

Using the R25 WebViewer (Facilities Schedule) to Request Event Space

Login to The Insider and click 'Facilities Schedule' under 'Helpful Links'.

The Insider - Blue RidgeCommunity College Intranet - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://www.blueridge.edu/Insider/

The Insider

BRCC Faculty and Staff Newsletter

Google Search

Home - Monday, January 12, 109

BRCC Resources

- Calendars
- Distance Learning
- Faculty Resources
- Forms & Requests
- Human Resources
- Offices of the College
- Print Shop
- Professional Development
- Publications

Helpful Links

- Course Schedules
- Curriculum
- Continuing Ed
- Bookstore
- Wellness
- Edit Employee Info
- Facilities Schedule
- Maintenance
- Request
- Online Login
- WebAdvisor
- Phone Directory
- BRCC Email
- BRCC Home

Technology

- Technology Policy

President's Corner

- President's Corner | January 6, 2009
- President's Corner | December 15, 2008
- President's Corner | December 1, 2008
- President's Corner | November 25, 2008
- President's Corner | November 17, 2008

Photo Album - Faculty and Staff Holiday Party December 19, 2008

The 39th Annual Faculty and Staff Holiday Party

Maggie Faulkner is a Winner!

We have an award-winning chef among us.

College Report to the Board (November 10, 2008)

This report of College activities and accomplishments was presented to the Board of Trustees at their regular meeting on November 10. It is provided for your information.

Appreciative Inquiry October 13, 2008

October is United Way Month

Connie Snipes and I are the United Way coordinators for this year's campaign and we have set a

Community Links

- Weather Underground
- Times-News Online Asheville
- Citizen-Times
- WHKP News
- Henderson County Chamber of Commerce
- Brevard/Transylvania Chamber of Commerce
- Find Local Business

Health & Wellness

- Allergy Alert
- Ozone Forecast
- Flu Report

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Done

10.20.2.45

The Events for the day, week, or month are displayed.

R25 WebViewer: Events by Day - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_event.DayList?evdt=20090114,evfilter=0,ebdviewm

Search News Help

Blue Ridge COMMUNITY COLLEGE

Events Locations My Requests
 What's Hot | By Date | Catalog | My Reminders

◀ Events for Wednesday Jan 14 2009 ▶

Start	End	Event	Location
06:45 AM	02:45 PM	NUR-235-301 (Clinc)	CLNC 999
07:00 AM	03:00 PM	SUR-123-301 (Clinc)	CLNC 999
07:45 AM	08:35 AM	AUT-163-H01 (Class)	SPRM 165
07:45 AM	08:35 AM	AUT-163-H21 (Class)	TRCT 109
08:00 AM	08:50 AM	AUT-181-001 (Class)	SPRM 107
08:00 AM	08:50 AM	AHR-113-001 (Class)	SPRM 118
08:00 AM	08:50 AM	ACA-115-001 (Lab)	PATT 201
08:00 AM	08:50 AM	CIS-110-003 (Lab)	TEDC 335
08:00 AM	08:50 AM	COS-111-001 (Class)	SINK 229
08:00 AM	08:50 AM	COS-113-001 (Class)	SINK 187
08:00 AM	08:50 AM	COS-115-001 (Class)	SINK 187
08:00 AM	08:50 AM	COS-117-001 (Class)	SINK 187
08:00 AM	08:50 AM	MAT-060-001 (Class)	ARTS 104
08:00 AM	08:50 AM	MAT-070-001 (Class)	PATT 208
08:00 AM	08:50 AM	MAT-140-301 (Class)	ARTS 102
08:00 AM	08:50 AM	ELC-114-001 (Class)	SPRM 106
08:00 AM	08:50 AM	AUT-181-021 (Class)	TRCT 113
08:00 AM	08:50 AM	MAT-060-021 (Class)	TRCS 115
08:00 AM	08:50 AM	DFT-152-001 (Class)	SPRM 117
08:00 AM	08:50 AM	ENV-226-001 (Class)	INDS 135
08:00 AM	08:50 AM	COS-125-001 (Class)	SINK 230
08:00 AM	08:50 AM	COS-273-001 (Class)	SINK 187
08:00 AM	09:15 AM	MAC-132-001 (Lab)	SPRM 139
08:00 AM	09:15 AM	BIO-166-021 (Class)	TRCS 111
08:00 AM	09:50 AM	WLD-121-001 (Class)	SPRM 135
08:00 AM	09:50 AM	WLD-131-HUS (Class)	SPRM 135
08:00 AM	09:50 AM	PCJ-262-001 (Lab)	SPRM 150
08:00 AM	10:50 AM	AUB-112-001 (Lab)	SPRM 156
08:00 AM	10:50 AM	ELN-131-001 (Lab)	SPRM 103A
08:00 AM	10:50 AM	BIO-166-301 (Lab)	ARTS 116
08:00 AM	12:00 PM	HR BASICS (Hr Basics)	TEDC 336
08:00 AM	03:50 PM	WAT-8102-401 (Class)	INDS 126
08:00 AM	05:00 PM	OSHA WORKSHOP (Osha Workshop)	TEDC-MCINTOSH
08:10 AM	08:53 AM	CJC-244-H21 (Class)	TBHS 001
08:15 AM	09:05 AM	COS-111-HUS (Class)	BFEL 001
08:30 AM	09:45 AM	CJC-112-001 (Class)	PATT 215
08:35 AM	09:20 AM	AUT-163-H01 (Lab)	SPRM 161

