




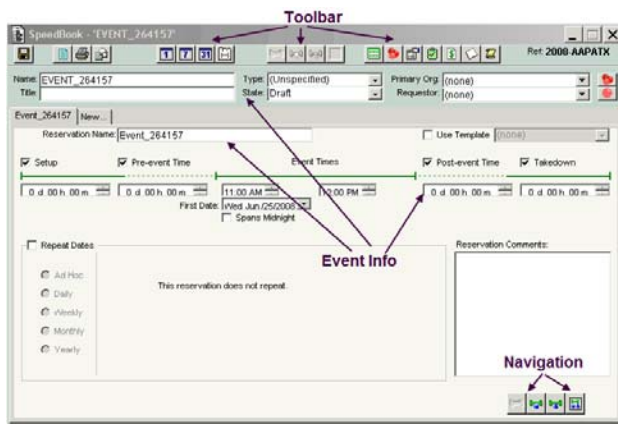
R25 - Booking Space



Using Speed Book


Speed Book combined with Favorites offers a streamlined approach to searching for space and reserving it (looking and booking).

1. From the Toolbar, select the SpeedBook tool  to open the SpeedBook window.



Booking Space

Using R25 prevents scheduling conflicts in spaces for which you have assignment rights.

1. If necessary, select the SpeedBook tool  from the toolbar.

Name:

Title:

Rsrv_714313 New...

Reservation Name:

2. Enter the name of the event in the *Name:* textbox.

Adding a title to your event is optional and not widely used. Reservation names are helpful for the sanity of the scheduler. It is easier to identify reservations if you name them in English as opposed to using the default numbers provided by R25.

3. Enter the name of the reservation in the *Reservation Name:* textbox.

One Event may have multiple Reservations as was the case for the 2008 Day of Learning. The Event name was Day of Learning. Reservation names included President's Opening Session, Genealogy, Being Car Smart, etc.

Type: (Unspecified) Primary Org: (none)

State: Draft Requestor: (none)

4. Use the drop-down list from the *Type:* area to select an event type (celebration, instruction, meeting, etc.)
5. Use the drop-down list from the *Primary Org:* area to select an organization. The organizations that display on the list are ones you have added as Favorites. If the event is for an organization that is not on your Favorites, use the Organization button to the right of the list arrow to select the Organization.
6. Use the drop-down list from the *Requestor:* area to select a requestor. The requestors that display on the list are ones you have added as Favorites. If the event is for a requestor that is not on your Favorites, use the Requestors button to the right of the list arrow to select the Requestor.
7. Enter the starting and stopping times in the *Event Times* area.

Event Times

12:00 PM 01:00 PM

8. Enter the date in the *First Date:* area.

First Date:

Spans Midnight

Pre-event and Post-event times are utilized for social occasions such as "Meet and Greet" functions. The space needs to be set-up and available during those time frames, even though the event itself is not occurring. Setup and Takedown times are used by facilities crews to prepare the space.


9. If your event needs any Pre-event, Post-event, Setup, and Takedown times, enter those.
10. If your event occurs on more than one day, use the Repeat Dates section to enter the information. Checking the Repeat Dates checkbox enables additional features.

Repeat Dates

Ad Hoc
 Daily
 Weekly
 Monthly
 Yearly

This reservation does not repeat.

Finding a Space

- In the Navigation Bar at the lower left corner, select the Assign Spaces button .
- Use the *Check For:* area to identify the needs for this particular event.



Check For:

Contains
 (My Favorite Spaces)
 Space Preferences Don't Shc
 Binding Reservations

There are three possible scenarios GCC employees will face when checking for events: 1) you know the name of the space you want to check on, 2) the space is one of your Favorites, or 3) there are specific needs to be set as Space Preferences such as computers, a computer projector, etc.

