Main Screen

Guest Login: Use this button if you are a guest user to ICN.

Registered Users: Use this button if you currently have a user name and password.

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

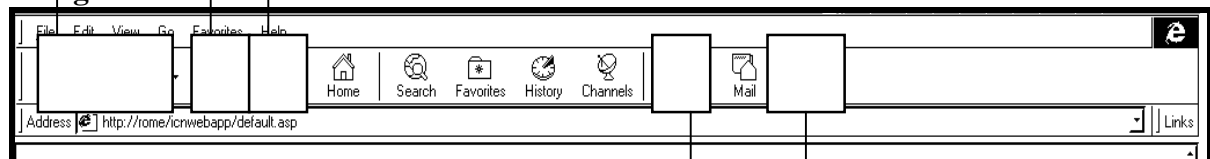   These buttons will move the page forward or backward**.**

    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

File | Edit | View | Go | Favorites | Help

Home | Search | Favorites | History | Channels | Mail

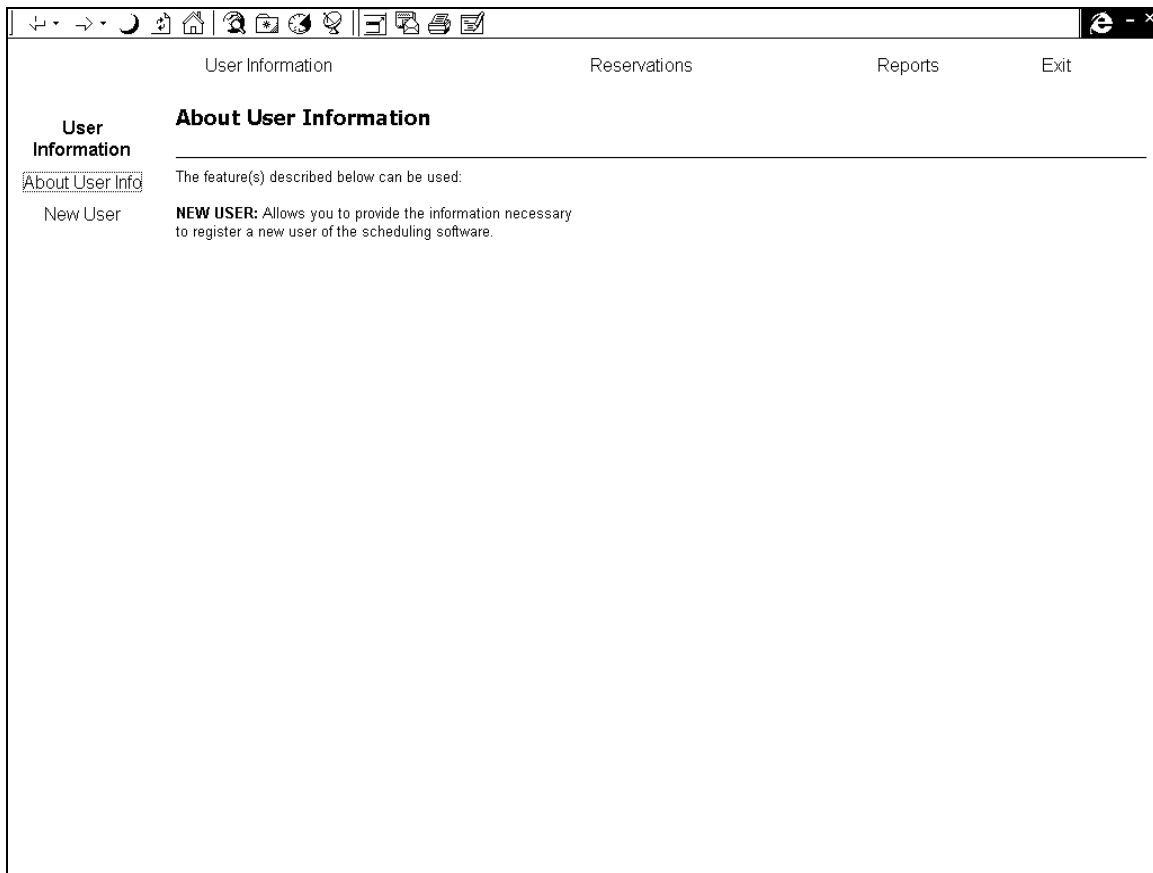Address 🖳 http://rome/icnwebapp/default.asp | Links

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.

User Information   Reservations   Reports   Exit

User Information

About User Information
_____

About User Info   The feature(s) described below can be used:

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

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.