Event Quick Search

Name
 Starts With

Day Week Month

January 2009

Mo	Tu	We	Th	Fr	Sa	Su
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	31	1

Go to Today

Filters

All
 Continuing Education
 Curriculum Classes
 External Classes
 Special Events

Done 10.20.2.22

Click 'My Requests' to login to the R25 WebViewer.

R25 WebViewer: User Login - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/wv3/wv3_servlet/urd/run/wv_request.Request

Search News Help

Blue Ridge
COMMUNITY COLLEGE

Events Locations **My Requests**
New Request | Pending | Approved

User Logon

If you are not currently a user, please [click here.](#)

Username:

Password:

Change your personal details, including password.

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the BRCC Help Desk.**

Done 10.20.2.22

Create a new user account (use your GroupWise username).

R25 WebViewer: Create a New User - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_user.ShowCreate

Events Locations My Requests Search News Help

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Create a New User

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

Name :

Title:

Work Address:

City

State:

Zip Code:

Phone:

Fax:

Email Address:

Username:

Password:

Confirm Password:

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the BRCC Help Desk.**

Done 10.20.2.22

Verify the account created successfully.

R25 WebViewer: Your Details - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_user.Create

Events Locations My Requests My Workflow

Lookup News Help

Welcome, Sirs, Sam. Log Out

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User Validated

Username: samuels
Name: Sam Sirs
Title:
Address:
Phone:
Fax:
Email: samuels@blueridge.edu

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the BRCC Help Desk.**

Done 10.20.2.22

Click 'New Request' to create a request.

The screenshot shows a Mozilla Firefox browser window titled "R25 WebViewer: Request an Event - Mozilla Firefox". The address bar contains the URL "http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_request.Request?roomid=,start=,end=". The page header includes navigation links for "Events", "Locations", and "My Requests", with "New Request" highlighted in a red circle. Other links include "Pending" and "Approved". The Blue Ridge Community College logo is visible in the top right corner, along with a "Welcome, Sirs, Sam. Log Out" message. The main content area is titled "Request an Event" and contains a form with the following fields:

- Event Name:** test
- Event Title:** [empty text box]
- Event Type:** (Unspecified) [dropdown menu]
- Sponsoring Organization:** (Unspecified) [dropdown menu]
- Expected Head Count:** [empty text box]

Below these fields are date and time pickers for **Start** and **End**, both set to January 14, 2009, from 03:00 PM to 03:30 PM. The **Repeat** section includes radio buttons for "None", "Ad Hoc", "Daily", and "Weekly". The "Ad Hoc" option is selected, with a date picker set to January 13, 2009, and an "Enter" button. The "Daily" option has a "Repeat Every: 1 Day(s)" field. The "Weekly" option has a "Repeat Every: 1 Week(s)" field and a list of days to select: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

At the bottom left of the browser window, the text "Done" is visible. At the bottom right, the system tray shows the date "10.20.2.22".

Fill in information about the event space you are requesting.

