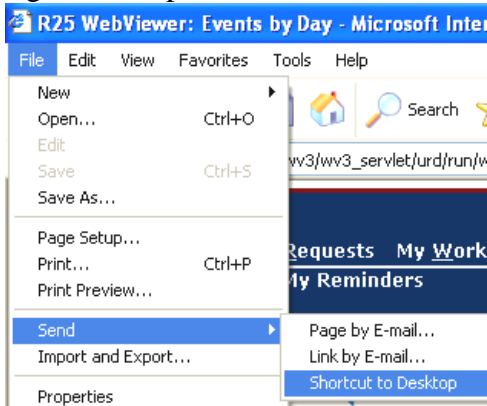


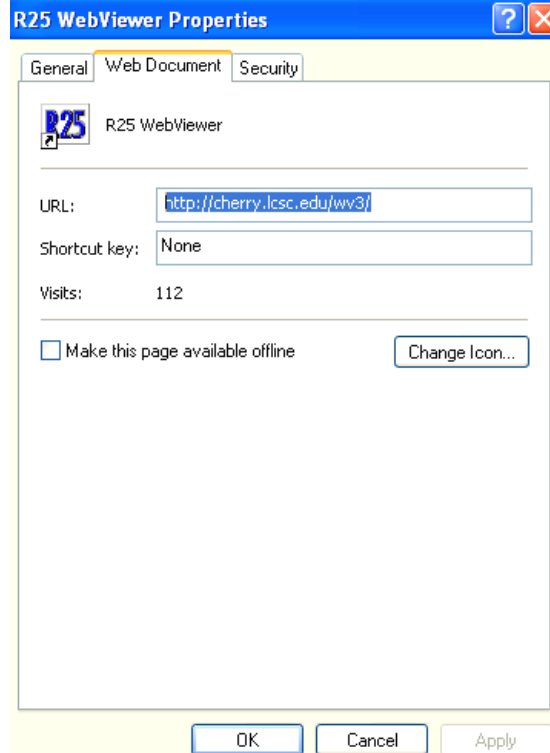
LCSC's Calendar of Events

Website: www.lcsc.edu/calendar

Linking to desktop:



Right click the R25 WebViewer icon on your desktop, select "Properties" and change the URL address to the following, then click OK:



Note: Following these steps will allow you to see the current's day calendar; if you do not do these steps, each time you click the WebViewer, you will see the day that you made the shortcut.

The R25 WebViewer is a reflection of campus schedulers' events and WarriorWeb/Datatel's scheduled courses. You can use the WebViewer to view the day's events, direct a customer, and to find & request a room for a meeting.

Events Locations My Requests My Workflow
Spotlight | By Date | My Reminders

Lookup News Help Lewis-Clark State College
connecting learning to life

◀ Events for Wednesday Jun 28 2006 ▶

Start	End	Event	Location
Jun 03 2006	Aug 04 2006	Maintenance (Theater)	ADM THEA
05:00 PM	07:00 PM	Kids' College - Fly Fishing Fever (Class)	OFF CAMPUS
06:00 PM	09:00 PM	Summer Social Work Program (Heather Walters)	FA 200

Events are the default view for the WebViewer. This lists the day's events and not WarriorWeb Classes. Use the filter at the bottom right to view WarriorWeb classes or Events and Warriorweb classes together.

You can use the calendar to the right to view the daily (default), weekly, or monthly calendar. You can also select another day or month and/or search for an event.

You can click on the Location to view room details or Event name to view event details.