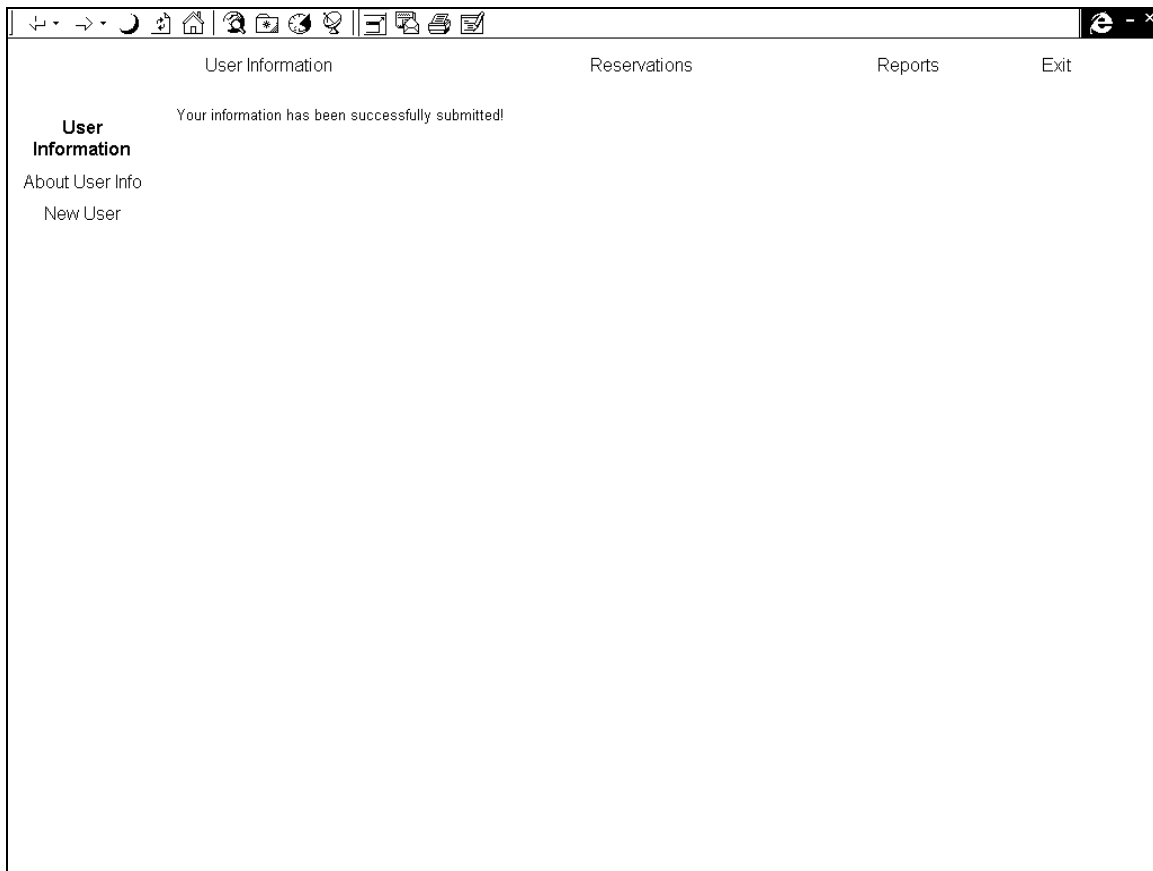### Guest Login

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.
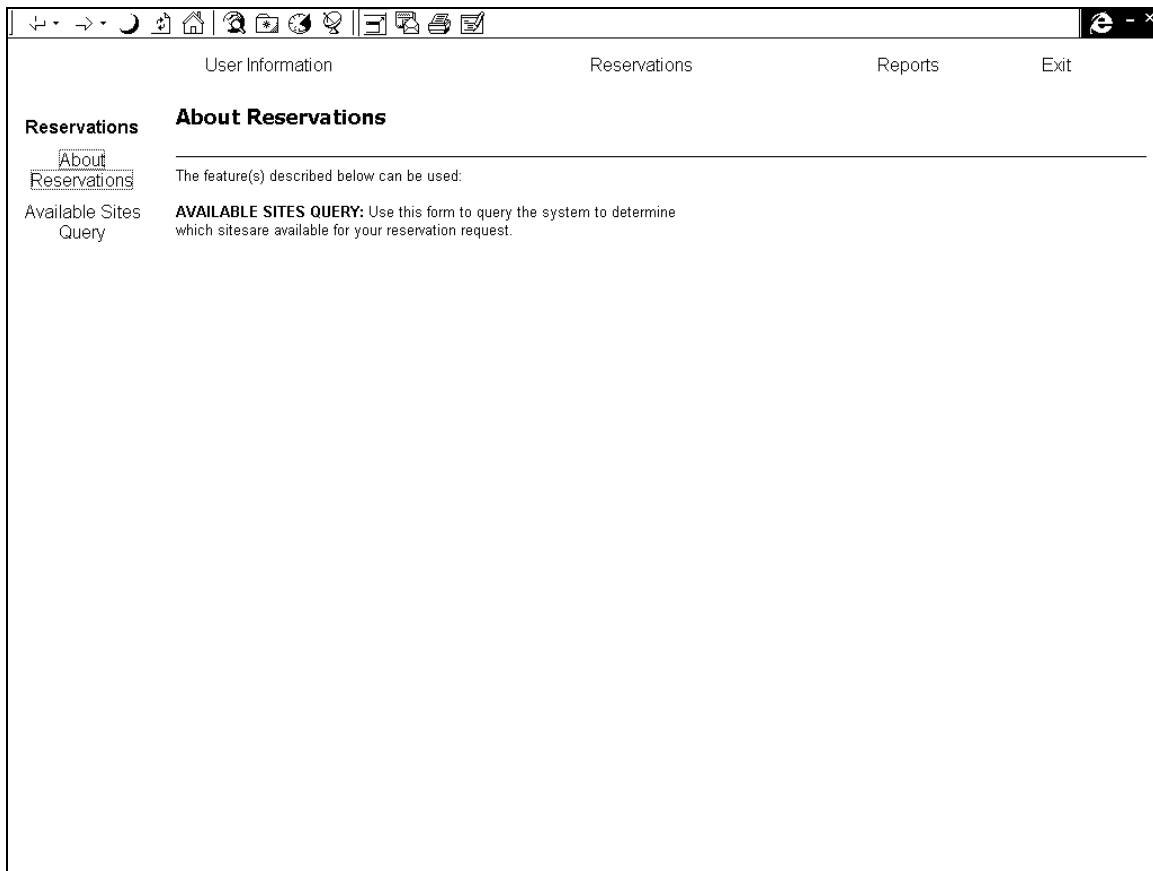
Guest (Reservations)

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.
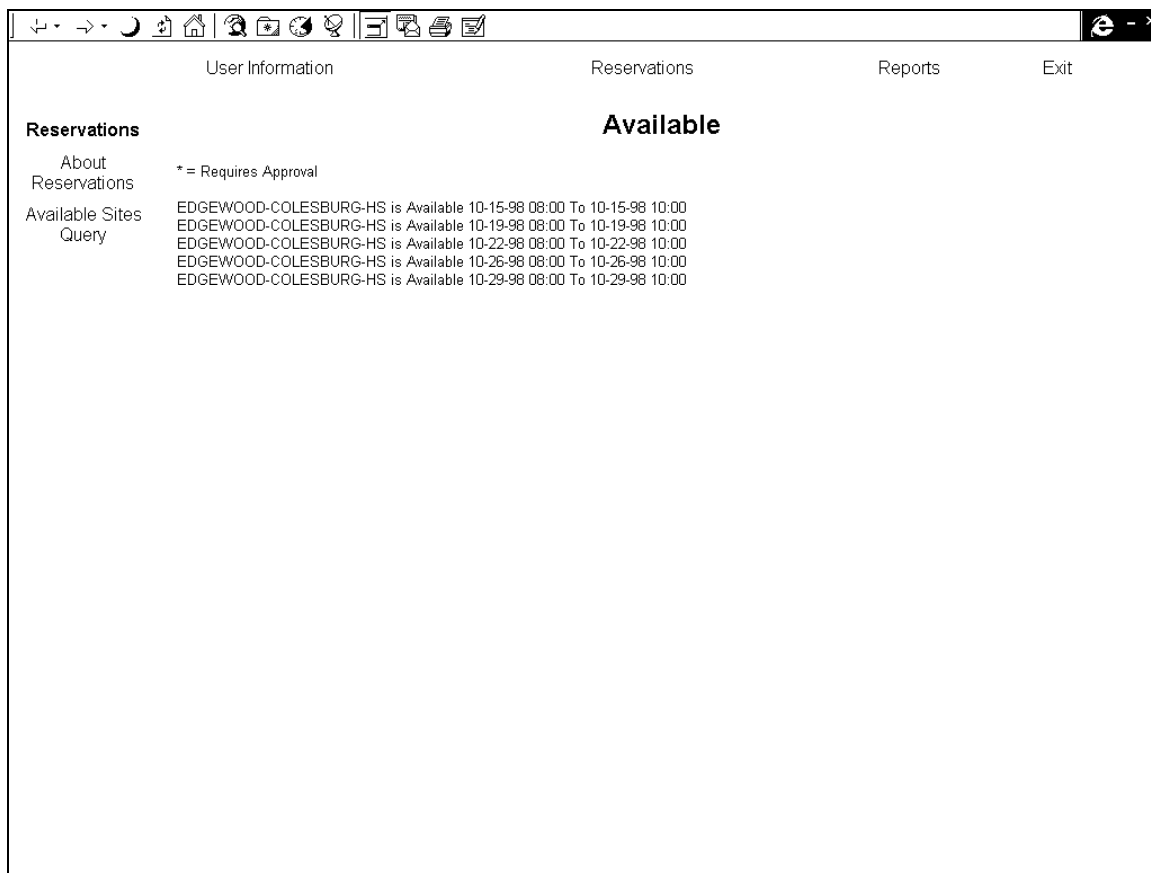
Guest (Available Sites Query)

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.

| User Information | Reservations | Reports | Exit |

Reports

About Reports

About Reports

Use the reports features to view system reports.

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Guest (About Reports)

The Guest User is not allowed to view any reports.

New User Help
_____

Welcome to the ICN Video Scheduling System.

Follow 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

Using Reports: Open only one Report Window at a time.

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 traffic is.

The Hourglass or Background Processing cursor is the cursor that appears
whenever the program is processing a command. The system is also busy
processing a command when your Internet Browser activity icon is in motion.

Login

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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
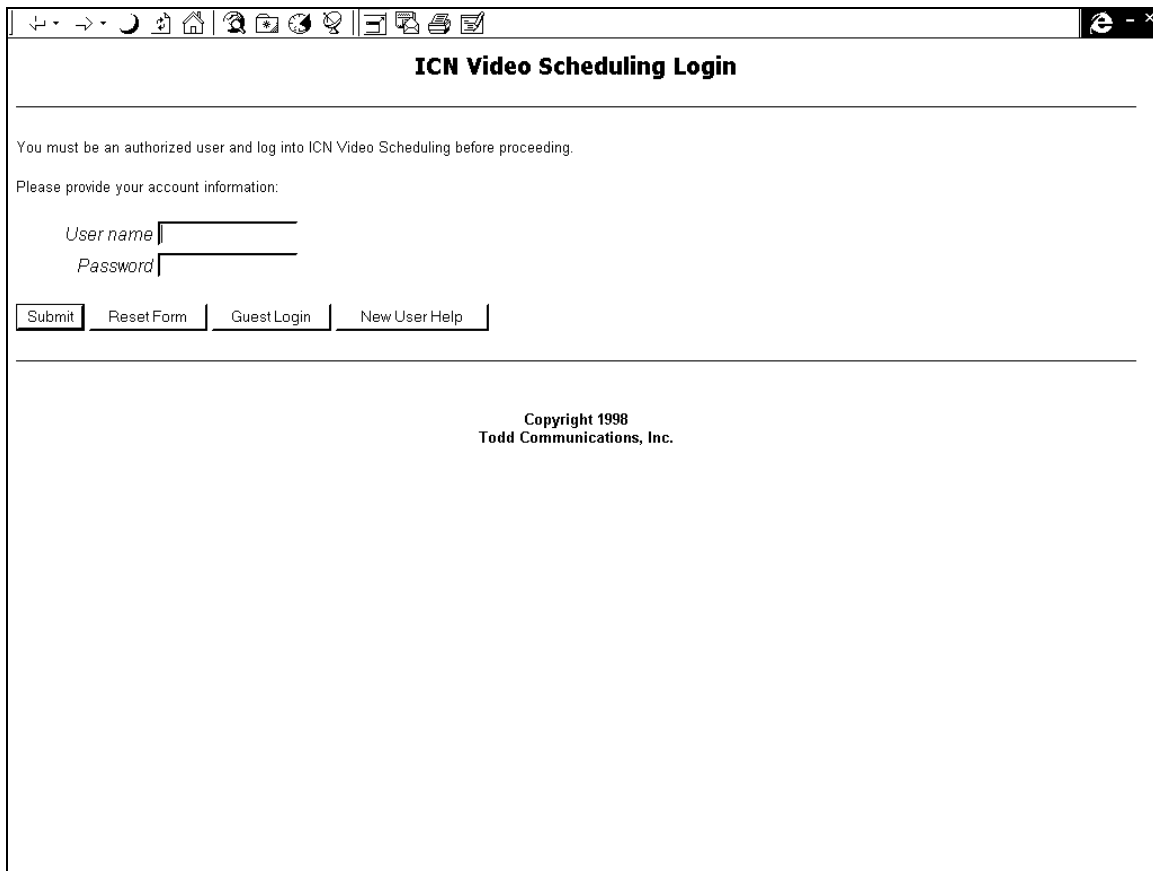
Printer Type: Laser printer