When the Space is Known

- Select the *Contains* checkbox when you know the name of the space.
- Type the space name or number in the textbox to the right of Contains (ex. 109).
- Enter an Expected Headcount.
Expected Head Count:
- Click on the button.

The lower half of the Spaces Page changes to reflect the space you searched for and indicate whether or not it is available. Spaces that are available have a green bar to the left of the date . Spaces that are unavailable have a green bar with an X through it appearing left of the date .



Space Name	Rating	Available	Max. Capacity	Partition	Default Layout	Event Date	Conflicts	Share	Event
BHT2-HT2-154E	100	1	10			Wed Jun/25/2008			(This

The left panel may display more than one space that meets your criteria.

- Click on each space in the left panel to display its availability in the right panel.

When the Space is a Favorite

- Select the (*My Favorite Spaces*) checkbox when you want to limit your search to your favorite spaces.
- Enter an Expected Headcount.
Expected Head Count:
- Click on the button.

The lower half of the Spaces Page changes to reflect the space you searched for and indicate whether or not it is available. Spaces that are available have a green bar to the left of the date . Spaces that are unavailable have a green bar with an X through it appearing left of the date .

Space Name	Rating	Available	Max. Capacity	Partition	Default Layout	Event Date	Conflicts	Share	Event
BHT2-HT2-154E	100	1	10			Wed Jun/25/2008			(This

- Click on each space in the left panel to display its availability in the right panel.

Other Spaces

Chances are your event has specific needs. When you need to search for a space that isn't on your Favorites list and you don't know which spaces might meet your criteria, you can enter all you know about your needs and R25 will search for spaces that meet those needs.

- Select the *Space Preferences* checkbox.
- Click on the button.

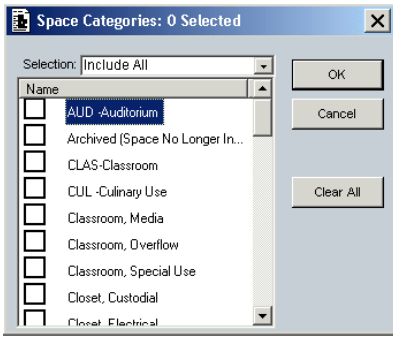
Edit Space Preferences - 'Rsrv_714313'

Match: Any Criteria

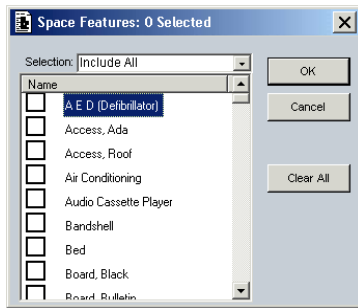
- Click on the button.

A number of options are available. The two most commonly used are Categories and Features. **Categories** are types of spaces such as Labs, Kitchen, Labs-Computer, Classroom, etc. **Features** include items that exist in a given space such as Projector, Projector-Computer, Lockers, Piano, Screen-Pull Down, Sink, Table-Conference, VCR, Wireless, etc.

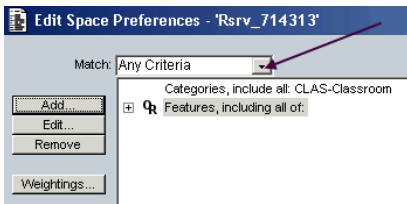
- Select **Categories . . .** from the *Add . . .* menu.



5. Select the checkboxes to the left of the desired categories (you can choose more than one).
6. Click on the **OK** button.
7. Select **Features . . .** from the *Add . . .* menu.



8. Select the checkboxes to the left of the desired features (you can choose more than one).
9. Click on the **OK** button.



R25's default is to use an *Any Criteria* search. This means the space would EITHER match your Categories OR your Features. In most cases, you would like it to match *all* criteria you identified.

