

Kx User Guide

Last Updated 5/11/2021

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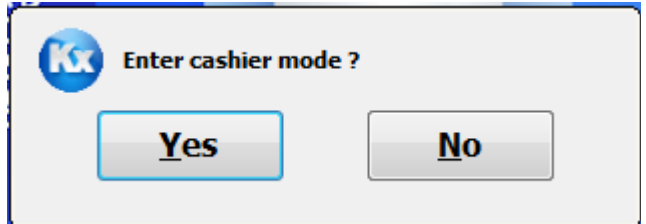
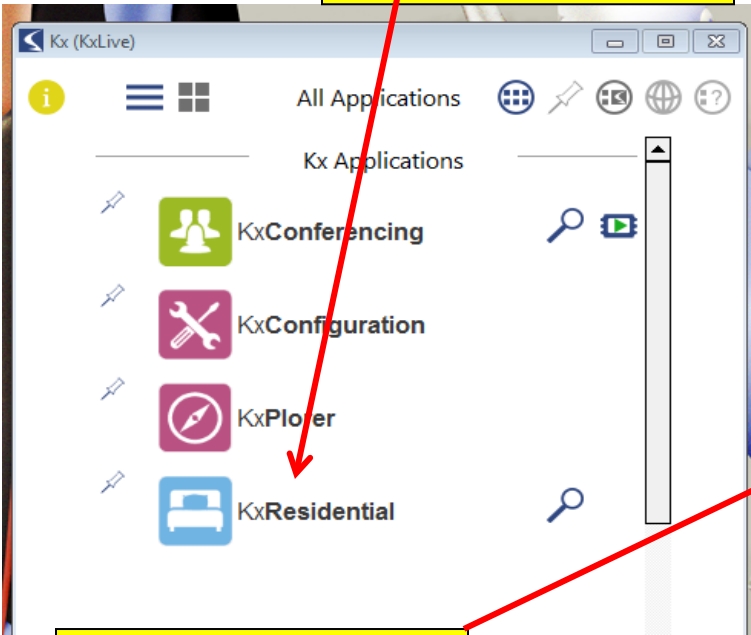
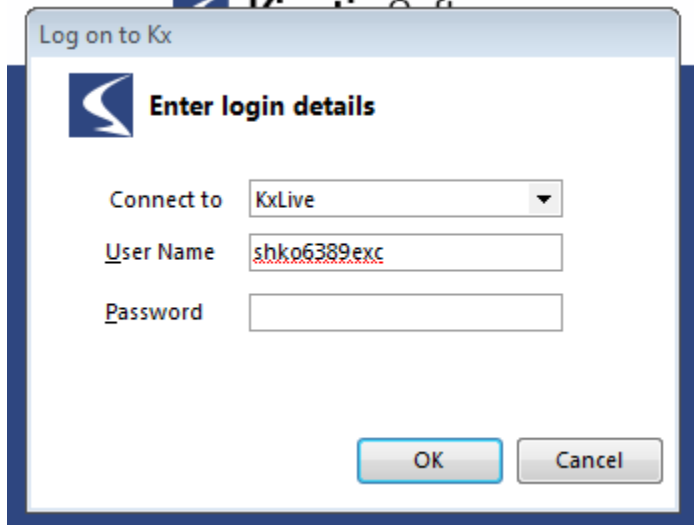
BASIC Kx INSTRUCTIONS

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."

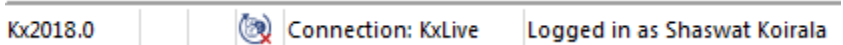
Step 3: Select the "Kx Residential" icon.



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

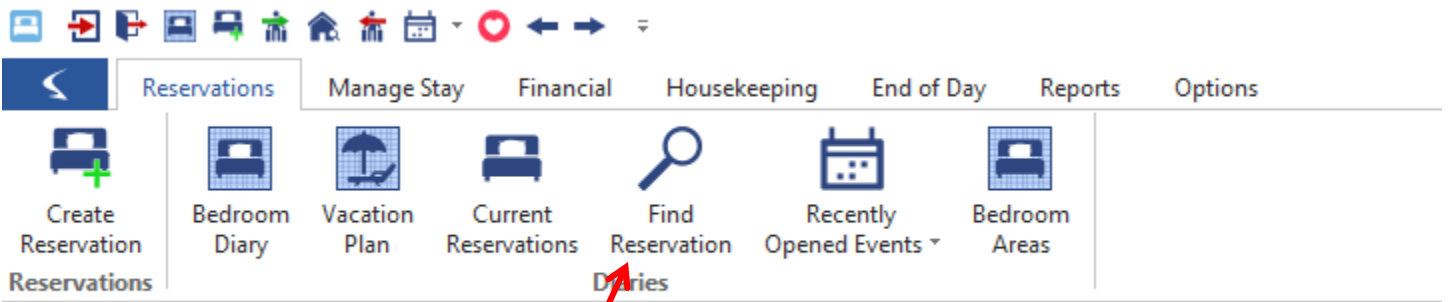
Always Select "NO"

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.



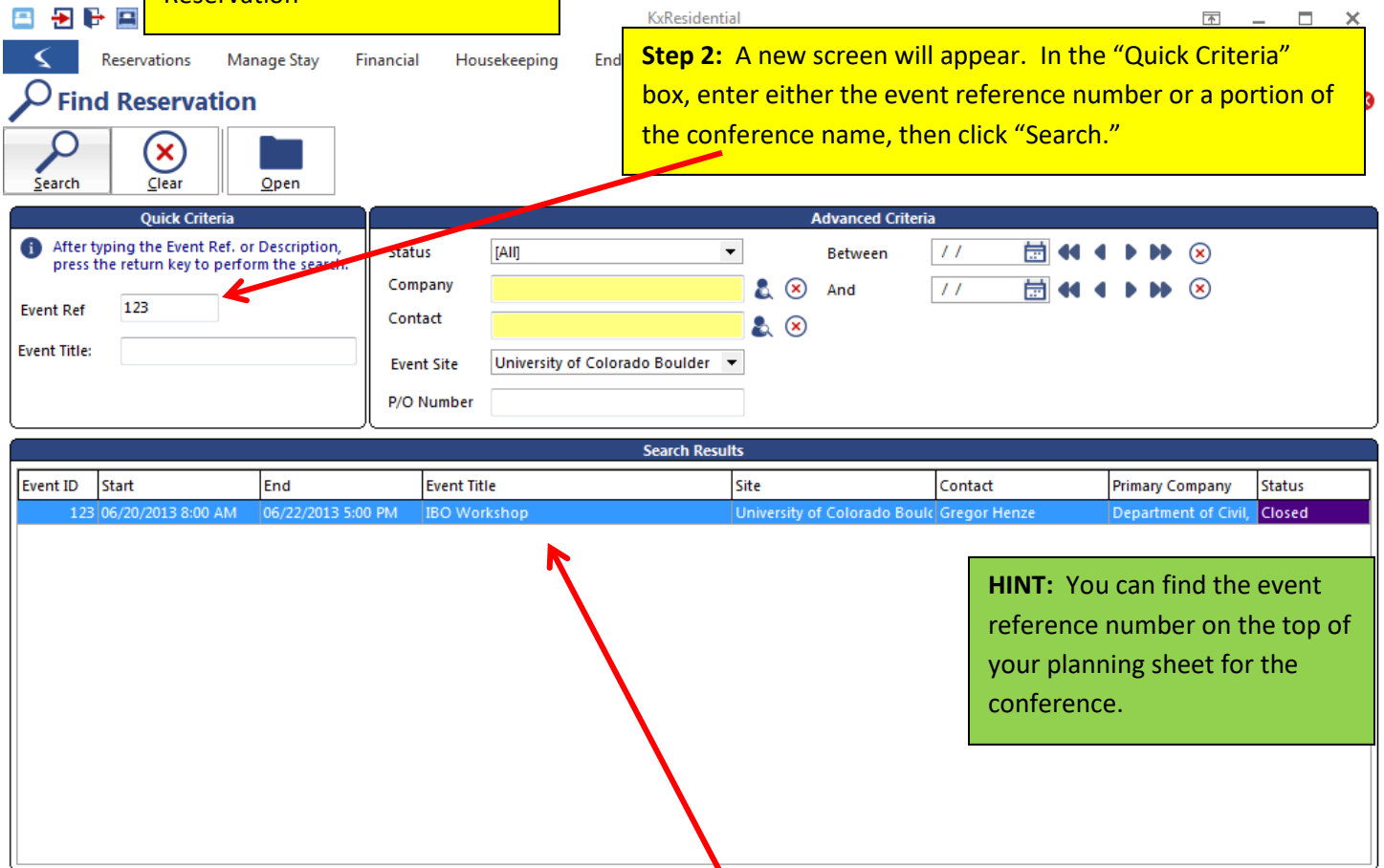
Step 5: Double check that you are in the correct version of Kx by looking in the bottom left corner. It should say "Connection: Kx Live" (NOT "Connection: Kx Training")

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."



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

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

VIEW CONFERENCE DETAILS

Ref: 1234 True ResLife Sessions Closed University of Colorado Boulder RL Misc Bookings Jana Jones
HDS: Residence Life Mr Adam Beaver 303-735-2678
Arriving Tue Aug 19 2014 6:00 PM Starting Tue Aug 19 2014 6:00 PM Ending Tue Aug 19 2014 9:00 PM Departing Tue Aug 19 2014 9:00 PM No's 66/0

Summary

- Details
- Clients
- Mtg. Rooms
- Catering
- Quotes
- Notes
- Dialogue
- Attendees
- Financial
- Check List
- Mailings
- Documents
- Copy
- Audit Info

Details Current status: Closed Last update: Thu Jul 31, 2014 12:36 PM Booking contract: Not Issued Event copied from: 378 - I Wish I'd Known (WIKI)	Catering Catering booked for today Breakfast: 0 Lunch: 0 Dinner: 0	Attendees Attendees: 0 Non residents: 0 Attendees allocated rooms: 0 In-Room Bath count: 0 ADA count: 0
Clients Main contact: Mr. Adam Beaver Main company: HDS: Residence Life	Financial Latest/Final quote: No Quote Created Outstanding payments: \$0.00 Outstanding extra charges: \$0.00 Deposit paid: \$0.00	Check List Outstanding actions: 0 Your outstanding actions: 0 Completed: 0
Meeting Rooms Main room: DLYC Darley Com 103 Rooms booked: 7 Equipment booked: No	Dialogue Latest Dialogue: 0	

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.