WCC SE,

Event Quick Search
Name
Starts With
Go

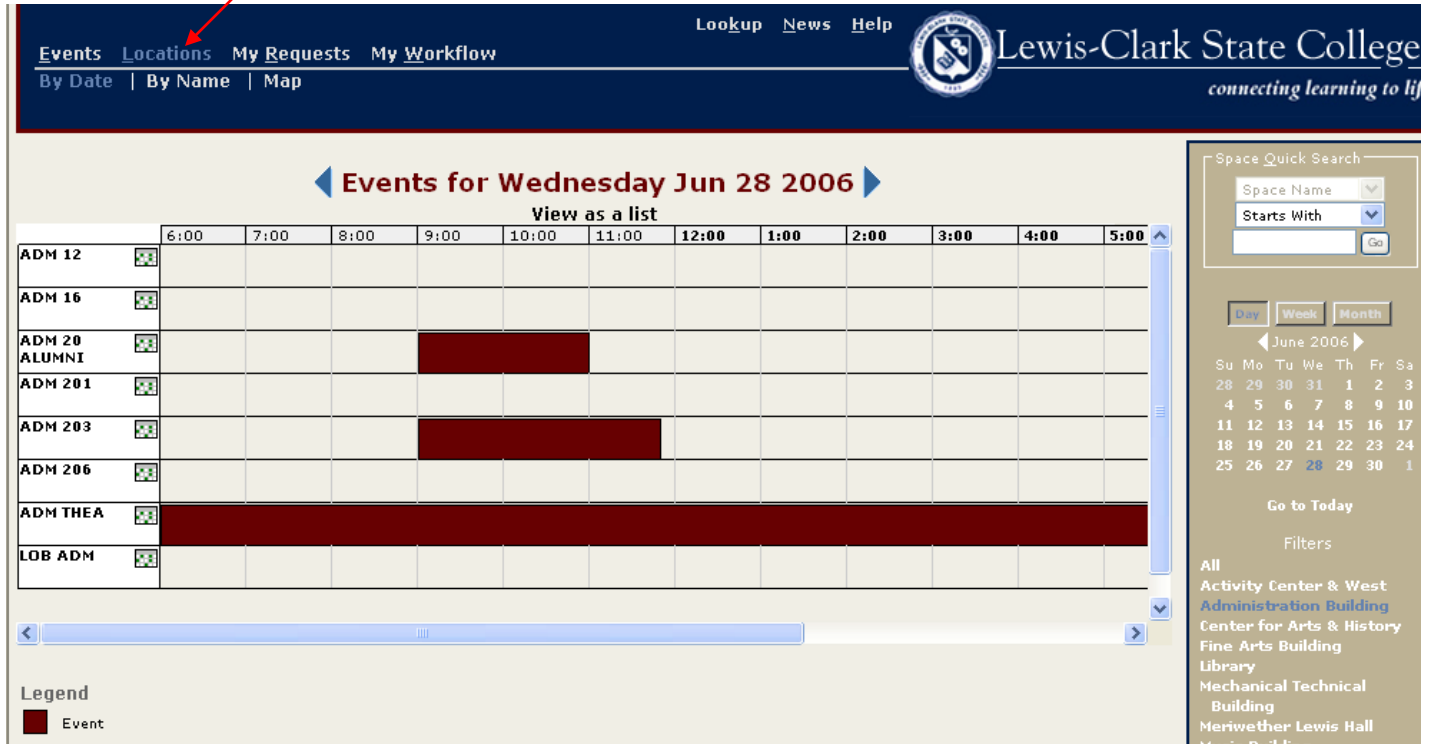
Day Week Month
June 2006
Su Mo Tu We Th Fr Sa
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1

Go to Today

Filters
All
Events & Meetings
WCC & SUB Events
WarriorWeb Classes

Viewing by Locations:

The Activity Center is the default view when you click on Locations. You can use the filters at the bottom right to view other buildings and rooms. You can click on the room name to get details about the room's features (equipment, layout, etc.). The red blocks are "Events" in the room. Scheduled Events and WarriorWeb classes will both show up as red. The red blocks allow you to easily view when the room is in use. Anytime there is not a red block, this is time that is free to be scheduled.

