

Caldwell Community College and Technical Institute

Guidelines and Instructions for Space Reservations

Using R25

Contents

Overview of R25 WebViewer	ii
R25 Schedulers and Areas of Responsibility	iii
Section One: Creating an R25 WebViewer User Account.....	1
Section Two: Making an Event Request on the R25 Site.....	3
Section Three: Requesting a Room Change for an Existing Course Section.....	8
Section Four: Cancelling Entire Events or Portions of Events	11

Overview of R25 WebViewer



Resource 25, or simply R25, is a campus-wide event and class scheduling system, implemented at CCC and TI in Fall 2008. R25 assists the college community by streamlining the way we schedule events and reserve spaces on campus. It also fosters a more efficient use of space and simplifies event planning throughout the college.

- Faculty and staff should give **advance notice of at least 5 working days** for R25 event requests. This will give the R25 schedulers time to review the requests for approval.
- Faculty and staff submit event requests (outside of course sections entered into Datatel) via the R25 WebViewer site.
 - A submitted WebViewer request is stored as a “Pending” draft in R25. The request is pending until an R25 scheduler confirms the request. While the event is “Pending,” the requestor may edit or cancel the request.
 - R25 transmits an automated reply email for each new request and whenever a “Pending” request is edited. The automated reply e-mail sent to the requestor will include a summary of the event request and a unique reference number (an example of the automated reply subject line: “Auto Reply: R25 WebViewer Request Received 2008-AAAIRL”).
 - Student requests (i.e., clubs) should go through a faculty or staff member.
- To help the scheduling staff accurately identify an event request, please use the reference number (ex. 2008-AAAIRL) in all correspondence with R25 schedulers.
- Please keep in mind that even though the time/space requested may appear to be open on the WebViewer calendar, there could be other reasons it may not be available. Some events include set-up and/or tear down times, which will not show on the R25 WebViewer. There may also be other “Pending” events requested for the space in question. R25 Schedulers will process requests on a first-come, first-serve basis, with all academic space requests taking top priority.
- If an R25 scheduler needs additional information in order to complete a request, he or she will contact the requestor at the e-mail address provided in the WebViewer user account.
- **Within 2 business days** of submitting a request in R25, an official confirmation email will be sent by the R25 scheduler to indicate the event request has moved from “Pending” to “Approved”. The R25 scheduler will attach an event summary report to the confirmation email. If the employee does not receive a confirmation e-mail, they should contact the R25 scheduler responsible for the space requested. Areas of responsibility are listed on the next page.

- While the R25 Scheduling Team will work with users to book events, the sponsoring department or group requesting an event is responsible for addressing all other event needs, such as setting up chairs and tables or other needs. In addition, the department or group sponsoring the event is responsible for on-site event management.

By placing an event request, the user agrees to the terms and conditions surrounding the use of the space. Most questions can be answered by following the detailed step-by-step instructions provided with these guidelines; direct any other questions to the appropriate scheduler.

R25 Schedulers and Areas of Responsibility

Angela Kanupp / Cheryl Miller (Backup: Sharon McCrary)
Buildings A, B, D, E, F, 1st floor of G Bldg, J, K, H 204, H 207, H 222, 3rd Floor of H Bldg (for CCCTI events) and TAPS

Kathy Church (Backup: Susan Proietti)
2nd Floor of G Bldg and Watauga Basic Skills

Penny Whisnant (Backup: Lauren McKinney)
H 128, H 208, H 210, H 211, H 215, H 218, H 219 and H 221

Cheryl Bolt
Civic Center

Cheryl Brown
Watauga Continuing Education

Jodi Byrd
Watauga Instructional Facility

Karen Laws
H 133 and 3rd Floor of H Bldg (for ASU Classes/Events)

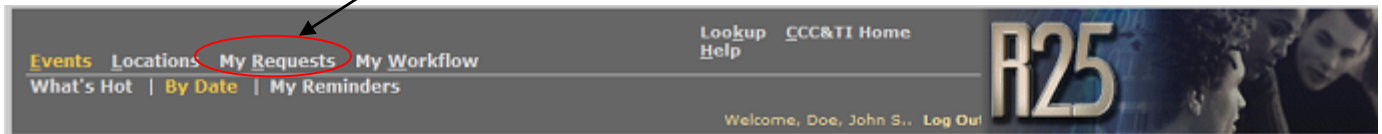
Margo Rice
B 118, B 130 and B 134

Section One: Creating an R25 WebViewer User Account

Before using R25 to schedule an event on campus, you must create a user account.