10. Use the drop-down list right of the *Match:* area to select **All Criteria**.

11. Click on the close button

12. Enter an Expected Headcount.
Expected Head Count:

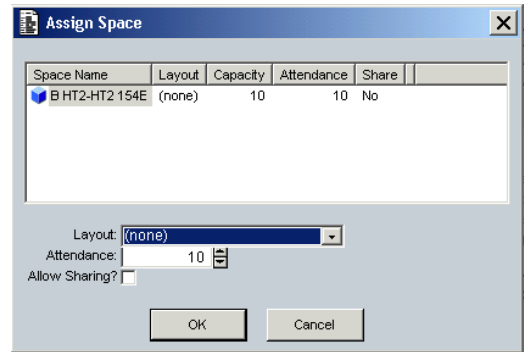
13. Click on the **Check** button.

The lower half of the Spaces Page changes to reflect the space you searched for and indicate whether or not it is available. Spaces that are available have a green bar to the left of the date . Spaces that are unavailable have a green bar with an X through it appearing left of the date .

Space Name	Rating	Available	Max. Capacity	Partition	Default Layout	Event Date	Conflicts	Share	Event
B HT2-HT2 154E	100	1	10			Wed Jun 25/2008			(This

14. Click on each space in the left panel to display its availability in the right panel.

15. Click on **Assign** to reserve the space.



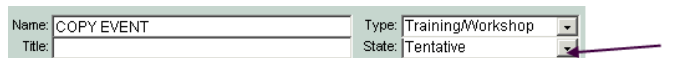
16. Verify *Allow Sharing?* is NOT checked. If checked, others can schedule their events in the space at the same time as yours.

17. Click on **OK**.

Changing Event State and Saving

Events must be changed to either Tentative or Confirmed prior to saving if you want to reserve the spaces and resources assigned.

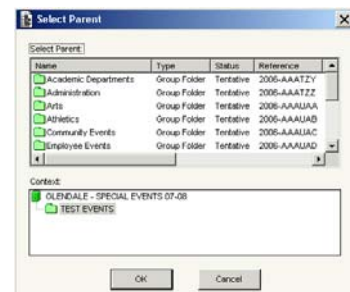
1. Use the drop-down list arrow in *State:* to change the state to **Tentative**.



2. From the toolbar, click on to save your event.

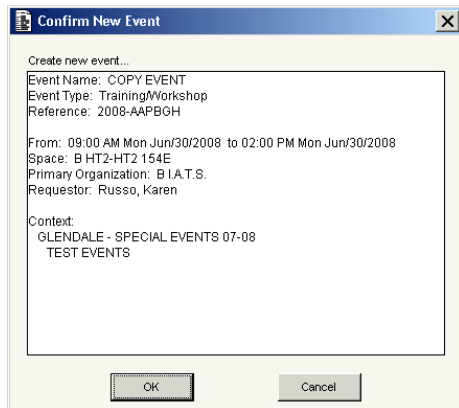
Note: If the dates of your event cross fiscal years (July 1-June 30), you will not be able to save the event. Each event must occur in one fiscal year only. See information on Copying an Event to make working with fiscal year boundaries easier.

In order for the Save to complete, you must place your event in a cabinet.



3. Scroll through the listing of folders and select the appropriate folder for your event.
4. Click on **OK**.


The event must first be confirmed.

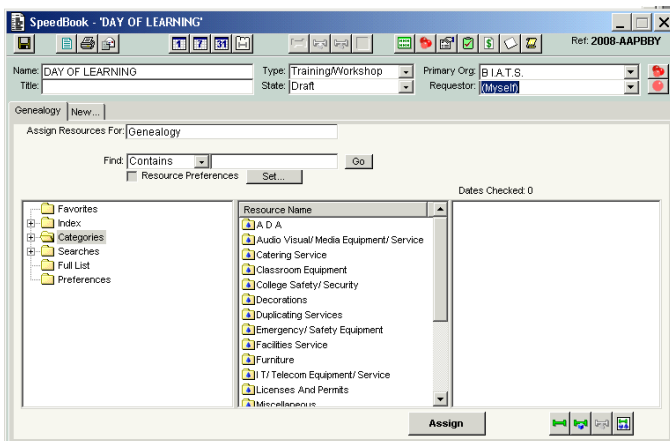


5. Verify the information in the confirmation window is correct.
6. Click on **OK**.

Adding Resources

Resources can be *added* to your space, even though they are not already there. Resources can include: audio visual equipment, furniture, computers, etc. For example, an instructor's computer workstation is a Feature. The robocart is a Resource.

