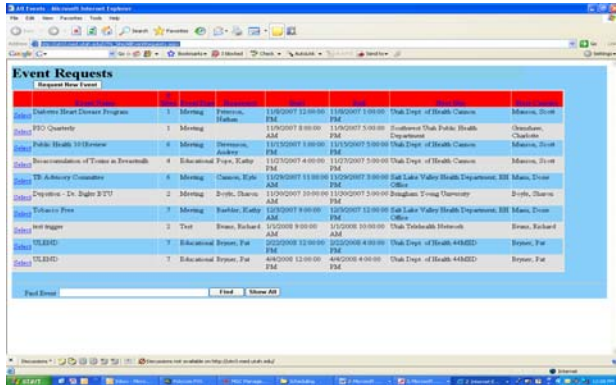




## Using the UTN web scheduler to request a NEW videoconference

Please call the UTN office if you have any questions during this process.

**NOTE:** The requester field requires you to enter a name that has previously been entered into our database. If you can't find your name, or the name of the person requesting the event, add their name, phone number, email address and organization to the requirement/notes field.



From the UTN webpage, select Scheduling  
Click on 'Submit a request for a new video event'

Click on **Request New Event**

General instructions are listed on this page. Some fields will have data in them when you begin. These fields required a default value.

### 1 Event Name

First see if the event name exists by clicking the down arrow at the end of the Select Event Name From List field. If not found, enter it in the Event Name field.

**NOTE:** Some of the event names are created with abbreviations at the beginning of the name to sort events together by the group requesting them. Examples:

- CC for Community Clinics
- UNHS for Utah Navajo Health Systems
- CON for College of Nursing

## AUCH for Association of Utah Community Health

### 2 Event Type

Select the correct meeting type. Note that there is a difference between educational and training. Educational is used for events like the College of Nursing and the Diabetes Brown Bag.

### 3 Requester

The requester is the person who is responsible for organizing the video conference. This person will receive automated emails throughout the scheduling process. See Note at the top of this document.

### 4 Host Site

This is the location where everyone would travel to if video conferencing was not used. Select the site from the drop down menu. The sites names are considered their official name. If the site you are looking for is not on this list, please enter it into the notes field.

### 5 Host Contact

This is normally the person at the host site that is responsible for the room setup and connecting the equipment. If unknown, leave blank.

### 6 Set the date and time

Click on the **Change/set dates and times** button  
Use the format indicated  
Click on the Accept Dates/Times button  
The screen will refresh to show your additions.

Click the save button

The list of sites will appear at the bottom of the screen.

Host Contact:

Miscellaneous Requirements/Notes: (PowerPoint, Recording, Recurring Event Dates, etc.)

Setup Time:  This is the time when Participants may begin connecting to this Event. This field is read-only and is automatically set to 30 minutes prior to the start of the Event.

The following fields are read only:

Start Date/Time:

End Date/Time:

Select the Group to filter Sites by:   7

siteID	Available Sites
Select 204	650 Komax
Select 18	Allen Memorial Hospital
Select 169	Association for Utah Community Health
Select 300	Australian Institute of Sport
Select 124	BC9 - School of Medicine
Select 180	Bear Lake Community Health Center, Inc.
Select 20	Bear River Health Department
Select 21	Beaver Valley Hospital
Select 166	Benefis Healthcare
Select 135	Bingham Memorial Hospital

1 2 3 4 5 6 7 8 9 10 ...

**NOTE: Sites:**

This list is comprised of sites that UTN has connected to and therefore have been added to our database. Many of them can not be. Please call the UTN office if you are not sure if the site you want to schedule is available for use.

## 7 Sites / Groups

You can select each site individually or by Group.

**Individual selection:**

Click on 'Select' left of the site name. For the example, Allen Memorial Hospital was selected.

Select the Group to filter Sites by: AUCH

**Allen Memorial Hospital** All Fields are optional.

Request ID:	1780	Available Rooms	Room ID	Room	
Site ID:	18	Select	158	ER	
Room ID:	158	Select	9	Cafateria	
Meeting Role	Participant	Select	10	Clinic	
Est. # of Participants		Available IPs/ISDN	publicIP	ISDN	Bridge Name
Primary Contact		Select	18 155.100.11.41 /		UTN AMH MOAB DIABETES OFFICE
Contact Phone		Select	18 155.100.11.78 /		UTN RX ALLEN MEM HOSP MOAB
IP Address		Select	18 155.100.11.77 /		UTN AMH MOAB CLINIC
Bridge Name		Select	18 155.100.11.30 /		UTN AMH MOAB TELESTROKE
<input type="button" value="Insert"/> <input type="button" value="Cancel"/>		Select	18 155.100.11.197 /		UTN AMH MOAB

Fill in all the information that you can.

**NOTE:** Ignore the Request ID, Site ID, and Room ID. These are Database identifying numbers.

**Meeting Role:** The default is Participant. If you are selecting the Host site, select Host from the drop down menu. All other sites are participant sites.

**Est. # of Participants:** Enter the number of people expected at that location if known. The default is 1.

**Primary Contact:** This is the person at each site that is responsible for scheduling and/or room set up. Leave blank if you do not know.

**Contact Phone:** Enter if known.

**IP Address and Bridge Name:** When you select a site, information about that site is displayed to the right.

Clicking on Select will copy that information to the fields on the right side. Available Rooms:

Click on Select on the appropriate room. If only one is displayed, pick that one.

**Available IPs/ISDN:** This section lists all video equipment at that location. If only one is displayed, pick that one by clicking on the word Select. If more than one is listed and you do not know which one will be used, do not select.

Click on the insert button to save. Add additional sites in the same manor.

## Groups

Click on the drop down menu to select a group.

Click on the Select All button.

Click delete on any that you do not want to schedule

Click on Insert

NOTE: Contact the UTN office for more information about groups or having one created for you.

To add a site that does not show up on the list.

Click on the New Site button. Enter as much information as you can. Click on Save Site.

When all of the sites have been selected and inserted, click on SAVE and then EXIT.

Or if you have another event to schedule, click on Add Another Event.