



LibCal Guide for Users

Cubicle Hoteling Pilot
August 2021



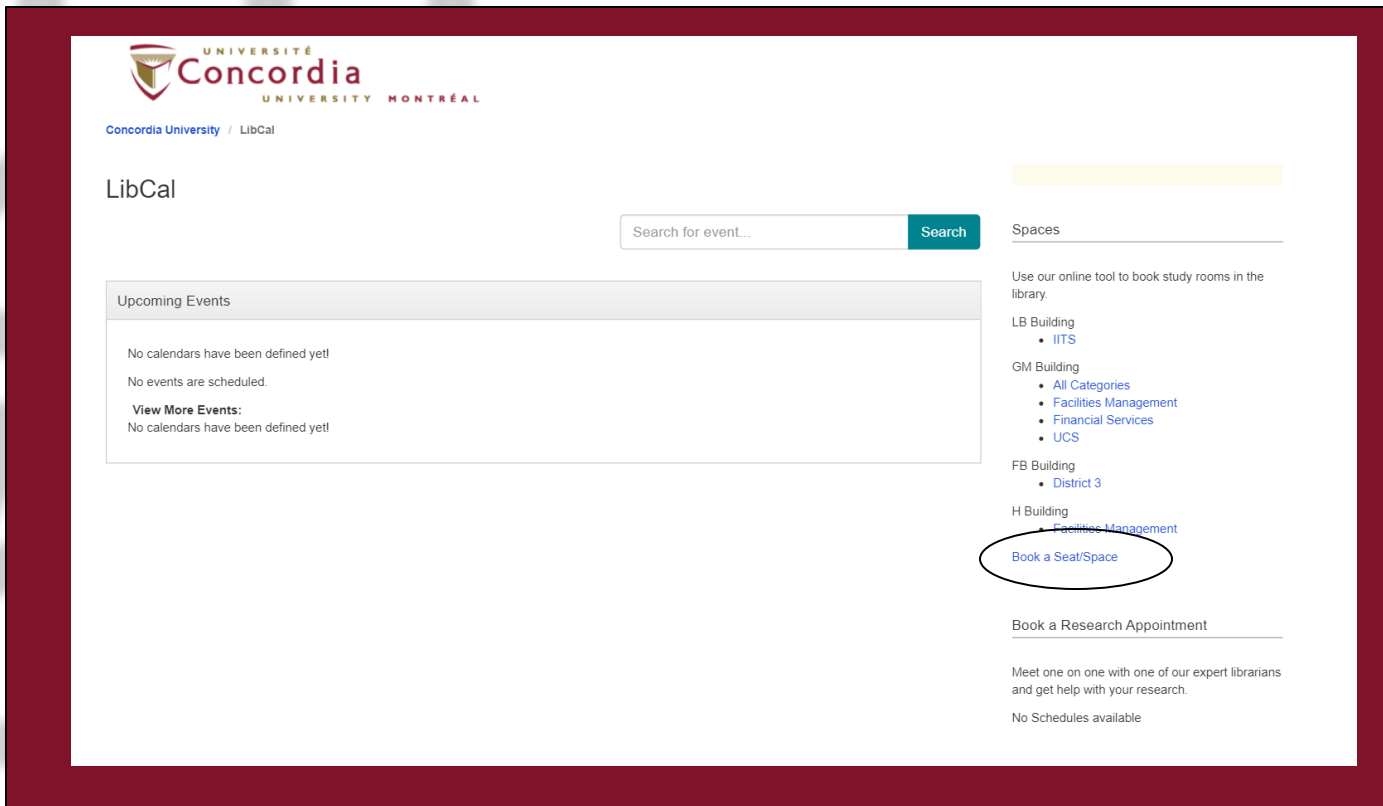
What is LibCal?

What is LibCal?

- LibCal is the application that has been selected for the Cubicle Hoteling Pilot. It is a highly customizable and robust platform for booking spaces. From August 2021 to May 2022, LibCal will provide an online solution for the online booking of office spaces on campus for departments participating in the pilot.