Begin by navigating to <http://r25.cccti.edu/wv3/>. You can also link to R25 through the college Intranet. (You must be on campus to access WebViewer.) Follow the instructions below to get started.

1. Click the “My Request” link located at the top of the page.



Events for Wednesday Jul 30 2008

Start	End	Event	Location
08:00 AM	08:00 PM	GED-1000-509 (CLASS)	
09:00 AM	12:00 PM	AHS-ALG1A-520 (CLASS)	WBS 105
11:00 AM	03:00 PM	NUR-3240-752 (CLASS)	WCEC 102
01:30 PM	04:30 PM	AHS-ENG4-521 (CLASS)	WBS 106
06:00 PM	09:00 PM	AHS-PHYSC-519 (CLASS)	WBS 105

Click on an event name for more information about the event.
Hover over the location name for a description of the room.
Questions? Comments? Call 726-2240 or [Contact the R25 Administrator](#).

Event Quick Search

Name

Starts With

Day Week Month

July 2008

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Go to Today

Filters

- All
- ASU Classes
- All Continuing Ed. & Basic Skills
- All Curriculum
- Athletics
- Caldwell Continuing Ed. & Basic Skills
- Caldwell Curriculum
- Civic Center
- Meetings
- Watauga Continuing Ed. & Basic Skills

2. Click the “click here” link to access the “Create a New User” form.

To create a new user account, [click here.](#)

Username:

Password:

Change your password and personal information.

Creating an R25 WebViewer User Account

****Important!****

USERNAME: To help avoid conflicts, your username should contain your first and middle initials followed by your last name. For example, John Steven Doe would use jsdoe for a username.

PASSWORD: Choose a password you already use and can easily remember.

3. Complete the required fields, highlighted in red. Name, Email Address, Username, Password, and Confirm Password

Name:	<input type="text" value="John"/>	<input type="text" value="S"/>	<input type="text" value="Doe"/>
Title:	<input type="text"/>		
Work Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Email Address:	<input type="text" value="jdoe@cccti.edu"/>		
Username:	<input type="text" value="jsdoe"/>		
Password:	<input type="password" value="*****"/>		
Confirm Password:	<input type="password" value="*****"/>		

4. Click the **Submit button to finish creating your user account.**

5. Click the **Log Out link at the top of the page.**



You have been logged out of the R25 WebViewer.

Click the **Locations** link at the top of the page to return to the main R25 WebViewer page.

Section Two: Making an Event Request on the R25 WebViewer Site

If you have not already logged in, begin by navigating to <http://r25.cccti.edu/wv3/>. You can also link to R25 through the college Intranet. (You must be on campus to access WebViewer.) Follow the instructions below.

1. To submit an event request, click the **Locations** link.

2. Navigate to the date of your event by using the scroll arrows or the calendar.

3. Use the location filters to navigate to the building where you would like to request your event.

4. Click a blank grid under the appropriate time column for the room you want to request. This user selected room H 133 at 1:00 PM.

Events Locations My Requests My Workflow
By Date | By Name |

Lookup C&TI Home
Help

R25

Space Quick Search

Space Name
Starts With
Go

Day Week Month

August 2008

Mo Tu We Th Fr Sa Su
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31

Go to Today

Filters

All
A Bldg.
B Bldg.
CIVIC CENTER
D Bldg.
E Bldg.
F Bldg.
G Bldg.
H Bldg.
J Bldg.
S Bldg.

Legend

NOTE:

- Click the room numbers to view the equipment in each room
- Green and Purple bars show a room is already booked
- Mouse over the colored bars to see the event name
- Click on the colored bars to see the event details

5. Enter your **Username** and **Password**, and then click the **Log On** button.

If you have created an R25 WebViewer user account and have trouble logging on, please contact sharbison@cccti.edu or akanupp@cccti.edu

To create a new user account, [click here](#).

