

Main Screen

Guest Login: Use this button if you are a guest user to ICN. (Go to page 3)

Registered Users: Use this button if you currently have a user name and password.
(Go to page 11)

NAVIGATION BAR

Throughout the entire Scheduling System, there will be a navigation bar located along the top of each screen. The functions of the most frequently used items on this navigation bar are listed below.

Back and Forward

These buttons will move the page forward or backward.

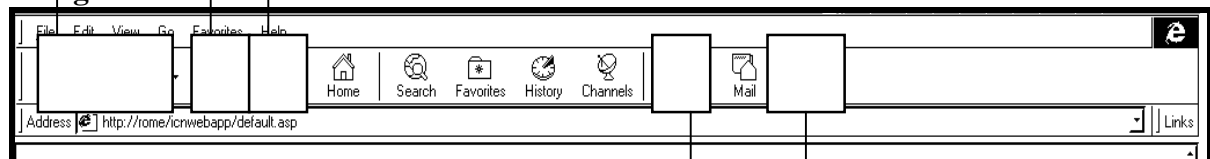
Stop

Use this button if for some reason you wish to stop the downloading page.

Refresh

This button will refresh a current page. This might be used if a page doesn't completely download.

Navigation Bar



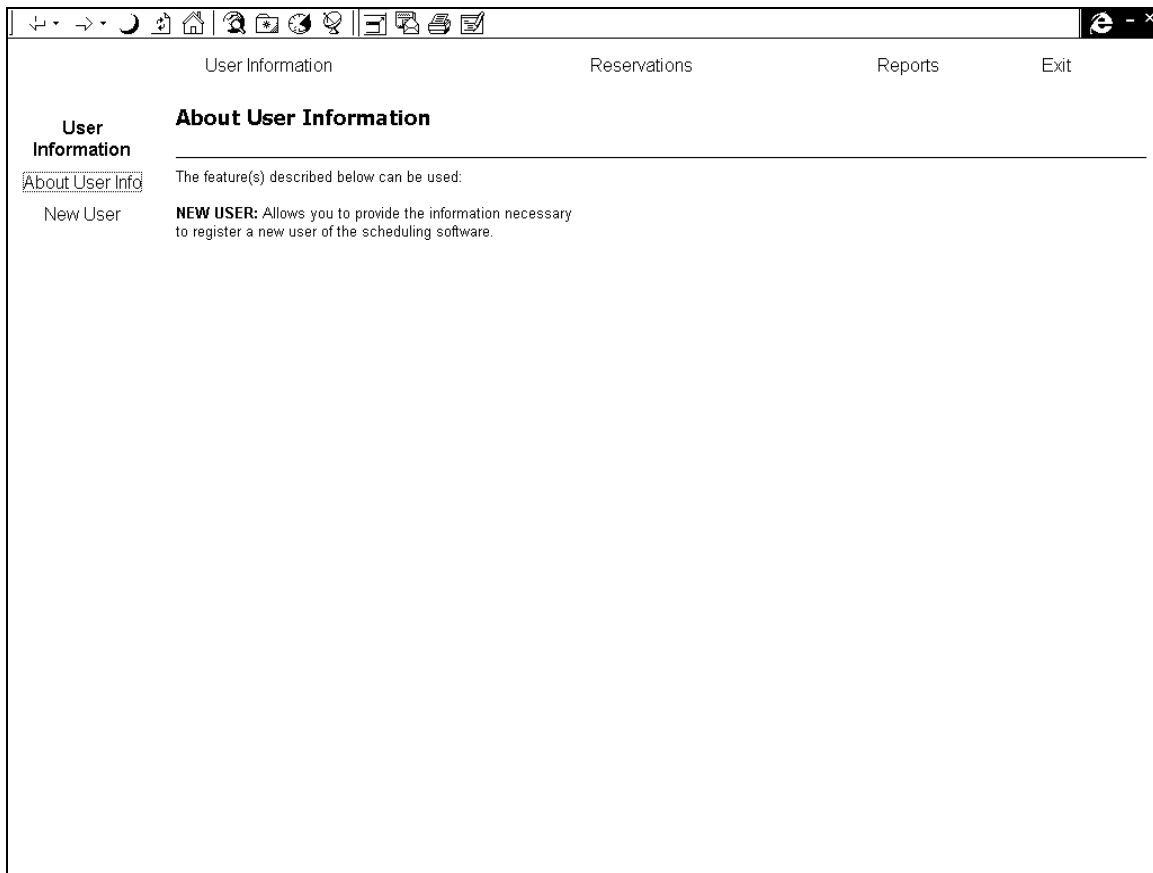
Some of the items on the navigation bar that you might use are:

Full screen

This button will increase the size of the screen image. Once the screen is full size, to reduce the size, click the Full Screen button again.

Print

This button will print a screen.



Guest Login

Guest User

This type of user can be one of the following two types:

1. Anyone “surfing” the world wide web and selects the Guest Login option from the logon screen, or
2. An instructor whose goal is to become a registered “Scheduler” of the scheduling system.

In either case the features available at the Guest User level are very limited.

As a Guest User you will be able to log in and view selected features of the scheduling system.

NEW USER: Allows you to provide the information necessary to begin the process of being registered as a new user of the scheduling software. You are not able to begin scheduling reservations or access other features until your profile has been approved. An Administrator will notify you when approval is final.

User Information Reservations Reports Exit

User Information

About User Info
New User

Requester Information

Please fill in the new user information. After your information has been processed a Regional Scheduler will contact you. To save changes, press the 'Save Form' button.

First name

Last name

Title

Organization

Street address

Address (cont.)

City

State

Zip

Work Phone

FAX

E-mail

Scheduler

 Region Map

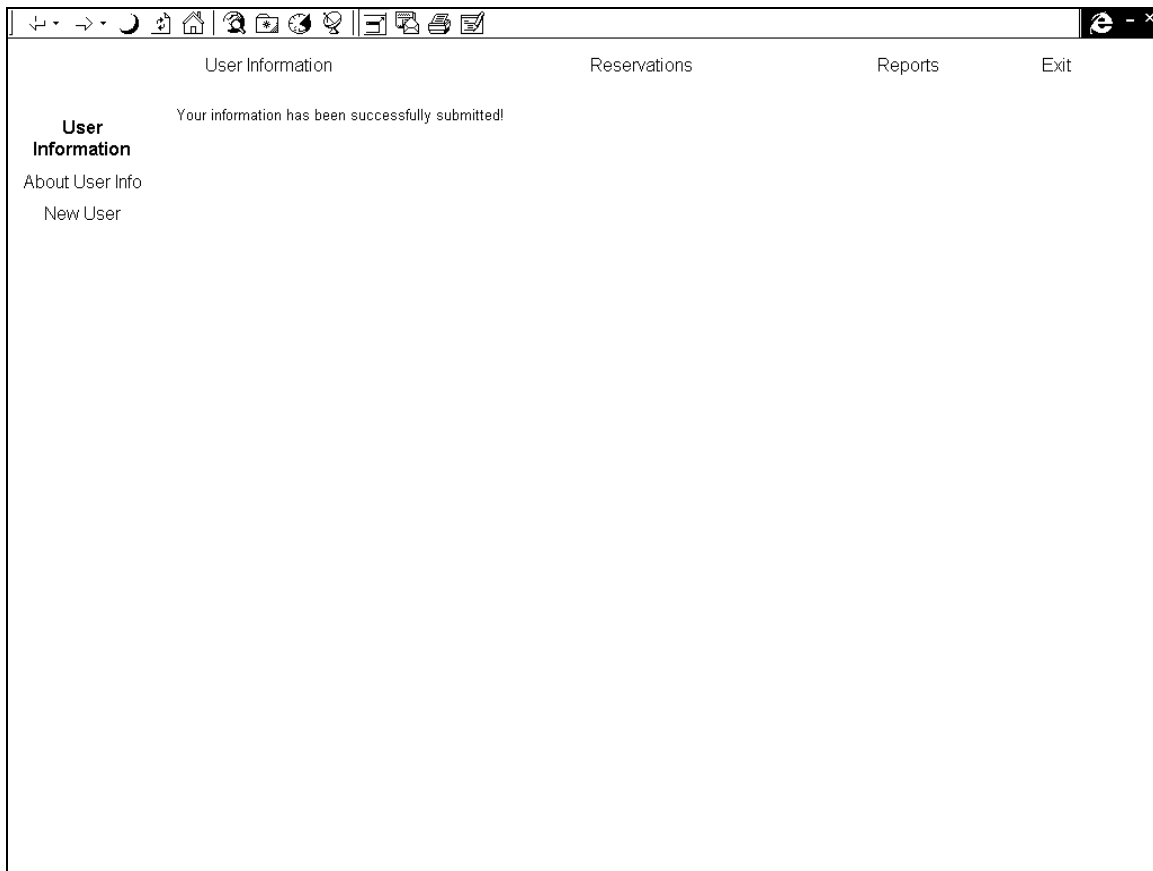
Guest Login

Please fill in the New User information.

- 1) *Type in the First Name.
- 2) *Type in the Last Name.
- 3) Type in the Title.
- 4) Type in the Organization name.
- 5) Type in the Street Address.
- 6) Type in the Address cont.
- 7) Type in the City.
- 8) Type in the Work Phone.
- 9) Type in the Fax Number.
- 10) Type in the E-mail address.
- 11) *Select a Scheduler.
- 12) Press the **<Save Form>** button. Another screen will appear that reads “Your information has been successfully submitted”. (See page 5)

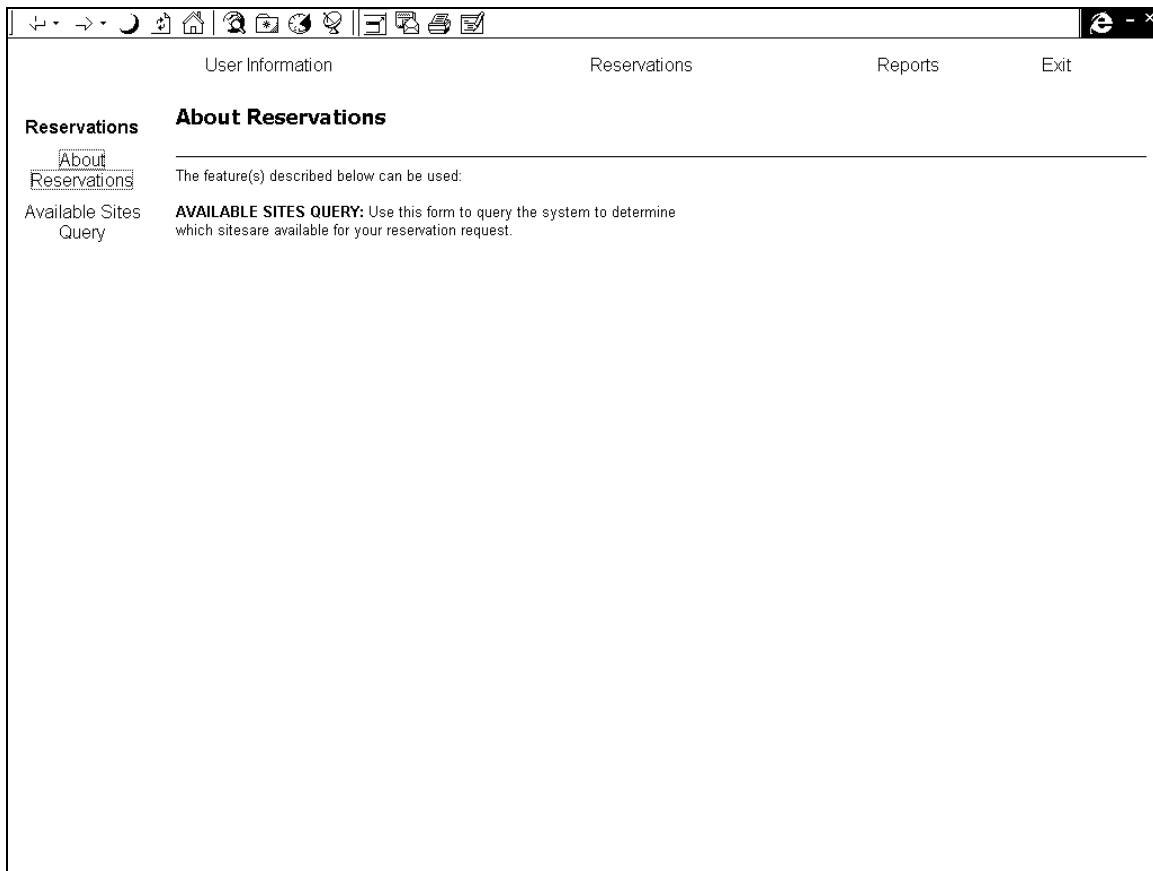
After you submit your profile information, the scheduler whom you have selected on your profile form registers you. Once you have been registered as a ‘valid’ user, a Administrator will contact you and provide you with your password and user log in name. You will then have access to all of the scheduling features appropriate for the access level you were assigned. After receiving your password, you may change it at any time using the ‘Change Password’ function. (page 13)

* Required Field



Guest Login

This screen will appear after you have pressed the **<Save Form>** button from the previous page.



Guest (Reservations)

The feature described below can be used:

Available Sites Query: Use this button to query the system to determine which sites are available for your reservation request.

Reservations **Site Availability Query**

About Reservations
Available Sites Query

Select a Region or Facility or enter a Site ID at the Site prompt. Leaving the Site prompt blank will check all sites in the selected region or facility.

Select the 'Update Site List' button to display a list of sites just for the Region(s) and Facility(s) selected.

Region: Facility: Site ID:

ALL Regions REGION 1 REGION 2 REGION 3 REGION 4

ALL Facilities AEA COMMUNITY COLLEGE CORRECTIONAL FACILITY FEDERAL

Update Site List

START DATE: END DATE:

(mmddyyyy) (mmddyyyy)

START TIME: END TIME:

(hhmi) (hhmi)

☐ SUNDAY ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY
☐ THURSDAY ☐ FRIDAY ☐ SATURDAY

Region Map

To select/deselect several consecutive items in a group

- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

To select/deselect many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to select.

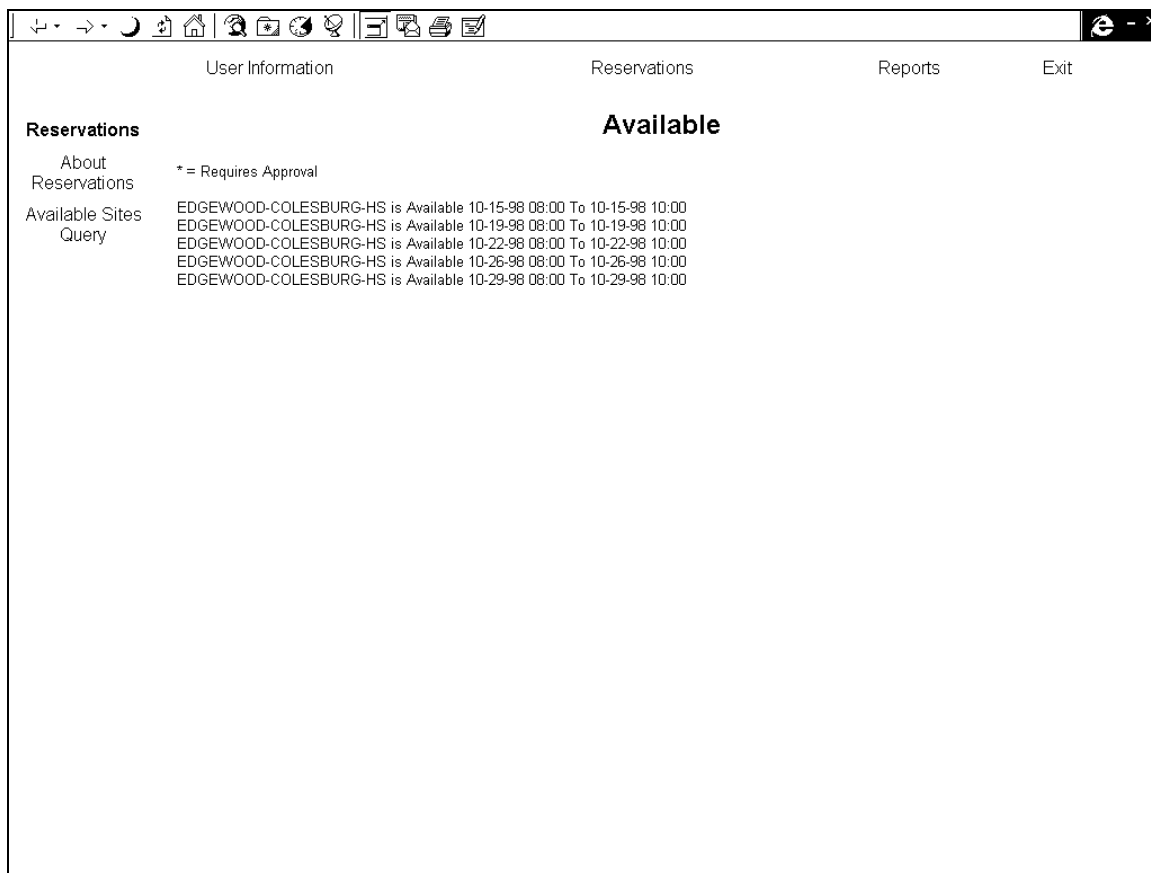
Guest (Available Sites Query)

- 1) Select a Region, and/or Facility, and/or enter a Site ID at the prompt.
- 2) Press the <**Update Site List**> button if you want to search a specific site but do not know the Site ID#. Select the site from the drop-down menu of sites.
- 3) Type in the Start Date (mmddyyyy).
- 4) Type in the End Date (mmddyyyy).
- 5) Type in the Start Time (hhmi) military time.
- 6) Type in the End Time (hhmi) military time.
- 7) Select a day(s).
- 8) Press the <**Submit**> button.

