

## Creating an Event Request Using Q Ware

Q ware is a web based application that is used for Building Usage Requests.

Please **NOTE that once your event is Approved** you will be restricted from making changes. If you need a change made (time, date, additional details etc.) you must inform you event admin immediately and they will update the event appropriately for you. To prevent a delay on this please proofread your event to ensure you have the correct information or ask ahead of time for confirmation on details before submitting an event request.

### 1.) Logging into Q ware:

Enter username and password. Your username format is first initial last name

(all one word ex: John Smith: jsmith). The default password is your first name all lowercase.

After your first initial login you can change your password to anything you would like, by clicking the forgot password link on the main login page. Your current password and the option to change it will then be emailed to you.




SUNY POLYTECHNIC INSTITUTE

Work Order - Preventive Maintenance Management System

Username:

Password:

Login [Forgot Password](#)

 Please visit our [Support Blog](#) and subscribe to receive Q Ware software email updates.

- 2.) Select the Events button and click on the “Create Event” selection. This will redirect you to a new event submission page. Status will be defaulted to “New Event.”

The screenshot shows the 'New Event' form with the 'Events' menu open. The 'Create Event' option is selected. The form fields are as follows:

Event Title:	<input type="text"/>	Event Status:	New Event
Description:	<input type="text"/>	Location Options:	<input checked="" type="radio"/> Single Location <input type="radio"/> Multiple Locations
Calendar:	Select Calendar	Site:	SUNY Poly
Category:	Select Category	Buildings:	Campus Center - 23
Contact Information:	Support, Q Ware	Floor / Grounds:	1st Floor
Blocking Event:	<input type="checkbox"/>	Room/Area:	Lower Lobby

- 3.) Fill in the main details of the event. Give your event a title, list a brief description and select the calendar and category that best aligns with your event. Calendar options are Adirondack Residence Hall, Campus Center, Cayan Library, Donovan Hall, Kunsela Hall, Mohawk Residence Hall, Oriskany Residence Hall, Student Center and Wildcat Field House. Category options are Internal, External, Student and Residential Life and Housing.

The screenshot shows the 'New Event' form with the 'Main Details' tab selected. The form fields are filled with the following information:

Event Title:	<input type="text"/>	Event Status:	New Event
Description:	<input type="text"/>	Location Options:	<input checked="" type="radio"/> Single Location <input type="radio"/> Multiple Locations
Calendar:	Adirondack Residence Hall	Site:	Dorms
Category:	Residential Life and Housing	Buildings:	Adirondack - 28
Contact Information:	Support, Q Ware	Floor / Grounds:	1st Floor
Blocking Event:	<input type="checkbox"/>	Room/Area:	Lounge

Event Timing

You will have two options when scheduling an event: Single Location or Multiple Locations.

4.) The four drop downs options site, bldg., floor and room are all required fields for submission. If your event requires more than one space to be reserved please use the multiple scheduler feature. From here you can select multiple bldgs., floors, and rooms/spaces. If you need to reserve an entire building for an event such as an open house please use the blocking event check box and then populate your location selections. This will ensure the entire building is blocked out for the date/time of your choosing and only one email will be produced versus multiple emails for each space.

**NEW EVENT**

Main Details | Communication

Event Title:

Description:

Calendar: Adirondack Residence Hall

Category: Residential Life and Housing

Contact Information: Support, Q Ware

Blocking Event:

Event Status: New Event

Location Options:  Single Location  Multiple Locations

Event Locations:

- Dorms
  - Adirondack - 28
  - Adirondack N. Vee - 28
  - Adirondack S. Straight - 28
  - Adirondack S. Vee - 28
  - Mohawk - 41
  - Mohawk Vee - 41
  - Oriskany Hall - 47

To finalize your event submission Event timing is also required. Please select start time and DO NOT change the end time to a different day. If your event will extend past more than one day please use the recurrence option which can accommodate the timing of your event. From there your options are daily, weekly, monthly and yearly. You can also adjust the week, day and identify the number of occurrences the event should have or if it should not have an end date. Also select the time by choosing the given time increments by the hr. or entering in your own time. If your event does not follow a consistent pattern please choose the random date selector. Be patient when choosing your dates and do not select too many dates at once on the calendar. This gives the system time to process your selected dates. Once your selection is finalized push the blue button with the green check mark marked "done."

