

Guide to Reserving Spaces using Event Viewer

Version 3: 4/14/10

<http://eventviewer.anokaramsey.edu>

Welcome to Event Viewer.

Event Viewer is an online events calendar where you can view what is happening at the college, check room availability, and reserve spaces for non-academic events.

To begin, go to <http://eventviewer.anokaramsey.edu>

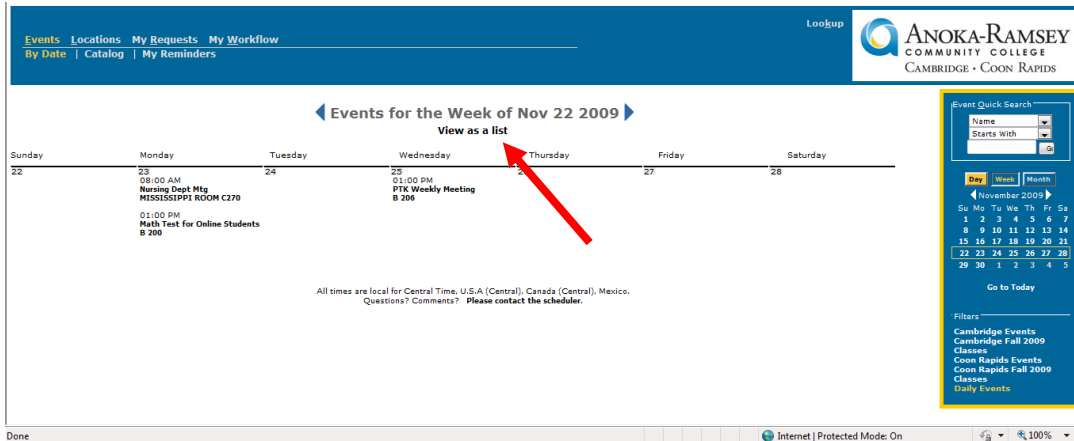


Figure 1

This is the main page for the Event Viewer. It will store all Building Use Permit (BUP) information for both campuses. The current BUP process will be phased out once Event Viewer is operational.

It will also be used to generate a weekly schedule for Coon Rapids, replacing the current email notification process, and it will provide Cambridge with a weekly schedule of events in lieu of the Outlook calendar of Room Reservations.

The events that are available for public viewing are displayed, while events that are "not for public viewing" are hidden from view.

This Event Viewer calendar can be viewed as a grid (Figure 1), or as a list (Figure 2).

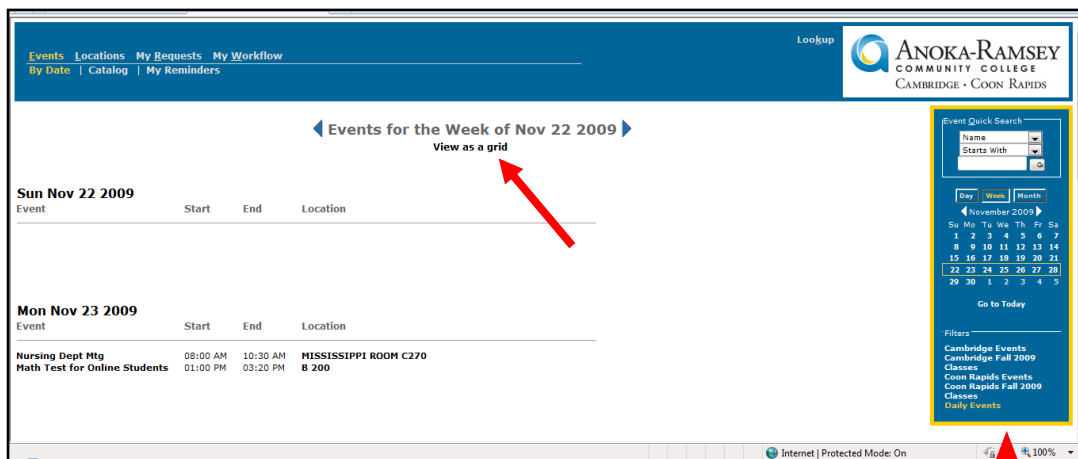


Figure 2

Choosing different options in the "Event Quick Search" box allows you to:

- Search events by name
- View events by day, week, or month
- View or Search events by using a predetermined filter

Room Requests

To make a room request, click on "My Requests."