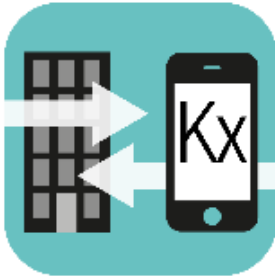
LOG INTO KxMOBILE

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.

KxMobile



Server

Port

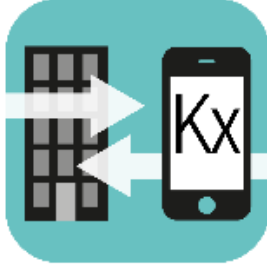
Connect

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 hdsx@colorado.edu with your name and the name on the device.

KxMobile



Select User

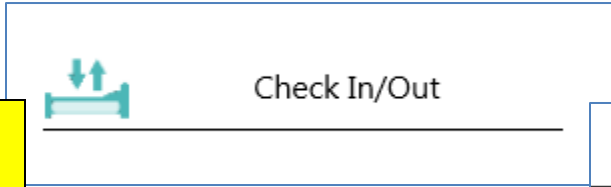
Please enter a new pin.

Pin

Confirm Pin

Login

CHECK IN AN ATTENDEE PART I



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

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**.

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 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**

The screenshot shows the KxMobile app interface. The title bar reads "KxMobile - Check In/Out". The main content is split into two panes. The left pane is titled "Check In List for Friday Apr 29 2016" and contains a search bar and a list of attendees. The right pane is titled "Guest Details" and shows information for a selected guest.

Attendee List:

- 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:

- Name:** Walter, Angela
- Room:** SMIT_W261_A in Second Floor West (with **Change Room** button)
- 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 - Check In/Out

Check In

Payment Options

Payment Method: None Selected

Payment Type: [Input Field]

Other Details

Bar Account: [Toggle Switch]

Check In Notes: [Text Area]

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

Complete Check In

Show Reg. Card

KxMobile - Check In/Out

Check In

Email: email@email.com

Mobile: 303-867-5309

Guest to Sign Here:

Laura Johnson

Complete Check In

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

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

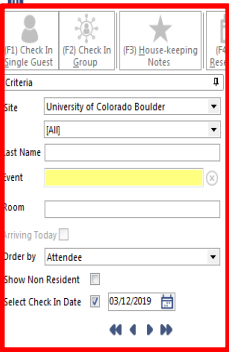
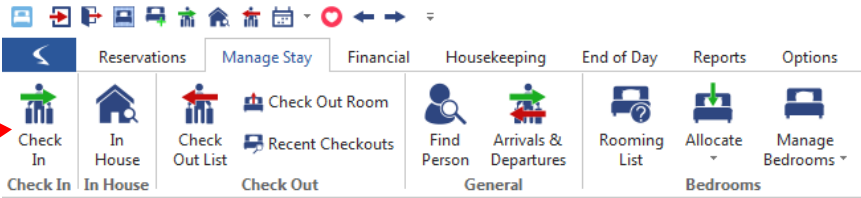
(Only for adult groups – this is in case they buy a parking permit and we need to notify them that their lot is being worked on and they need to move their car).

Have the attendee sign in the gray box.

Tap **Complete Check In**.

MANUALLY CHECK IN AN ATTENDEE OR GROUP

Step 1: In the "Manage Stay" tab, select "Check In."

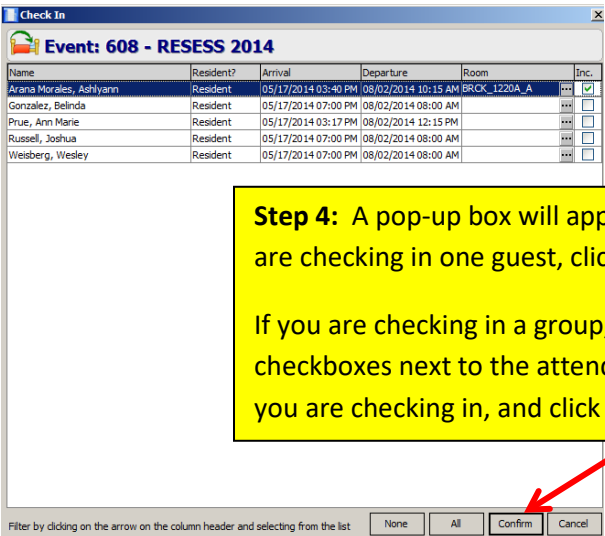


Step 2: A list of attendees who are scheduled to check in today will appear. If you need to check-in someone not on the list, click the check box that says "Select Check In Date" and change the date to the correct date that the attendee was supposed to arrive. If you still can't find them, use the "Find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

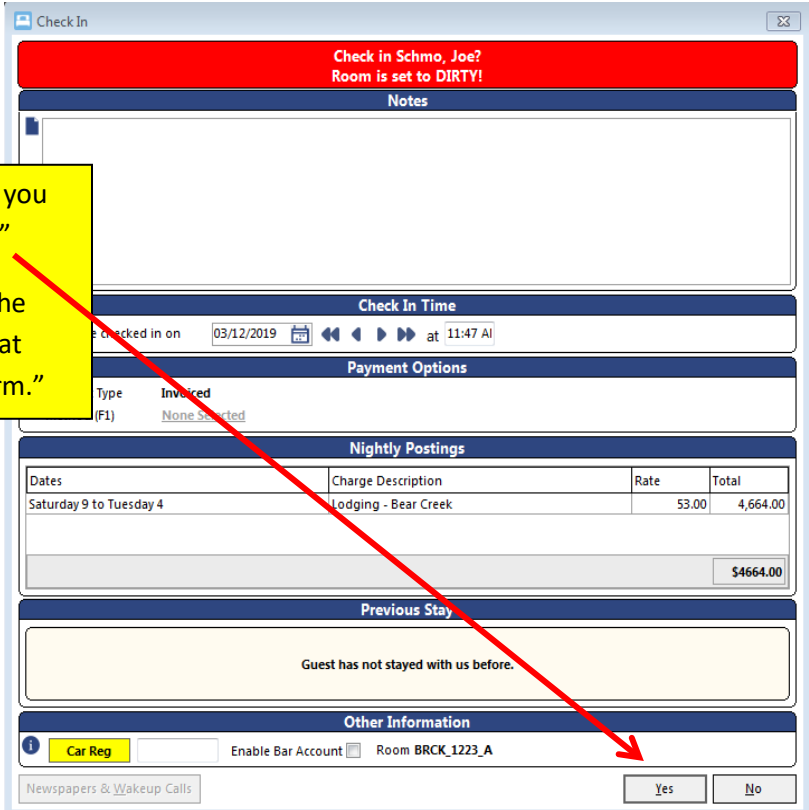
Step 3: Select the attendee you would like to check in and click "(F1) Check In Single Guest."

If you'd like to check in the whole group at once, click "(F2) Check In Group."

Find Booking | Event: 1234, True ResLife Sess... | Current Reservations | Check In
Kx2018.0 | Connection: KxLive | Logged in as Shasvat Koirala | US | Licensed to CU Boulder | Font Scale: 100%



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

FIND PERSON

Step 1: If you can't find an attendee using the "Check In" screen, use the "Find Person" screen on the "Manage Stay" tab.

The screenshot shows the KxResidential software interface. At the top, there is a navigation bar with tabs: Reservations, Manage Stay, Financial, Housekeeping, End of Day, Reports, and Options. Below this is a toolbar with icons for Check In, In House, Check Out List, Check Out Room, Recent Checkouts, Find Person, Arrivals & Departures, Rooming List, Allocate, and Manage Bedrooms. The 'Find Person' window is open, showing search criteria: Name, Company, Invoice Number, Purchase Order, Site (University of Colorado Boulder), and Attending. There is a 'For' dropdown menu set to 'Today' and a 'Car Reg' button. A table with columns: Attendee, Company, Event, Room, Car Reg, Arrival, Departure, Status, and Site is shown below. The table is empty, displaying '<No data to display>'. A red arrow points from the 'For' dropdown to a green hint box at the bottom.

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."

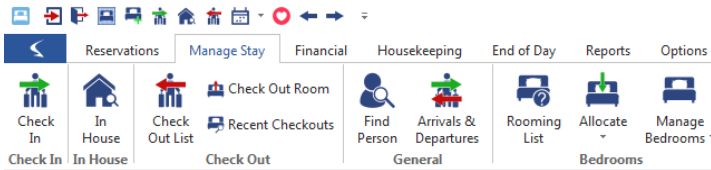
Step 5: Another pop-up box will appear. Enter the correct arrival and departure dates, and click "Save."

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."

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.

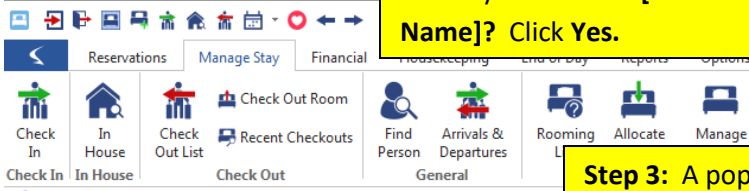
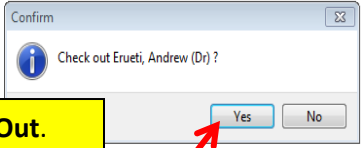
In House

The 'In House' view displays a list of attendees. A red arrow points to the 'Check Out' button (F1) in the top toolbar. Another red arrow points to the row for 'Erueti, Andrew (Dr)' in the attendee list.