1. In the Navigation Bar at the lower left corner, select the Assign Resources button .





2. Click once on a folder to view the contents of the folder.

Note: Clicking on Categories in the left panel opens the listing of Categories in the middle panel. Clicking on a folder in the middle panel moves it to the left panel and displays its contents in the middle panel.

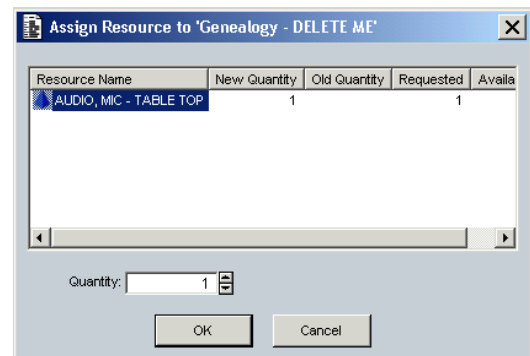
3. Click on a Resource to determine whether or not it is available for your event.

The right panel displays the date, time and how many of those resources are available (if any).

Event Date	Available
Thu Jun/26/2008	4

Resources that are available have a green bar to the left of the date . Resources that are unavailable have a green bar with an X through it appearing left of the date .

4. Click on **Assign** to reserve the resource.




5. If needed, adjust the quantity.
6. Click on **OK**.

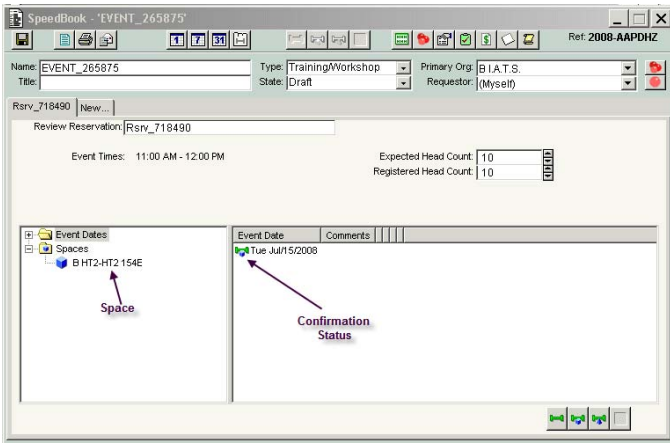


7. Verify the Resource and quantity are correct.
8. Click on **Continue**.
9. **Save** your event.

Reviewing Reservation Information

Review your Reservation Information to verify everything is correct.


1. In the Navigation Bar at the lower left corner, select the Review/Modify Reservation button .

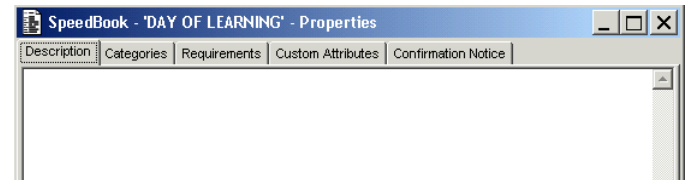


2. Select the date of the reservation in the right panel.
3. Right-click over the date.
4. Select Cancel Resource Assignment Request.
5. Click on **OK** to cancel the resource.

Event Properties

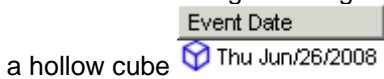
All events **MUST** have properties established.

