



Installation Guide

NSS-RMS-R25

RMS R25 Scheduling Plug-in



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Table of Contents

RMS R25 Scheduling Interface	1
Overview	1
Installation Checklist	1
Scheduling Plug-in Configuration	3
Overview	3
About Dialog.....	4
RMS R25 Plug-in Configuration Options	5
Overview	5
R25 Server	5
Testing the Connection	5
R25 Events	7
Event States	7
Event Types.....	7
Cabinet Type, Cabinet, & Folder.....	8
Date Window	9
Blackout Period	10
Room Configuration	11
Overview	11
Creating a Room Configuration	11
Viewing Room Settings.....	12
Modify Room Settings	13
Known Issues	15

RMS R25 Scheduling Interface

Overview

The RMS R25 Interface (NSS-RMS-R25) provides users with the ability to schedule RMS appointments through the CollegeNET R25 database and display the reservation information on AMX touch panels. They will be able to modify appointments directly from the AMX touch panels, which will then inform the CollegeNET R25 database of the changes. This will enable scheduled events to initiate system presets and provide electronic signage capabilities through AMX touch panels.

The RMS plug-in application allows a room to access and read schedule information from the designated R25 space reservation list. For active appointments, appointments currently in session, a user can use the touch panel to request a meeting extension or to end a meeting earlier than the pre-scheduled end time to free up the room resource.

To read schedule information from R25, the RMS R25 Interface connects via HTTP requests to the R25 Web Services protocol and accesses the reservation information.

The RMS Configuration Wizard allows you to set the R25 server for the RMS Scheduling Manager Service but you must configure CollegeNET's R25 to allow access to the sessions used by the RMS application.

See the CollegeNET R25 Software documentation for more details on how to configure R25.

RMS R25 Scheduling Interface - Technical Specifications / Requirements

RMS R25 Plug-in Software Requirements:	<ul style="list-style-type: none"> • R25 Web Services version 1.8 or greater. • R25 database version 3.3 or greater.
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Installation Checklist

RMS R25 Scheduling Interface Install Checklist

- Install the RMS R25 Interface using the Windows *RMSR25Plugin.exe* setup executable and following the installation instructions.
- Create a reservation room for each schedulable space in R25. You can use a single R25 reservation room or multiple rooms to accomplish this.
- See the CollegeNET R25 documentation for more details on how to configure R25.
- In the Configuration Wizard, select *External Appointment Management/Schedule System* on the Scheduling page in the Welcome section.
- In the Configuration Wizard, configure the Scheduling Manager Service to run as the Local System account.
- In the Configuration Wizard, register and configure the CollegeNET R25 Plug-in on the *Scheduling* page of the System Settings section.

For Each Room in the RMS application:

When adding a new room, after you click the Save button on the Create New Room page:

- 1) Fill in the R25 *Space* information field from the matching information in the R25 database.
- 2) Click the **Save** button to configure.

Scheduling Plug-in Configuration

Overview

To use the RMS R25 Interface scheduling plug-in, it must first be registered. Only a single scheduling plug-in may be registered at one time. The plug-in configuration is performed in the Configuration Wizard under the System Settings, Scheduling node of the navigation tree (FIG. 1).