Event Timing

Start Time: 7/31/2018 3:00 PM

End Time: 7/31/2018 4:00 PM

All Day Event

One Time  Recurrence  Random Dates

Daily

Weekly

Monthly

Yearly

Recur every 1 week(s) on

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday

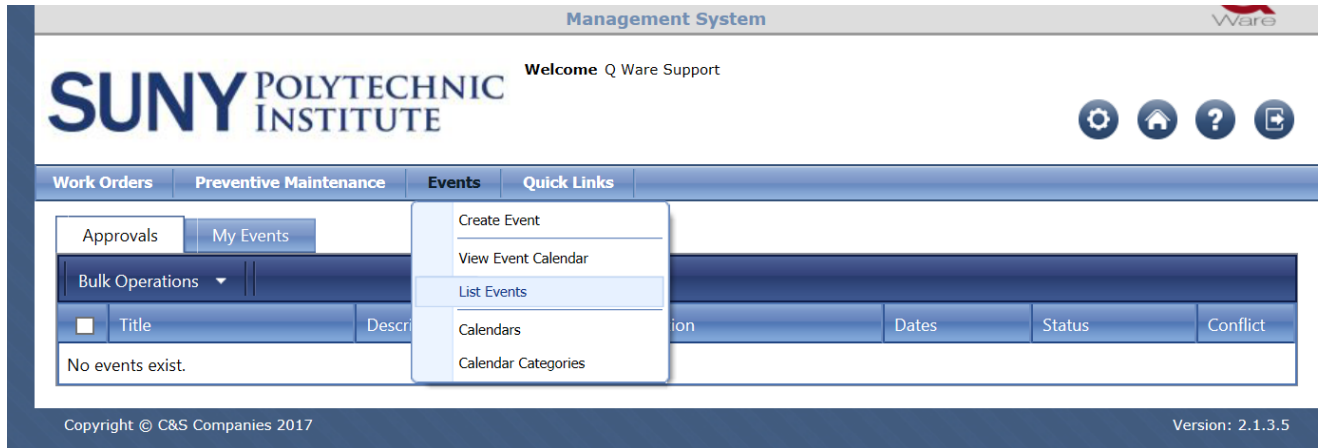
End after 10 occurrences  End by 7/31/2018

Done

5.) With the Event Submission should also be any custom fields you want to capture and tag along with the event. Your event admin has already given us custom fields regularly used. Some examples are attaching a diagram of the exact room set up requested, providing unlock room time, set up time, A&V Support needed, AV equipment needed etc. Please be specific and exact in your request, here you should be able to communicate everything needed for your event. Please note some of these fields are required and you will receive a message to populate those that are imperative for submission.

Attach Photo or Diagram of Room set-up:	<input type="button" value="Browse"/>	Phone :	<input type="text"/>
	<input type="button" value="Upload"/>	Sponsoring Group:	<input type="text"/>
Email Address:	<input type="text"/>	Open to the public?:	<input type="text" value="Select"/>
Estimated No. of Guests:	<input type="text"/>	Unlock Room Time (AM or PM):	<input type="text"/>
Set up by :	<input type="text"/>	Number of tables for catering:	<input type="text"/>
Extra Trashcans :	<input type="checkbox"/>	Number of Chairs:	<input type="text"/>
Number of round tables :	<input type="text"/>	Number of coatracks :	<input type="text"/>
Number of long 6' tables:	<input type="text"/>	Number of pipe and drape dividers:	<input type="text"/>
Number of fabric board dividers needed:	<input type="text"/>	AV Support needed:	<input type="checkbox"/>
Number of rope and stanchion needed:	<input type="text"/>	Description of AV Needs:	<input type="text"/>
Wireless microphones handheld:	<input type="text"/>	Staging:	<input type="text"/>
Microphones on floor stand:	<input type="text"/>	Microphones on lectern (Requested from Facilities):	<input type="text"/>
Wireless microphones lapel:	<input type="text"/>	Tabletop Lectern:	<input type="checkbox"/>
Microphones on tabletop stand:	<input type="text"/>	Estimated number of vehicles on campus:	<input type="text"/>
Standing Lectern:	<input type="checkbox"/>	Multi-media projection:	<input type="text" value="Select"/>
Sound system :	<input type="checkbox"/>	Portable Screen:	<input type="checkbox"/>
Overhead transparency projector:	<input type="checkbox"/>	Technical Assistant Needed:	<input type="checkbox"/>
Stage Lighting is Only available in:	<input type="text" value="Select"/>	Portable multi-media projector set on cart:	<input type="checkbox"/>
1/2" VHS VCR/DVD Player & TV set on cart:	<input type="checkbox"/>	Easel/sign stand for cardboard signage:	<input type="text"/>
Flip chart with pad (markers not provided):	<input type="checkbox"/>	Notebk comp (not available to students-reserve):	<input type="checkbox"/>
Laser pointer:	<input type="checkbox"/>	Conference telephone	<input type="checkbox"/>
CD music player with	<input type="checkbox"/>		

Once complete click on update to send your request to Facilities. Shortly after you will receive a confirmation message and an email stating a new event request has been created. Your request is now pending approval, once approved you will receive an email back. At any point during this process you may log in to your account and check on the status of your pending event by selecting the Events button and clicking on "List Events." The page will then display all events you have submitted and their status.



