



## Using the Resource 25 WebViewer

5-Help (212-305-4357), option 5  
[5help@columbia.edu](mailto:5help@columbia.edu) • <http://www.cumc.columbia.edu/it>

Resource 25 is the scheduling system used by CUMC IT's Classroom Technology Support (CTS) to manage room reservations. The Resource 25 (R25) WebViewer is an online interface that can be used to view scheduled classes and events in all of the spaces managed by CTS, and for approved people to request a reservation.

- The URL for the WebViewer is: <http://r25web.cumc.columbia.edu:8080/wv3>
- This is also linked from CUMC IT's home page: <http://www.cumc.columbia.edu/it>
- If you need to access the WebViewer from an off-campus computer, VPN is required.
- Reservations placed via the WebViewer should only be made for special events, training, etc.

### Obtaining a Login to Place Reservation Requests

Anyone who needs to make reservation requests via the WebViewer must attend a training session to obtain a login, please see <http://www.cumc.columbia.edu/it/cts/r25.html> to for dates and registration information.

### Space Booking Schedule

Scheduling space for academic coursework (those listed in the [Columbia University Directory of Classes](#)) is given first priority. Reservations for special events and other requests may only be submitted after academic course scheduling has been completed for each semester. The dates below outline the periods when special events and other requests may be submitted:

Scheduling period	Special events and other requests accepted
January 1st to June 30th, 2010	After October 19th, 2009
July 1st to August 21st, 2010	After April 11th, 2010
August 22nd to December 31st, 2010	After May 23rd, 2010
January 1st to June 30th, 2011	After October 17th, 2010

All other Reservation and Room use policies must be followed as well, please see <http://cumc.columbia.edu/it/cts/reserve.html> and <http://cumc.columbia.edu/it/cts/policies.html>

### Viewing Events, Dates and Locations in the R25 WebViewer

Anyone may view scheduled events via the WebViewer. The views you see are typically based on 3 sets of navigation links in the WebViewer:

1. **Events, Locations, My Requests** links - depending on which of these links you have selected, the links immediately below them and the Filter links that are available under the Calendar on the right may change.
2. Based on what is selected in the first row of links, the next row will change:  
 If **Events** is selected, the links immediately below are:

[Events](#) [Locations](#) [My Requests](#)  
[What's Hot](#) | [By Date](#) | [My Reminders](#)

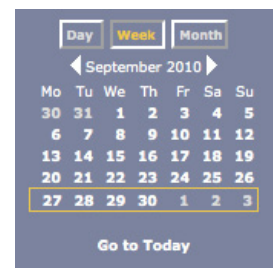
- **What's Hot** - a list of featured Events
- **By Date** - allows you to view Events that are for the Date selected on the Calendar, and by the school/program that is selected under the Filters.
- **My Reminders** - will prompt you to login to the WebViewer to see the reminders you have selected.

If **Locations** is selected, the lower links change to:

[Events](#) [Locations](#) [My Requests](#)  
[By Date](#) | [Map](#)

- **By Date** - displays locations and their scheduled Events by the date selected in the Calendar, and the Filter of Spaces below the Calendar.
- **Map** - displays a map of the CUMC campus.

3. The **Calendar** and **Filters** on the right side of the page control the dates and locations or event lists that are displayed in the main window of the WebViewer.
  - Selecting the **Day** button on the **Calendar** may be preferred to allow for more detail when viewing Events and Locations.
  - The **Go to Today** link will update content to today's date, without changing the view from Day, Week or Month from what is already selected.



- If **Events** is selected as the main link, the Filter will show a list of schools/programs.
- If **Locations** is selected, the Filter will show a list of buildings and room types.
- If your Calendar is on Week or Month view when browsing by Location, it will only list Spaces with scheduled Events. Selecting Day will list all Locations, whether Events have been scheduled or not.