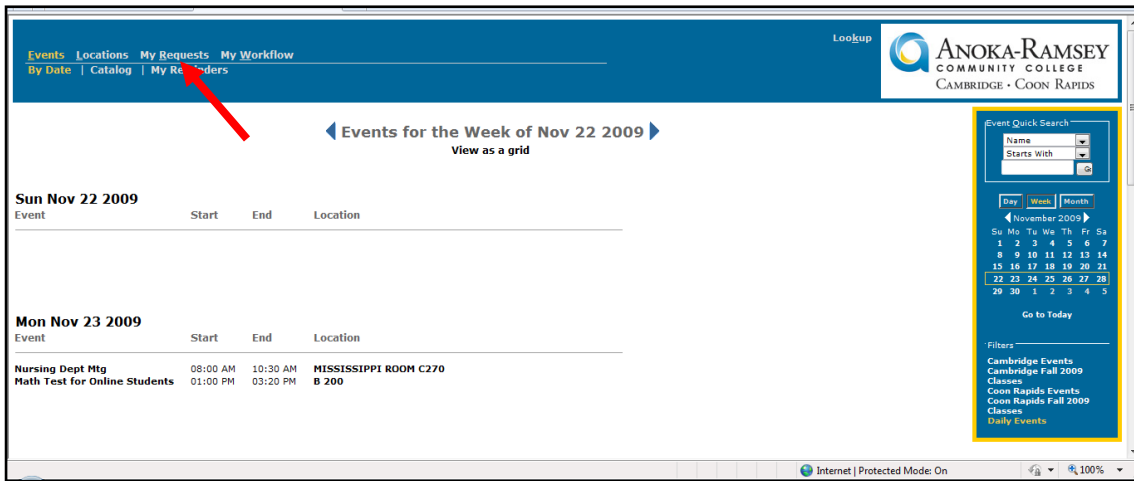


Figure 3

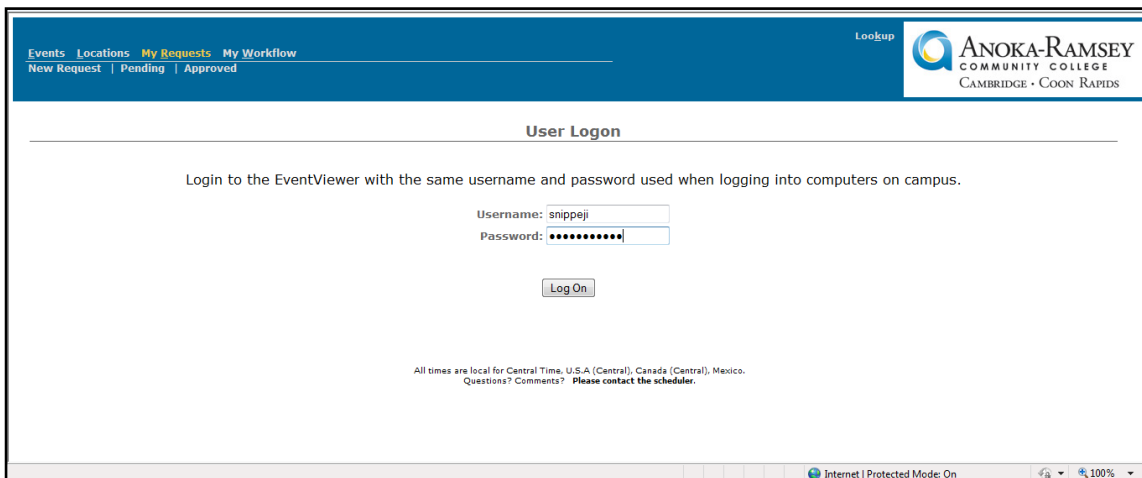


Figure 4

Enter your Username and Password; then select "Log On."

You are now ready to request your event!

The **RED** fields are required and must be completed. Fill in all additional relevant fields.

Figure 5

If the event occurs at the same time on multiple dates, you may use the "Ad Hoc" feature.

To use the Ad Hoc feature:

- Step 1: Select "Ad Hoc"
- Step 2: Choose the next date for the event; click "Enter."
- Step 3: Repeat Step 2 for all additional dates. Each date will show up in the drop down box.

Figure 6

Scroll further down the page to choose Spaces, Resources, Comments, and a Description.

