

Instructions for Using CuestaView

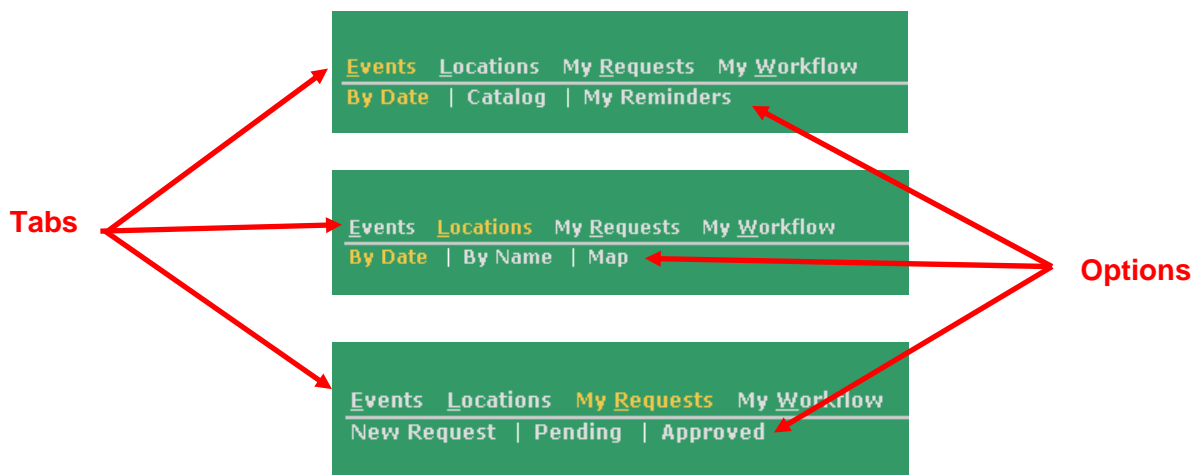
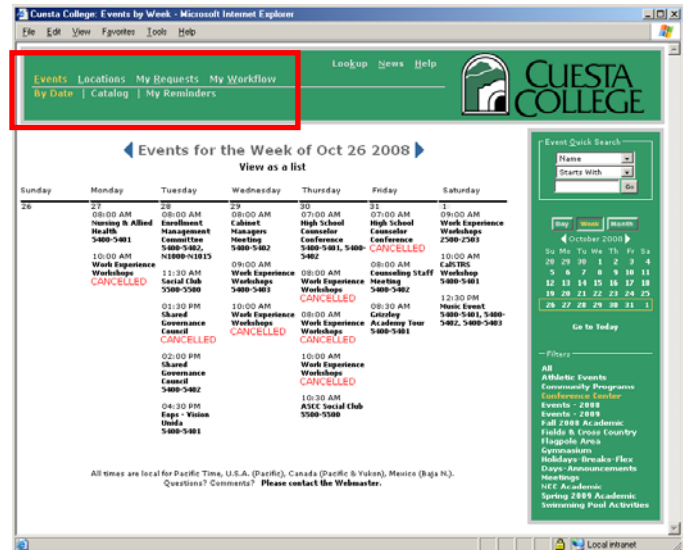
CuestaView is Cuesta College’s new room information system. With it you can view room availability and features (size, furniture, equipment, etc.). If you are a Scheduler you may also reserve a room for future use. (See pages 9-12 for instructions on making reservations.)

Accessing CuestaView

1. Launch a web browser (i.e. Internet Explorer, Firefox, Safari, etc.).
2. Go to: https://webviewer.collegenet.com/wv3_servlet/cuesta
The CuestaView screen will display.

Navigating CuestaView

1. Click on the desired tab (Events, Locations, My Requests, or My Workflow)
The screen will reflect the selection.
2. Click on the desired option (which varies based on tab selection).



Viewing Events

View Event by Date

The “By Date” option displays events (and their location) occurring on specific dates.

1. Click the **Events** tab.
2. Click option, **By Date**.
 - Click on the event name for more event detail.
 - Click on the room name/number information on room.
 - Click on the Day/Week/Month buttons to specify the number of days viewed at one time.
 - Change the date by clicking on a specific calendar date, the left/right arrows or the “Go to Today” link.
 - Click a Filter to display specific types of events.