Username:
Password:

[Change your password and personal information.](#)

Making an Event Request on the R25 WebViewer Site

6. Enter the **room** you are requesting followed by the **name** of your event in the **Room Number/Event Name** field.

Example: H 133, SGA Meeting

If available, enter an Expected Head Count.

Request an Event

as many details as possible. Required fields are labeled in **red**. Enter the **Room Number** and **Event Name** in the first field below.

Room Number/Event Name:

Event Type:

Sponsoring Organization:

Expected Head Count:

7. Adjust the **Start** and **End times**; do **NOT** adjust the **End date** unless your event spans midnight (if you need the location overnight).

Start:

End:

Repeat:

- None
 Ad Hoc

8. If your event repeats, choose the appropriate **Repeat** pattern.

Ad Hoc - a random pattern of dates

See next page (5) for Ad Hoc instructions

Daily - every day

Weekly - Every week

- Daily

Repeat Every: Day(s)

Until:

For: Repetition(s)

- Weekly

Repeat Every: Week(s)

On:

- Monday Tuesday Wednesday Thursday Friday
 Saturday Sunday

Until:

For: Repetition(s)

Making an Event Request on the R25 WebViewer Site

(Scheduling an Ad Hoc Repeat Event)

Please fill in as many details as possible. Required fields are labeled like **this**.

Room #/Event Name: E 120, TRIO Deli

Event Title: _____

Event Type: (Unspecified) ▾

Sponsoring Organization: (Unspecified) ▾

Expected Head Count: _____

Start: June ▾ 4 ▾ 2008 ▾ 10 ▾ : 00 ▾ AM ▾

End: June ▾ 4 ▾ 2008 ▾ 02 ▾ : 00 ▾ PM ▾

Repeat:

None

Ad Hoc

Daily

July ▾ 11 ▾ 2008 ▾ Enter

Repeat Every: 1 ▾ Day(s)

Until: June ▾ 4 ▾ 2008 ▾

For: 1 ▾ Repetition(s)

8c. Select the **Ad Hoc** radio button. Then use the drop down arrows to select additional dates and click **Enter** to submit each date.

Please fill in as many details as possible. Required fields are labeled like **this**.

Room #/Event Name: E 120, TRIO Deli

Event Title: _____

Event Type: (Unspecified) ▾

Sponsoring Organization: (Unspecified) ▾

Expected Head Count: _____

Start: June ▾ 4 ▾ 2008 ▾ 10 ▾ : 00 ▾ AM ▾

End: June ▾ 4 ▾ 2008 ▾ 02 ▾ : 00 ▾ PM ▾

Repeat:

None

Ad Hoc

Daily

November ▾ 18 ▾ 2008 ▾ Enter

7/11/2008

8/19/2008

9/8/2008

Repeat Every: 1 ▾ Day(s)

Until: June ▾ 4 ▾ 2008 ▾

8d. Use the drop down arrows to select additional dates and click **Enter** to submit each date.

Ex. 7/11/2008
8/19/2008
9/8/2008
11/18/2008

Making an Event Request on the R25 WebViewer Site

Space Preference:

9. The **Space Preference** "Other" will populate with the room you selected in step #4.

Specific Space: (Unspecified) ▾
 Any Space In: A Bldg. ▾
 Other: H 133

Comments & Event Details:

10. Provide a detailed description of your event in the **Comments & Event Details** text box.

11. Click the **Next** button

Provide a detailed description of the event, along with any additional information you would like the R25 Scheduler to know. For example, if you need additional time for set-up or tear-down related to your event.

Next ... Reset

You will see a summary of the Event Request you created.

Event Request Summary

Event Name: H133, SGA Meeting
Event Title:
Event Type: (Unspecified)
Sponsoring Organization: (Unspecified)
Expected Head Count:
Start: August 5 2008 01:00 PM
End: August 5 2008 02:00 PM
Date Summary: No Repeating Dates Were Selected.
Space Preference: H 133
Custom Attributes:
Requirements:
Comments:

12. To finish and submit your request, click the **Submit Request** button. To make changes before you submit your request, click the **Make Changes** button.

