Kx User Guide
Last Updated 5/11/2021
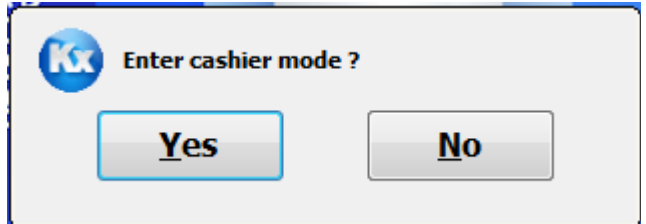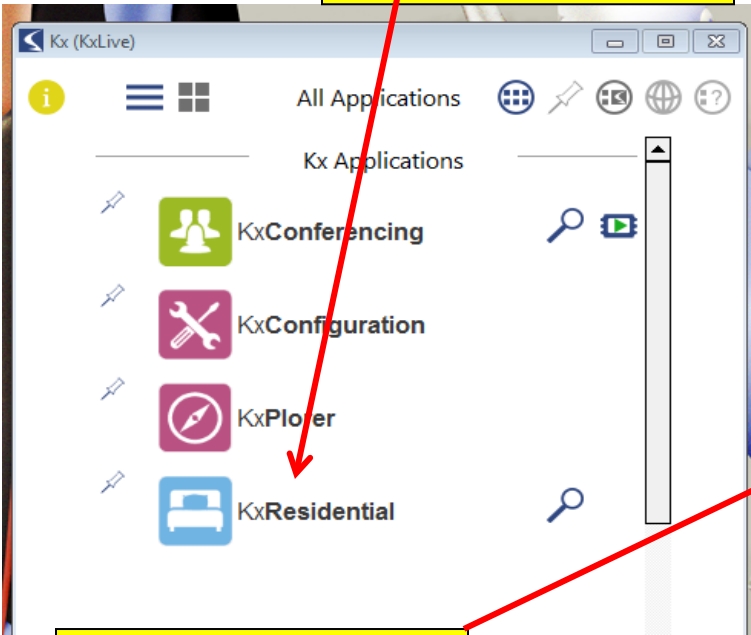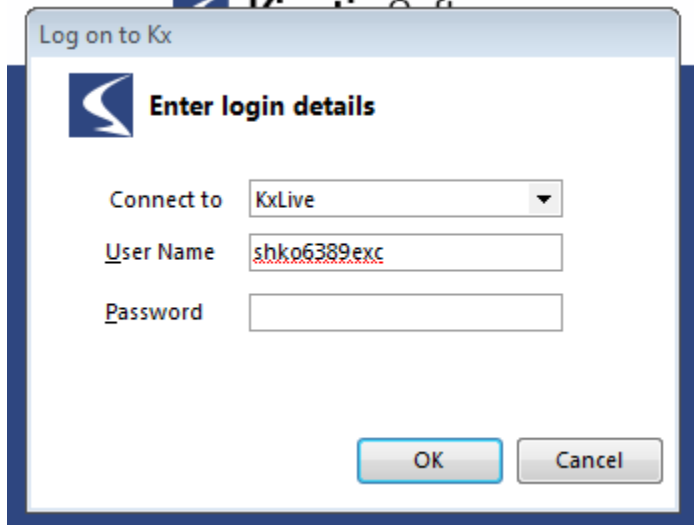
Table of Contents

BASIC KX INSTRUCTIONS

LOG IN TO KX

Step 1: Select the "Kx Live" icon on your desktop

**Step 2:** Log in using your username (your identikey) and password. Click "OK."

Step 3: Select the "Kx Residential" icon.

Log on to Kx

Enter login details

Connect to	KxLive
User Name	shko6389exc
Password	

OK   Cancel

Kx (KxLive)

All Applications

Kx Applications

KxConferencing

KxConfiguration

KxPloer

KxResidential

Enter cashier mode ?

Yes   No

Step 4: A pop-up box will appear asking if you would like to "Enter cashier mode?"

Always Select "NO"

We will not be taking any payments at the Residence Hall front desks this summer. If you accidentally select YES, please start over, log out, and go back into Kx.
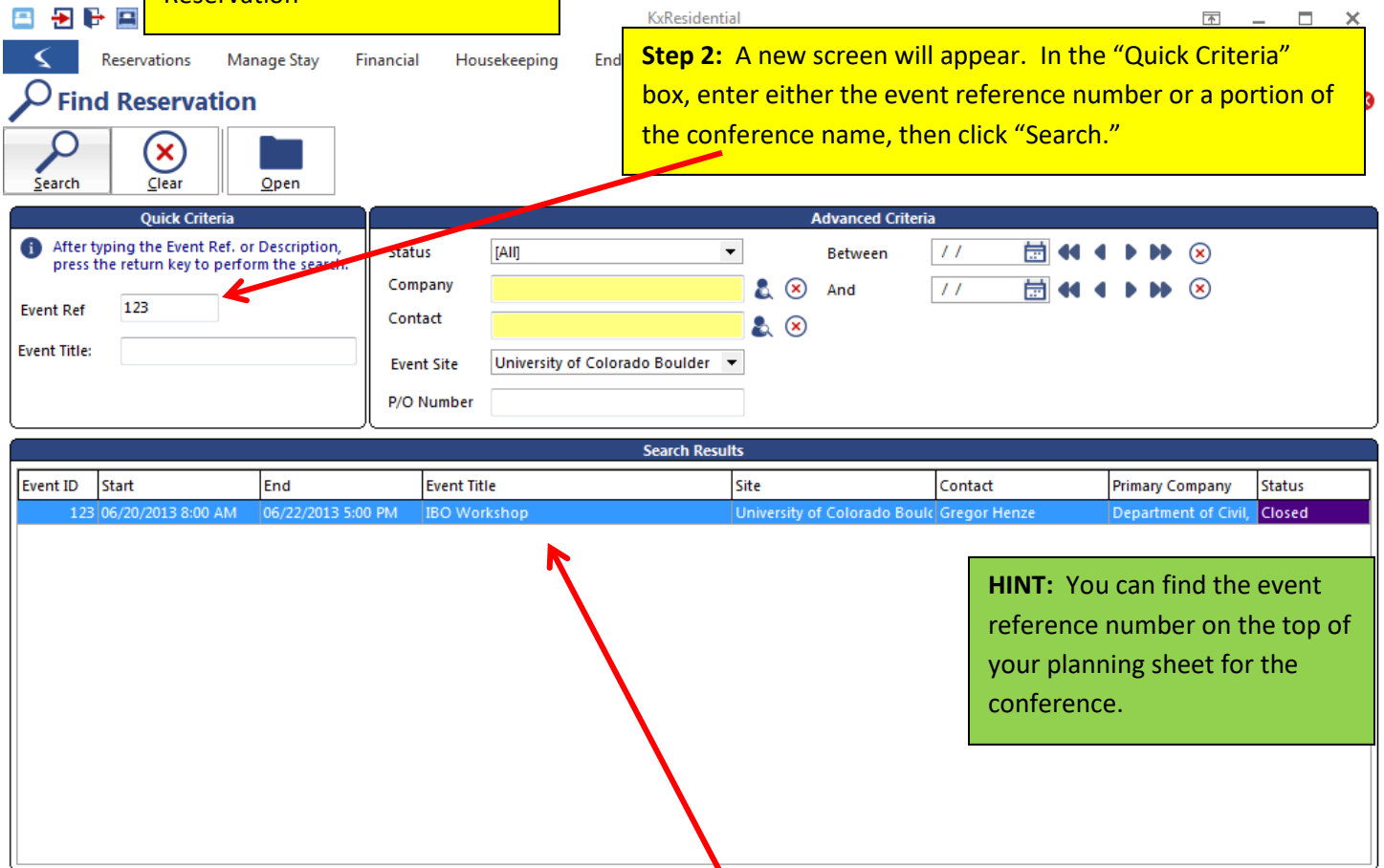
Kx2018.0   Connection: KxLive   Logged in as Shaswat Koirala
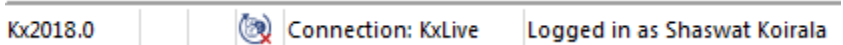
Step 5: Double check that you are in the correct version of Kx by looking in the bottom left corner. It should say "Connection: Kx Live" (NOT "Connection: Kx Training)

FIND A CONFERENCE
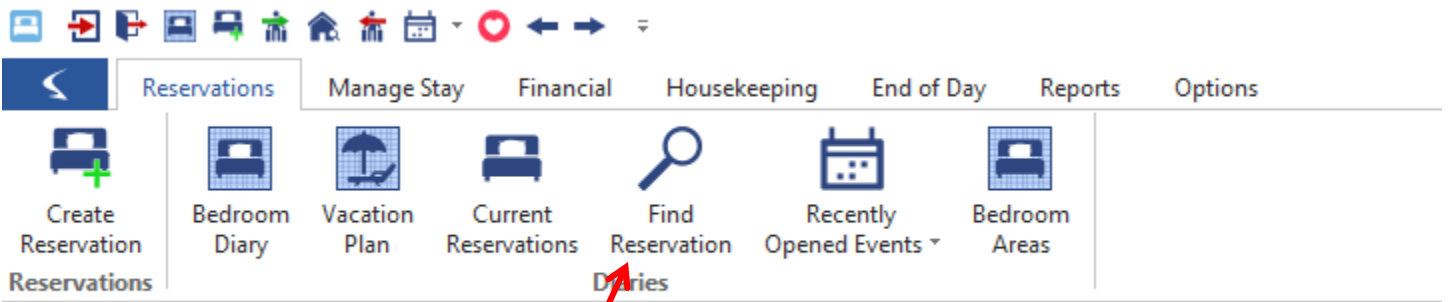
Step 1: Under the "Reservations" tab, select "Find Reservation"

Step 2: A new screen will appear. In the "Quick Criteria" box, enter either the event reference number or a portion of the conference name, then click "Search."

