

# R25 Web Viewer Walkthrough

## 1. Locating R25 Web Viewer:

- a) In the address bar of your internet browser, i.e. Internet Explorer, Netscape Navigator etc.\*, window type in <http://roomschedule.wtamu.edu>

**\*Note:** You will only be able to access the Web Viewer while you are on campus as it is intranet accessible only.

- b) The page that the address will bring you to will look something like this. This is the R25 Web Viewer Homepage.\*

The screenshot shows the R25 Web Viewer interface. At the top, there is a navigation bar with 'Events', 'Rooms', and 'My Requests' tabs. Below the tabs are links for 'By Date', 'By Name', and 'Map'. To the right of the navigation bar are 'Search' and 'Help' links, and the 'R25' logo. The main content area is titled 'Events for Friday Mar 06 2009' and includes a 'View as a list' link. The interface displays a grid of rooms and their scheduled events for the day. The rooms listed on the left are AC\*108G, AC\*109, AC\*201, AC\*203, AC\*206, AC\*206B, AC\*207, AC\*208, AC\*211, AC\*APRM, AC\*BLRM, AC\*LANE, AC\*POOL, AEB\*100, ANS\*101, ANS\*102, ANS\*103, ANS\*109, ANS\*111, and ANS\*113. The time slots are labeled from 0:00 to 3:00 in one-hour increments. The grid shows various events scheduled throughout the day. On the right side, there is a 'Space Quick Search' box with a 'Space Name' input field and a 'Starts With' dropdown menu. Below the search box are 'Day', 'Week', and 'Month' view options, and a calendar for March 2009. At the bottom of the sidebar, there is a 'Go to Today' button and a list of filters including 'All AC search', 'All ANS Building', 'All Engineering Technology Building', 'All HLC', 'All Old Main Building', 'All Smart Classroom', 'All of Fine Arts Complex', 'All of Northern Hall', 'All of Virgil Henson', and 'Activity Center'.

**\*Note:** If you choose to bookmark this page please note that it will bookmark will be set as of the date you bookmark the R25 Web Viewer page. If you bookmark the R25 Web Viewer page please go to step 2 for instructions on how to access today's date view. If you choose to not bookmark this page please continue to step 3

# R25 Web Viewer Walkthrough

## 2. Viewing the Events Schedule for the Correct Date:

a) On the right hand side of the Web Viewer homepage there is a side bar that is going to allow you to do many things, but first things first.

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

Events for Friday Mar 06 2009  
View as a list

Room	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AC*108G																
AC*109																
AC*201																
AC*203																
AC*206																
AC*206B																
AC*207																
AC*208																
AC*211																
AC*APRM																
AC*BLRM																
AC*LANE																
AC*PODL																
AEB*100																
ANS*101																
ANS*102																
ANS*103																
ANS*109																
ANS*111																
ANS*113																

Space Quick Search  
Space Name  
Starts With  
Go

Day Week Month  
March 2009  
Mo Tu We Th Fr Sa Su  
23 24 25 26 27 28 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

b) In the middle of the side bar you will see the phrase “Go to Today” click on this link to take you to today’s schedule. You will be able to tell if it is today’s schedule as it will have today’s date in the top center of the page.

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

Events for Friday Mar 06 2009  
View as a list

Room	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AC*108G																
AC*109																
AC*201																
AC*203																
AC*206																
AC*206B																
AC*207																
AC*208																
AC*211																
AC*APRM																
AC*BLRM																
AC*LANE																
AC*PODL																
AEB*100																
ANS*101																
ANS*102																
ANS*103																
ANS*109																
ANS*111																
ANS*113																

Space Quick Search  
Space Name  
Starts With  
Go

Day Week Month  
March 2009  
Mo Tu We Th Fr Sa Su  
23 24 25 26 27 28 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

# R25 Web Viewer Walkthrough

## 3. Viewing Room Information

- a) On the left hand side of the screen you will notice a calendar icon just to the right of the room number. If you click on this icon it will show you the weekly schedule for that particular room.