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 [   ]

[Submit] [Reset Form] [Guest Login] [New User Help]

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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.
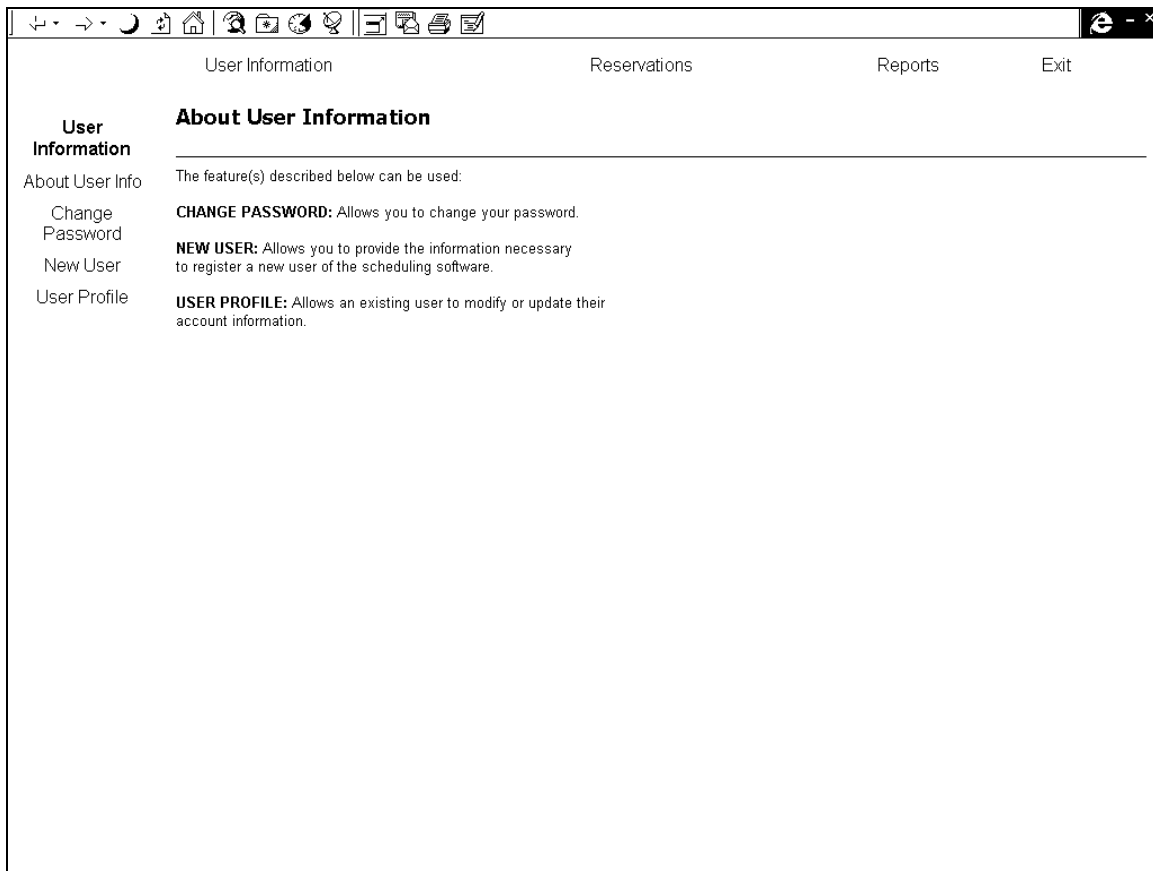
User Information

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.

User Information   Reservations   Reports   Exit

User Information

About User Info

Change Password

New User

User Profile

Change Password

Please enter your current password, then enter and confirm your new password.

Current Password

New Password

Confirm New Password

Save Form   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.

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
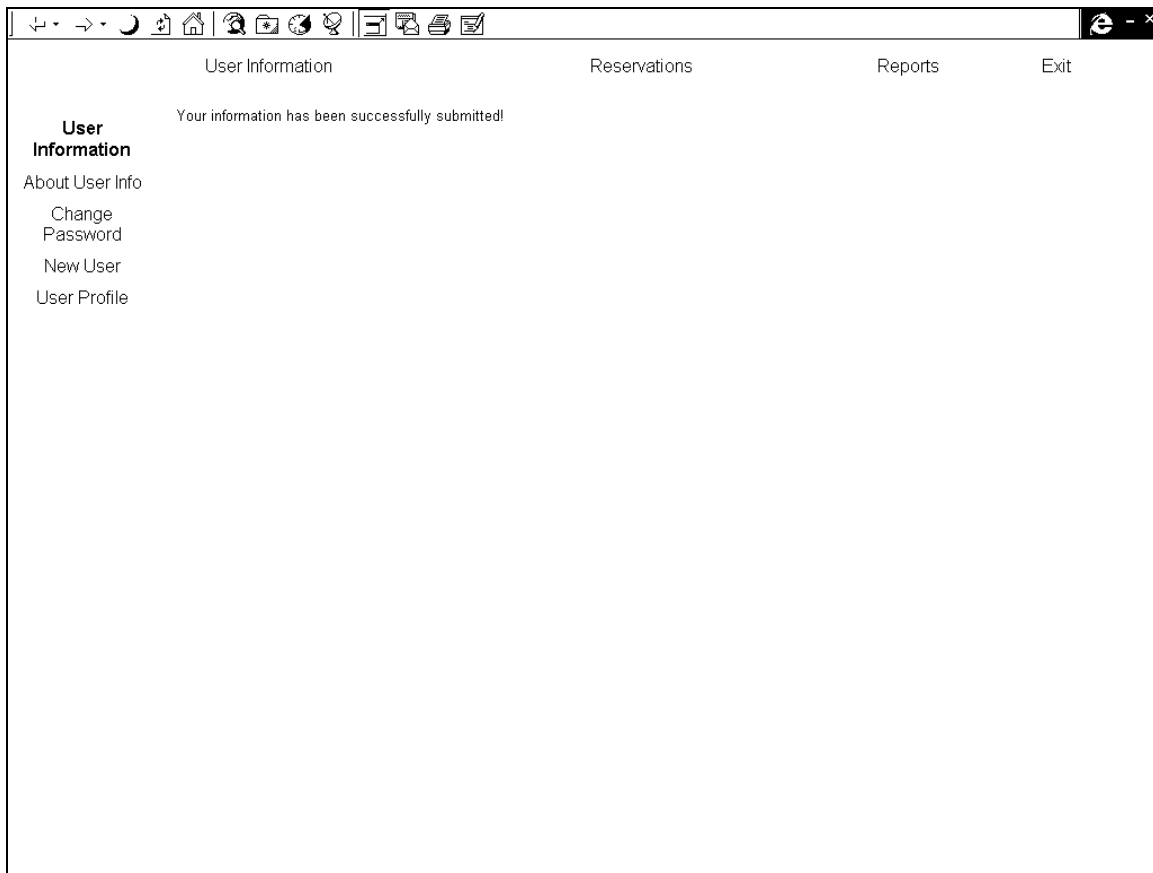
New User

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

User Information   Reservations   Reports   Exit

User Information

About User Info

Change Password

New User

User Profile

User Profile: local

Verify the following information is correct. To save changes, press the 'Save Form' button.

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

Save Form

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".

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```

| | User Information   Reservations   Reports   Exit |

Reservations   **About Reservations**

About
Reservations   The feature(s) described below can be used:

Available Sites   **AVAILABLE SITES QUERY:** Use this form to query the system to determine
Query   which sitesare available for your reservation request.

