



# Filling Out The Web Viewer Request

## 1.

**Enter your user name and password**

### User Logon

\* If you do not have an account please click here to schedule a training and set up your logon.

Username:

Password:

Change your Web Viewer password.

Log On

## 2.

### Request an Event

Please fill in as many details as possible. Required fields are labeled like **this**.

**Event Name:**

**Event Title:**

**Event Type:**

**Sponsoring Organization:**

**Expected Head Count:**

**For 90 percent of requests, you should choose "meeting type." There are other options like: employment, cultural, conferences and ad hoc instruction (not to be confused with an ad hoc repeat request)**

**Event Date:**

**Start:**  :

**End:**  :

**Please do not include set up and take down time here!**

**Repeat:**

None

Ad Hoc

Daily

Weekly

Repeat Every:  Day(s)

Until:

For:  Repetition(s)

Repeat Every:  Week(s)

On:

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Until:

For:  Repetition(s)

**This request does not repeat**

**The preferred space is already populated from your selection on WebViewer**

**Space Preference:**

Any Space In:

Specific Space:

### 3.

**Space Preference:**

Any Space In: \*Auditoriums

Specific Space: LIB 0221

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**Custom Attributes:**

**You must select one of the following checkboxes.**

SHOW PUBLIC

SHOW INTERNAL

FEATURE REQUESTED

IMAGE URL  (Text)

LINK TEXT  (Text)

LINK PATH  (Text)

SPACE REQUESTED  (Text)

OTHER TIME PATTERN  (Text)

SET UP TIME  (Text)

TAKE DOWN TIME  (Text)

UNLISTED ORG  (Text)

CRS CRN  (Text)

CRS SUBJ  (Text)

CRS NUM  (Text)

CRS NAME  (Text)

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**Comments:**

Please add 15 minutes of set up and take down time.

Also, if we exceed the capacity of the room, what are my options?

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**Event Description:**

This event is designed to celebrate Library Science while exploring the origins of libraries and the service to society they provide

Please choose at least one of these options. All confirmations will show in the Web Viewer calendar. *Show Internal* will appear in the "What's New" calendar. *Show Public* is important to chose for school closures or other community announcements

Add your set up and take down time here but not here!  
Please make sure your event time is correct and does not include set up and take down time for the sake of your attendees and the event assistance crew

You can also leave a note for the scheduler. These notes are not published

The Event Description is public and will appear on the WebViewer calendar

Review (or reset) your request details...

4.

### Event Request Summary

Event Name: Be Extra Nice to your Librarian  
Event Title: The Art and Science of Good Manners  
Event Type: MEETINGS\_TYPE  
Sponsoring Organization: CAMPUS SERVICES  
Expected Head Count: 50  
Start: August 8 2016 11:00 AM  
End: August 8 2016 12:00 PM  
Date Summary: No Repeating Dates Were Selected.  
Space Preference: LIB 0221  
Resources:  
Custom Attributes: SHOW PUBLIC: Yes  
SHOW INTERNAL: Yes  
FEATURE REQUESTED: Yes  
SET UP TIME: 15 mins  
TAKE DOWN TIME: 15 mins  
Requirements:  
Comments: Please allow 15 minutes of set up and take down time.  
Description: If we exceed the capacity of this room on 8/8 I hear back from RSVPs, where would you suggest we could move to? Thanks!

Review the details of your request.  
Make changes as needed then hit  
"Submit Request"

This is not the place to submit an  
event assistance request. If you need  
help with your event, please submit a  
Campus Services' Help Desk ticket

NOTE: Your request has not yet been processed.  
Please carefully review the information above. If everything is correct, submit it now; otherwise, make changes and *then* submit it.