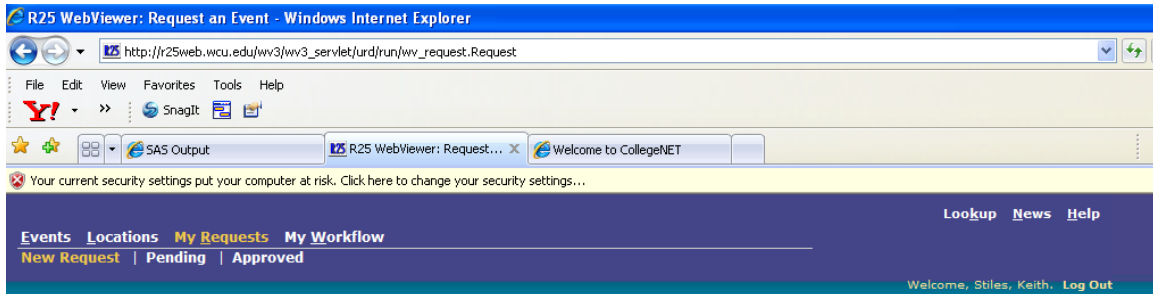


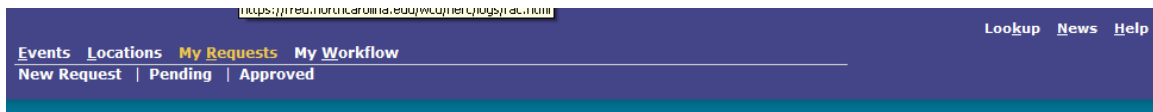
Requesting Space for an Event Using the Webviewer

The Resource25 Webviewer allows Faculty and Staff to request space for an event on an as needed basis. Faculty and staff may log into the Webviewer to make requests. The Webviewer is located at <http://r25web.wcu.edu/wv3>.

To make a request for space in the Webviewer, click on the **My Requests** link in the Webviewer menu bar .

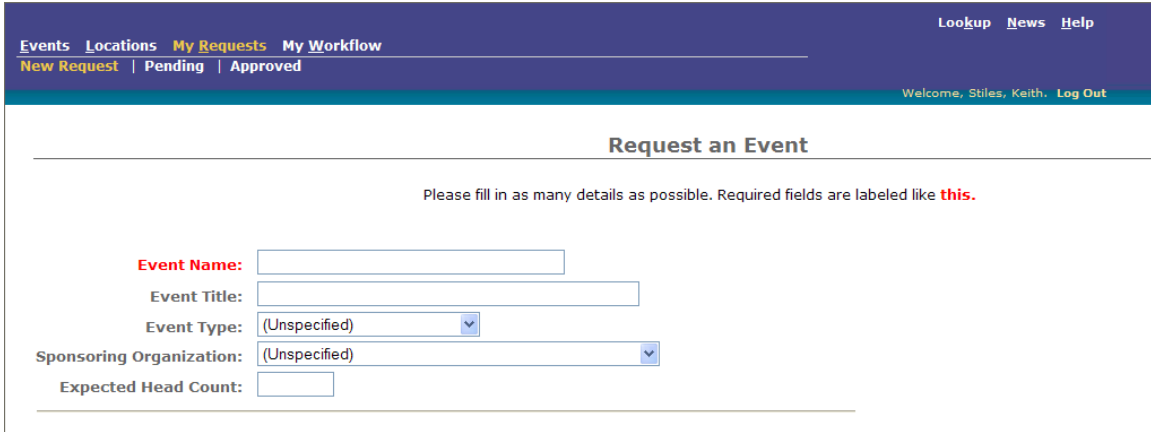


Once you have clicked the **My Requests** link, the Webviewer will display the **User Logon** screen. Type your active directory *Username* in the username text box. Type your active directory *Password* in the username password text box. Click the **Log On** button.



