

R25 Toolbars

Each directory may have different buttons available on the toolbar. Users who don't have access to the function will not see the button.

Space Directory	
BUTTON/ICON	Lets you.....
	Add a new entry into the directory. Example: a new event or space.
	Open the selected item for viewing or editing
	Copy the selected item
	Delete the selected item(s)
	Add the selected item(s) to the director Favorites tab (and you're my R25 Favorites)
	Define object-level security for the selected items(s)
	Know the item is a notification requiring approval
	View open/close hours and blackouts periods
	Open the reservation worksheet page where you can view and modify a reservation and its assignments
	View events for the selected space(s)
	Compare usage among the selected space(s)
	Create a new search in the directory
	Refresh the entire form



BUTTON/ICON	Lets you...
	Add a new entry into the directory. Example: a new event or space.
	Open the selected item, for either viewing or editing
	Copy the selected item
	Delete the selected item
	Add the selected item(s) to the directory Favorites tab (and to you're my R25 Favorites)
	Define object-level security for the selected items
	Print
	Attach a summary report for the selected event(s) to a new email message
	Open a submenu of vCalendar actions to perform for the selected events, if you're using vCalendar to import events from your Student Information System
	View usage for the selected item(s)
	Inherit data or date range changes down to the selected folder(s) or events (normally performed by a senior scheduler or administrator)
	Refresh