Getting Started with LibCal

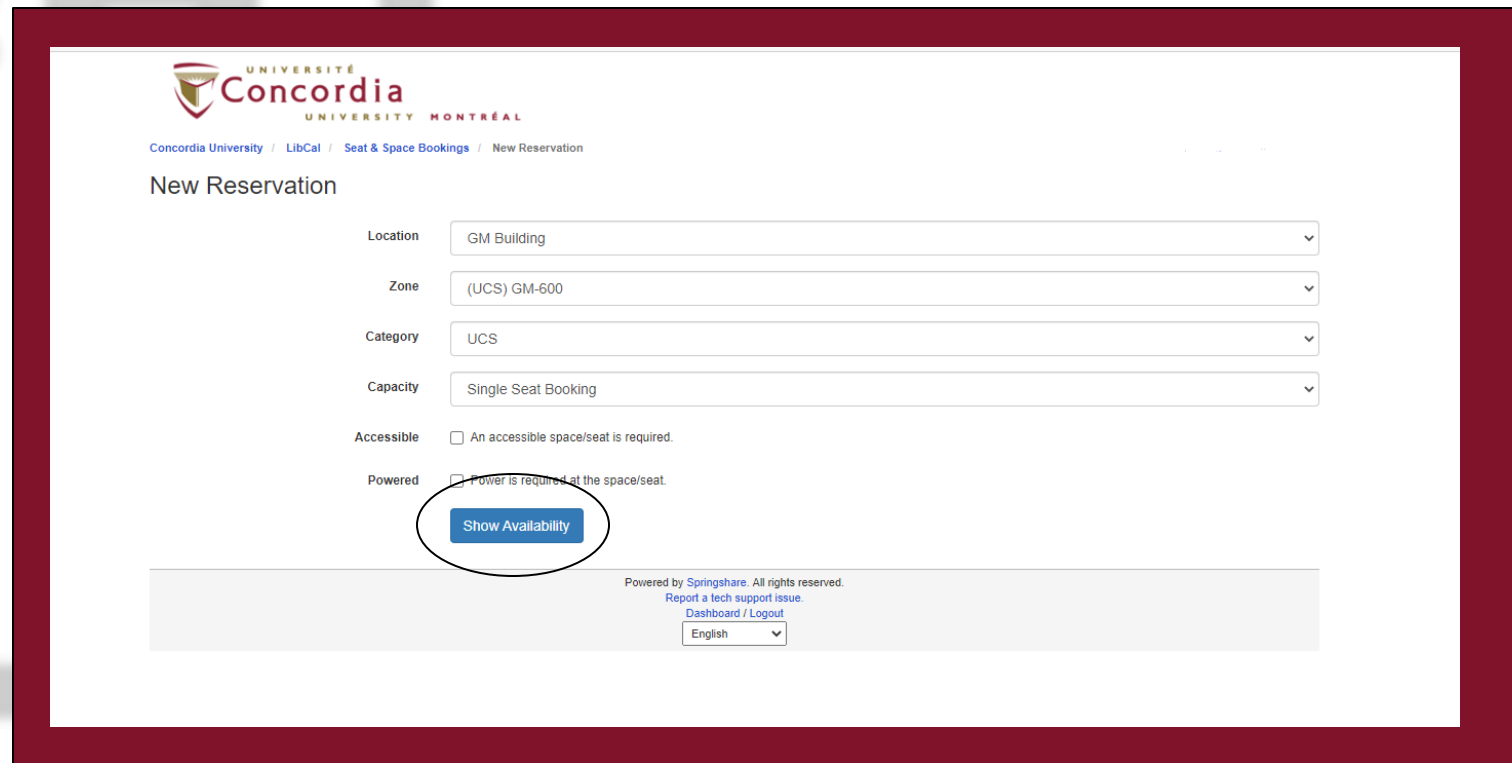
- Visit [LibCal - Concordia University](#)
- Navigate to the right-hand side of your screen and under "Spaces" select "Book a Seat/Space"
- Alternatively, you can select your department highlighted by each building



The screenshot displays the LibCal interface for Concordia University. At the top left is the university logo and name. Below it is a search bar with the placeholder text "Search for event..." and a "Search" button. To the left of the search bar is a section titled "Upcoming Events" which contains the message "No calendars have been defined yet!" and "No events are scheduled." Below this is a link for "View More Events" with the same message. On the right side, there is a "Spaces" section with a heading and a sub-heading: "Use our online tool to book study rooms in the library." Below this are several building categories with their respective sub-links: "LB Building" (IITS), "GM Building" (All Categories, Facilities Management, Financial Services, UCS), "FB Building" (District 3), and "H Building" (Facilities Management). The "Book a Seat/Space" link under "H Building" is circled in black. At the bottom right, there is a "Book a Research Appointment" section with the text "Meet one on one with one of our expert librarians and get help with your research." and "No Schedules available".

Booking a Seat in LibCal

- If you've selected "Book a Seat/Space" then you can select which location your department is situated, followed by the zone which indicates which floor you'll be booking.
- When complete, select "Show Availability".



UNIVERSITÉ
Concordia
UNIVERSITY MONTRÉAL

[Concordia University](#) / [LibCal](#) / [Seat & Space Bookings](#) / [New Reservation](#)

New Reservation

Location: GM Building

Zone: (UCS) GM-600

Category: UCS

Capacity: Single Seat Booking

Accessible: An accessible space/seat is required.

Powered: Power is required at the space/seat.