1. From the toolbar at the top of the R25 window, click on the Properties tool .



2. Click on the space to determine whether it is pending or approved.

Space Reservations that are pending approval by the individual with assignment rights for the space appear as



Space reservations that are approved appear as a solid



3. Click on the resource itself to determine whether it is pending or approved.

Resource Reservations that are pending approval by the individual with assignment rights appear as a hollow

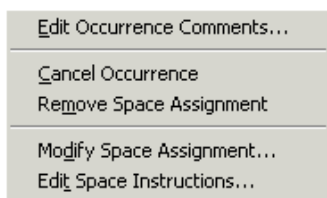


Modifying Reservation Information

It is possible to modify the space or resource, or both.

Modifying the Space

1. Select the space in the left panel.
2. Select the date of the reservation in the right panel.
3. Right-click over the date.

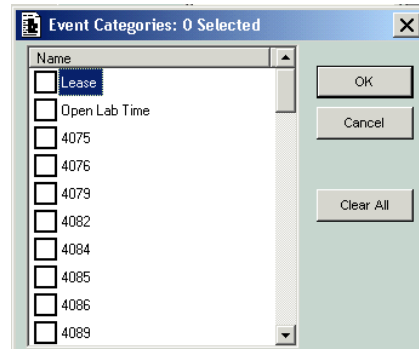


4. Select the option you wish and make the desired changes.

Canceling the Resource

1. Select the resource in the left panel.


2. Enter information you would like to describe your event from the Description tab. The Description displays on the Web Calendar.
3. Click on the **Categories** tab.
4. Click on the  button.



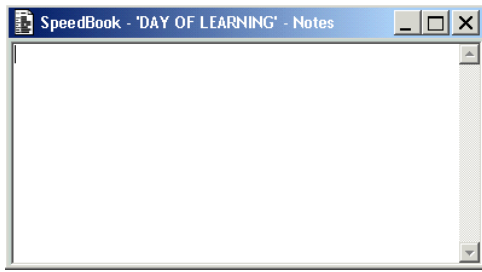
5. Scroll down and click on all of the categories that describe your event.
6. Click on **OK**.
7. Close the Properties window.
8. **Save** your event.

Adding Notes

Notes can be added to an event reservation. Notes allow you to provide further detail to schedulers.

1. From the toolbar at the top of the R25 window, click on the Notes tool .

Note: When there are no notes attached to a reservation, the notes tool appears as a plain piece of paper. Once notes have been created, lines of print appear on the notes tool.



2. Enter information in the Notes window you might include in an email related to scheduling the event.
3. **Save** your event.

One Event, Two Timeframes

It is not unusual to have a single event that occurs at different time frames (not different days but different hours). For example, your event may occur on Wednesdays from 4-5pm. However, the Wednesday prior to Thanksgiving the group has decided to meet from 12-1. Or perhaps your event is an all-day event with sessions in multiple spaces at multiple times. These scenarios require additional time frames be added to the event.

1. Navigate to the first page of SpeedBook. (Hint: Use the Define Dates/Times button of the navigation bar



2. Click on the **New . . .** tab.




3. Enter the Reservation Name, Timeframes, and Date.

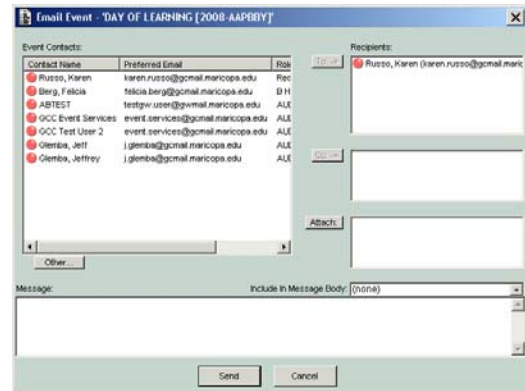
Note: If your event has multiple reservations, inserting a Reservation name helps you more readily identify reservations from SpeedBook.