The screenshot shows a form with the following sections:

- Per:** 1 Repetition(s)
- Space Preference:**
 - Specific Space: (Unspecified)
 - Any Space In: Cambridge Campus
 - Other:
- Resources:**
 - Food Service: 0 (Number)
 - Smart Cart: 0 (Number)
- Comments:** (Empty text area)
- Description:** (Empty text area)
- Buttons:** Cancel, Save

Figure 7

Specific space:

The close-up shows the 'Space Preference' section with the following options:

- Specific Space: (Unspecified)
- Any Space In: (Unspecified) bus
- Other:

The 'Specific Space' dropdown menu is open, showing the following options:

- (Unspecified)
- T 106
- T 208

Figure 8

Any space in:

The close-up shows the 'Space Preference' section with the following options:

- Specific Space: (Unspecified)
- Any Space In: Cambridge Campus
- Other:

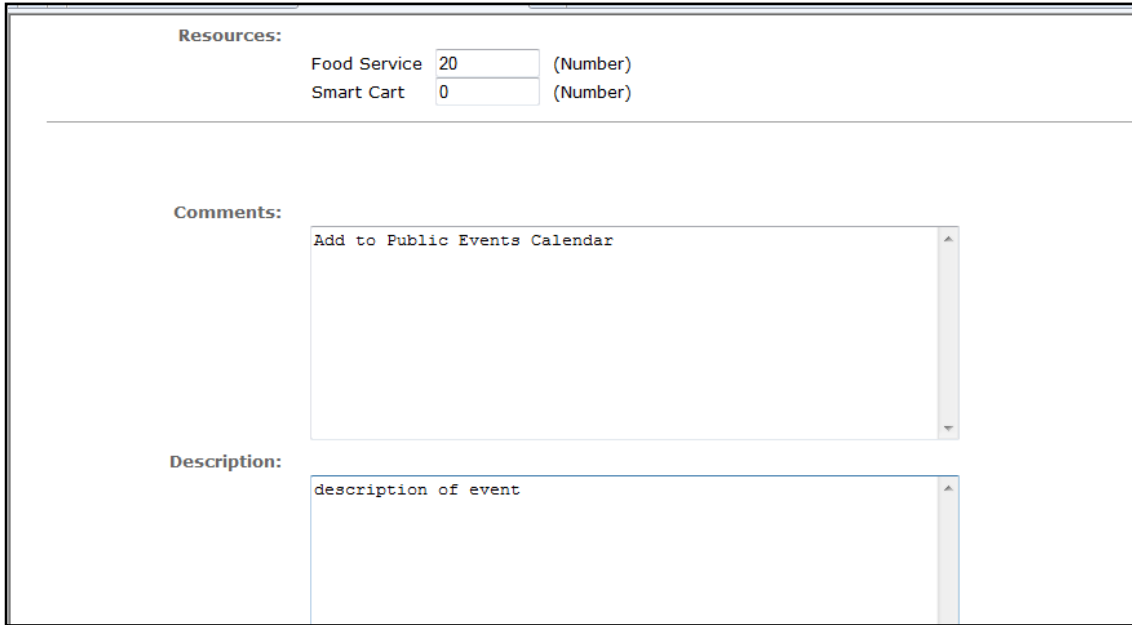
The 'Any Space In' dropdown menu is open, showing the following options:

- Cambridge Campus
- Conference Rooms
- Coon Rapids Campus: A - C Rooms
- Coon Rapids Campus: D - H Rooms
- Coon Rapids Campus: L - R Rooms
- Coon Rapids Campus: S - T Rooms
- ITV Rooms
- Room capacity 30 or less
- Room capacity 31 or more
- Training & Development Center

Figure 9

Or, specify your list of preferred spaces to check first in the "Other" category.

Resources, Comments, and Description



The screenshot shows a web form with three main sections:

- Resources:** Contains two input fields. The first is labeled "Food Service" with a value of "20" and "(Number)" next to it. The second is labeled "Smart Cart" with a value of "0" and "(Number)" next to it.
- Comments:** A large text area containing the text "Add to Public Events Calendar".
- Description:** A large text area containing the text "description of event".

Figure 10

Resources: Select the resources needed for the event. (This area will eventually include more options.)

