
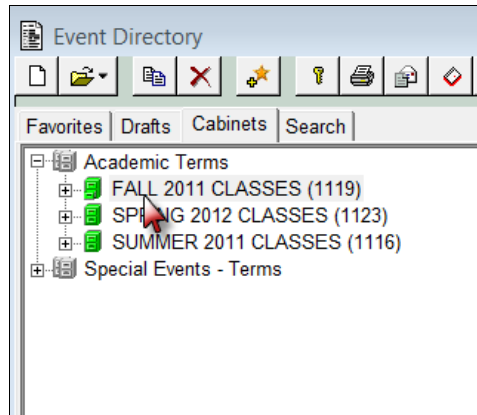




How to Request a Room Assignment for a Class or Event

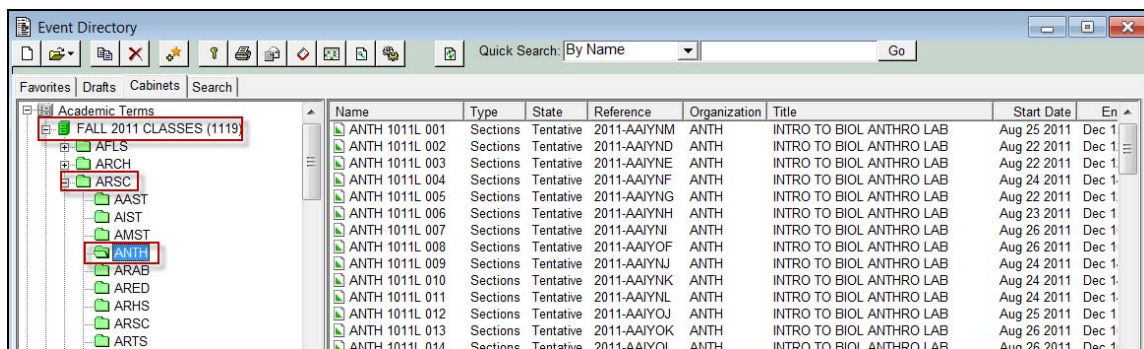
Before a room assignment for a class or event can be requested, you must first check to see if the space is available during the days and times you need it.

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**  for the term that is needed.



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

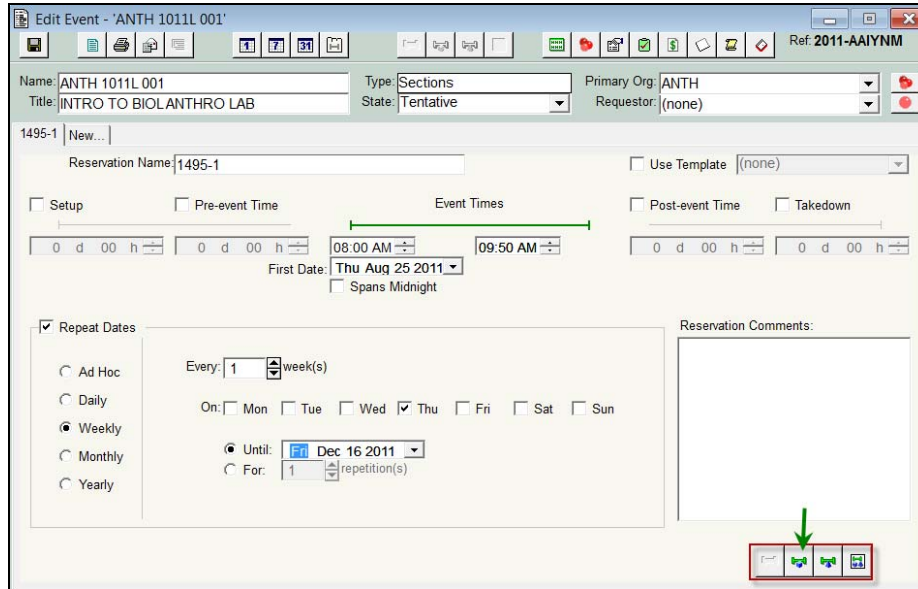
3. Double-click the **College** folder  (**ARSC**). This opens the college folder and displays the department folders within.
4. Double-click the **Class Subject**  (**ANTH**) to display a list of the class sections on the right side of the screen.



