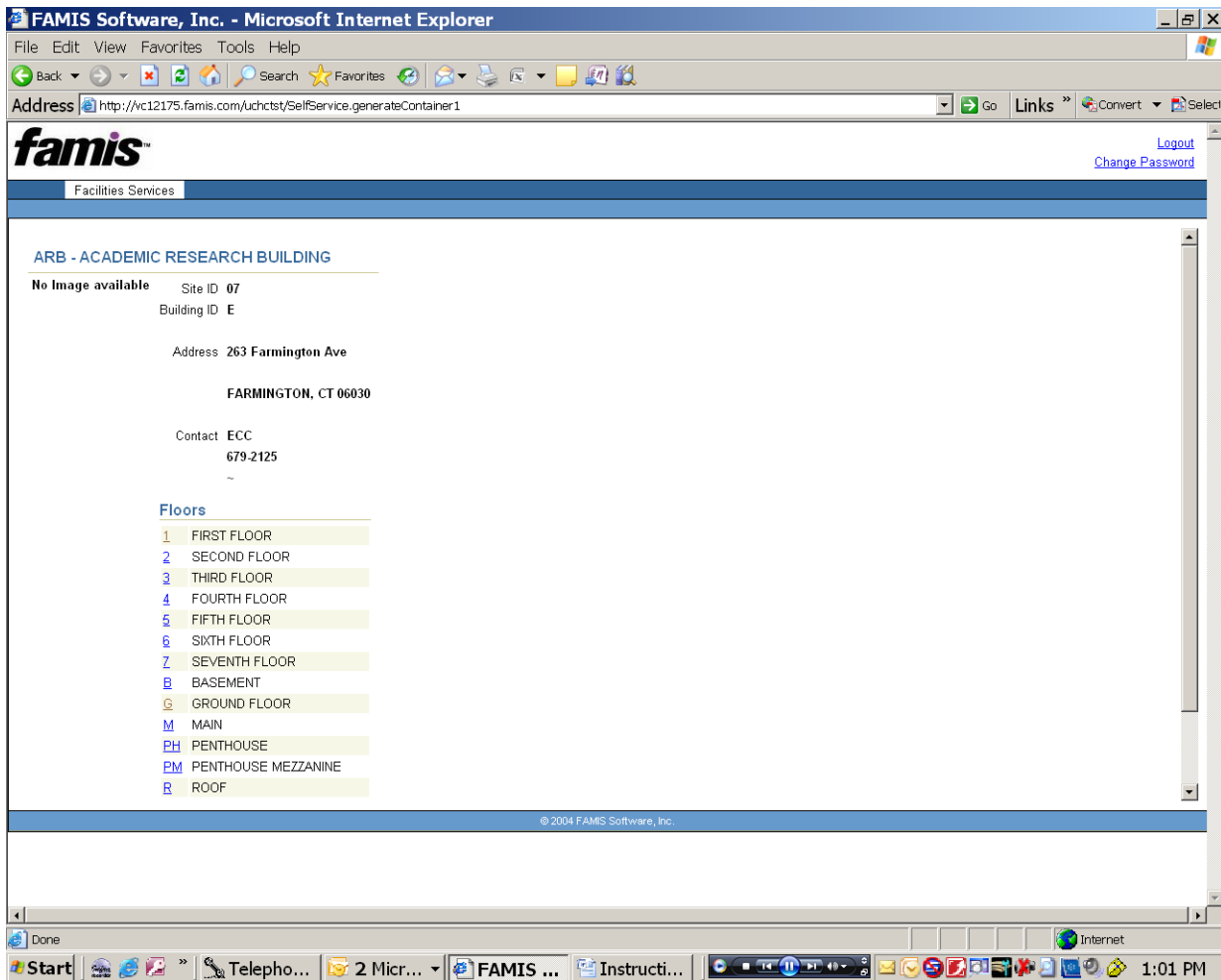


2. Scroll through the Building list to find the conference room you want to book.

Click on the number/letter to the left in blue. (Please refer to your Conference Room Reference Guide for assistance.)



3. Click on the floor that corresponds to the conference room you wish to reserve. Please refer to your Conference Room Reference Guide for assistance.



4. Select the room number to the left in blue that corresponds to the conference room you wish to reserve. Please refer to your Conference Room Reference Guide for assistance.