Reset

Select the <**Reset**> button to clear the entire form.

Note: You may multi-select upon regions and facility using your <ctrl> key and mouse in combination (See example on side of page)



Guest (Available Sites Query)

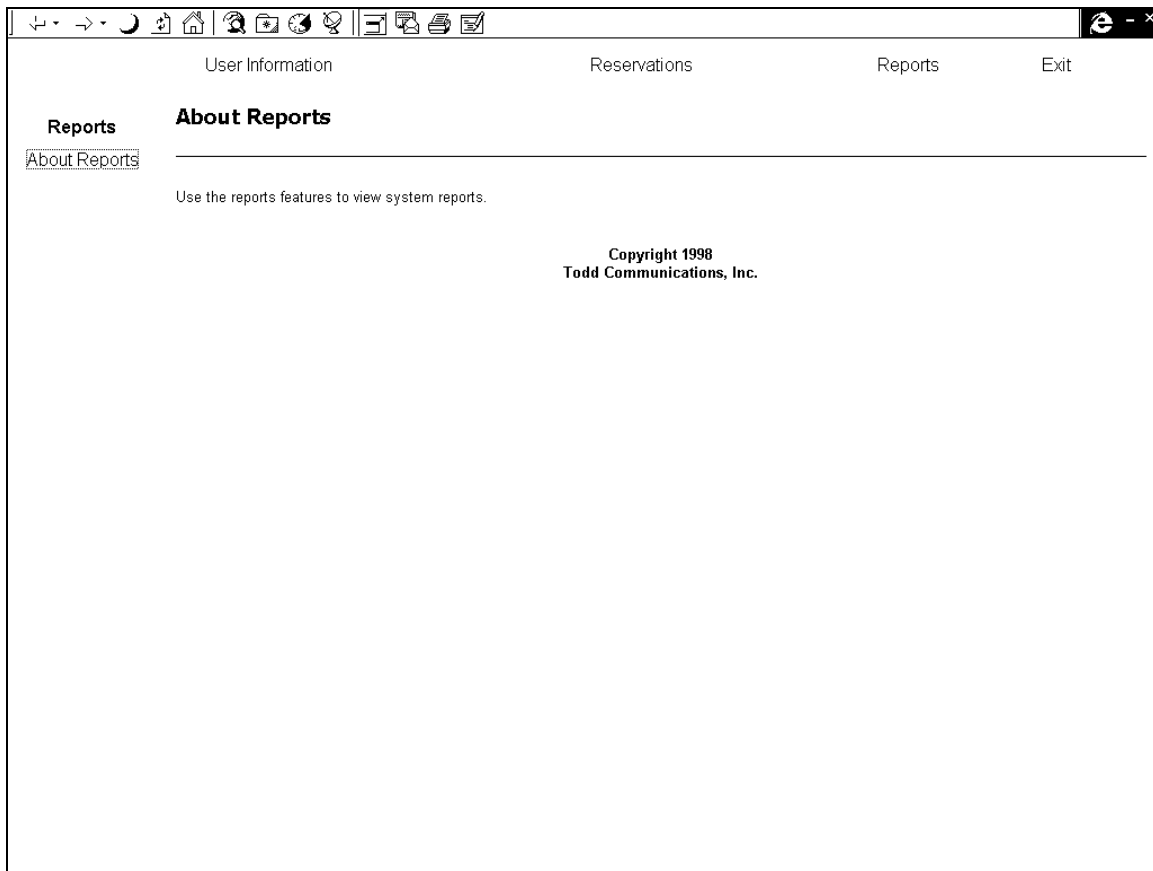
This screen will list the available sites.

In the example, the screen shows the available sites at *Edgewood-Colesburg High School* on *10/15/1998-10/29/1998* from *0800-1000 MON/THURS*

If you do not select a specific site, this screen will appear.
All available sites on the chosen date and time will be displayed.

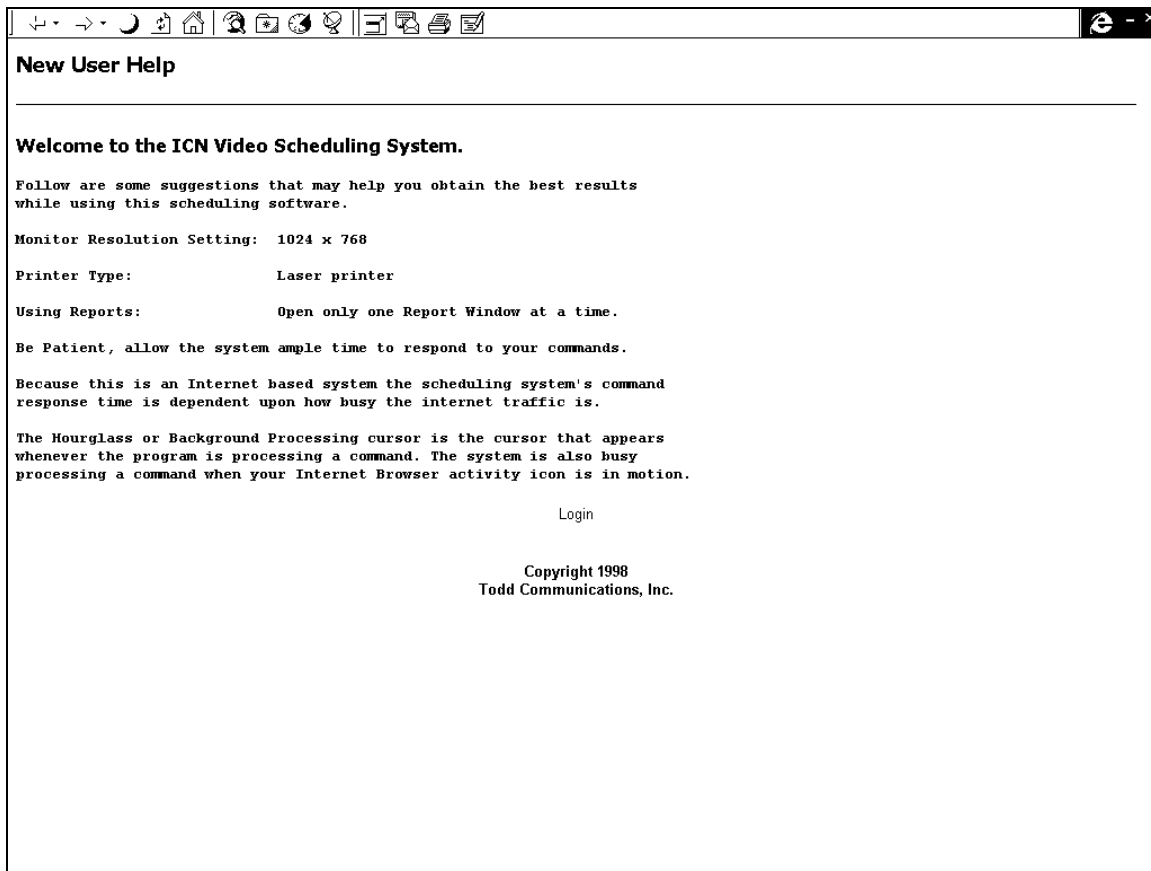
You will also be able to view the Site ID and Site Name.

Site ID	Site Name (* = Requires Approval)	Region	Room Fee
640	Alta Community Schools	REGION 1	0
8	CALMAR-CC	REGION 1	0
523	CASCADE-HS	REGION 1	0
7	CRESCO-HS	REGION 1	0
621	Clarksville High School	REGION 1	0
637	Council Bluffs Courthouse	REGION 1	0
147	* DECORAH-LUTHER	REGION 1	12.5
526	DELHI-MAQUOKETA VALLEY-HS	REGION 1	0
148	* DUBUQUE (NG)	REGION 1	10
311	DUBUQUE-AEA	REGION 1	0
220	DUBUQUE-ARCHDIOCESE-OES	REGION 1	0
591	* DUBUQUE-CLARKE	REGION 1	0
298	DUBUQUE-HEMPSTEAD-HS	REGION 1	0
290	DUBUQUE-HS	REGION 1	0
607	* DUBUQUE-SSA-COURTHOUSE	REGION 1	0
632	Durant Community	REGION 1	0
527	EDGEWOOD-COLESBURG-HS	REGION 1	0
3	ELKADER-AEA	REGION 1	0
535	ELKADER-CENTRAL COMM-HS	REGION 1	0
418	EDGEMONT-HIGH-SCHOOL	REGION 1	0



Guest (About Reports)

The Guest User is not allowed to view any reports.



New User Help

You can access this screen by clicking “New User Help” on the login page (See page 11)

Welcome to the ICN Video Scheduling System

The following are some suggestions that may help you obtain the best results while using this scheduling software.

Monitor Resolution Setting: 1024 x 768

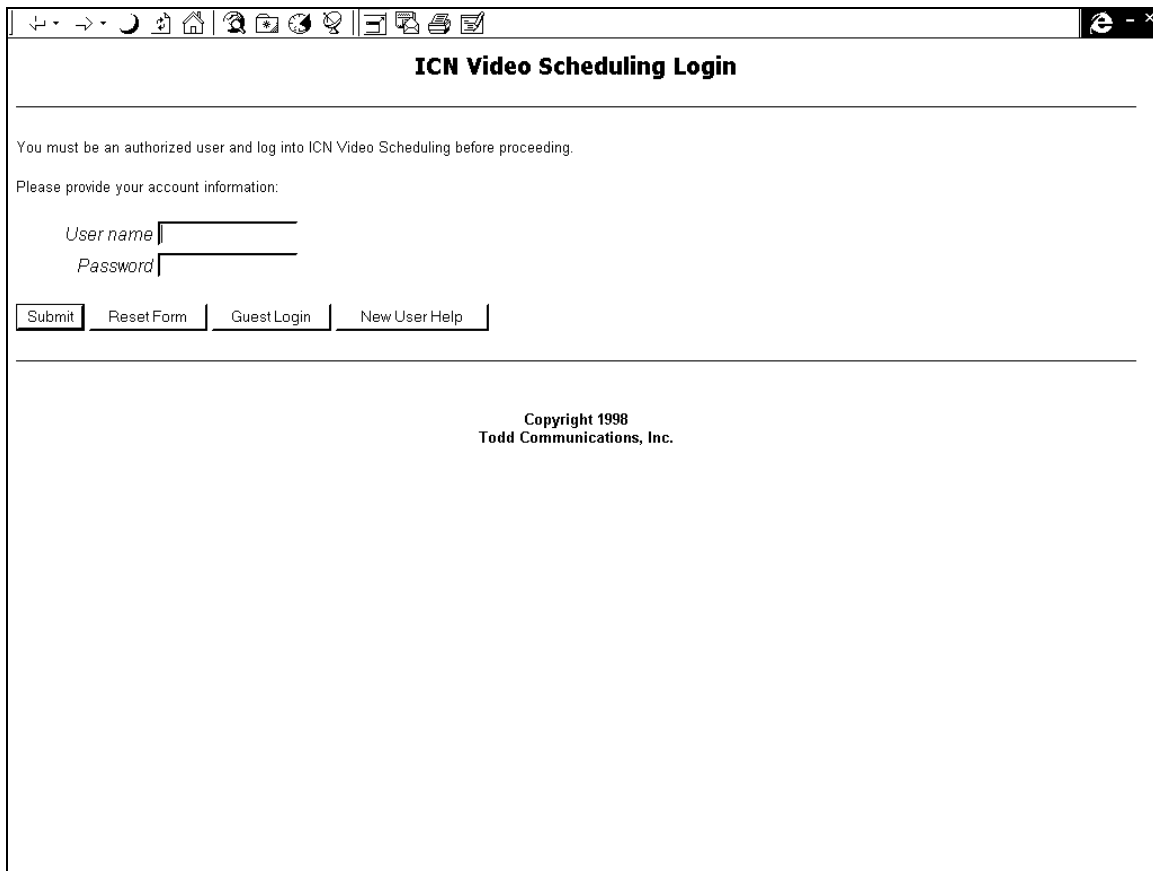
Printer Type: Laser printer

Be patient, allow the system ample time to respond to your commands.

Because this is an Internet based system the scheduling system’s command response time is dependent upon how busy the Internet is.

The usual way to determine if the system is busy processing your command is if your mouse pointer is shaped like an hourglass or your Internet Browser activity icon is still in motion.

1) Drag your mouse over the Login text (at the middle of the screen) and click to get back to the Login Screen.



ICN Video Scheduling Login

You must be an authorized user and log into ICN Video Scheduling before proceeding.

Please provide your account information:

User name

Password

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Todd Communications, Inc.

Login Information

You must be an authorized user and log into the ICN Video Scheduling before proceeding.
Please provide your account information. (Use the TAB key to move between fields)

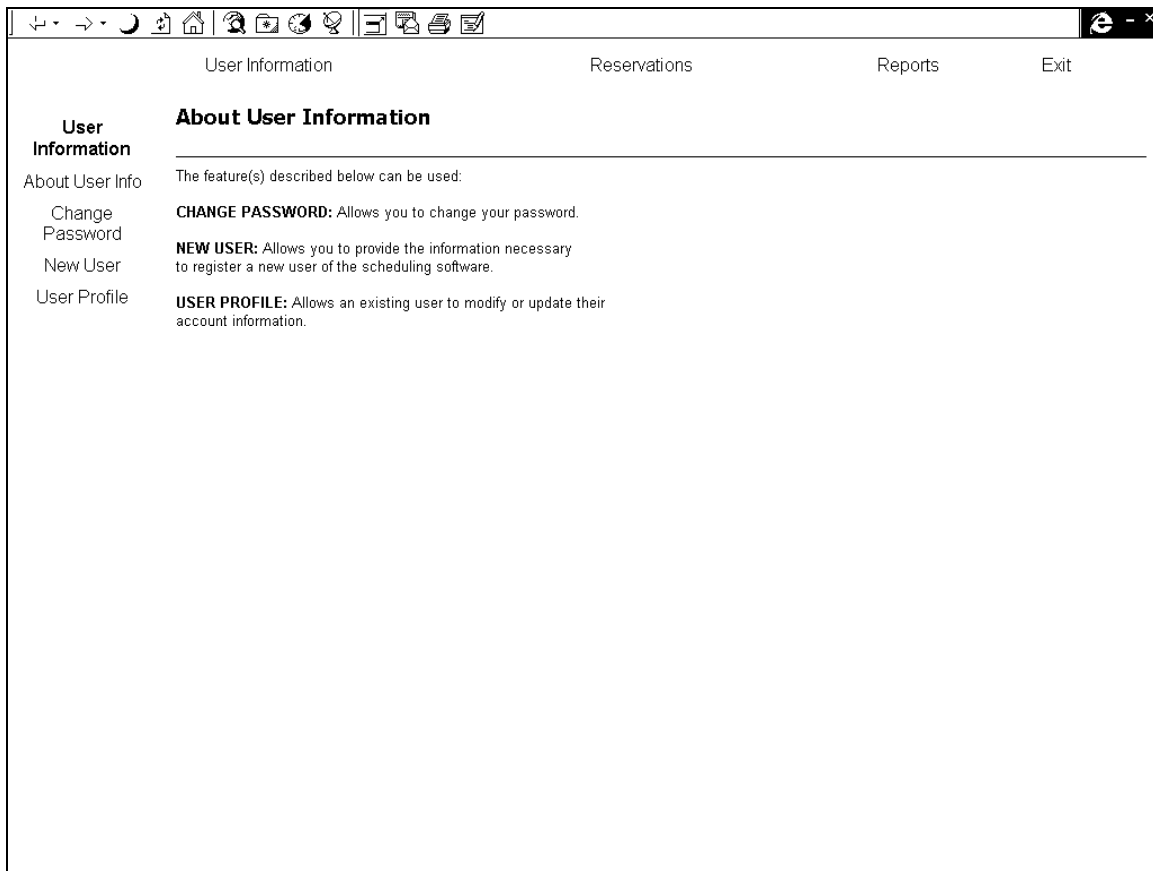
- 1) Type in the User Name.
- 2) Type in the Password.
(When your password is entered, the actual letters will be hidden and represented by stars instead of letters)
- 3) Press the <Submit> button.

Reset Form

Use the Reset Form button to clear the text from the Username and Password area.

New User Help (See page 10)

This is a help button designed to help the schedulers through various functions of the software.



User Information

The features described below can be used:

Change password: Allows you to change your password.

New User: Allows you to provide the information necessary to register a new user of the scheduling software.

User profile: Allows an existing user to modify or update their account information.

The screenshot shows a web browser window with a navigation bar at the top containing icons for back, forward, home, search, and other functions. Below the navigation bar is a header with four tabs: "User Information", "Reservations", "Reports", and "Exit". The "User Information" tab is selected. On the left side of the page, there is a vertical menu with the following items: "User Information", "About User Info", "Change Password", "New User", and "User Profile". The "Change Password" item is highlighted. The main content area is titled "Change Password" and contains the following text: "Please enter your current password, then enter and confirm your new password." Below this text are three input fields labeled "Current Password", "New Password", and "Confirm New Password". At the bottom of the form are two buttons: "Save Form" and "Reset Form".

Change Password

This feature allows you to change your current password.