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

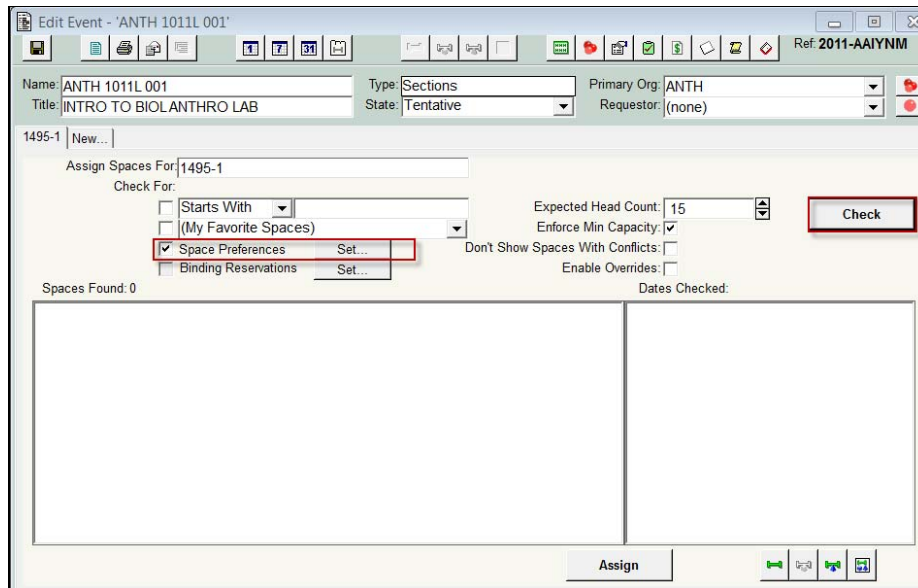
Name	Type	State	Reference	Organization	Title
ANTH 1011L 001	Sections	Tentative	2011-AAIYNM	ANTH	INTR
ANTH 1011L 002	Sections	Tentative	2011-AAIYND	ANTH	INTR
ANTH 1011L 003	Sections	Tentative	2011-AAIYNE	ANTH	INTR
ANTH 1011L 004	Sections	Tentative	2011-AAIYNF	ANTH	INTR
ANTH 1011L 005	Sections	Tentative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

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



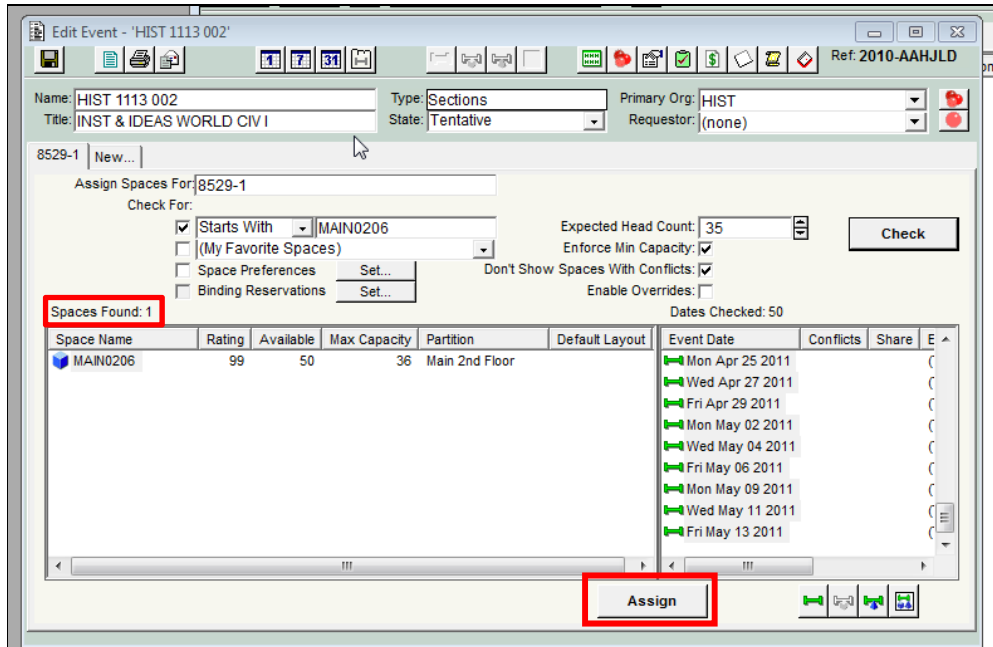
The screenshot shows the 'Edit Event' interface for 'ANTH 1011L 001'. The event title is 'INTRO TO BIOLANTHRO LAB'. The reservation name is '1495-1'. The event times are set from 08:00 AM to 09:50 AM on Thursday, August 25, 2011. The event is set to repeat weekly until December 16, 2011. In the bottom right corner, a toolbar contains several icons, with the 'Assign Spaces' icon (a green square with a white building) highlighted by a red box and a green arrow pointing to it.

