

How to Request a Room Assignment for a Class or Event

Before a room assignment for a class or event can be requested, you must first check to see if the space is available during the days and times you need it.

- 1. Login to R25. In this example we are requesting a room assignment for an academic class for Fall 2011.
- 2. Double-click the **Academic Cabinet** ^[5] for the term that is needed.



In this example we are looking for the college ARSC and a subject of ANTH.

- 3. Double-click the **College** folder (*ARSC*). This opens the college folder and displays the department folders within.
- 4. Double-click the **Class Subject** (**ANTH**) to display a list of the class sections on the right side of the screen.

Event Directory		Quick S	earch: By	Name	•	Go		• 🔀
Favorites Drafts Cabinets Search								
Academic Terms	Name	Туре	State	Reference	Organization	Title	Start Date	En 🔺
E FALL 2011 CLASSES (1119)	ANTH 1011L 001	Sections	Tentative	2011-AAIYNM	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 25 2011	Dec 1
AFLS	ANTH 1011L 002	Sections	Tentative	2011-AAIYND	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 22 2011	Dec 1 =
ARCH =	ANTH 1011L 003	Sections	Tentative	2011-AAIYNE	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 22 2011	Dec 1
E ARSC	ANTH 1011L 004	Sections	Tentative	2011-AAIYNF	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 24 2011	Dec 1
AAST	ANTH 1011L 005	Sections	Tentative	2011-AAIYNG	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 22 2011	Dec 1
- C AIST	ANTH 1011L 006	Sections	Tentative	2011-AAIYNH	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 23 2011	Dec 1
- AMST	ANTH 1011L 007	Sections	Tentative	2011-AAIYNI	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 26 2011	Dec 1
ANTH	ANTH 1011L 008	Sections	Tentative	2011-AAIYOF	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 26 2011	Dec 1
ARAB	ANTH 1011L 009	Sections	Tentative	2011-AAIYNJ	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 24 2011	Dec 1
	ANTH 1011L 010	Sections	Tentative	2011-AAIYNK	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 24 2011	Dec 1.
	ANTH 1011L 011	Sections	Tentative	2011-AAIYNL	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 24 2011	Dec 1.
	ANTH 1011L 012	Sections	Tentative	2011-AAIYOJ	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 25 2011	Dec 1
	ANTH 1011L 013	Sections	Tentative	2011-AAIYOK	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 26 2011	Dec 1
ARIS	ANTH 10111 014	Sections	Tentative	2011-AAIYOI	ANTH	INTRO TO BIOL ANTHRO LAB	Aug 26 2011	Dec 1

5. Double click on the specific class section to open the event in the Edit Event screen.

Name	Туре	State	Reference	Organization	Title
ANTH 1011L 001	Sections	Tentative	2011-AAIYNM	ANTH	INTE
ANTH 1011L 002	Sections	Tentative	2011-AAIYND	ANTH	INTE
ANTH 1011L 003	Sections	Tentative	2011-AAIYNE	ANTH	INTE
NTH 1011L 004	Sections	Tentative	2011-AAIYNF	ANTH	INTE
ANTH 1011L 005	Sections	Tentative	2011-AAIYNG	ANTH	INTE



6. Click the Assign Spaces 🐱 icon located in the lower right of the Edit Event screen.

Edit Event - 'ANTH	1011L 001'			2 0 I 0 2 0	Ref: 2011-AAIYNM
Name: ANTH 1011L 00 Title: INTRO TO BIO	1 LANTHRO LAB	Type: Sections State: Tentative	Prim ▼ Re	ary Org: ANTH equestor: (none)	• <u>\$</u> • <u>•</u>
1495-1 New					
Reservation Nar	me: 1495-1			Use Template (none	e) 💌
Setup	Pre-event Time	Event Times		Post-event Time	Takedown
 ○ d 00 h → ○ Ad Hoc ○ Daily ○ Weekly ○ Monthly ○ Yearly 	O d 00 h → 08 First Date: TT Every: 1 → week(s) On: Mon Tue © Until: Fr Dec C For: 1 → r	09:50 hu Aug 25 2011 • Spans Midnight Wed • Thu Fri [16 2011 • epetition(s)	Sat Sur	n	0 d 00 h
				r=	· •• •• 🖬

7. Click the **Space Preferences** check box to trigger R25 to search for rooms that meet your specific needs, such as buildings or rooms.