Name	Arrival	Depart	Event #	Balance	Paym
Erueti, Andrew (Dr)	Mon Nov 12	Thu Nov 29	6730	\$0.00	
Yusuke, Oki (Dr)	Thu Feb 21	Thu Mar 14	7687	\$0.00	
Cotant, Austin (Mr)	Mon Jun 04	Sat Aug 04	6395	\$0.00	
Rushneck, Amy (Dr)	Mon Jun 04	Sat Aug 04	6395	\$0.00	
Sawicki, Mik (Mr)	Sat Jun 02	Wed Aug 15	6730	\$0.00	
Shonkoff, Sam (Mr)	Mon Oct 22	Thu Oct 25	6730	\$0.00	
Ransick, Kelsey (221)	Fri Jun 29	Sat Jul 21	6395	\$0.00	
Becker, Jonathan (Mr)	Fri Sep 14	Mon Sep 24	6730	\$0.00	
Lay, Crystal Donnette	Sun Jul 01	Mon Dec 31	6730	\$0.00	

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 3: A pop-up box will appear. First, make sure the check-out date is correct.

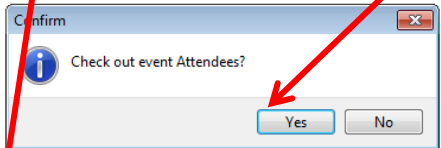
Step 4: Click the checkboxes next to the attendees you would like to check out, and then select **Confirm**.
Step 4: A confirmation box will appear that says **Check out event Attendees?** Click Yes.

The 'Check Out Group' view displays a list of attendees for a specific event. A red arrow points to the 'Check Out Group' button in the toolbar. Another red arrow points to the 'Confirm' button in the bottom toolbar.

Name	Room	Arrival	Departure	Open charges	Check Out
Becker, Jonathan (Mr)	BRCK_1219_A	09/14/2018 8:00:00 A	09/24/2018 5:00:00 P	0.00	<input checked="" type="checkbox"/>
Erueti, Andrew (Dr)	BRCK_1102_A	11/12/2018 8:00:00 A	11/29/2018 5:00:00 P	0.00	<input checked="" type="checkbox"/>
Lay, Crystal Donnette	WVN_106_A	07/01/2018 8:00:00 A	12/31/2018 5:00:00 P	1,400.00	<input checked="" type="checkbox"/>
Sawicki, Mik (Mr)	BRCK_1202_A	06/02/2018 8:00:00 A	08/15/2018 5:00:00 P	0.00	<input checked="" type="checkbox"/>
Shonkoff, Sam (Mr)	BRCK_1202_A	10/22/2018 8:00:00 A	10/25/2018 5:00:00 P	0.00	<input checked="" type="checkbox"/>

Some attendees have open charges

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.

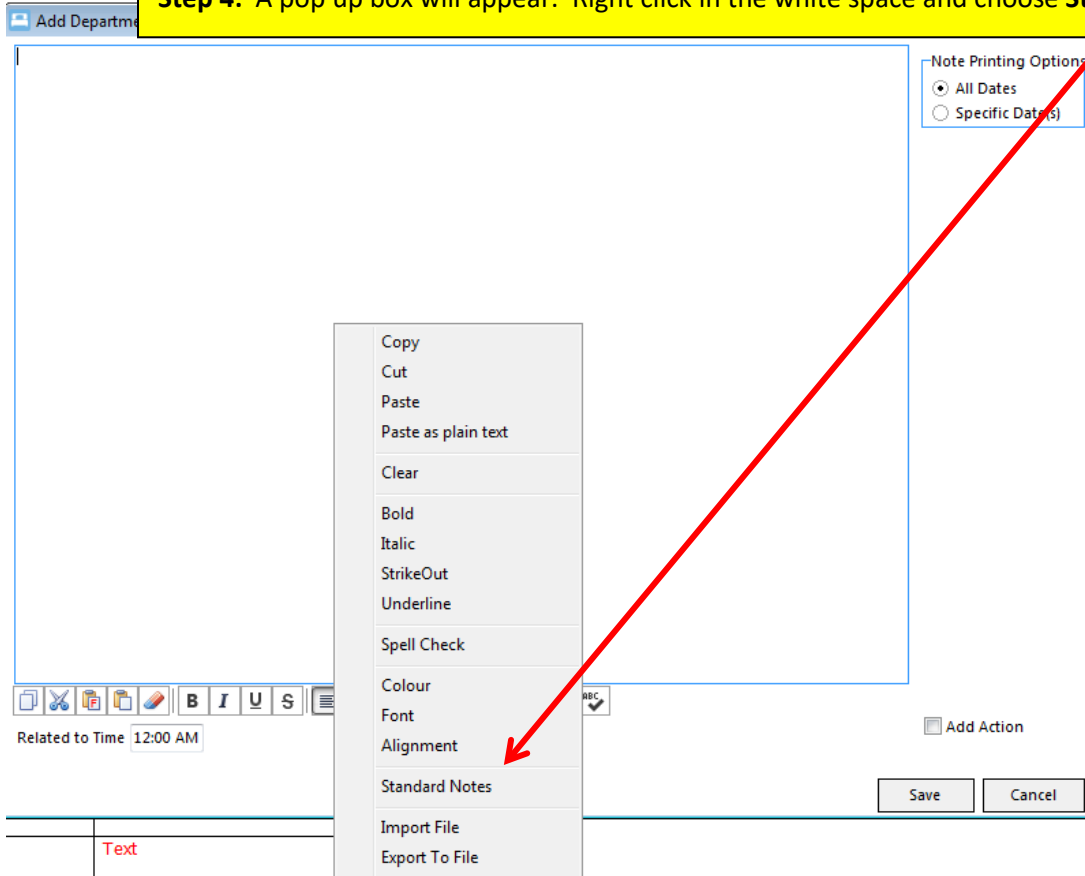
Step 2: Choose the **Residence Halls** category.

Step 3: Click **Add**.

The screenshot shows the KxResidential application window with the 'Notes' section active. The sidebar on the left contains various menu items, with 'Notes' highlighted. The main area displays a list of note categories, with 'Residence Halls' selected. The toolbar above the list includes buttons for 'Add', 'Edit', 'Copy', 'Remove', and 'Print'. The status bar at the bottom indicates the user is logged in as Shaswat Koirala and is licensed to CU Boulder.

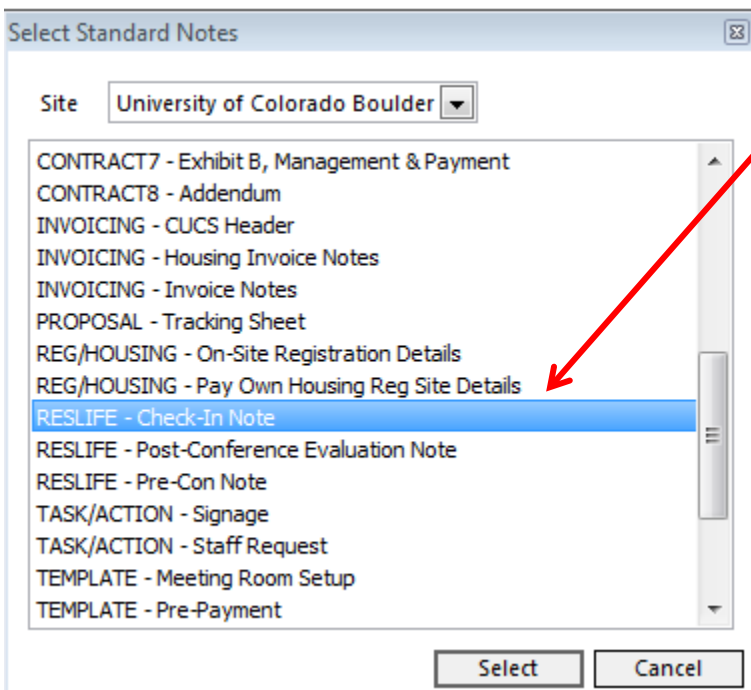
ADD NOTES FOR CONFERENCE COORDINATORS PART II

Step 4: A pop up box will appear. Right click in the white space and choose **Standard Notes**.



Step 5: Choose the correct template from the list and click **Select**.

When you're done editing the Note, click **Save**.



PRINT NOTES

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

KxResidential

Reservations Manage Stay Financial Housekeeping End of Day Reports Options

Create Reservation Bedroom Diary Vacation Plan Current Reservations Find Reservation Recently Opened Events Bedroom Alerts

Ref 1 Kx Test Event Confirmed University of Colorado Boulder Conference Attendee Information

CU Boulder Engage Kelly Mason 303-492-3366 Kelly Mason

Arriving Fri Jun 01 2018 8:00 AM Starting Fri Jun 01 2018 8:00 AM Ending Fri Jun 15 2018 5:00 PM Departing Fri Jun 15 2018 5:00 PM No's 50/50 Quick Reports

Notes

TimeTable Add Edit Copy Remove ~~Print~~

Created By	Related To Date	Related To Time	Creation On	Print
Laura Johnson Morris	All Dates	12:00 AM	Nov-13-2017	<input checked="" type="checkbox"/>
Laura Johnson Morris	All Dates	12:00 AM	Nov-13-2017	<input checked="" type="checkbox"/>

Exhibit B – Management & Payment

(Applicable contract language chosen based on Event Sponsor's type and needs)

Registration Management

Registration Management services as listed in the *Quote Information* section of this document will be provided to the Event Sponsor. All *Standard Terms & Conditions* as well as any listed *Specific Terms & Conditions* as part of this document apply to the Event Sponsor.