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

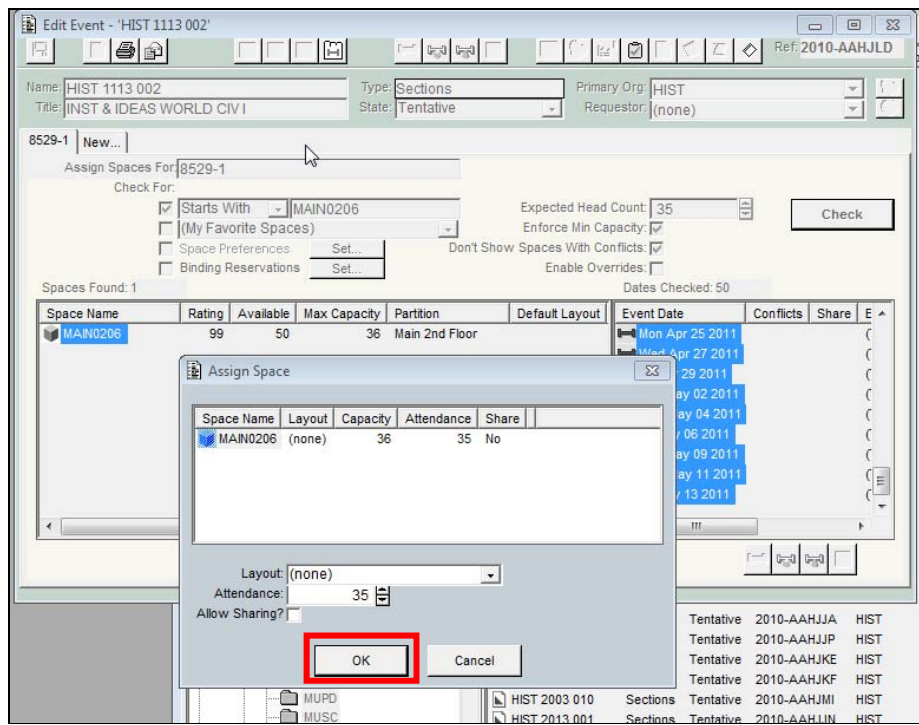


The screenshot shows the 'Assign Spaces' section of the 'Edit Event' interface. The reservation name is '1495-1'. Under the 'Check For' section, the 'Space Preferences' checkbox is checked and highlighted with a red box. Other options include 'Starts With', '(My Favorite Spaces)', and 'Binding Reservations'. The 'Expected Head Count' is set to 15, and 'Enforce Min Capacity' is checked. A 'Check' button is visible to the right. At the bottom, there is an 'Assign' button and a toolbar with icons.

