Booking an Event in Resource25
Using the Speedbook

Booking an event in the Resource25 client software requires use of the Speedbook. To open a speedbook window, click the Speedbook button.

A Speedbook window will open as displayed below. The speedbook screen allows the user to create an event including set-up time, pre-event time, the event time, post-event time, and takedown time. Many events will only require use of event times. However, where spaces will require special set-ups, it is wise to include padding for the set-up and takedown activities.
Enter a **Name** and **Title** for the event. Remember to make the names and titles of events as descriptive as possible for display in the Webviewer.

Choose an **Event Type** for each event. The event type is used for routing events to the appropriate folder in the events cabinets. Event cabinets at Western are set up on an academic calendar. For instance, the 2006-07 events cabinet covers events from July 1, 2006 through June 30, 2007. If you attempt to book an event with repeat dates falling after June 30th, you will be unable to save the event since the event is attempting to span two separate event cabinets. Once an event is saved its event type is locked and cannot be changed or altered. Click the down arrow beside the **Type** field and select **Other Type** to open an event types selection list.
In the **Event Types** window, locate the type of event you are scheduling and click the box next to its name. The event type will have a check mark in the check box and will become bolded. Each event may have only one event type. Click the **OK** button once you have selected an event type from the list.

Click on the red bubbles to the right of the **Primary Organization** field to select a sponsoring organization for this event. A **Select Organizations** dialog box will open for you to select an organization. Each event should be mapped to a primary organization for the purposes of space utilization and other space analyses.
Locate an organization in the index and **double-click** on the name of the organization. The organization will be selected. You may also click to select the organization and click on the **Add** button. Click **OK**.
Click on the red bubbles to the right of the **Requestor** field to select a contact to associate with the event. A **Select Contacts** dialog box will open for you to select a requestor for this event. Each event must have a requesting contact associated with it. If you are the primary contact for this event, simply choose myself from the drop-down menu. Locate a **Requestor** for the event in the index and **double-click** on the name of the primary contact for this event. The contact will be selected. You may also click to select the requestor and click on the **Add** button. Click **OK**.
Enter the **Start** and **End Times** for the event and click the down-arrow beside the **First Date** field. This will open the **Event Date Calendar** to select the first date for your event. Click on a date to select it.
Resource25 allows you to schedule recurring repeat dates for events. Once you have selected your First Date, click the check-box for Repeat Dates. Repeat dates may be scheduled on an ad hoc, daily, weekly, monthly, or yearly basis. In the example below, the event starts on Monday, January 29, 2007 and repeats every week until Monday, February 19, 2007 on Monday, Wednesday, and Friday.

Ad Hoc dates should be used if you need to choose a random pattern of dates for which you want this event to repeat.

Daily dates should be used if you need this event to repeat on a daily basis for a set number of repetitions.

Weekly dates should be used to specify a repeating sequence of events until a certain date or for a number of repetitions.

Monthly dates should be used to schedule a repeating event on a monthly basis for a number of repetitions.

Yearly dates should be used to schedule an annually repeating event. Remember that our cabinet structure runs on an academic year and not a calendar year.
Click the **Assign Spaces** button to move to the space assignment view for this event. Space assignments require you to search for a space. Space searches may be accomplished in a number of different ways. If you know the space you want to book, you may enter its building abbreviation and room number in the text field to the right of the **Starts With** drop-down box. This type of search will only look at the space selected (in this case, H. F. Robinson 540). If you have a number of favorite spaces, you may mark these in the **My R25** window (see the instructions for setting space favorites on the Resource25 website). This will allow you to search only your favorite spaces. You may also set up a search of **Space Preferences** and you may also search by **Binding Reservations**. Be sure to set an **Expected Head Count** before searching for a space which allows Resource25 to check the capacity of the room. You may also **Enforce Min Capacity**, Resource25 will only show you spaces with at least a maximum capacity equal to your expected head count. Clicking the **Don’t Show Spaces With Conflicts** will drop any spaces out of your space search that have reservation conflicts with your event.

Click the **Check** box to complete the space search. Clicking on a space in the left pane of the window will display all the event dates on the right pane with their availability. Available dates are displayed with a green bar. Dates with conflicts, and unavailable for booking, display a black “x” through the green bar.

To assign the space, click the **Assign** button. You will be shown an assignment confirmation window. Check that everything is correct and click **OK**. Resource25 will assign the space to the event. If you do not have approval rights for the space, Resource 25 will ask if you would like to generate a request for the space. When you click **OK**, Resource25 will submit a request to the appropriate space approvers workflow.
For some events, you will need to request the use of resources. Click the Assign Resources button to begin searching for and requesting the appropriate resources for your event. Unless you are the owner of the resources, you will only be able to request assignment of resources to your event. Resource assignment works exactly like space assignment. Currently, all resources entered in the Resource25 database are owned by either the Ramsey Center or the University Center.
The **Review/Modify Reservation** tab of the Speedbook window contains the complete details about your event. If a space has been assigned to an event, the space will show up in a folder on the left pane of the window shown below and the event dates will show up with dark blue boxes on the right pane in the window shown below. If you do not have approval rights to the space, the blue box will be an open light blue box that will change to a solid once your request for the space is approved by its “owner.”

When you have completed all these steps, be sure to hit the disk icon in the upper left part of the toolbar to **SAVE** your event. If you close your event without saving, you will have to start over.
There will be times when you want to save an event with multiple occurrences. An example of a multi-occurrence event would be a meeting like Executive Council. The Executive Council meets every week but sometimes modifies their meeting pattern. The overall event would be named Executive Council; however, the Reservation Name field (circled below) would be used to enter the meeting patterns separately. For instance, you might want every first Monday to have one meeting pattern named First Mondays. You might want a second meeting pattern for recurring Mondays other than the first Monday called Recurring Regular Schedule Meetings. And you might even have an oddball time when you need to use ad hoc meeting schedules.
The screen capture below shows the possibilities for space searches using the **Edit Space Preferences** dialog box. This search feature allows you to search spaces by specific spaces or features or categories or many others. If you need this functionality, the user’s guide has more detailed instructions on setting up a search. Contact your R25 system administrator if you have lost your log-on information for the CollegeNet website for a new set of usernames, passwords, and the weblink.