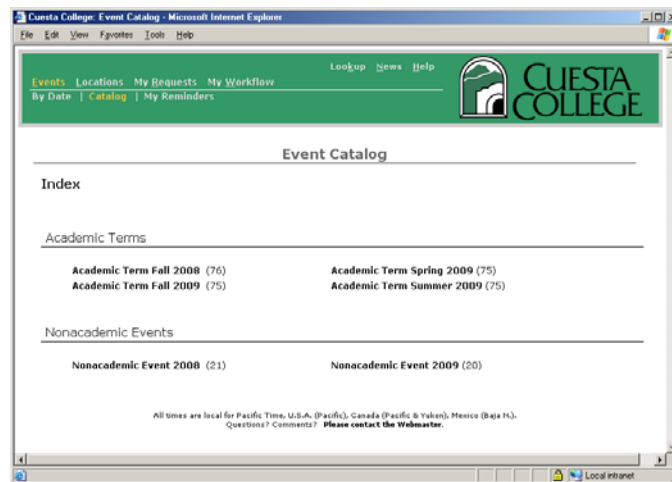
The screenshot shows a web browser window displaying the Cuesta College Events by Week page for the week of October 26, 2008. The page features a navigation menu with options like 'Events', 'Locations', 'My Requests', and 'My Workflow'. The main content area shows a calendar view of events for the week, with columns for each day from Sunday to Saturday. Red arrows point to specific elements: 'Event names & Rooms' points to the event listings; 'Day/Week/Month buttons' points to the 'Day', 'Week', and 'Month' buttons; 'Change date' points to the calendar grid; and 'Filters' points to the filter menu on the right side of the page.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
	08:00 AM Nursing & Allied Health 5400-5401	08:00 AM Enrollment Management Committee 5400-5402 10:00 AM Work Experience Workshops 5400-5400	08:00 AM Cabinet Managers Meeting 5400-5402 09:00 AM Work Experience Workshops 5400-5403 01:30 PM Shared Governance Council CANCELLED 02:00 PM Shared Governance Council 5400-5402 04:30 PM Eggs - Vision Drama 5400-5401	08:00 AM High School Counselor Conference 5400-5401, 5400-5402 08:00 AM Counseling Staff Workshop 5400-5403 CANCELLED 08:00 AM Counseling Academy Tour 5400-5401 10:00 AM Work Experience Workshops CANCELLED 10:30 AM AJCC Social Club 5300-5300	07:00 AM High School Counselor Conference 5400-5401, 5400-5402 08:00 AM Counseling Staff Workshop 5400-5403 12:30 PM Music Event 5400-5401, 5400-5402, 5400-5403	09:00 AM Work Experience Workshops 2500-2503 10:00 AM CARTS Workshop 5400-5403 12:30 PM Music Event 5400-5401, 5400-5402, 5400-5403

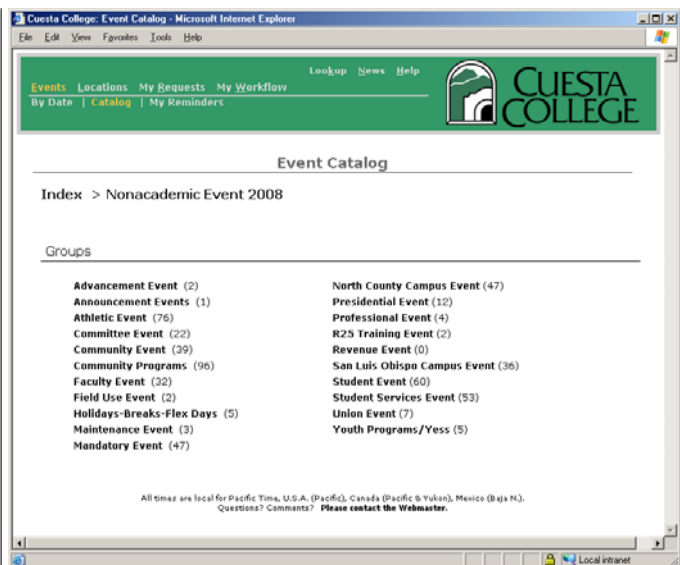
View Event Catalog

The “Catalog” allows viewing room usage based on class or specific event.