The screenshot shows a web browser window with the following content:

- Browser title: FAMIS Software, Inc. - Microsoft Internet Explorer
- Address bar: http://vc12175.famis.com/uchctst/SelfService.generateContainer1
- Page header: **famis** logo, [Logout](#), [Change Password](#)
- Section: Facilities Services
- Location: ARB - ACADEMIC RESEARCH BUILDING - GROUND FLOOR
- Site: 07 U OF CONNECTICUT HEALTH CENTER
- Building: E ARB - ACADEMIC RESEARCH BUILDING
- Floor: G GROUND FLOOR
- Section: Rooms
- Room list (room numbers are in blue):
  - EG001 011-LOBBIES
  - EG002 011-LOBBIES
  - EG003 011-LOBBIES
  - EG004 011-LOBBIES
  - EG005 011-LOBBIES
  - EG006 020-REST ROOM
  - EG007 020-REST ROOM
  - EG008 021-JANITOR CLOSET
  - EG012 010-CORRIDOR
  - EG013 680-MEETING ROOM
  - EG013A 685-MEETING ROOM SERVICE
  - EG013B 685-MEETING ROOM SERVICE
  - EG016 011-LOBBIES
  - EG016A 315-OFFICE SERVICE
  - EG016B 315-OFFICE SERVICE
  - EG017 255-RESEARCH LABORATORY SERVICE
  - EG018 255-RESEARCH LABORATORY SERVICE
  - EG019 255-RESEARCH LABORATORY SERVICE
  - EG020 255-RESEARCH LABORATORY SERVICE
  - EG021 255-RESEARCH LABORATORY SERVICE
  - EG022 255-RESEARCH LABORATORY SERVICE
- Footer: © 2004 FAMIS Software, Inc.

## 5. Click on Service Requests.

The screenshot shows a Windows Internet Explorer browser window displaying the FAMIS Software, Inc. website. The address bar shows the URL: <http://vc12175.famis.com/uchctst/SelfService.generateContainer1>. The page features the FAMIS logo and a navigation bar with "Facilities Services".

The main content area displays the following information:

- EG013 - 680-MEETING ROOM**
- Site 07 UCHC
- Building E ARB - ACADEMIC RESEARCH BUILDING
- Floor G GROUND FLOOR
- Room EG013 680-MEETING ROOM

**General Information**

- Assigned To
- Square Feet 1228.1681

At the bottom of this section, there are two buttons: "Service Requests" and "Key Request".

The footer of the page contains the copyright notice: © 2004 FAMIS Software, Inc.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., Facilities Managem..., Instructions on How..., FAMIS Software, ...), and the system tray with the time 11:06 AM.

## 6. Click on Create Service Request.

FAMIS Software, Inc. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://vc12175.famis.com/uchctst/SelfService.generateContainer1>

**famis** [Logout](#) [Change Password](#)

Facilities Services

Display Service Requests

Search

Search   [Advanced Search](#)

Results

| Request Number | Phase | Work Order | Request Description | Status | Conv Project | Requestor | Alt Requestor | Maint Type | Site | Building | Date Entered |
|----------------|-------|------------|---------------------|--------|--------------|-----------|---------------|------------|------|----------|--------------|
|                |       |            |                     |        |              |           |               |            |      |          |              |
|                |       |            |                     |        |              |           |               |            |      |          |              |

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Start | Telephone... | Instructio... | 2 Micro... | FAMIS S... | 11:57 AM

7. Review that your information is correct and add alternate contact information if applicable.

Click Next.

FAMIS Software, Inc. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://vc12175.famis.com/uchctst/SelfService.generateContainer1> Go Links Convert Select