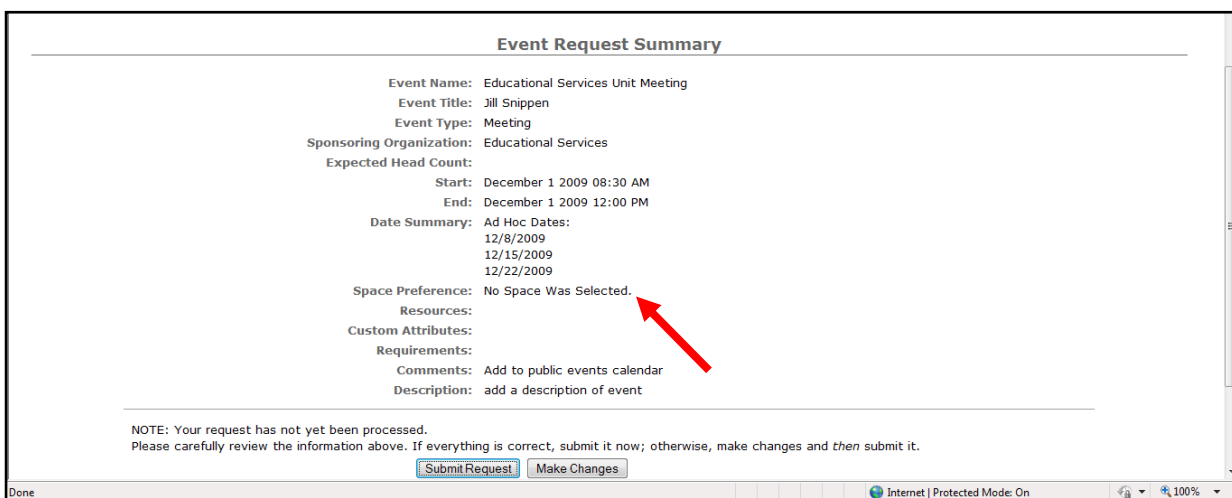
Comments: Note here if the event is to be displayed on the college website Events Calendar. All special notes should also be included in this area.

Description: Include a brief description of the event. This information will be viewable to the public.

Select "Next" to review and/or edit the request.

All the information requested is included in the Event Request Summary.

Review and carefully double-check all information before submitting the request.



The screenshot shows the "Event Request Summary" page with the following details:

- Event Name: Educational Services Unit Meeting
- Event Title: Jill Snippen
- Event Type: Meeting
- Sponsoring Organization: Educational Services
- Expected Head Count: (blank)
- Start: December 1 2009 08:30 AM
- End: December 1 2009 12:00 PM
- Date Summary: Ad Hoc Dates:
 - 12/8/2009
 - 12/15/2009
 - 12/22/2009
- Space Preference: No Space Was Selected. (A red arrow points to this line.)
- Resources: (blank)
- Custom Attributes: (blank)
- Requirements: (blank)
- Comments: Add to public events calendar
- Description: add a description of event

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.

Buttons:

Figure 11

If changes are required, click on "Make Changes."

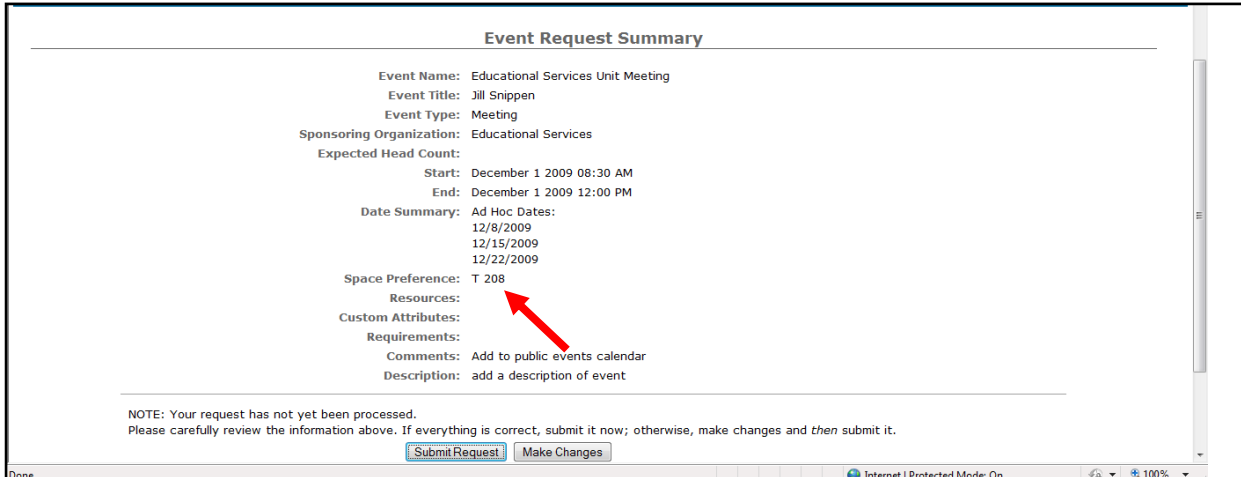


Figure 12

Select "Submit Request."

This request is now complete and has been submitted for booking.

An Event Request Confirmation is displayed; however, the event is not yet booked or confirmed.