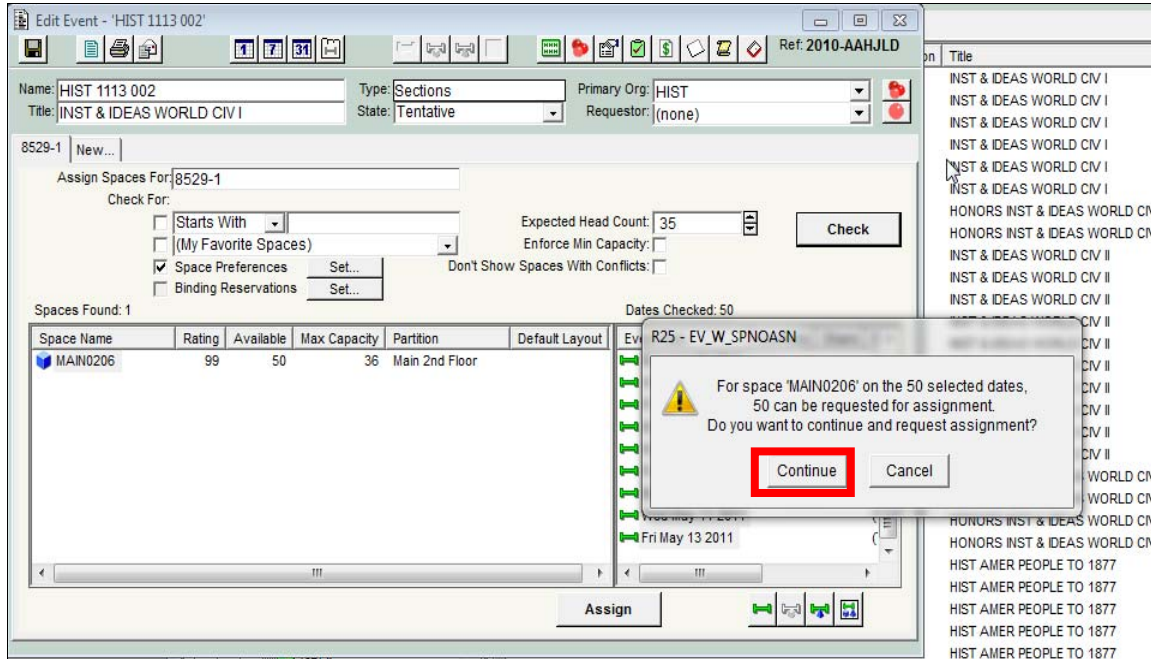
8. If the room is available, it appears in **Spaces Found** located in the lower left of the screen.
9. Click the **Assign** button.





