

Instructions - Resource 25

<http://resource25.louisville.edu>

TO CHECK ROOM AVAILABILITY and REQUEST SPACE AT MUSIC SCHOOL:

1. Go to this link (preferably using Internet Explorer):
http://ntserv5.it-servers.louisville.edu:8080/wv3/wv3_servlet/urd/run/wv_space.DayList?evdt=0,spfilter=79391,lbviewmode=grid
2. Or go to web address at top of page and Click on **Spaces** at the top.
3. If your browser does not default to School of Music rooms, look under the calendar on the right and click Music School.
4. Select the date you wish to check on the calendar. Hovering your cursor over any darkened box will indicate what's scheduled; clicking on any box shows full details of the reservation.
5. TO RESERVE A SPACE THAT YOU ARE VIEWING AS AVAILABLE (white), click inside the box of the time you want to reserve and log in to your personal account. If you do not currently have an account, please create one following the instructions below "For first time users".
6. Please note that MB100 is Comstock, MB161 is Bird Hall, MB110 is the conference room, and MB142 is the Green Room.
7. Simply fill in the tile of your event and other pertinent information.

For first time users: To establish an account, look under User Logon where it says "If you are not currently a user, please click here." Click and follow the instructions to set up your account. Be sure to include your e-mail address using your GroupWise user ID and include the full address (i.e., mstred01@gwise.louisville.edu). Select your own password, at least six characters in length, can be both numbers and alphabetical or combined. Keep your password in a place where you can find it as it will never change and no one will be able to retrieve it for you. If necessary your account can be deleted by Angela Keene, allowing you to start over as a new user.

On the **Request an Event** screen provide as much information as possible. If you want to schedule random dates in the same room and with the same start and end time, under **Repeat** you should check **Ad Hoc**, then choose the month/date/year in the drop down box, inserting as many dates as you need. You may also choose **Daily** or **Weekly** options. If choosing those options make sure you have checked **Until** or **For** and have put in the correct end date or the number of repetitions. PLEASE NOTE: THE SYSTEM WORKS IN CALENDAR YEARS and it will not allow a record to be saved if you combine 2009 dates with 2010, etc. These need to be broken out into two separate reservations.

In the **Space Preference** section indicate what specific room you want.

In the **Resources** section indicate special needs such as tables, chairs, risers, microphone, podium, a specific piano, media equipment, etc.

In the **Comments** section indicate specific room set-up or other needs for your event. The more detail, the better.

After you click **Next**, review the **Event Request Summary** screen carefully. Make sure the dates and times are correct, especially AM and PM. You can either submit the request or make more changes. Clicking **Make Changes** takes you back to the request form.

When you click **Submit Request**, the event request confirmation will appear with a summary of the information. This means that your request was successfully sent to the scheduler, **not** that your request has been approved or space scheduled.

Space requests are normally processed within 24 hours of receipt. You may check the status of your request by checking the Pending/Approved section of the webviewer. When your request has been scheduled, you will receive a confirmation e-mail from the scheduler. If you have questions about your request, you can contact the School of Music scheduler, Aaron Vowels, 852-0519, aaron.vowels@louisville.edu.

