



LibCal Guide for Admins

Cubicle Hoteling Pilot
August 2021



What is LibCal?

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- 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

- As a LibCal admin for your department, you will be responsible for customizing and maintaining your environment with the support of IITS.

Getting started with LibCal

The screenshot displays the LibCal web application interface. At the top, there is a navigation bar with a blue 'LibCal' button and several menu items: Home, Events, Appointments, Spaces, My Items, and My Loans. The main content area is titled 'G'Day Angela!' and contains four primary sections:

- My upcoming Events:** A box with a yellow background indicating 'No events coming up'.
- My upcoming Appointments:** A box with a yellow background indicating 'Appointments are not enabled for your account'.
- Springtime News:** A large promotional graphic for 'Register Now SPRINGY CAMP' featuring a cassette tape. The text on the cassette reads '4 TRACKS AUG 19 & 25 | SEPT 2 & 7'. A vertical 'Register' button is positioned to the right of the graphic.
- Spring News:** A section titled 'The latest Springtime blog entries' containing a list of links to various articles.

At the bottom of the page, there is a footer with the text: 'Powered by Springtime. All rights reserved. Report a web page issue | Privacy link'. The Windows taskbar is visible at the very bottom of the image.

Accessing your LibCal dashboard

- To access your LibCal dashboard log in through this link:
[LibApps Login @ Concordia University IITS - Montreal.](#)
- Select "Université Concordia" to log in using your netname and password.

LibApps Login @ Concordia University IITS - Montreal

Login with your LibApps account credentials:

Email

Password

[Log Into LibApps](#)

[Reset Password?](#) | [Login FAQ](#)

You may also login using:

[Université Concordia](#)

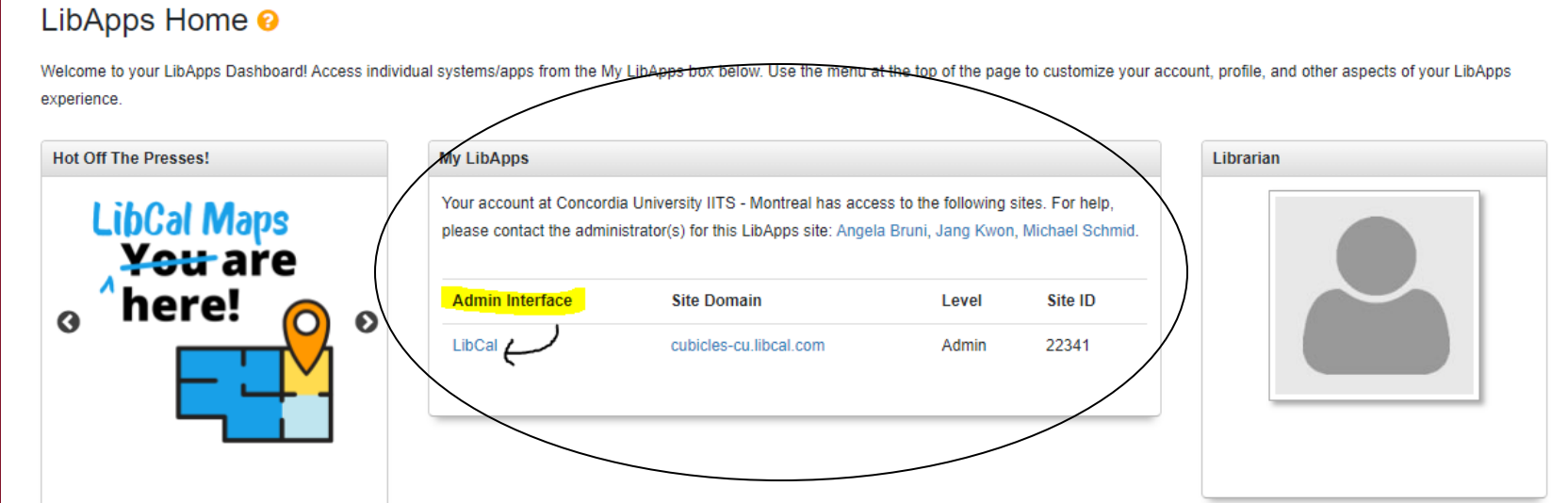
What is LibApps? LibApps at Concordia University IITS - Montreal is a platform powering LibGuides, LibAnswers, LibCal, LibInsight, and other Springshare tools licensed by your institution.