KxResidential

Find Reservation

Search   Clear   Open

Quick Criteria

After typing the Event Ref. or Description, press the return key to perform the search.

Event Ref   123

Event Title:

Advanced Criteria

Status   [All]

Company

Contact

Event Site   University of Colorado Boulder

P/O Number

Between   / /

And   / /

Search Results

Event ID	Start	End	Event Title	Site	Contact	Primary Company	Status
123	06/20/2013 8:00 AM	06/22/2013 5:00 PM	IBO Workshop	University of Colorado Bould	Gregor Henze	Department of Civil,	Closed

HINT: You can find the event reference number on the top of your planning sheet for the conference.

Find Booking

Kx2018.0   Connection: KxTraining   Logged in as Shaswat Koirala   US   Licensed t CU Boulder   Font Scale: 100%

Step 3: A list of conferences should appear. Highlight your conference, then double click it

VIEW CONFERENCE DETAILS

This is the homepage for your conference.

HINT: To open another conference, click the "Find Reservation" tab in the bottom left hand corner and follow the instructions to "Find a Conference."

HINT: To quickly toggle between conferences, use the tabs in the bottom left hand corner of your screen.
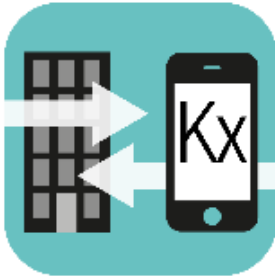
LOG INTO KxMOBILE

Step 1: Click on the KxMobile icon on the iPad.

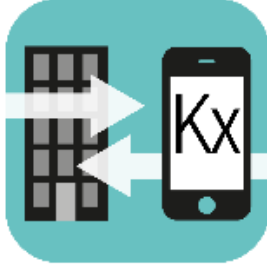**Step 2:** If KxMobile is not connected, enter the Server and Port information and click Connect.

Step 3: Log in with your PIN.

When you first log in to KxMobile on any particular device, you will need to set a PIN. This pin is specific to that device, but it's recommended to use the same pin for each device so you don't forget.

If you don't see your username in the dropdown list, email hdskx@colorado.edu with your name and the name on the device.
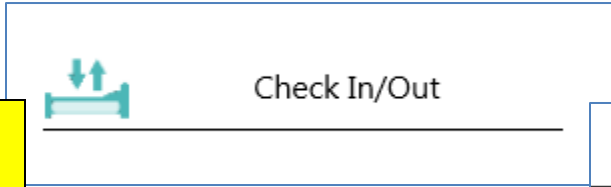
KxMobile

Server | kxmobile.colorado.edu

Port | 26070

Connect

KxMobile

Select User | hdstest1 (HIT Tester)

Please enter a new pin.

Pin | Enter Pin

Confirm Pin | Confirm Pin

Login

CHECK IN AN ATTENDEE PART I

Check In/Out

Step 1: Log into KxMobile and choose **Check In/Out**

Check In/Out List Criteria

| Check In | Check Out |

Site: [All]

Area: [All]

Block: [All]

Event Type: [All]

Date: Apr 29 2016 | **Today**

Event: 🔍 tap to find event ✕

Go

Step 2: Select the **Check In** or **Check Out** box.

NOTE: The process is the same for checking in and checking out, except when checking out, you don't go through the Reg Card process – just complete the check out.

From this screen you can filter by Block (Building), Date, and Event.

Click **Go.**

Step 3: Use the search box to find an attendee.

Tap on their name to show their details in the right pane.

Then, tap **Check In Guest**

KxMobile

KxMobile - Check In/Out

Check In List for Friday Apr 29 2016

🔍 _____ ✕

Walter, Angela
Event: 5870 Test Event #1
04/29/16 08:00 am to 05/02/16 05:00 pm ›

Room: SMIT_W261_A in Second Floor...

Webster, McKenna
Event: 5870 Test Event #1
04/29/16 08:00 am to 05/02/16 05:00 pm ›

Room: SMIT_W261_B in Second Floor...

Westbrook, Leigh
Event: 5870 Test Event #1
04/29/16 08:00 am to 05/02/16 05:00 pm ›

Room: SMIT_W270_A in Second Floor...

Williams, Bailey
Event: 5870 Test Event #1
04/29/16 08:00 am to 05/02/16 05:00 pm ›

Guest Details

🛏 **Check In Guest**

Guest Details

Name: Walter, Angela

Room

Room: SMIT_W261_A in Second Floor West **Change Room**

Maid Status: Dirty

Last Stay:

Guest has not stayed in the last 12 months, and last stayed between Thu Jul 17 2014 and Sun Jul 20 2014 for Event 566 - CU Volleyball TEAM Camp. Staying in SMIT_S350_B of type Double in Double at University of Colorado Boulder.

CHECK IN AN ATTENDEE PART II

Step 4: Tap **Show Reg. Card**

KxMobile

KxMobile - Check In/Out

Check In

Payment Options

Payment Method None Selected

Tap 'Show Reg. Card' and present to...

Complete Check In   **Show Reg. Card**

Payment Type

Other Details

Bar Account

Check In Notes

KxMobile

KxMobile - Check In/Out

Check In

Email email@email.com

Mobile 303-867-5309

Guest to Sign Here:

Laura Johnson

Step 5: Enter the attendee's **email address** and **phone number**

(Only for adult groups – this is in case they buy a parking permit and we need to notify them that their lot is being worked on and they need to move their car).

Have the attendee sign in the gray box.

Tap **Complete Check In.**

Complete Check In

HINT: To erase and redo a signature, click the **minus sign**

MANUALLY CHECK IN AN ATTENDEE OR GROUP

Step 1: In the "Manage Stay" tab, select "Check In."
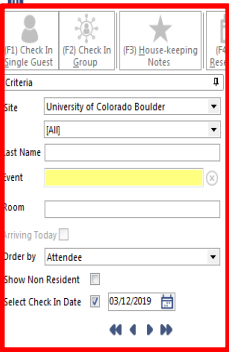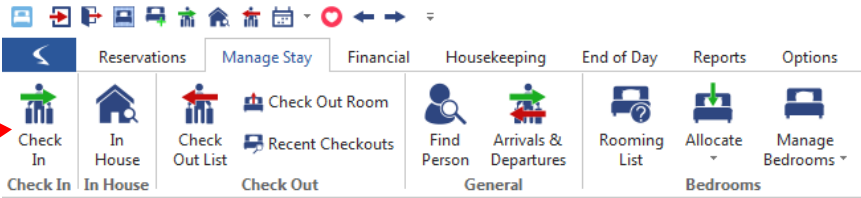
Step 2: A list of attendees who are scheduled to check in today will appear. If you need to check-in someone not on the list, click the check box that says "Select Check In Date" and change the date to the correct date that the attendee was supposed to arrive. If you still can't find them, use the "Find Person" instructions on the next page.

Step 3: Select the attendee you would like to check in and click "(F1) Check In Single Guest."

If you'd like to check in the whole group at once, click "(F2) Check In Group."
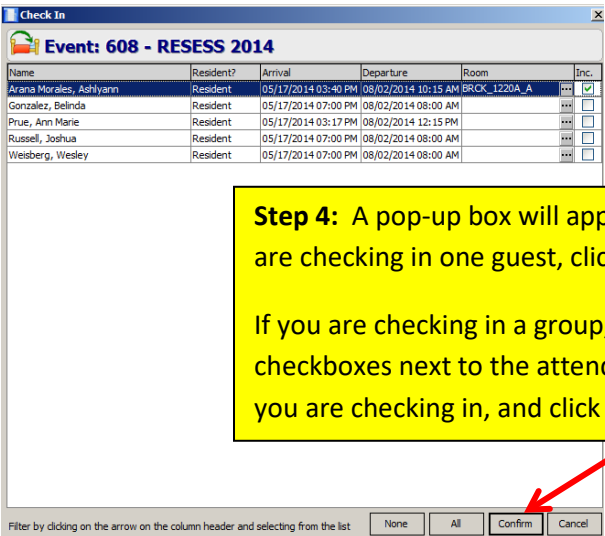
Step 4: A pop-up box will appear. If you are checking in one guest, click "Yes."

