











R25[®]

User Quick Reference






R25 BUTTONS AND SYMBOLS











R25 Toolbar Buttons

This button	Opens...	So you can...
	My R25	<ul style="list-style-type: none">• Start creating an event or other data record.• Run a quick search for data.• Open a Favorite data record.• Open any of the R25 directories.• View or edit selected data.• See a summary of your workflow and open the task list.• Organize and use your saved shortcuts.• Access your session history.• Run a predefined search.
	SpeedBook	<ul style="list-style-type: none">• Create an event.• Check space and resource availability.• Develop a price quote.
	Task List	<ul style="list-style-type: none">• Check your own workflow and that of others.• Create a To Do.• Complete a task.
	Calendar	<ul style="list-style-type: none">• Select a date to start creating an event.• View reservations for a date.
	Event Directory	<ul style="list-style-type: none">• View, edit, copy, or delete an event.• Create event favorites.• Start creating an event in a selected folder.• View and complete event drafts.• Specify criteria to search for a select set of events.• View a calendar for selected events.
	Space Directory	<ul style="list-style-type: none">• Create, view, edit, copy, or delete a space.• Create space favorites.• Start creating an event in a selected space.• Specify criteria to search for a select set of spaces.• View events occurring in selected spaces.
	Resource Directory	<ul style="list-style-type: none">• Create, view, edit, copy, or delete a resource.• Create resource favorites.• Start creating an event with a selected resource.• Specify criteria to search for a select set of resources.• View events using selected resources.• View available inventory of selected resources.
	Organization Directory	<ul style="list-style-type: none">• Create, view, edit, copy, or delete an organization.• Create organization favorites.• Specify criteria to search for a select set of organizations.• View events for selected organizations.
	Contact Directory	<ul style="list-style-type: none">• Create, view, edit, copy, or delete a contact.• Create contact favorites.• View events for selected contacts.• Send email to selected contact(s).
	Report Directory	<ul style="list-style-type: none">• Run a report.• View the report online and/or print it.• Create report favorites.














R25 Toolbar Buttons

This button	Opens...	So you can...
	Send Email	Send an email message to an R25 contact(s).
	Create Shortcut	Create a shortcut to the current form and add it to My R25.
	Window List	Select the name of an open form to bring it forward.


Create/Edit Buttons

This button	Lets you...	This button	Lets you...
	Create a new item of the type relevant to the current context.		Reactivate the selected master list item.
	Open the selected item for viewing or editing.		Define object-level security for the selected items.
	Copy the selected item.		Define a notification policy for the selected items.
	Delete the selected items.		Define an assignment policy for the selected spaces or resources.
	Deactivate the selected master list item.		Specify the open/close times and blackout dates for the selected spaces.
















Event-specific Buttons/Symbols

This button/symbol	Lets you...
	Save your changes to the event.
	View or print an event summary report.
	Print a report for the event.
	Email reports and other optional attachments.
	View event information a day at a time.
	View event information a week at a time.
	View event information a month at a time.
	Open the reservation worksheet, where you can add, modify, and delete reservations.
	Open the reservation worksheet page where you modify reservation dates/times.
	Open the reservation worksheet page where you assign spaces.
	Open the reservation worksheet page where you assign resources.
	Open the reservation worksheet page where you can view and modify a summary of a reservation and its assignments.
	Know this reservation occurrence has space and resource assignments.






Event-specific Buttons/Symbols

This button/symbol	Lets you...
	Know a "warning" constraint applies to this occurrence. For constraint details, click Reservations Summary Summary in the event toolbar.
	Know the constraint is an "exclude" constraint that can't be overridden.
	Know the constraint is an "exclude" constraint that can be overridden.
	Know the constraint is an "include" constraint that can't be overridden.
	Know the constraint is an "include" constraint that can be overridden.
	Know the occurrence was cancelled by a constraint, then restored.
	Know there is a conflict for the selected space or resource at this date/time.
	Know this occurrence has been cancelled. It can be restored, if you like.
	Know a space assignment request is pending for this occurrence.
	Know a resource assignment request is pending for this occurrence.
	View a summary of all reservations for this event.
	View or edit customer organization and contact information.
	View or edit event properties including confirmation notice text.
	Create, view, modify, or complete workflow tasks for the event.
	View or modify event pricing information.
	Add notes to the event.
	View or modify the notes attached to the event.
	View event history.
	View and act on vCalendar event information. Open a submenu of vCalendar actions for events selected in the Event Directory.