New   **NEW:** Fill out the form necessary to set up a reservation request.
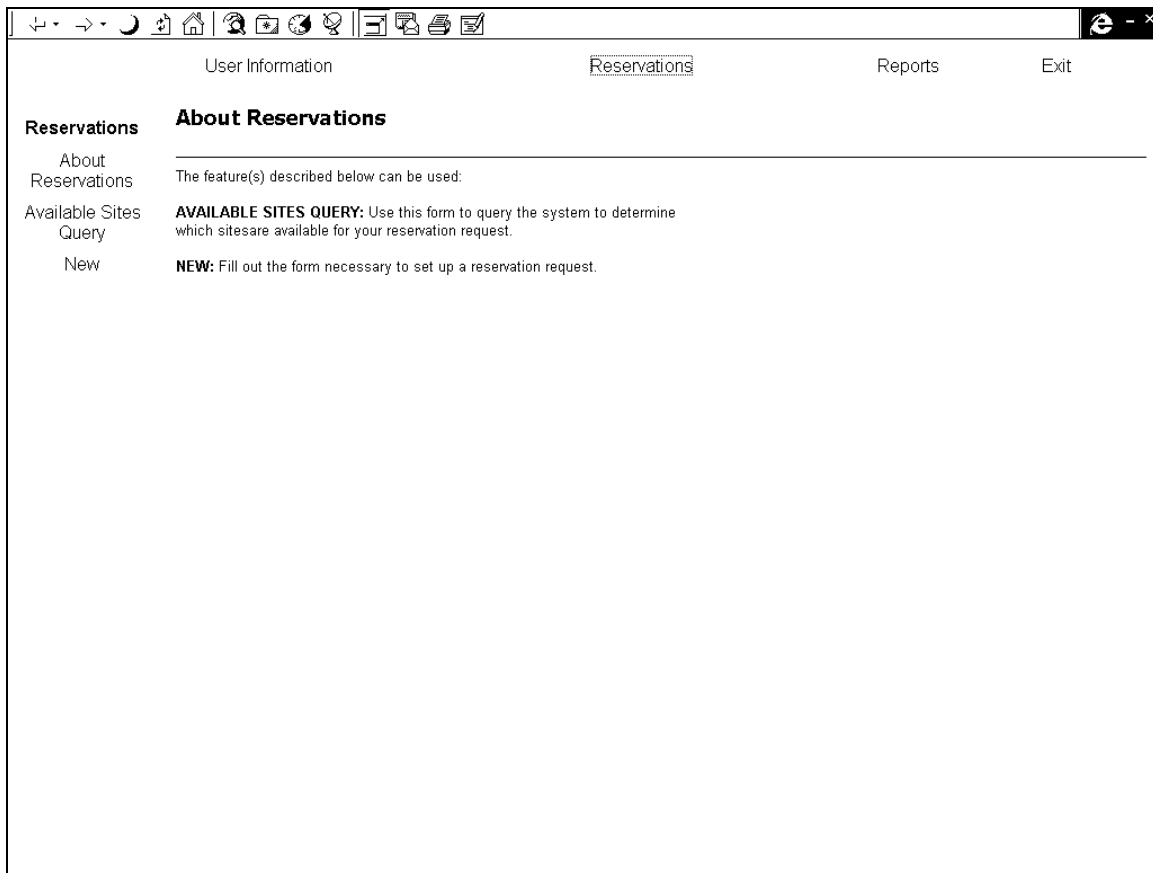
About Reservations

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.

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.

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.

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.

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.

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.

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.

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)

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.)

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.

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

User Information	Reservations	Reports	Exit

Reservations

About Reservations

Available Sites Query

New

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

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

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

08:00 To 10:00   10/26/1998 on Monday
Originate: 2   NEW HAMPTON-HS   Room Fee: $0/hour

> This is the ID# needed by the Regional Scheduler in order to change a current reservation.

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.

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).
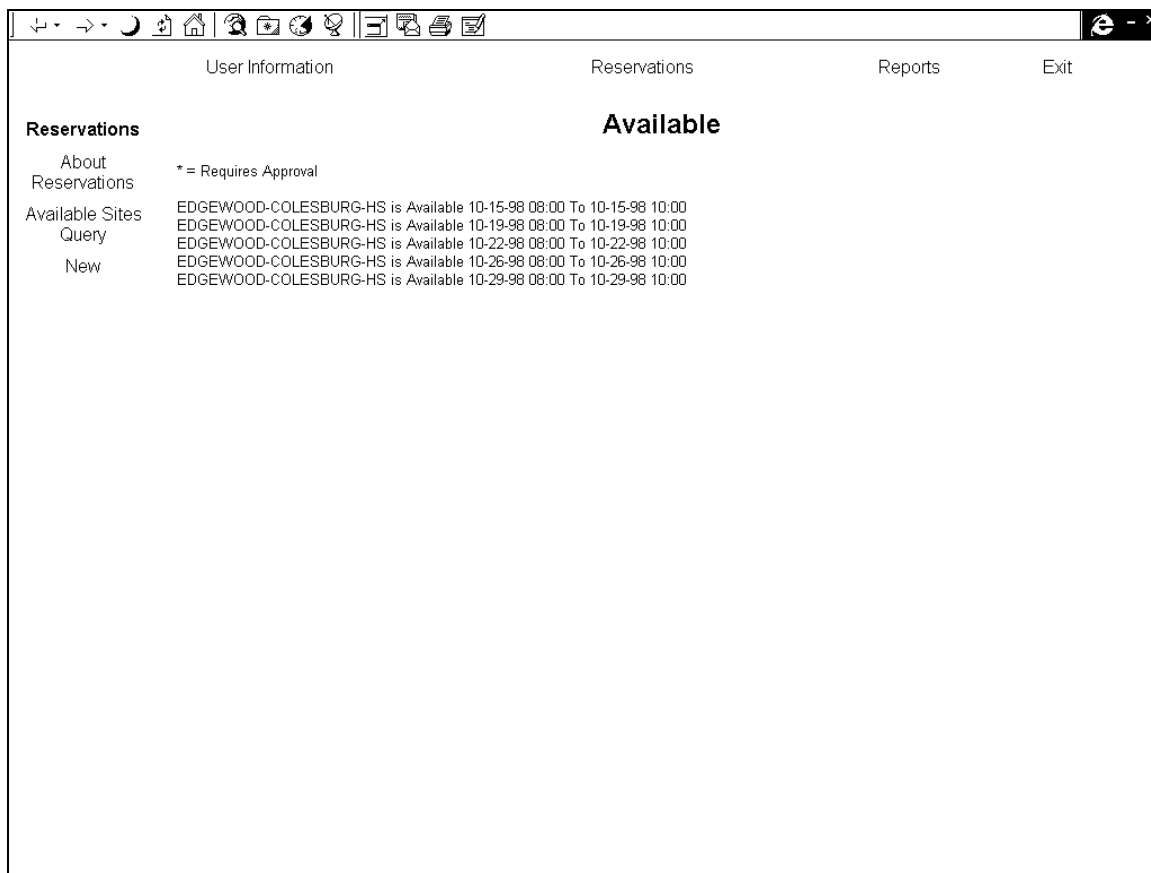
Available Sites

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*

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

User Information   Reservations   Reports   Exit

Reports

About Reports

Daily Schedule
By Region

Daily Schedule
By Site

Daily Schedule
Statewide

Reservations By
Audience

Reservations By
Topic

Reservations
Detail

About 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.

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.

Daily Schedule Statewide: Report a session's Start and Stop time and date, Reservation number, Site number and description, subject and status sorted statewide.

Reservations By Audience: Report all the information for a reservation selected by date, audience, Scheduling Region and day of week.

Reservations By Topic: Report all the information for a reservation selected by date, topic, Scheduling Region and day of week.

Reservations Detail: Report all the information for a reservation selected by date, Scheduling Region and day of week.

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About Reports

Use the Reports to view and print various system reports.
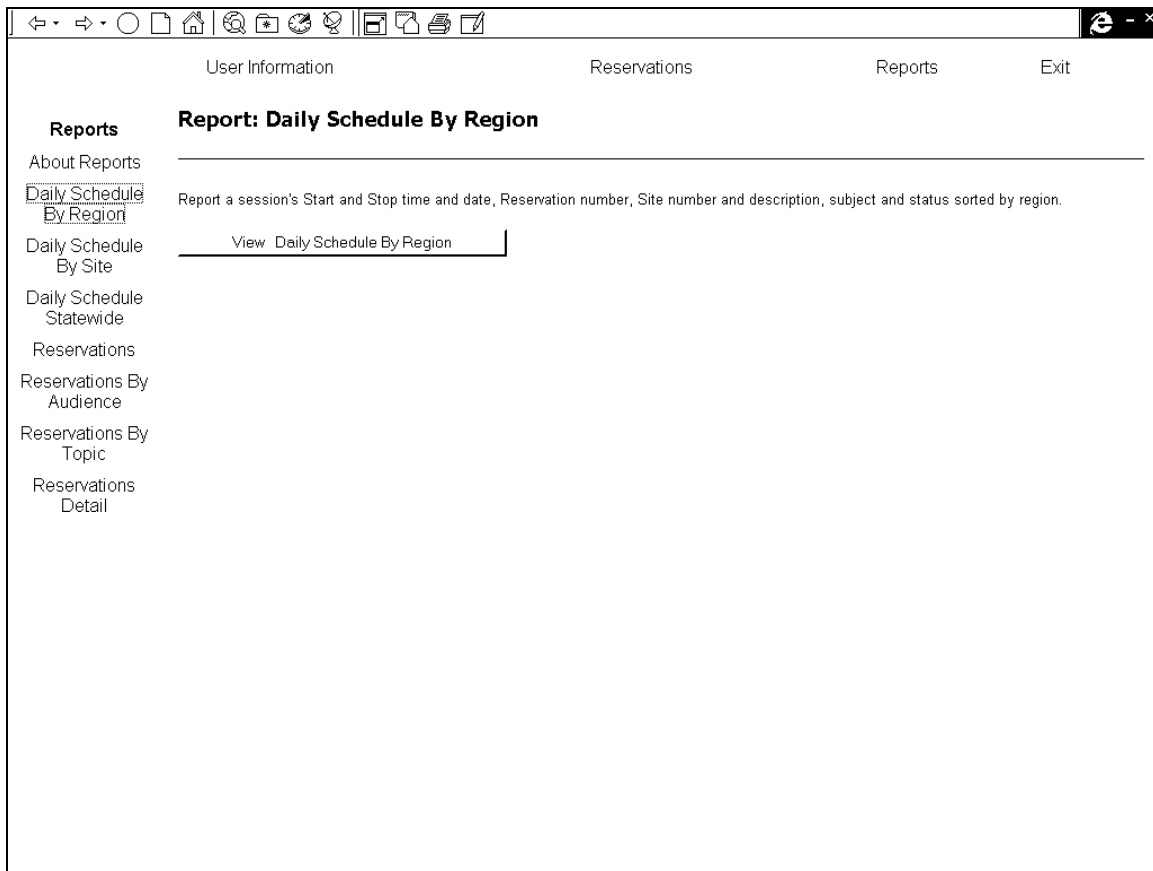
Daily Schedule by Region

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.