If you are checking in a group, click the checkboxes next to the attendees that you are checking in, and click "Confirm."
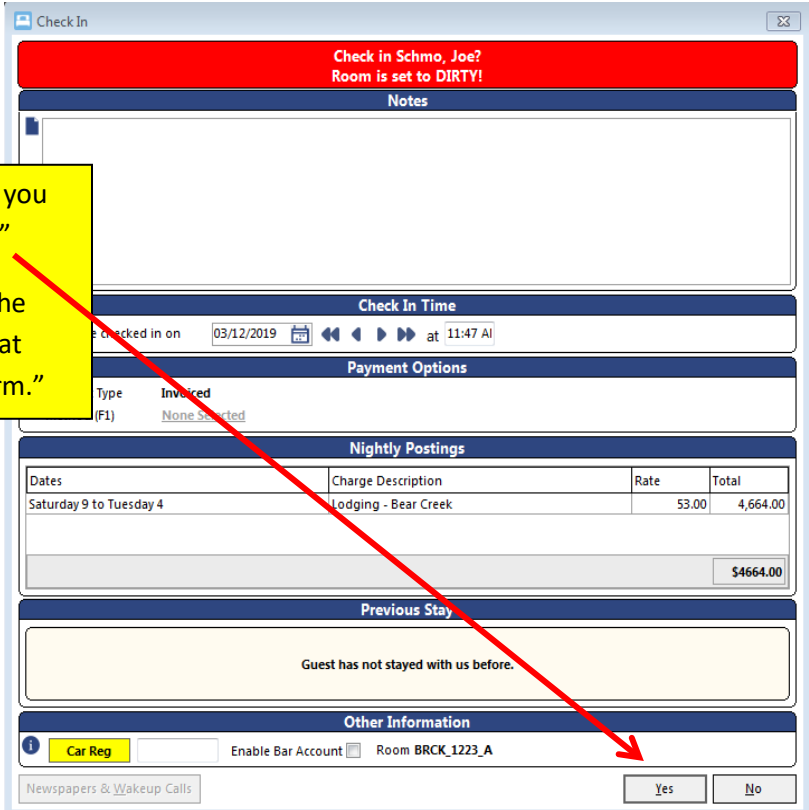
WARNING! ALL check-ins must be done through KxMobile unless Andrea approves a check-in to be done manually. Manual check-ins do not capture signatures, which we need for billing

9

FIND PERSON

HINT: Make sure to change the "For" dropdown to show All Bookings.

ADD NEW ATTENDEE

Step 1: In the "Attendees" screen, select "Add" and click on "Add Previous Attendee."

HINT: Get approval from your RSM or C3 before assigning rooms to walk-ins.

Step 2: A pop-up box will appear. Select "Create New Person."

Step 3: Another pop-up box will appear. Enter the first and last name of the walk-in attendee, then click "Save."
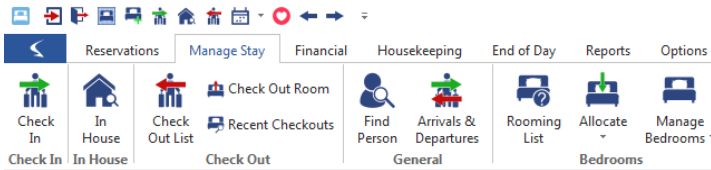
Step 4: Another pop-up box will appear. Click "Save."

Step 5: Another pop-up box will appear. Enter the correct arrival and departure dates, and click "Save."

Step 6: A pop-up box will appear: "Warning: There are discrepancies between allocations and reservations for this event. Would you like to check them now?" Click "No."

MANUALLY CHECK OUT AN ATTENDEE OR GROUP

Step 1: In the **Manage Stay** tab, click **In House** to see the attendees that are currently checked in to your conference.

To check out an individual:

Step 2: Select the conferee that you would like to check out, and make sure the check-out date listed is correct.

Step 3: Select **(F1) Check Out**.

Step 4: A pop-up box will appear that says **Check out [Attendee Name]?** Click **Yes.**

Step 4: Click the checkboxes next to the attendees you would like to check out, and then select **Confirm**.

Step 4: A confirmation box will appear that says **Check out event Attendees?** Click **Yes**.
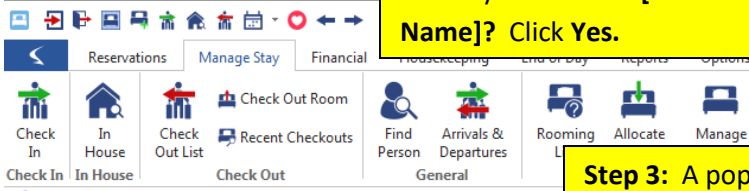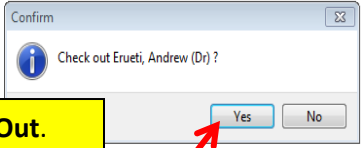
Step 3: A pop-up box will appear. First, make sure the check-out date is correct.

To check out a group:

Step 1: In the **Manage** Stay tab, click **Check Out List.**

Step 2: Select **(F2) Check Out Group**.
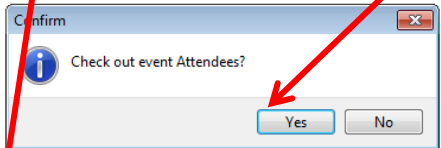
CONFERENCE PREP (FOR RSMS AND C3S)

ADD NOTES FOR CONFERENCE COORDINATORS PART I

You will add three standard notes in Kx to communicate important info to the Conference Coordinator

1	Pre-Con Note	Due 1-2 weeks before the group arrives
2	Check-In Note	Due by 5:00 PM on Check In Day
3	Post-Conference Evaluation Note	Due 3 business days after the group leaves

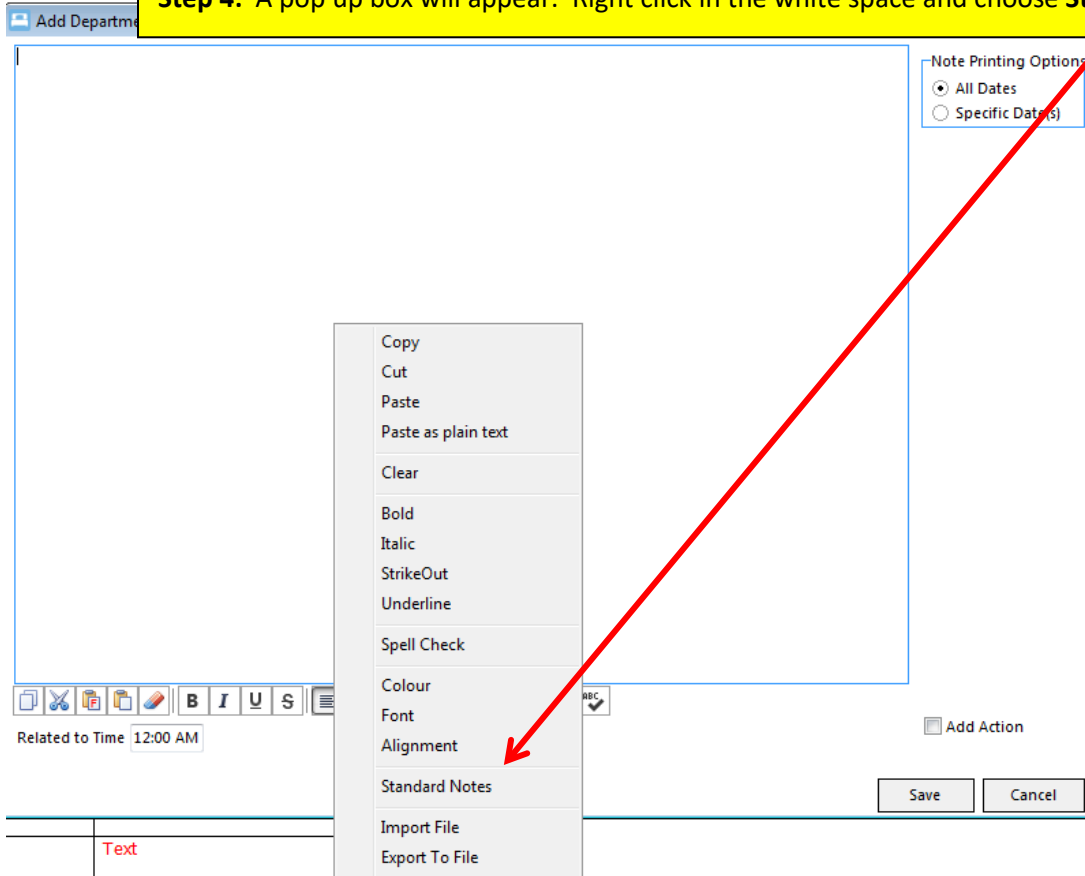**Step 1:** Open the event and select **Notes** from the left sidebar.