Edit Event - 'ANTH 1011L 001'			Ref: 2011-AAIYNM
Name: ANTH 1011L 001	Type: Sections State: Tentative	Primary Org: ANTH	- <u>></u>
1495-1 New			
Assign Spaces For 1495-1 Check For: Starts With (My Favorite Spaces) Space Preferences Set Binding Reservations Set Spaces Found: 0	L Don't Show	Expected Head Count: 15 Enforce Min Capacity: ✓ Spaces With Conflicts: □ Enable Overrides: □ Dates Checked:	Check
		Assign	► ► ► ►



- 8. If the room is available, it appears in **Spaces Found** located in the lower left of the screen.
- 9. Click the **Assign** button.

Edit Event - 'HIST 111:	3 002'	31			- F 🖸 S 🗢 🖬	Ref: 20	DIO-AAHJLD
Name: HIST 1113 002 Title: INST & IDEAS WO	ORLD CIV I	Type	: Sections Tentative	Prima	ry Org: HIST uestor: (none)		• \$
8529-1 New		R.					
Assign Spaces For Check For:	8529-1			Europeterd Manual	Count		
	My Favorite Spa	MAIN0206 (es)	•	Expected Head Enforce Min Ca	pacity:	I _	Check
	Space Preferences	Set	Don't Sho	w Spaces With Co	on flicts: 🔽		
	Binding Reservation	is Set		Enable Ove	errides: 🕅		
Spaces Found: 1	, , ,			,	Dates Checked: 50		
Space Name	Rating Available	Max Capacity	Partition	Default Layout	Event Date	Conflicts	Share E A
MAIN0206	99 50	36	Main 2nd Floor		Mon Apr 25 2011		C
					Wed Apr 27 2011		C
					🛏 Fri Apr 29 2011		C
					Mon May 02 2011		C
					Wed May 04 2011		C I
					Fri May 06 2011		C
					Mon May 09 2011		
					Wed May 11 2011		(=
					Fri May 13 2011		(_
•				•	<		•
				Ass	ign		* 🖬

10. Click **OK** when the **Assign Space** window pops up.

Edit Event - 'HIST 1	
Name: HIST 1113 002 Title: INST & IDEAS	VORLD CIVI State: Tentative Requestor; (none)
8529-1 New Assign Spaces F Check F Spaces Found: 1	or 8529-1 Z Starts WithMAIN0206 Expected Head Count: 35 Check (My Favorite Spaces) Enforce Min Capacity: 7 Space Preferences Set Don't Show Spaces With Conflicts: 7 Binding Reservations Set Dates Checked: 50
Space Name	Rating Available Max Capacity Partition Default Layout Event Date Conflicts Share E 99 50 36 Main 2nd Floor Mon Apr 25 2011 (Mon Apr 25 2011 (29 2011 (Image: Assign Space Image: Space Name Layout Capacity Attendance Share 29 2011 (Image: MAIN0206 (none) 36 35 No 90 2011 (Image: MAIN0206 (none) 36 35 No (39 09 2011 (Image: MAIN0206 (none) 36 35 No (39 09 2011 (Image: MAIN0206 (none) 36 35 No (39 09 2011 (Image: MAIN0206 (none) 36 35 No (30 09 2011 (
	Layout: (none) Attendance: 35 Allow Sharing? OK Cancel MUPD MU

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11. Another window pops up asking if you want to request the space assignment.