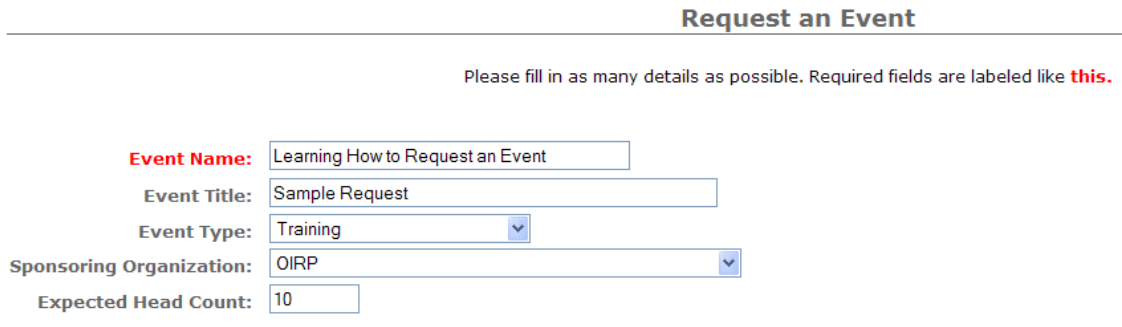
Note: Your active directory username and password are the same username and password you use to log into your e-mail and computer each day.

The Webviewer will immediately log you on to the system and take you to the **Request an Event** form. The form is broken into a number of sections. You use the first section of the form to enter the event's name, title, type, sponsoring organization, and expected head count.



The screenshot shows the top navigation bar with links for 'Events', 'Locations', 'My Requests', and 'My Workflow'. Below this is a sub-menu with 'New Request', 'Pending', and 'Approved'. On the right, there are links for 'Lookup', 'News', and 'Help'. A user greeting 'Welcome, Stiles, Keith.' and a 'Log Out' link are also visible. The main heading is 'Request an Event'. Below the heading is a note: 'Please fill in as many details as possible. Required fields are labeled like **this**.' The form fields are: 'Event Name:' (text input), 'Event Title:' (text input), 'Event Type:' (dropdown menu with '(Unspecified)' selected), 'Sponsoring Organization:' (dropdown menu with '(Unspecified)' selected), and 'Expected Head Count:' (text input).

It is important that you give your event a distinctive **Event Name** since the name is what displays on the webviewer events calendar. To aid schedulers, place your name and Western phone extension in the **Event Title** field in case the space approver needs to contact you for clarifications (e.g., *Keith Stiles, x3043*).



This screenshot shows the same 'Request an Event' form but with example data entered. The 'Event Name:' field contains 'Learning How to Request an Event'. The 'Event Title:' field contains 'Sample Request'. The 'Event Type:' dropdown menu is set to 'Training'. The 'Sponsoring Organization:' dropdown menu is set to 'OIRP'. The 'Expected Head Count:' field contains '10'. The rest of the form structure, including the navigation bar and the instruction text, is identical to the previous screenshot.

After you have entered an **Event Name** and **Event Title**, you need to choose an **Event Type** from the list contained in the drop-down box. Although an **Event Type** is not required at the time of request, it will save time for you and the official space approver once they receive your request for space. A partial list of the available **Event Types** is displayed in the following screen capture. There are event types covering most every potential type of event. If there is not an event type that fits your event, you may put information in the comments section of the form and the space approver will share with the R25 System Administrator.

Event Type: (Unspecified) [v]

Organization: (Unspecified) [v]

Expected Head Count: [01]

Start: [01]

End: [01]

Repeat: [18] [v]

[1] [v] [C]

Repe [1] [v] [v]

[Monday] [Tuesday]

It is also helpful for you to go ahead and indicate the **Sponsoring Organization** for the event request. Click on the organization from the drop-down list. Should your organization not be listed, place information in the comments for review by the System Administrator for additions.

Sponsoring Organization: (Unspecified) [v]

Expected Head Count: (Unspecified) [v]

Start: [v]

End: [v]

Repeat: [v]

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ALPHA LAMBDA DELTA

ALPHA PHI ALPHA

ALPHA PHI OMEGA

ALPHA XI DELTA

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You complete the first section of the space request form by indicating the expected headcount for your event. Although this is not a required field, it is very beneficial for you to go ahead and enter an expected headcount. Entering this data will allow the space approver to ensure that the space preference you have requested has the requisite seating capacity.