**famis** [Logout](#) [Change Password](#)

Facilities Services

Create Service Request: Confirm Requestor - Step 1 of 5

Confirm Requestor Select Service Enter Service Details Enter Location Review

**Requestor**

Requestor

Phone  Pager

Cell Phone  E-mail

Department  Mail Code

**Alternate Requestor**

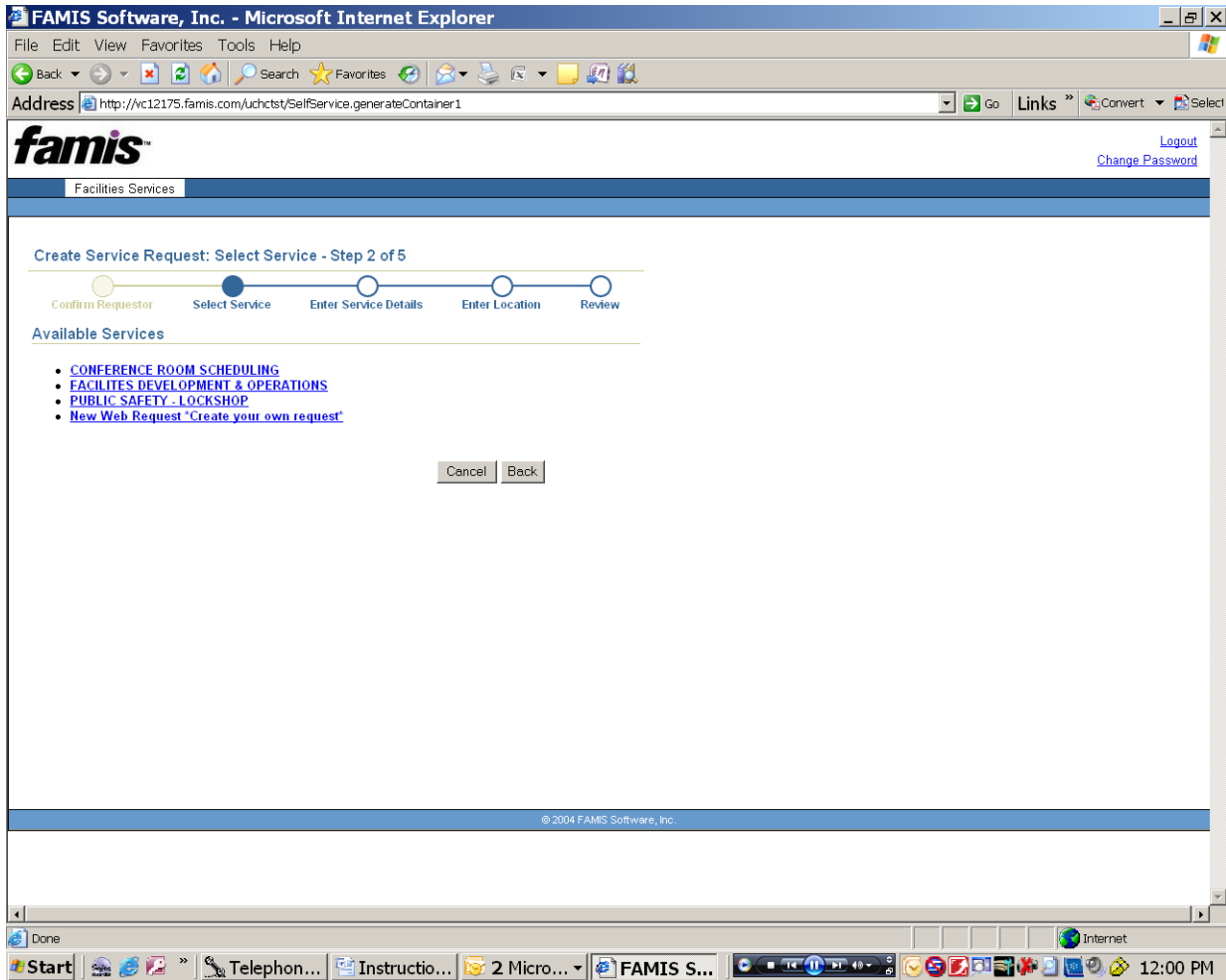
Name  Phone

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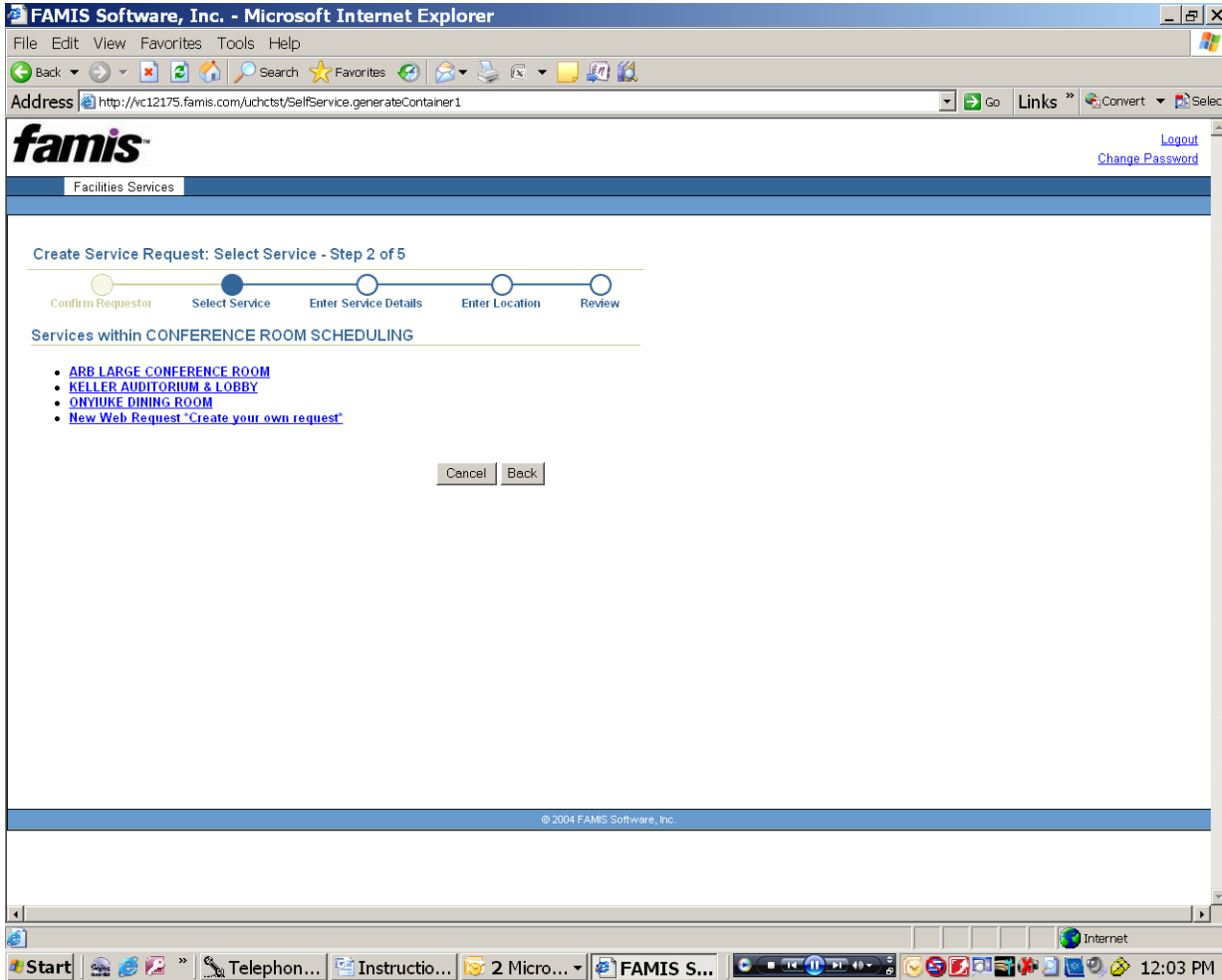
Done