Filters

All  
College of Dental  
Medicine  
College of Physicians &  
Surgeons  
School of Nursing  
School of Public Health  
Spring 2010 Classes

### List and Grid View

Content in the main window can be changed between List and Grid view by selecting **View as a grid/list** link that appears under the date heading:



### Viewing Individual Events and Locations

All scheduled Events and Locations have more detail than is shown in the main window. Clicking on the Event or Location name will open a small pop up window with details.

- **Events** contain the full Event Title, State of the Request (Confirmed means it has been approved), Times and Location, the Requesting Organization and contact, a Description if entered, and any recurring Event times. Events also have icons to add a Reminder in the WebViewer (login required), and meeting and contact icons to save the Event or Contact in Outlook.

- **Locations** contain information including the full space name, Features such as blackboards, seating and A/V and computing equipment, layout and capacity, and pictures for most spaces.

**R25 Training (2/2)**

Resource 25 WebViewer Training

State: Confirmed

Time: Tue May 18 2010 12:00 PM to 12:50 PM

Location: **HSC 202A** Hammer Building Rm 202A Computer Lab (15 expected)

Organization: CUMC Information Technology

Requestor: **Shimada, Kristin** ☎ 212-305-4357

Description: Add to your Outlook Calendar Add to your Outlook Contacts

Resource 25 WebViewer is the scheduling program for rooms and related equipment at CUMC. It allows for real-time viewing of events and booked spaces, and instant Reservation Requesting for ad hoc and special events.

Add all Meetings to Reminders or Outlook

☰ Meetings On or After Today

	Date	Start Time	End Time	Location	Comments
Resource 25 WebViewer Training	Wed Apr 07 2010	12:00 PM	12:50 PM	HSC 202A	
	Tue May 18 2010	12:00 PM	12:50 PM	HSC 202A	

### Placing a Reservation Request - login required!

Now that the WebViewer allows for real time viewing of booked and open spaces, we strongly recommend that you first find available space and time that suits your needs. This greatly increases the chances of approval.

1. Select the **Locations - By Date** links in the top left, and **View as a grid** under the date heading.
2. Select the **Day** button above the Calendar, and click on your desired date for the reservation.
3. Select the appropriate **Filter** for your desired location.
4. Double-click on the available block of time for the space you'd like to reserve. (shown: 1pm to 2pm at HSC 301)
5. If you have not already signed in to the WebViewer, you will be prompted to login.
6. The **Request an Event** form will appear, with required fields in red. The **Start**, **End** and **Space Preference** fields will auto-fill from the grid view but can be adjusted. Additional fields you may want to include are:

Events for Wednesday May 1

View as a list

	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00
HSC 202A										
HSC 301						Click here to request				
HSC 303										
HSC 304										
HSC 305										

- **Repeat** - Daily, Weekly and **Ad Hoc** - Ad Hoc will let you select and add non-consecutive dates for the same time period and location.
  - **Resources** - type in the number of pieces of any additional equipment you would like to use.
  - **Comments** - add any details about the request that you would like Classroom Technology Support to be aware of or respond to. Information in this field is not included in the published Event listing.
  - **Description** - additional information about the event that will be published in the Event listing.
7. Select the **Next** button to see the **Event Request Summary**. To make a change to the Request, select the **Make Changes** button at the bottom, or select **Submit Request** to send.

### Editing and Cancelling Reservations

Your Requests can be viewed at any time by selecting the **My Requests** link in the top left, then **Pending** or **Approved**. Requests that are Pending can still be Edited by selecting the **Edit** link.

It is not currently possible to edit or cancel a reservation that has been approved in the WebViewer, please email **5help@columbia.edu** or call extension 5-Help, option 5, with the Event's Reference number. The Reference number can be seen when viewing your list of **Pending** or **Approved** Requests. To edit an approved reservation, we recommend that you place a new request via the WebViewer first to insure that a desired location etc. is available, then contact 5help with the old request's Reference number to have the older request canceled.