 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.
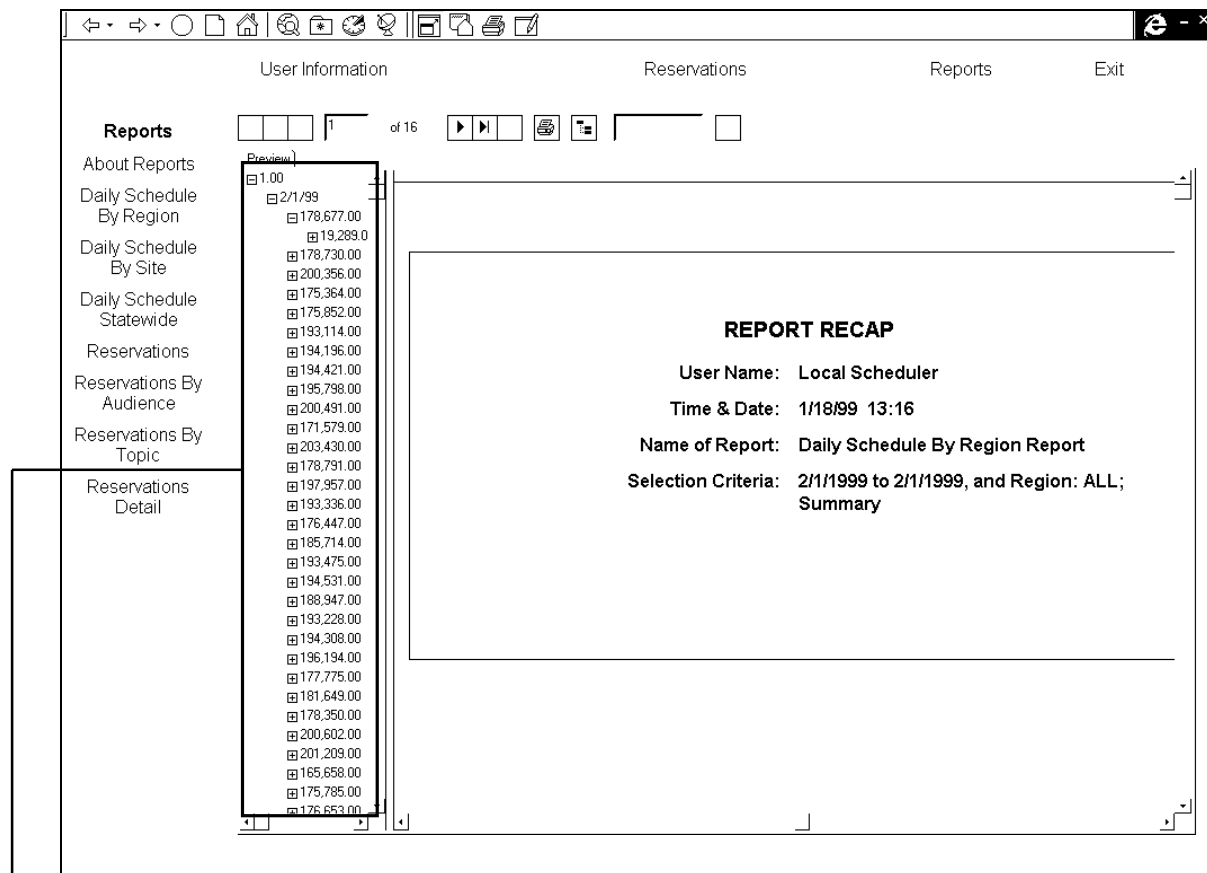
Daily Schedule by Region

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

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.
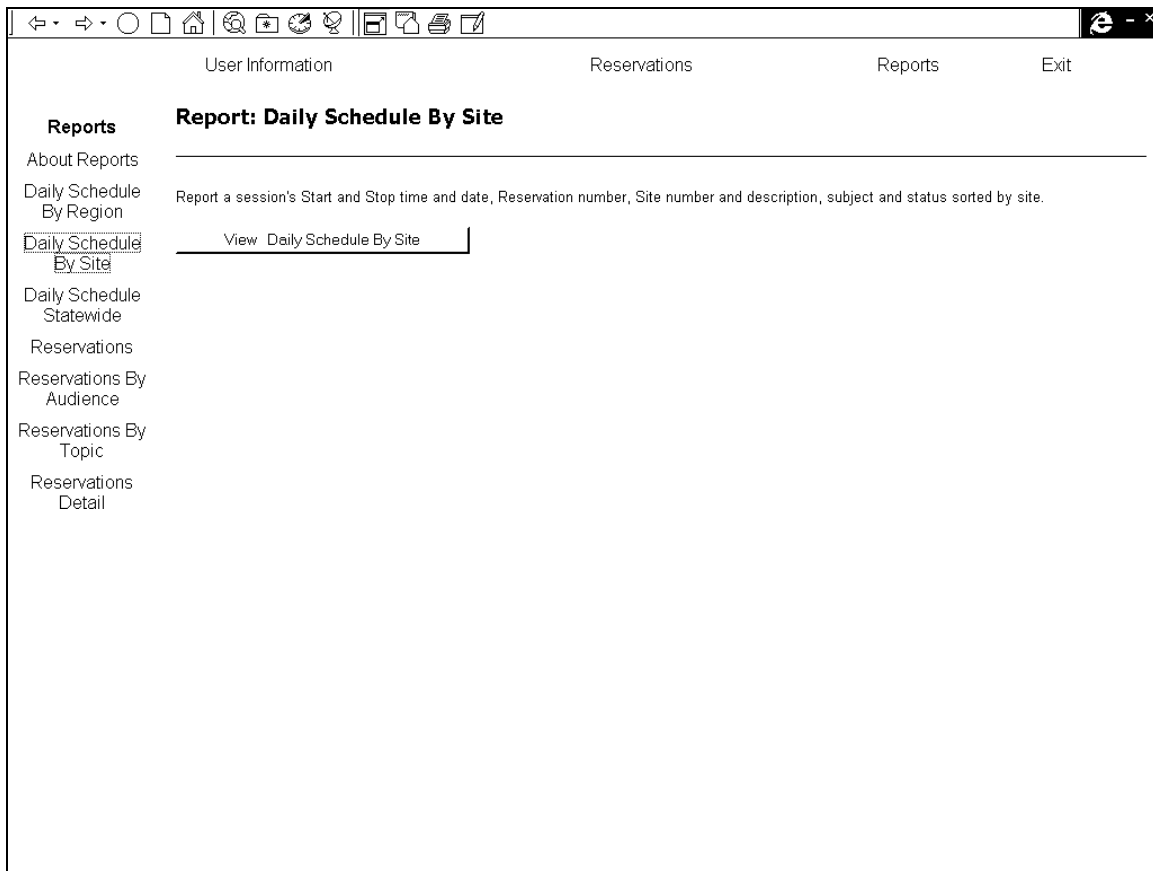
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|  ⇦ ▾  ⇨ ▾  ○  ▯  ⌂  |  ◉ ⯐ ⨀ ⍥  |  ▣ ⬒ ⎙ ▱                          𝒆  - ×
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User Information   Reservations   Reports   Exit

Reports   **Report: Daily Schedule By Site**

About Reports
                           Report a session's Start and Stop time and date, Reservation number, Site number and description, subject and status sorted by site.
Daily Schedule
By Region
                                  View   Daily Schedule By Site
Daily Schedule
By Site

Daily Schedule
Statewide

Reservations

Reservations By
Audience

Reservations By
Topic

Reservations
Detail

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.