Start Telephone... Instructio... 2 Micro... FAMIS S... 11:58 AM

8. Click on Conference Room Scheduling. Do not select “New Web Request”.



9. Select the conference room you wish to reserve. Do not select "New Web Request".

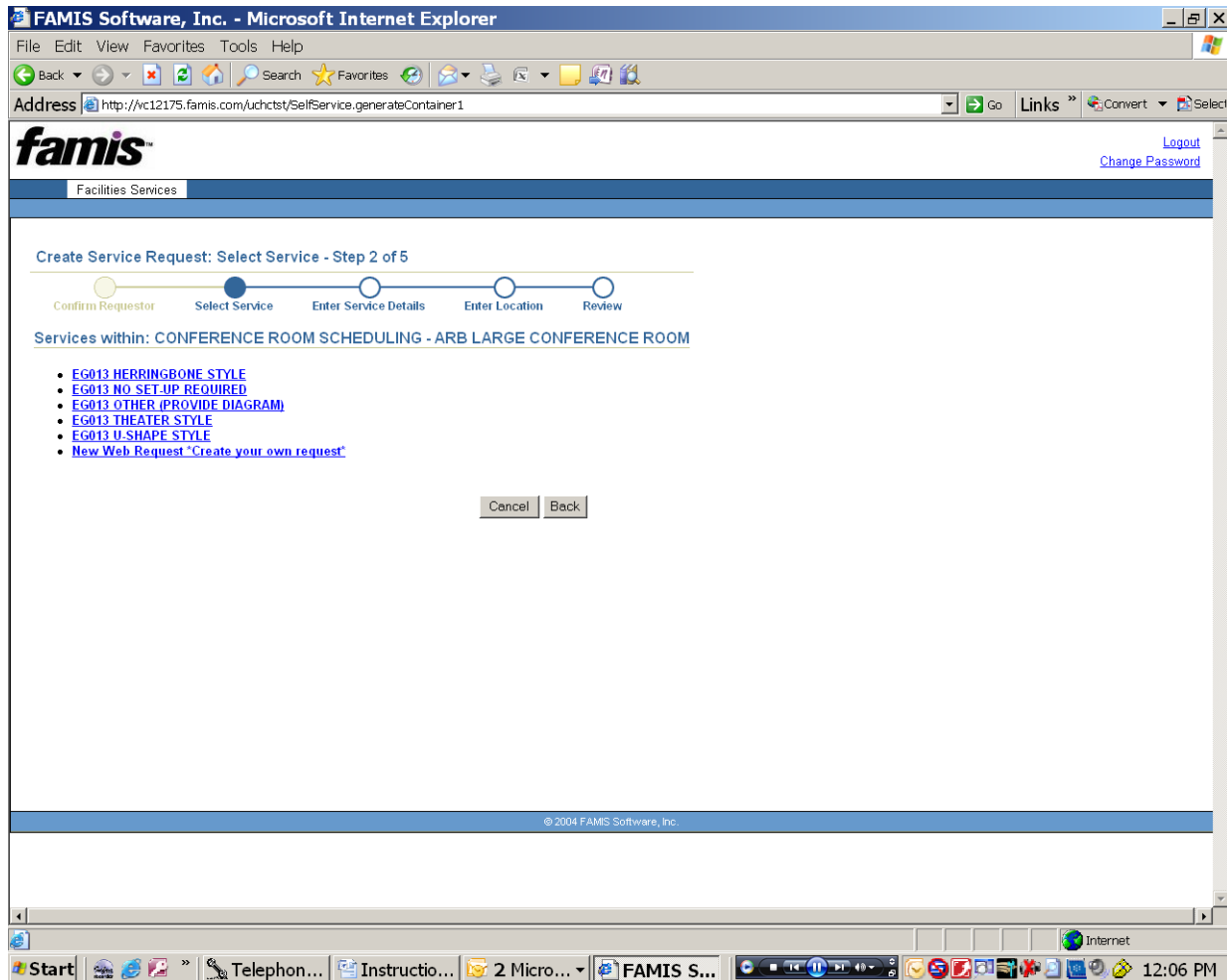


10. Click on the room set-up style you wish to have. If no set-up is required, click on NO-SET UP REQUIRED. *Please note, if you choose a set-up, you will be charged a fee.*

Visit our website to view the 3 diagrams we offer for set-up styles. Do not select “New Web Request”.

If you require a custom set-up / diagram, please select OTHER / DIAGRAM.

You will be able to upload your diagram on the last screen by clicking the “ATTACH FILE” tab on the bottom left (page 16 of the instructions).



11. Please enter your appropriate FOAPAL coding. The account will always be 72543.

At the Work Title window before the conference room name, please include the actual date of your function. **PLEASE DO NOT REMOVE WHAT IS ALREADY THERE.**

Click in window pane that contains EVENT NAME, directly below Work Title and begin to insert the required information. Please be sure to fill this section in completely to ensure a proper set-up for your event.

All outside event requests will need to be completed by the sponsoring department.

Please enter the actual date of your function in the Earliest & Latest Dates section below. The room scheduler will determine the set-up time needed for your event, please do not include it in your start/end time.

Please leave Dates/Times window field blank.

- FOR PLANNING PURPOSES, REVISIONS WILL ONLY BE CONSIDERED UNDER EXTENUATING CIRCUMSTANCE.

**Please be advised that the FOPAL headers are in the process of being renamed. (See legend below.)**

**ACCOUNT = FUND    SUBCODE = ORG    USED FOR RESEARCH = ACCT    FISCAL YEAR = PROGRAM**

The screenshot shows the FAMIS software interface in a Windows Internet Explorer browser. The page title is "FAMIS Software, Inc. - Windows Internet Explorer". The address bar shows "http://vc12175.famis.com/uchctst/SellService.generateContainer1". The browser's Favorites bar includes "FAMIS Software, Inc.", "Kronos WORKFORCE CE...", and "FAMIS Software, Inc.". The main content area is titled "Create Service Request: Enter Service Details - Step 3 of 5". A progress bar at the top shows five steps: "Confirm Requestor", "Select Service", "Enter Service Details" (current step), "Enter Location", and "Review".

The "Account" section contains a table with the following columns: "Sel", "Account\*", "Subcode\*", "Used for Research?\*", "Fiscal Year\*", and "Pct". The first row is selected, showing "100" in the "Pct" column.

The "Work Description" section includes a "Work Title" field with the value "8/28/11 ARB LARGE CONFERENCE ROOM - EG013 THEATER ST\*". Below it is a "Description of Work" text area containing the following text: "EVENT NAME: Training", "EVENT DATE: 8/28/11", "EVENT START TIME: 5:00PM", "EVENT END TIME: 9:00PM", and "OUTSIDE GROUP: YES ( ) NO ( x )". Below the text area is a note: "To preserve the text formatting, please hit 'Enter' after each line. (Limit 3000 chars)".

The "Dates/Times" section includes "Earliest Start Date" and "Latest Completion Date" fields, both set to "08/28/2011" in "mm/dd/yyyy" format. Below these is a "Dates/Times Work Cannot be Done in Location" field with a placeholder "e.g. Mon & Fri 8am - 10am".