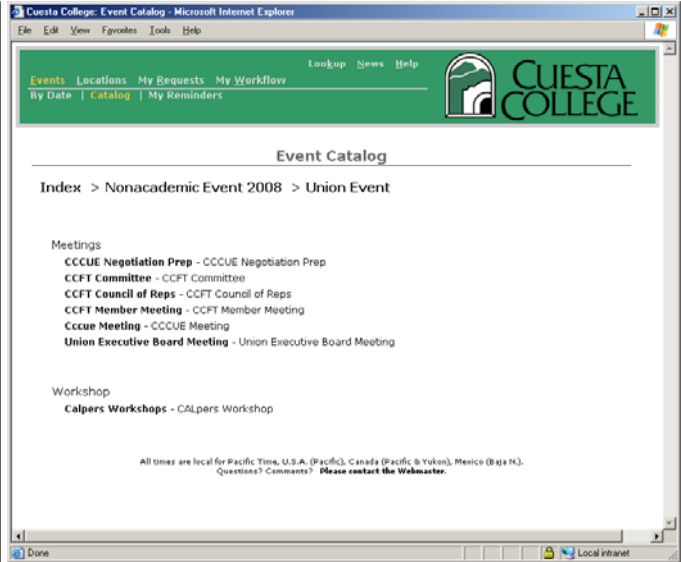
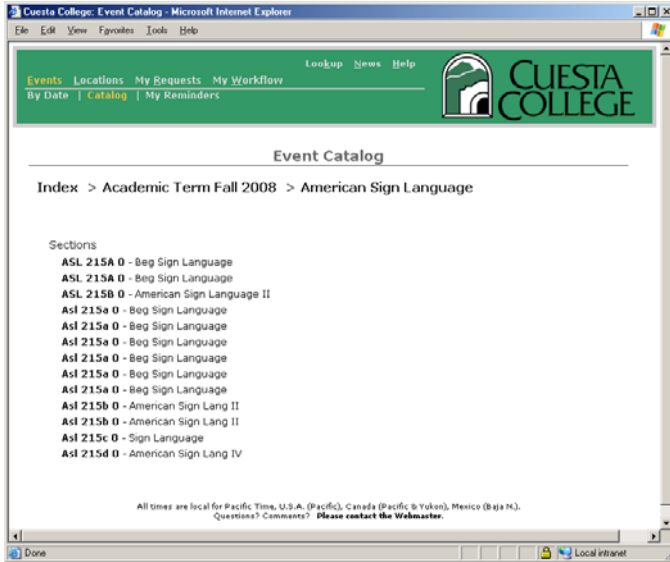
1. Click the **Events** tab.
2. Click the option, **Catalog**.
The Event Catalog screen will appear.



3. Click the desired Academic Term or Nonacademic Event.
A category list will appear.

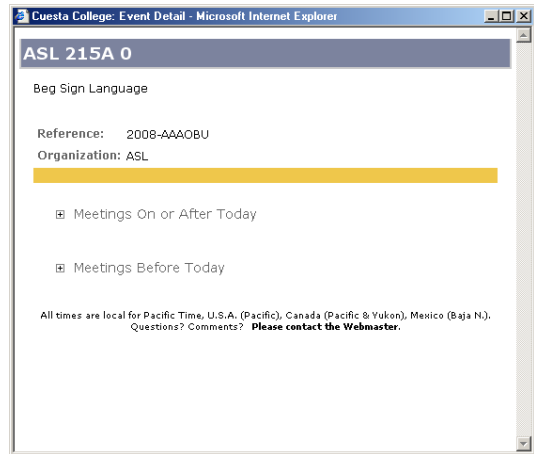


4. Click on the desired subject or group.
A list of subjects or events will appear.

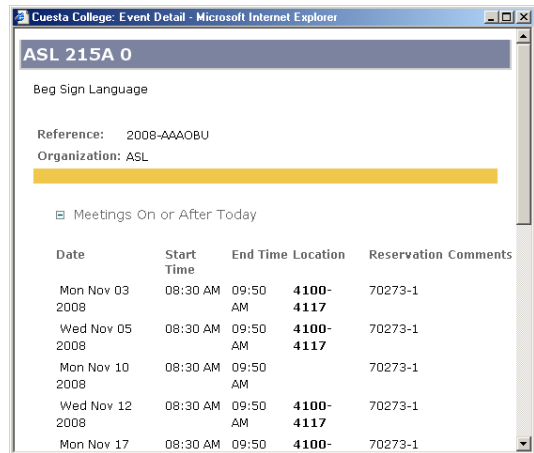


5. Click on the desired subject or event.
A pop-up displaying “Meetings On or After Today” and/or “Meetings Before Today” will appear.