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

Events for Friday Mar 06 2009  
View as a list

Room	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AC*108G																
AC*109																
AC*201																
AC*203																
AC*206																
AC*206B																
AC*207																
AC*208																
AC*211																
AC*APRM																
AC*BLRM																
AC*LANE																
AC*POOL																
AEB*100																
ANS*101																
ANS*102																
ANS*103																
ANS*109																
ANS*111																
ANS*113																

Space Quick Search  
Space Name: Starts With: Go

Day Week Month  
March 2009  
Mo Tu We Th Fr Sa Su  
23 24 25 26 27 28 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5

Go to Today  
Filters  
All AC search  
All ANS Building  
All Engineering Technology Building  
All HLC  
All Old Main Building  
All Smart Classroom  
All of Fine Arts Complex  
All of Northern Hall  
All of Virgil Henson  
Activity Center

- b) The next window that you will see should look something like this. Giving you the full week's view of the classroom usage/availability.\*

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

Events in ANS\*101 for the Week of Mar 02 2009

ANS\*101

1 Weeks	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00							
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							

Space Quick Search  
Space Name: Starts With: Go

Number of weeks: 1 2 3 4 5  
10 15 20  
March 2009  
Mo Tu We Th Fr Sa Su  
23 24 25 26 27 28 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5

Go to Today  
Locations  
0-4  
5-9  
A-D  
AC\*108G  
AC\*109  
AC\*201  
AC\*203  
AC\*206  
AC\*206B  
AC\*207  
AC\*208  
AC\*211  
AC\*APRM  
AC\*BLRM  
AC\*LANE  
AC\*POOL  
AEB\*100  
ANS\*101  
ANS\*102  
ANS\*103  
ANS\*109  
ANS\*111  
ANS\*113  
ANS\*115  
ANS\*116  
ANS\*119  
ANS\*120

# R25 Web Viewer Walkthrough

**Note:** Notice in the top left hand corner how highlighted links under the rooms tab changed from “By Date” to “By Name”. To revert back to the original view of all the classrooms, click on the “By Date” tab and it will take you to today’s calendar view for all classrooms.

- c) To view space features such as Capacity, Smart Classroom, White Board, etc..., click on the bold room name, for example room **ANS\*101**.

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

Events for Friday Mar 06 2009  
View as a list

	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AC*108G																
AC*109																
AC*201																
AC*203																
AC*206																
AC*206B																
AC*207																
AC*208																
AC*211																
AC*APRM																
AC*BLRM																
AC*LANE																
AC*POOL																
AEB*100																
<b>ANS*101</b>																
ANS*102																
ANS*103																
ANS*109																
ANS*111																
ANS*113																

Space Quick Search  
Space Name  
Starts With  
Day Week Month  
March 2009  
Mo Tu We Th Fr Sa Su  
23 24 25 26 27 28 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5  
Go to Today  
Filters  
All  
All AC search  
All ANS Building  
All Engineering Technology Building  
All HLC  
All Old Main Building  
All Smart Classroom  
All of Fine Arts Complex  
All of Northern Hall  
All of Virgil Henson Activity Center

- d) A secondary window will open up and will give you the detailed aspects of the room including a picture if one is available.

**ANS\*101**

Agriculture And Science Building

Features  
SMART CLASSROOM  
TABLES  
WHITE

Custom Attributes

Layouts  
TABLES AND CHAIRS (177 seats)

Comments  
Room Capacity 177

# R25 Web Viewer Walkthrough

## 4. Using R25 to Locate Room/Time Availability:

- a) The first page that you are going to see is the classroom schedule for each individual classroom across campus.

Events Rooms My Requests  
By Date | By Name | Map

Search Help R25

◀ Events for Friday Mar 06 2009 ▶

View as a list

	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AC*100G																
AC*109																
AC*201																
AC*203																
AC*206																
AC*206B																
AC*207																
AC*208																
AC*211																
AC*APRM																
AC*BLRM																
AC*LANE																
AC*POOL																
AEB*100																
ANS*101																
ANS*102																
ANS*103																
ANS*109																
ANS*111																
ANS*113																

Space Quick Search

Space Name  
Starts With

Day Week Month

◀ March 2009 ▶

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

- b) To refine your search use one of the many filters that are available for you. If you are looking specific results i.e. specific dates, particular buildings, day, week, or month view click on the appropriate filter.