R25 WebViewer: Request an Event - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/wv3/wv3_servlet/urd/run/wv_request.Request

Google

Space Preference:

Specific Space: (Unspecified) ▾

Any Space In: ARTS Classes ▾

Other:

Comments:

test

Description:

test

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the BRCC Help Desk.**

Done 10.20.2.22

Review the request and submit it.

R25 WebViewer: Event Request Summary - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_request.PreSubmitRequest

Search News Help

Events Locations My Requests

New Request | Pending | Approved

Welcome, Siris, Sam. Log Out

Event Request Summary

Event Name: test

Event Title: (Unspecified)

Event Type: (Unspecified)

Sponsoring Organization: (Unspecified)

Expected Head Count:

Start: January 14 2009 03:00 PM

End: January 14 2009 03:30 PM

Date Summary: No Repeating Dates Were Selected.

Space Preference: No Space Was Selected.

Resources:

Custom Attributes: : No


Requirements:

Comments: test

Description: test

NOTE: Your request has not yet been processed.
Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and then submit it.

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? Please contact the BRCC Help Desk.

Done  10.20.2.22

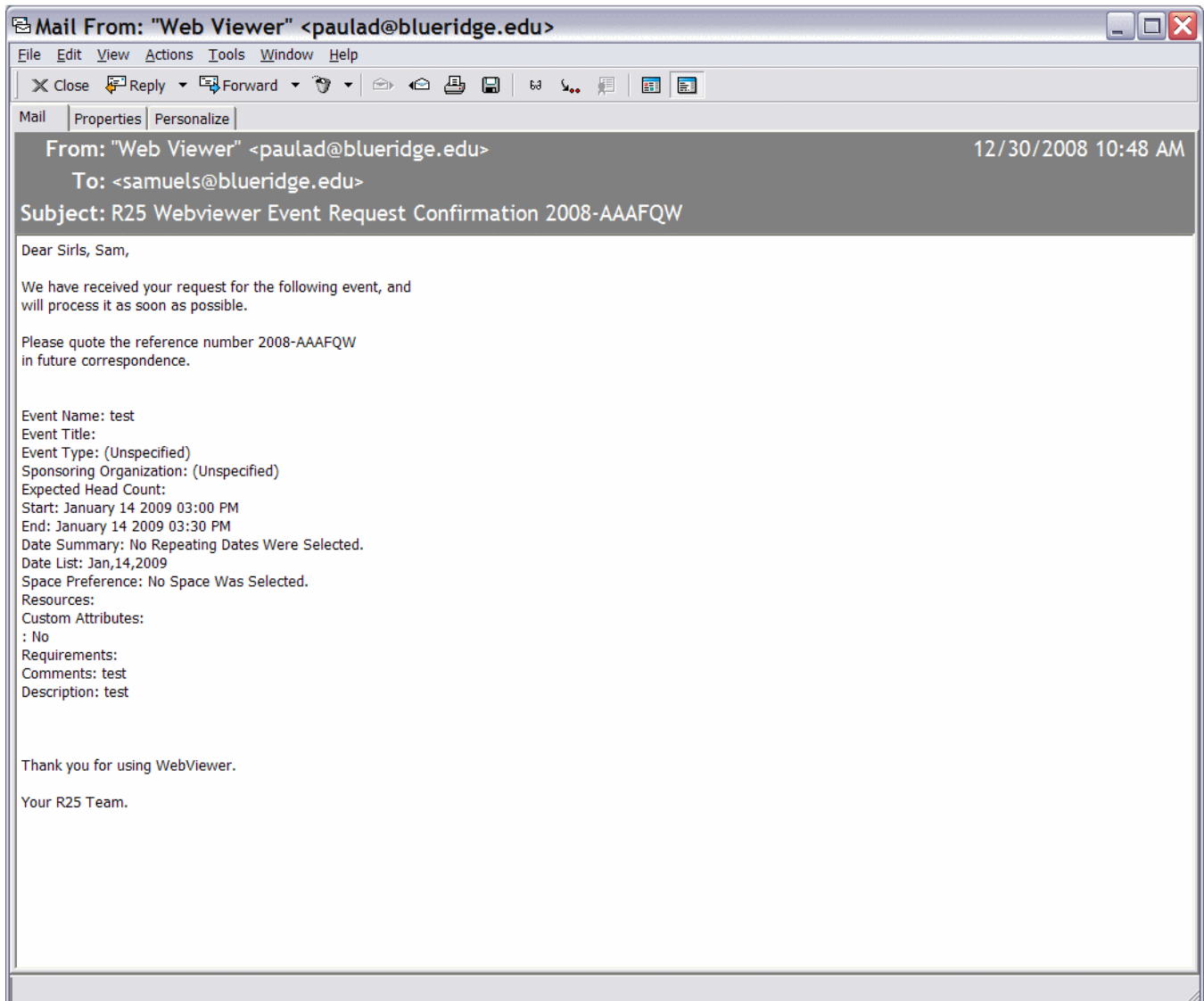
Event Request Confirmation is displayed.