6. Click the plus sign (+) to the left of the desired option.



A schedule listing will appear for that subject/event.



Viewing Locations

View Event by Date

The “By Date” option displays events (and their location) occurring on specific dates.

1. Click the **Locations** tab.
2. Click option, **By Date**.
 - Click on the event name for more event detail.
 - Click on the room name/number information on room.
 - Click on the Day/Week/Month buttons to specify the number of days viewed at one time.
 - Change the date by clicking on a specific calendar date, the left/right arrows or the “Go to Today” link.
 - Click a Filter to display specific locations.

Event names & Rooms

Day/Week/Month buttons

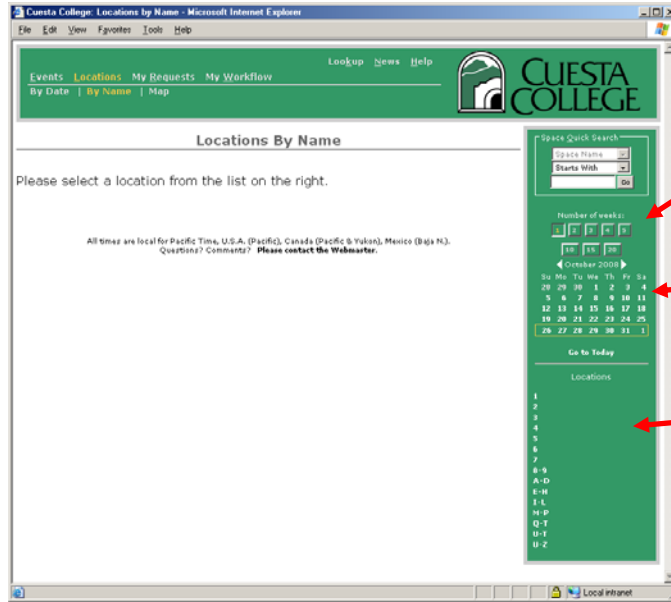
Change date

Filters

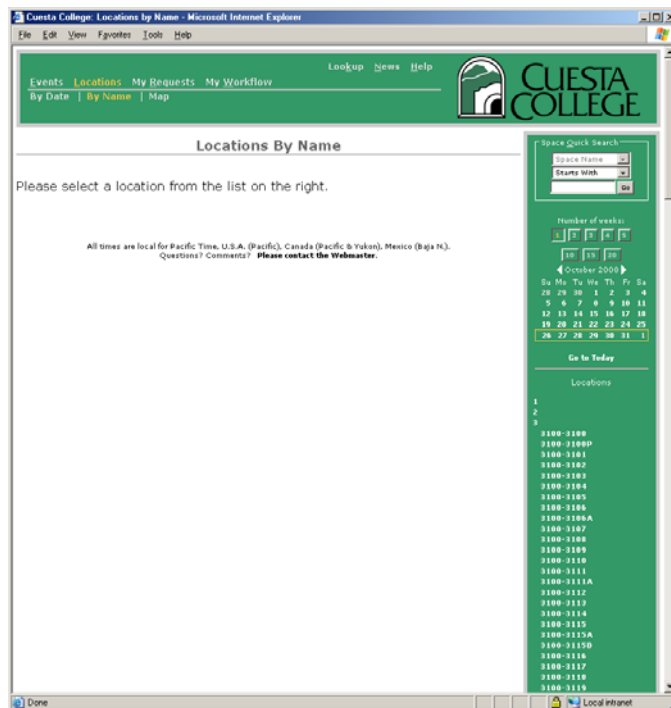
View Location by Name

The “By Name” option displays events occurring at a specific location, in increments of weeks.