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.
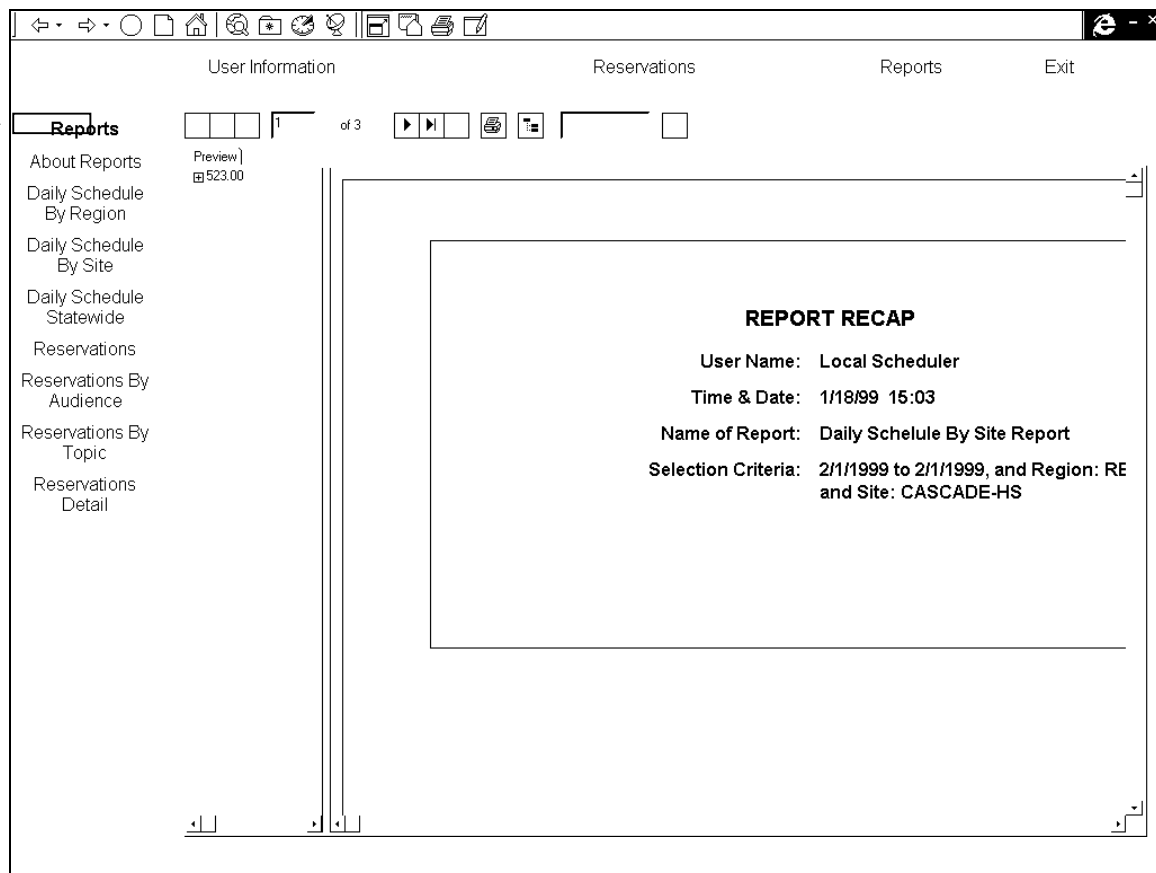
Daily Schedule by Site

This indicates the Site ID #.

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

 Daily Schedule by Site

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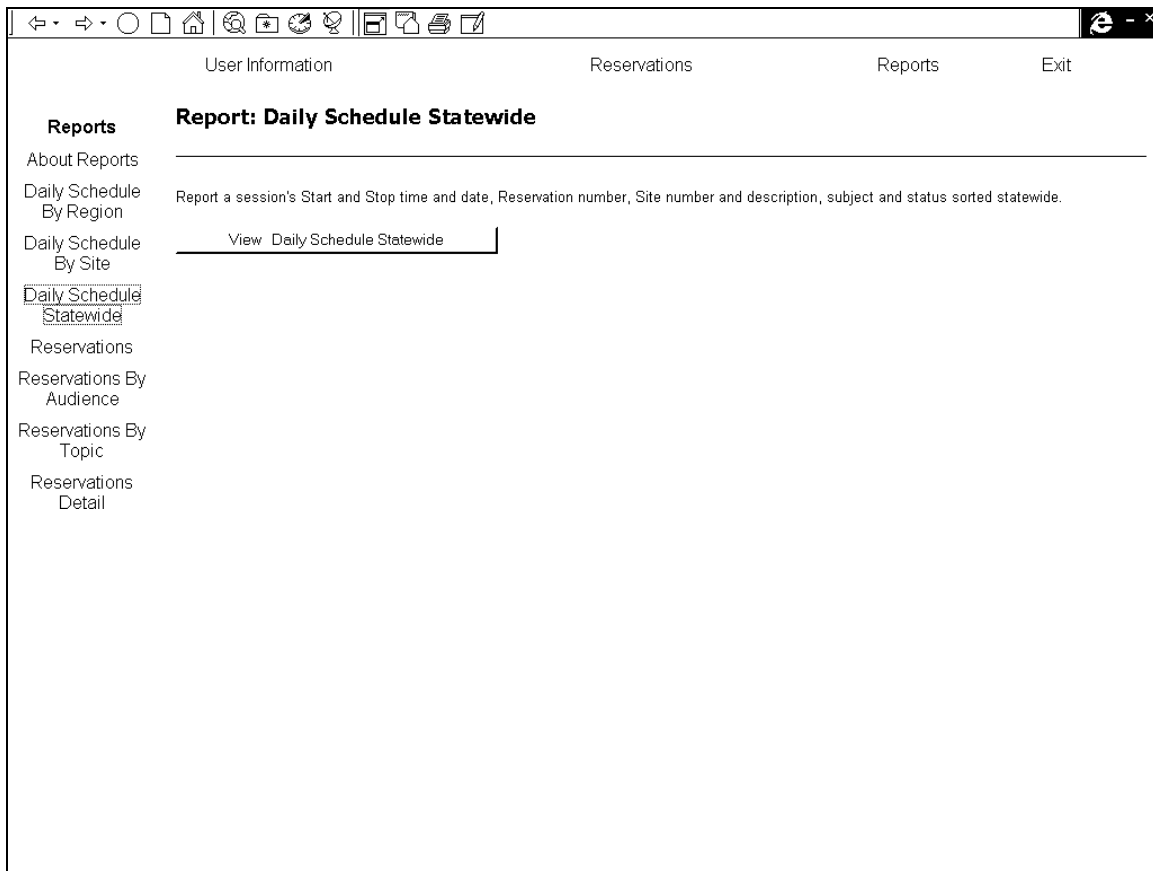
Daily Schedule Statewide Report

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.

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

These indicate the days that can be selected.
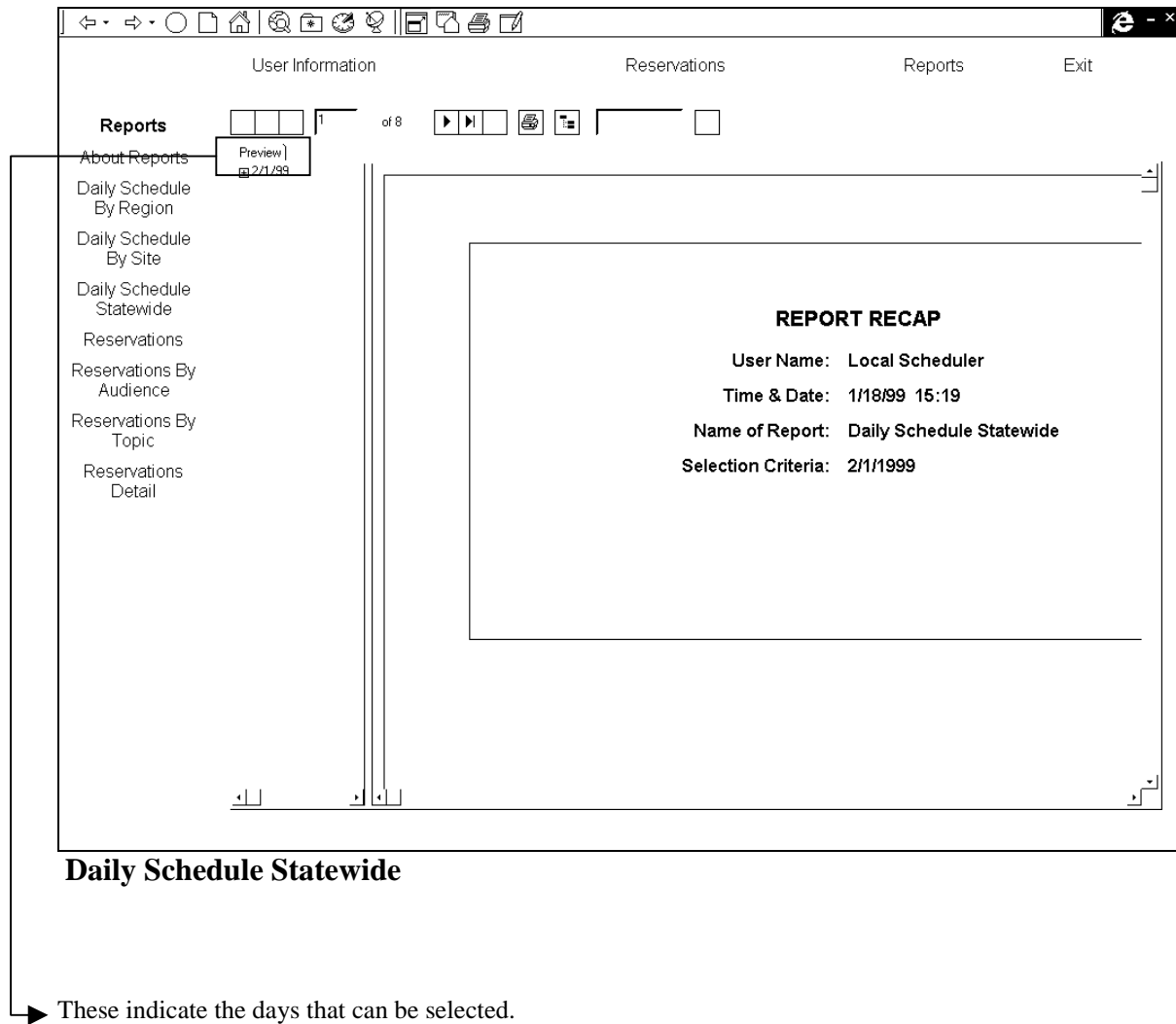
Either double-click on the date, or use the arrow key, to retrieve the reservation information.