I. Billing:

1. Detailed agreements on final billing are contained in the *Standard Terms & Conditions – Billing* section. The Owner will not release funds to the Event Sponsor for pre-conference related expenses until the estimated contractual expenses are covered by registration revenues.
2. Per person pricing based on final number of participants who use the registration services denoted in this contract (including participant cancellations).
3. Additional charges apply for requested on-site registration management. Standard staffing ratio provided is 1 per 50 participants.
4. Should materials provided on loan to the Event Sponsor for the purpose of facilitating on-site registration not be returned to the Owner at the conclusion of the event, the replacement cost of the missing materials will be applied to the Event
5. The Owner will exercise due diligence to collect all outstanding participant registration fee payments for 5 days after the conclusion of the

Export To File
Export To Editor

Find Booking Event: 123. IBO Workshop Event: 1. Kx Test Event

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

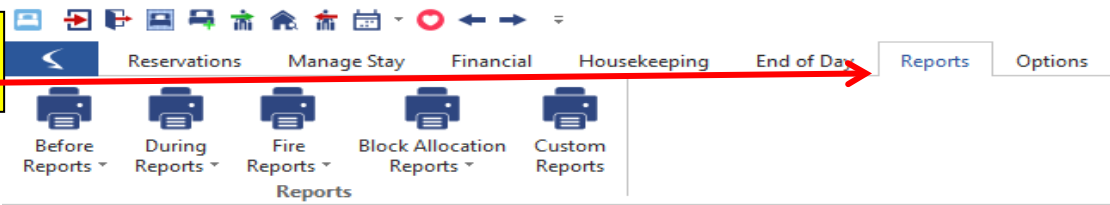
HINT: Don't use the **Print** button in the Top Left as it won't format the tables properly.

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

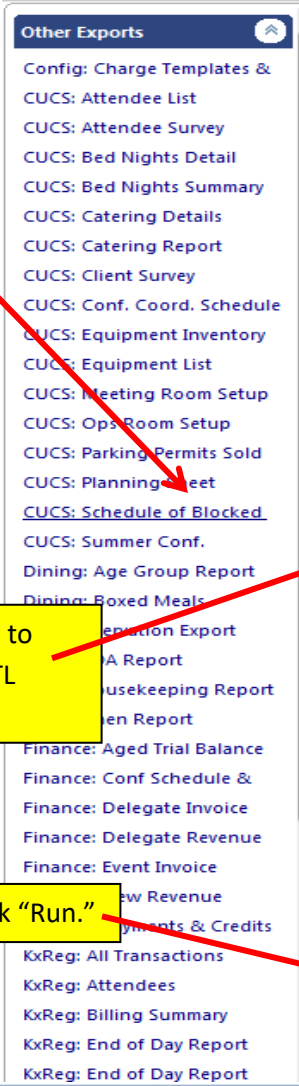
File name:
Save as type: RTF Files (*.rtf)

PRINT THE PLANNING SHEET

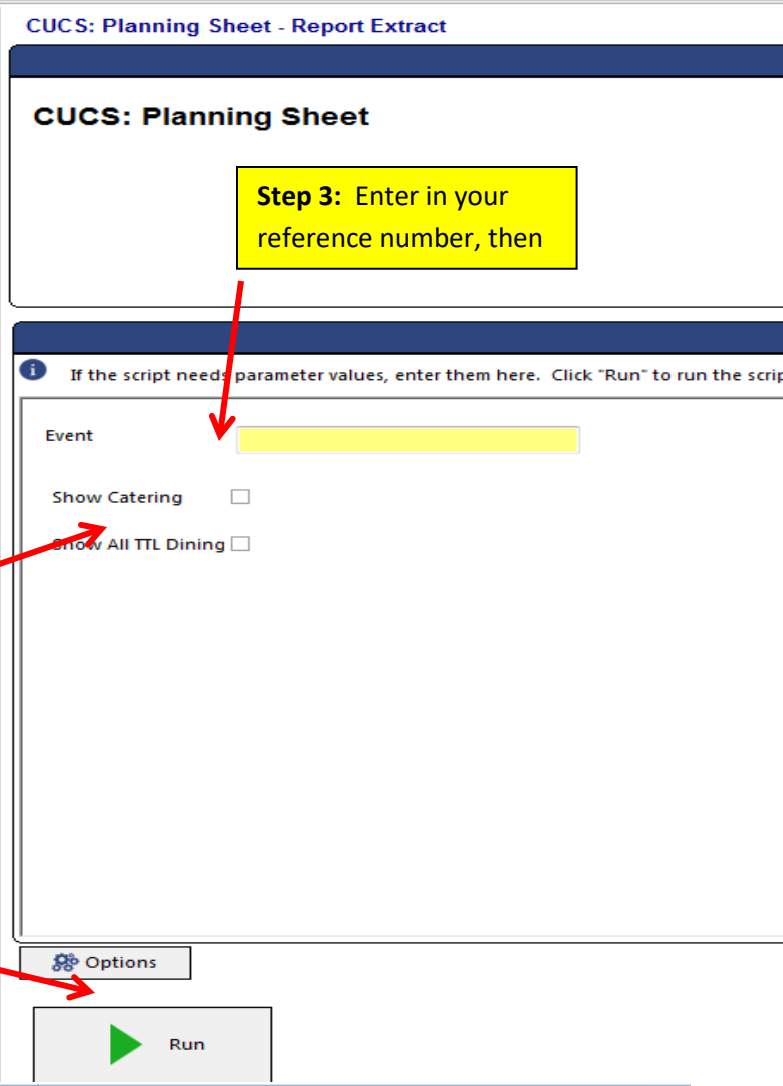
Step 1: Go to the "Reports" tab and click on "Custom Reports."



Step 2: Click on "CUCS: Planning Sheet."



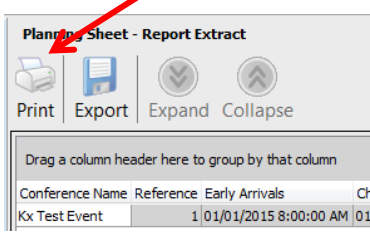
Step 3: Enter in your reference number, then



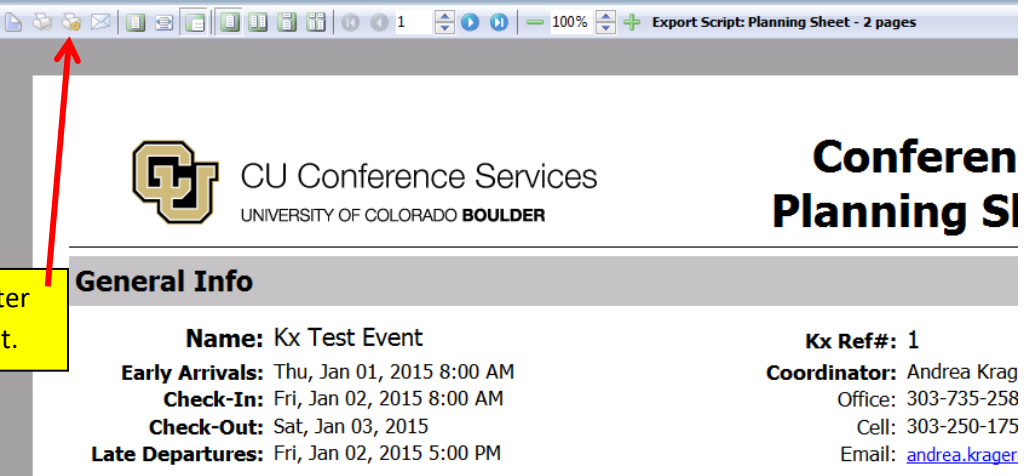
Step 4: Click the checkboxes next to "Show Catering" and "Show All TTL Dining."

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.



BLOCK ROOMS PART I

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

[Create Reservation](#) | [Bedroom Diary](#) | [Vacation Plan](#) | [Current Reservations](#) | [Find Reservation Diaries](#) | [Recently Opened Events](#) | [Bedroom Areas](#)

Ref 1 | **Kx Test Event** | **Confirmed** | **University of Colorado Boulder** | **Conference** | **Attendee Information**

CU Boulder Engage | **Kelly Mason** | **303-492-3366** | **Kelly Mason**

Arriving **Fri Jun 01 2018 8:00 AM** | Starting **Fri Jun 01 2018 8:00 AM** | Ending **Fri Jun 15 2018 5:00 PM** | Departing **Fri Jun 15 2018 5:00 PM** | No's 50/50 | [Quick Reports](#)

Bedrooms

[Reserve/Edit Beds](#) | [Check Reserved](#) | [Print](#) | [Refresh \(F5\)](#) | [Delegate Information](#) | [Save](#)

[Bedrooms Reserved](#) | [Other Reservations](#) | [Externally Booked Accommodation \(Summary\)](#)

Date From **05/11/2016** | Date To **05/18/2016** | [Go To](#)

Description	Wed May 11	Thu May 12	Fri May 13	Sat May 14	Sun May 15	Mon May 16	Tue May 17
Total Rooms Reserved	0	0	0	0	0	0	0
Catering (Night)							
Catering (Next Morning)							

Reserved Vs Allocated

Description	Wed May 11	Thu May 12	Fri May 13	Sat May 14	Sun May 15	Mon May 16	Tue May 17
2-Bed 1-Bath Apt, Single: BC Building A	0 1 0	0 1 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Totals	0 1 0	0 1 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Total Quote	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Summary | Details | Clients | Mtg. Rooms | Catering | **Bedrooms** | Quotes | Note | Dialogue | Attendees | Financial | Check List | Mailings | Documents | Copy | Audit Info

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

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:
 Last Night:

Site:

Bedroom Type:

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

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	0
	0	0
	0	0
	0	0

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"

[Add Reservation >>](#)

Reserved Bedroom reservations already made.

Type	Reserved

Show by date
 Add notes to the selected reservation

[<< Delete Reservation](#) | [Create Rooming List](#)

Actions will be saved automatically. [Close](#)

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."

BLOCK ROOMS PART II

Reserved Bedroom reservations already made.

Type	Reserved
Kittredge Central	
07/14/2019 to 07/25/2019	
2 Doubles w/Bath	56
2 Singles w/Bath	17
Double, Community Ba	1
Single, Community Bat	10

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."

Buttons: << Delete Reservation, Create Rooming List, Close

Choose Reservations

Choose Reservations

Reserved Select Bedroom type.