[Show Availability](#)

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[Report a tech support issue.](#)
[Dashboard / Logout](#)

English

Single Seat Booking

- To book your seat select the date you're looking to go to campus in "Go To Date".
- Once the date is selected you can select the green available time slots and the relevant seat.

UNIVERSITÉ Concordia UNIVERSITY MONTRÉAL

Concordia University / LibCal / New Reservation / Seat Availability ANGELA BRUNI - Logout

Single Seat Booking @ GM Building

There are 27 booking option(s) available for the "UCS" category and the "(UCS) GM-600" zone. Showing options. [You can go back and change the filters.](#)

Wednesday, August 11, 2021

[Go To Date](#) < >

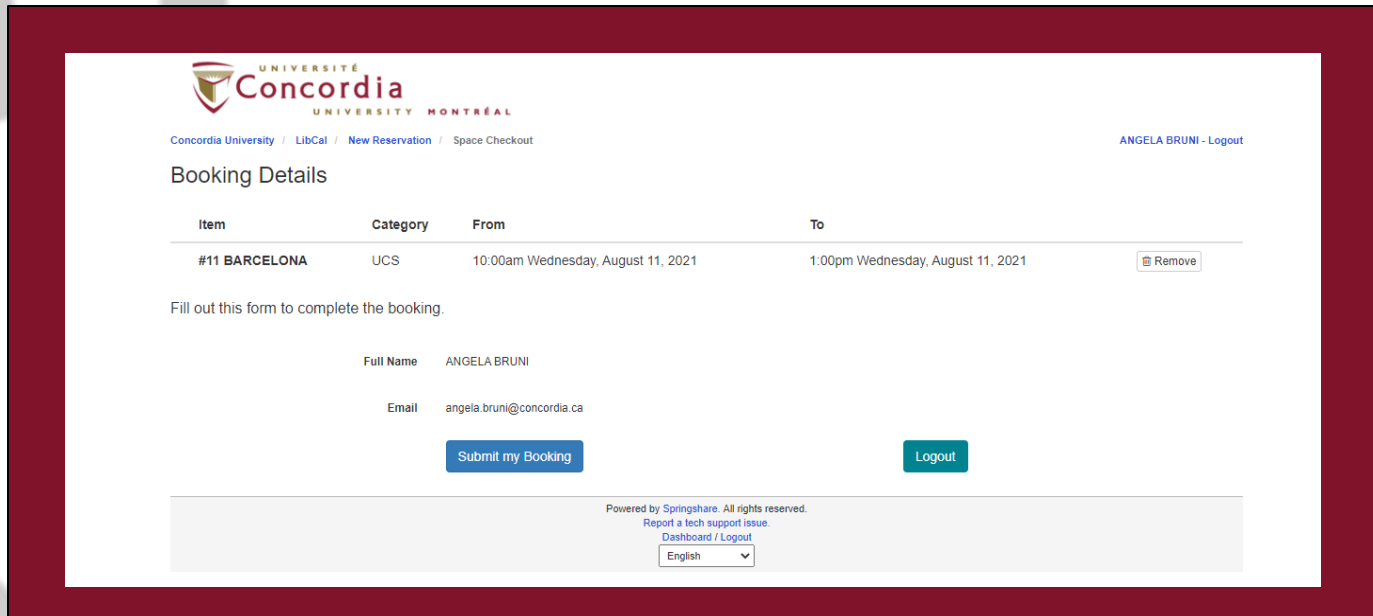
Seat	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm
Info #11 BARCELONA ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #13 LONDON ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #23 SYDNEY ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #25 ZAGREB ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #26 MONACO ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #29 LIMA ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #33 ISTANBUL ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #4 CASABLANCA ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #49 FLORENCE ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Info #52 CAPETOWN ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk ✈	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available
Test Desk	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available	Available

< 1 2 >

Available Your Booking Unavailable/Padding

Submit Booking Details

- You'll be prompted to review and submit your booking details.
- Click on "Submit my Booking" to confirm your time slot.



The screenshot shows the 'Booking Details' page on the Concordia University LibCal system. At the top left is the Concordia University logo and name. Below it is a breadcrumb trail: 'Concordia University / LibCal / New Reservation / Space Checkout'. On the top right, the user's name 'ANGELA BRUNI' and a 'Logout' link are visible. The main heading is 'Booking Details'. Below this is a table with the following columns: 'Item', 'Category', 'From', and 'To'. The table contains one row: '#11 BARCELONA', 'UCS', '10:00am Wednesday, August 11, 2021', and '1:00pm Wednesday, August 11, 2021'. A 'Remove' button is located to the right of the 'To' column. Below the table, the text 'Fill out this form to complete the booking.' is displayed. The form includes two fields: 'Full Name' with the value 'ANGELA BRUNI' and 'Email' with the value 'angela.bruni@concordia.ca'. At the bottom of the form are two buttons: 'Submit my Booking' (blue) and 'Logout' (teal). At the very bottom of the page, there is a footer with the text 'Powered by Springshare. All rights reserved.', a link to 'Report a tech support issue', a link to 'Dashboard / Logout', and a language dropdown menu set to 'English'.