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.
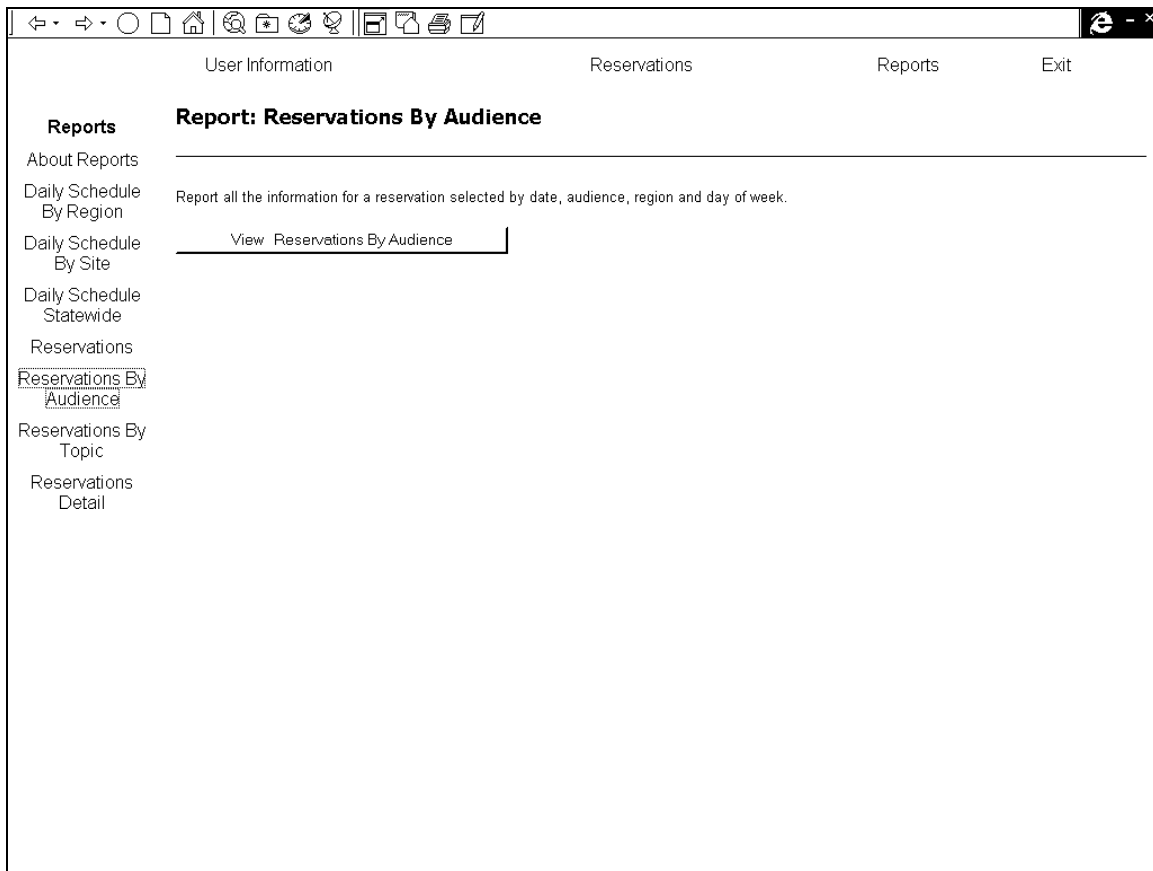
Reservations by Audience

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.

Reservations by Audience

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.

.
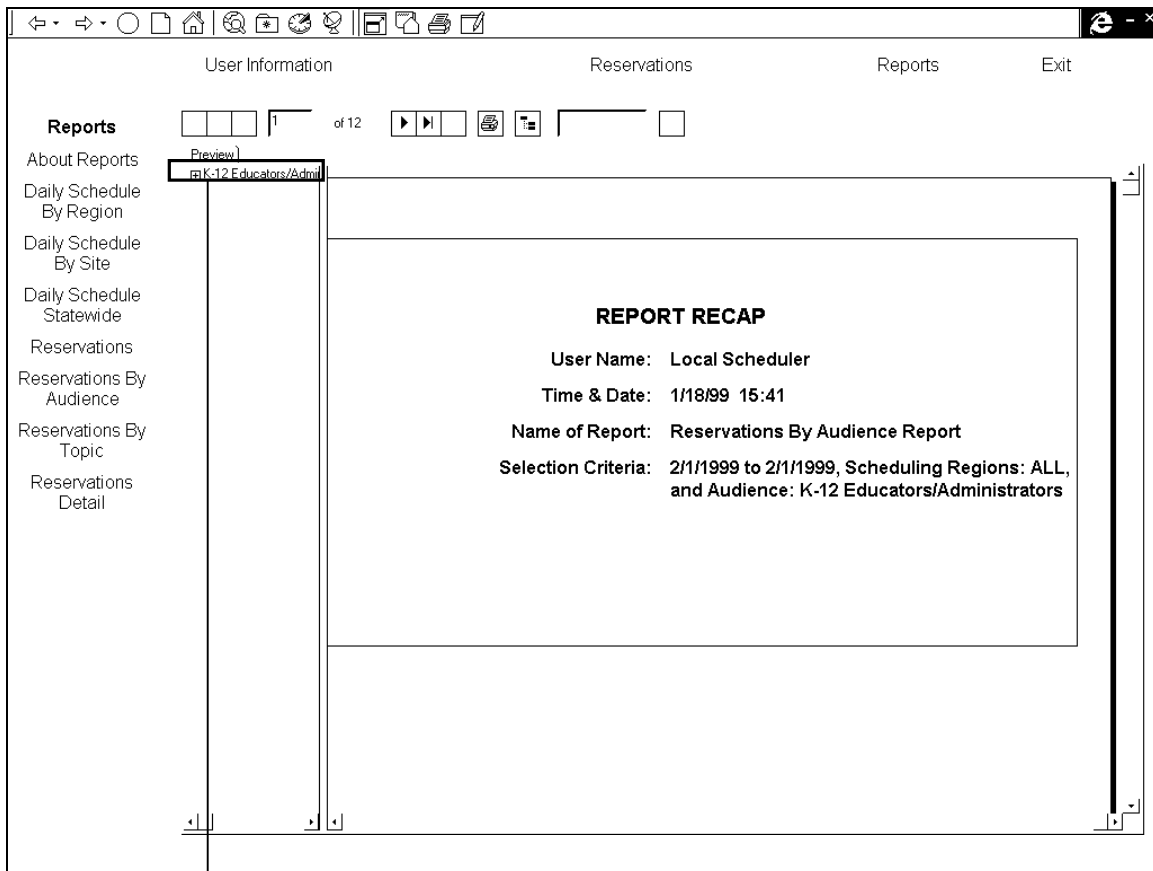
Reservations by Audience

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

Reservations by Audience

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

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

Report: Reservations By Topic

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

View Reservations By Topic

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.