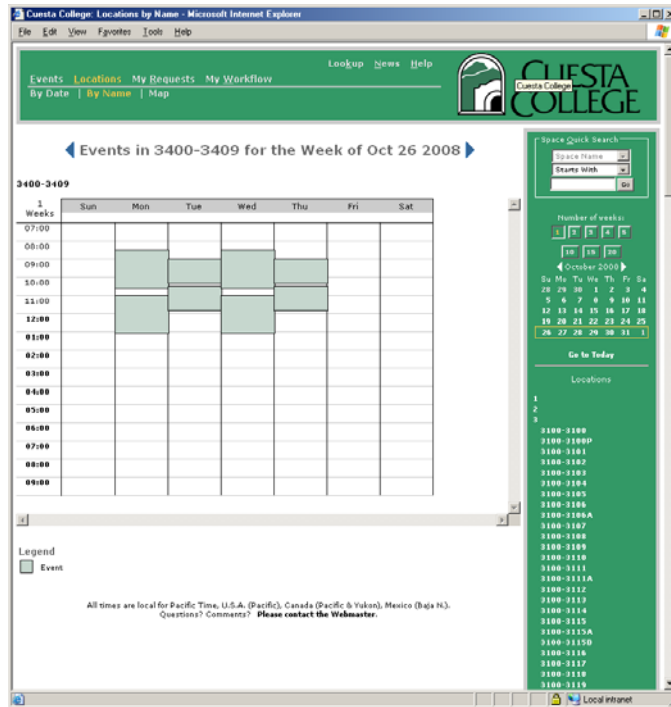
1. Click the **Locations** tab.
2. Click the option, **By Name**.
3. Click a date and/or a “number of weeks” button.



4. Select a location from the **Locations** list in the lower-right.
The list will expand revealing specific locations.



5. Click on the desired location.
A grid for the date range will appear with shaded boxes denoting times the location is reserved.

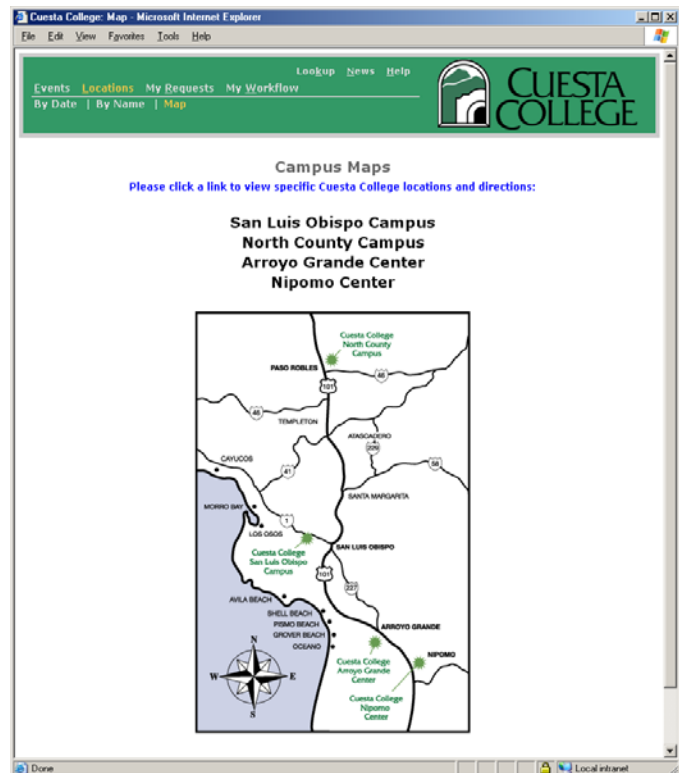


- Click on a shaded box for information regarding that event.
A pop-up window will display event information.

View Map

The “Map” option displays maps of our campuses.

- Click the **Location** tab.
- Click the option, **Map**.
- Click the desired campus.
A map of that campus will be displayed.



Searching for an Event or Location

You can search for a specific event based on the event name, the event reference number or its location.

1. Click **Lookup**.

The New Quick Search window will be displayed.

2. Select one of these three options:

- **Event Name**
 - a. Select relational text from the Event Name dropdown list.
 - b. Type all or part of the event name in the blank text field.
NOTE: The search is case-sensitive! Typing 'counseling' will not bring back 'Counseling'.
 - c. Click the **Go** button.
The event(s) will be displayed.
- **Event Reference**
 - a. Type all or part of the event reference number in the blank text field.
The event reference number, which consists of the 4-digit year followed by 6 letters (i.e.2008-AAABCD), is assigned automatically when the event is booked.
 - b. Click the **Go** button.
The event(s) will be displayed.
- **Space Name**
 - a. Select relational text from the Space Name dropdown list.
 - b. Type all or part of the location name/number in the blank text field.
Typically the "Space Name" consists of the building number followed by the room number (i.e. 1000-1032).
 - c. Click the **Go** button.
The event(s) will be displayed.