At the bottom of the form are "Cancel", "Back", and "Next" buttons. The footer of the page reads "© 2004 FAMIS Software, Inc.". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micro..., Facilities Ma..., FAMIS Sof..., NARMSCH..., FINAL Instr...), and the system tray with the time "11:12 AM".

## 12. Click Next.

FAMIS Software, Inc. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://nc12175.famis.com/uchctstySelfService.generateContainer1> Go Links Convert Select

**famis** [Logout](#)  
[Change Password](#)

Facilities Services

Create Service Request: Enter Location - Step 4 of 5

Confirm Requestor Select Service Enter Service Details **Enter Location** Review

Site 07 Building   
Floor  Room

Cancel Back Next

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Done Internet

Start Telephone... Instructio... 2 Micro... FAMIS S... 12:24 PM

13. Review Requestor Information to verify accuracy. Click Finish.

**famis** [Logout](#) [Change Password](#)

Facilities Services

**Requestor Information**

|                    |             |                     |                     |
|--------------------|-------------|---------------------|---------------------|
| Requester Name     | WASIK,SUSAN | Requester Phone     | 4277                |
| Requester Dept     | 00680       | Requester Email     | WASIK@NSO2.UCHC.EDU |
| Alt Requester Name |             | Alt Requester Phone |                     |

**Service Description**

|                          |   |
|--------------------------|---|
| Earliest Start Date      | Latest Completion Date                              |
| Blackout Dates and Times | Work Title  |
| Description              | ARB LARGE CONFERENCE ROOM - EG013 HERRINGBONE STYLE |

EVENT NAME:  
EVENT DATE:  
EVENT TIME:  
NUMBER OF ATTENDEES:  
OUTSIDE GROUP: YES ( ) NO ( )  
# OF TABLES: / # OF CHAIRS:  
SERVING REFRESHMENTS: YES ( ) NO ( )  
EXTRA WASTE CONTAINER: YES ( ) NO ( )  
EASELS: QTY:  
HANDICAP ACCESS: YES ( ) NO ( )

**Location**

|          |    |                                |
|----------|----|--------------------------------|
| Site     | 07 | U OF CONNECTICUT HEALTH CENTER |
| Building |    |                                |
| Floor    |    |                                |
| Room     |    |                                |

Cancel Finish

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Done

Start Telephone... Instructio... 2 Micro... FAMIS S... 12:33 PM

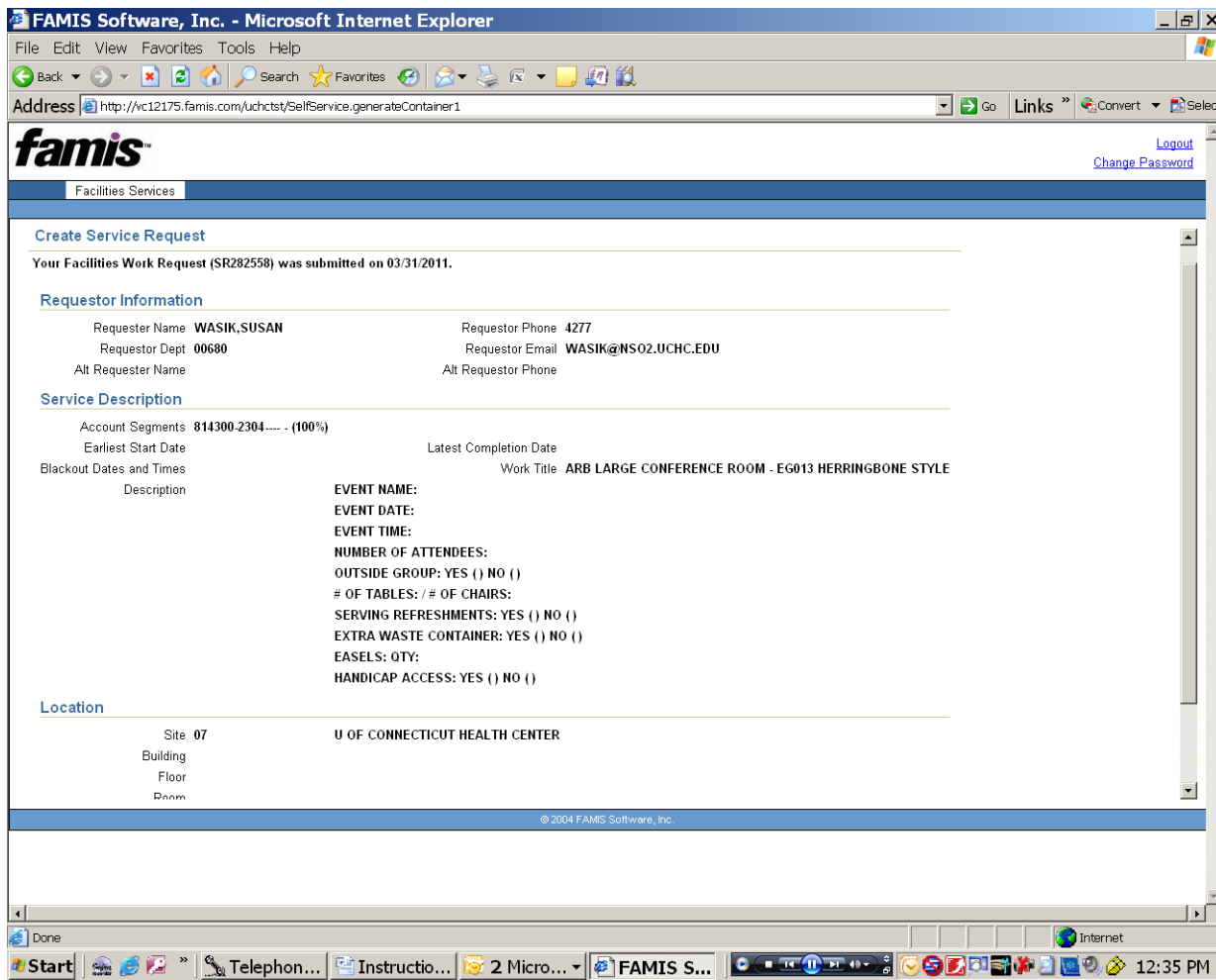
14. You have now been assigned a Service Request number.