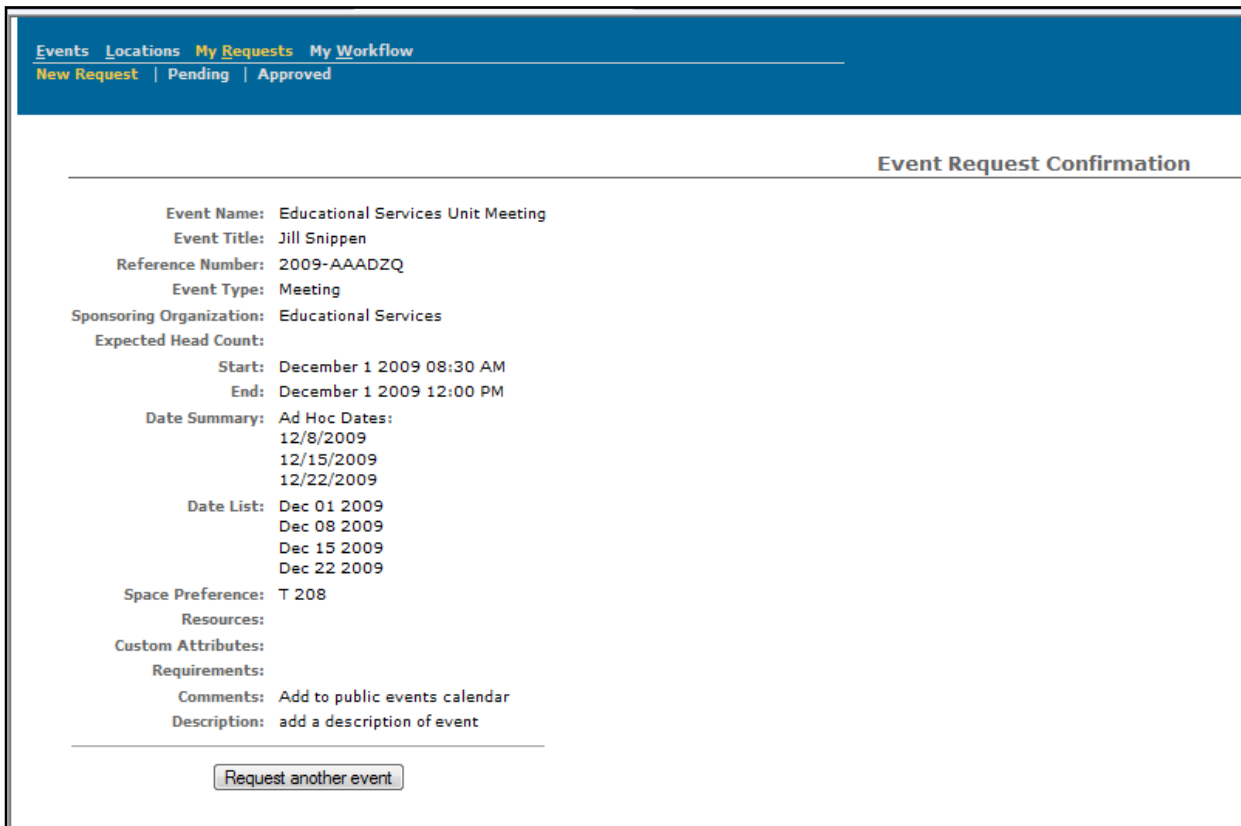
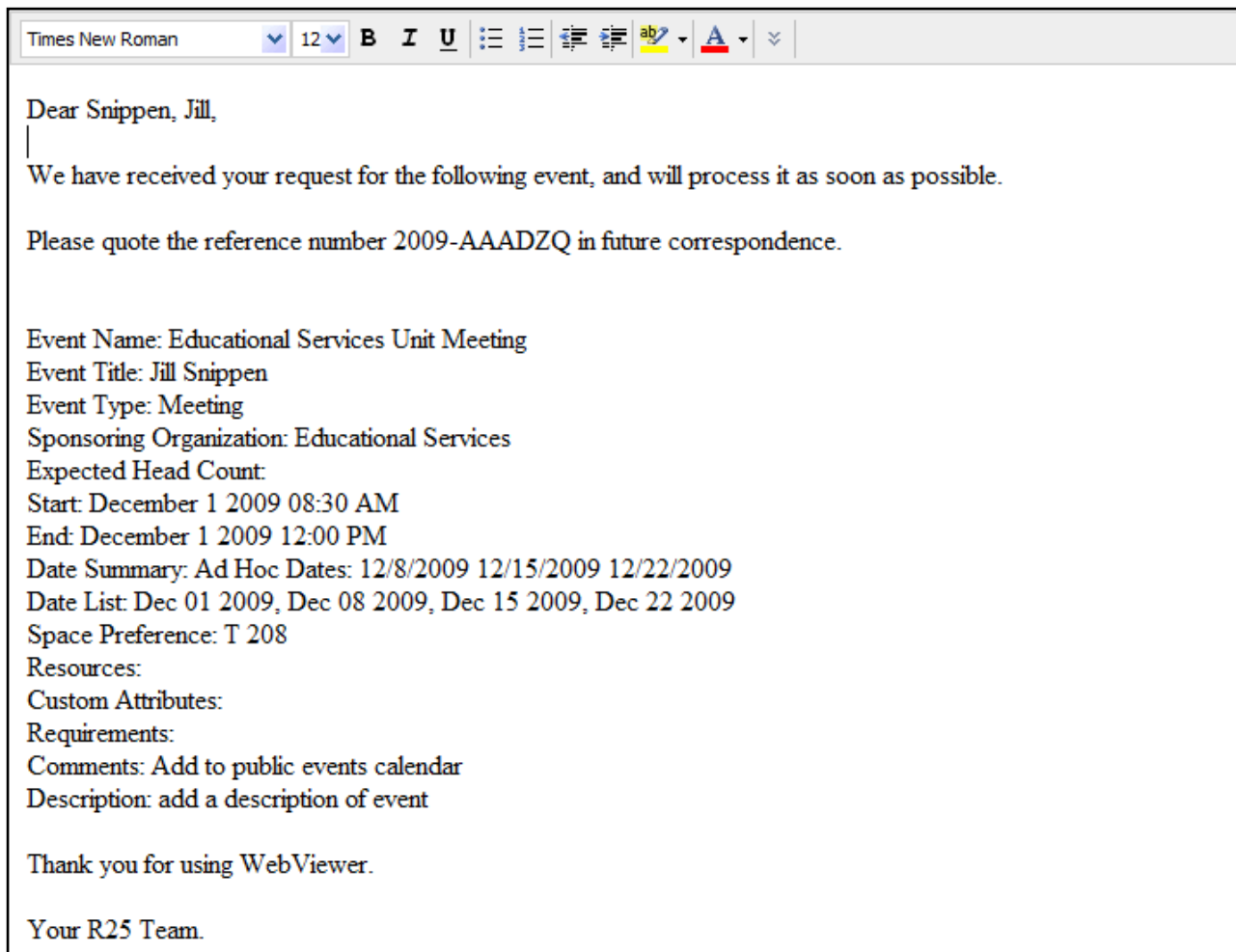