4. Add Space and Resource requirements.
5. **Save** your event.

Emailing the Assigner

When your event involves spaces and resources you can't assign, it's a good idea to email the person(s) who has/have assigning rights.

1. From the toolbar at the top, click on the Email Event tool .




2. Select the individuals in the *Email Contacts:* panel (use the CTRL or SHIFT keys on the keyboard to select more than one at a time.)
3. Click on the **To: ->** button to move the contacts to *Recipients:*.
4. In the *Include in Message Body:* section select **Event Summary (Basic)**.
5. Enter your message in the *Message:* textbox.

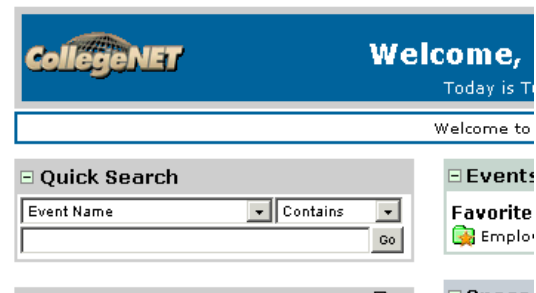
Note: Your message will display below the Event Summary in the email message sent. There is not an option to change the location of the message and the summary. Some people prefer to send the Event Summary to themselves. Upon reading the message, they can then forward it to the individuals with assigning privileges and write their message at the top of the Event Summary.

6. Click on **Send**.
7. Click on **OK** at the notification the mail message was successfully sent.

Searching for Events

Events that have been saved can be modified at a later date by first searching for the event and then editing it.

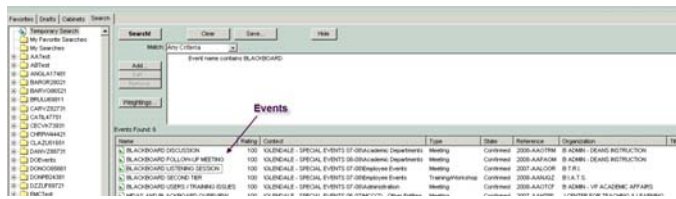
1. From the toolbar at the top, click on the R25 tool  to open the main R25 page.



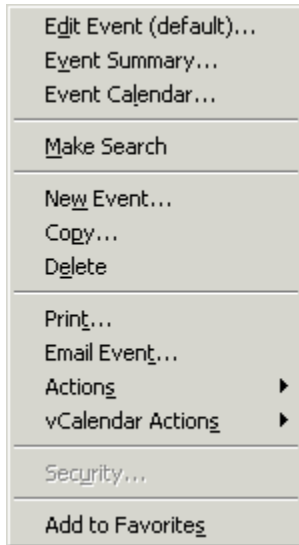
2. Enter a portion of the event name in the textbox.
3. Click on **Go**.

R25 will indicate how many events matched the search criteria.

- Click on **Continue** to view the events.



- Right-click over the appropriate event for more options.



Using the Web Viewer

Information entered in R-25 can be viewed via a website for those who aren't logged into R-25.

- Navigate your web browser to https://webschedule.maricopa.edu/GCCE/gcce_serv/et/urd/run/wv_space.default.

The current day's activities display. You can use the calendar option at the top of the page to navigate to different days.

Copying an Event

Events that occur on a regular basis from year to year can be copied. Copying preserves the Organization, Requestor, Type, and Event selections.

Note: You can only copy events you have created.

- Search for the original event in Speed Book.
- Select the event and right-click.
- Select **Copy**.

The event is copied and a new Speed Book window is opened with the event ready for editing.

- Change the *State*: to **Draft**.
- Save** the event.
- Modify dates, times, spaces, resources, and any other items you would like.
- Change the *State*: to **Tentative** or **Confirmed**.
- Save** the event.
- Select** the appropriate folder/cabinet.
- Confirm** the information.
- Click on **OK**.