Step 2: Choose the **Residence Halls** category.

Step 3: Click **Add.**

ADD NOTES FOR CONFERENCE COORDINATORS PART II

PRINT NOTES

Step 1: To print a note, right click in the yellow shaded box and click **Export to File.**
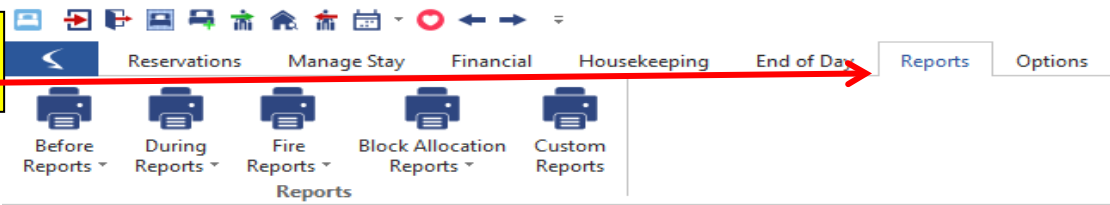

HINT: Don't use the **Print** button in the Top Left as it won't format the tables properly.

Step 2: Save it as an RTF File – these files open in Microsoft Word. Then, you can open the document and print it.
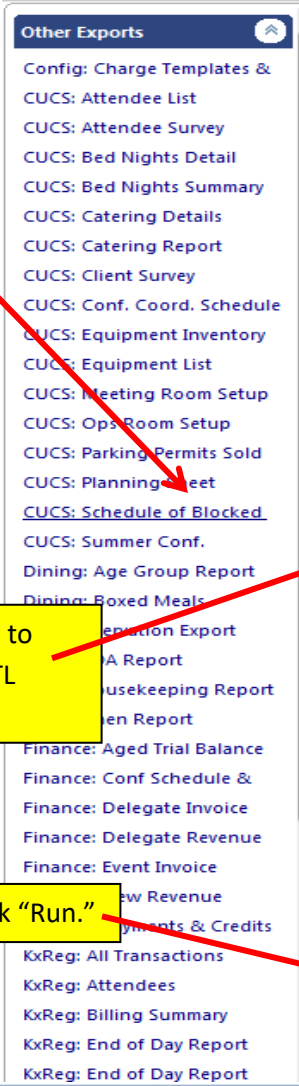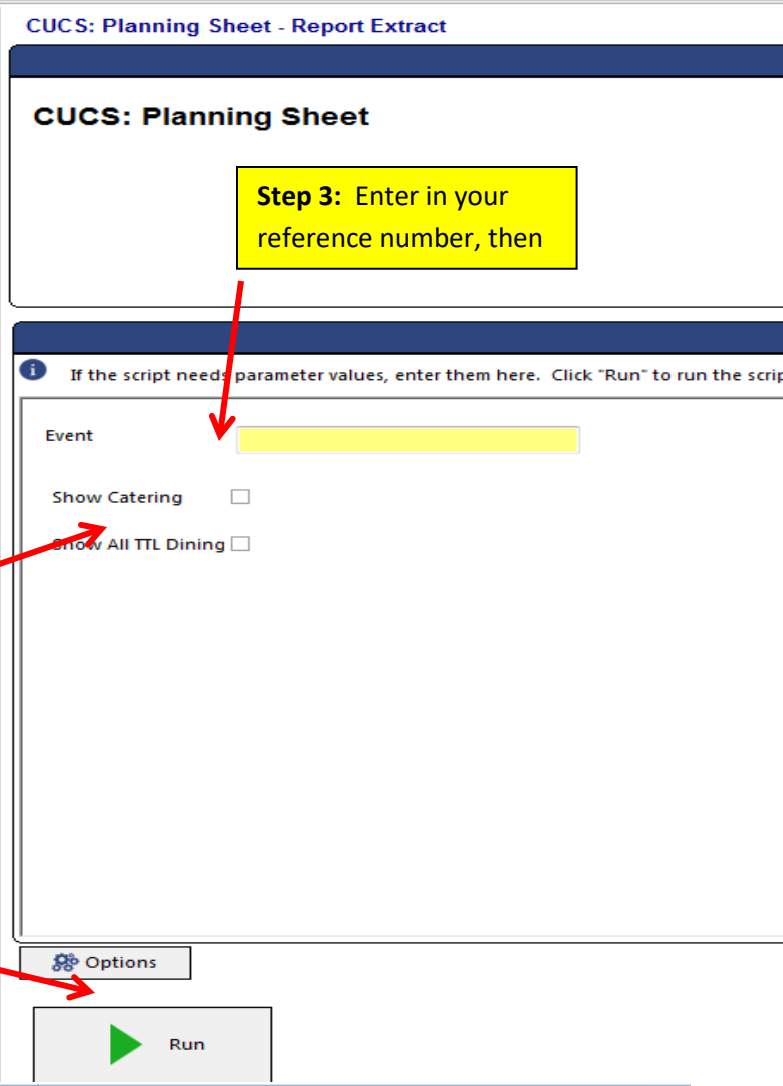
PRINT THE PLANNING SHEET

Step 1: Go to the "Reports" tab and click on "Custom Reports."

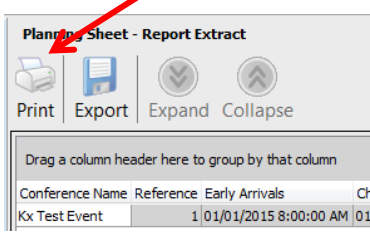**Step 2:** Click on "CUCS: Planning Sheet."
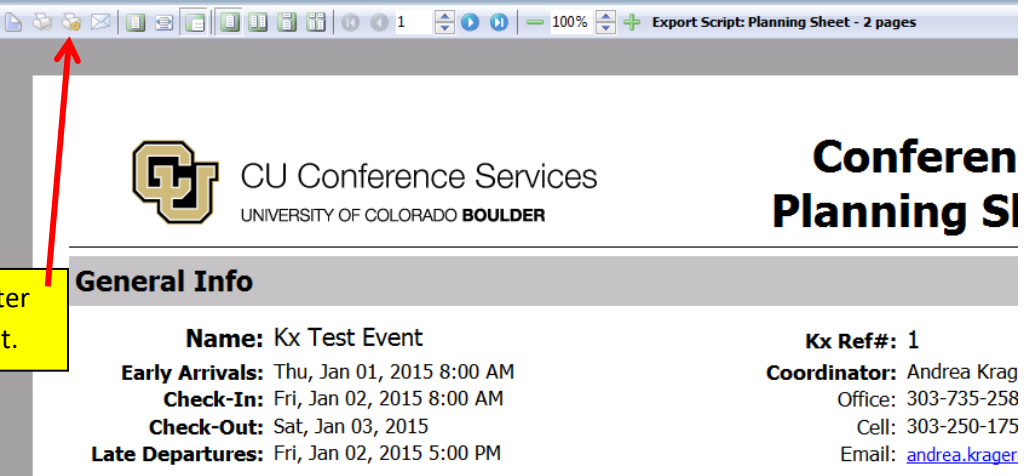
Step 3: Enter in your reference number, then

Step 4: Click the checkboxes next to "Show Catering" and "Show All TTL Dining."

Step 4: Click "Run."

Step 5: On the next screen, click "Print."

Step 6: Then, click on the printer icon to print the Planning Sheet.

