

# ROOM RESERVATIONS AND FACILITIES

**XFRS    BRCS    VAVR**

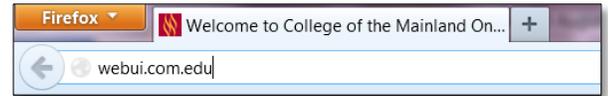


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## ***DATATEL IS COLLEAGUE WEBUI 4.4***

Open a browser - like Chrome, Firefox, or IE to access – Colleague. Type **webui.com.edu** in the address bar and press **Enter**




UI stands for User Interface, or simply put, "...the means in which a person controls a software application or hardware device."  
(TechTerms.com, 2009)

Use your Network Login ID and Password for the web Colleague UI 4.4.

## ***FACILITIES ROOM FORMS***

**XFRS ~ BRCS ~ VAVR** are forms used in Colleague to view current room reservations and conversely locate available rooms. This document demonstrates how to use the forms along with the procedures for reserving rooms.

## ***GETTING STARTED***

The Quick Access Button, located on the top right hand corner of the screen should be set to *Form Search*. Locate all forms by typing the three or four letter identifier, (also called mnemonics) in the *Form Search* field.

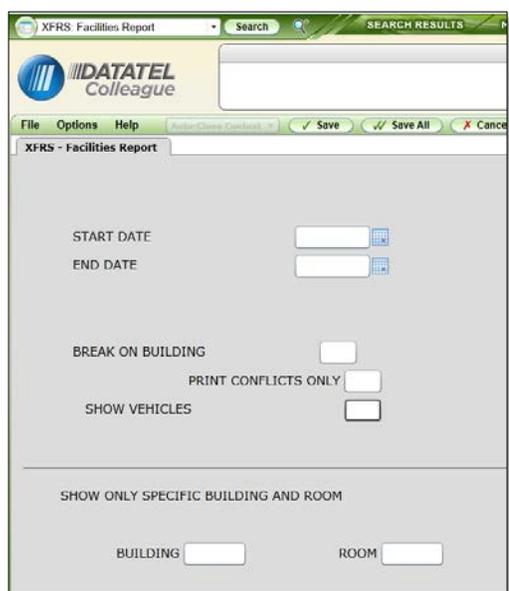
The Quick Access Button toggles between **Person** and **Form** Search. Click the button once to change the search form.



## XFRS

The XFRS report yields all rooms reservations for a specific building or all buildings on campus and/or room conflicts. All reports in Datatel can be viewed on the screen and routed to a printer.

Type XFRS in the form search field and click the **Search** button.

### ***FILLING OUT THE FORM***

***Start Date:*** Either type the date in M/D/YY format or click on the calendar button to select the correct time period. Leaving the field blank will produce unintended results.

***End Date:*** Either type the date in M/D/YY format or click on the calendar button to select the correct time period. Leaving the field blank will produce unintended results.

***Break on Building:*** Type a Y, and the report will place results for each building on a separate page. Leave blank or type an N and the buildings will be a contiguous search results.

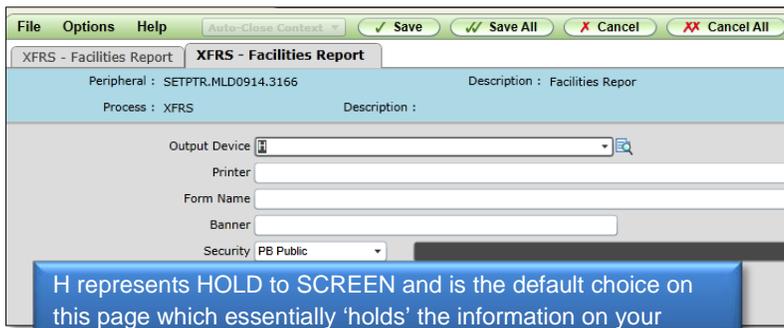
***Print Conflicts Only:*** Type a Y, and the report will yield only room conflicts. Typing an N will print all records. Leaving the field blank will produce unintended results.

***Show Vehicles:*** The Show Vehicles field can be left blank or type N in the field to perform a room search. You can run a vehicle report from XFRS; however, it may be simpler and show greater detail in the WebAdvisor Vehicle Availability Report. Type a Y in the field to show vehicle reservations.