Figure 13

Request another event, or log-off.

A Request Confirmation email from the R25 Team is sent to the requestor. This is an automatic email notification indicating only that the request has been received; the event is not yet booked.



Select "Pending Requests" to view requests submitted.

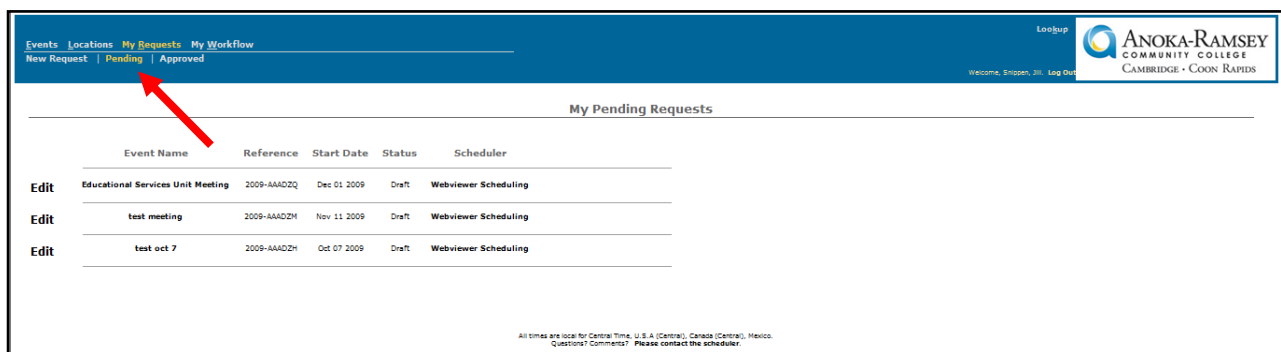


Figure 14

This is the final opportunity to edit the event (select "Edit" to make your changes; resubmit). Once requests have been acted on by a scheduler, you can no longer edit the event.