Reservations | Manage Stay | Financial | Housekeeping | End of Day | Reports | Options

Before Reports | During Reports | Fire Reports | Block Allocation Reports | Custom Reports

Reports

CUCS: Planning Sheet - Report Extract

CUCS: Planning Sheet

Other Exports

Config: Charge Templates &
CUCS: Attendee List
CUCS: Attendee Survey
CUCS: Bed Nights Detail
CUCS: Bed Nights Summary
CUCS: Catering Details
CUCS: Catering Report
CUCS: Client Survey
CUCS: Conf. Coord. Schedule
CUCS: Equipment Inventory
CUCS: Equipment List
CUCS: Meeting Room Setup
CUCS: Ops Room Setup
CUCS: Parking Permits Sold
CUCS: Planning Sheet
CUCS: Schedule of Blocked
CUCS: Summer Conf.
Dining: Age Group Report
Dining: Boxed Meals
...eration Export
...A Report
...ousekeeping Report
...en Report
Finance: Aged Trial Balance
Finance: Conf Schedule &
Finance: Delegate Invoice
Finance: Delegate Revenue
Finance: Event Invoice
...ew Revenue
...ments & Credits
KxReg: All Transactions
KxReg: Attendees
KxReg: Billing Summary
KxReg: End of Day Report
KxReg: End of Day Report

If the script needs parameter values, enter them here. Click "Run" to run the scrip

Event

Show Catering ☐

Show All TTL Dining ☐

Options

▶ Run

Export Script: Planning Sheet - 2 pages

Planning Sheet - Report Extract

Print | Export | Expand | Collapse

Drag a column header here to group by that column

Conference Name	Reference	Early Arrivals	Ch
Kx Test Event	1	01/01/2015 8:00:00 AM	01

CU Conference Services
UNIVERSITY OF COLORADO **BOULDER**

Conferen
Planning Sl

General Info

Name: Kx Test Event
Early Arrivals: Thu, Jan 01, 2015 8:00 AM
Check-In: Fri, Jan 02, 2015 8:00 AM
Check-Out: Sat, Jan 03, 2015
Late Departures: Fri, Jan 02, 2015 5:00 PM

Kx Ref#: 1
Coordinator: Andrea Krag
Office: 303-735-258
Cell: 303-250-175
Email: andrea.krager

Step 1: Select "Bedrooms" from the left hand navigation bar. **Step 2:** Click "Reserve/Edit Beds"

Step 3: A pop up box will appear.

Choose Reservations

1 Select the required dates, site and bedroom types.

- ○ Use Conference Dates
- ○ Specific Nights

First Night

06/01/2018

Last Night

06/14/2018

Site

University of Colorado I ▾

Bedroom Type

[All] ▾

Night People :

2 Select the block to reserve bedrooms from.

- University of Colorado Boulder
  - Bear Creek
    - BC Building A
    - BC Building B
  - Kittredge Complex
  - Central Campus
  - Williams Village
    - Darley North
    - Darley South
    - Stearns East
    - Stearns West
    - Williams Village North

3 Enter the number of required room reservations and click 'Add Reservation'.

Bedroom Type	Count	Reserve
2-Bed Apt, Double Rm	18	0
3-Bed Apt, Triple Rm	3	0
4-Bed Apt, Double Rm	76	0
Double w/Bath	4	0
		0
		0
		0
		0
		0

Reserved Bedroom reservations already made.

Type	Reserved

HINT: Remember to reserve the number of BEDS, not the number of ROOMS. To reserve a double room with 2 beds, you will enter "2" in the "Reserve" column next to "Double."

Step 5: In box 3, enter the amount of beds you would like to reserve for each room type by typing the number of beds into the "Reserve" column.

Step 6: Click "Add Reservation"

Step 4: Select the residence hall that your conference will be staying in from box 2.

☐ Show by date

☐ Add notes to the selected reservation

Add Reservation >>

<< Delete Reservation

Create Rooming List

Actions will be saved automatically.

Close

BLOCK ROOMS PART II

Step 7: You should now see the amount of beds available for your conference in the "Reserved" box.

Step 8: Select "Create Rooming List" to block specific rooms for your conference.

Step 9: A new pop up box will appear. In the "Reserved" box, select the type of room for which you would like to block specific rooms by clicking on the room type

Step 10: In box "1," select the rooms you would like to block for your conference. You can individually select rooms, or click the "Select All" button and Kx will choose the first available rooms for you.

Step 11: Once rooms are selected, click "Add Selection" to block those rooms for your conference.

Step 12: Repeat steps 9-11 for any other room types needed for your conference. You should now see all of your blocked rooms in the "Rooming List" box. You can edit rooms from this box.

Step 13: When all your rooms have been blocked, click "Close."
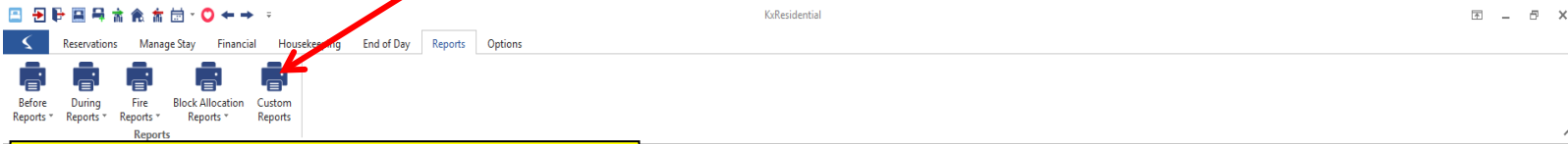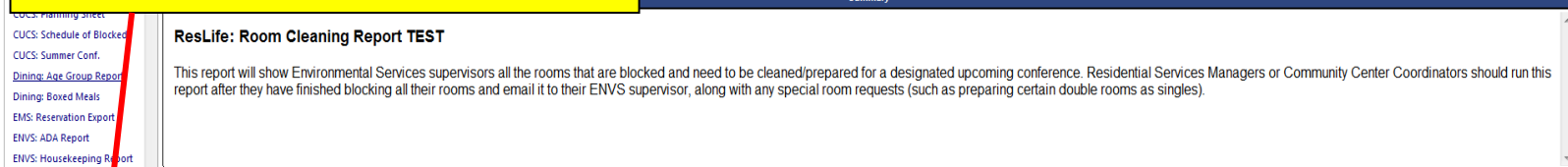
EMAIL YOUR ES SUPERVISOR THE ROOM CLEANING REPORT PART I

After your rooms are blocked, you can email the room cleaning report to your ES supervisor. Make sure you have taken any beds offline for using double rooms as singles.
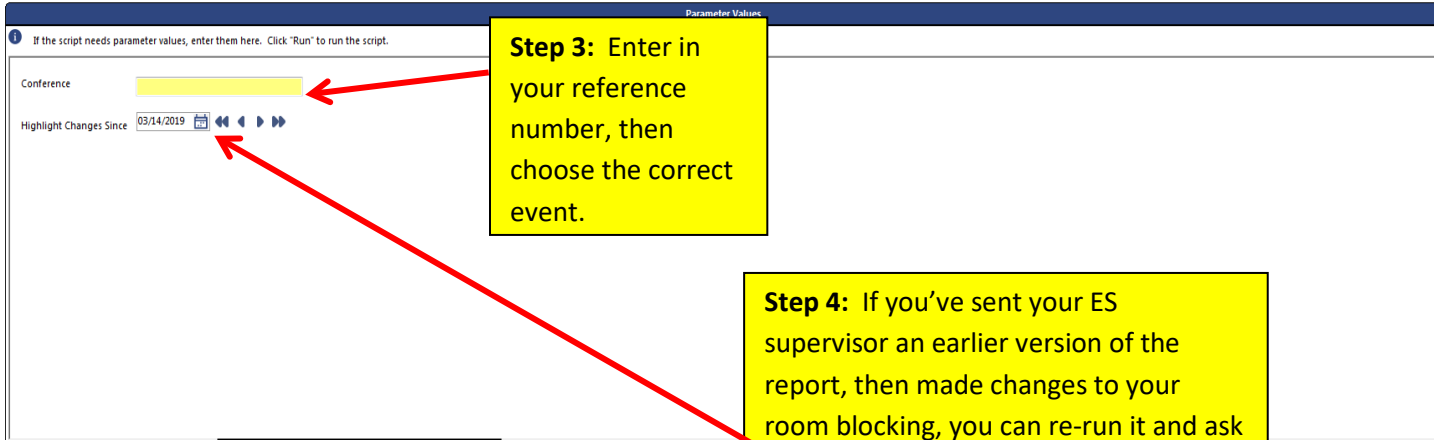
Step 1: Go to the **Reports** tab and click on **Custom Reports**
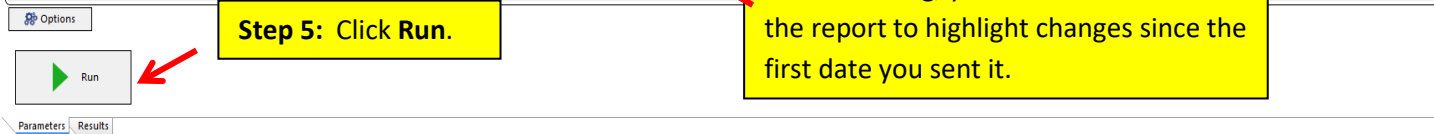
Step 2: Click on **ResLife: Room Cleaning Report.**

ResLife: Room Cleaning Report TEST

This report will show Environmental Services supervisors all the rooms that are blocked and need to be cleaned/prepared for a designated upcoming conference. Residential Services Managers or Community Center Coordinators should run this report after they have finished blocking all their rooms and email it to their ENVS supervisor, along with any special room requests (such as preparing certain double rooms as singles).