***Building:*** This field allows you to select a single building for reporting purposes. Either type the identifier for the building or type ... to select a building from the comprehensive list.

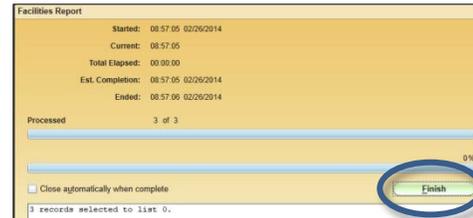
**Room:** This field allows you to select a single room for reporting purposes. Either type the room number or type ... to select a building from a comprehensive list. Leaving this field blank will result in listing all activities for the specified building.

### PRINTING XFRS REPORT

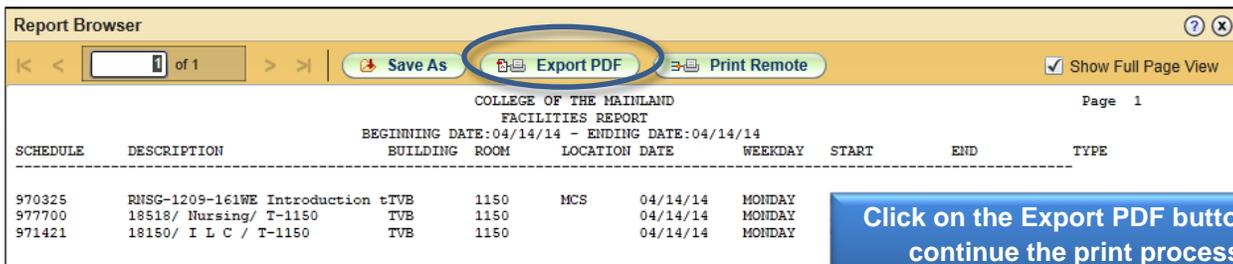


After you have entered all the correct information into each field click the **Save All** button and the next screen will be the Output Device. Click the **Save All** button, allow the

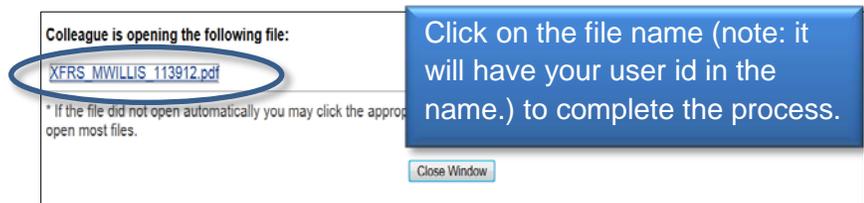
background request screen to emerge and click the **SAVE ALL** button again.

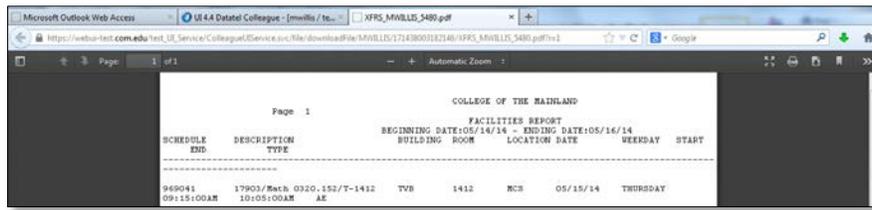


Click the Finish button on the Facilities Report screen.



Click on the Export PDF button to continue the print process

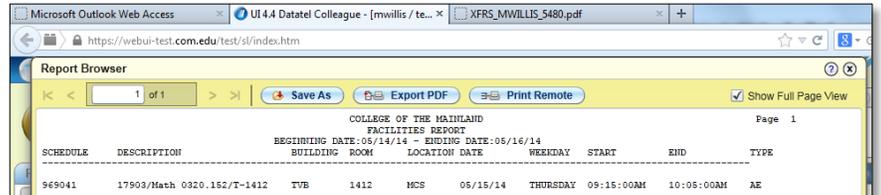




This is the printable report with your Datatel Screen tab available after the information has been processed.