12. Click Continue.

Edit Event - 'HIST 11 Name: HIST 1113 002 Title: INST & IDEAS 1	113 002'	31 🗐 Type State	Sections Tentative	Prima	Ty Org: HIST uestor: (none)	Z 🔗 Re	□ □ ⊠ ef: 2010-AAHJLD ▼ ●	INST & IDEAS WOR INST & IDEAS WOR INST & IDEAS WOR	ILD CIV I ILD CIV I ILD CIV I
8529-1 New Assign Spaces Fr Check Fo F Spaces Found: 1	or,8529-1 or. Starts With (My Favorite Sp ✓ Space Preferenc Binding Reservat	aces) es Set ons Set	J. Don't She	Expected Head Enforce Min Ca ow Spaces With Co	Count: 35 pacity: T n flicts: T Dat <u>es Checke</u>	e: 50	Check	INST & IDEAS WOR INST & IDEAS WOR INST & IDEAS WOR HONORS INST & ID HONORS INST & ID INST & IDEAS WOR INST & IDEAS WOR INST & IDEAS WOR	ILD CIV I ILD CIV I ILD CIV I EAS WORLD CIV EAS WORLD CIV ILD CIV II ILD CIV II ILD CIV II
Space Name	Rating Availab	ile Max Capacity 50 36	Partition Main 2nd Floor	Default Layout	Ev R25 - EV	W_SPNOASH For space 'I 50 cal Do you want	MAIN0206' on the 50 n be requested for a to continue and requested for a continue Canc	D selected dates, assignment. uest assignment? cel	CIV II CIV II CIV II CIV II CIV II CIV II CIV II WORLD CIN WORLD CIN
		m		Ass	Fri May 13 2	2011		HUNURS INST & ID HONORS INST & ID HIST AMER PEOPLE HIST AMER PEOPLE HIST AMER PEOPLE HIST AMER PEOPLE	EAS WORLD CIN EAS WORLD CIN E TO 1877 E TO 1877 E TO 1877 E TO 1877 E TO 1877

13. Save 📕 your changes.

NOTE: The blue box (the icon for a space) is not displayed on top of the green bar for each date the class meets. When a space assignment is completed a blue box will display on each date.

Date Checked: 50										
	Default Layout	Event Date	Conflicts	Share	E 🔺					
Floor		🛏 Mon Apr 25 2011			(
		🛏 Wed Apr 27 2011			C					
		🛏 Fri Apr 29 2011			C					
		🛏 Mon May 02 2011			C					
		🛏 Wed May 04 2011			C					
		🛏 Fri May 06 2011			C					
		🛏 Mon May 09 2011			C					
		🛏 Wed May 11 2011								
		🛏 Fri May 13 2011			C					
					-					
	•				P					
	499	ian		_						

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NOTE: On the last page for reviewing and modifying reservations, the space is listed but there are no blue box icons \overrightarrow{O} on top of the dates.

Edit Event - 'HIST 1113 002	2'		w 🗆 📖	3 🖸 😭 😢		Ref: 2010-AAHJLD	bn
Name: HIST 1113 002 Title: INST & IDEAS WORL	D CIV I	Type: Sections State: Tentative		Primary Org: HIS Requestor: (no	T ne)	▼ <u>\$</u>	
8529-1 New		Ŭ					
Review Reservation: 852	·Q_1					1	
Event Times: 10	0:30 AM - 11:20 AM		Expecte Registere	ed Head Count: 35 ed Head Count: 0	4144		
Event Dates	Eve	t Date	Comments			<u>^</u>	
Spaces		ed Jan 19 2011				=	
MANV0200		1 Jan 21 2011					
		on Jan 24 2011					
		i Jan 28 2011					
		on Jan 31 2011					
	E V	ed Feb 02 2011					
	HI F	i Feb 04 2011					
	E Contra	on Feb 07 2011					
	E CONTRA	ed Feb 09 2011					
J		i Feh 11 2011				T	
						5 5 5	

14. Highlight the space and the **Event Date** display changes to show the blue box *⊙* icon. That icon is the indication that a request has been made to use the room.