Browser Support: Chrome, Firefox, Safari, Edge. Cookies must be enabled.

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Accessing your LibCal dashboard

- Once logged in, navigate to "My LibApps" and select "LibCal" under the "Admin Interface" header.



LibApps Home 

Welcome to your LibApps Dashboard! Access individual systems/apps from the My LibApps box below. Use the menu at the top of the page to customize your account, profile, and other aspects of your LibApps experience.

Hot Off The Presses!

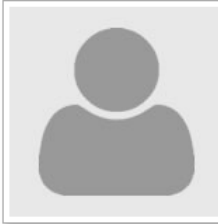
LibCal Maps
You are here!

My LibApps

Your account at Concordia University IITS - Montreal has access to the following sites. For help, please contact the administrator(s) for this LibApps site: [Angela Bruni](#), [Jang Kwon](#), [Michael Schmid](#).

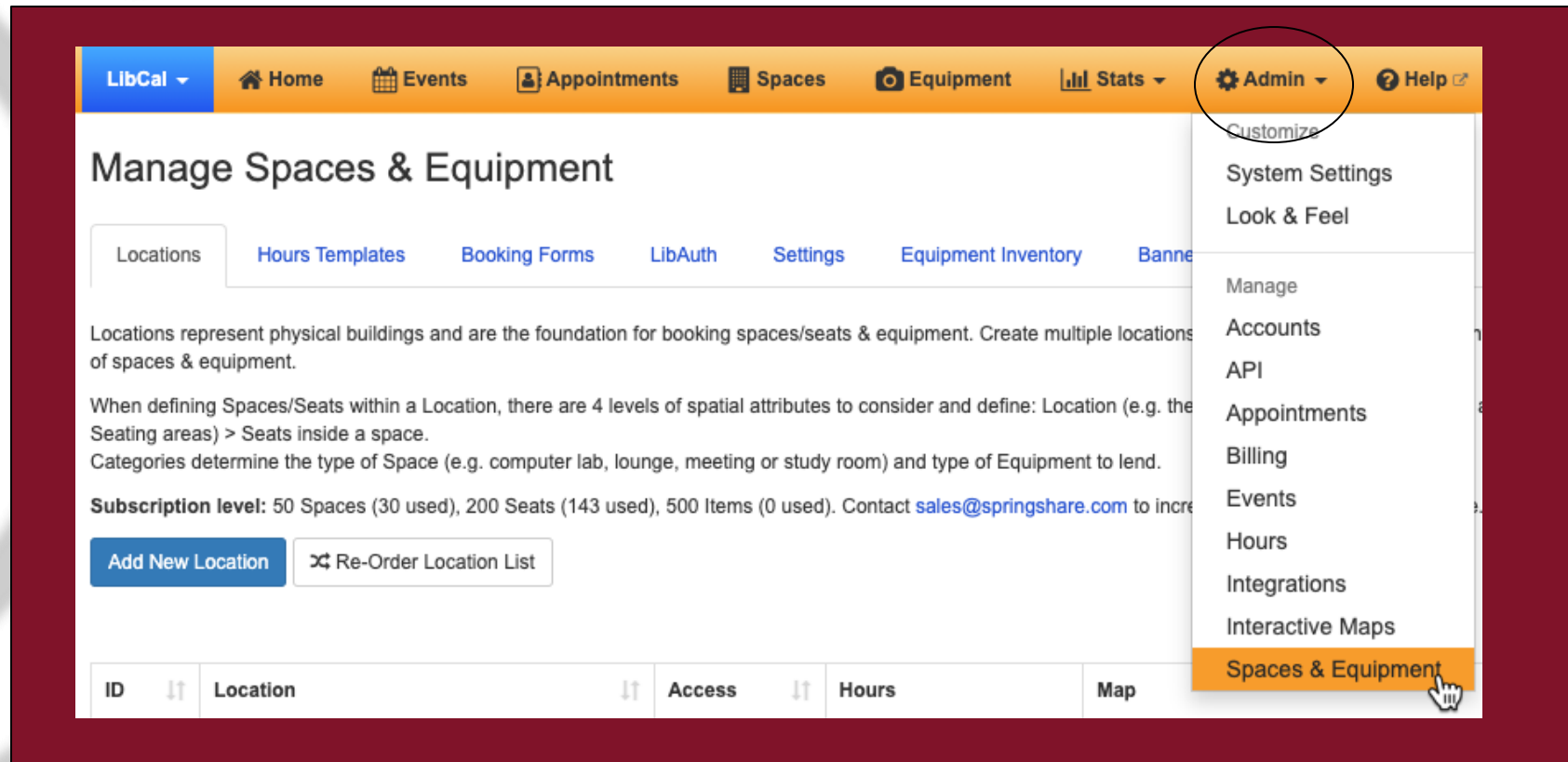
Admin Interface	Site Domain	Level	Site ID
LibCal	cubicles-cu.libcal.com	Admin	22341