Finish the process by clicking on the Datatel tab, click on the x on the right hand side of the screen.

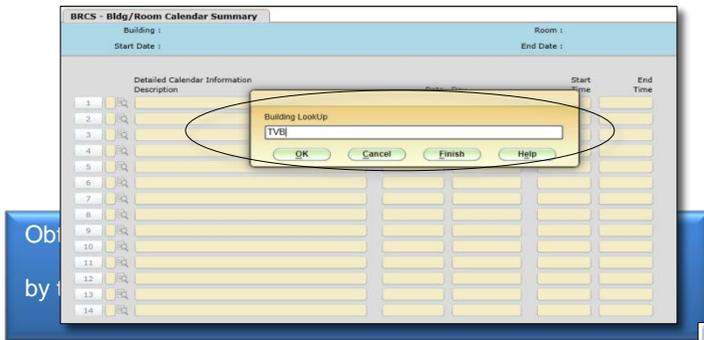
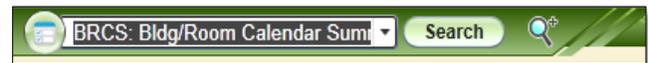
The next screen will be an empty form ready for the next request.



## BRCS

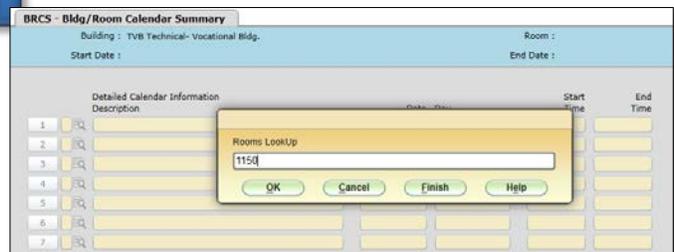
The BRCS report will yield all usage for **one specified** room on campus.

Type BRCS in the form search field and click the **Search** button.



Type in Building code and click **OK**.

Type in room number and click **OK**.



Type in start date and click **OK**.

A dialog box titled 'Start Date' with a text input field containing '4/14/14'. Below the input field are four buttons: 'OK', 'Cancel', 'Finish', and 'Help'.

Type in end date and click **OK**

A dialog box titled 'End Date' with a text input field containing '4/14/14'. Below the input field are four buttons: 'OK', 'Cancel', 'Finish', and 'Help'.

The screenshot shows a software window titled 'BRCS - Bldg/Room Calendar Summary'. The window has a menu bar with 'File', 'Options', and 'Help'. Below the menu bar are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. The main content area displays the following information:

- Building : TVB Technical- Vocational Bldg.
- Room : 1150
- Start Date : 04/14/14
- End Date : 04/14/14

Below this information is a table titled 'Detailed Calendar Information' with columns for 'Description', 'Date', 'Day', 'Start', and 'End'. The table contains the following data:

|   | Description                    | Date     | Day    | Start   | End     |
|---|--------------------------------|----------|--------|---------|---------|
| 1 | RNSG-1209-161WE Introduction t | 04/14/14 | Monday | 09:00AM | 10:50AM |
| 2 | 18518/ Nursing/ T-1150         | 04/14/14 | Monday | 11:00AM | 12:00PM |
| 3 | 18150/ I L C / T-1150          | 04/14/14 | Monday | 03:30PM | 05:00PM |
| 4 |                                |          |        |         |         |
| 5 |                                |          |        |         |         |

***X MARKS THE SPOT***



In Colleague terms XFRS is a ‘printable report,’ while the BRCS and VAVR and considered ‘inquiry only’ forms. Good news! The green X indicates the ability to import information from a field or sometimes a form into an EXCEL document, which in turn, can be printed, saved, and manipulated. YEAH!!