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

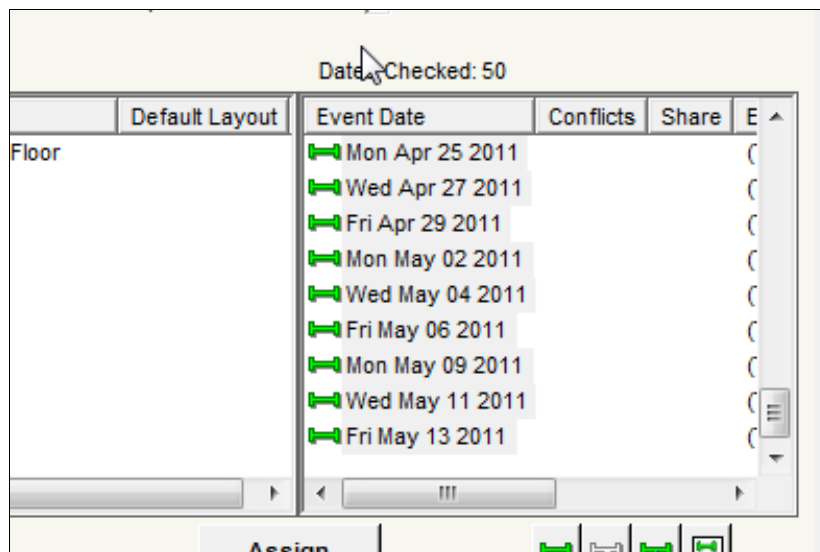



11. Another window pops up asking if you want to request the space assignment.
12. Click **Continue**.

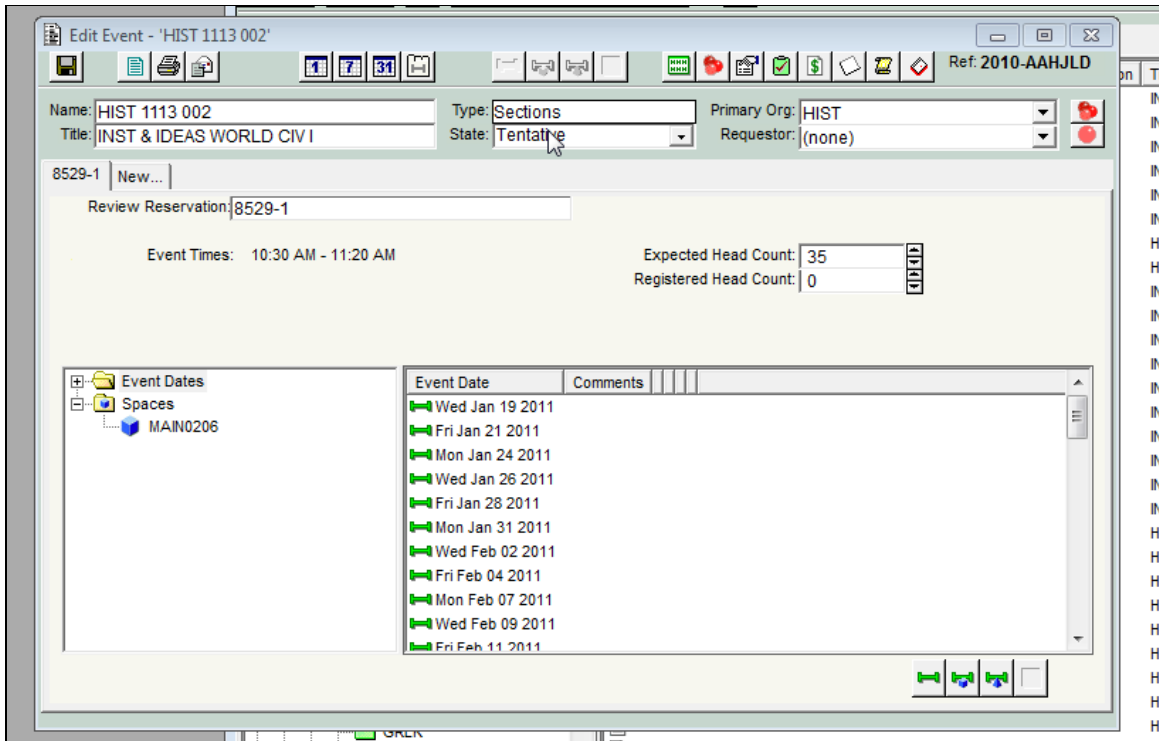



13. Save  your changes.

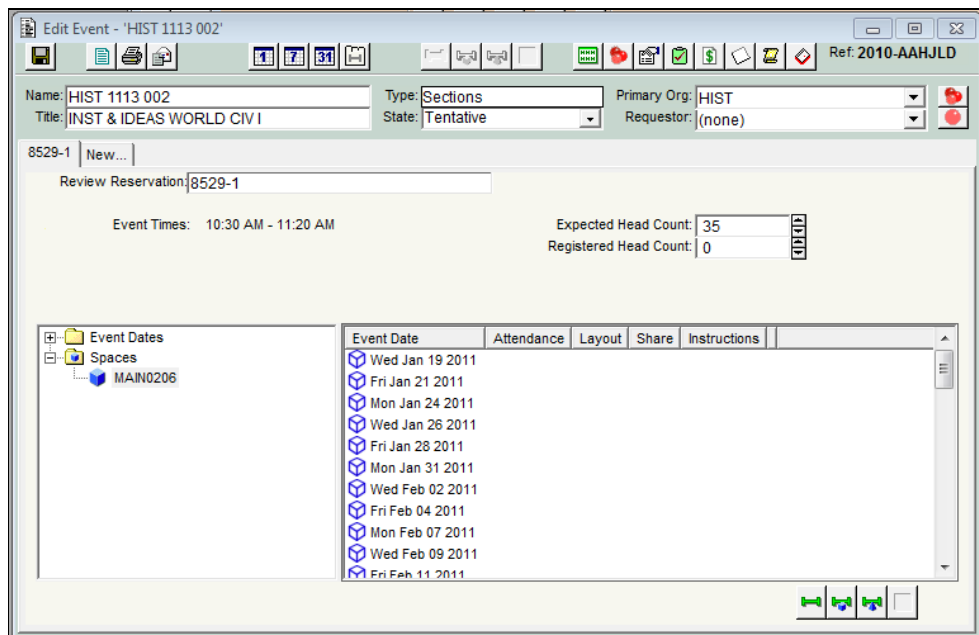
NOTE: The blue box ( the icon for a space) is not displayed on top of the green bar for each date the class meets. When a space assignment is completed a blue box will display on each date.