Checking Calendar for building usage guidelines and filtering on Locations/Spaces available for requested date and time.



Once you login you should be redirected to Suny Polytechnic's Q ware Events Calendar. You can filter this calendar to view by the month, week or specific day. You can also filter on calendar requested, site, building, floor and room. See screenshot below for instructions on how to view spaces at building, floor and room level.

**Work Orders**   **Preventive Maintenance**   **Events**   **Quick Links**

Calendar:    Category:    Location:   

Show Conflicts Only    Show Blocking Events Only     

**Please allow an Adequate Amount of Time for Set-up and Tear-down**

**Users looking to book classroom spaces please contact the Registrar's Office**

**Events requiring set up must be entered no later than one week prior to the event date**

For Events that require food & beverage or catering needs please click on the [Food Service Link](#)

[Room Set up Diagrams](#)

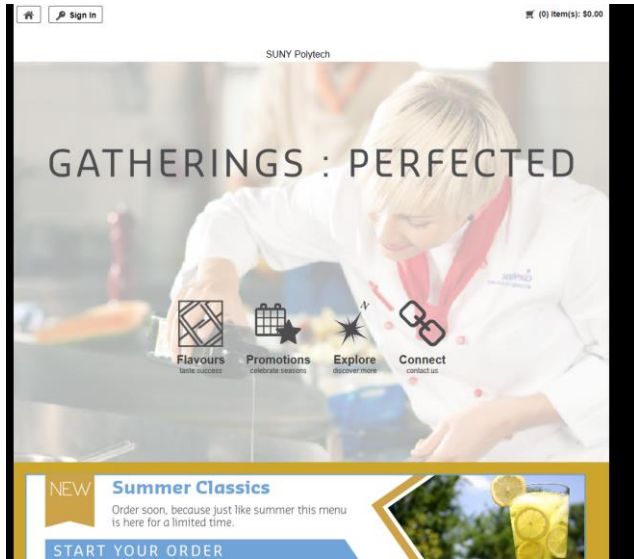
Location Tree:

- Dorms
- Parking Lots
- SUNY Poly
  - Campus Center - 23
  - Entire Site
  - Field House - 46
  - Kunsel Hall - 16
  - Pavilion - 37
  - Student Center - 45

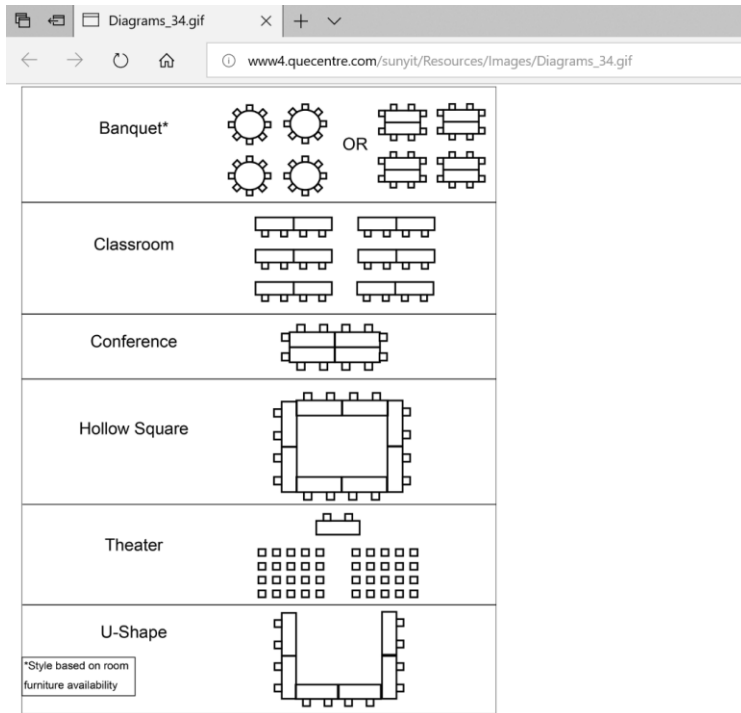
Calendar:    **Aug, 2018**   Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01 Aug	2	3	
			Test Event			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
FARE Walk		SUNY Poly's Summer				
FARE Walk						
19	20	21	22	23	24	25
						Opening Weekend
26	27	28	29	30	31	01 Sep

Also located on the Calendar is your university's Food Service Catering Link and a PDF displaying examples of room set ups.



Link to Room Set up examples:



For further questions, helpful tips or just some guidance on how to utilize Q ware please contact your Q ware Representative Julianne Weare at [jweare@cscos.com](mailto:jweare@cscos.com) Direct: (315) 703-4172