Librarian



Managing your spaces

- To access your spaces, navigate to the header, select "Admin" and in the drop-down menu select "Spaces & Equipment".



The screenshot displays the LibCal Admin interface. The top navigation bar includes links for Home, Events, Appointments, Spaces, Equipment, Stats, Admin, and Help. The 'Admin' menu is open, showing options like Customize, System Settings, Look & Feel, Manage, Accounts, API, Appointments, Billing, Events, Hours, Integrations, Interactive Maps, and Spaces & Equipment. The 'Spaces & Equipment' option is highlighted. The main content area is titled 'Manage Spaces & Equipment' and includes tabs for Locations, Hours Templates, Booking Forms, LibAuth, Settings, Equipment Inventory, and Banner. Below the tabs, there is a description of Locations and a 'Subscription level' summary. At the bottom, there is a table with columns for ID, Location, Access, Hours, and Map.

LibCal

Home Events Appointments Spaces Equipment Stats Admin Help

Manage Spaces & Equipment

Locations Hours Templates Booking Forms LibAuth Settings Equipment Inventory Banner

Locations represent physical buildings and are the foundation for booking spaces/seats & equipment. Create multiple locations of spaces & equipment.

When defining Spaces/Seats within a Location, there are 4 levels of spatial attributes to consider and define: Location (e.g. the Seating areas) > Seats inside a space.

Categories determine the type of Space (e.g. computer lab, lounge, meeting or study room) and type of Equipment to lend.

Subscription level: 50 Spaces (30 used), 200 Seats (143 used), 500 Items (0 used). Contact sales@springshare.com to increase.

Add New Location Re-Order Location List

ID	Location	Access	Hours	Map
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Managing Seats and Locations

- Locations are organized by building.
- Spaces are organized by floors and departments.
- Seats are the individual seats available to staff for booking.
- Seats can be adjusted by navigating to "Action" and selecting the pencil icon.

Manage Spaces & Equipment

[Locations](#) [Hours Templates](#) [Booking Forms](#) [LibAuth](#) [Settings](#) [Banned Users](#)

Locations represent physical buildings and are the foundation for booking spaces/seats & equipment. Create multiple locations for different branches or different libraries on campus. Each location has its own hours, spaces/seats, equipment inventory, and categories of spaces & equipment.

When defining Spaces/Seats within a Location, there are 4 levels of spatial attributes to consider and define: Location (e.g. the building) > Zones (e.g. floors in a multi-story building or zones in a single story structure) > Spaces within a Zone (Rooms, Lounges, Seating areas) > Seats inside a space. Categories determine the type of Space (e.g. computer lab, lounge, meeting or study room) and type of Equipment to lend.