Follow the directions below to change your current password. (Use the TAB key to go between fields)

- 1) Type in the Current Password. (When you enter your password, the actual letters will be hidden & represented by stars instead of letters).
- 2) Type in the New Password.
- 3) Type in the New Password to confirm.
- 4) Press the <**Save Form**> button.
- 5) Another screen will appear to confirm change. (The screen that appears will state "User password has been updated successfully").

Reset Form

Use the Reset Form button to clear the text from the Username and Password areas.

User Information Reservations Reports Exit

User Information

About User Info
Change Password
New User
User Profile

Requester Information

Please fill in the new user information. After your information has been processed a Regional Scheduler will contact you. To save changes, press the 'Save Form' button.

First name
Last name
Title
Organization
Street address
Address (cont.)
City
State
Zip
Work Phone
FAX
E-mail
Scheduler Select a Scheduler

Save Form Region Map

New User

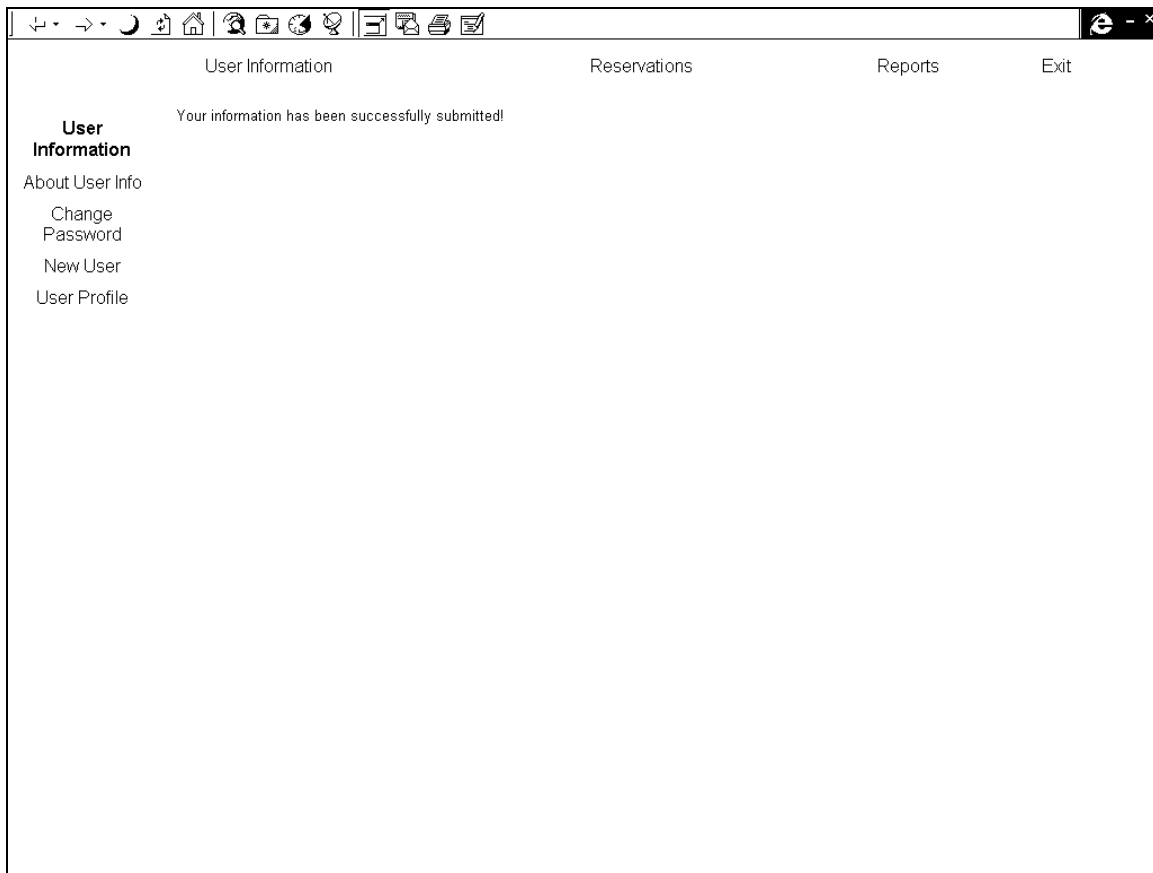
Choose 'New User' from the User Information sub-menu.

Please fill in the New User information. (Use the TAB key to go between fields)

- 1) *Type in the First Name.
- 2) *Type in the Last Name.
- 3) Type in the Title.
- 4) Type in the Organization.
- 5) Type in the Street Address.
- 6) Type in the Address cont.
- 7) Type in the City.
- 8) Type in the State
- 9) Type in the Zip Code
- 10) Type in the Work Phone.
- 11) Type in the Fax number.
- 12) Type in the E-mail address.
- 13) *Select a Scheduler.
- 14) Select the <**Save Form**> button. Another screen will appear that reads "Your information has been successfully submitted". (See page 15)

After your information has been processed, someone will contact you and provide you with your password and user log in name. You will then have access to all of the scheduling features appropriate for the access level that you were assigned. After receiving your password, you may change it at any time.

* REQUIRED FIELD



New User

This screen will appear after you have pressed the **<Save Form>** button from the previous page.

The screenshot shows a web browser window with a navigation bar at the top containing icons for back, forward, home, search, and other functions. Below the navigation bar, there are four tabs: 'User Information', 'Reservations', 'Reports', and 'Exit'. The 'User Information' tab is active, and within it, the 'User Profile' option is selected. The main content area is titled 'User Profile: local' and contains a form with the following fields:

- First name: Local
- Last name: Scheduler
- Title: Mr.
- Organization: Todd
- Street address: Address 1
- Address (cont.): Address 2
- City: City
- State: IA
- Zip: 98725
- Work Phone: 612-878-1558
- FAX: 612-878-0112
- E-mail: local@juno.com

At the bottom of the form is a 'Save Form' button. Above the form, there is a message: 'Verify the following information is correct. To save changes, press the 'Save Form' button.'

User Profile

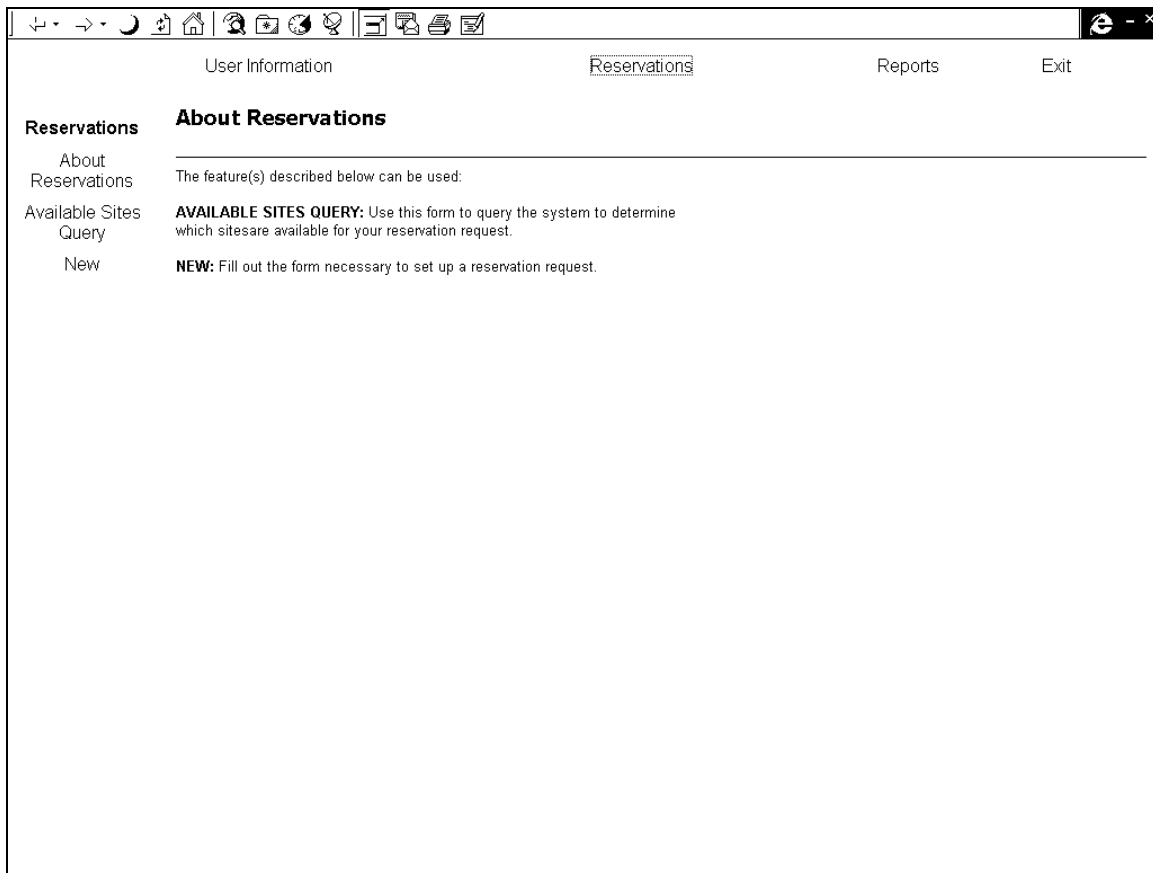
Use the User Profile option to edit your current profile and re-submit the information.

Verify the following information is correct.

To Make Changes:

- 1) Use the mouse to click and drag over the text you desire to change.
- 2) Make any necessary changes.
- 3) Press the <**Save Form**> button.

A screen will appear to confirm stating “User profile has been updated successfully”.



About Reservations

The feature(s) described below can be used and accessed by choosing the feature from the Reservation sub-menu along the left side of the screen.

Available Sites:

Use this form to query the system to determine which sites are available for your reservation request.

New:

Fill out a form with the necessary information to set up a reservation request.

User Information Reservations Reports Exit

Reservations **New / Modify Reservation Dates**

About Reservations

Available Sites

Query

New

Requester: local

Request Date: 10/23/98

Account Number: 1 Your 8 digit number for ICN billing.

Title:

Description:

Est. # of Participants: 0

Topic: Agriculture
Business
Computer Science/Technology
Confidential
Criminal Justice

Audience: 9-12 Students
Federal Employees
K-12 Educators/Administrators
Other Adults
PK-8 Students

Room Bill: Administater, Andy-ID=4

Begin Date	End Date	Begin Time	End Time
(mmddyyyy)	(mmddyyyy)	(hhmi)	(hhmi)

☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT

New Reservations

New Reservation allows you to add new reservations into the scheduling system.

Choose 'New' from the Reservations sub-menu.

NOTE: It is highly recommended that you practice the scheduling of New Reservation requests with real reservation scheduling requests. If you do enter hypothetical reservation scheduling requests into the 'live' scheduling system, those reservations may unnecessarily utilize telecommunications resources and result in site or room use charges. To prevent this waste of resources, it is recommended that you note the Reservation ID number assigned to any hypothetical reservation(s) and provide it to your Regional Scheduler so the hypothetical reservation(s) can be cancelled.

User Information Reservations Reports Exit

Reservations New / Modify Reservation Dates

About Reservations

Available Sites

Query

New

Requester: local

Request Date: 10/4/98

Account Number: 0 Your 8 digit number for ICN billing.

Title: Training

Description: Training Testing

Est. # of Participants: 10

Topic: Social Work
Special Education
Test Session
Training (Other)
Vocational Education

Audience: 9-12 Students
Federal Employees
K-12 Educators/Administrators
Other Adults
PK-8 Students

Room Bill: /KTOWN, SUPERINTENDENT-ID=396

Begin Date End Date Begin Time End Time
10151998 10291998 0800 1000
(mmddyyyy) (mmddyyyy) (hhmi) (hhmi)

☐ SUN ☒ MON ☐ TUE ☐ WED ☒ THU ☐ FRI ☐ SAT

To select several consecutive items in a group

- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

To select many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to

New Reservation

The New/Modify Reservation Dates screen will show the requester and request date.

- 1) Select New from the Reservations sub-menu on the left side of screen.
- 2) Select the Account Number.
- 3) Type in the Title.
- 4) Type in the Description.
- 5) Type in the Estimated Number of Participants.
- 6) Select a Topic(s).
- 7) Select an Audience(s).
- 8) Select the Room to be billed.
- 9) Type in the Begin Date (mmddyyyy).
- 10) Type in the End Date (mmddyyyy).
- 11) Type in the Begin Time (hhmi). Military time.
- 12) Type in the End Time (hhmi). Military time.
- 13) Select a day(s) of the week.
- 14) Press the <Next> button to view the selected dates.

User Information Reservations Reports Exit

Reservations

About Reservations Room Bill: K-12 Educators/Administrators
 Available Sites Other Adults
 Query PK-8 Students
 New /KTOWN, SUPERINTENDENT-ID=396

These are the dates that meet your criteria. You may alter these dates by scrolling to the bottom of the list and following the instructions.

(mmddyyyy)	(hhmi)	(hhmi)	
<input type="checkbox"/> 10151998	0800	1000	Thursday
<input type="checkbox"/> 10191998	0800	1000	Monday
<input type="checkbox"/> 10221998	0800	1000	Thursday
<input type="checkbox"/> 10261998	0800	1000	Monday
<input type="checkbox"/> 10291998	0800	1000	Thursday

(mmddyyyy) (hhmi) (hhmi) Add New Date and Time

GO BACK!

Modify Date(s) Replace the dates/times to be changed, then CLICK

Delete Date(s) Click in the checkboxes next to the date(s), then CLICK

Assign Site(s) One or more Dates must exist before you Assign or review Sites.

You have to scroll down to get this screen

New Reservation

These are the dates that meet your criteria. You may alter these dates by scrolling to the bottom of the list and following the instructions.

Add New Date and Time

See pages 21-22 if you want to add a new date and time.

GO BACK!

Select <GO BACK!> to return to the previous screen to view or modify the reservation screen.

Modify Dates

- 1) Insert your cursor into the field you want to change and make the change.
- 2) Select the <Modify Date(s)> button.

Delete Dates

- 1) Check one or more check boxes adjacent to each date you want to delete.
- 2) Select the <Delete Date(s)> button.

Assign Sites

One or more dates must exist before you can assign or review sites.

If there are no changes to be made to this screen.

- 1) Select the <Assign Site(s)> button and the screen on page 25 will appear

NOTE: If there are errors, as far as, chronologically incorrect dates the software will notify you and your cursor will be automatically positioned within the field in question.

User Information Reservations Reports Exit

Reservations

About Reservations Room Bill: K-12 Educators/Administrators
 Available Sites Other Adults
 Query PK-8 Students
 New /KTOWN, SUPERINTENDENT-ID=396

These are the dates that meet your criteria. You may alter these dates by scrolling to the bottom of the list and following the instructions.

(mmddyyyy)	(hhmi)	(hhmi)	
<input type="checkbox"/> 10151998	0800	1000	Thursday
<input type="checkbox"/> 10191998	0800	1000	Monday
<input type="checkbox"/> 10221998	0800	1000	Thursday
<input type="checkbox"/> 10261998	0800	1000	Monday
<input type="checkbox"/> 10291998	0800	1000	Thursday

(mmddyyyy) (hhmi) (hhmi) Add New Date and Time

GO BACK!

Modify Date(s) Replace the dates/times to be changed, then CLICK

Delete Date(s) Click in the checkboxes next to the date(s), then CLICK

Assign Site(s) One or more Dates must exist before you Assign or review Sites.

New Reservation/Add New Date and Time

Add New Date and Time

- 1) Insert cursor into the Add Dates field.
- 2) Type in the New Date (mmddyyyy).
- 3) Type in the New Start Time (hhmi). Military time.
- 4) Type in the New End Time (hhmi). Military time.
- 5) Press the <Add New Date & Time> button.
- 6) Repeat steps 1-4 until you are finished adding new dates.

User Information Reservations Reports Exit

Reservations

About Reservations

Available Sites

Query

New

Room Bill: PK-8 Students

Room Bill: /KTOWN, SUPERINTENDENT-ID=396

These are the dates that meet your criteria. You may alter these dates by scrolling to the bottom of the list and following the instructions.

(mmddyyyy)	(hhmm)	(hhmm)	
<input type="checkbox"/> 10151998	0800	1000	Thursday
<input type="checkbox"/> 10191998	0800	1000	Monday
<input type="checkbox"/> 10221998	0800	1000	Thursday
<input type="checkbox"/> 10261998	0800	1000	Monday
<input type="checkbox"/> 10291998	0800	1000	Thursday
<input type="checkbox"/> 10271998	0800	1000	Tuesday

(mmddyyyy) (hhmm) (hhmm) Add New Date and Time

GO BACK!

Modify Date(s) Replace the dates/times to be changed, then CLICK

Delete Date(s) Click in the checkboxes next to the date(s), then CLICK

Assign Site(s) One or more Dates must exist before you Assign or review Sites.

New Reservation/Add New Date and Time

→ The New Date and Time will appear as shown in the example.

You can continue to Add New Dates and Times as described on page 21 until all dates and times are added. If all dates and times are correct, click the <Assign Sites> button and the screen on page 25 will appear.

Reservations

About Reservations

Available Sites

Query

New

Select / Modify Reservations Sites

Region(s) Scheduling Region(s) Facility(s)

REGION 1 ADMINISTRATION K-12

REGION 2 Allen College

REGION 3 Buena Vista

REGION 4 CORRECTIONAL FACILITIES

REGION 5 Clarke College

NATIONAL GUARD

Below are the dates you have chosen for your reservation request. If you do not select any Dates from the list then by default ALL dates listed will be assigned the same site(s).