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.
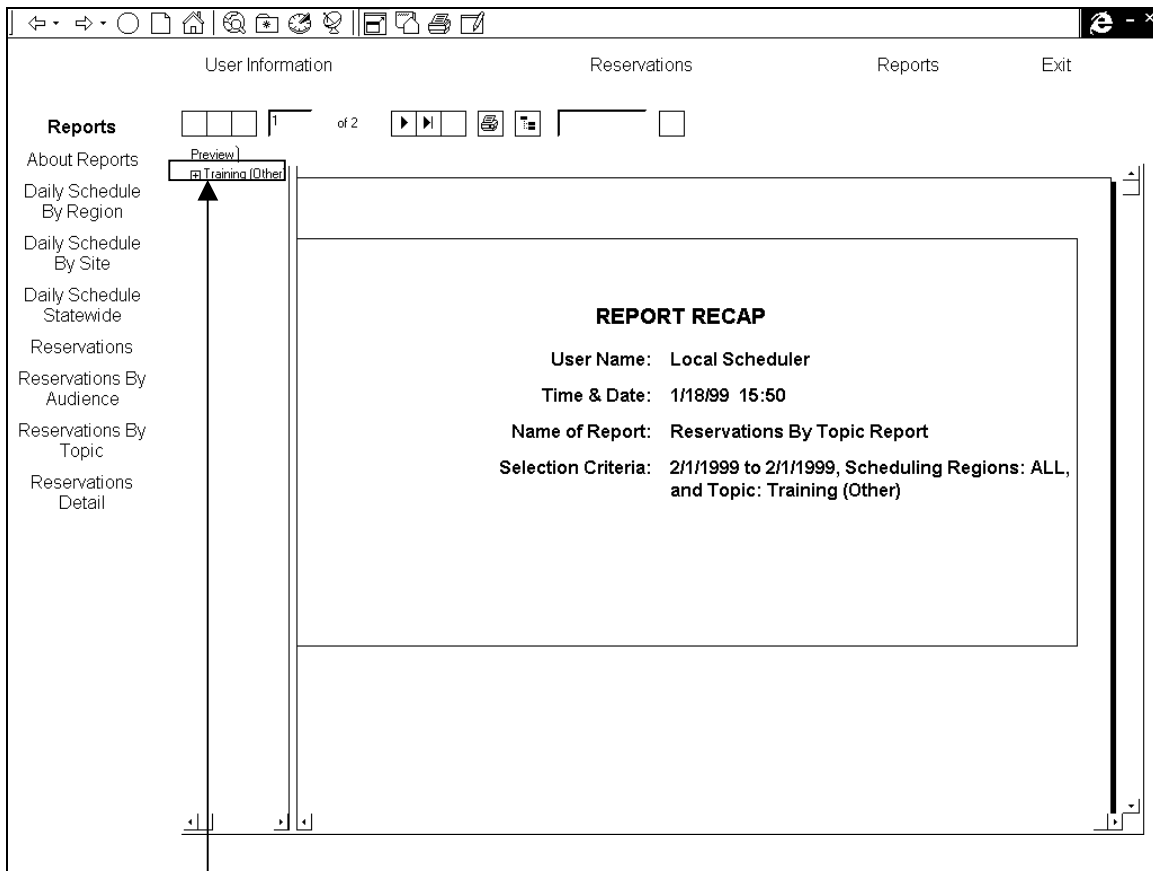
Reservations by Topic

This indicates the topic selected.

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.
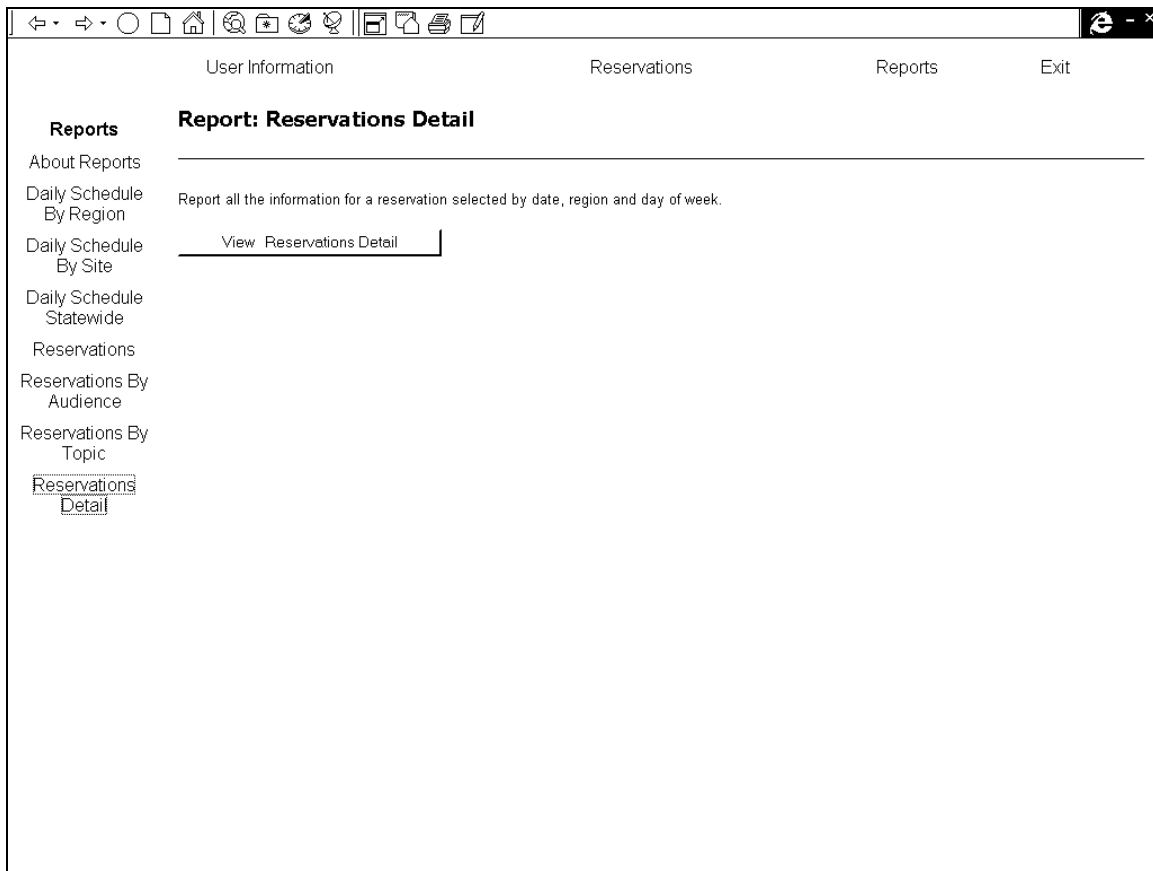
Reservation Detail Report

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.

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.
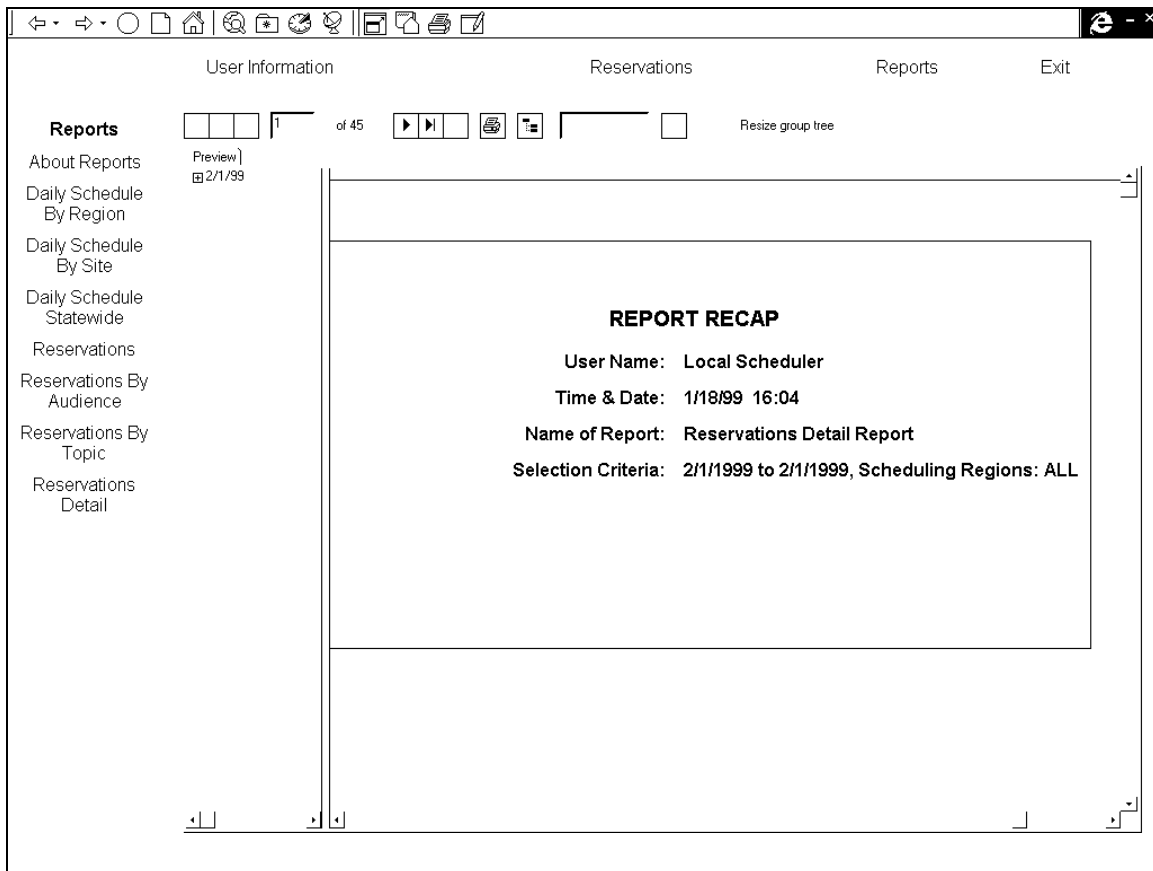
Reservation Detail Report

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

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 with in the advance period and whose request date fall 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**.**

INDEX

Notes:

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