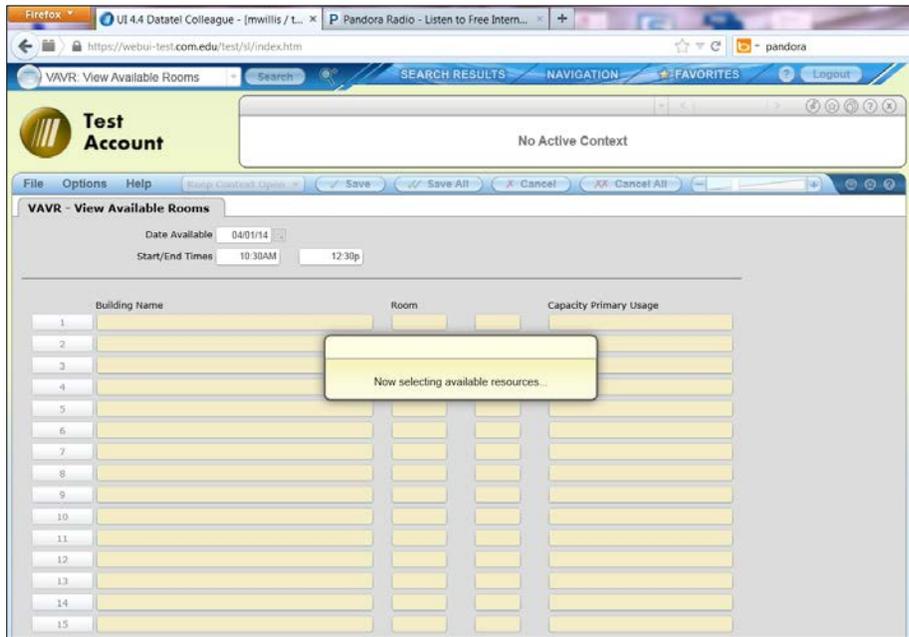
***PRINT THE CURRENT PAGE***



The print icon on the forms menu bar will print the form and results for the current page.

## VAVR

VAVR displays all available rooms for one date and time specified. Type VAVR in the form search field and click the **Search** button.

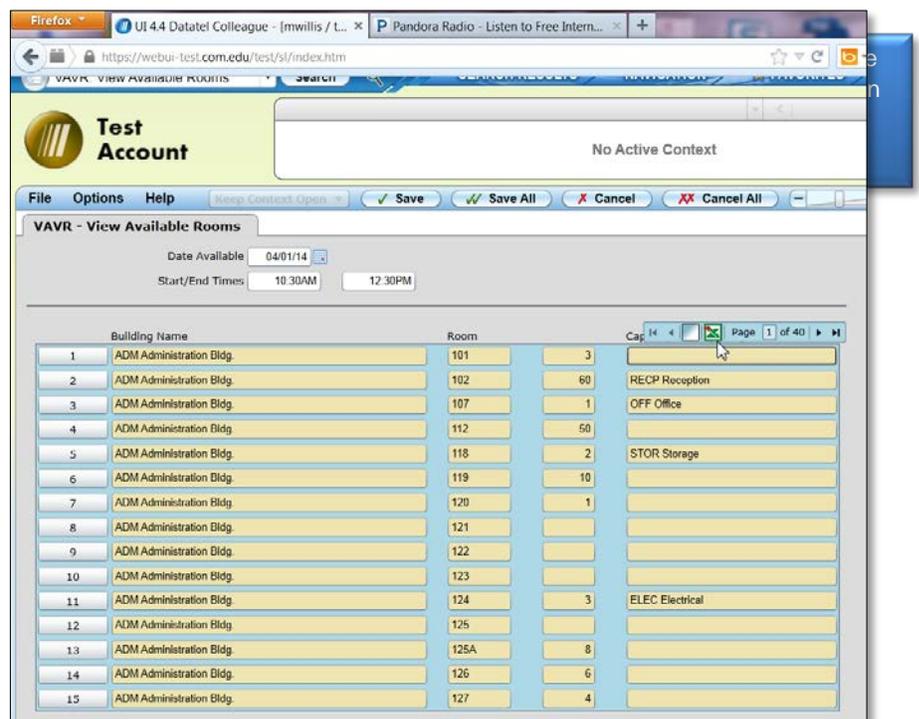


In the **Date Available** field type the date or choose from the calendar.

The Start/End times requires a **p** directly after the time to denote the afternoon. OR – eliminate using the **p** behind the number by using straight military time.

This is a completed report. If it is so desired, click on the Green X – to export all of the information into an Excel spreadsheet.

Like all reports – click on the **Cancel All** button when the task is complete.