Weekday	Date	Start Time	Stop Time
<input type="checkbox"/> Monday	02/01/1999	08:00	10:00

Assign Sites

Once dates are all completed, you will select the sites. You may view the available sites by region. If you do not select any Region(s) all available sites will be displayed from which then you may assign to the Date(s) you selected above.

First, select Regions and Dates above.

Region Map

GO BACK!

Select Region Sites for Selected Dates

☐ Display sites list by Node number.

☐ Display sites list alphabetically.

To Send To Scheduler:

To select several consecutive items in a group

- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

To select many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to select.

Add Reservation/Select & Modify Reservations Site

These are the dates that meet your criteria. If you do not select any dates all available dates will be reported.

- 1) Select the Region(s) you want to view.
- 2) Select the Scheduling Region(s).
- 3) Select the Facility(s).

In the example, K-12 facilities in the Administration scheduling region of geographical Region 1 have been selected. These sites will appear on the Assign Sites Screen.

If you do not select a specific region or facility, all regions and facilities for all selected dates will be reported.

User Information Reservations Reports Exit

Reservations

About
Reservations
Available Sites
Query
New

Assign Sites

Once dates are all completed, you will select the sites. You may view the available sites by region. If you do not select any Region(s) all available sites will be displayed from which then you may assign to the Date(s) you selected above.

First, select Regions and Dates above.

Region Map

Select Region Sites for Selected Dates

☒ Display sites list by Node number.
☐ Display sites list alphabetically.

To Send To Scheduler:

When everything is complete click the following button.

Once this button is clicked, the request is forwarded to the appropriate scheduler. You will not be able to make any further modifications to this request via the Web.

All changes will need to be made by the regional scheduler.

Send To Scheduler

New Reservation/Region Sites to Dates

Once you have selected a region, scheduling region and facility from the previous page, and the dates are all completed, you will select the sites. You may view the available sites by region and date.

- 1) Press the **<Select Region Sites for Selected Dates>** button.
- 2) You can choose to display a sites list by node (site ID) number or display sites list alphabetically. The example on page 25 shows sites selected by node number. If the sites were to be listed alphabetically then the site description would appear in alphabetical order.
- 3) The Assign Sites screen will appear. (page 25)

User Information Reservations Reports Exit

Reservations **Select / Modify Reservations Sites**

About Reservations
Available Sites Query
New

Assign Sites

Click in ☐ to mark site as originating site.
Click in ☐ to mark site as remote site.
* - Requires Approval

REGION 1

Site ID	Site Description	Site Room Fee
<input type="radio"/> 1	WAUKON-HS	0
<input checked="" type="checkbox"/> 2	NEW HAMPTON-HS	0
<input type="radio"/> 4	MANCHESTER-HS	0
<input type="radio"/> 6	OELWEIN-JHS	0
<input type="radio"/> 7	CRESCO-HS	0
<input checked="" type="checkbox"/> 200	GUTTENBURG-HS	0
<input type="radio"/> 220	DUBUQUE-ARCHDIOCESE-OES	0
<input type="radio"/> 290	DUBUQUE-HS	0
<input type="radio"/> 298	DUBUQUE-HEMPSTEAD-HS	0
<input type="radio"/> 371	GARNAVILLO-HS	0
<input type="radio"/> 418	EPWORTH-W DUBUQUE-HS	0
<input type="radio"/> 523	CASCADE-HS	0
<input type="radio"/> 526	DELHI-MAQUOKETA VALLEY-HS	0
<input checked="" type="checkbox"/> 527	EDGEWOOD-COLESBURG-HS	0
<input type="radio"/> 533	WEST UNION-NORTH FAYETTE-HS	0
<input type="radio"/> 535	ELKADER-CENTRAL COMM-HS	0
<input type="radio"/> 554	RICEVILLE-HS	0

Review Site Assignment

You must chose one Origination Site.

New Reservations Select & Modify Sites

Assign Sites

1) Click on the radio button to select an Originating Site.

2) Click in the check box to select Remote Site(s).

3) Press the **<Review Site Assignment>** button.

(You may have to scroll down to the bottom of the screen to get the **<Review Site Assignment>** button.)

Day	Date	Time	Site	Room Fee
Thursday	10/15/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	
Monday	10/19/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	
Thursday	10/22/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	
Monday	10/26/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	
Thursday	10/29/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	
Tuesday	10/27/1998	08:00	NEW HAMPTON-HS	10:00
			Room Fee: 0	
			2 - O.S.	
			Room Fee: 0	
			200	
			Room Fee: 0	
			527	
			Room Fee: 0	
			EDGEWOOD-COLESBURG-HS	
			Room Fee: 0	

DELETE OK

New Reservations/Choose Sites to Delete

This screen allows you to delete sites. Click in the checkbox (es) to delete any site(s) not wanted.

Press the <Delete> button if you have selected sites for deletion. (Those sites will disappear from the list).

If there are no sites to delete (or when you are done deleting sites), click the <OK> button and the following screen will appear.

Select / Modify Reservations Sites

Region: **REGION 1** Facility: **FEDERAL**

Below are the dates you have chosen for your reservation request.
If you do not select any Dates from the list then by default all dates listed will be assigned the same site(s).

Weekday	Date	Start Time	Stop Time
<input type="checkbox"/> Thursday	10/15/1998	08:00	10:00
<input type="checkbox"/> Monday	10/19/1998	08:00	10:00
<input type="checkbox"/> Thursday	10/22/1998	08:00	10:00
<input type="checkbox"/> Monday	10/26/1998	08:00	10:00
<input type="checkbox"/> Thursday	10/29/1998	08:00	10:00
<input type="checkbox"/> Tuesday	10/27/1998	08:00	10:00

Assign Sites

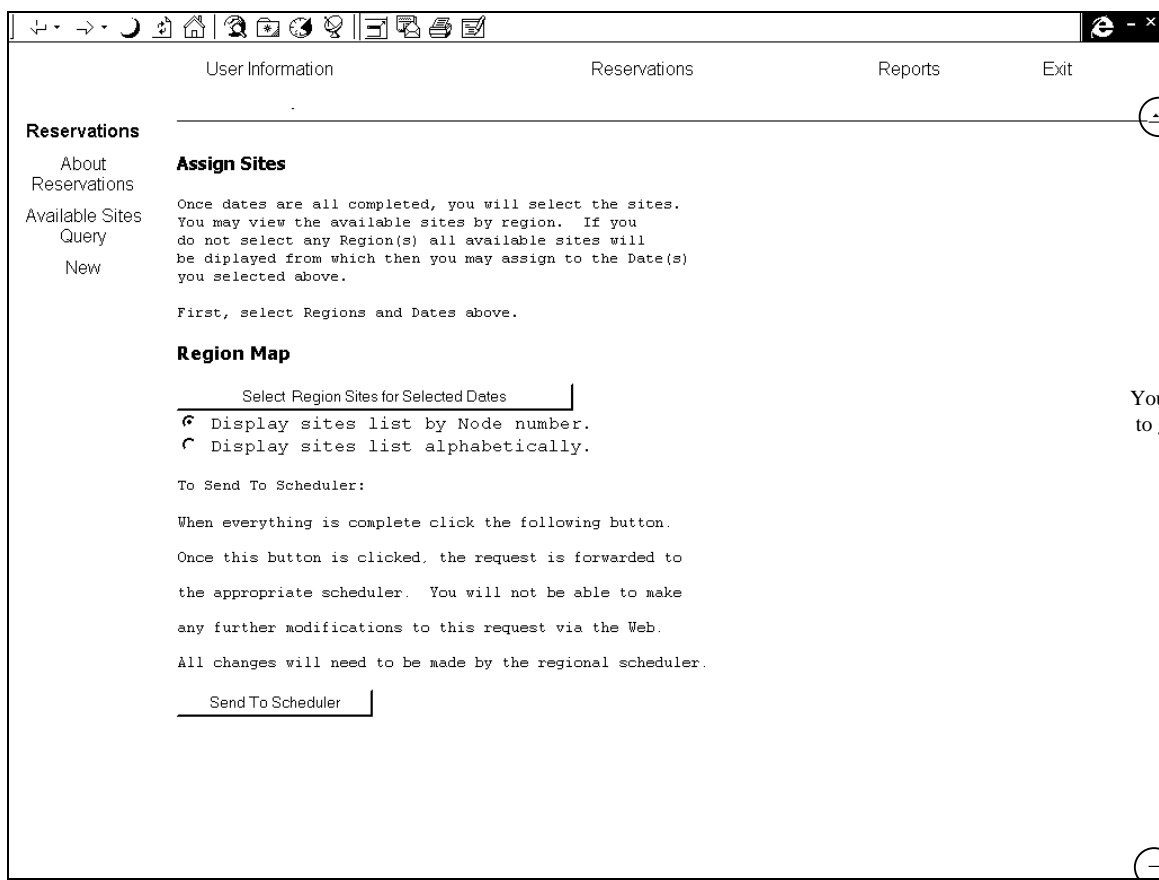
Once dates are all completed, you will select the sites. You may view the available sites by region. If you do not select any Region(s) all available sites will be displayed from which then you may assign to the date(s) you selected above.

First, select Regions and Dates above.

Region Map

Select Region Sites for Selected Dates

☐ Display sites list by Node number.



New Reservations/Send to Scheduler

When everything is complete, click the **<Send to Scheduler>** button (scroll down to the bottom of the screen)

Once this button is clicked, the request is forwarded to the appropriate scheduler.

You will not be able to make any further modifications to this request.

All changes will need to be made by a scheduler with an access level of Regional or higher.

You will need to have your reservation ID# when reporting any changes to the Regional Scheduler. The screen on page 28 will appear once **<Send to Scheduler>** has been clicked and the reservation ID# will be listed on this report.

***NOTE:** You are only setting up a reservation request. This means even though the sites displayed are available at the present, you are not guaranteed these sites until your Regional Scheduler submits your request to the validation process. The validation process determines whether or not your requested sites are in conflict with either network resources or another reservation for the same sites at conflicting times. It is always possible that between the time you submit your reservation request and when your Regional Scheduler attempts validation upon your request that another reservation which requested the same sites at conflicting times may have been successfully validated before your request is validated. The process of validating is implemented on a first come first serve basis.*

Print

Reservations **New Reservation Request Summary**

Requester: local
 Reservation ID: 20502
 Request Date: 10/4/98 9:04:43 AM
 Account Number: 10 - Your 8 digit number for ICN billing.
 Title: Training
 Description: Training Testing
 Est # of Participants: 10
 Topic: Training (Other)
 Audience: K-12 Educators/Administrators

CLASS SCHEDULE:
 * - Indicates room requires approval

08:00 To 10:00	10/15/1998 on Thursday	
Originate: 2	NEW HAMPTON-HS	Room Fee: \$0/hour
Remote: 200	GUTTENBURG-HS	Room Fee: \$0/hour
Remote: 527	EDGEWOOD-COLESBURG-HS	Room Fee: \$0/hour
<hr/>		
08:00 To 10:00	10/19/1998 on Monday	
Originate: 2	NEW HAMPTON-HS	Room Fee: \$0/hour
Remote: 200	GUTTENBURG-HS	Room Fee: \$0/hour
Remote: 527	EDGEWOOD-COLESBURG-HS	Room Fee: \$0/hour
<hr/>		
08:00 To 10:00	10/22/1998 on Thursday	
Originate: 2	NEW HAMPTON-HS	Room Fee: \$0/hour
Remote: 200	GUTTENBURG-HS	Room Fee: \$0/hour
Remote: 527	EDGEWOOD-COLESBURG-HS	Room Fee: \$0/hour
<hr/>		
08:00 To 10:00	10/26/1998 on Monday	
Originate: 2	NEW HAMPTON-HS	Room Fee: \$0/hour

New Reservations/Request Summary

Once all the information for a new reservation has been added and saved (Send to Scheduler) this screen will appear allowing you to view specific information about the reservation submitted.

Each session is grouped and allows you to view the:

Origination and Remote Sites

Site ID #

Room Fee

*Note: Print this screen to have a copy of Reservation ID's. To print, click the print icon on the top navigation bar.

The screenshot shows the 'Site Availability Query' form within the 'Reservations' sub-menu. The form has the following fields and options:

- Region:** A dropdown menu with options: ALL Regions, REGION 1, REGION 2, REGION 3, REGION 4.
- Facility:** A dropdown menu with options: ALL Facilities, AEA, COMMUNITY COLLEGE, CORRECTIONAL FACILITY, FEDERAL.
- Site ID:** A text input field containing '527 - EDGEWOOD-COLESBURG-HS'.
- Update Site List:** A button next to the Site ID field.
- START DATE:** A text input field containing '10151998'.
- END DATE:** A text input field containing '10291998'.
- START TIME:** A text input field containing '0800'.
- END TIME:** A text input field containing '1000'.
- Day Selection:** Checkboxes for SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, and SATURDAY. THURSDAY is selected.
- Buttons:** Submit and Reset.

To select several consecutive items in a group

- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

To select many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to select

Available Sites Query

An Available Site (s) Query allows you to view sites that are available (have not been 'validated') during the time you specify.

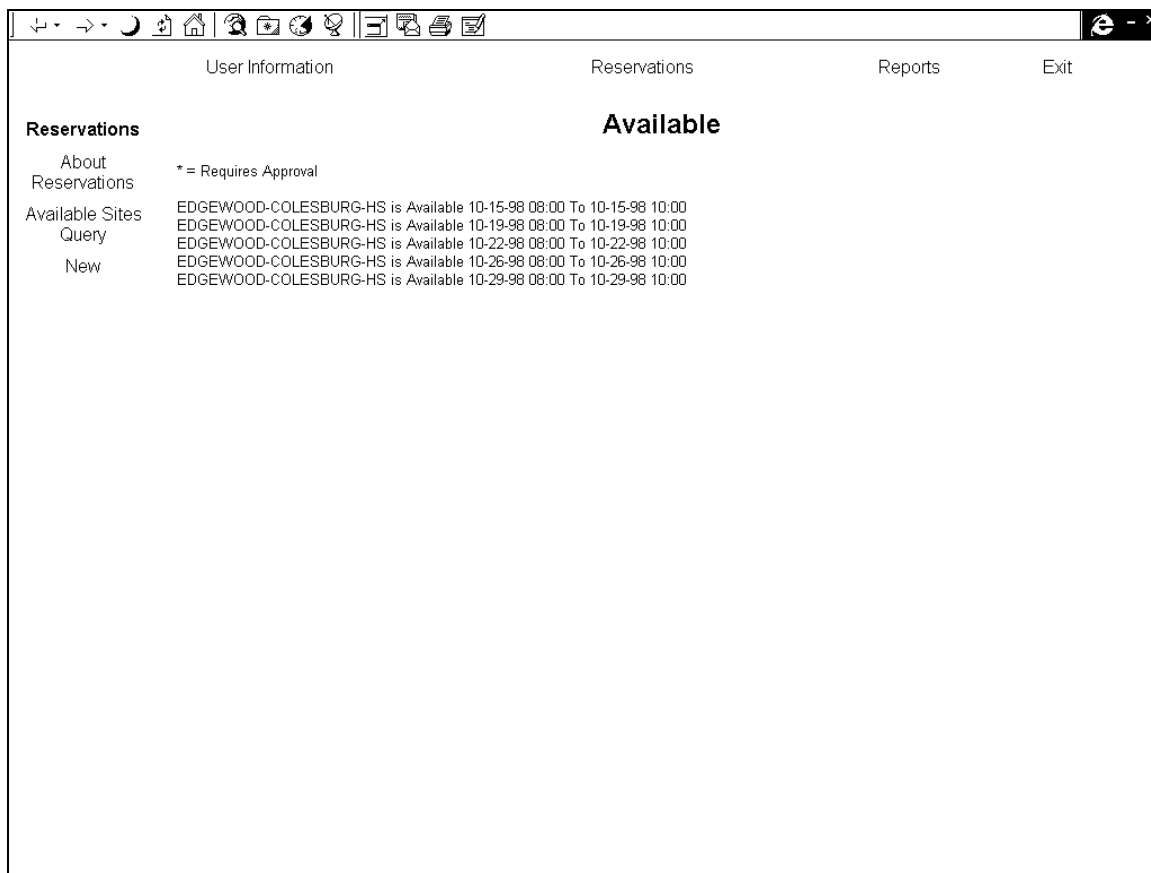
Choose 'Available Site Query' from the Reservations sub-menu.

- 1) Select a Region, and/or Facility, and/or enter a Site ID at the prompt.
- 2) Press the <**Update Site List**> button if you want to search a specific site but do not know the Site ID#. Select the site from the drop-down menu of sites.
- 3) Type in the Start Date (mmddyyyy).
- 4) Type in the End Date (mmddyyyy).
- 5) Type in the Start Time (hhmi) military time.
- 6) Type in the End Time (hhmi) military time.
- 7) Select a day(s).
- 8) Press the <**Submit**> button.

Reset

Select the <**Reset**> button to clear the entire form.

Note: You may multi-select upon regions and facility using your <ctrl> key and mouse in combination. (See example on side of page).



Available Sites

This screen will list the available sites.

