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

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 LCSC network/e-mail username and password. Same information you use to login to your LCSC computer.
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.

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.

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.