

## Instructions for the

# Temporary use of „shared equipment“ as a booking system for room occupancy

The reservation system "shared equipment" is usually used at the UZH for the booking of equipment. During the phase of reduced research operations, it can also be used for planning the occupancy of laboratories and offices with a reduced number of workplaces. Instructions for using the reservation system are described in the following chapters. The last chapter explains the procedure for temporarily adding rooms to the booking system.

The booking system for room occupancy is intended solely to support the efficient allocation of limited workplace capacities. For reasons of its fast availability, it could not be adapted to special requirements. For example, it does not check whether the maximal number of reservations for a room has already been reached. Also, it does not restrict the user's view to rooms assigned to his or her unit.

## Log in

The address for the booking system for room occupancy is

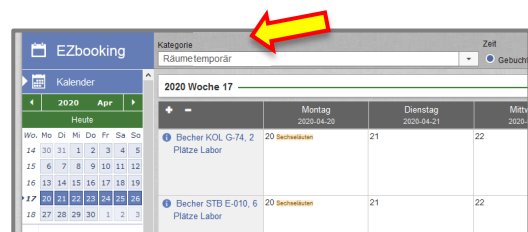
<https://www.sharedequipment.uzh.ch/>

In contrast to the individual logins for equipment reservations and the room pool Irchel, there is a uniform login for the use of the booking system for room occupancy for all users.

User name: corona  
Password: uzh



All rooms temporarily entered for occupancy planning are listed under the category "Temporary rooms". Every user who logs in with the uniform login (see above) can therefore view the calendar of each room.



EZbooking							Kategorie	Zeit
							Räume temporär	Gebucht
2020 Woche 17								
	Montag	Dienstag	Mittw					
Wo.	2020-04-20	2020-04-21	2020-04-22					
14	30	31	1	2	3	4	5	
15	6	7	8	9	10	11	12	
16	13	14	15	16	17	18	19	
17	20	21	22	23	24	25	26	
18	27	28	29	30	1	2	3	

Rooms are named according to the following rule:

- Last name of the group leader\_ initial of the first name
- Building abbreviation room designation
- Number of permitted workplaces (valid for the reduced research operation)
- Room type (laboratory or office)

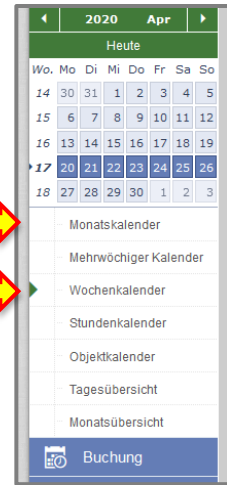
A fictive example room for the group of Hans Meier at Irchel is therefore referred to as Meier\_H; Y34 H-20; 2 places; lab



### Calendar views and searches

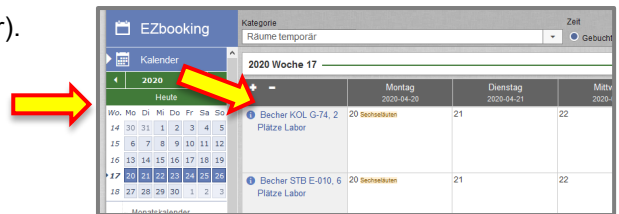
After logging in, you can choose from various calendar views in the menu bar on the left. The most useful views are:

- The weekly calendar: shows **all rooms** for one week
- The monthly calendar: shows **a single room** for several weeks



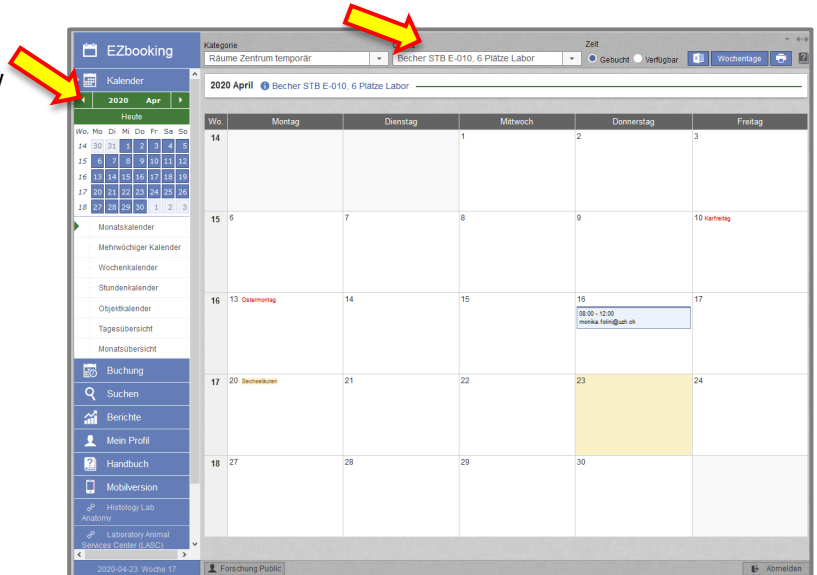
### Weekly calendar

Select a week in the calendar window (left menu bar). Rooms are listed left of the dates of Mondays. They are sorted alphabetically by the surnames of the group leaders and can be scrolled.