Item	Category	From	To
#11 BARCELONA	UCS	10:00am Wednesday, August 11, 2021	1:00pm Wednesday, August 11, 2021

Fill out this form to complete the booking.

Full Name: ANGELA BRUNI

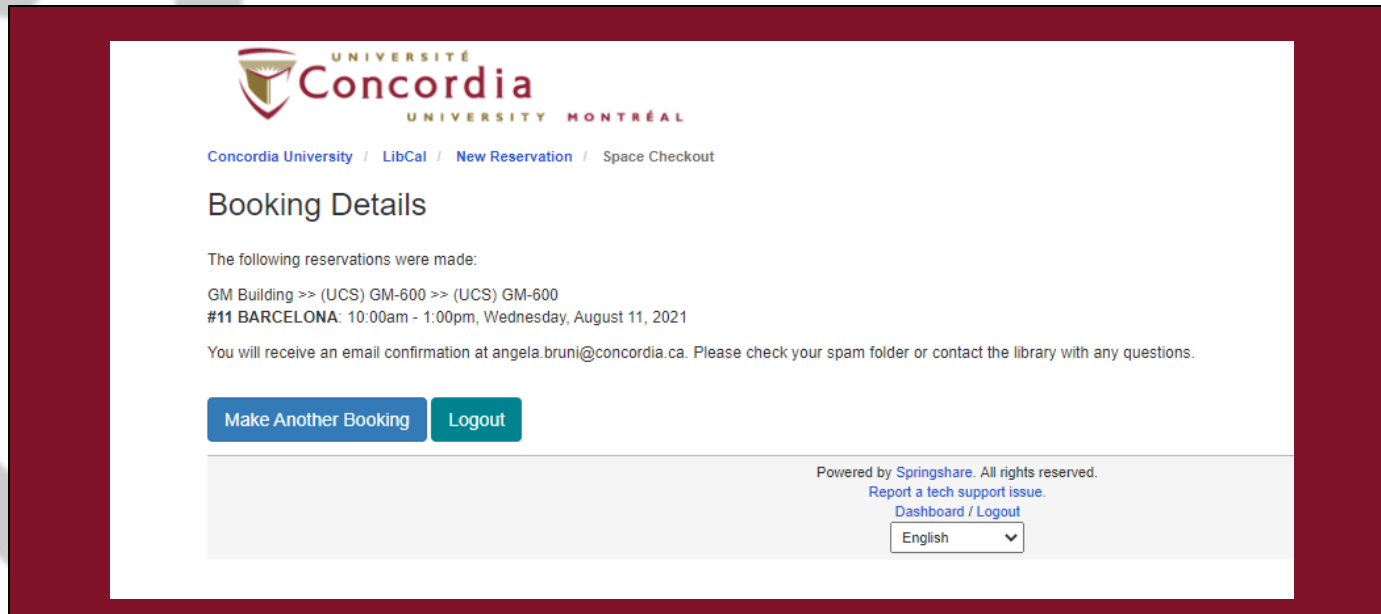
Email: angela.bruni@concordia.ca

Submit my Booking Logout

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Report a tech support issue
Dashboard / Logout
English

Booking Confirmation

- Once complete, you'll see a confirmation of your booking details.
- You also should receive a confirmation via your Concordia email.
- You will be able to cancel the booking via the confirmation email if need be.



The screenshot shows a web page for Concordia University. At the top left is the Concordia University logo, which includes a shield with a book and the text "UNIVERSITÉ Concordia UNIVERSITY MONTRÉAL". Below the logo is a breadcrumb trail: "Concordia University / LibCal / New Reservation / Space Checkout". The main heading is "Booking Details". Below this, it states "The following reservations were made:" followed by "GM Building >> (UCS) GM-600 >> (UCS) GM-600" and "#11 BARCELONA: 10:00am - 1:00pm, Wednesday, August 11, 2021". A note says "You will receive an email confirmation at angela.bruni@concordia.ca. Please check your spam folder or contact the library with any questions." There are two buttons: "Make Another Booking" and "Logout". At the bottom, there is a footer area with "Powered by Springshare. All rights reserved.", a link to "Report a tech support issue.", and a "Dashboard / Logout" link. A language dropdown menu is set to "English".

Additional resources

- If you have any questions, you can contact the IITS Service Desk at help@concordia.ca.



CONCORDIA.CA