In the example, the screen shows the available sites at **Edgewood-Colesburg High School on 10/15/1998-10/29/1998 from 0800-1000 MON/THURS**

Available Sites

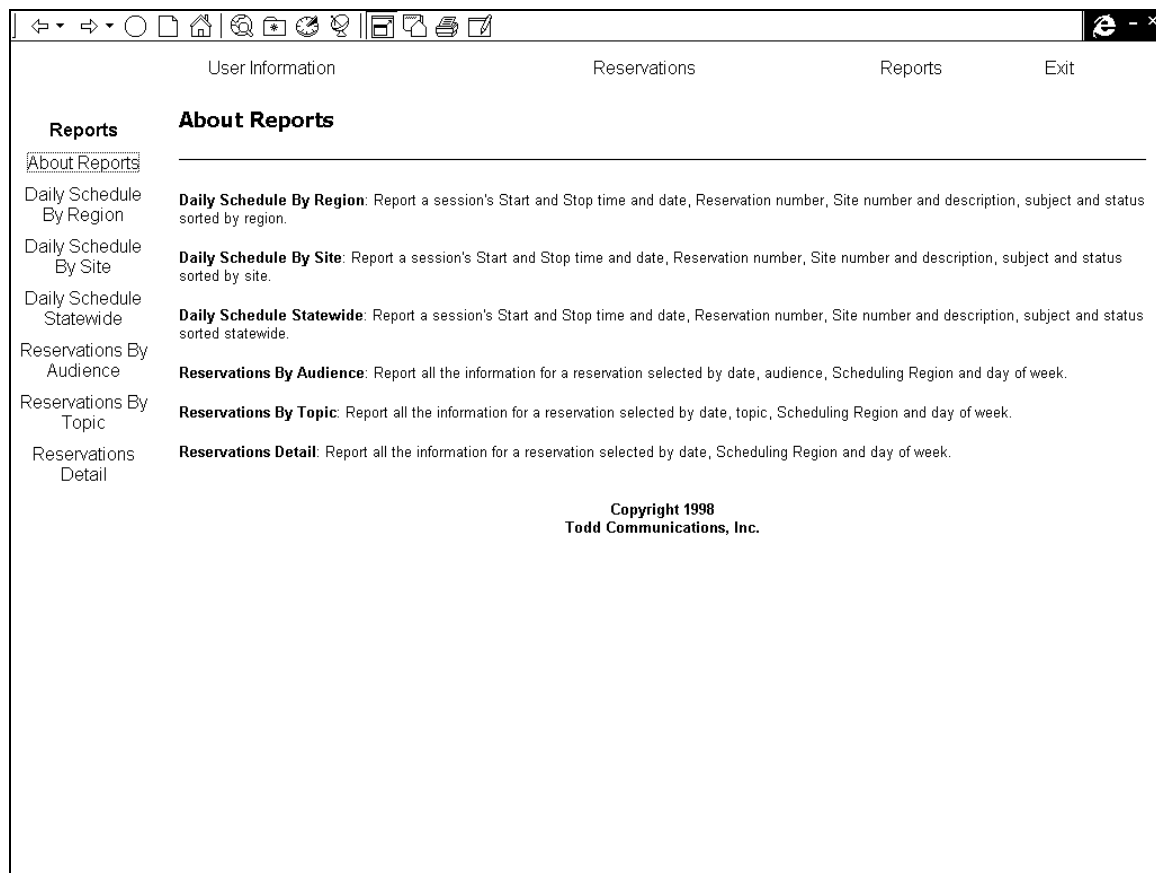
THE FOLLOWING SITES ARE AVAILABLE ON
10/15/1998 - 10/29/1998 FROM 0800 - 1000
MON THU

Site ID	Site Name (* = Requires Approval)	Region	Room Fee
640	Alta Community Schools	REGION 1	0
8	CALMAR-CC	REGION 1	0
523	CASCADE-HS	REGION 1	0
7	CRESO-HS	REGION 1	0
621	Clarksville High School	REGION 1	0
637	Council Bluffs Courthouse	REGION 1	0
147	* DECORAH-LUTHER	REGION 1	12.5
526	DELHI-MAQUOKETA VALLEY-HS	REGION 1	0
148	* DUBUQUE (NG)	REGION 1	10
311	DUBUQUE-AEA	REGION 1	0
220	DUBUQUE-ARCHDIOCESE-OES	REGION 1	0
591	* DUBUQUE-CLARKE	REGION 1	0
298	DUBUQUE-HEMPSTEAD-HS	REGION 1	0
290	DUBUQUE-HS	REGION 1	0
607	* DUBUQUE-SSA-COURTHOUSE	REGION 1	0
632	Durant Community	REGION 1	0
527	EDGEWOOD-COLESBURG-HS	REGION 1	0
3	ELKADER-AEA	REGION 1	0
535	ELKADER-CENTRAL COMM-HS	REGION 1	0
448	EDMONTON-DUBUQUE-HS	REGION 1	0

If you do not select a specific site, this screen will appear.

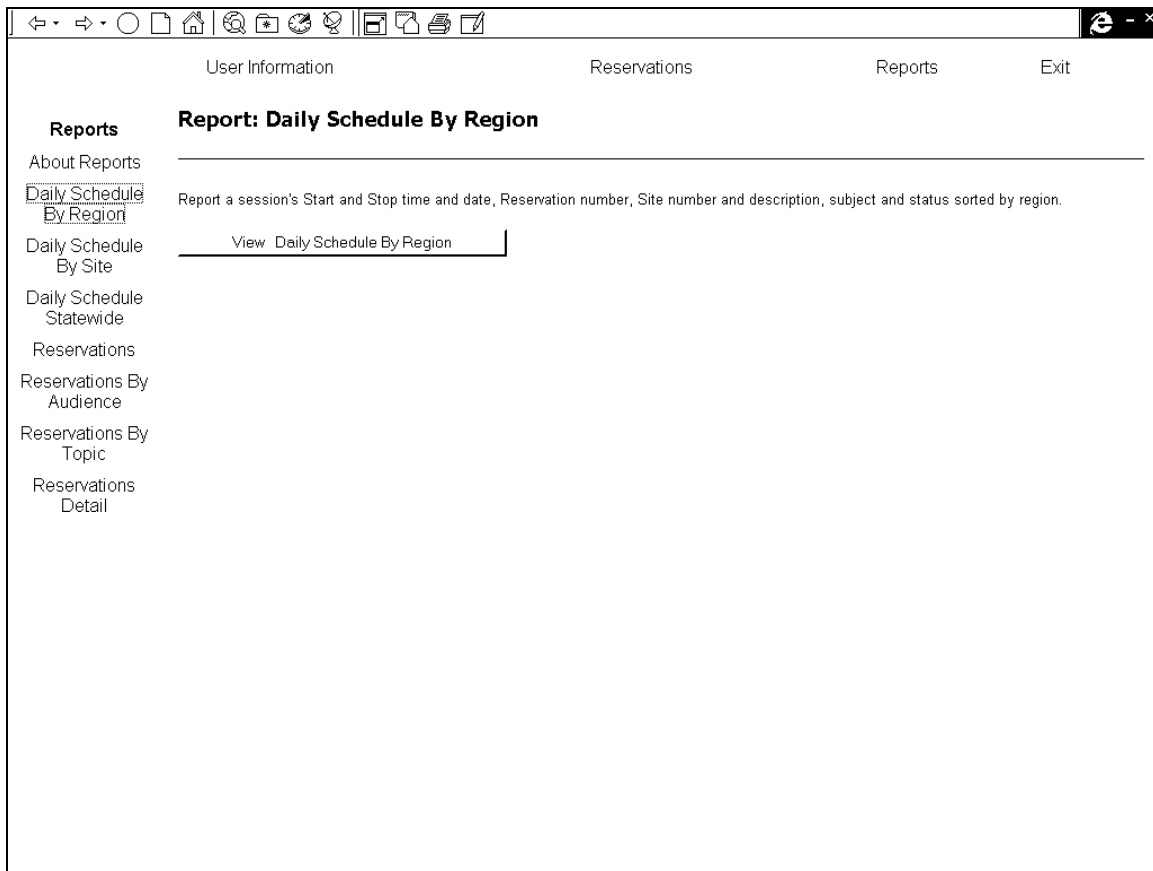
All available sites on the chosen date and time will be displayed.

You will also be able to view the site ID and site name



About Reports

Use the Reports to view and print various system reports.



Daily Schedule by Region

Report a session's start and stop time and date, reservation number, site number and description, subject and status sorted by region.

Choose 'Daily Schedule by Region' from the Reports sub-menu

Press the <**View Daily Schedule by Region**> button.

The screenshot shows a web application window with a menu bar at the top containing icons for navigation and actions. Below the menu bar, there are four tabs: 'User Information', 'Reservations', 'Reports', and 'Exit'. The 'Reports' tab is selected, and the page title is 'Daily Schedule By Region Report'.

On the left side, there is a 'Reports' menu with the following items: 'About Reports', 'Daily Schedule By Region', 'Daily Schedule By Site', 'Daily Schedule Statewide', 'Reservations', 'Reservations By Audience', 'Reservations By Topic', and 'Reservations Detail'. The 'Daily Schedule By Region' item is highlighted.

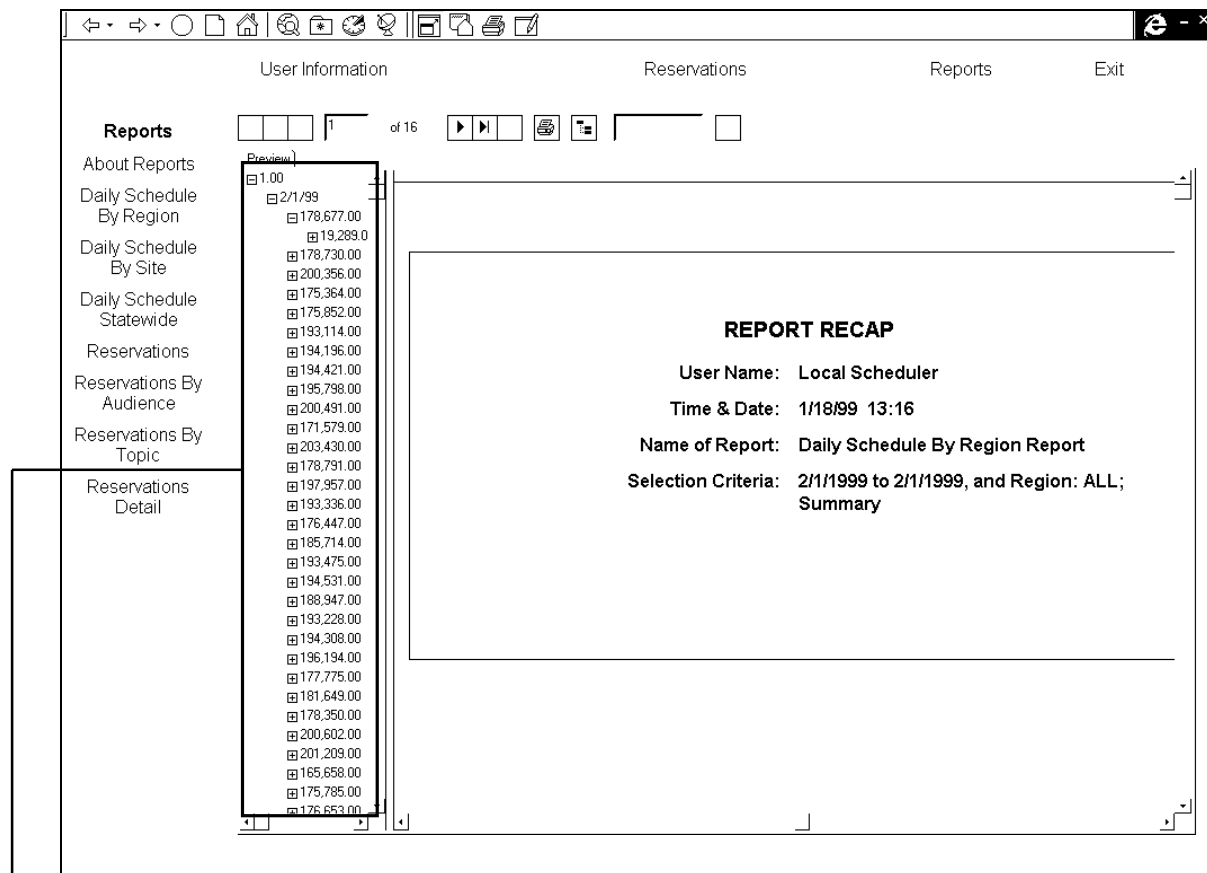
The main content area contains the following text and form elements:

- 'Complete the form for records you want returned for this report.'
- 'Begin Date: [02011999] End Date: [02011999]'
- 'Date Format mmddyyyy'
- 'Region: [ALL] Day Of Week : [ALL]'
- Two radio buttons: 'Summary of Daily Schedule By Region Report.' (selected) and 'Detail of Daily Schedule By Region Report.'
- A 'Generate Report' button.

Daily Schedule by Region

Complete the form for records you want returned for this report.

- 1) Type in the Begin Date (mmddyyyy).
- 2) Type in the End Date (mmddyyyy).
- 3) Select a Region to view.
- 4) Select the Day of Week.
- 5) Choose 'Summary of Daily Schedule By Region Report' or 'Detail of Daily Schedule By Region Report.'
- 6) Press the <Generate Report> button.



Daily Schedule by Region

Click on the Region desired to get a listing of reservation dates. Double-click on the desired date.

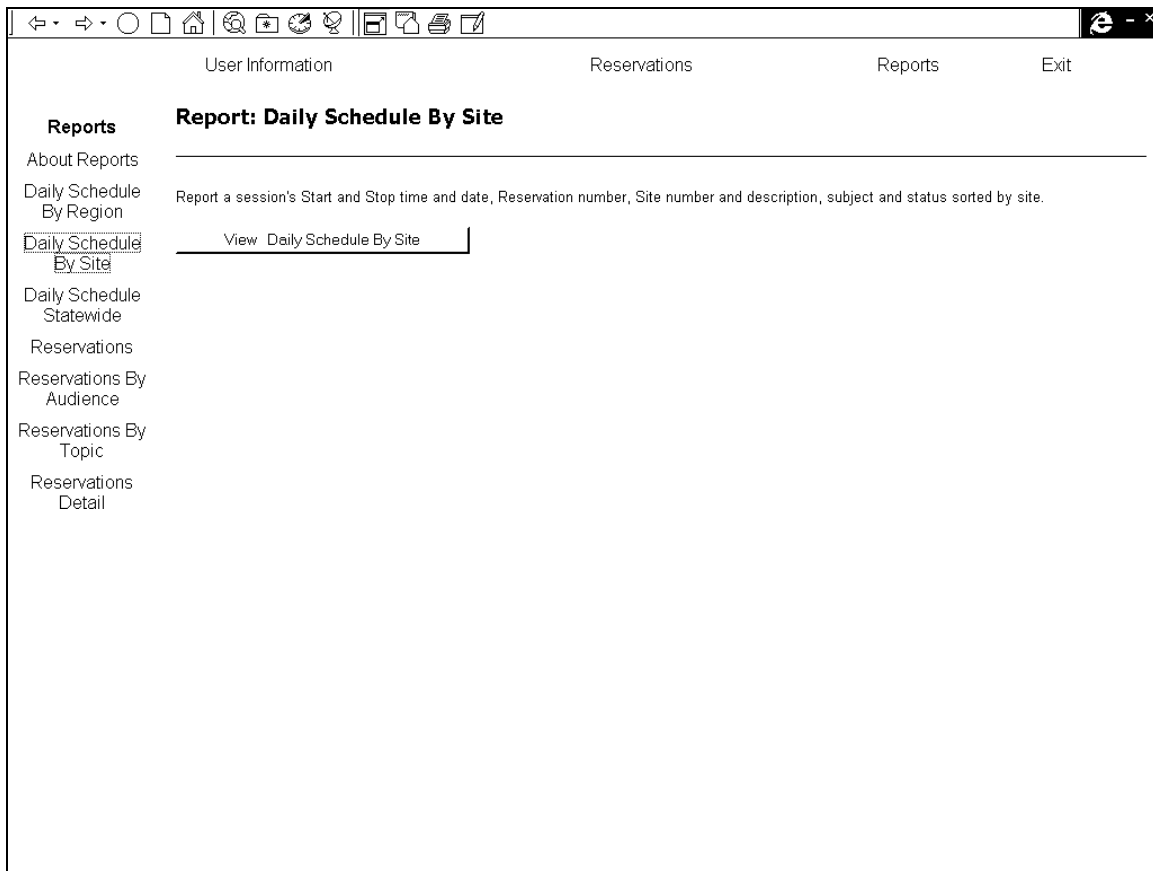
The screenshot shows the 'Reports' menu on the left with options like 'About Reports', 'Daily Schedule By Region', 'Daily Schedule By Site', 'Daily Schedule Statewide', 'Reservations', 'Reservations By Audience', 'Reservations By Topic', and 'Reservations Detail'. The 'Daily Schedule By Region' option is selected, showing a list of regions with their corresponding reservation counts. The 'Iowa Communications Network' report is displayed, showing a table of reservations for Monday, February 01, 1999. The table includes columns for Start Time, End Time, Reservation Number, Site, Site Name / Title, and Status.