Step 3: Enter in your reference number, then choose the correct event.
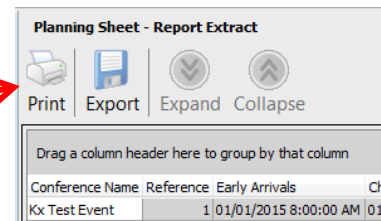
Conference

Highlight Changes Since 03/14/2019

Step 4: If you've sent your ES supervisor an earlier version of the report, then made changes to your room blocking, you can re-run it and ask the report to highlight changes since the first date you sent it.
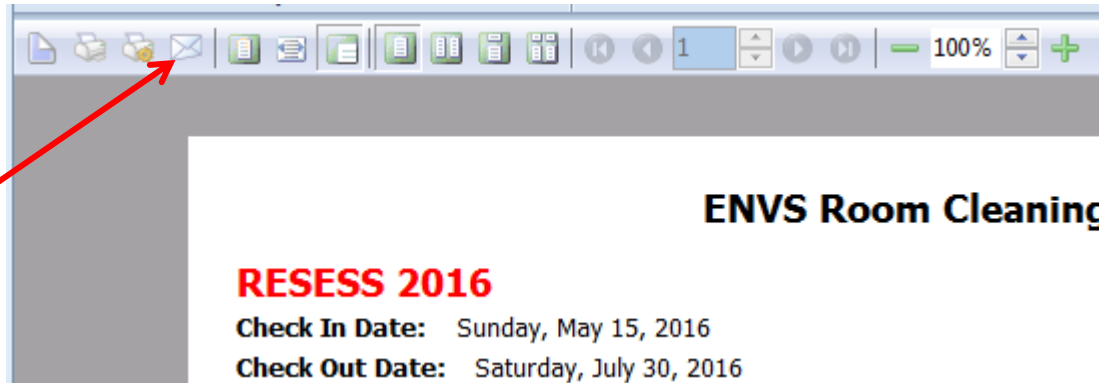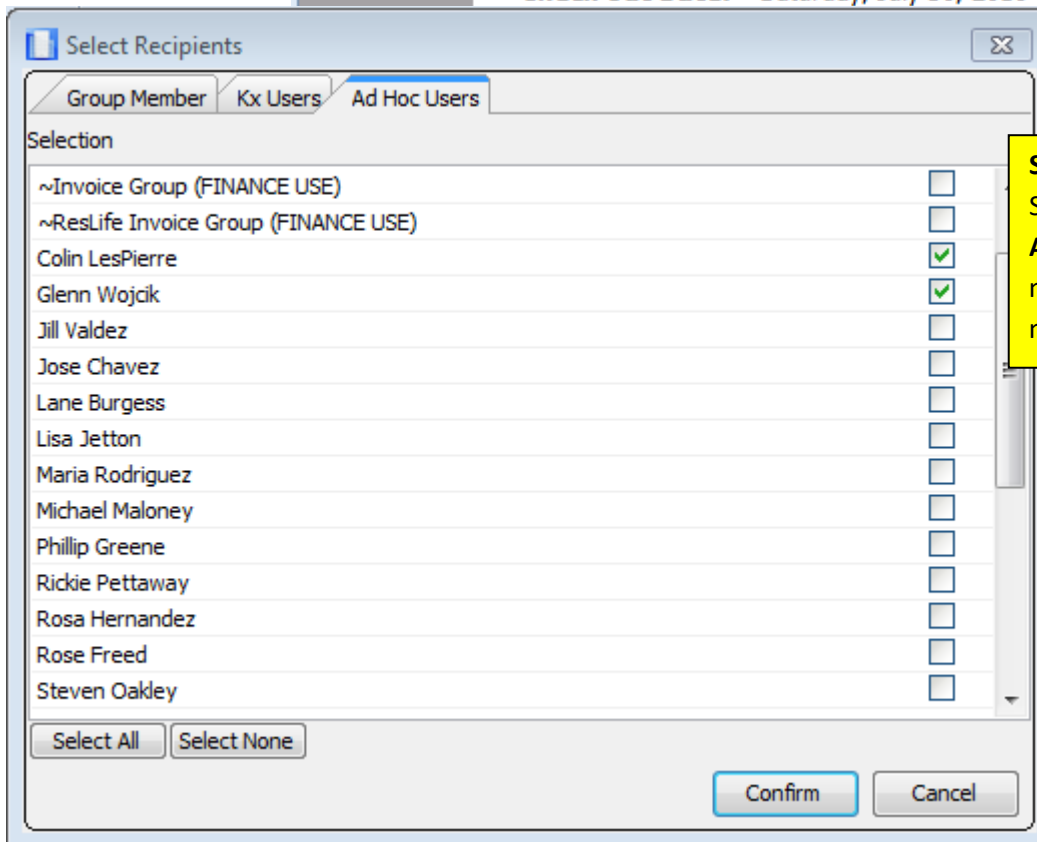
Step 5: Click **Run**.

Step 6: On the next screen, click **Print**.

Planning Sheet - Report Extract

Print   Export   Expand   Collapse

Drag a column header here to group by that column

Conference Name	Reference	Early Arrivals	Ch
Kx Test Event	1	01/01/2015 8:00:00 AM	01

EMAIL YOUR ES SUPERVISOR THE ROOM CLEANING REPORT PART II

Step 7: Select the mail icon to email.

ENVS Room Cleaning

RESESS 2016

Check In Date: Sunday, May 15, 2016

Check Out Date: Saturday, July 30, 2016

Select Recipients

Group Member | Kx Users | Ad Hoc Users

Selection

~Invoice Group (FINANCE USE)	☐
~ResLife Invoice Group (FINANCE USE)	☐
Colin LesPierre	☑
Glenn Wojcik	☑
Jill Valdez	☐
Jose Chavez	☐
Lane Burgess	☐
Lisa Jetton	☐
Maria Rodriguez	☐
Michael Maloney	☐
Phillip Greene	☐
Rickie Pettaway	☐
Rosa Hernandez	☐
Rose Freed	☐
Steven Oakley	☐

Select All | Select None

Confirm | Cancel

Step 8: Choose your ES Supervisor from the list on the **Ad Hoc Users** tab. If they are not listed, you can enter them manually later.

Step 9: Next, choose **Skip** on the **Select Template for Email Body** screen as you don't need an email template.

Step 10: If you'd like a read receipt, select **Yes** on the next screen; otherwise choose **No**.

Step 11: A **Send Email** pop up box will appear. Here, you can click **Edit Body** to edit the email, add or delete recipients, and edit the subject. The report is already attached, so when you're ready, click **Send.**

IMPORT A ROSTER PART I

You will receive an Excel roster from your Conference Coordinator via e-mail. This roster will list the attendees, their room type, and other applicable information. Save this document to your desktop.

Step 1: In the conference view of Kx, select "Attendees"
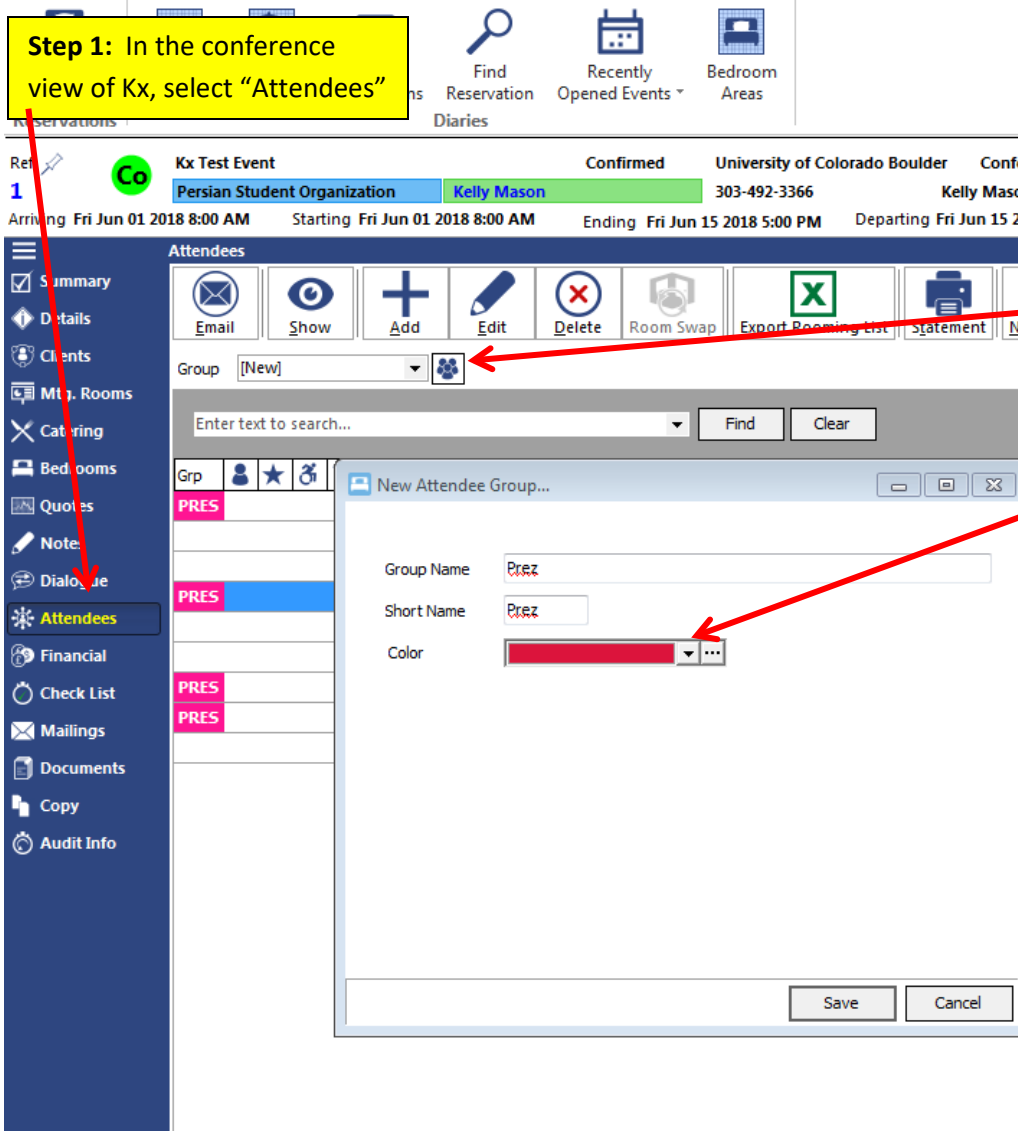
Step 2: If there are "Groups" listed on your Excel roster, you must add these groups into Kx before continuing. In the top left hand corner of the screen, select "[New]" next to "Group."