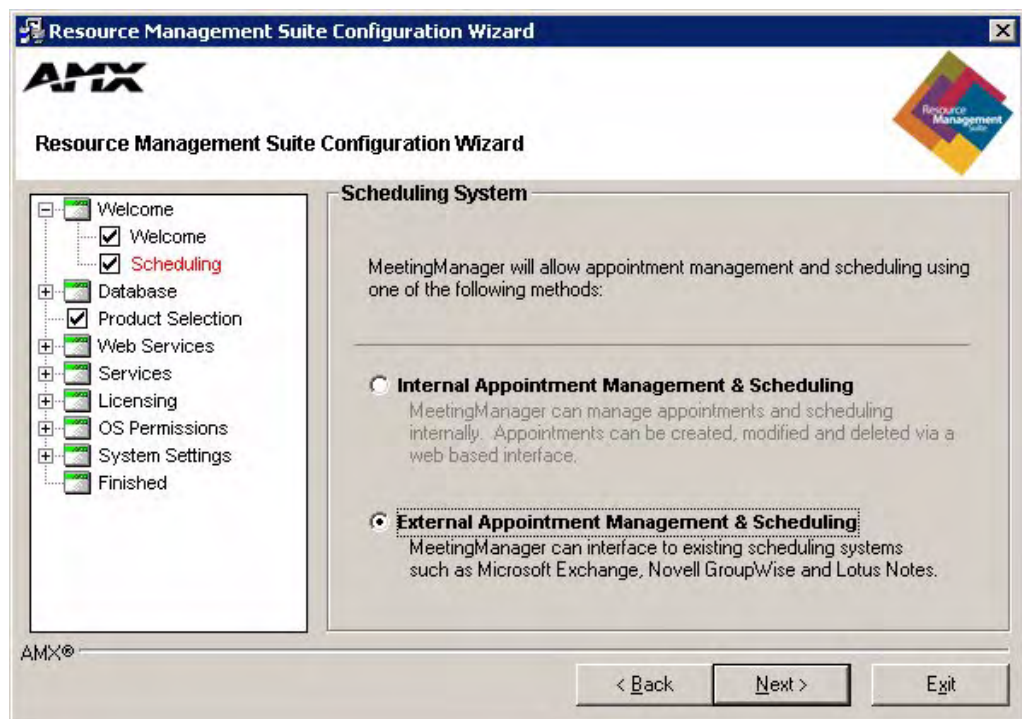


FIG. 1 Scheduling System



NOTE

The RMS application must be configured for External Scheduling Systems for the scheduling plug-in configuration dialog to be displayed.

To register the RMS R25 Interface, place a checkmark in the box to the left of the entry in the scheduling plug-in list. This will automatically load the plug-in configuration dialog (FIG. 2).

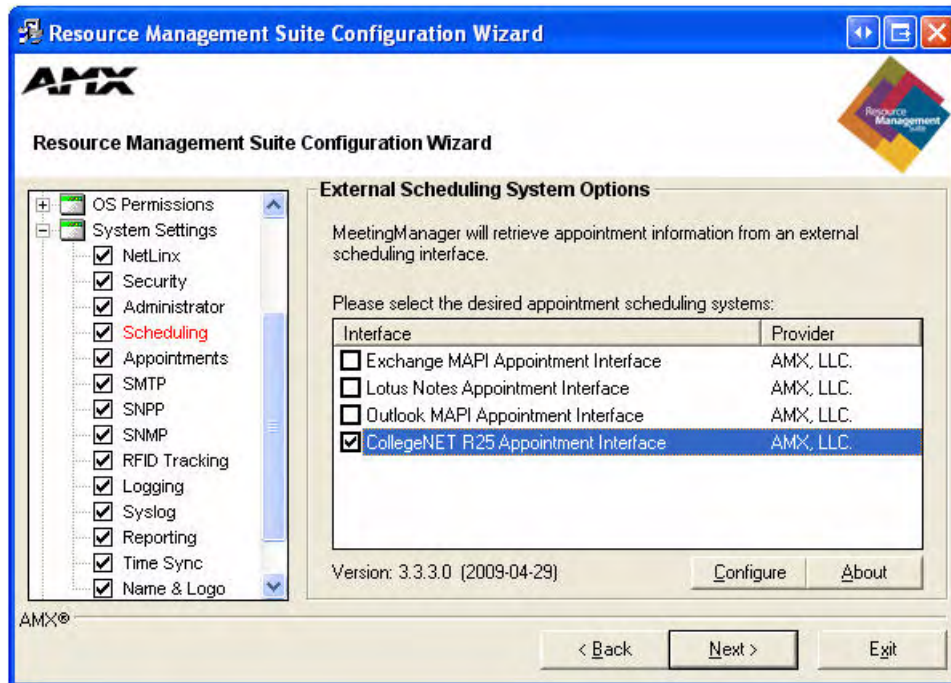


FIG. 2 External Scheduling System Options

About Dialog

The *About* dialog describes the details about the overall installed plug-in including the name, version, date created, company, comments, and description of the plug-in (FIG. 3).

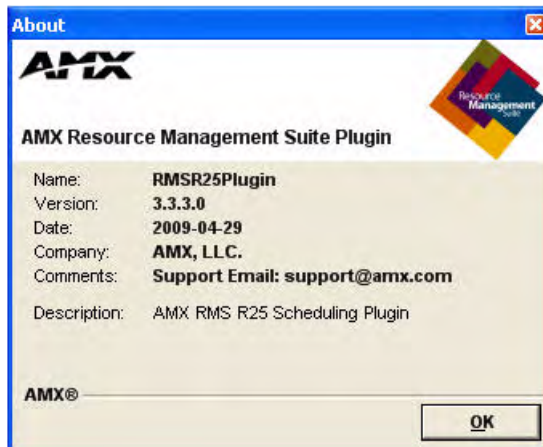


FIG. 3 RMSR25 Plugin - About dialog

RMS R25 Plug-in Configuration Options

Overview

The *Configuration* dialog allows you to configure the required R25 server settings and RMS scheduling manager behavior for all RMS R25 rooms. The dialog is broken up into four tabs, as described in the following sections.