1 Select the required rooms and click "Add Selection".

Out of Service In Use Different Type On Rooming List Bed. Restrictions

Type	Reserved
BC 2BD/1BA	30
BC 4BD/2BA	48
Total:	82
BC Building B	
07/14/2019 to 07/25/2019	
BC 1BD/1BA	10
BC 2BD/1BA	32
BC 4BD/2BA	94
BC Dbl Occupancy	24
BC Efficiency	6
Total:	166
Kittredge Central	
07/14/2019 to 07/25/2019	
2 Doubles w/Bath	56
2 Singles w/Bath	17

Name	Floor	Cap.	Event	Type	Sub-Block
KCNT_N330A_A	3	1	GSBC (Graduate	2 Singles w/Bath	Third Floor
KCNT_N332_A	3	1	GSBC (Graduate	2 Singles w/Bath	Third Floor
KCNT_N430_A	3	1	GSBC (Graduate	2 Singles w/Bath	Fourth Fl
KCNT_N432_A	3	1	GSBC (Graduate	2 Singles w/Bath	Fourth Fl
KCNT_S101A_A	1	1	GSBC (Graduate	2 Singles w/Bath	First Floor
KCNT_S103_A	1	1	GSBC (Graduate	2 Singles w/Bath	First Floor
KCNT_S201A_A	2	1	GSBC (Graduate	2 Singles w/Bath	Second Fl
KCNT_S203_A	2	1		2 Singles w/Bath	Second Fl
KCNT_S269A_A	2	1		2 Singles w/Bath	Second Fl
KCNT_S271_A	2	1		2 Singles w/Bath	Second Fl
KCNT_S274A_A	2	1		2 Singles w/Bath	Second Fl
KCNT_S276_A	2	1		2 Singles w/Bath	Second Fl
KCNT_S301A_A	3	1		2 Singles w/Bath	Third Floor
KCNT_S303_A	3	1		2 Singles w/Bath	Third Floor
KCNT_S369A_A	3	1		2 Singles w/Bath	Third Floor
KCNT_S371_A	3	1		2 Singles w/Bath	Third Floor
KCNT_S374A_A	3	1		2 Singles w/Bath	Third Floor
KCNT_S376_A	3	1		2 Singles w/Bath	Third Floor

Buttons: Show by date, Add notes to the selected reservation, << Delete Selection, Create Rooming List, Close

Buttons: Show Attributes, Show Unoccupied, Show Unavailable, Select All, Select None

Rooms selected = 7 Add Selection >>

Rooming List

Name	From	To
Kittredge Central / First Floor South		
<input type="checkbox"/> KCNT_S101	07/14/19	07/25/19
<input type="checkbox"/> KCNT_S103	07/14/19	07/25/19
Kittredge Central / Fourth Floor North		
<input type="checkbox"/> KCNT_N430	07/14/19	07/25/19
<input type="checkbox"/> KCNT_N432	07/14/19	07/25/19
Kittredge Central / Second Floor South		
<input type="checkbox"/> KCNT_S201	07/14/19	07/25/19
Kittredge Central / Third Floor North		
<input type="checkbox"/> KCNT_NB30	07/14/19	07/25/19
<input type="checkbox"/> KCNT_NB32	07/14/19	07/25/19

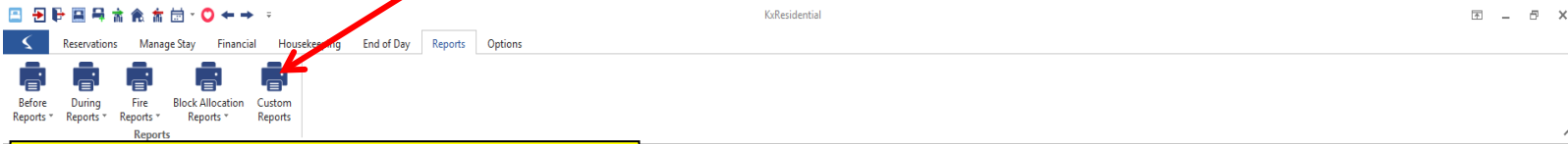
Buttons: << Delete Selection, < Back, Close

Actions will be saved automatically.

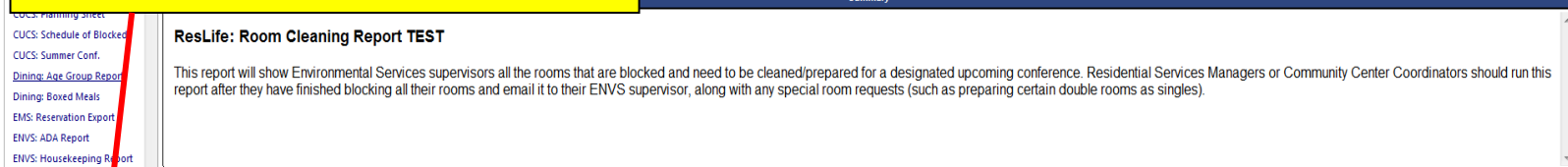
EMAIL YOUR ES SUPERVISOR THE ROOM CLEANING REPORT PART I

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.

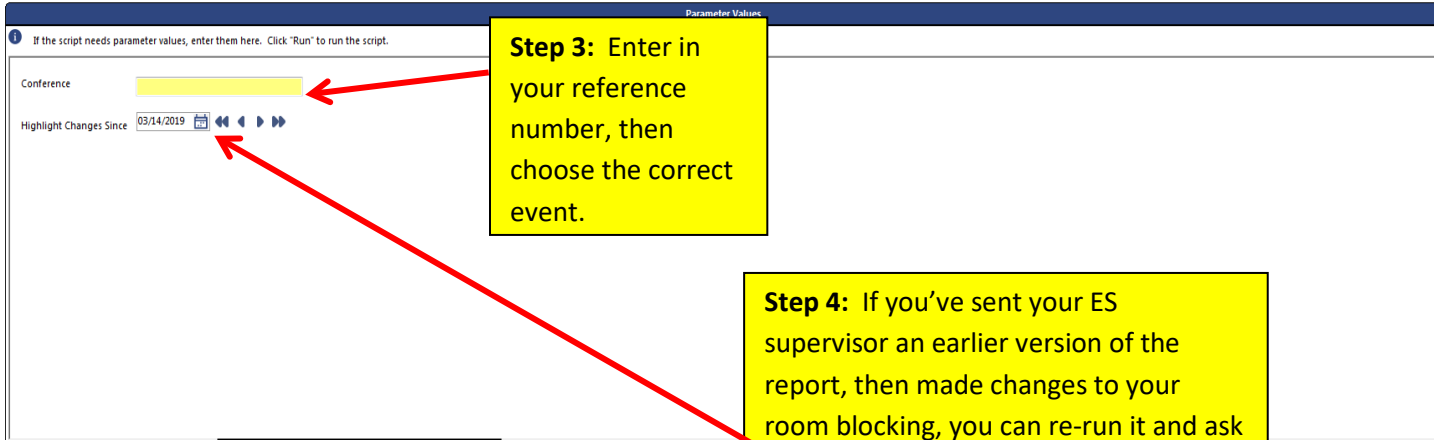
Step 1: Go to the Reports tab and click on Custom Reports



Step 2: Click on ResLife: Room Cleaning Report.

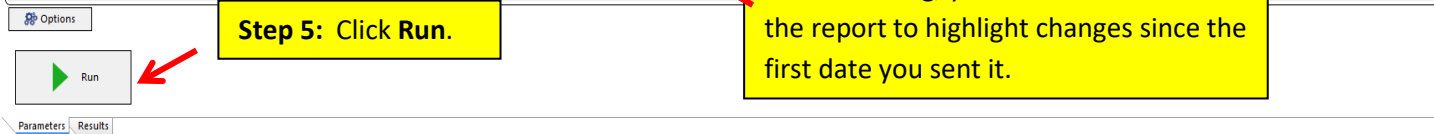


Step 3: Enter in your reference number, then choose the correct event.

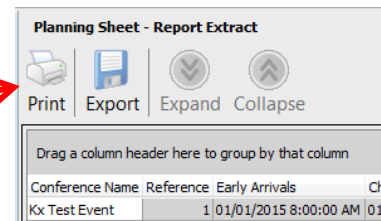


Step 4: If you've sent your ES supervisor an earlier version of the report, then made changes to your room blocking, you can re-run it and ask the report to highlight changes since the first date you sent it.

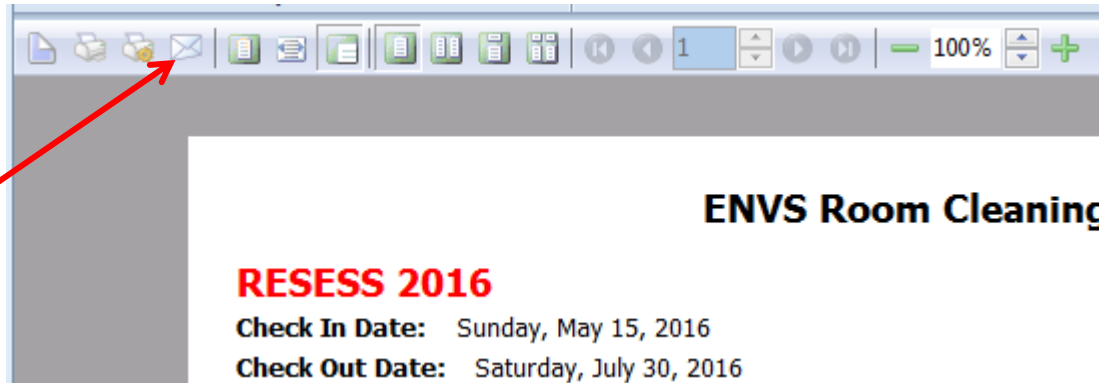
Step 5: Click Run.