Submit Request

Make Changes

Attention:

An automated reply e-mail should arrive in your GroupWise E-mail account 2 - 4 minutes after you click the "Submit Request" button. This e-mail only indicates that your event request is now "Pending". An R25 scheduler will still need to approve your request.

Here is a sample of the automated reply e-mail subject line:
Auto Reply: R25 WebViewer Request Received 2008-AAAIRL

Making an Event Request on the R25 WebViewer Site

13. (Optional) To make another event request, click the **Request another event** button and complete steps 6 -13.
(At Step 9, select a Space)

Otherwise, follow the instructions below for verifying the status of your event request.

Event Request Confirmation

Event Name: H 133, SGA Meeting
Event Title:
Event Type: (Unspecified)
Sponsoring
Organization: (Unspecified)
Head Count: 10
Start: August 5 2008 01:00 PM
End: August 5 2008 02:00 PM
Date Summary: No Repeating Dates Were Selected.
Space Preference: H 133
Custom Attributes:
Requirements:

Request another event

In addition to the automated reply e-mail, you can verify the status of your request(s) by viewing the **My Pending Request** and **My Approved Request** pages

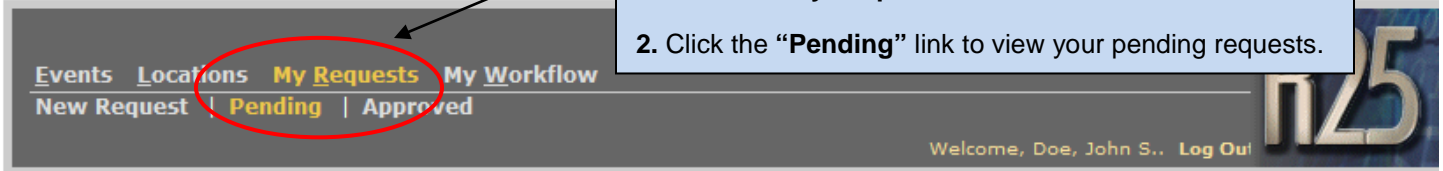
See the next page for Instructions

Making an Event Request on the R25 WebViewer Site

You must be logged on to view your Pending and Approved event requests. If you are not currently logged on you will see the log on dialog after you click the “My Request” link.

To view a “Pending” Request

1. Click the “My Requests” link.
2. Click the “Pending” link to view your pending requests.



My Pending Requests

	Event Name	Reference	Start Date	Status	Scheduler
Edit	H133, SGA MEETING	2008-AAA10M	Aug 05 2008	Draft	Webviewer Seat

A submitted request will show on the “My Pending Requests” page until an R25 scheduler has processed the request. Under normal circumstances, submitted requests will be processed within 2 business days.

To view an “Approved” Request

1. Click the “My Requests” link.
2. Click the “Approved” link to view your approved requests.



Once approved, the request will show under “My Approved Requests”

My Approved Requests (All)

View: **Only Requests with Reservations in the Future** or **All Requests**

Event Name	Start Date	Location	Status	Scheduler
SGA MEETING	Aug 05 2008	H 133 CONFERENCE ROOM	Confirmed	

Section Three: Requesting a Room Change for an Existing Course Section

If you have not already logged in, begin by navigating to <http://r25.cccti.edu/wv3/>. You can also link to R25 through the college Intranet. (You must be on campus to access WebViewer.) Follow the instructions below.

1. Click the **Locations** link.

2. Navigate to the date (or first date if there are more than one) you would like to move the section by using the scroll arrows or the calendar.

3. Use the location filters to navigate to the building where you would like to request your section to be moved.

4. Click a blank grid under the appropriate time column for the room you want to request. This user selected room F 214 at 10:00 AM.

NOTE:

- Click the room numbers to view the equipment in each room
- Green and Purple bars show a room is already booked
- Mouse over the colored bars to see the event name
- Click on the colored bars to see the event details

Click to request an event.