R25 Server

The **R25 Server** tab of the *Configuration* dialog allows you to set the server URL path of the R25 Web Services application as well as the user name and password used to authenticate a connection to the R25 server (FIG. 4).

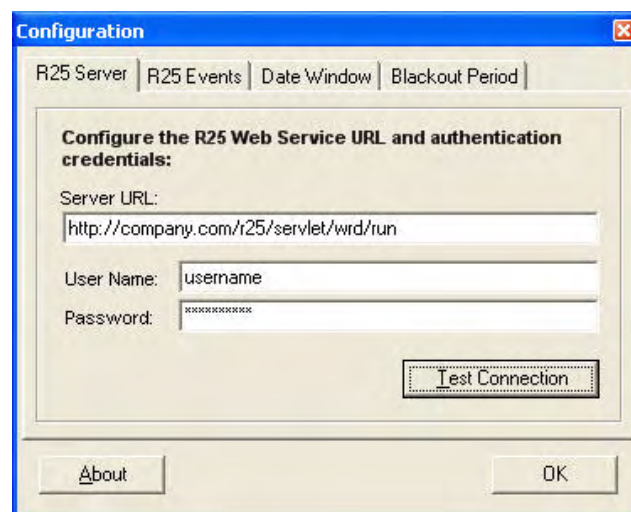


FIG. 4 Configuration dialog - R25 Server tab



The UserName and Password used here should have read and write access to the R25 database. The authentication entered here will be used for all R25 communications.

Testing the Connection

After entering your R25 host information, it is important to test the access to the reservation event data. To test the synchronization of data between the R25 database and RMS, click **Test connection** (in the *Configuration* dialog).

If a connection to the R25 Web Server was successful, the following message will be displayed (FIG. 5):

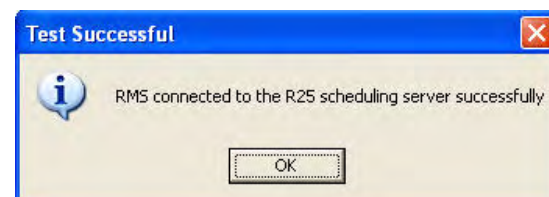


FIG. 5 Test Connection - Successful

If the connection fails, you will receive one of the following messages (FIG. 6):

If the authentication credentials are invalid, the following message is displayed:



If an invalid server URL is provided, one of the messages below is displayed:

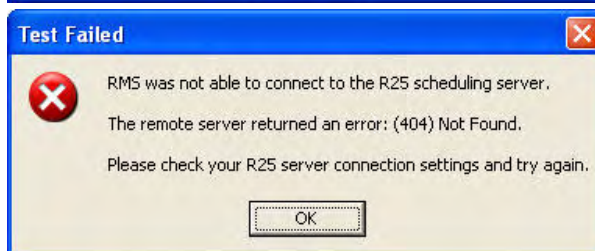


FIG. 6 Test Connection Failed - Error messages

In this case, correct your data and try again. If you cannot make a successful connection, contact your R25 administrator to verify your settings.

R25 Events

The **R25 Events** tab of the *Configuration* dialog provides options for configuring the default R25 Event State, R25 Event Type, and R25 Parent Cabinet/Folder to store new appointments created from an AMX in room touch panel (FIG. 7).



FIG. 7 Configuration dialog - R25 Events tab

Event States

Use the drop-down list of **Event States** to select the R25 event state for all RMS created event reservations (FIG. 8).

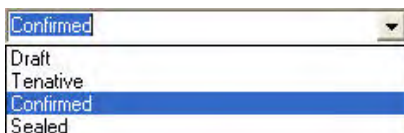


FIG. 8 Event States drop-down list

Event Types

Click the *Select* button to display a listing of all event types configured on the connected R25 server, in the *Select Event Type* dialog (FIG. 9). Select the event type desired for all RMS created event reservations.