Start Time	End Time	Reservation Number	Site	Site Name / Title	Status
07:00	17:00	21378	641	Originate: UNI #6 / No Transmit	Request
08:00	10:45	20045	618	Originate: Starmont Middle School / K12 TIME	Request
08:00	11:00	20249	645	Originate: Dubuque-Wahlert HS / K12 Time	Request
08:00	10:00	20253	638	Originate: Fredricksburg High School / k12 TIME	Request
08:00	15:30	20434	635	Originate: Panorama High School / Temp No Transmit Panorama HS	Request
08:00	15:30	21386	573	Originate: BOONE HS / Temp No Transmit Boone HS	Request
09:05	10:00	19294	8	Originate: CALMAR-CC / NICC Credit	Request
09:45	15:00	20958	647	Originate: Monona-MFL-Mar-Mac HS / <NULL FROM ICN>	Request
10:10	11:05	19160	8	Originate: CALMAR-CC / <NULL FROM ICN>	Request
11:00	15:00	20254	638	Originate: Fredricksburg High School / K12 Time	Request
11:15	12:10	19732	8	Originate: CALMAR-CC / High School Health Class	Request
11:31	15:00	20047	618	Originate: Starmont Middle School / k12 TIME	Request
12:00	15:00	20251	645	Originate: Dubuque-Wahlert HS / K12 Time	Request
14:00	14:45	20479	625	Originate: Aurelia High School / Math Class	Request
17:00	20:00	21535	641	Originate: UNI #6 / Required Intercultural Education	Request
18:00	21:10	19122	5	Originate: PEOSTA-CC1 / Chris O'Connell	Request
18:00	21:15	19194	2	Originate: NEW HAMPTON-HS / Deb Uetz	Request
18:00	21:15	19196	1	Originate: WAUKON-HS / Val Gunhus	Request

Daily Schedule by Region

In the example, 02/01/1999 was the date selected. The screen that comes up will have a red box around the selected date.

Listed in the report will be start and end times, reservation number, site number, site name/title and the reservation status.



Daily Schedule by Site

Report a session's start and stop time and date, reservation number, site number and description, subject and status sorted by site.

Choose 'Daily Schedule by Site' from the Reports sub-menu.

Press the <**View Daily Schedule by Site**> button.

User Information Reservations Reports Exit

Reports **Daily Schedule By Site Report**

About Reports

Daily Schedule
By Region

Daily Schedule
By Site

Daily Schedule
Statewide

Reservations

Reservations By
Audience

Reservations By
Topic

Reservations
Detail

Complete the form for records you want returned for this report.

Begin Date: 02011999 End Date: 02011999

Date Format: mmddyyyy

Region: REGION 1

Site: 523 - CASCADE HS Get Site

Day Of Week: ALL

Generate Report

I KNOW THE SITE NUMBER, SKIP THE OTHER PROMPTS.

Site Number: Generate Report

Daily Schedule by Site

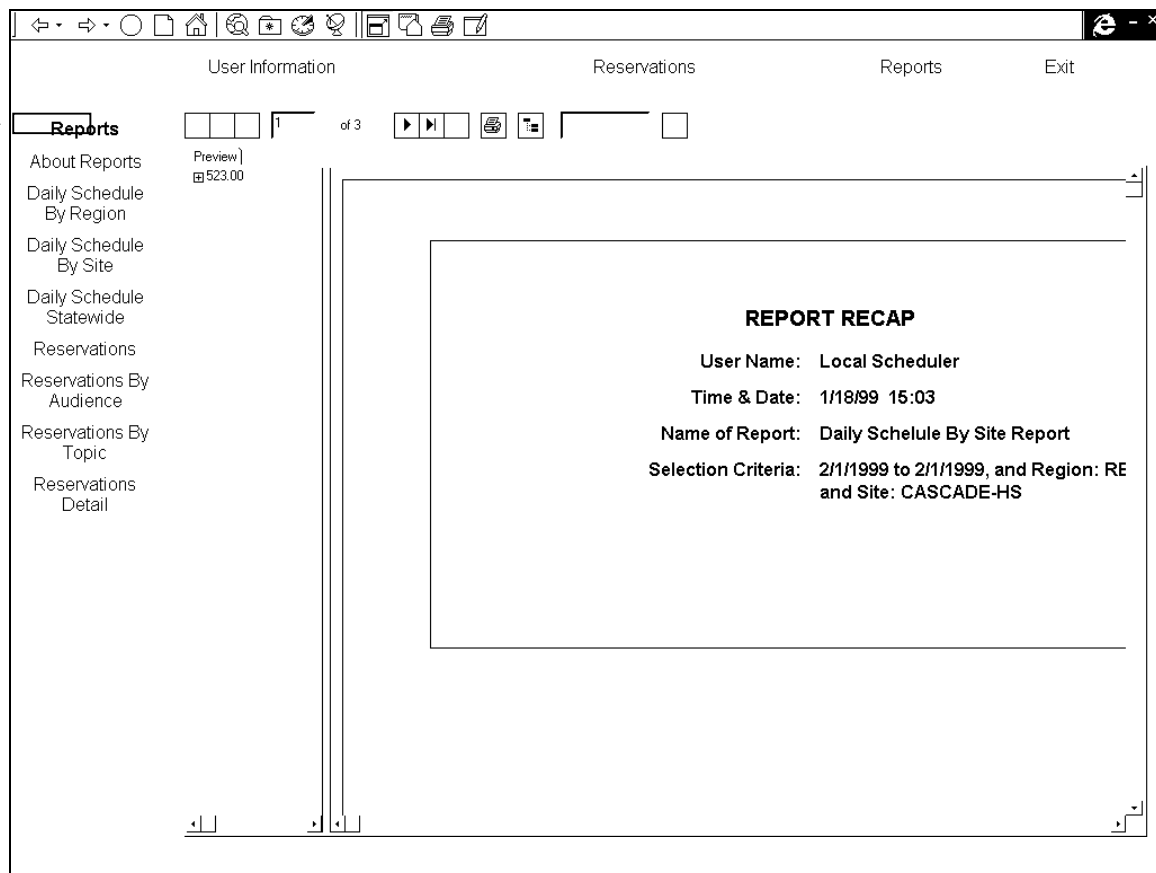
If you know the Site Number, skip the other prompts and go to the middle of the screen where it reads: “I know the Site Number, skip the other prompts.”

- 1) Type in the Site Number.
- 2) Press the **<Generate Report>** button.

If you do not know the Site Number you must fill out the top portion of this form

- 1) Type in the Begin Date (mmddyyyy).
 - 2) Type in the End Date (mmddyyyy).
 - 3) Select a Region to view.
 - 4) Press the **<Get Site>** button.
 - 5) Select the Site
 - 6) Select the Day of the Week.
- Press the **<Generate Report>** button.

You are limited to a 30-day time span to prevent long print-outs.



Daily Schedule by Site

→ This indicates the Site ID #.

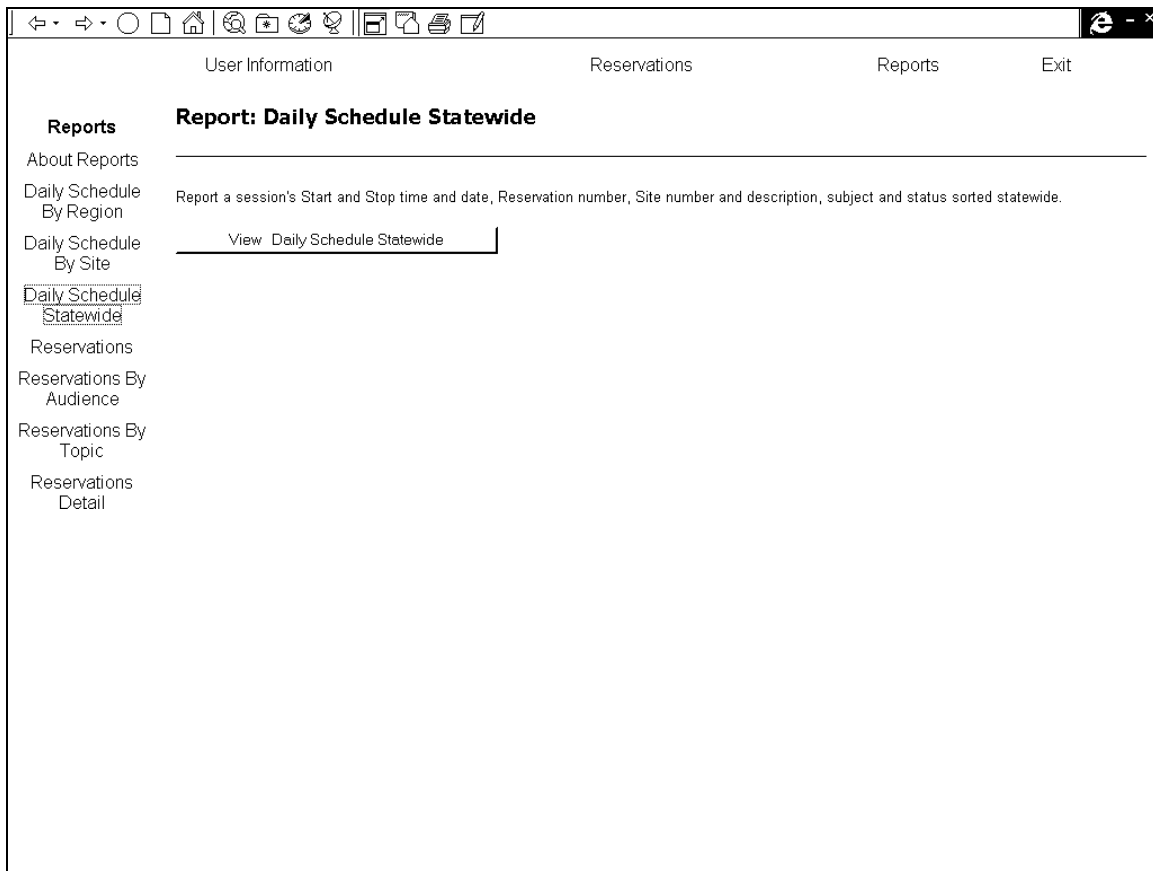
Click on the Site ID to get a listing of all dates for which this site has been requested.

The screenshot shows a web-based interface for a video scheduling system. At the top, there is a menu bar with 'User Information', 'Reservations', 'Reports', and 'Exit'. Below this, a 'Reports' section is active, showing a list of reports on the left: 'About Reports', 'Daily Schedule By Region', 'Daily Schedule By Site', 'Daily Schedule Statewide', 'Reservations', 'Reservations By Audience', 'Reservations By Topic', and 'Reservations Detail'. The main content area displays the 'Daily Schedule By Site' report for the 'Iowa Communications Network'. It shows a date selector set to '2/1/99' and a preview of the schedule for 'Monday, February 01, 1999'. The schedule is for site '523' and lists two reservations: one from 7:00 to 8:00 for 'CASCADE-HS/PSEO class' and another from 8:00 to 15:00 for 'CASCADE-HS/<NULL FROM ICN>'. Both are marked as 'Requested'.

Start Time	End Time	Reservation Number	Site	Site Name / Title	Status
7:00	8:00	19269	523	CASCADE-HS/PSEO class	Requested
8:00	15:00	19127	523	CASCADE-HS/<NULL FROM ICN>	Requested

Daily Schedule by Site

Select the date you wish to view. A red box will appear around the date with detailed reservation listed.



Daily Schedule Statewide Report

Report a session's start and stop time and date, reservation number, site number and description, subject and status statewide.

Choose 'Daily Schedule Statewide' for the Reports sub-menu.

Press the <**View Daily Schedule Statewide**> button.

The screenshot shows a web application window with a menu bar at the top containing icons for navigation and actions. Below the menu bar, there are four tabs: "User Information", "Reservations", "Reports", and "Exit". The "Reports" tab is selected, and the page title is "Daily Schedule Statewide Report". On the left side, there is a "Reports" menu with the following items: "About Reports", "Daily Schedule By Region", "Daily Schedule By Site", "Daily Schedule Statewide", "Reservations", "Reservations By Audience", "Reservations By Topic", and "Reservations Detail". The "Daily Schedule Statewide" item is selected. The main content area contains the text "Complete the form for records you want returned for this report." followed by a "Date:" label and a text input field containing "02011999". Below the input field, it says "Date Format mmddyyyy". At the bottom of the form, there is a button labeled "Generate Report".

User Information Reservations Reports Exit

Reports **Daily Schedule Statewide Report**

About Reports

Daily Schedule By Region

Daily Schedule By Site

Daily Schedule Statewide

Reservations

Reservations By Audience

Reservations By Topic

Reservations Detail

Complete the form for records you want returned for this report.

Date: 02011999

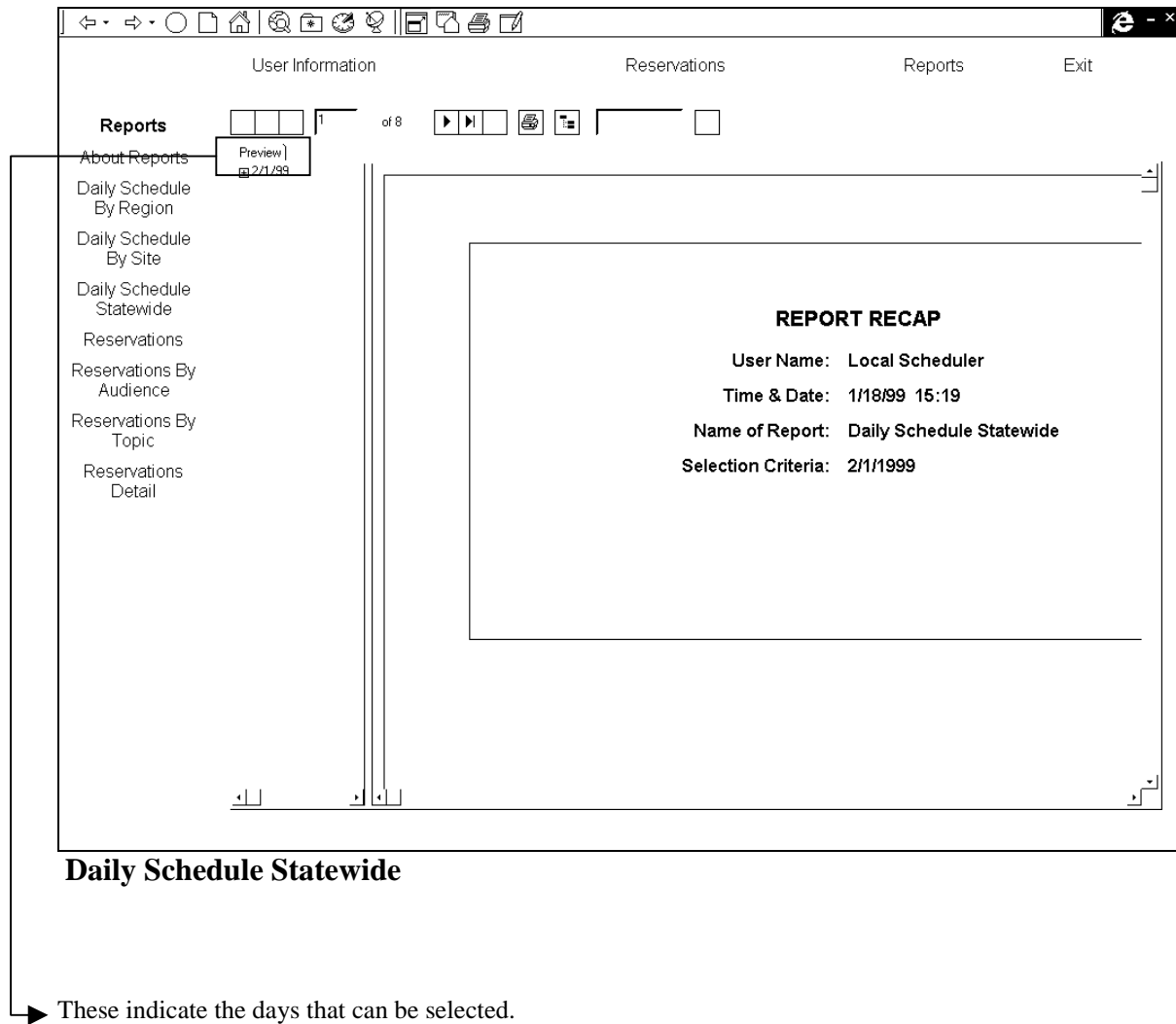
Date Format mmddyyyy

Generate Report

Daily Schedule Statewide

Complete the form for records you want returned for this report.

- 1) Type in the Date (mmddyyyy).
- 2) Press the <**Generate Report**> button.



Daily Schedule Statewide

Either double-click on the date, or use the arrow key, to retrieve the reservation information.