5. If you are not already logged in, you will be prompted to enter your **Username** and **Password**, and then click the **Log On** button. If you have created an R25 WebViewer user account and have trouble logging on please contact sharbison@cccti.edu or akanupp@cccti.edu

To create a new user account, **click here.**

Username:
 Password:

Change your password and personal information.

Requesting a Room Change for an Existing Course Section

Request an Event

6. Enter the **room number** you are requesting followed by the **Course Prefix-Number-Section Number** in the Event Name field.

Example: F 214, COM-120-101

Please fill in as many details as possible. Required fields are
Please place the **Room Number** and **Event Name** in the fir

Room Number/Event Name:

7. Adjust the **Start** and **End times** to reflect the time for the section being modified; do **NOT** adjust the End date unless your section spans midnight (if you need the location overnight).

(Unspecified) v

(Unspecified) v

Start: August v 28 v 2008 v 10 v : 00 v AM v

End: August v 28 v 2008 v 11 v : 25 v AM v

Repeat:

None

Ad Hoc

8. If you are requesting a move for more than one day, choose an appropriate **Repeat** pattern.

Ad Hoc - a random pattern of dates

See page 5 for Ad Hoc repeat instructions

Daily - every day

Weekly - Every week

July v 28 v 2008 v Enter

Daily

Repeat Every: 1 v Day(s)

Until: July v 28 v 2008 v

For: 1 Repetition(s)

Weekly

Repeat Every: 1 v Week(s)

On:

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

Until: July v 28 v 2008 v

For: 1 Repetition(s)

Requesting a Room Change for an Existing Course Section

Space Preference:

9. The **Space Preference** "Other" will populate with the room you selected in step #4.

Specific Space: (Unspecified)
 Any Space In: A Bldg.
 Other: **F 214**

Comments & Event Details:

10. Provide details related to the room move in the **Comments & Event Details** text box.

11. Click the **Next** button.

Please provide details related to the room move request (for example: "The class needs a PC lab" or "Change room for the remainder of the semester")

Note: After you click the **Next** button, you will see an Event Request Summary.

Next ... Reset

Event Request Summary

Event Name: F 214, COM-120-101

Event Title:

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

Start: August 28 2008 10:00 AM

End: August 28 2008 11:25 AM

Date Summary: No Repeating Dates Were Selected.

Space Preference: F 214

Custom Attributes:

Requirements:

Comments:

12. To finish and submit your request, click the **Submit Request** button. To make changes before you submit your request, click the **Make Changes** button.

been processed.

ation above. If everything is correct, submit it now; otherwise, make

Submit Request

Make Changes

Requesting a Room Change for an Existing Course Section

Attention:

An automated reply e-mail should arrive in your GroupWise E-mail account 2 - 4 minutes after you click the "Submit Request" button. This e-mail indicates that your room change request is now "Pending". An R25 scheduler will still need to review your request for the section and room change request information.

Here is a sample of the automated reply e-mail subject line:
Auto Reply: R25 WebViewer Request Received 2008-AAAIRL

Event Request Confirmation

Event Name: F 214, COM-120-101

Event Title:

Reference Number: 2008-AAALQW

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

Start: August 28 2008 10:00 AM

End: August 28 2008 11:25 AM

Date Summary: No Repeating Dates Were Selected.

Date List: Aug 28 2008

Space Preference: F 214

Custom Attributes:

Requirements:

Comments:

13. (Optional) To make another room change request, click the **Request another event** button and complete steps 6 -13.
(At Step 9, select a Space)

Request another event

As a confirmation that your room change request has been processed, you will receive an email from the R25 scheduler. The scheduler makes the change on the existing section and then deletes your Webviewer request; therefore, once it is approved, you will no longer be able to see your room change request in Webviewer.

Section Four: Cancelling Entire Events or Portions of Events

To cancel an event, the scheduler will need the Event Reference Number. The Event Reference Number is located in the Auto Reply and Confirmation E-mails you received. The instructions below cover how to locate the Event Reference Number on the "My Approved Requests" page.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: [Events](#), [Locations](#), [My Requests](#), and [My Workflow](#). Below this, there are sub-links: [New Request](#), [Pending](#), and [Approved](#). A welcome message reads "Welcome, Doe, John S..".

