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/cuesta
   The CuestaView screen will display.

Navigating CuestaView

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

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.*
6. 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.*

1. Click the **Location tab**.
2. Click the option, **Map**.
3. 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 May 7th 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.

<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this information...</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
<td>A descriptive name for the event - one that you'll remember.</td>
<td>yes</td>
</tr>
<tr>
<td>Event Type</td>
<td>The type of event (choose from the drop-down list if it's available).</td>
<td>yes</td>
</tr>
<tr>
<td>Sponsoring Organization</td>
<td>The organization that is sponsoring the event (choose from the drop-down list if it's available).</td>
<td>yes</td>
</tr>
<tr>
<td>Expected Head Count</td>
<td>The estimated attendance.</td>
<td>yes</td>
</tr>
<tr>
<td>Start/End Date/Time</td>
<td>The start and end date and time.</td>
<td>yes</td>
</tr>
</tbody>
</table>

*Note: All occurrences of the event will be booked for the continuous time from start to end.*
<table>
<thead>
<tr>
<th>In this field...</th>
<th>Enter this information...</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat dates</td>
<td>For an event that has this repeat pattern...</td>
<td>Select...</td>
</tr>
<tr>
<td>Does not repeat</td>
<td>The <strong>None</strong> radio button</td>
<td></td>
</tr>
<tr>
<td>Repeats on a random schedule</td>
<td>The <strong>Ad Hoc</strong> radio button and specify a repeat date. Press Enter to add the date to the list. Repeat as needed.</td>
<td></td>
</tr>
<tr>
<td>Repeats daily, or every specified number of days</td>
<td>The <strong>Daily</strong> button and select the number of days between occurrences and the length of time for the number of repetitions.</td>
<td></td>
</tr>
<tr>
<td>Repeats weekly</td>
<td>The frequency, one or more weekdays, and the length of time or the number of repetitions.</td>
<td></td>
</tr>
<tr>
<td>Space Preference</td>
<td>The room you want. Use one of the following options:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the specific <strong>Space</strong> radio button, and select a space from the drop-down list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click <strong>Any Space In</strong> radio button, and select a space grouping from the drop down list.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Other</strong> radio button, and type your preference. <strong>Note:</strong> The number entered consists of the building number followed by a dash and the specific room number (i.e. 1000-1009).</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The room will be held only after a scheduler approves your request.</td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td>The quantity of any of the resources you want.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A resource is any equipment, service, personnel, supplies or other item that could be assigned to an event reservation. Examples of resources are: DVD/VCR player, Laptop Computer, Polycom, Microphone, Public Safety Officer, etc.</td>
<td></td>
</tr>
<tr>
<td>Custom Attributes or Requirements</td>
<td>Any additional characteristics and requirements appropriate to the event.</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td>Any comments about the event that you want the scheduler to know about.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Your comments will be protected by system security. Comments do not show on CuestaView.</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Information that describes the event activity &amp; shows up on CuestaView</td>
<td></td>
</tr>
</tbody>
</table>

5. Click **Next** at the bottom of the page.
   *The Event Request Summary will be displayed.*
   **Note:** Click Reset to start over.

6. 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.

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, **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.*

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