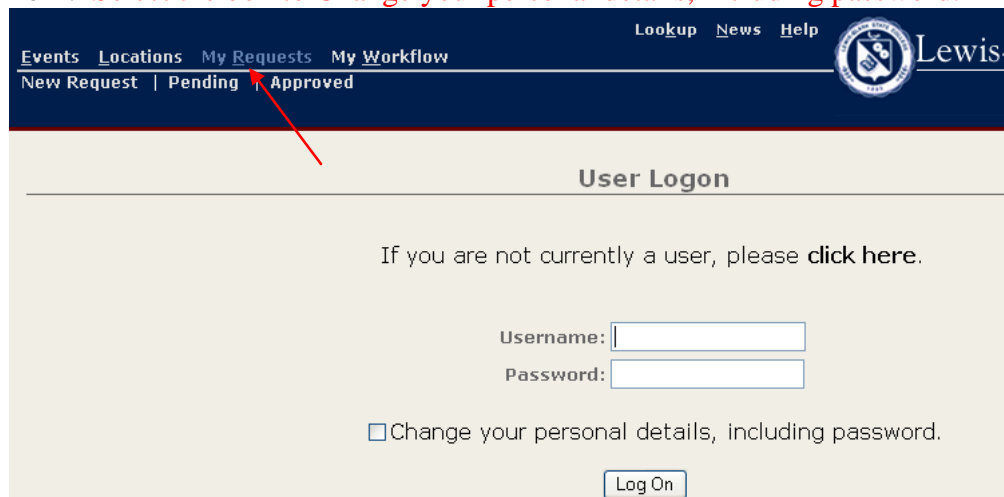


The screenshot shows the Lewis-Clark State College website interface. At the top, there is a navigation bar with links for [Events](#), [Locations](#), [My Requests](#), and [My Workflow](#). Below this, there are sub-links: [By Date](#), [By Name](#), and [Map](#). The main content area is titled "Events for Wednesday Jun 28 2006" and includes a "View as a list" option. The calendar grid shows time slots from 6:00 to 5:00 for various rooms: ADM 12, ADM 16, ADM 20 ALUMNI, ADM 201, ADM 203, ADM 206, ADM THEA, and LOB ADM. Red blocks indicate events, with ADM 20 ALUMNI and ADM 203 having events from 9:00 to 11:00, and ADM THEA having an event from 6:00 to 5:00. A legend at the bottom left identifies the red block as "Event". On the right side, there is a "Space Quick Search" section with a "Space Name" dropdown, a "Starts With" dropdown, and a "Go" button. Below this is a calendar for June 2006 with a "Go to Today" button and a "Filters" section listing various buildings and rooms.

If you have a room preference, you can go to that room's schedule, see if it is available, and then request the room. If the room is available and you submit a room request, the system will temporarily reserve it for you. You can immediately send out your meeting notice to attendees and consider your room scheduled. This will save you time when scheduling appointments. You will get a confirmation notice from the scheduling office to verify that you have reserved the room shortly after you submit a request online (use My Requests).

Using the My Requests:

Select My Requests and enter your username (default first initial and full last name ex: jsmith). Default password is Warrior1. **Select the box to Change your personal details, including password.**



The screenshot shows the Lewis-Clark State College website interface. At the top, there is a navigation bar with links for [Events](#), [Locations](#), [My Requests](#), and [My Workflow](#). Below this, there are sub-links: [New Request](#), [Pending](#), and [Approved](#). The main content area is titled "User Login". Below this, there is a message: "If you are not currently a user, please [click here](#)." Below the message are two input fields: "Username:" and "Password:". Below the input fields is a checkbox labeled "Change your personal details, including password." and a "Log On" button.

Requesting a Room Reservation:

From the My Requests screen, you can make a new request, view your pending requests (requested online, not confirmed yet), and see your approved requests.

Lookup News Help

Events Locations My Requests My Workflow

New Request | Pending | Approved

Welcome, Crea, ...

Request an Event

Please fill in as many details as possible. Required fields are labeled like **this**.

Event Name:

Event Title:

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

Start: June 28 2006 10 : 00 AM

End: June 28 2006 11 : 00 AM

Repeat:

None

Ad Hoc

June 28 2006

Daily

When completing a new request, please fill in all **RED** areas. The event request form is similar in functionality as Outlook. It will allow you to schedule a repeating event (daily, weekly, monthly, etc.). The scheduling software allows you to pick random days (Ad Hoc) as long as the time remains the same. You can choose to have a meeting that meets at the same time each day but one day it may be on Tuesday and the next may be on Friday.

You can choose a specific space. All specific spaces are general scheduled rooms and available to anyone for use. Please make sure that you select the radio button next to specific space when using this feature.

Space Preference:

Specific Space: (Unspecified)

Any Space In: Activity Center & West

Other:

You can choose to add a building preference or use the other selection and type in the specific room that you would like using the room name found on the Locations section of the WebViewer.

You can utilize the calendar of events as an advertising tool. If you would like to do this, please make sure to complete the description box before completing your event request. There will be a special webpage setup to list the event with the description for advertising purposes.