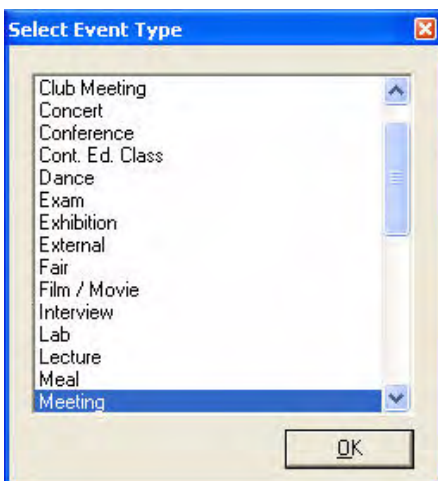


FIG. 9 Select Event Type dialog

Cabinet Type, Cabinet, & Folder

For the *Cabinet Type*, *Cabinet*, and *Folder*, click the **Select** button to display a listing of possible selections, in the *Select Event Container* dialog.

1. First, a listing of available **Cabinet Types** is displayed in the *Select Event Container* (**Select Cabinet Type**) dialog (FIG. 10).

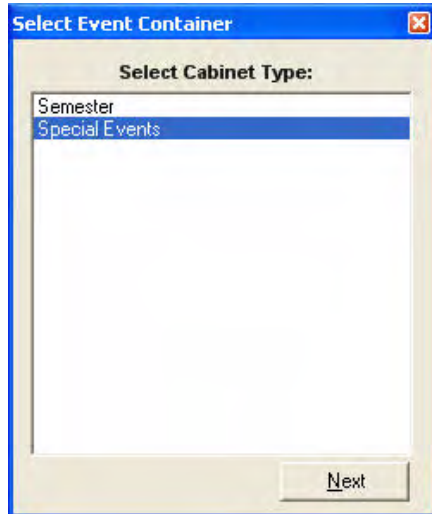


FIG. 10 Select Event Container dialog - Select Cabinet Type

Select the desired cabinet type and click **Next** to continue.

2. Next, a listing of available **Cabinets** (based on the previously selected *Cabinet Type*) is displayed in the *Select Event Container* (**Select Cabinet**) dialog (FIG. 11).

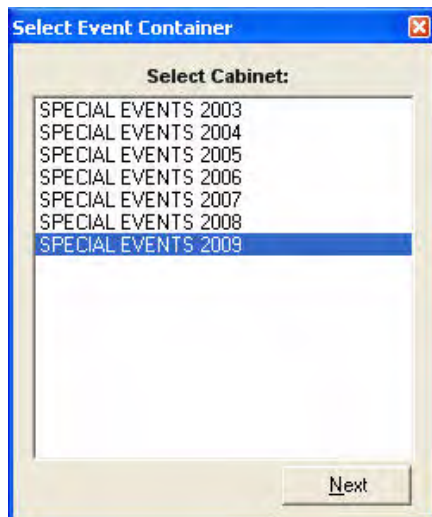


FIG. 11 Select Event Container dialog - Select Cabinet

Select the desired cabinet to store all RMS created event reservations and click **Next** to continue.

- Next, a listing of available folders based on the previously selected cabinet is displayed in the *Select Event Container (Select Folder)* dialog (FIG. 12).

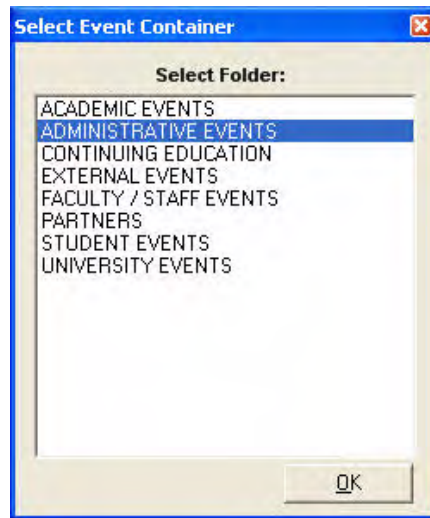


FIG. 12 Select Event Container dialog - Select Folder

Select the desired folder to store all RMS created event reservations and click **OK** to complete the configuration.

Date Window

The **Date Window** tab of the *Configuration* dialog provides options for specifying a date window to perform synchronization against the R25 database (FIG. 13).

