Schedule Builder Training
August 2014
Things to Remember from the Start…
ROAR uses tabbed browsing which means DO NOT USE THE BACK BUTTON in your browser
Speaking of browsers…ROAR is compatible with:

- Mozilla Firefox: YES
- Google Chrome: YES
- Safari: Not guaranteed but ok
- Internet Explorer: NO!
If it looks like PAWS, it belongs to PAWS.

Anything in ROAR that has a Subject Code or Component Type that is the same in PAWS should **only be associated** with class sections.

More on this later…
Dashboard
Dashboard –

Welcome to ROAR Room Optimization Assignments and Reservations

Quick Search
- Search Events
- Search Locations

Find Available Locations
- I know WHEN my event should take place – help me find a location!
- OR
- I know WHERE my event should take place – help me choose a time!

Create an Event

Your Starred Event Searches
You do not have any Starred Event Searches!

Your Starred Location Searches
You do not have any Starred Location Searches!

Your Starred Reports
You do not have any Starred Reports!

Your Events
- No Events in which you are the Scheduler
- No Events in which you are the Requester

Your Event Drafts
- No Event Drafts in which you are the Scheduler
- No Event Drafts in which you are the Requester

Tasks
- You have No Tasks on Today's Agenda

Recently Viewed
(hide)

Customize Dashboard
- Help

Recommend: Don’t remove anything until you’ve used it for a while
Events Tab
Event Searches

• **Keyword**
  – Looks at Name and Title of events

• **More Search Options**
  – Can choose all or none of the following fields:
    • Types
    • Organizations
    • Categories
  – **IGNORE:** Cabinets, Your Role, States
Save Search

Always save using Search Criteria
Stars are a Scheduler’s Best Friend!
Time to Make Some Changes!
Locations Tab

- **Public Searches**
  - Standard GA room searches that everyone can access

- **More Search Options**
  - Can choose all or none of the fields:
    - Categories
    - Features
    - Layouts
    - Capacities
Locations Search Views

• List
• Availability
  – Shows schedule/availability for a selected date
• Calendar
  – Shows schedule for a specified date range
Keep in Touch!

This training isn’t the end. We will be in touch with further information and training opportunities.
If you see something that doesn’t make sense or have a question, let us know!
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