The second part of the space request form is used to indicate the **Start** and **End** dates and the **Start** and **End** times for the event. Use the **Start** and **End** times of the form to indicate the actual event times. If you need setup and takedown times for the event, indicate how much time you will need in the event comments section of the form.

Start: May 21 2007 03:00 PM

End: May 21 2007 04:00 PM

Repeat:

None

Ad Hoc

April 18 2007 Enter

Daily

Repeat Every: 1 Day(s)

Until: April 18 2007

For: 1 Repetition(s)

Weekly

Repeat Every: 1 Week(s)

On:

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

Until: June 30 2007

For: 1 Repetition(s)

Note: The Webviewer form defaults to a non-repeating event function. However, you may use the form to schedule repeating dates for you event. Choosing **Ad Hoc** allows you to choose a random series of dates on which the event repeats. Choosing **Daily** allows you to schedule the event to repeat daily in a series until a set date (should be the same as your **End** date above) or for a set number of repetitions. Choosing **Weekly** allows you to set a weekly meeting pattern for the event in the same fashion as the daily event.

The third part of the space request form allows you to choose a **Space Preference**. Space preferences can be set for a specific space (only schedulable spaces are included in the drop-down list). Or you may set a space preference for **Any Space In** a certain space group. If you choose this setting, the space approvers will make a choice for you concerning the specific space for your event.

Space Preference:

Specific Space:

Any Space In:

Other:

The fourth part of the space request form allows you to choose **Resources** for your event. It is important to note that the resources listed in this list currently are only available for use in either the Ramsey Activity Center or the Hinds University Center. To make a request, you simply enter the number of tables, etc. that you need.

Resources:

10' Portable Projection Screen (U.C.)	<input type="text" value="0"/>	(Number)
30" Round Tables (Small) (U.C.)	<input type="text" value="0"/>	(Number)
5' Portable Projection Screen (U.C.)	<input type="text" value="0"/>	(Number)
6' Banquet Tables Gray	<input type="text" value="0"/>	(Number)
6' Banquet Tables Gray (U.C.)	<input type="text" value="2"/>	(Number)
72" Round Tables Gray (U.C.)	<input type="text" value="0"/>	(Number)
8' Banquet Tables Gray (U.C.)	<input type="text" value="0"/>	(Number)
8ft Banquet Table Brown (U.C.)	<input type="text" value="0"/>	(Number)
Amplifier Crown Ps 400 (R.A.C.)	<input type="text" value="0"/>	(Number)
Amplifier Gx 300 (R.A.C.)	<input type="text" value="0"/>	(Number)
Amplifiers Crown Xls 402 (R.A.C.)	<input type="text" value="0"/>	(Number)
Bose Speakers With Stands (U.C.)	<input type="text" value="0"/>	(Number)
Building Managers(U.C.)	<input type="text" value="0"/>	(Number)
C.D./Cassette Player Tascam (R.A.C.)	<input type="text" value="0"/>	(Number)
Cable - Extention Cords (R.A.C.)	<input type="text" value="0"/>	(Number)
Cable Microphone X.L.R. (R.A.C.)	<input type="text" value="0"/>	(Number)
Cable Speaker 1/4 - 1/4 (R.A.C.)	<input type="text" value="0"/>	(Number)
Carvin Monitor (U.C.)	<input type="text" value="0"/>	(Number)
Cassette Player/Rec - Portable (R.A.C.)	<input type="text" value="0"/>	(Number)
Cassette Player/Recorder Tascam (R.A.C.)	<input type="text" value="0"/>	(Number)
Chairs - Black/Burgundy Cushion(U.C.)	<input type="text" value="0"/>	(Number)
Chairs Gray/Burgundy Cushion(U.C.)	<input type="text" value="0"/>	(Number)
Chairs Red Padded (R.A.C.)	<input type="text" value="0"/>	(Number)
Chairs Stackable Yellow (R.A.C.)	<input type="text" value="0"/>	(Number)
Chairs White (U.C.)	<input type="text" value="0"/>	(Number)
Concert Stage (R.A.C.)	<input type="text" value="0"/>	(Number)
Conference Phone (Ed Out)	<input type="text" value="0"/>	(Number)
Conference Phone (R.A.C.)	<input type="text" value="0"/>	(Number)
D.V.D. Player (U.C.)	<input type="text" value="0"/>	(Number)
Data Projector (L.C.D.)(U.C.)	<input type="text" value="1"/>	(Number)