Viewing Data and Communicating Buttons/Symbols

This button/symbol	Lets you...
	Add the selected items to the directory Favorites tab (and to your My R25 Favorites).
	Remove the selected items from the directory Favorites tab (and your My R25 Favorites).
	View events for the selected items.
	Compare usage among the selected spaces.
	Create a new search in the directory (the color of the handle indicates the type of object to search for).
	Know the task request has been approved or completed.
	Know the task request has been denied or declined.
	Know the item is a To Do.
	Know the item is a notification requiring approval.
	Know the item is a notification for your information only.
	Know the item is an assignment request.
	Know the item is a request for unassignment.
	Know the item is a vCalendar To Do.
	Know the item is a requirement.
	Know the item is cancelled.
	Print a report for the selected items.
	Preview the selected report.
	Send email to an R25 contact(s).
	Refresh the entire form.








Task List Toolbar Buttons

This button	Lets you...
	Save the current task view.
	Delete the current task view.
Search!	Generate a task view using the specified search criteria.
	Create a To Do that is not connected to an event.
	Open the selected task.
	Mark the selected item as read/unread.
Hide/Show	Toggle the display of the view definition area to show or hide it.

Event Inheritance Symbols

This button/symbol	Lets you...
	Inherit data changes down to the selected folders or events.
	Know local definitions are allowed. Data may be added.
	Know data is inherited and can't be overridden.
	Know data is inherited and can be overridden.
	Know the item is deactivated.

Additional Identifying Symbols

This symbol	Means...
	The item is a cabinet type. Expand to view the cabinets in the event directory that are this type.
	This item is a cabinet.
	This item is a folder.
	This item is an event.
	This item is an event draft.
	This item is a saved search (the color indicates the type of search).
	This item is a favorite.

R25 KEYBOARD SHORTCUTS

Function Keys

Key	Function
F1	Help
F2	Select the name of an open form to bring it forward.
F3	Close the current form. Quit R25 if only one form is open.
Alt-F4	Quit R25.
F5	Refresh
F6	My R25
F7	SpeedBook
F8	Calendar
F9	Keyboard Help
F10	Move focus to the R25 menu bar.
Esc	Close the current form.

Navigation Shortcuts

To go to...	Press...
A different open form (when the top form isn't "exclusive")	Ctrl-Tab
Menu in R25 menu bar	1. Alt-< <i>first letter in menu name</i> >. 2. Use ↓ to select menu option. Use → to open a submenu.
Next field in a form	Tab
Previous field in a form	Shift-Tab
Start of this line/field	Home
End of this line/field	End
Next word	Ctrl-→
Previous word	Ctrl-←

Selection Shortcuts

To select...	Press...
All in a list	Ctrl-A
First item in a list that starts with letter	Shift-< <i>letter</i> >
One item up	Shift-↑
One item down	Shift-↓
One item left	Shift-←
One item right	Shift-→
To the start of current line	Shift-Home
To the end of current line	Shift-End
Next word	Shift-Ctrl-→
Previous word	Shift-Ctrl-←
Field start	Shift-Ctrl-Home
Field end	Shift-Ctrl-End
Page up	Shift-PgUp
Page down	Shift-PgDn

Cut and Paste

To...	Press...
Copy	Ctrl-C
Cut	Ctrl-X
Paste	Ctrl-V

Additional Action Commands

To...	Press...
Print	Ctrl-P
To open message frame	Ctrl-M
Zoom, in text field	Ctrl-Z

To Create a Simple Search To Use for a Report

1. Open the event, space, organization or resource directory list you want to choose from: for example, in any directory, the Favorites tab; in the event directory, the Cabinets tab; in other directories, the Index or Full List.
2. Click an item(s) you want to add to your search.
3. Use Shift-click (for a span of items) or Ctrl-click (one item at a time) to select additional items.
4. When all the items you want to include are highlighted, right-click and choose Make Search from the pop-up menu.
The focus switches automatically to the directory Search tab. The search is run, and the items you selected appear in the results list.
5. Click Save and enter a meaningful name in the Search Name field.
6. If you want to make the search available to others, check the box labeled "Share Search with Other R25 Users."
7. Click OK.
8. Select the search name and right-click to choose Add to Favorites, if you want to add the search to My R25 and the Assign Spaces options in the event worksheet.

My R25 – The Entry Point to Key Destinations