At this point, you may also upload a diagram if you're set-up requires one. Click the "ATTACH FILE" tab in the lower left corner. Note: you will have to scan your diagram and save it to your desk top as a PDF document.

Once your request is reviewed and approved, you will then be issued a work order number as confirmation.

To print a copy for your records, highlight the entire page and then use the print icon from your web browser.

Click Exit when done.



# Frequently Asked Questions

- **How do I access the SharePoint Calendar to find out if the conference room I want to reserve is available?**
- **How do I submit a request to schedule a conference room?**
- **How do I contact Facilities Development & Operations?**
- **How do I find my FAMIS Username and Password?**
- **Where can I find the *Conference Room Reference Guide*?**
- **How many conference rooms can I reserve at one time?**
- **How many dates may I reserve on each request form?**
- **What happens if the conference room I want to reserve is already booked by another user?**
- **When will my event appear on the SharePoint Calendar?**
- **I need to rent extension cords/easels, how do I go about requesting these items?**
- **What if I make a mistake entering my information on a screen?**

## **How do I access the SharePoint Calendar to find out if the conference room I want to reserve is available?**

Go to: <https://uchcsharepoint.uchc.edu/calendars/default.aspx>

## **How do I submit a request to schedule a conference room?**

Go to: <http://vc12175.famis.com/uchcprd/selfservice.login>

## **How do I contact Facilities Development & Operations?**

The Facilities Development & Operations room scheduler can be reached from 8:00AM to 4:00PM, Monday through Friday, with the exception of holidays.

Phone: 860-679-2127

Fax: 860-679-8710

Email: [Vinton@uchc.edu](mailto:Vinton@uchc.edu)

## **How do I find my FAMIS Username and Password?**

Contact Public Safety at 860-679-2511 to obtain this information.

## **Where can I find the *Conference Room Reference Guide*?**

On the Facilities Development & Operations website.

## **How many conference rooms can I reserve at one time?**

One room per request.

## **How many dates may I reserve on each request form?**

One date per request.

## What happens if the conference room I want to reserve is already booked by another user?

Locate another conference room the fits your needs.

## When will my event appear on the SharePoint Calendar?

Once your request has been reviewed, approved and confirmed.

## I need to rent extension cords/easels, how do I go about requesting these items?

On this screen:

The screenshot shows a web browser window titled "FAMIS Software, Inc. - Microsoft Internet Explorer". The address bar shows the URL: <http://vc12175.famis.com/uchctst/SelfService.generateContainer1>. The page content includes the FAMIS logo and a navigation bar for "Facilities Services". The main heading is "Create Service Request: Enter Service Details - Step 3 of 5". A progress bar indicates the current step: "Enter Service Details" (highlighted in blue), with previous steps "Confirm Requestor" and "Select Service", and subsequent steps "Enter Location" and "Review".