The fifth part of the space request form concerns requirements the event may have. You may need meals for a certain number of people, an alcohol permit, ticket sellers, or other needs.

Requirements:

Administration:

- Alcohol Permit (T/F)
- Byob Permit (T/F)
- Facility Use Form/Application (T/F)
- Ticket Sellers (Number)
- Ticket Takers (Number)
- Ushers (Number)
- Reserved Parking Spaces (Number)
- Vendor Booths (Number)
- Vendor Licenses (T/F)

Catering:

- Buffet Meals (Number)
 - Break (Number)
 - Served Meals (Number)
 - Reception (Number)
 - Boxed Meals (Number)
-

The final section of the space request form allows users to enter **Comments** and a **Description** you would like to apply for the event. The comments are included as a part of the entry that space approvers will see and can use if they need to make additional modifications to your request that are more complex than what you can complete in the Webviewer. The description field can be used for more specific information that you would like displayed on the webviewer.

Comments:

Contact Keith Stiles for more details concerning information about catering and technological needs. (828) 227-7239

Description:

The description field can be used to give more specific information about your event that you would like displayed to the webviewer. You might include a web address for a web page devoted to the event or contact information for tickets to the event and other items.

After you have completed this section, click the **Next** button to move to view a summary of your request.

Once you have clicked **Next**, the Webviewer will display an **Event Request Summary** report that you can use to review your entry choices. This report is your chance to verify that all of your data is entered correctly. If you see errors, you may make corrections by clicking on the **Make Changes** button. If you do not need to make any changes, click the **Submit Request** button.

Event Request Summary

Event Name: Learning How to Request an Event
Event Title: Sample Request
Event Type: Training
Sponsoring
Organization: OIRP
Expected Head
Count: 10
Start: May 21 2007 03:00 PM
End: May 21 2007 04:00 PM
Date Summary: No Repeating Dates Were Selected.
Space Preference: UC 209
Resources: 6' Banquet Tables Gray (U.C.) (2)
Data Projector (L.C.D.)(U.C.) (1)
Custom Attributes:
Requirements:
Catering:
Reception 10
Comments: Contact Keith Stiles for more details concerning information about catering and technological needs. (828) 227-7239
Description: The description field can be used to give more specific information about your event that you would like displayed to the webviewer. You might include a web address for a web page devoted to the event or contact information for tickets to the event and other items.