Space Quick Search

Space Name  
Starts With

Day Week Month

◀ March 2009 ▶

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

Space Quick Search

Space Name  
Starts With

Day Week Month

◀ March 2009 ▶

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

Space Quick Search

Space Name  
Starts With

Day Week Month

◀ March 2009 ▶

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go to Today

Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center

Space Quick Search

Space Name  
Starts With

Day Week Month

◀ March 2009 ▶

Mo	Tu	We	Th	Fr	Sa	Su
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Go to Today

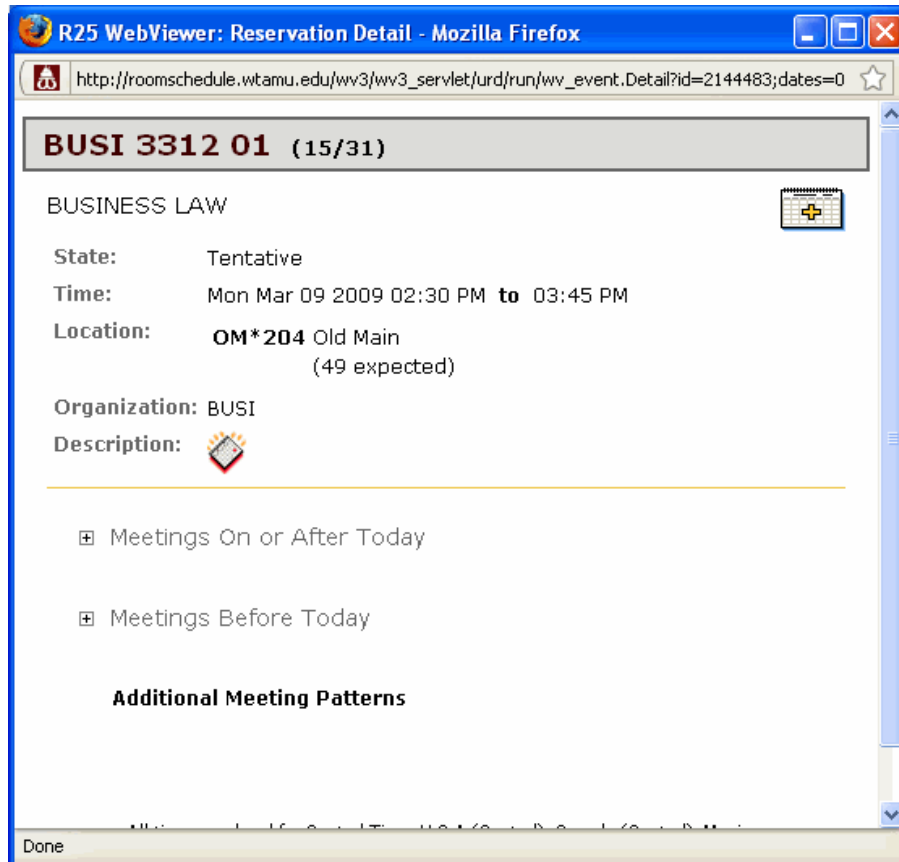
Filters

- All
- All AC search
- All ANS Building
- All Engineering Technology Building
- All HLC
- All Old Main Building
- All Smart Classroom
- All of Fine Arts Complex
- All of Northern Hall
- All of Virgil Henson Activity Center



# R25 Web Viewer Walkthrough

- e) If you click the individual box it will bring up another window that will give you more information about that particular event, i.e. title of the event, attendance, etc...



- f) If there are white blocks for a particular time slot this means that there is not an event scheduled for that time\* and you may reserve this space by completing one of two options a) calling Jonathan Davis in the registrar's office at 806-651-4934 or b) by sending an e-mail to [jldavis@wtamu.edu](mailto:jldavis@wtamu.edu) .

\*Note Non-Academic events will NOT be scheduled until all Academic events have been completely scheduled for the requesting term. Also you will notice that if you scroll over the white boxes it states that you can reserve the room by clicking to request an event. The next page that it takes you to is a login page, as individual accounts have not been created yet this feature is not available. Please request rooms as stated above. If you at any time have any question regarding the scheduling process please feel free to give Jonathan a call.