**Account**

| Sel                              | Account* | Subcode* | Pct |
|----------------------------------|----------|----------|-----|
| <input checked="" type="radio"/> |          |          |     |
| <input type="radio"/>            |          |          |     |
| <input type="radio"/>            |          |          |     |

**Work Description**

Work Title: ARB LARGE CONFERENCE ROOM - EG013 HERRINGBONE STYL\*

Description of Work: EVENT NAME:  
EVENT DATE:  
EVENT TIME:  
NUMBER OF ATTENDEES:  
OUTSIDE GROUP: YES ( ) NO ( )

To preserve the text formatting, please hit "Enter" after each line. (Limit 3000 chars)

Earliest Start Date:  mm/dd/yyyy

Latest Completion Date:  mm/dd/yyyy

Dates/Times Work Cannot be Done in Location:  e.g. Mon & Fri 8am - 10am

Buttons: Cancel, Back, Next

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## What if I make a mistake entering my information on a screen?

You can use your back arrow to get you back to the appropriate screen where you can make your correction.

## CONFERENCE ROOM REFERENCE GUIDE

| <u>CONFERENCE ROOM NAME</u>                          | <u>BUILDING</u> | <u>FLOOR</u> | <u>ROOM #</u> | <u>CAPACITY</u> |
|--|-----------------|--------------|---------------|-----------------|
| HR TRAINING ROOM -MUNSON RD(SEATING FOR 60)          | P               | 4TH          | P4002         | 60              |
| KELLER LOBBY (NO VENDORS)                            | C               | Ground       | CG131         |                 |
| KELLER AUDITORIUM (NO VENDORS)                       | C               | Ground       | CG099         | 285             |
| *MASSEY AUDITORIUM                                   | A               | Ground       | AG058         | 139/156         |
| *PATTERSON AUDITORIUM                                | A               | Ground       | AG042         | 139/156         |
| REAR SECTION OF CAFÉ                                 | F               | Main         | FM017         | 50              |
| CAFETERIA LOBBY (NO SET-UPS ALLOWED)**               | F               | Main         | FM015         | 2 TABLES        |
| ONYIUKE DINING ROOM (MAX CAP 50 W/TABLES)            | F               | Main         | FM002         | 55              |
| ACADEMIC LOBBY (NO VENDORS ALLOWED)**                | A               | Ground       | AG043         |                 |
| CENTER COURTYARD-OUTDOOR(SETUP FOOD ONLY NO SEATING) | COURTYARD       |              |               |                 |
| FACILITIES DEVELOPMENT & OPERATIONS CONF RM A        | L               | Sub Basement | LSB004        | 15              |
| ARB SEMINAR ROOM LARGE (MAX CAP 90 W/O TABLES)***    | E               | Ground       | EG013         | 90              |
| ARB SEMINAR ROOM SMALL (MAX CAP 48 NO SET-UP)***     | E               | Ground       | EG052         | 48              |
| MARB LOBBY/CAFETERIA                                 | N               | 1st          | N1001         | 76              |
| MUNSON ROAD CAFÉ                                     | P               | 4th          | P4060         | 128             |

\* DURING THE ACADEMIC YR, AVAILABLE ONLY AFTER 5PM & W/ENDS

\*\* MAXIMUM CAPACITY SUBJECT TO FIRE MARSHAL APPROVAL

\*\*\* THE LAURA & MARK YELLIN CONFERENCE CENTER

EXAMPLE OF ROOM # P4002

1ST POSITION IS LOCATION P MUNSON RD  
2ND POSITION IS THE FLOOR 4TH (COULD ALSO BE SB-SUB BASEMENT)

3RD / 4TH POSITION IS THE ROOM #

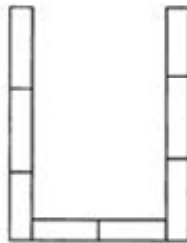
# ROOM SET-UP STYLES

## THEATER STYLE SEATING (CHAIRS ONLY)



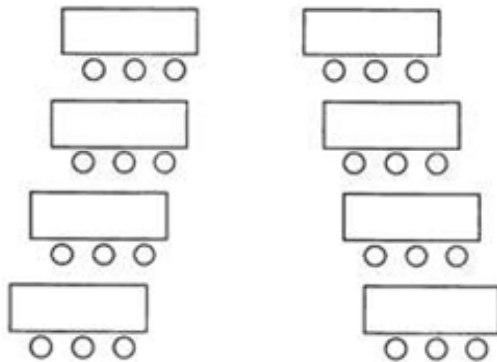
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## U-SHAPE OF TABLES (WITH OR WITHOUT CHAIRS)



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## HERRINGBONE OF TABLES & CHAIRS



- ◆ these are the 3 basic set up styles we offer
- ◆ the number of tables and chairs can vary depending on the location used
- ◆ if the style you require varies from the above, please provide a diagram with your room scheduling request form