

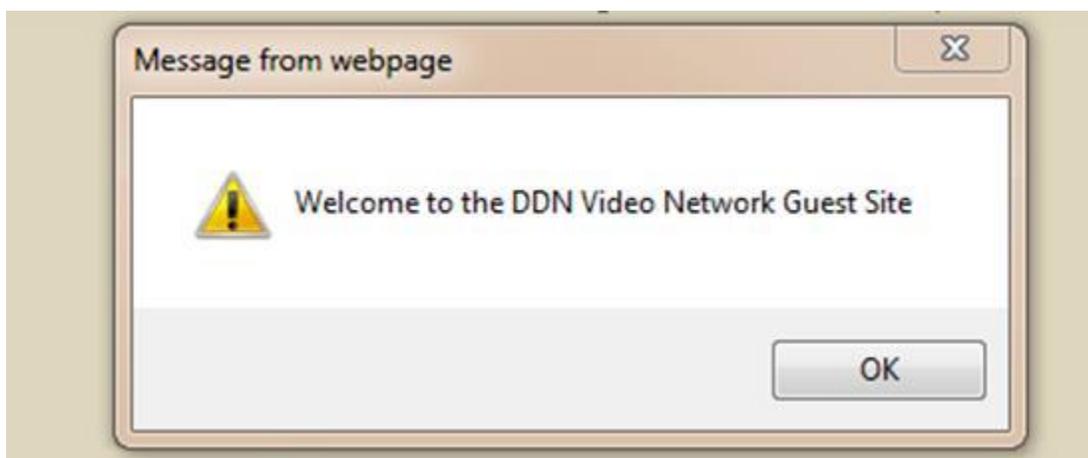
## Login Page



The image shows a login page for Renovo Software. At the top center is a logo consisting of a black square with a white letter 'R'. Below the logo, the text 'RENOVO SOFTWARE' is displayed in a bold, black, sans-serif font. Underneath, the word 'LOGIN' is followed by a vertical bar and the instruction 'provide your assigned username and password below'. There are two input fields: 'Username' and 'Password'. Below these fields are two buttons: 'guest -->' and 'login -->'. At the bottom right of the page, the copyright notice '©RENOVO SOFTWARE, INC 2005' is visible.

1. Click on "Guest"

## Next Screen



2.

2. Click ok



Use the  at the top left of your screen to go back to a previous screen.

Next Screen

You are on "My Calendar". This screen graph depicts the reservations that are validated, cancelled, completed, etc.

**RENOVO SOFTWARE**

**MY CALENDAR** | below is a snapshot of activity displayed as per the current user's Edit Preferences.

Thursday, July 24, 2014

	6-8	8-10	10-12	12-2	2-4	4-6	6-8
32539-STAT 381							Validated
32638-BIT Team Leaders		Requested					
32961-Nurs. Leadership Team MTG. (SDSU)		Cancelled					
35032-DLR DEI Training		Requested					
36364-SPURA Weekly Seminar			In Prestart				
36383-DOT TLN Shop Mechanic-Hydraulics & Engines		In Prestart					
36628-remodel use MJ144 per Dennis (no transmit)	Requested						
36832-DOH Staff Meeting		Requested					
38670-LRC Product Walkthrough			In Prestart				
38671-Notification Test		Requested					
39007-DDN reports meeting					Requested		
39008-Ad Hoc Conference			Requested				

Conference Filter : 12 of 12

Filter | No Base Filter

Search |

Sort | Conference ID

- Requested
- Validated
- Cancelled
- In Prestart
- Suspended
- Missing Endpoint(s)
- [Red]
- [Pink]
- [Black]
- [Green]
- [Yellow]

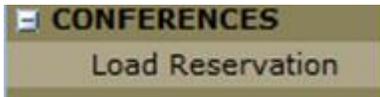
default show a

Hover over a pink, blue, or green reservation indicator, this will display a box with the reservation number, time and room(s) name. Click on the line, the next screen will show the reservation information, click on detail for more information.