## ***SPECIAL REQUEST PROCEDURES***

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Room Requests Requiring

### **SPECIAL SERVICES**

Complete and forward a **Special Event Notice (I:/Campus Forms)** to Custodial Services and Facility Services for all events when one or more of the following apply:

- ✓ **Food is served**
- ✓ **The event is scheduled beyond normal working hours (after 10 PM M-F & Sat. or Sun.)**
- ✓ **When the number of participants exceeds 100**

### **ROOM/FACILITY SET-UP**

Prepare a Maintenance Work Order via **Web Advisor** to **set-up tables and chairs**.

Please prepare Work Orders at least 5 days prior to event.

### **AUDIO/VISUAL NEEDS**

Enter a request for support at <http://com.parature.com> or e-mail your request to DL – Media Services.

One week notice is needed for special events during evening or weekend hours. 48 hours' notice is needed for events during normal working hours of 8 AM to 5 PM M-F.



**IMPORTANT NOTE:** These rules **DO NOT** apply to credit or non-credit class scheduling.

## ***FACILITY ROOM SCHEDULING PROCEDURES***

The following is the room reservation process for all extra-curricular activities, events and meetings. Please always view room availability before making your request.

### Scheduling a Facility/Room

Request a room by submitting a [Work Order via WebAdvisor](#).

**BEST PRACTICE: Schedule one room and one time period per WebAdvisor Work Order!!**

Please **ALWAYS** remember to include the

**TIME: DATE: BRIEF DESCRIPTION**

**EXCEPTION:**

### LRC -131

Enter a request at <http://com.parature.com> or e-mail your requests to [DL – Media Services@com.edu](mailto:DL-Media Services@com.edu) **DO NOT** create a work order.

Because of increased use of L-131 no reservation will be made for more than two consecutive college hours and/or 60 days in advance without approval of the appropriate VP. Exceptions to this are events that involve

- **Campus events approved by the President’s office**
- **Mandatory Professional Development**
- **Graduation ceremonies**
- **Guest speakers**

*One week notice is required in order to properly process your request.*

**EXCEPTION:****Computer Labs**

E-mail a request to Janis Cutaia, [jcutaia@com.edu](mailto:jcutaia@com.edu), with date, time, software required and number of students. DO NOT create a work order.

**List of computer Labs: TVB 1476, TVB 1470, TVB 1412, TVB 1418, TVB 1432, TVB 1220, TVB 1230, TVB 1318.**

**EXCEPTION:****Administration Board Room**

Also known on the street as the VP Conference Room located in the Vice Presidential Suite. Reserve by contacting one of the VP Executive Administrative Assistants.

**EXCEPTION:****Boardroom**

The conference room closest to and facing Amburn in the Administration building. Reserve by contacting one of the President's Administrative Assistants.

**EXCEPTION:****Appomattox Meeting Room**

This room is reserved solely for College Board, Foundation Board, and internal technical training classes taught by ITS. Reserve by contacting one of the President's Administrative Assistants

**EXCEPTION:****Nursing**

Please contact Nursing to inquire about these rooms BEFORE sending a work order in WebAdvisor to room scheduling.

**TVB 1101 TVB 1150 TVB 1135 TVB 1137**

**EXCEPTION:****Gymnasium**

Please contact the Gymnasium Administrative Assistant to inquire about a room BEFORE sending in the work order on WebAdvisor to room scheduling.

**EXCEPTION:**

North County Learning  
Center

Please contact the North County Learning Center Administrative Assistant to inquire about rooms for CLC and AHC BEFORE sending in the work order on WebAdvisor to room scheduling.

**EXCEPTION:**

Gulf Coast Safety  
Institute

Please contact the Gulf Coast Safety Institute Administrative Assistant to inquire about a room BEFORE sending in the work order on WebAdvisor to room scheduling.