Subscription level: 5 Spaces (0 used), 200 Seats (71 used), 0 Items (0 used). Contact sales@springshare.com to increase your subscription allowance.

[Add New Location](#) [Re-Order Location List](#)

Search:

ID	Location	Access	Hours	Map	Zones	Spaces / Seats	Equipment	Action
2505	LB Building	Public	Manage Hours	-	2 Zones	2 Spaces / 10 Seats	Disabled	Edit Add Delete Refresh
2506	GM Building	Public	Manage Hours	-	4 Zones	4 Spaces / 56 Seats	Disabled	Edit Add Delete Refresh
2507	FB Building	Public	Manage Hours	-	1 Zone	1 Space / 2 Seats	Disabled	Edit Add Delete Refresh
2511	H Building	Private	Manage Hours	-	1 Zone	1 Space / 3 Seats	Disabled	Edit Add Delete Refresh

Showing 1 to 4 of 4 entries

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Managing LibCal hours for your department

The screenshot shows a web browser window displaying the LibCal user dashboard. The browser's address bar shows the URL <https://libcal.library.concordia.ca/home>. The dashboard is personalized for a user named Angela. At the top, it says "G'Day Angela!". Below this, there are three main sections:

- My Upcoming Events:** A yellow box with the text "No Events coming up".
- My Upcoming Appointments:** A yellow box with the text "Appointments are not enabled for your account".
- Springtime News:** A large graphic with the text "LibCal Maps You are here!" and a stylized map icon with a location pin. To the right of this graphic is a vertical button labeled "LibCal Maps".

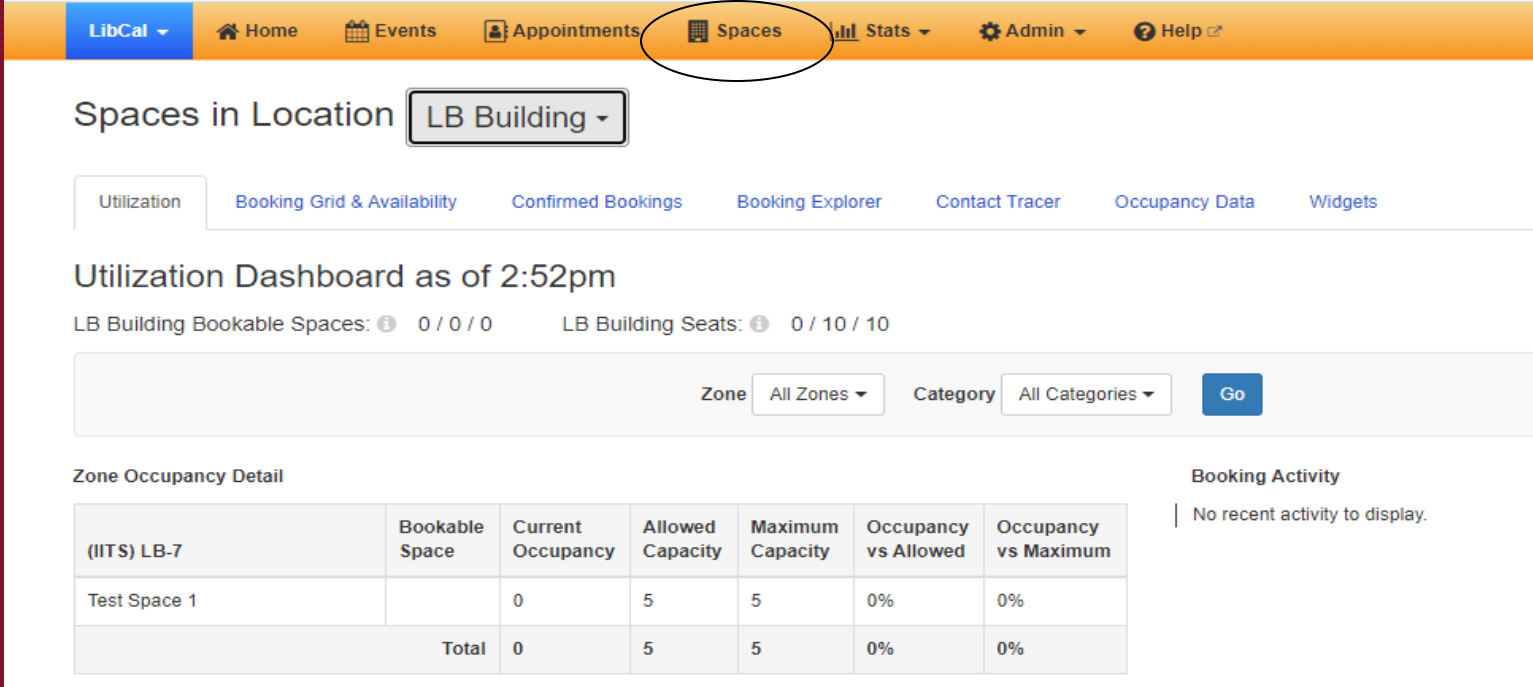
Below the Springtime News section is a "Spring News" section with the heading "The latest Springtime blog entries:" and a list of four items:

- A Short Summer Without Spring Camp!
- Coming Soon: The Spring Show - Our New Blog Design!
- New News: Spring's Project just for You!
- Study Rooms Without Walls - A Learning Lab With Some LibCal!
- Reserve Your LibCal's PIC - Loan-Library Partner (Or, Opened Treasure)

At the bottom of the dashboard, there is a footer that reads: "Powered by Springtime. All rights reserved. Report a bug or request a new feature." The Windows taskbar is visible at the very bottom of the screen, showing the time as 10:51 AM on 2017-09-04.

Space utilization data

To access space utilization data, navigate to the header and select "Spaces". You'll then be able to select your location in the drop-down menu to see what capacity is filled, how much is available and more.



The screenshot shows the LibCal interface with the 'Spaces' menu item highlighted in the top navigation bar. Below the navigation, the page title is 'Spaces in Location' with a dropdown menu set to 'LB Building'. A secondary navigation bar includes 'Utilization', 'Booking Grid & Availability', 'Confirmed Bookings', 'Booking Explorer', 'Contact Tracer', 'Occupancy Data', and 'Widgets'. The main content area is titled 'Utilization Dashboard as of 2:52pm' and displays 'LB Building Bookable Spaces: 0 / 0 / 0' and 'LB Building Seats: 0 / 10 / 10'. There are filters for 'Zone' (set to 'All Zones') and 'Category' (set to 'All Categories'), with a 'Go' button. Below the filters, there are two sections: 'Zone Occupancy Detail' and 'Booking Activity'. The 'Zone Occupancy Detail' section contains a table with the following data:

(IITS) LB-7	Bookable Space	Current Occupancy	Allowed Capacity	Maximum Capacity	Occupancy vs Allowed	Occupancy vs Maximum
Test Space 1		0	5	5	0%	0%
	Total	0	5	5	0%	0%

The 'Booking Activity' section shows 'No recent activity to display.'

Share link with staff for booking

- Share this link with staff to give them access to the booking page: [LibCal - Concordia University](#)
- On the right-hand side there will be the option to book by building or to access "Book a seat/space"
- From there they will be able to make a new seat reservation

Spaces

Use our online tool to book study rooms in the library.

LB Building

- [IITS](#)

GM Building

- [All Categories](#)
- [Facilities Management](#)
- [Financial Services](#)
- [UCS](#)

FB Building

- [District 3](#)

H Building

- [Facilities Management](#)

[Book a Seat/Space](#)

Additional resources

- For additional LibCal resources, check out the [Get help with LibCal - Help Center \(springshare.com\)](https://springshare.com) help center for handy FAQs and tutorials.
- If you have any additional questions, you can also contact the Concordia Service Desk at help@concordia.ca.



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