### Monthly calendar

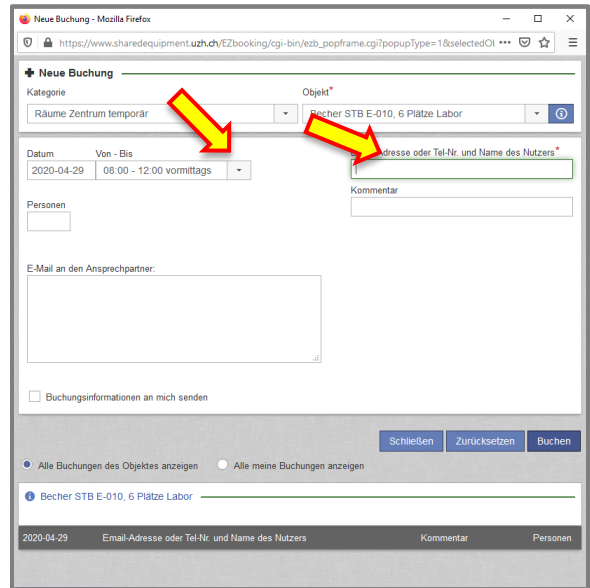
Select a month in the calendar window (left menu bar) and a room.



**Reservation of a workplace**

Procedure

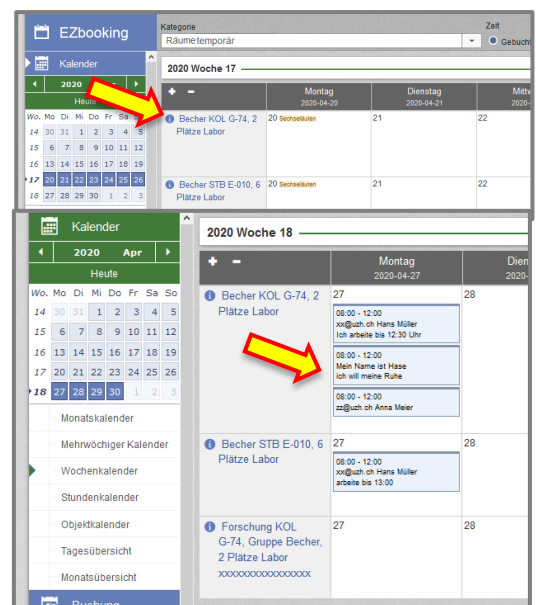
1. Select the calendar type and the room
2. Check whether there is still free capacity at the desired time (compare the bookings with the indicated capacity in the room designation)
3. In the weekly calendar, click on the day of the room you would like to book. In the monthly calendar, just click on the day of your choice. The window "New bookings" will open. Then open the drop-down menu "From – To". Four time windows are available:
  - 00:00 – 08:00
  - 08:00 – 12:00
  - 13:00 – 17:00
  - 17:00 – 24:00
4. Enter your email address or phone number and your name in the corresponding field. The "Comments" field is available for messages to other users of the same room, e.g. if you will not use the room for the entire length of the time window. (All other fields in the booking window are not relevant for reservation of workplaces.)
5. Complete your booking by pressing the "Book" button.



In the opened booking window you can change both, the date and the room (in the "Object" field). In such cases, however, you must ensure that there is still sufficient capacity available in the room.

To be noted

- Once reservations have been booked, they can only be deleted or changed by the contact persons. You can find the contact person for the booked room by clicking on the information symbol next to the room name (see example weekly calendar).
- **In the temporary solution for room occupancy, the booking system does not check,**
  - if the maximal occupancy specified in the room designation has already been reached at a given time,
  - if you are authorized to reserve these rooms,
  - if email address, phone number or name are correct.





- In contrast to shared equipment, the booking system for room reservation does not send you a confirmation for your reservation.
  
- **Remain fair and act on your own responsibility:**
  - Inform your contact person if you will not use a reserved room. Someone else might be glad to use the workplace.
  - The booking system does not limit the choice of rooms. You would therefore also be able to book and block rooms of other groups under a false name.



## **Registration of rooms for electronic room reservation**

### Procedure

1. Please designate one person per institute or research group to enter the information for the rooms.
2. The entry is made in the template «Room Booking Registration».  
[https://www.uzh.ch/cmsssl/dam/jcr:83c3cb50-64ed-474c-a1a3-fdc28aec550e/Room\\_Booking\\_Registration.xlsx](https://www.uzh.ch/cmsssl/dam/jcr:83c3cb50-64ed-474c-a1a3-fdc28aec550e/Room_Booking_Registration.xlsx)
3. Send us the Excel file under the name "Rooms Group/Institute xy" by email with the note «Room Booking Registration» to [exceptional@research.uzh](mailto:exceptional@research.uzh).

### Please note

- Only one line may be used per room,
- Each field must be filled in,
- The format of the template must not be changed,
- Equipment rooms and other rooms without assigned workplaces do not have to be included,
- Rooms that are used by several groups may only be entered once; please consult with each other.

We will do our best to enter the room lists received into the booking system within 2 working days. You will not get any confirmation from us. Incompletely filled in or modified tables will not be processed.

### The contact person

The contact person is our point of contact for questions about one of the rooms. Upon notification of the users, the contact persons can delete or change bookings. For this purpose we will provide them with a special login and a short instruction.