## Using the Legend



Use the  at the top left of your screen to go back to a previous screen.



Select this option if you know the reservation number you want to look up. Select this option if you know the reservation number you want to look up.

The screenshot shows a web interface for conference reservations. At the top, it says "SUMMARY". Below that, there's a header for "Reservation: 4251" with the title "Notification Test". A table lists details for a conference: "Conf: 38671" (status: COMPLETED - MCU:SENT), date "07/24/2014 08:14 AM - 07/24/2014 08:27 AM", title "Notification Test", date "07/24/2014 08:14 AM - 07/24/2014 08:27 AM", conference type "Multipoint", retry type "Automatic Retry", number of retries "Continuous", and numeric id "04251". Below the table, there are two entries for "DDN Pierre CAP B" and "Pierre Tech Support", both with status "VALIDATED" and "ORIGINATION". To the right, there's a "Conference Filter" section with a dropdown menu set to "No Base Filter", a search box, and a "Future Only" checkbox. A legend below the filter shows various status icons and their corresponding colors: Requested (blue), Validated (dark blue), Cancelled (red), In Prestart (green), Suspended (grey), Missing Endpoint(s) (orange), Conflict (red), Completed (magenta), Assigned (black), In Progress (green), and In Error (yellow). At the bottom of the legend, there are links for "default" and "show all".



- EVENTS**
- Event Search
- Show All Events
- Show Open Events
- Show Future Events
- Show Closed Events

Copy the url here to receive information on upcoming events. Select these options to search events you want to attend.

**SEARCH EVENT**

*Event RSS Feed*

Copy and paste this url into a RSS Feed Viewer to receive the New Event RSS Feed:  
<https://ddnscheduler.sd.gov/VideoManager/eventRSS.do>

*Search For Event*

Reservation ID:

Status: ALL

Title/Keyword:

**Search Mode:**

All Events

Future Events

Join By Date Range

Start:

End:

**Time Range:**

ALL TIMES

(hh: mm: a)

Start Time: 12 00 AM

End Time: 11 55 PM

**Advanced Search Parameters**

SEARCH

Reservation Id	Status	Title	Start Date
3567	Open	Great Plains Zoo Virtual Field Trip	08/13/2014 08:46 AM

Use the Calendar View to search a site enter the date, time span, enter SDSU, DDN , etc.

4. Select date, time span here

**REPORTS**  
Calendar View

**SET CRITERIA**

**CALENDAR TYPE**  
Select the type of calendar to view | Daily, by Room

**DATE / TIME RANGE**  
Date | 07/24/2014  
Start Time | 8 AM  
End Time | 9 PM

**ROOMS**

Available Rooms	Selected Rooms
Select All Visible   Select None   <input type="text" value="ddn"/>   Filter   Clear	Select All Visible   Select None
Name	Name
DDN Aberdeen NSU LIB116	DDN Pierre CAP A
DDN Brookings SDSU SPC203	DDN Pierre CAP B
DDN Brookings SDSU SPC205	
DDN Madison DSU TCB103	
DDN Mitchell MTI TC155	
DDN Pierre CUC 200M	
DDN Rapid City SDSM&T CB109	
DDN Rapid City UC113	
DDN Sioux Falls FADM 145	
DDN Spearfish BHSU LIB011	
DDN Vermillion USD ED203	
DDN Vermillion USD OM204	
Miller DDN Lab E	
Miller DDN Lab W	
<input type="button" value="Add Selected"/>	<input type="button" value="Remove Selected"/>

5. Enter a room descriptive name here, ie CAP A; DHS; Brookings

6. Click here to see if the room is in use or available

**Reservation Report**  
Schedule Report  
Event Report  
Statistics Report

7. Click here to select a report.

Select a Report Type

Report Type | Reservation Conflict Report ▾

Report Options

Reservation Number |

Select a Report Format

Output Type | PDF ▾

▶ create report

8. Enter the reservation number here.

9. Click here to create the report

**LOGOUT**