## APPENDIX



### WEBADVISOR

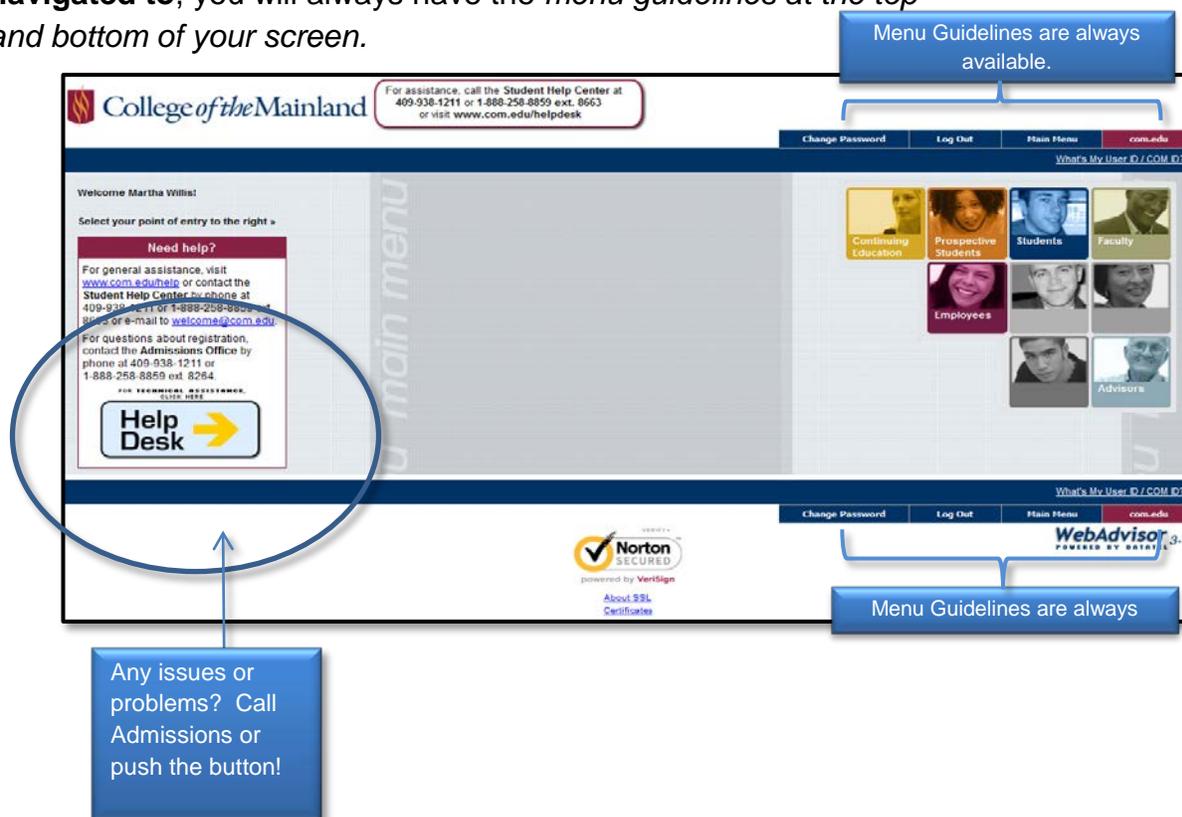
~WEB ADVISOR LOG IN~

1. Locate WebAdvisor on the College of the Mainland homepage. .
2. A WebAdvisor screen will appear. Click on the blue **Log In** tab.
3. The Log In page will require your User ID and Password; which are the same as your network login information.



~NAVIGATING WEBADVISOR~

This is the MAIN MENU and gives full access to information screens. **No matter what information screen you have navigated to**, you will always have the *menu guidelines at the top and bottom of your screen.*



## ~REQUESTING A ROOM IN WEBADVISOR~



Click on the Employees button then select **Enter request for maintenance/repairs/vehicles/custodial/room scheduling**.

Complete the form and room scheduling will send you confirmations through e-mail. Follow the progress of your request by clicking on the **Work Order Status Report**.

**PARATURE**

## ~LOGIN~

There are various paths to Parature. One of the simplest is to open a browser, like FireFox or Chrome, and in the address line type **online.com.edu** and hit the **Enter** key.

This is the Distance Education page. Click on the word **Support**.



You will be directed to the COM Online Support Center. Click on the text Sign In. The username: is the same as the network login id. However, the Parature and Network Passwords are not the same. If this is an initial login or you have forgotten your password, click on the blue underlined text **Forgot your password?** and follow the instructions.