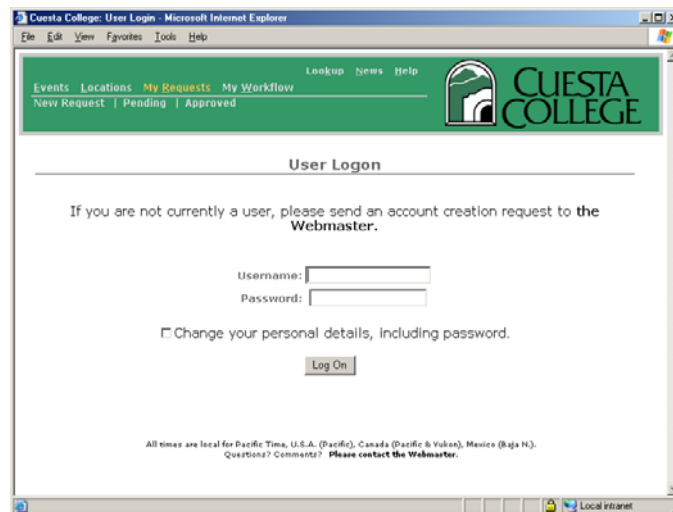
For Schedulers Only

My Requests

Submitting a Request (Reserving a Room)

The “New Request” option permits submitting a request for an upcoming event. This can include a “simple” event that occurs within a single time span, or an event that repeats. For example, a simple event might begin on May 5th at 7 PM and end on June 1st at 1:00 PM. An event that repeats might be a series of meetings that occur at the same time on five different dates.

1. Click the **My Requests** tab.
A login screen may appear.



2. If necessary, enter your **Username** and **Password**, and then click the **Log On** button.
3. Click the option, **New Request**.
The New Request form will display.
4. Complete as many fields on the form as appropriate. **Do not use any special characters in any fields, (i.e. ', #, &, etc).** Your request may not process through even though you may receive a request confirmation.

In this field...	Enter this information...	Required?
Event Name	A descriptive name for the event - one that you'll remember.	yes
Event Type	The type of event (choose from the drop-down list if it's available).	yes
Sponsoring Organization	The organization that is sponsoring the event (choose from the drop-down list if it's available).	yes
Expected Head Count	The estimated attendance.	yes
Start/End Date/Time	The start date and time. Please enter this information only for the 1 st day of your reservation. Use Repeat dates below that for additional occurrences. (Note: All occurrences of the event will be booked for 24/7 time if you enter different start and end dates.)	yes
Repeat dates	For an event that has this repeat pattern...	Select...
	Does not repeat	The None radio button

In this field...	Enter this information...	Required?
	Repeats on a random schedule	The Ad Hoc radio button and specify a repeat date. Press Enter to add the date to the list. Repeat as needed.
	Repeats daily, or every specified number of days	The Daily button and select the number of days between occurrences and the length of time for the number of repetitions.
	Repeats weekly	The frequency, one or more weekdays, and the length of time or the number of repetitions.
Space Preference	<p>The room you want. Use one of the following options:</p> <ul style="list-style-type: none"> Click the specific Space radio button, and select a space from the drop-down list. Click Any Space In radio button, and select a space grouping from the drop down list. Click the Other radio button, and type your preference. <p>(Note: The room will be held only after a scheduler approves your request.)</p>	
Resources	The quantity of any of the resources you want.	
Custom Attributes or Requirements	Any additional characteristics and requirements appropriate to the event.	
Comments	Any comments about the event that you want the scheduler to know about. (Note: Your comments will be protected by R25 security.) Comments do <i>not</i> show on CuestaView.	
Description	Information that describes the event activity & shows up on CuestaView	

- Click **Next** at the bottom of the page.

The Event Request Summary will be displayed.

NOTE: Click Reset to start over.

- Review summary details. If satisfied, click **Submit Request**. Otherwise, click Make Changes.