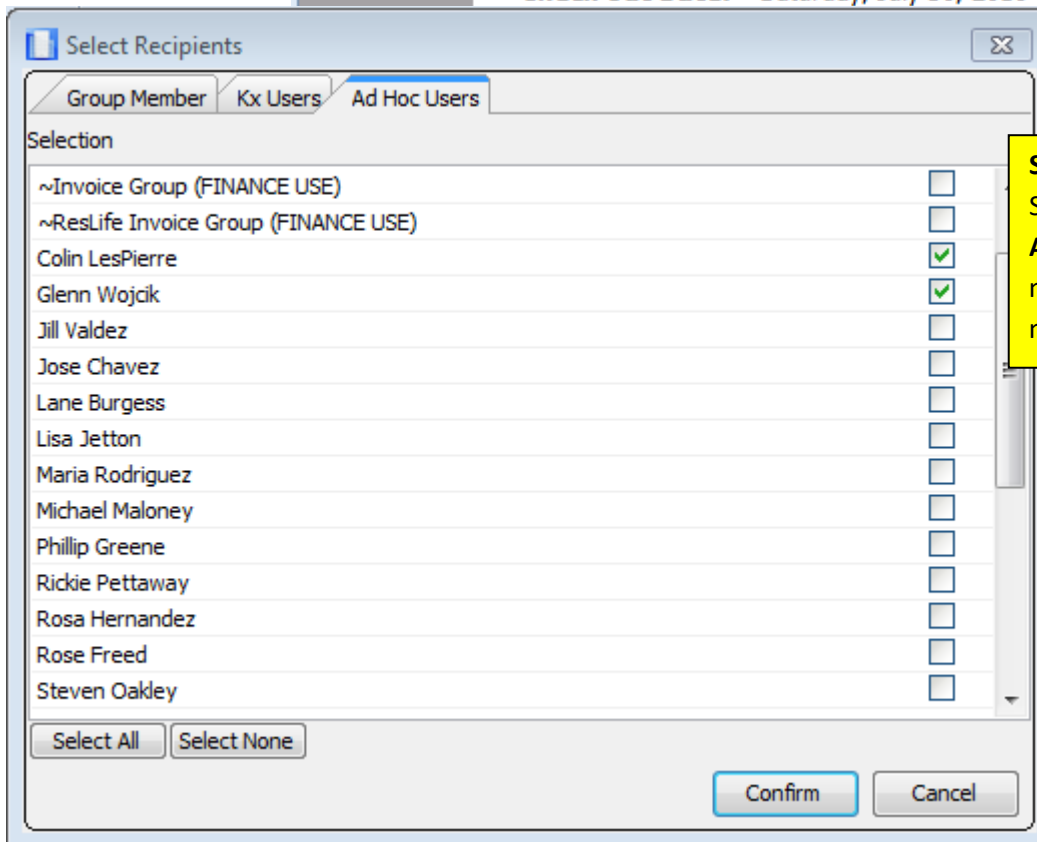
Step 6: On the next screen, click Print.



EMAIL YOUR ES SUPERVISOR THE ROOM CLEANING REPORT PART II



Step 7: Select the mail icon to email.



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.

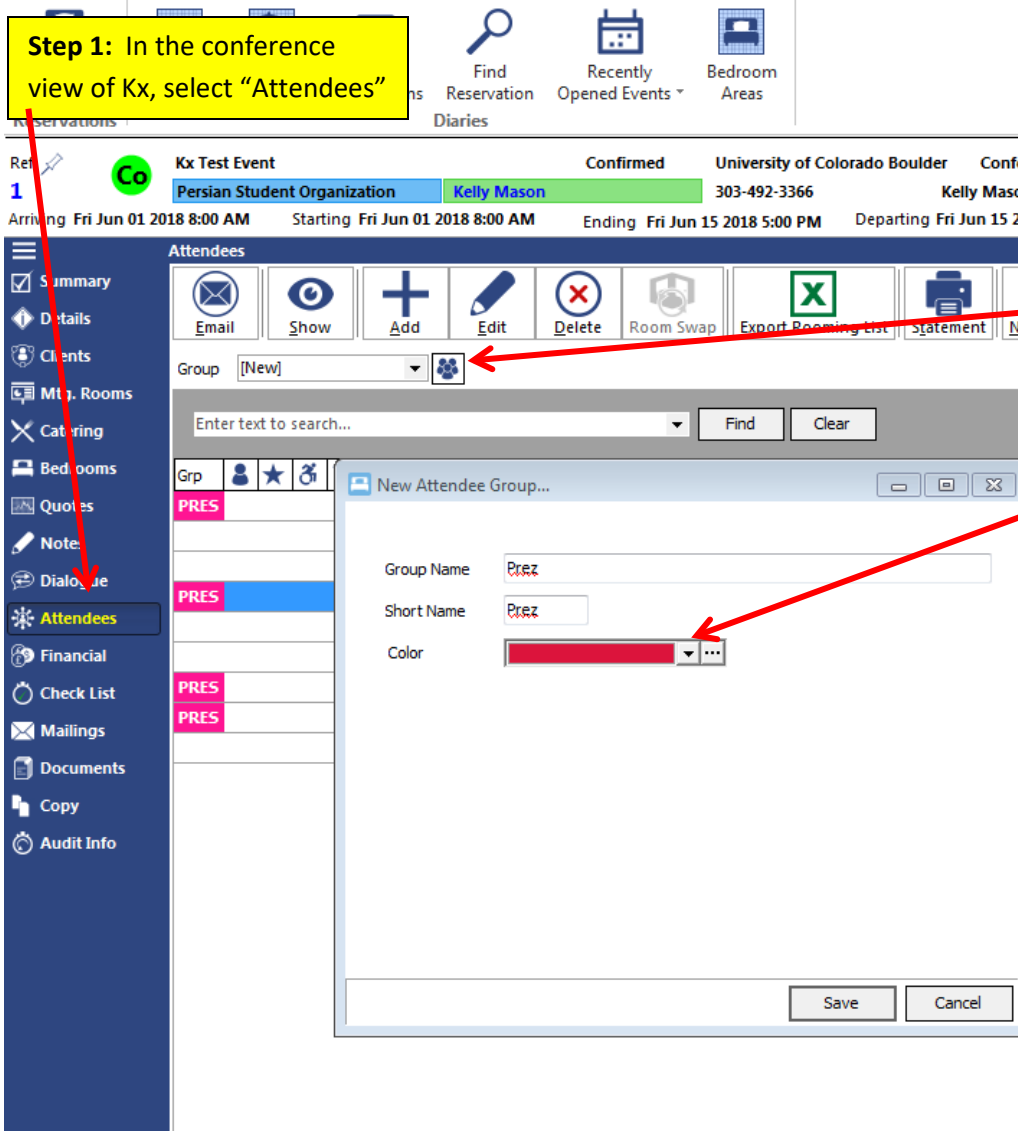
Step 10: If you'd like a read receipt, select **Yes** on the next screen; otherwise choose **No**.

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.

- Delete any empty columns.
- Delete the first row that has the "First Name, Last Name, etc" headers
- 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.
- Highlight all the fields and click "Copy" or "Ctrl+C" ("Command + C" on a Mac).

	A	B	C	D	E	F	G	H	I	J
1	Barak	Obama	M	Prez	Cheyenne Arapaho Hall	Double				
2	Michelle	Obama	F	Prez	Cheyenne Arapaho Hall	Double				
3	Leonard	Hofstader	M	BBT	Cheyenne Arapaho Hall	Double				
4	Penny	Unknown	F	BBT	Cheyenne Arapaho Hall	Double				
5	Sheldon	Cooper	M	BBT	Cheyenne Arapaho Hall	Single				
6	Amy	Farrah-Fowler	F	BBT	Cheyenne Arapaho Hall	Single				
7	Raj	Koothrapali	M	BBT	Cheyenne Arapaho Hall	Single				
8	Howard	Wolowitz	M	BBT	Cheyenne Arapaho Hall	Double				
9	Bernadette	Wolowitz	F	BBT	Cheyenne Arapaho Hall	Double				
10	Ted	Mosby	M	HMYM	Cheyenne Arapaho Hall	Single				
11	Barney	Stinson	M	HMYM	Cheyenne Arapaho Hall	Double				
12	Robin	Scherbatski	F	HMYM	Cheyenne Arapaho Hall	Double				
13	Marshall	Erickson	M	HMYM	Cheyenne Arapaho Hall	Double				
14	Lilly	Erickson	F	HMYM	Cheyenne Arapaho Hall	Double				
15	Leonardo	Leads	M	TMNT	Cheyenne Arapaho Hall	Double				
16	Donatello	DoesMachines	M	TMNT	Cheyenne Arapaho Hall	Double				
17	Michelangelo	PartyDude	M	TMNT	Cheyenne Arapaho Hall	Double				
18	Raphael	CoolButRude	M	TMNT	Cheyenne Arapaho Hall	Double				
19	Splinter	Rat	M	TMNT	Cheyenne Arapaho Hall	Double				
20	Shredder	BadDude	M	TMNT	Cheyenne Arapaho Hall	Double				
21	Krang	Brain	M	TMNT	Cheyenne Arapaho Hall	Double				
22	April	O'Neil	F	TMNT	Cheyenne Arapaho Hall	Double				

IMPORT A ROSTER PART II

Ref 1 **Kx Test Event** Confirmed University of Colorado Boulder Conference
Persian Student Organization Kelly Mason 303-492-3366 Kelly Mason
 Arriving Fri Jun 01 2018 8:00 AM Starting Fri Jun 01 2018 8:00 AM Ending Fri Jun 15 2018 5:00 PM Departing Fri Jun 15 2018 5:00 PM No's 50/50

Attendees

Group [All] Add Many Add Previous Attendees Find Clear

Enter text to search...

Grp [All] Paste Names from Excel

Grp	First Name	Company	Arrival	Departure	Block	Doc
PRES	Shredder	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Doc
PRES	Beebe	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Doc
PRES	Sheldon	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Arapaho Hall	Sin
PRES	Donatello	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Doc
PRES	Porkchop	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Arapaho Hall	Doc
PRES	Leonard	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Doc
PRES	Laura	Persian Student Organization	May 11 03:00 PM	May 13 05:00 PM		
PRES	Barack	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Doc
PRES	Ray	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Doc

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."