User Information Reservations Reports Exit

Reports 2 of 8

Preview | 02/01/99

About Reports
 Daily Schedule By Region
 Daily Schedule By Site
 Daily Schedule Statewide
 Reservations
 Reservations By Audience
 Reservations By Topic
 Reservations Detail

149,260.00
 16,222.00
 MOND.
 194,630.00
 194,962.00
 168,993.00
 169,368.00
 191,961.00
 191,779.00
 178,730.00
 178,677.00
 165,014.00
 200,356.00
 199,067.00
 175,963.00
 174,736.00
 179,400.00
 189,471.00
 181,408.00
 186,044.00
 186,873.00
 189,523.00
 191,151.00
 200,843.00
 200,891.00
 200,946.00
 167,957.00
 189,362.00
 176,177.00
 175,563.00
 165,976.00
 183,851.00
 190,918.00

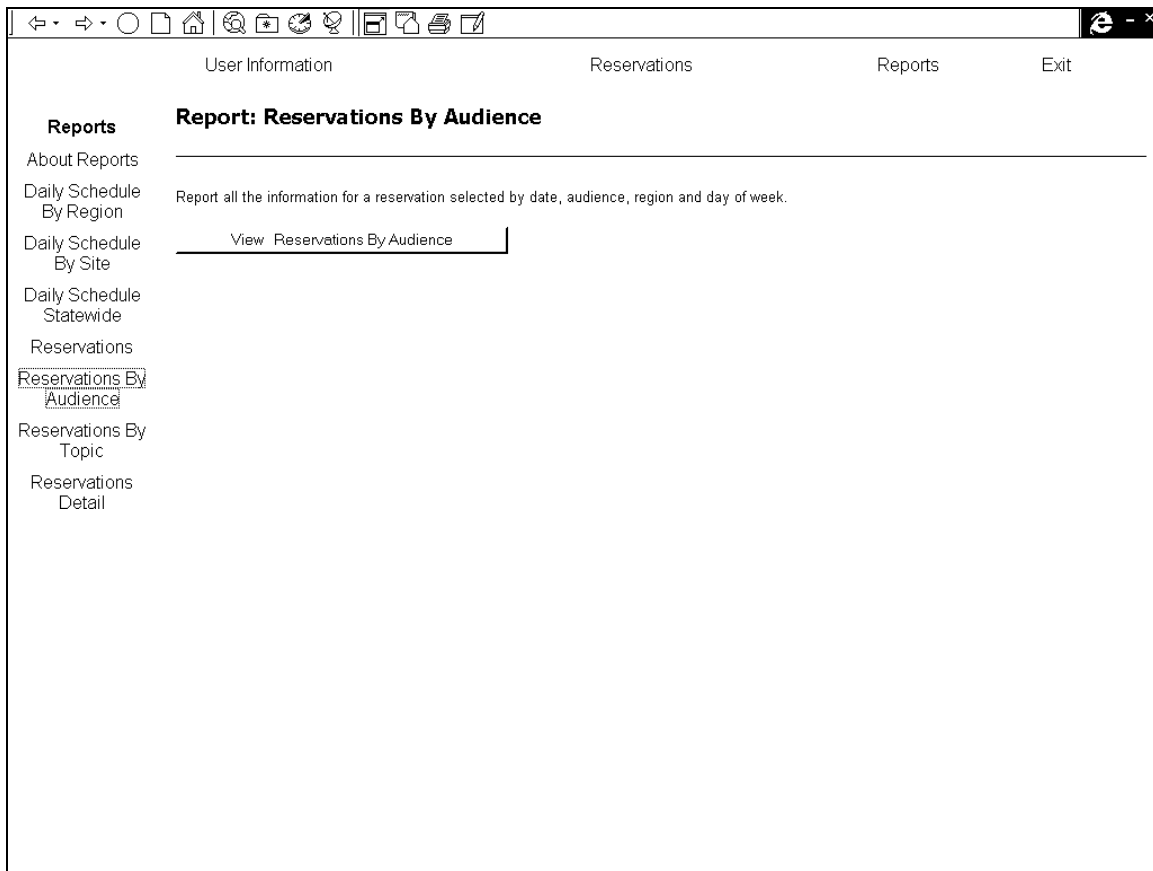
Iowa Communications Network Daily Schedule Statewide

MONDAY , FEBRUARY 01, 1999

Start Time	End Time	Reservation Number	Originate Site	Session Type	Site Name / Title	Status
00:00	23:59	16222	265	No Transmit	FAIRFIELD (NG) / Armory Closed for Construction	Requeste
06:59	07:59	20255	60	Multipoint	CEDAR RAPIDS-CC1 / KCC COLLEGE CREDIT COURSE	Requeste
07:00	08:00	20324	38	Multipoint	WATERLOO-CC1 / Post Secondary Calc Class	Requeste
07:00	09:00	18626	572	No Transmit	NORTH ENGLISH-ENGLISH VALLEYS-HS / NO TRANSMIT	Requeste
07:00	23:00	18832	433	No Transmit	VICTOR-HLV-HS2 (T-1) / <NULL FROM ICN>	Requeste
07:00	08:15	19844	268	Multipoint	OSKALOOSA (NG) / Wm. Penn Sponsored	Requeste
07:00	08:15	19838	99	Multipoint	OSKALOOSA-HS / Wm. Penn Sponsored	Requeste
07:00	08:00	19291	5	Multipoint	PEOSTA-CC1 / PSEO class	Requeste
07:00	08:00	19289	8	Multipoint	CALMAR-CC / PSEO class	Requeste
07:00	07:50	18606	114	No Transmit	LAMONI-GRACELAND / 38:120	Requeste
07:00	17:00	21378	641	No Transmit	UNI #6 / No Transmit	Requeste
07:00	07:50	18603	114	No Transmit	LAMONI-GRACELAND / 32:130	Requeste
07:00	15:00	19129	327	No Transmit	RUNNELLS-SE POLK-HS / Temp No Transmit	Requeste
07:00	08:15	19026	498	No Transmit	PELLA-CHRISTIAN-HS / Temp No Transmit	Requeste
07:05	08:00	19348	22	Multipoint	SHELDON-CC1 / Spring 99 semester A&S class	Requeste
07:30	08:30	19737	93	Multipoint	CRESTON-CC1 / college credit course	Requeste
07:30	09:00	19468	137	No Transmit	AMES-ISU3 / Fundamentals of Soil Science	Requeste
07:30	15:30	19665	92	Multipoint	BEDFORD-HS / no transmit for Area HS	Requeste
07:30	08:30	19686	17	Multipoint	ESTHERVILLE-CC / College Credit Class	Requeste
07:30	08:30	19758	461	Multipoint	CRESTON-CC3 / college credit course	Requeste
07:30	09:00	19823	575	No Transmit	ELDON-CARDINAL-HS / n/t	Requeste
07:30	09:00	21498	455	No Transmit	AMES-ISU8 / Calculus I	Requeste
07:30	09:00	21500	47	No Transmit	AMES-ISU1 / Calculus II	Requeste
07:30	08:15	21501	78	No Transmit	SIOUX CITY-CC1 / Term Long Course	Requeste

Daily Schedule Statewide

In this example, the 02/01/1999 date has been selected. A red box will appear around the selected date with detailed reservation information listed beneath.



Reservations by Audience

Report all the information for a reservation selected by date, audience, region and day of week.

Choose 'Reservations by Audience' from the Reports sub-menu.

Press the <**View Reservations by Audience**> report.

User Information Reservations Reports Exit

Reports

About Reports

Daily Schedule By Region

Daily Schedule By Site

Daily Schedule Statewide

Reservations

Reservations By Audience

Reservations By Topic

Reservations Detail

Reservations By Audience Report

Complete the form for records you want returned for this report.

Begin Date: 02011999 End Date: 02011999

Date Format: mmddyyyy

Audience	Scheduling Region	Day Of Week
State Employees	ALL	Sunday
Federal Employees		Monday
Other Adults		Tuesday
Test		Wednesday
Postsecondary Students		Thursday
K-12 Educators/Administrators		Friday
Telemedicine Personnel		Saturday

Generate Report

Reservations by Audience

To select several consecutive items in a group

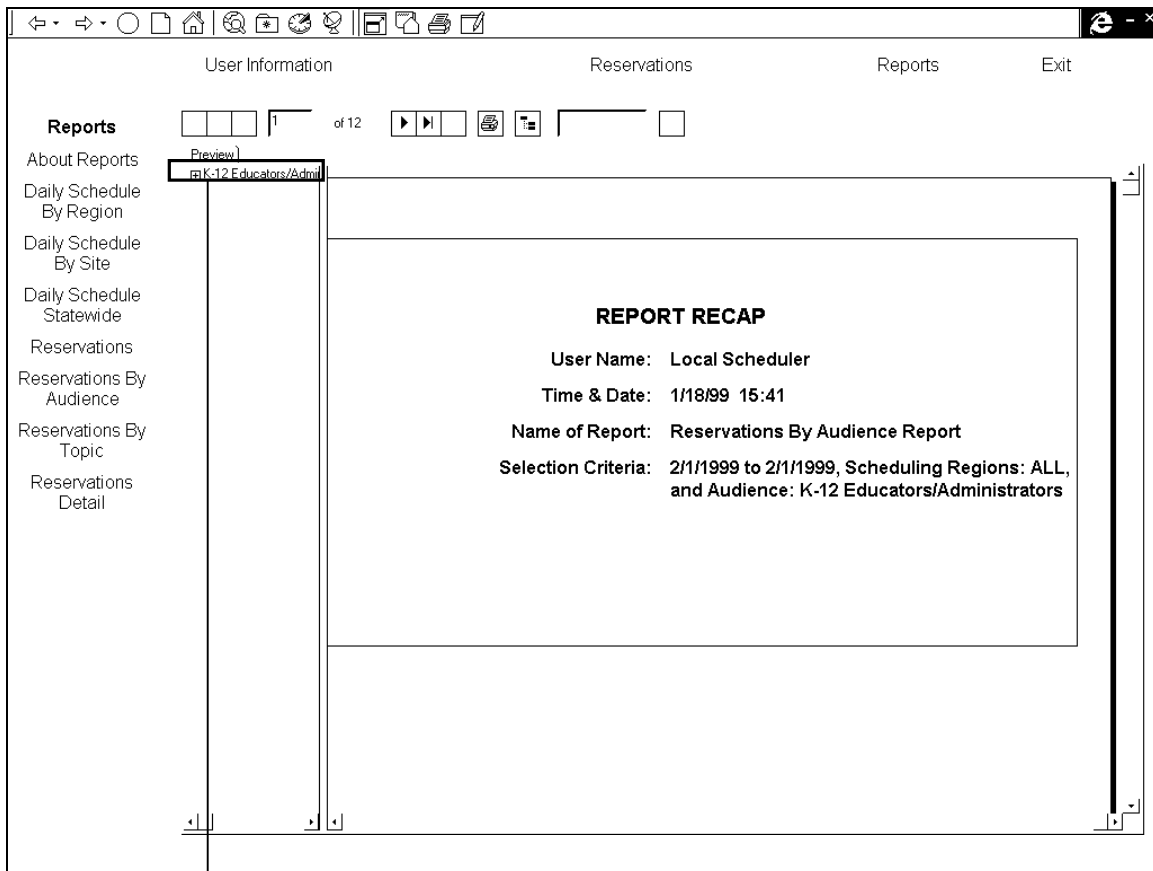
- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

To select many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to

Complete the form for records you want returned for this report

- 1) Type in the Begin Date (mmddyyyy).
- 2) Type in the End Date (mmddyyyy).
- 3) Select the Audience(s).
- 4) Select the Scheduling Region(s).
- 5) Select the Day(s) of Week.
- 6) Press the <Generate Report> button.



Reservations by Audience

Select the audience you wish to view. Below the audience, reservation numbers associated with that audience will be listed.

The screenshot displays the 'Reservations Report Grouped by Audience' for reservation number 18769. The interface includes a menu on the left, a top navigation bar, and a main content area with reservation details and a list of sites.

Menu:

- Reports
 - About Reports
 - Daily Schedule
 - By Region
 - By Site
 - Statewide
 - Reservations
 - Reservations By Audience
 - Reservations By Topic
 - Reservations Detail

Top Navigation: User Information, Reservations, Reports, Exit

Reservation Details:

Iowa Communications Network

Reservations Report Grouped by Audience

AUDIENCE: K-12 Educators/Administrators

Reservation Number: 18769

Title: In-Service for AEA 5
Start Date: 2/1/99
Request Date: 1/4/99
Requester: SANDY SPANGLER
E-Mail:
Description: Special Education In-Service - AEA 5

End Date: 2/1/99
Scheduler: guest user
Phone: (515)574-5487
Fax: (515)574-5336
Participants Est.: 25

Audience(s): K-12 Educators/Administrators
Subject(s): Special Education

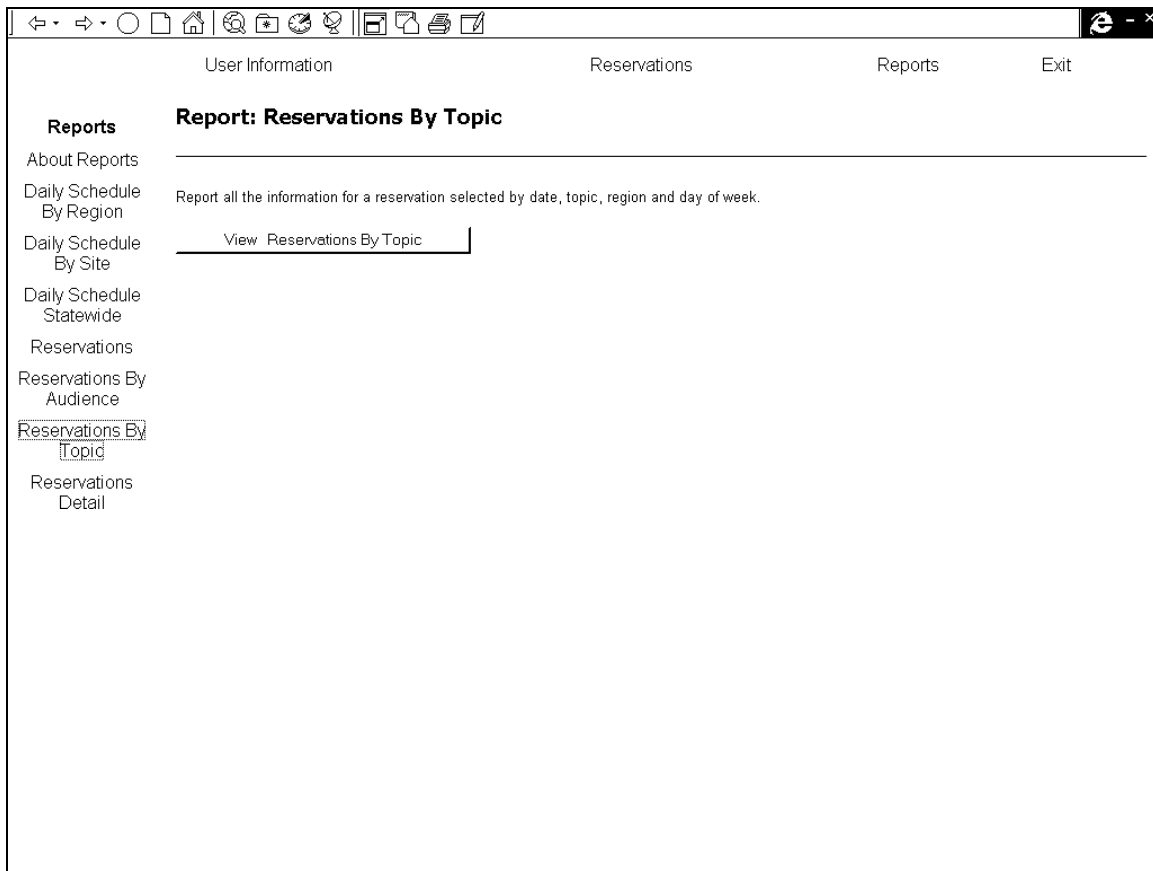
Class Date: Monday, February 01, 1999 15:30 To 17:30
Session: 168187

Site Status

Site Number	Site Name	Status
26	ROCKWELL CITY-HS	Requested
27	JEFFERSON-HS	Requested
29	HUMBOLDT-HS	Requested
30	POCAHONTAS-HS	Requested
31	SAC CITY-HS	Requested
154	FORT DODGE-AEA	Requested
267	STORM LAKE (NG)	Requested
272	WEBSTER CITY-HS	Requested
369	MANSON-NW WEBSTER-HS	Requested
548	EAGLE GROVE-ROBERT BLUE-MS	Requested

Reservations by Audience

Choose the reservation number you wish to view to get detailed information regarding that reservation.



Reservations by Topic Report

Report all the information for a reservation selected by date, topic, region and day of week.

Choose 'Reservations by Topic' from Reports sub-menu.

Press the <**View Reservations by Topic**> button.

User Information Reservations Reports Exit

Reports

About Reports

Daily Schedule

By Region

Daily Schedule

By Site

Daily Schedule

Statewide

Reservations

Reservations By

Audience

Reservations By

Topic

Reservations

Detail

Reservations By Topic Report

Complete the form for records you want returned for this report.

Begin Date: 02011999 End Date: 02011999

Date Format: mmddyyyy

Topic	Scheduling Region	Day Of Week
Science	ALL	Sunday
Social Sciences		Monday
Social Work		Tuesday
Special Education		Wednesday
Vocational Education		Thursday
Training (Other)		Friday
Meeting or Public Hearing		Saturday

Generate Report

To select several consecutive items in a group

- ❖ Click on the first item
- ❖ Hold the Shift key down.
- ❖ Go to the last item to select.
- ❖ Click on the last item.
- ❖ All items in between should be selected.