Edit Event - 'HIST 1113 002'		F3		8) () () [? 🔗 Ref: 2	DIO-AAHJLD
Name: HIST 1113 002 Title: INST & IDEAS WORLD CIV I	Type: Sections State: Tentative	•	Pr	rimary Or Requesto	g: HIST pr: (none)		▼ ●
8529-1 New Review Reservation 8529-1		1					
Event Times: 10:30 AM - 11:20 AM		Ex. Reg	pected H istered H	ead Cour ead Cour	nt: 35 nt: 0	4 F 4 F	
Event Dates	Event Date	Attendance	Layout	Share	Instructions		<u> </u>
MAIN0206	Wed Jan 19 2011 Fri Jan 21 2011						=
	🕅 Mon Jan 24 2011						
	Wed Jan 26 2011						
	Mon. Jan 28 2011						
	Wed Feb 02 2011						
	Fri Feb 04 2011						
	🕎 Mon Feb 07 2011						
	Wed Feb 09 2011						-
1	Pri Feh 11 2011					1.1	
							*



- 15. Completing the request process sends a notice to those authorized to assign rooms for the requested space.
- 16. When the request is approved this icon 🔝 displays on the class or event.
- 17. If the request cannot be approved, an email notice is sent with an explanation.

Name: ANTH 1023 017 Title: INTRO TO CULTURALANTH 8722-1 Review Reservation 8722-1 Event Times: 12:30 PM - 01:20 PM Event Dates Spaces MAIN0208 Event Dates Fri Aug Spaces MAIN0208 Event Dates Event Dates Fri Aug Spaces MAIN0208 Event Dates Event Dates Fri Aug Spaces MAIN0208 Event Dates Fri Aug Spaces MAIN0208 Event Dates Event Dates Fri Aug Spaces MAIN0208 Event Date Event Date Fri Aug Spaces MAIN0208 Event Date Event Date Fri Aug Spaces MAIN0208 Event Date Event Date Fri Aug Spaces MAIN0208 Event Date Event Date Event Date Event Date Fri Aug Spaces MAIN0208 Event Date Event Date Fri Aug Spaces Fri Aug Spaces MAIN0208 Event Date Event Date Fri Aug Spaces MAIN0208 Event Date Fri Aug Spaces Fri Aug Spaces MAIN0208 Event Date Fri Aug Spaces Fri Spaces Fri Spaces Fr	Edit Event - 'ANTH 1023 017'			□ □ ∷ Ref. 2011-AAIYQJ
8722-1 Review Reservation 8722-1 Event Times: 12:30 PM - 01:20 PM Event Dates Event Date Event Dates Event Date Spaces Wed Aug 24 201 Mon Aug 25 2011 Mon Aug 25 2011 Wed Aug 31 2011 Wed Aug 31 2011 Wed Sep 02 2011 The solid blue box sitting on the bar indicates that the room has been approved for the class or event.	Name: ANTH 1023 017 Title: INTRO TO CULTURALANTH	Type: Sections State: Tentative	Primary Org: ANTH ▼ Requestor: (none)	▼ \$ ▼ ●
Review Reservation 8722-1 Event Times: 12:30 PM - 01:20 PM Event Dates Spaces Mon Aug Spaces Mon Sep 05 2011 Wed Aug 24 201 Wed Aug 29 2011 Wed Aug 31 2011 Wed Sep 07 2011	8722-1 New			
Event Times: 12:30 PM - 01:20 PM Provide Spaces MAIN0208 Event Dates Mon Aug Pri Aug Mon Aug Pri Aug Pri Aug Mon Aug Pri Aug Pr	Review Reservation: 8722-1			
	Event Times: 12:30 PM - 01:20 PM	t Date In Auc Ion Auc	Expected Head Count: 29 Registered Head Count: 2 Com 9 22 2011 19 24 201 26 2011 19 31 2011 102 2011 The solid blue box sitting on the ar indicates that the room has been approved for the class or rent.	