Rooming List

Paste Names + Total New Names: 0 Select Columns Use Email Address to Locate Existing Attendees All Resident

Title	First Name	Last Name	Gender	Arrival Date	Departure Date	Block	Bedroom Type	Room Name	Fix Room	Organiz
<No data to display>										

Refresh Capacity Check ■ Dates/times are outside of events dates/times ■ Matched by Email

Select Columns

Please select the columns that will receive the data

Column	Select
First Name	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>
Gender	<input checked="" type="checkbox"/>
Block	<input checked="" type="checkbox"/>
Group	<input checked="" type="checkbox"/>
Bedroom Type	<input checked="" type="checkbox"/>
Arrival Date	<input type="checkbox"/>
Departure Date	<input type="checkbox"/>
Title	<input type="checkbox"/>
Room Name	<input type="checkbox"/>
Fix Room	<input type="checkbox"/>
Organizer	<input type="checkbox"/>
Reg. Card Notes	<input type="checkbox"/>
Check-In Notes	<input type="checkbox"/>
Housekeeping Notes	<input type="checkbox"/>

Select Ok Cancel

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

Rooming List
☰

Paste Names + ✎ ✎ ✓ ✕
Total New Names: 42
Select Columns
 Use Email Address to Locate Existing Attendees
All Resident

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		<input type="checkbox"/>	<input type="checkbox"/>
	Beebe	Bluff	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Krang	Brain	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Raphael	CoolButRude	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Sheldon	Cooper	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Donatello	DoesMachines	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Porkchop	Dog	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Sam	Dullard	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Lilly	Erickson	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Marshal	Erickson	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Amy	Farrak-Fowler	♀ Female	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Doug	Funnie	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Burton	Guster	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Leonard	Hofstader	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Roger	Klotz	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Raj	Koothrapali	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	Carlton	Lassiter	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>
	First Name	Last Name		Jun 01 8:00 AM	Jun 15 5:00 PM	Aden Hall	Double, Commu...	...	<input type="checkbox"/>	<input type="checkbox"/>
	Leonardo	Leads	♂ Male	Jun 01 8:00 AM	Jun 15 5:00 PM		<input type="checkbox"/>	<input type="checkbox"/>

Refresh Capacity Check
■ Dates/times are outside of events dates/times
■ Matched by Email

Exceeds Typical Capacity
■ Exceeds Actual Capacity

Save Names
Close

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 Gender

Email

Organizer/Trainer Attendee Company

Event Company

Account Balance **\$0.00**

Details of Stay

Arrival Resident

Departure Fix in Room?

Current Room:

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

EDIT MANY ATTENDEES

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



Edit Many Attendees

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

Change all selected attendees: to

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."

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.

The screenshot shows the 'Edit Attendees' interface for M Laura Johnson-Morris. The 'Notes' tab is selected. The 'Check-In Notes' field is empty. The 'Account Balance' is \$0.00. The interface includes tabs for 'Details of Stay', 'Room Preferences', 'Notes', 'Account', and 'Signatures'. Buttons for 'Delete Attendee', 'Save', and 'Cancel' are at the bottom right.

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**.

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.

The screenshot shows the KxMobile 'Check In/Out' app interface. The 'Check In List for Monday May 23 2016' is displayed. The 'Guest Details' panel on the right shows the 'Check In Notes' field with the text 'Has already paid for early arrival and late departure.' highlighted in yellow. A red arrow points from the yellow box in the previous image to this text.

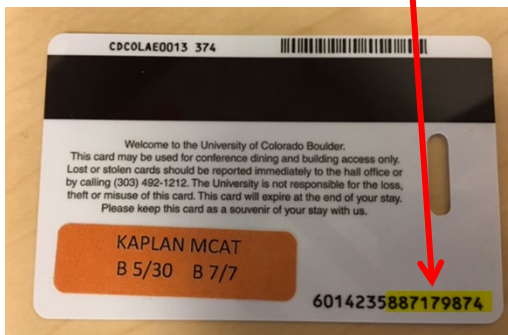
ADD MEAL CARD NUMBER

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."

Event Title: Kx Test Event
 Arrival: 06/01/2018 08:00 AM
 Start: 06/01/2018 08:00 AM
 End: 06/15/2018 05:00 PM
 Departure: 06/15/2018 05:00 PM
 Primary Site: University of Colorado Boulder
 Type of Event: Conference
 Event Manager: Kelly Mason
 Narrative:
 Purchase Order No: 11111
 Debit Code: 22222
 Sales Type: Internal
 Tax Exempt:

User Defined Field	Selected	Print	Check-In/Out
Emergency Contact Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Meal Card Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Roommate Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Exempt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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."



Name: Sheldon Cooper
 Gender: Male
 Email: Void@ghol.com
 Account Balance: \$0.00
 User Defined Fields: Meal Card Number: 887179874

ASSIGN ROOMS PART I

Step 1: In the "Manage Stay" toolbar, click on "Allocate" and select "Allocate Attendee Bedrooms."

The screenshot shows the KxResidential software interface. The 'Manage Stay' toolbar is visible, with the 'Allocate' button highlighted. A dropdown menu is open, showing 'Allocate Attendee Bedrooms' as the selected option. Below the toolbar, the main window displays a list of attendees for a conference event. The attendees list includes columns for Group (GP), Last Name, First Name, Company, Arrival, Departure, Block, Bed Type, and Allocated Room. The attendees listed are:

GP	Last Name	First Name	Company	Arrival	Departure	Block	Bed Type	Allocated Room
PRES	BadDude	Shredder	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Double	
	Bluff	Beebe	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Double	
	Cooper	Sheldon	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Arapaho Hall	Single	
PRES	DoesMachines	Donatello	Persian Student Organization	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arapaho Hall	Double	
	Dog	Porkchop	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Arapaho Hall	Double	
	Hofstader	Leonard	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Double	
PRES	Johnson-Morris	Laura		May 11 03:00 PM	May 13 05:00 PM			
PRES	Obama	Barack	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Double	
	Rocket	Ray	Persian Student Organization	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arapaho Hall	Double	

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."

The screenshot shows the 'Bedrooms To Allocate' window. The search filters are set to Site: University of Colorado Boulder, Area: All, and Show: Unallocated Events. The 'Event' search bar is highlighted with a red arrow. The 'Allocate by Person' button is also highlighted with a red arrow. The main window displays a table of events to allocate rooms for:

Criteria	Ref.	Event	Company	Start Date	End Date	Attendee:Unallocated	Legend
	9823	Individual Reservation Brady Stangage		Thu Mar 28	Fri May 31	1	Attendees to Allocate Allocated

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**.

The screenshot displays the KxResidential software interface. The top navigation bar includes tabs for Reservations, Manage Stay, Financial, **Housekeeping**, End of Day, Reports, and Options. Under the Housekeeping tab, there are icons for Bedroom Status, Set all Currently Occupied Rooms to Dirty Bedroom Status, **Put Bedroom Out of Service**, Find Out of Service Bedrooms, and Housekeeping Reports. A red arrow points from the 'Put Bedroom Out of Service' icon to a yellow callout box labeled 'Step 2: Click Add.' Below the navigation bar, the 'Put Bedroom Out of Service' window is open, showing a table of existing out-of-service records and a list of rooms. The table has columns for First Night, Last Night, Created By, and Date Created. The list of rooms includes REED_104_A and REED_113_A at the University of Colorado Boulder. The bottom of the interface shows a breadcrumb trail: Find Booking > Event: 123: IBO Workshop > Event: 1: Kx Test Event > Custom Reports > Allocate Bedrooms > Rooming List > Attendees - 7687 > **Out Of Service**. The status bar at the bottom indicates 'Kx2018.0', 'Connection: KxTraining', 'Logged in as Shaswat Koirala', 'US', 'Licensed to CU Boulder', and 'Font Scale: 100%'.

First Night	Last Night	Created By	Date Created
Sun May 20 18	Wed Aug 11 21	Raka Ghosh-dastidar	Sun May 20 18
Fri May 03 19	Fri Aug 30 19	Laura Johnson Morris	Wed Apr 03 19

Sub Block	No. of Rooms
Second Floor	2

Rooms Out Of Service
REED_104_A (University of Colorado Boulder)
REED_113_A (University of Colorado Boulder)

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.

Out of Service

Residential Rooms Out of Service

Site: University of Colorado Boulder Area: [All]

[Bedroom Blocks]

- BC Building A
 - First Floor
 - Second Floor
 - Third Floor
 - Fourth Floor
 - Fifth Floor
 - Sixth Floor
- BC Building B
 - First Floor
 - Second Floor
 - Third Floor
 - Fourth Floor
 - Fifth Floor
 - Sixth Floor
- Andrews Hall
 - Ground Floor
 - First Floor East
 - First Floor North
 - First Floor West
 - Second Floor East
 - Second Floor North
 - Second Floor West
 - Third Floor North
 - Third Floor West
- Arnett Hall
 - Ground Floor

Room	Type	Selected
BRCK_1101A_A	2-Bed 1-Bath Ap	<input checked="" type="checkbox"/>
BRCK_1101B_B	2-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1102_A	1-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1103A_A	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1103B_B	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1103C_C	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1103D_D	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1104A_A	2-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1104B_B	2-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1105A_A	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1105B_B	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1105C_C	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1105D_D	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1106A_A	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1106B_B	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1106C_C	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1106D_D	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1107A_A	2-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1107B_B	2-Bed 1-Bath Ap	<input type="checkbox"/>
BRCK_1108A1_A1	4-Bed 2-Bath Ap	<input type="checkbox"/>
BRCK_1108A2_A2	4-Bed 2-Bath Ap	<input type="checkbox"/>

Selected room	Selected
REED_104_A (University of Color	<input checked="" type="checkbox"/>
REED_113_A (University of Color	<input checked="" type="checkbox"/>

Select All Select None

Start Date: 05/20/2018

End Date: 08/11/2021

Notes

Expand All Collapse All Select All Select None Save Cancel

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

Step 1: From the Attendees screen, select “Print” and click “Merge to Label” in the bottom right corner.

The screenshot shows a toolbar with the following icons from left to right: Edit (pencil), Delete (red X), Room Swap (two rooms), Export Rooming List (green X), Statement (printer), and Nightly Charges (coins). A 'Print' icon is also visible on the right side of the toolbar. Below the toolbar is a table with columns for Name, First Name, and other details. A row for 'Shredder' is highlighted in blue. A context menu is open over the 'Print' icon, showing options: 'Print', 'Merge to Letter', and 'Merge to Label' (which is highlighted in blue).