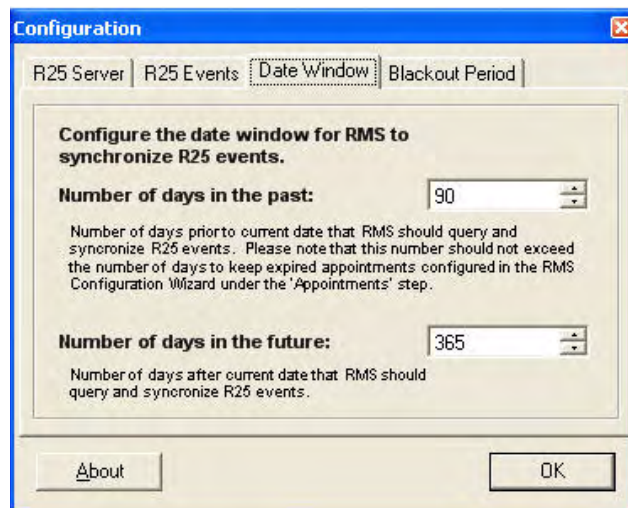


FIG. 13 Configuration dialog - Date Window tab

RMS performs a full synchronization of event reservations for the configured spaces in R25 to the RMS database. In certain environments the amount of synchronization processing can be minimized by reducing the date windows to only the number of days required by the site.

Blackout Period

The *Blackout Period* tab contains the settings for scheduling synchronization/trolling blackout (FIG. 14).

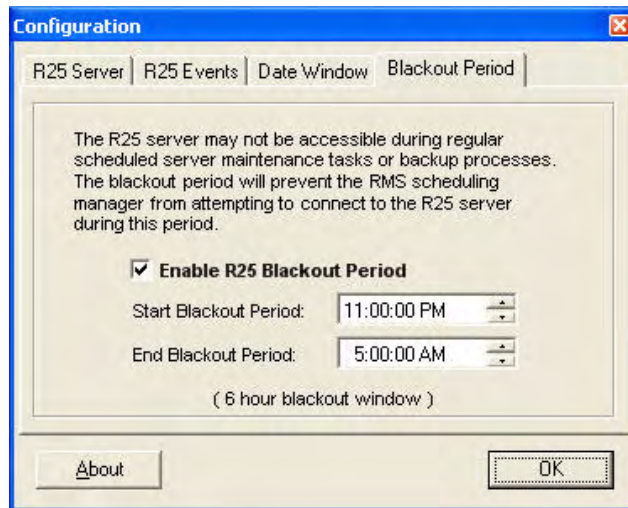


FIG. 14 Configuration dialog -Blackout Period tab

During this blackout period, The RMS application will not attempt to establish a connection to any R25 server. Many systems perform nightly backups or system related processing where the server may not be available or should not be accessed.

The blackout option prevents the RMS application from accessing the server during these times.

This option is enabled by default and is recommended. You may change the time frame to accommodate your specific environment.

Room Configuration

Overview

Room configuration is done via a web page as part of the RMS system. In the web administrative interface, when you add a new room or modify an existing room, you are provided with *Room Scheduling Settings*.

Creating a Room Configuration

After saving the "Create New Room" form (*Management->Rooms->Create Room*), you are presented with a screen similar to FIG. 15 - **Create Room Configuration**:

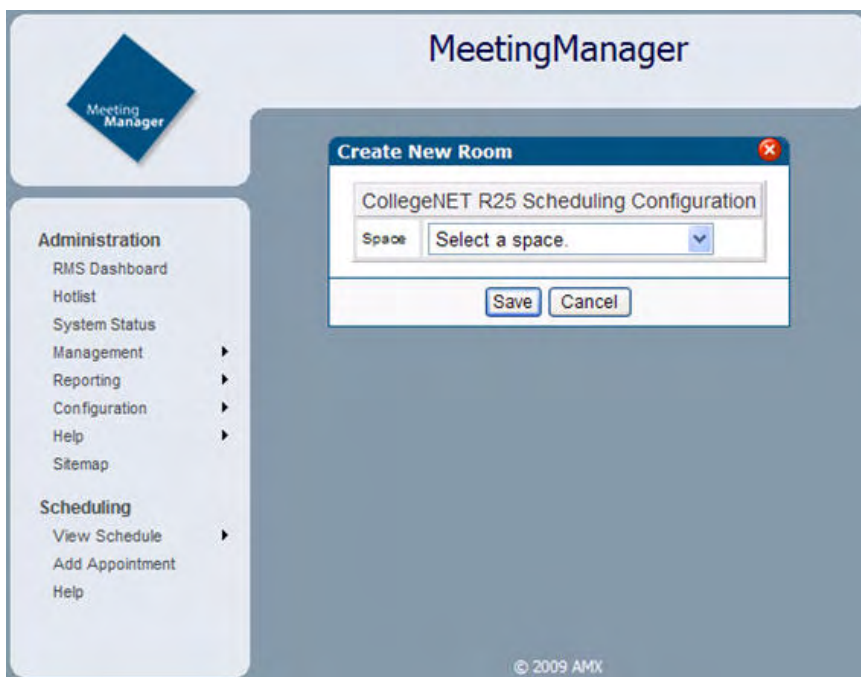


FIG. 15 Create Room Configuration

The only room level configuration required is to associate the RMS room to a space in the R25 system.