Confirmation of Event Reservation

The R25 Team of Schedulers includes several key individuals with responsibility and authority to book certain areas and rooms at both college campuses. Each Scheduler has access and responsibility to monitor requests throughout the day. Upon receipt of an event request in the area of their responsibility, the Scheduler will book the event and send a Booking Confirmation via Outlook email.



Figure 15

Please open that confirmation notice and read the information thoroughly to verify accuracy.

Educational Services Retreat					
Jill Snippen					
Event Type:	Meeting				
Event State:	Confirmed				
Description:	training for Ed Services Team				
Organization:	Educational Services				
Requested By:	Snippen, Jill				
	Phone				
	Fax				
	E-mail Jill.Snippen@anokaramsey.edu				
Rsrv_2394	Expected Head Count: 16				
Event Start	End		Reservation Start	End	Comments
Tue Dec 15 2009 11:30AM	1:30PM		11:30AM	1:30PM	
Space Assignment(s):	D 107	16			
Event Start	End		Reservation Start	End	Comments
Thu Dec 17 2009 11:30AM	1:30PM		11:30AM	1:30PM	
Space Assignment(s):	D 107	16			
Event Start	End		Reservation Start	End	Comments
Fri Dec 18 2009 11:30AM	1:30PM		11:30AM	1:30PM	
Space Assignment(s):	D 107	16			

Figure 16

After the requested event has been approved and booked, it will be located in your "Approved Requests" folder in the Event Viewer. Approved Requests are listed in alphabetical order.

The screenshot shows the 'My Approved Requests (Future Only)' page. At the top, there is a blue navigation bar with links for 'Events', 'Locations', 'My Requests', and 'My Workflow'. Below this, there are sub-links for 'New Request', 'Pending', and 'Approved'. A 'Lookup' button is visible on the right. The user is identified as 'Welcome, Snippen, Jill.' with a 'Log Out' link. The Anoka-Ramsey Community College logo is in the top right corner. The main heading is 'My Approved Requests (Future Only)'. Below this, there is a 'View:' section with two options: 'Only Requests with Reservations in the Future' (selected) and 'All Requests'. A table follows with the following data:

Event Name	Start Date	Location	Status	Scheduler
Educational Services Unit Meeting	Dec 01 2009		Confirmed	Webviewer Scheduling

At the bottom of the page, there is a disclaimer: 'All times are local for Central Time, U.S.A (Central), Canada (Central), Mexico. Questions? Comments? Please contact the scheduler.'

Figure 17

Cancel, Edit, or Revise a Confirmed Reservation

When it is necessary to cancel or change a confirmed reservation, contact a Scheduler via email instead of submitting an additional request. In your email please include:

- Event Title
- Date
- Space
- Changes requested

The scheduler will process your request and notify you via email when the changes have been made.

Checking Space Availability

To check space availability, click on the "Locations" tab of the Event Viewer.

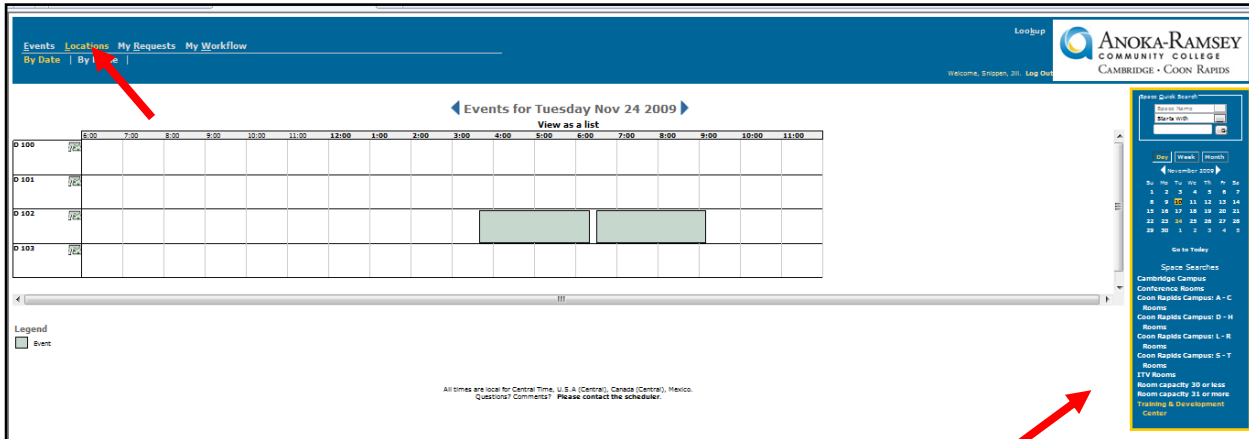


Figure 18

Next, select a space category to search. There are several different searches available to select from.