Name	First Name	Com	Arr
Shredder		Pers	Jur
Beebe		Pers	Jur
Sheldon		Pers	Jar
chines	Donatello	Persian Student Orazation	Jur

The screenshot shows the 'Labels' window. On the left, there is a 'Label Template' dropdown menu with a magnifying glass icon. The dropdown is open, showing a list of templates: 'Key Labels 5160 - card and no bed', 'Key Labels 5160 - Long Title' (highlighted), 'Key Labels 5160 - Short Title', 'Key Labels 5160 Simplified', 'Nametags 5371 Label', 'Test 1 Label', and 'test Label'. Below the dropdown are fields for 'Starting Label' and 'Copies'. On the right, there is a table with 10 rows and 3 columns. The first column contains numbers 1 through 10, the second column contains numbers 11 through 20, and the third column contains numbers 27 through 30. At the bottom of the window, there is a row of buttons: 'Update Label Type', 'New Template', 'Edit Template', 'Delete Template', 'Preview', 'Print', and 'Close'.

1	11	
2	12	
3	13	
4	14	
5	15	
6	16	
7	17	27
8	18	28
9	19	29
10	20	30

Step 2: A pop-up will appear. Click on the magnifying glass next to “Label Template” to show the drop down list. Choose “Key Labels 5160 – Long Title.” Then, click “Preview.”

From that screen, you can click on the printer icon to print. Make sure you have loaded the printer with labels!

PRINT A CHECK-IN ROSTER

Attendees

Group: [All] Org /Train RA/SM Room ADA In-Room Batt Order By

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		<input checked="" type="checkbox"/>
	Bluff	Beebe	CU Boulder Er	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Ara	Double		<input checked="" type="checkbox"/>
	Cooper	Sheldon	CU Boulder Er	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Ara	Single		<input checked="" type="checkbox"/>

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."

Print Options: Landscape Expanded Signature Box Reg. Card Notes Check-In Notes Housekeeping Notes UDFs [All]

Attendees: 9 Resident: 9 No Shows: 1 Non Resident: 0 List UDFs

Event: 1. Kx Test Event

Connection: KxTraining Logged in as Shaswat Koirala US Licensed to CU Boulder Font Scale: 100%

Rooming List - 1 page

Attendee List

Event: Kx Test Event
 Event Ref: 1
 From: Fri Jun 01 8:00 AM To: Fri Jun 15 5:00 PM
 Company: Persian Student Organization

Attendee	Grp	Res	Attributes	Arrival	Departure	Room	Signature
BadDude, Shredder	PRES	<input checked="" type="checkbox"/>		Tue Jun 06 08:00 AM	Tue Jun 06 05:00 PM	Cheyenne Arapaho Hall Double	
Bluff, Beebe		<input checked="" type="checkbox"/>		Tue May 17 10:54 AM	Tue May 17 10:55 AM	Cheyenne Arapaho Hall Double	
Cooper, Sheldon		<input checked="" type="checkbox"/>		Tue May 17 10:51 AM	Tue May 17 10:55 AM	Cheyenne Arapaho Hall Single	
Doelmaachines, Donatello	PRES	<input checked="" type="checkbox"/>		Mon Jul 10 12:18 PM	Thu Sep 15 03:47 PM	Cheyenne Arapaho Hall Double	
Dog, Folkhop		<input checked="" type="checkbox"/>		Sun Jan 01 0:00 AM	Thu Sep 15 03:47 PM	Cheyenne Arapaho Hall Double	
Hofstader, Leonard		<input checked="" type="checkbox"/>		Tue May 17 10:54 AM	Tue May 17 10:55 AM	Cheyenne Arapaho Hall Double	
Johnson-Morris, Laura (M)	PRES	<input checked="" type="checkbox"/>		Tue May 17 10:54 AM	Thu Sep 15 03:48 PM	Cheyenne Arapaho Hall Double	
Obama, Barack	PRES	<input checked="" type="checkbox"/>		Wed May 11 3:00 PM	Fri May 15 6:00 PM	Cheyenne Arapaho Hall Double	
Rocket, Ray		<input checked="" type="checkbox"/>		Sun Jan 01 0:00 AM	Thu Sep 15 03:48 PM	Cheyenne Arapaho Hall Double	

Total Attendees: 9

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."

Print

Printer: Properties

Type: \\hdpsprint\chey-100a-MFP

Where:

Page Range: All Current Page Pages

Copies: Number of copies: 1 Collate

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.

Print: All pages in range

Print to File

Type:

Where:

OK Cancel

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.

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

Name: Shredder BadDude Gender: Male
Email: Yes@gmail.com

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?:

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

Current Room:

Car Reg:

Buttons: Delete Attendee, Save, Cancel

Step 2: Click Save

ASSIGN OR MOVE AN ATTENDEE TO A VACANT ROOM

Grp	Icons	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 # 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.

Search for vacant rooms

Search for vacant rooms

Search Options

Room Name\ Number

Press Enter in this field to search for the specified room

Include All occupied rooms

Site: University of Colorado Bould

Area: [All]

Block: [All]

Sub Block: [All]

Show Clean Rooms

Match Reservation

Only Show Unoccupied Rooms

Not RA/SM Room

RA/SM Room

ADA

INACTIVE

In-Room Bath

Bedroom Type: [All]

4826 records found | Hide Block Name

Room	Bedroom Type	Block	Sub Block	Typ. Capacity	Act. Capacity	Occupants	Occupancy	Icons
BRCK_1101A_A	2-Bed 1-Bath Apt	BC Building A	First Floor	1	2	0	Unoccupied	...
BRCK_1101B_B	2-Bed 1-Bath Apt	BC Building A	First Floor	1	2	0	Unoccupied	...
BRCK_1103A_A	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1103B_B	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1103C_C	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1103D_D	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1104A	2-Bed 1-Bath Apt	BC Building A	First Floor	2	0	0	Unoccupied	...
BRCK_1104B	2-Bed 1-Bath Apt	BC Building A	First Floor	2	0	0	Unoccupied	...
BRCK_1105A	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1105B	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1105C	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1105D	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1106A	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1106B	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1106C	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1106D	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1107A	2-Bed 1-Bath Apt	BC Building A	First Floor	2	0	0	Unoccupied	...
BRCK_1107B	2-Bed 1-Bath Apt	BC Building A	First Floor	2	0	0	Unoccupied	...
BRCK_1108A	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1108A1	4-Bed 2-Bath Apt	BC Building A	First Floor	4	0	0	Unoccupied	...
BRCK_1108B1_B1	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1108B2_B2	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1109A1_A1	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1109A2_A2	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1109B1_B1	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1109B2_B2	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...
BRCK_1110A1_A1	4-Bed 2-Bath Apt	BC Building A	First Floor	1	4	0	Unoccupied	...

Click “Select.”

Occupied Full None Select Close

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).

Confirm

Remove vacated room from rooming list?

Yes No

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

SWAP ATTENDEE ROOMS

Step 1: From the Attendees screen, highlight the first attendee's name. Then click on Room Swap.

The screenshot shows the 'Attendees' interface with a toolbar at the top containing icons for Email, Show, Add, Edit, Delete, Room Swap, Export Rooming List, Statement, Nightly Charges, and Print. Below the toolbar is a filter section with 'Group' set to '[All]' and various filters for Org/Train, RA/SM Room, ADA, and In-Room Batt. The main table lists attendees with columns for Grp, Last Name, First Name, Company, Arrival, Departure, Block, Bed Type, Allocated Room, and Res. The row for 'Cooper Sheldon' is highlighted in blue, and a red arrow points from the 'Step 1' text to the 'Room Swap' button in the toolbar.

Grp	Last Name	First Name	Company	Arrival	Departure	Block	Bed Type	Allocated Room	Res
PRES	BadDude	Shredder	CU Boulder En	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arap Double		...	✓
	Bluff	Beebe	CU Boulder En	Jun 6 08:00 AM	Jun 6 05:00 PM	Cheyenne Arap Double		...	✓
	Cooper	Sheldon	CU Boulder En	Jun 1 08:00 AM	Jun 15 03:47 PM	BC Building A	4-Bed 2-Bath A; BRCK_1108	...	✓
PRES	DoesMachines	Donatello	CU Boulder En	Jun 1 08:00 AM	Jun 15 05:00 PM	BC Building A	4-Bed 2-Bath A; BRCK_1108	...	✓
	Dog	Porkchop	CU Boulder En	Jan 1 08:00 AM	Sep 15 03:47 PM	Cheyenne Arap Double		...	✓
	Hofstader	Leonard	CU Boulder En	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arap Double		...	✓
PRES	Johnson-Morris	Laura		May 11 03:00 PM	May 13 05:00 PM	BC Building A	2-Bed 1-Bath A; BRCK_1107	...	✓
PRES	Obama	Barack	CU Boulder En	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arap Double		...	✓
	Rocket	Ray	CU Boulder En	Jan 1 08:00 AM	Sep 15 03:48 PM	Cheyenne Arap Double		...	✓

Step 2: The "Warning" pop up will appear. Click on the time period "From tonight only" or "All night of stay" to apply the change.

The screenshot shows the same 'Attendees' interface as above, but with a 'Warning - booking begins in past' dialog box overlaid. The dialog box contains a warning icon and the text: 'This booking begins in the past. How do you want to update the bedroom diary?'. It offers two options: 'From tonight only' and 'All nights of stay', each with a play button icon. A 'Cancel' button is at the bottom right. The background table is partially visible behind the dialog.

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

Search Options

Room Name \ Number

Person Name
donatello

Site
University of Colorado Boulder

Area
Central Campus

Block
Cheyenne Arapaho Hall

Sub Block
[All]

Match Reservation

Not RA/SM Room

RA/SM Room

ADA

INACTIVE

In-Room Bath

Bedroom Type
Single

Date From
06/14/2018

Date To
06/14/2018

Clear Search

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			

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 Apl	06/01/2018	06/15/2018			

Swap Cancel