- **Space:** Select the name of the space in the CollegeNET R25 Scheduling Configuration section that you wish to associate with this RMS room.

Event reservations from this R25 space will be synchronized with this RMS room.



You may leave the **Space** field blank if you don't plan to have this room interact with the R25 scheduling system.

After completing the required information, selecting the desired Space, click the **Save** button.

Viewing Room Settings

You can view a Room configuration clicking the "view" link from the list of rooms. When viewing a room, you will be presented a screen similar to FIG. 16:

MeetingManager

View Room Settings View Log | Devices

Room Information	
Name	ARTS-101
Group	(Default Group)
Location	East Building II
Owner	Professor Knight
System	No System

Room Properties	
Timezone	(GMT-06:00) Central Time (US & Canada)
Use Daylight Savings	Yes
Prestige Level	Platinum
Number of Seats	45
Phone Number	111-222-3333
Equipment List	
URL to Map of Room	

Room Licensing	
Asset License	1234-56-78-9AB-100-FG3002-18
Scheduling License	1234-56-78-9AB-100-FG3002-19

CollegeNET R25 Scheduling Configuration	
Space	ARTS101

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FIG. 16 View Room Settings

Room Configuration information is displayed after the standard room settings.

To change the Room Configuration, click **Modify**.

Modify Room Settings

Room Configuration information can be changed along with the standard room settings as shown in FIG. 17:

MeetingManager

Modify Room Settings

Room Information

Name: ARTS-101

Group: (Default Group) ▼

Location: East Building II

Owner: Professor Knight

System: No System ▼

Room Properties

Timezone: (GMT-06:00) Central Time (US & Canada) ▼

Use Daylight Savings: Yes ▼

Prestige Level: Platinum ▼

Number of Seats: 45

Phone Number: 111-222-3333

Equipment List:

URL to Map of Room:

Web Control URL:

Licensing Information

Asset License: 1234-56-78-9AB-100-FG3002-18 (98 remaining) ▼

Scheduling License: 1234-56-78-9AB-100-FG3002-19 (98 remaining) ▼

CollegeNET R25 Scheduling Configuration

Space: ARTS101 ▼

FIG. 17 Modify Room Settings

Once the information has been modified, click **Save** to store the updated information.

The next time you view the room, you will see your settings as shown in FIG. 18:

MeetingManager

Administration

- RMS Dashboard
- Hotlist
- System Status
- Management
- Reporting
- Configuration
- Help
- Sitemap

Scheduling

- View Schedule
- Add Appointment
- Help

View Room Settings View Log | Devices

Room Information

Name	ARTS-101
Group	(Default Group)
Location	East Building II
Owner	Professor Knight
System	No System

Room Properties

Timezone	(GMT-06:00) Central Time (US & Canada)
Use Daylight Savings	Yes
Prestige Level	Platinum
Number of Seats	45
Phone Number	111-222-3333
Equipment List	
URL to Map of Room	

Room Licensing

Asset License	1234-56-78-SAB-100-FG3002-18
Scheduling License	1234-56-78-SAB-100-FG3002-19

CollegeNET R25 Scheduling Configuration

Space	ARTS101
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[Modify](#) [Delete](#) [Send Question](#) [Close](#)

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FIG. 18 Room Settings with Scheduling Configuration

Known Issues

1. Recurring event instances in R25 are handled as individual appointment reservations in RMS.
2. RMS does not obtain an organizer e-mail address from R25 event reservations and thus cannot deliver e-mail notifications to the R25 event organizer.
3. When events reservations are modified in R25, R25 internally creates new reservation booking records with new events reservation identifiers, thus RMS detects these as new event reservations and then deletes the previous event reservation from the RMS database. Consequently, this also may delete any RMS associated data configured on the previous event reservation record.
4. Reservations that are Ended or Extended from the RMS touch panel are handled as modified R25 events and thus exhibit the same behavior as outline in Known Issue #4 above.
5. R25 does not support modifying start and end times on individual recurring event instances, thus RMS cannot extend or end recurring event instances.



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