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 your 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.

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.”

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.
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.

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.”
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.
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.
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 Direct: (315) 703-4172