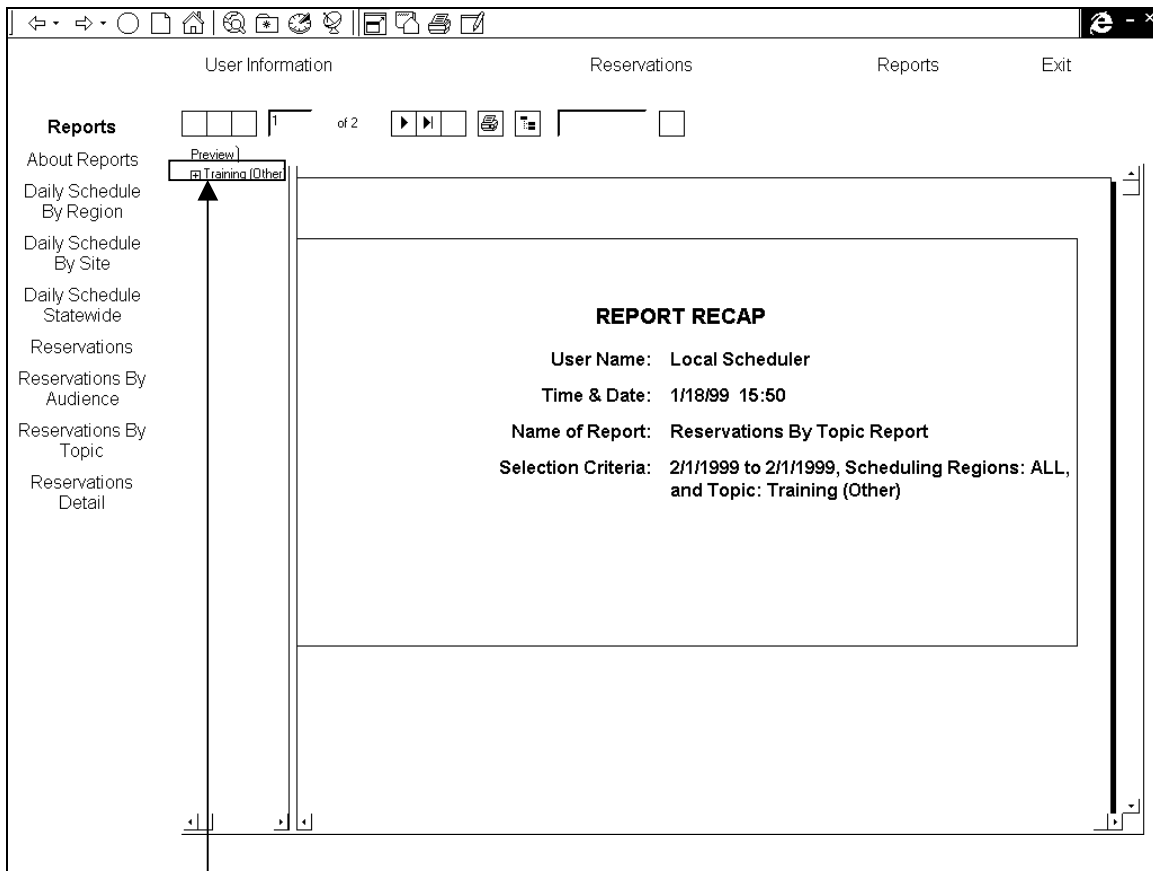
To select many items individually

- ❖ Click on the first item
- ❖ Hold the Ctrl key down and click on the items you want to select

Reservations by Topic

Complete the form for records you want returned for this report.

- 1) Type in the Begin Date (mmddyyyy).
- 2) Type in the End Date (mmddyyyy).
- 3) Select a Topic(s).
- 4) Select a Region(s).
- 5) Select a Day(s) of Week.
- 6) Press the <Generate Report> button.



Reservations by Topic

This indicates the topic selected.

User Information Reservations Reports Exit

Reports 2 of 2

About Reports
Daily Schedule
By Region
Daily Schedule
By Site
Daily Schedule
Statewide
Reservations
Reservations By
Audience
Reservations By
Topic
Reservations
Detail

Preview
Training (Other)
19579.00
2/1/99
19,600.00

Iowa Communications Network

**Reservations Report
Grouped By Topic**

TOPIC: Training (Other)

Reservation Number: 19579

Title: Non Transmit **End Date:** 2/1/99
Start Date: 2/1/99 **Scheduler:** guest user
Request Date: 1/4/99 **Phone:** (712)325-3261
Requester: RUTH HUSZ **Fax:** (712)325-3721
E-Mail: RHUSZ@IWCC.CC.IA.US **Participants Est.:** 1
Description: Temp Non Transmit

Audience(s): 9-12 Students **Subject(s):** Training (Other)

Class Date: Monday, February 01, 1999 08:00 To 15:00 **Session:** 182990
Originate: 411 COLLEGE SPRINGS-SOUTH PAGE-HS **Site Status:** Requested

Reservation Number: 19600

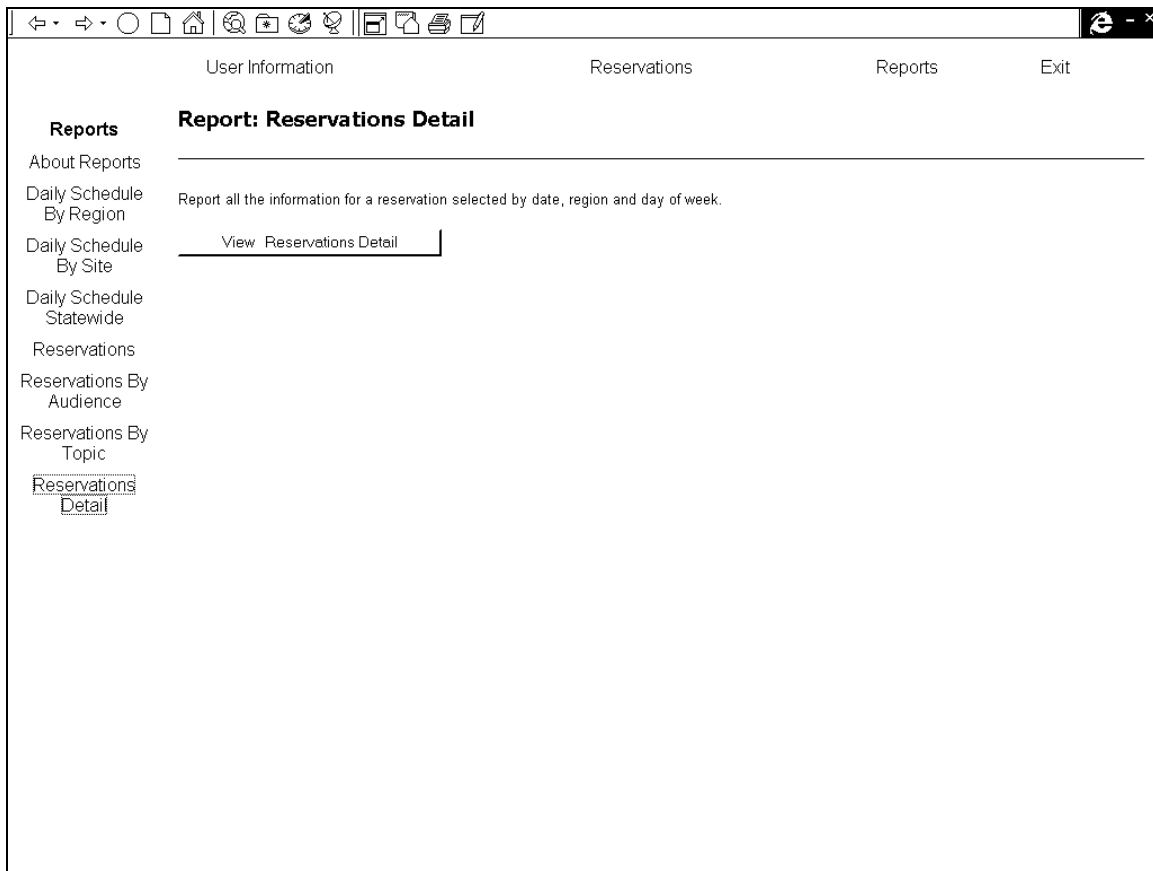
Title: N/T Non Transmit **End Date:** 2/1/99
Start Date: 2/1/99 **Scheduler:** guest user
Request Date: 1/4/99 **Phone:** (712)325-3261
Requester: RUTH HUSZ **Fax:** (712)325-3721
E-Mail: RHUSZ@IWCC.CC.IA.US **Participants Est.:** 10
Description: Non Transmit

Audience(s): Other Adults **Subject(s):** Training (Other)

Class Date: Monday, February 01, 1999 18:00 To 21:00 **Session:** 183681

Reservations by Topic

Double-click on the topic, or use the arrow key, to view reservation number(s), date(s) and session number(s) associated with that topic.



Reservation Detail Report

Report all the information for a reservation selected by date, region and day of week.

Choose 'Reservations Summary' from the Reports sub-menu.

Press the <**View Reservations Summary**> button.

The screenshot shows a web-based interface for the Video Scheduling System. At the top, there is a navigation bar with links: User Information, Reservations, Reports, and Exit. The 'Reports' link is active, and the 'Reservations Detail Report' is selected in the left-hand menu. The main content area contains the following elements:

- Header:** 'Reservations Detail Report'
- Instructions:** 'Complete the form for records you want returned for this report.'
- Date Fields:** 'Begin Date: 02011999' and 'End Date: 02011999'.
- Date Format:** 'Date Format: mmddyyyy'.
- Scheduling Region:** A dropdown menu currently showing 'ALL'.
- Day Of Week:** A list of days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. 'Monday' is highlighted.
- Generate Report Button:** A button labeled 'Generate Report'.
- Alternative Prompt:** 'I KNOW THE RESERVATION NUMBER, SKIP THE OTHER PROMPTS.'
- Reservation Number Field:** A text input field for the reservation number.
- Alternative Generate Report Button:** A button labeled 'Generate Report' next to the reservation number field.

Reservation Detail Report

Complete the form for records you want returned for this report.

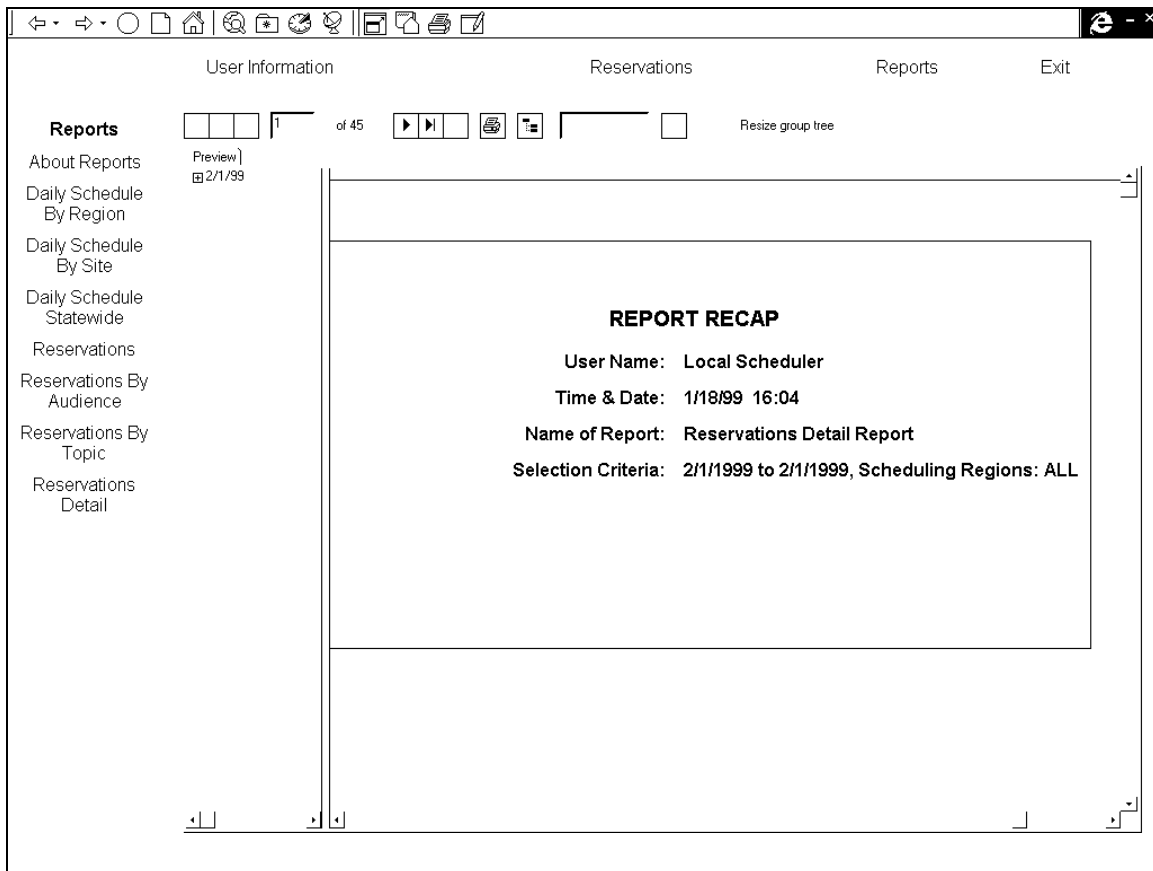
If you know the Reservation Number, skip the other prompts and go to the middle of the screen where it reads: "I know the Reservation Number, skip the other prompts."

1. Type in the Reservation Number.
2. Press the <**Generate Report**> button.

If you do not know the Reservation Number you must fill out the top portion of this form.

- 1) Type in the Begin Date (mmddyyyy).
- 2) Type in the End Date (mmddyyyy).
- 3) Select a Region.
- 4) Select a Day of Week.
- 5) Press the <**Generate Report**> button.

You are limited to a 30-day time span to prevent long print-outs.



Reservation Detail Report

Click on the desired date to get a list of all session numbers within the time designated for the report.

The screenshot shows the Video Scheduling System interface. On the left is a 'Reports' menu with options: About Reports, Daily Schedule, By Region, Daily Schedule By Site, Daily Schedule Statewide, Reservations, Reservations By Audience, Reservations By Topic, and Reservations Detail. The 'Daily Schedule' option is selected, showing a preview of 149,260.00. The main window displays the 'Iowa Communications Network Reservations Detail' report. The report is divided into two sections. The first section is for Class Date: Monday, February 01, 1999, 00:00 To 23:59, Session: 149260. It shows Reservation Number: 16222, Title: Armory Closed for Construction Work, and Originate: 265 FAIRFIELD (NG). The second section is for Class Date: Monday, February 01, 1999, 06:59 To 07:59, Session: 194630. It shows Reservation Number: 20255, Title: KCC COLLEGE CREDIT ENGLISH COURSE, and a list of reservation numbers and their corresponding sites, all marked as 'Requested'.

Class Date:	Monday, February 01, 1999	00:00 To 23:59	Session:	149260
Reservation Number:	16222	Title:	Armory Closed for Construction Work	
Originate:	265	FAIRFIELD (NG)	Requested	Not Approved

Class Date:	Monday, February 01, 1999	06:59 To 07:59	Session:	194630
Reservation Number:	20255	Title:	KCC COLLEGE CREDIT ENGLISH COURSE	
Originate:	55	VINTON-CC	Requested	
	56	TIPTON-CC	Requested	
	57	WILLIAMSBURG-CC	Requested	
	58	IOWA CITY-CC	Requested	
	59	MONTICELLO-CC	Requested	
	60	CEDAR RAPIDS-CC1	Requested	
	61	WASHINGTON-CC	Requested	
	151	VICTOR-HLV-HS1	Requested	
	344	MT VERNON-HS	Requested	
	345	VINTON-WASHINGTON-HS	Requested	
	389	ALBURNETT-HS	Requested	
	398	VAN HORNE-BENTON-HS	Requested	
	399	BELLE PLAINE-CC	Requested	
	435	OLIN-HS	Requested	
	457	ANAMOSA-HS	Requested	
	458	SPRINGVILLE-HS	Requested	
	504	Central City HS	Requested	
	572	NORTH ENGLISH-ENGLISH VALLEYS-HS	Requested	
	630	WILLIAMSBURG-HS	Requested	
	643	LONE TREE CS	Requested	
	644	CENTER POINT - URBANA HIGH SCH	Requested	

Reservation Detail Report

→ Listed below the session numbers will be the reservation number.

The report produced will allow you to view the class date, time, session number, reservation number, class title, status, origination site and remote site(s).

Glossary

Beyond in Advance

a reservation whose request date is beyond the in-advance period end date. When the 'In Advance' options are updated, sessions with this status are changed to 'In Advance Request.'

Broadcast

type of broadcast based upon the number of sites involved. A broadcast can involve multiple sites where the remote sites can only listen and view.

Cancelled

status of a reservation that has been cancelled in its entirety or one or more of its sessions has been cancelled.

Completed

status of a session after it has run.

Conflict

status of a session if no origination to remote pairs could be validated or if the resources to the site are unavailable.

In Advance Hold

status of a reservation whose request date is beyond the in-advance reservation deadline.

In Advance Request

status of a reservation whose start date falls within the advance period and whose request date falls on or before the in-advance deadline.

In Progress

status of a session while it is running.

Multi Point

type of broadcast based upon the number of sites. A multi-point broadcast involves 2 or more sites.

Origination Site

site involved in a session. Origination site has an instructor and has control of the video screen for remote sites.

Point-to-Point

type of broadcast based upon the number of sites involved. A point-to-point broadcast involves 2 sites.

Rejected

status of reservation or session that has been rejected by a Regional Scheduler.

Remote Site

site involved in a session. Remote site does not have direct control of video seen.

Requested

status of reservation that has been accepted by a regional scheduler via Web Requests or has been approved for in advance period. The reservation still needs to be validated.

Site Availability

sites are considered available for scheduling for a given time period if there are no other validated sessions using the requested site during the given time. Sites that have been 'requested' but not 'validated' will appear on the list.

Validated

status of reservation that has been saved and approved by a scheduler with an access level of Regional or above. A session with 'validated' status indicates that network resources have been allocated and the session will run with approved 9sites.

Waiting for Approval

status of a site require room approval and have not yet been given room approval. A scheduler with an access level of Regional or higher is responsible for approving those sites that need approval.

Web Request

status of a reservation request as submitted by a local scheduler to their regional scheduler. The regional scheduler assigned to this local scheduler is responsible for either accepting or rejecting reservations with the 'Web Request' status.

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Notes:

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, text, or other markings on the page.

[illegible]