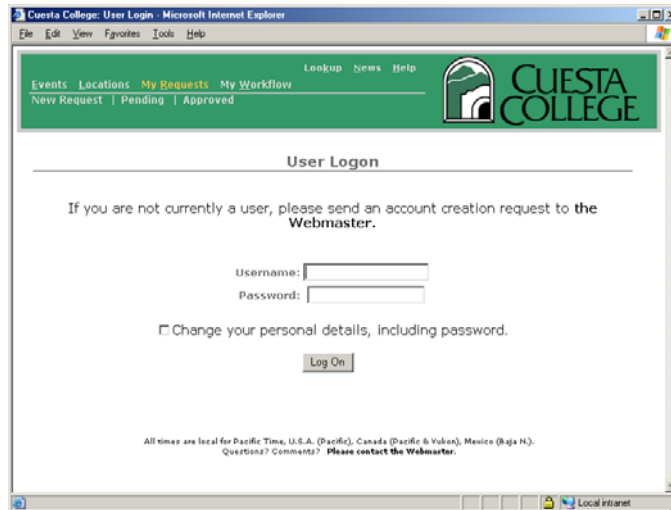
Once you submit your request, you will receive an -email with the details of your request, and a staff person will schedule the event or contact you for more information. After the event has been approved, it appears on your calendar of personal event reminders.

View Pending Requests

The “Pending” option permits viewing, modifying, or deleting your current event requests.

- Click the **My Requests** tab.

A login screen may appear.

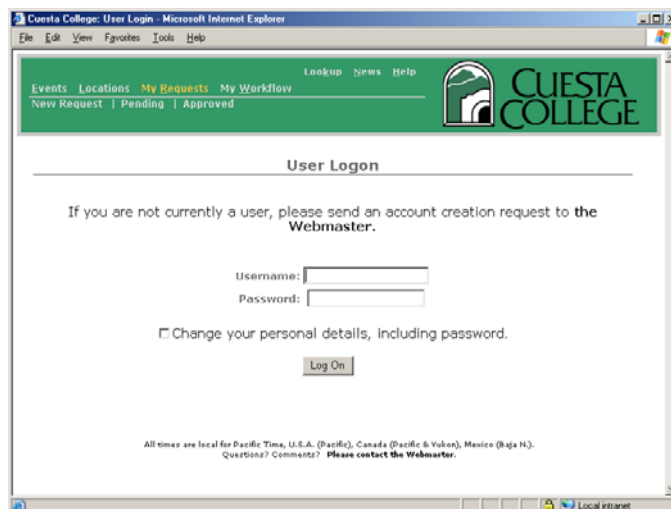


2. If necessary, enter your **Username** and **Password**, and then click the **Log On** button.
3. Click the option, **Pending**.
The Pending requests will be displayed.
4. If you wish to edit a pending request, click **Edit** next to the desired event.

View Approved Requests

The “Approved” option permits viewing your approved event requests.

1. Click the **My Requests** tab.
2. Click the option, **Approved**.
A login screen may appear.



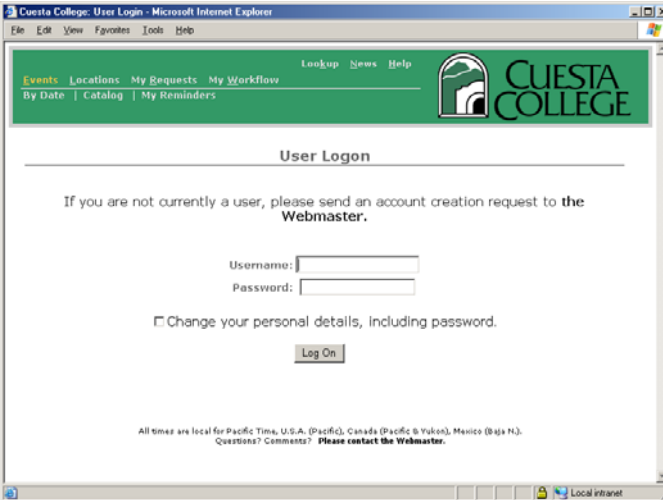
3. If necessary, enter your **Username** and **Password**, and then click the **Log On** button.
The Approved requests will be displayed.

View Event My Reminders

The “My Reminders” displays a calendar of your personal event reminders.

1. Click the **Events** tab.
2. Click the option, **My Reminders**.

A login screen will appear.



Cuesta College: User Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Events Locations My Requests My Workflow Lookup News Help
By Date Catalog My Reminders

CUESTA COLLEGE

User Logon

If you are not currently a user, please send an account creation request to the **Webmaster**.

Username:

Password:

Change your personal details, including password.

All times are local for Pacific Time, U.S.A. (Pacific), Canada (Pacific & Yukon), Mexico (Baja N.).
Questions? Comments? **Please contact the Webmaster.**

Local intranet

3. Enter your **Username** and **Password**, and then click the **Log On** button.
The My Reminders calendar will display.