Step 3: A pop up box will appear. Enter the Group Name and Short Name (they can be the same name). The Short Name must match the name of the "Group" listed in the Excel document. If you'd like, you can choose a color to identify that Group. Click "Save." Continue this process for all the Groups listed on the Excel roster.

Step 4: When you have finished adding all the groups, select "[All]" next to "Group."

Step 5: Open the roster in Excel.

a. Delete any empty columns.
b. Delete the first row that has the "First Name, Last Name, etc" headers
c. If you are importing bedroom types, make sure that you also have a column called "Block" that lists the residence hall. The spelling of the residence hall must match exactly with what is in Kx. (If you want to see how your hall is listed in Kx, go back to the "Bedrooms" section of Kx where you reserved your rooms, and the screen there will show you how the hall is saved in Kx.
d. Highlight all the fields and click "Copy" or "Ctrl+C" ("Command + C" on a Mac).

Step 6: Return to Kx. In the bottom right hand corner of the screen, click "Add" and select "Paste Names from Excel."

Step 7: A pop up box will appear. In the top left hand corner of the screen, click "Paste Names."

Step 8: Another pop up box will appear. Select all the columns listed in your Excel roster. You will need to re-order them in Kx so that they match the order in your roster (otherwise the information will not import successfully). Use the "up" and "down" arrow buttons on the right hand side of the pop-up box to rearrange the selected boxes in the correct order. Once you have selected the exact number of columns and ordered them in the correct order, you will be able to click "Ok."

IMPORT A ROSTER PART III

Title	First Name	Last Name	Gender	Arrival Date	Departure Date	Block	Bedroom Type	Room Name	Fix Room	Organi
	Shredder	BadDude	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☑	☑
	Beebe	Bluff	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Krang	Brain	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Raphael	CoolButRude	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Sheldon	Cooper	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Donatello	DoesMachines	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Porkchop	Dog	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Sam	Dullard	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Lilly	Erickson	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Marshal	Erickson	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Amy	Farrah-Fowler	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Doug	Funnie	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Burton	Guster	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Leonard	Hofstader	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Roger	Klotz	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Raj	Koothrapali	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	Carlton	Lassiter	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐
	First Name	Last Name		Jun 01 8:00 AM	Jun 15 5:00 PM	Aden Hall	Double, Communi •••	•••	☐	☐
	Leonardo	Leads	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		•••	•••	☐	☐

Step 9: Your names will now appear in the "Rooming List" pop up box. Click "Save Names."

Step 10: Another pop up box will appear that says "OK to save the imported attendees?" Click "Yes."

NOTE: You may get a Warning box that says, "There are discrepancies between allocations and reservations for this event. Would you like to check them now?" Click "No."

CHANGE ARRIVAL/DEPARTURE DATES & OTHER ATTENDEE DETAILS

For some conferences, the roster will already be imported into Kx because that conference used online registration to sign up for housing. If this is the case, you will need to double check the roster against the rooming list that the Conference Coordinator sends you to ensure that the gender, arrival dates, and departure dates are correct. If they are not correct, you will need to modify them.

EDIT ONE ATTENDEE

Step 1: From the Attendees screen, double click on the attendee's name.

Details for M Laura Johnson-Morris, on Booking: 1 - Kx Test Event

| Name | M | Laura | Johnson-Morris | Gender | |
| Email | laurajj419@gmail.com | | | | |

☐ Organizer/Trainer
Attendee Company
Event Company   **Persian Student Organization**

Account Balance   **$0.00**

Details of Stay | Room Preferences | Notes | Account | Signatures

| Arrival | 05/11/2016 | 3:00 PM | Resident | ☑ |
| Departure | 05/13/2016 | 5:00 PM | Fix in Room? | ☐ |

Newspaper / Wakeup Calls

Current Room:

Car Reg | |

Step 2: From this screen, you can change the attendee's Arrival Date, Departure Date, and Gender.

Save | Cancel

EDIT MANY ATTENDEES

Step 1: From the Attendees screen, click on "Edit" at the bottom of the screen and select "Edit Many."

Add | Edit | Delete | Room Swap | Export Rooming List | Statement | Nightly Charges | Print

Edit Many Attendees

Sel	Grp	Title	Surname	Forename	M/F	Arrival	Departure	★	⚥	🏆	👤	Res	Block	Bed Type	Room	Fix in...	Payment Type	#Occ	Rou...	Line...
☑	PRES		BadDude	Shredder	♂	Jun 06 8:00 AM	Jun 06 5:00 PM	☐	☐	☐	☐	☑	Cheyenne A	Double		☐		1	Charg	
☑			Bluff	Beebe	♀	Jun 06 8:00 AM	Jun 06 5:00 PM	☐	☐	☐	☐	☑	Cheyenne A							
☑			Cooper	Sheldon	♂	Jan 01 8:00 AM	Sep 15 3:47 PM	☐	☐	☐	☐	☑	Cheyenne A							
☐	PRES		DoesMachir	Donatello	♂	Jun 06 8:00 AM	Jun 06 5:00 PM	☐	☐	☐	☐	☑	Cheyenne A							
☐			Dog	Porkchop	♂	Jan 01 8:00 AM	Sep 15 3:47 PM	☐	☐	☐	☐	☑	Cheyenne A							
☐			Hofstader	Leonard	♂	Jan 01 8:00 AM	Sep 15 3:48 PM	☐	☐	☐	☐	☑	Cheyenne A							
☐	PRES	M	Johnson-Mc	Laura		May 11 3:00 PM	May 13 5:00 PM	☐	☐	☐	☐	☑								
☐	PRES		Obama	Barack	♂	Jan 01 8:00 AM	Sep 15 3:48 PM	☐	☐	☐	☐	☑	Cheyenne A							
☐			Rocket	Ray	♂	Jan 01 8:00 AM	Sep 15 3:48 PM	☐	☐	☐	☐	☑	Cheyenne A							

Step 2: Check the boxes next to attendee names to select them. Then, choose the options at the bottom to change their Arrival Date, Departure Date, or Gender. When finished, click "Apply," then "Close."

▼ Select | Change all selected attendees | Bedroom Block | to | | Apply ▶

Close

ADD ATTENDEE CHECK-IN NOTES

For conferences with online registration, it's possible that some of the attendees already paid for their early arrival or late departure in advance. If this is the case (talk to your conference coordinator to be sure), then you will need to put notes on their account so that they don't get charged for an early arrival or late departure at the front desk.

Step 1: From the Attendees screen, double click on the attendee's name. Select the **Notes** tab.

Edit Attendees

Details for M Laura Johnson-Morris, on Booking: 1 - Kx Test Event

Name M ▼ Laura Johnson-Morris Gender ▼

Email laurajj419@gmail.com

☐ Organizer/Trainer Attendee Company
Event Company Persian Student Organization

Account Balance **$0.00**

◆ Details of Stay   🛏 Room Preferences   ✏ Notes   🌐 Account   📖 Signatures

Reg. Card Notes: Check-In Notes: Housekeeping Notes:

Step 2: In the **Check-In Notes** box, add notes to notify the front desk staff if the attendee has already paid for their early arrival, late departure, etc. Click **Save.**

Delete Attendee   Save   Cancel

KxMobile - Check In/Out

🛏 Check In List for Monday May 23 2016   Guest Details

🔍 ✕

🛏 **Check In Guest**

Cooper, Sheldon
Event: 1 Kx Test Event
05/17/16 08:00 am to 05/19/16 05:00....
🛏 🕐
Room: CHEY_027_A in Ground Floo...