The main heading is "My Approved Requests (All)". Below this, there are filters: "e Future" and "or All".

A table lists the requests:

Event Name	Start Date	Location	Status	Scheduler
R25 PRESENTATION	Jul 15 2008		Confirmed	R25 Webviewer

A callout box with the following instructions is shown:

1. Click **My Request**.
2. Click **Approved**.
3. Locate the event you want to cancel.
4. Click the event name to view the details.

The event details page is shown in a browser window titled "http://r2d2 - R25 WebViewer: Event Detail - Mozilla Firefox". The page title is "R25 PRESENTATION". The details include:

- Reference: **2008-AAALGU**
- Organization:
- Requestor: **Doe, John S.**

A context menu is open over the reference number, with the following options:

- Copy
- Select All
- Search Google for "2008-AAALGU"
- View Selection Source
- Properties

A callout box with the following instruction is shown:

To Copy the Event Reference Number
Highlight the Reference Number, right click and select Copy.

At the bottom left of the browser window, the text "Done" is visible.

Canceling Entire Events or Portions of Events

Cancel an Entire Event

To cancel an entire event, enter the following information in the **Room Number / Event Name** field:

- **Room Number** (Identifies which scheduler is responsible for the request)
- **Cancel** (Alerts the scheduler that this is a cancellation request)
- **Event Reference Number** (Allows the R25 scheduler to cancel the correct event)

The screenshot shows the 'Request an Event' form with a navigation bar at the top containing 'Lookup', 'CCC&TI', and 'Help'. Below the navigation bar are tabs for 'Events', 'Locations', 'My Requests', and 'My Workflow'. Under 'My Requests', there are sub-tabs for 'New Request', 'Pending', and 'Approved'. A blue box on the left contains instructions 1 through 5. The form fields include 'Room Number/Event Name' (containing 'H 133, Cancel'), 'Event Type' (Unspecified), 'Sponsoring Organization' (Unspecified), and 'Expected Head Count'. A context menu is open over the 'Room Number/Event Name' field, showing options like 'Undo', 'Cut', 'Copy', 'Paste', 'Delete', and 'Select All'. A blue box on the right explains how to paste the event reference number. At the bottom, a blue box contains instruction 6, and two buttons, 'Next...' and 'Reset', are shown, with 'Next...' circled in red.

1. Click **My Requests**.

2. Click **New Request**.

3. Enter the Room Number.

4. Enter the word "Cancel."

5. Enter the Event Reference Number.

Request an Event

Please fill in as many details as possible. Required fields
Please place the **Room Number** and **Event Name** in th

Room Number/Event Name: H 133, Cancel

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

To Paste the Event Reference Number
Place your cursor behind the word "Cancel", right click, and select Paste.

6. Click the **Next** button near the bottom of the page and then submit the cancellation request.

Next... Reset

Canceling Entire Events or Portions of Events

Cancel Portions of a Repeat Event

To cancel a specific date or dates from a multi-occurrence event, enter information below in the **Room Number / Event Name** field:

- **Room Number** (Identifies which scheduler is responsible for the request)
- **Cancel** (Alerts the scheduler this a cancellation request)
- **Event Reference Number** (Allows the R25 scheduler to cancel the correct event)
- **Date(s)** (Identifies the specific dates that need cancelling)

Header: [Lookup](#) [CCC&TI](#) [Help](#)

Navigation: [Events](#) [Locations](#) [My Requests](#) [My Workflow](#)

Sub-navigation: [New Request](#) | [Pending](#) | [Approved](#)

1. Click **My Requests**.
2. Click **New Request**.

Request an Event

Please fill in as many details as possible. Required field
Please place the **Room Number** and **Event Name** in

Room Number/Event Name:

3. Enter the Room Number.
4. Enter the word "Cancel."
5. Enter the Event Reference Number (see instructions for pasting on previous page).
6. Enter the date(s) to cancel.

Comments & Event Details:

7. If you have more dates to cancel than will fit in the Room Number/Event Name field, type the additional dates in the Comments & Event Details box.

Please enter any additional dates that do not fit in the Room Number/Event Name field here.

8. Click the **Next** button and then submit the cancellation request.