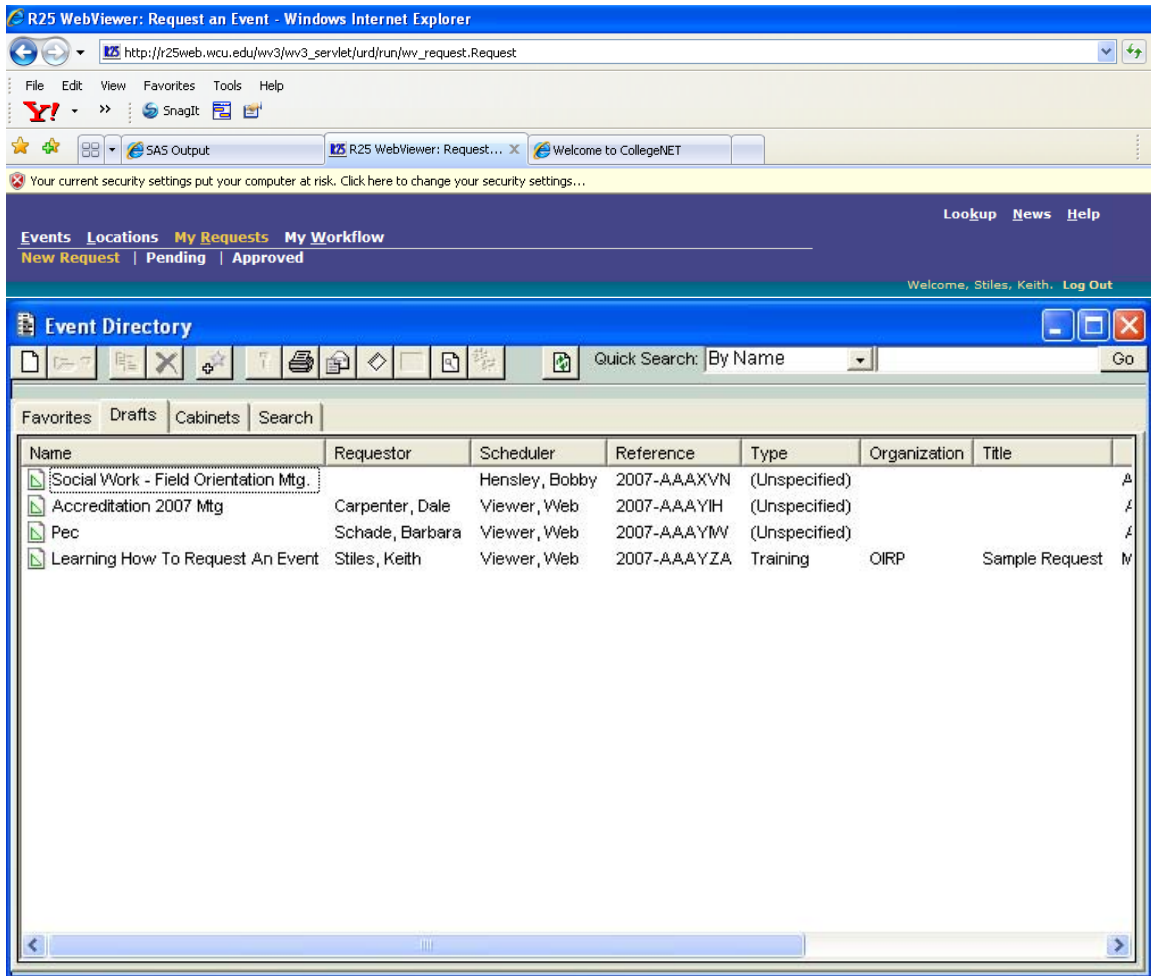
NOTE: Your request has not yet been processed.
Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and *then* submit it.

Once you have clicked **Submit Request**, the Webviewer will send the event to the Resource25 database and display an **Event Request Confirmation** report containing the details of your request. If you need to make additional space requests, you may click the **Request Another Event** button to open a new request form.

Event Request Confirmation

Event Name: Learning How to Request an Event
Event Title: Sample Request
Reference Number: 2007-AAAYZA
Event Type: Training
Sponsoring
Organization: OIRP
Expected Head
Count: 10
Start: May 21 2007 03:00 PM
End: May 21 2007 04:00 PM
Date Summary: No Repeating Dates Were Selected.
Date List: May 21 2007
Space Preference: UC 209
Resources: 6' Banquet Tables Gray (U.C.) (2)
Data Projector (L.C.D.)(U.C.) (1)
Custom Attributes:
Requirements:
Catering:
Reception 10
Comments: Contact Keith Stiles for more details concerning information about catering and technological needs. (828) 227-7239
Description: The description field can be used to give more specific information about your event that you would like displayed to the webviewer. You might include a web address for a web page devoted to the event or contact information for tickets to the event and other items.

Once your event has been submitted, it is directed to the **Webviewer Seat**. This Resource25 user will receive a **Workflow** item in their drafts folder that they can then work with to route to appropriate space approvers.



If you experience difficulties, you may contact the Resource25 System Administrator (Keith Stiles) at x3043 or via e-mail at kstiles@email.wcu.edu.