The screenshot shows a Mozilla Firefox browser window with the title "R25 WebViewer: Event Request Confirmation - Mozilla Firefox". The address bar contains the URL "http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_request.SubmitRequest". The page header includes navigation links for "Events", "Locations", "My Requests", and "My Workflow", with "My Requests" being the active section. The Blue Ridge Community College logo is visible in the top right corner. The main content area is titled "Event Request Confirmation" and lists the following details:

- Event Name: test
- Event Title:
- Reference Number: 2008-AAAFQW
- Event Type: (Unspecified)
- Sponsoring Organization: (Unspecified)
- Expected Head Count:
- Start: January 14 2009 03:00 PM
- End: January 14 2009 03:30 PM
- Date Summary: No Repeating Dates Were Selected.
- Date List: Jan,14,2009
- Space Preference: No Space Was Selected.
- Resources:
- Custom Attributes: No
- Requirements:
- Comments: test
- Description: test

Below the details is a button labeled "Request another event". At the bottom of the page, a disclaimer states: "All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos. Questions? Comments? Please contact the BRCC Help Desk." The browser's status bar at the bottom left shows "Done" and the bottom right shows the system clock "10.20.2.22".

An email will be sent notifying you that your request is being processed.



When looking at 'My Requests', click 'Pending' to see any new requests.

R25 WebViewer: My Pending Requests - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_request.Pending

Search News Help

Blue Ridge COMMUNITY COLLEGE

Welcome, Siris, Sam. Log Out

My Pending Requests

Event Name	Reference	Start Date	Status	Scheduler
Edit TEST	2008-AAAFQW	Jan 14 2009	Draft	Web Viewer

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos. Questions? Comments? Please contact the BRCC Help Desk.

Done 10.20.2.22

When looking at 'My Requests', click 'Approved' to see approved requests.

R25 WebViewer: My Approved Requests (Future Only) - Mozilla Firefox

File Edit View History Bookmarks Tools Help SJRIUS

http://r25.blueridge.edu/vv3/vv3_servlet/urd/run/vv_request.Approved

Search News Help

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Welcome, Sirs, Sam. Log Out

My Approved Requests (Future Only)

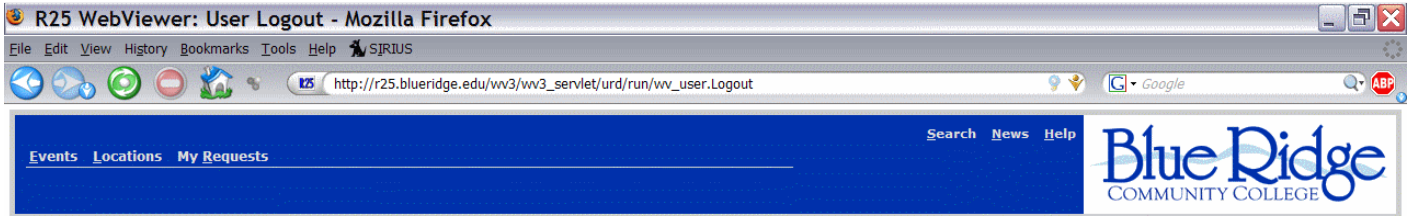
View: **Only Requests with Reservations in the Future** or All Requests

Event Name	Start Date	Location	Status	Scheduler
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All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? Please contact the BRCC Help Desk.

Done 10.20.2.22

Click 'Log Out' when you are done.



You have been logged out of the R25 WebViewer.

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.
Questions? Comments? **Please contact the BRCC Help Desk.**

Done

10.20.2.22