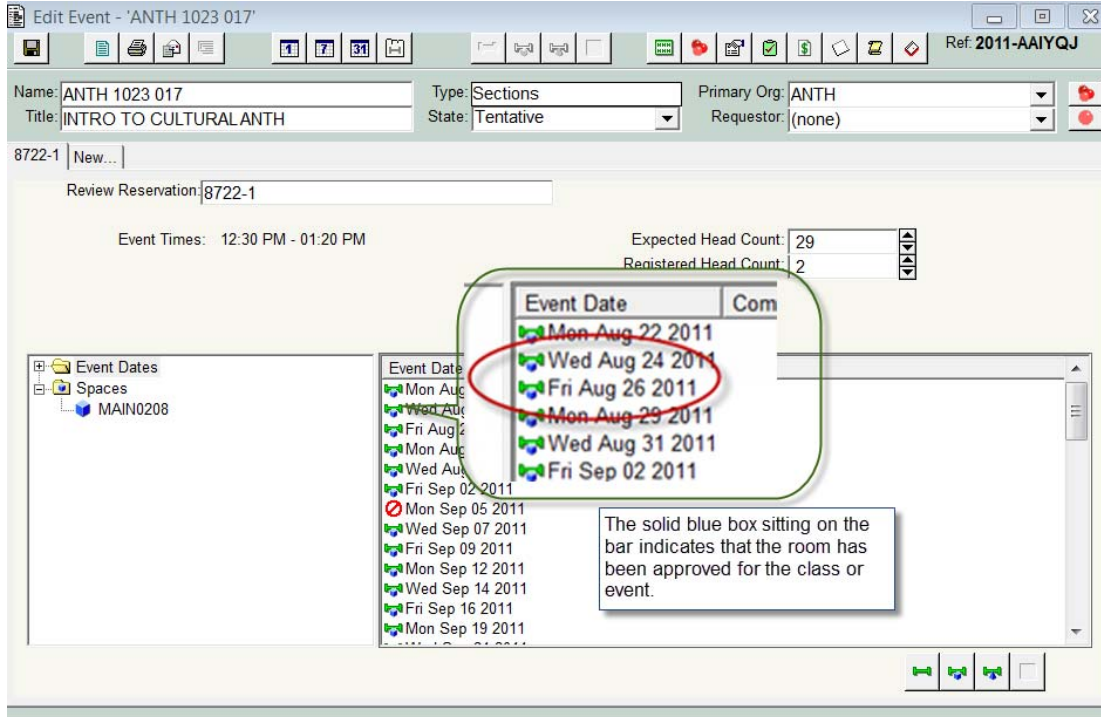
NOTE: On the last page for reviewing and modifying reservations, the space is listed but there are no blue box icons  on top of the dates.





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.



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.



Event Date

Event Date	Com
Mon Aug 22 2011	
Wed Aug 24 2011	
Fri Aug 26 2011	
Mon Aug 29 2011	
Wed Aug 31 2011	
Fri Sep 02 2011	
Mon Sep 05 2011	
Wed Sep 07 2011	
Fri Sep 09 2011	
Mon Sep 12 2011	
Wed Sep 14 2011	
Fri Sep 16 2011	
Mon Sep 19 2011	

The solid blue box sitting on the bar indicates that the room has been approved for the class or event.