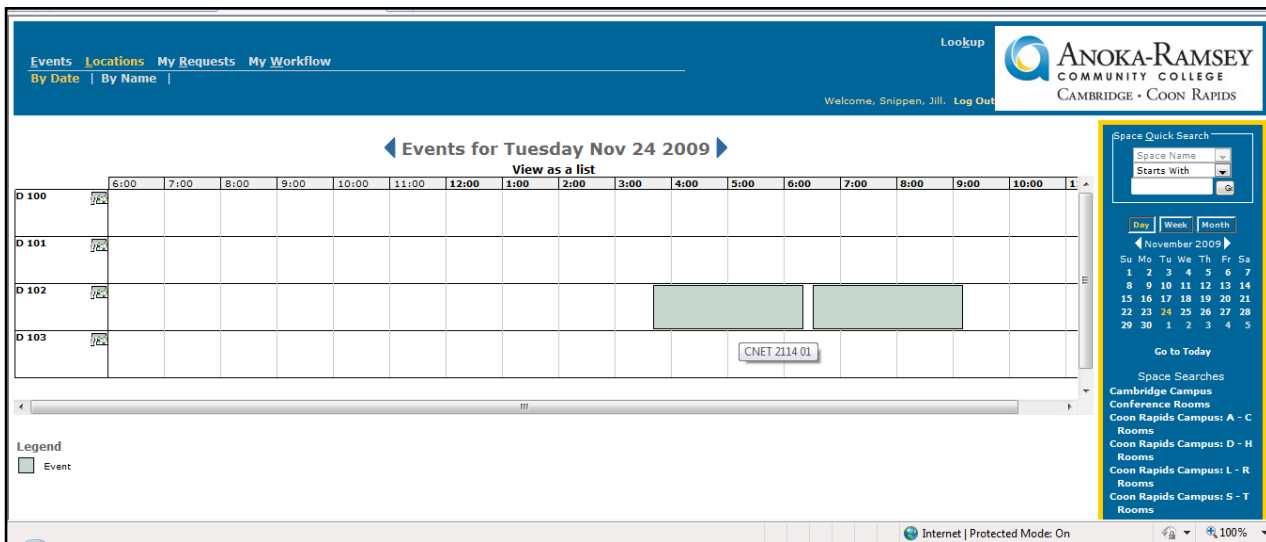


Figure 19

The shaded area indicates that the space is booked. When the mouse is hovered over the shaded area, a box will appear with the title of the event.

Clicking on the shaded area will bring up a pop up box with the specific details of the event.

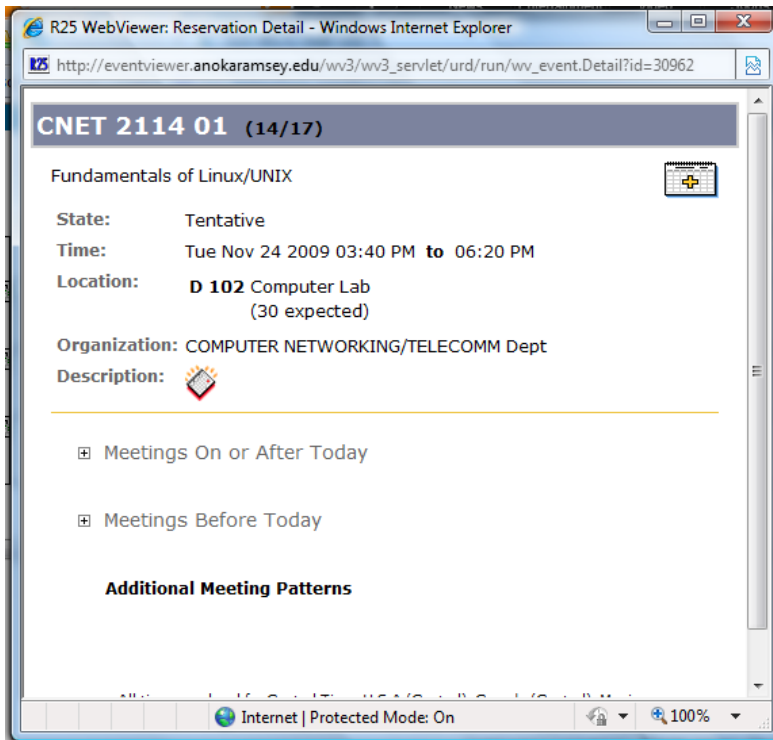


Figure 20