Guest Details

Name: Cooper, Sheldon

Ghale, Rajani
Event: 3308 KAPLAN MCAT Test Prep
05/14/16 08:00 am to 06/25/16 12:00....
🕐

Room

Room: CHEY_027_A in Ground Floor East

Maid Status: Dirty

Hale, Ilsa
Event: 3308 KAPLAN MCAT Test Prep
05/14/16 08:00 am to 06/25/16 12:00....
🕐

Notes:

Check In Notes:
Has already paid for early arrival and late departure.

Kass, Scarlett
Event: 3308 KAPLAN MCAT Test Prep

These notes will show up on KxMobile when the attendee checks in so that the front desk staff knows that they don't need to collect payment.

ADD MEAL CARD NUMBER

Step 1: Once all the attendees are added, add the meal card number to each attendee's record in Kx. First, click on the "Details" tab of the event, and choose "Attendee User Defined Fields." Check all three boxes next to "Meal Card Number" and click "Save."

Step 2: On the "Attendees" tab, double click on an individual attendee. Choose the "User Defined Fields" tab. Double click on "Meal Card Number" to edit the field. Enter the last 9 digits of the "Meal Card Number" from their keycard. Click "Save."
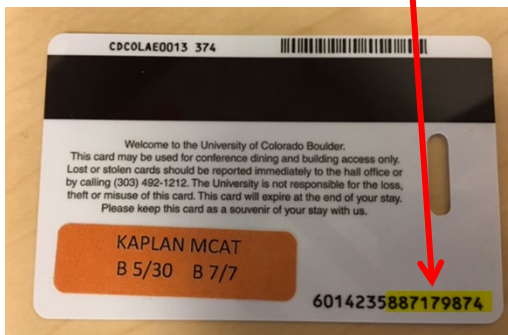
Step 1: In the "Manage Stay" toolbar, click on "Allocate" and select "Allocate Attendee Bedrooms."

NOTE: If your event is single gendered, you may instead choose to "Allocate by Event," but allocating by event does not allow you to designate the placement of different genders, which may be an issue if you have wings of your buildings that are single gendered.

Step 2: In the "Event" search bar, type part of the conference name to search for the conference, then select the correct conference.

Step 3: At the bottom of the screen, click on "Allocate by Person."

ASSIGN ROOMS PART II

Step 4: A pop up box will appear. At this point, select the rooms that you wish to assign. The default selection is "all rooms" in your block. If you are assigning all rooms for the conference at this time, then click "OK."

Step 5: You can now assign individuals to rooms by clicking on the checkbox next to the attendee and clicking on the checkbox next to the room.

Step 6: Then, click "Allocate to Rooms" to assign that individual to the selected room.

NOTE: You can allocate multiple people at once by selecting several people and their corresponding rooms. If the attendees have requested certain roommates, you may want to assign both roommates at once to their room.

Step 7: When you have finished assigning all the attendees to rooms, click "Close."

USE A DOUBLE AS A SINGLE/PUT A ROOM OUT OF SERVICE PART I

> You may need to use a double room as a single because your building does not have enough singles for the conference. To do this, you will **block bed A for an attendee** and **put bed B "out of service"**. This ensures that no one accidentally puts someone in that out of service room, and it helps with our bed night reporting at the end of the summer.

To Put a Bed (or Full Room) Out of Service:

Step 1: On the **Housekeeping Tab**, select **Put Bedroom Out of Service**

Step 2: Click Add.

USE A DOUBLE AS A SINGLE/PUT A ROOM OUT OF SERVICE PART II

Step 3: A pop up box will appear. Select the Block, Sub-Block, Room, and click the **>** arrow to add to the list.

Step 4: Put in the correct start and end dates for the room to be offline.

Then, add notes explaining why the room or bed is offline.

Click **Save.**

PRINT KEYCARD LABELS

PRINT A CHECK-IN ROSTER

Step 1: In the "Attendees" screen, click on the checkboxes next to "Landscape" and "Expanded Signature Box" at the bottom of the screen.

Step 2: Select "Print" and click "Print."

Step 3: The "Attendee List" (check-in roster) will appear.

Step 5: To print, click on the printer icon in the Print toolbar.

Step 6: A pop-up box will appear. Select your printer and click "OK."

HINT: To print a **room roster**, go back to the "Attendees" screen and sort the list of attendees by room number by clicking on the "Allocated Room" header. Make sure the box for "Landscape" is checked. Then, follow steps 2-6 above.

ADVANCED KX INSTRUCTIONS

UNDO A CHECK IN OR CHECK OUT

Step 1: Click the arrow next to **Checked In At:** or **Checked Out At:** on the attendee screen to undo a check-in or check-out.

HINT: If you need to undo a check-in, and the attendee has already checked out, you will have to undo the check-out first.

Edit Attendees

Details for Shredder BadDude, on Booking: 1 - Kx Test Event

Name   Shredder   BadDude   Gender ♂ Male

Email   Yes@gmail.com

☐ Organizer/Trainer   Attendee Company Persian Student Organization
Event Company   Persian Student Organization

Account Balance $0.00

Details of Stay | Room Preferences | Notes | Account | Signatures

Arrival   06/06/2017   08:00 AM   Resident   ☑
Departure   06/06/2017   05:00 PM   Fix in Room?   ☐

Newspaper / Wakeup Calls

Checked In At: 05/17/16 10:54 AM
Checked Out At: 05/17/16 10:55 AM
Current Room:

Car Reg

Delete Attendee   Save   Cancel

Step 2: Click **Save**

ASSIGN OR MOVE AN ATTENDEE TO A VACANT ROOM

Grp	👤	★	♿	🏆	♀♂	Last Name	First Name	Company	Arrival	Departure	Block	Bed Type	Allocated Room	🕐	Res	📎
PRES					♂	BadDude	Shredder	CU Boulder Er	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Ara	Double		•••	🕐	✓	
					♀	Bluff	Beebe	CU Boulder Er	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Ara	Double		•••	🕐	✓	
					♂	Cooper	Sheldon	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Ara	Single		•••	🕐	✓	📎
PRES					♂	DoesMachines	Donatello	CU Boulder Er	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Ara	Double		•••	🕐	✓	📎
					♂	Dog	Porkchop	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Ara	Double		•••	🕐	✓	
					♂	Hofstader	Leonard	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Ara	Double		•••	🕐	✓	
PRES						Johnson-Morris	Laura		May 11 03:00 PM	May 13 05:00 PM	BC Building A	2-Bed 1-Bath A	BRCK_110	•••	🕐	✓	
PRES					♂	Obama	Barack	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Ara	Double		•••	🕐	✓	
					♂	Rocket	Ray	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Ara	Double		•••	🕐	✓	

Step 1: From the Attendees screen, click the "…" box next to the Attendee's name.

Step 2: Choose one of the vacant rooms from the rooming list. These are the rooms that have been blocked for this conference. Make sure that you are putting them in the correct gender room/wing (you may need to review your check-in roster for this).

Click "Select."

Step 3: A pop up will appear – click "No."

SWAP ATTENDEE ROOMS

Step 3: A "Room Swap "window will appear. Enter the other person's name in the left top corner; with whom the room is to be swapped.

Step 4: Click on the "occupant" from the "Guest" screen and the "occupant" from the "Room To Swap" screen. Then click Swap.

Room Swap

Room Swap

Search Options

Room Name \ Number

Person Name
donatello

Site
University of Colorado Boulde

Area
Central Campus

Block
Cheyenne Arapaho Hall

Sub Block
[All]

☑ Match Reservation

★ ☑ Not RA/SM Room
★ ☐ RA/SM Room
♿ ☐ ADA
LL ☐ INACTIVE
⚕ ☐ In-Room Bath

Bedroom Type
Single

Date From
06/14/2018

Date To
06/14/2018

Clear   Search

Guest

Event ID	Occupant	Room	Block	Sub Block	Bedroom Type	Arrival	Departure	★	♿	⚕
1	Sheldon Cooper	BRCK_1108A2_A2	BC Building A	First Floor	4-Bed 2-Bath Ap	06/01/2018	06/15/2018			⚕
1	Sheldon Cooper	BRCK_1108A2_A2	BC Building A	First Floor	4-Bed 2-Bath Ap	06/01/2018	06/15/2018			⚕

Room To Swap

Event ID	Occupant	Room	Block	Sub Block	Bedroom Type	Arrival	Departure	★	♿	⚕
1	Donatello DoesMachine	BRCK_1108A1_A1	BC Building A	First Floor	4-Bed 2-Bath Apt	06/01/2018	06/15/2018			⚕

Swap   Cancel