

ICN Daily Schedule by Site



How to print/e-mail/save your site's schedule.

1. Go to: <http://www.icnvoss.state.ia.us/tcreliance/login.jsp>
2. Enter your Username and Password as assigned by your regional scheduler or use the Guest Log-In button

Please provide your access information:

User Name
Password

you do not have an account, you may log in with limited access using the guest login.

3. Click on Reports

User Information | Reservations | **Reports** | About the ICN

User Info
About User Info
Change Password
New User
User Profile

Welcome **Admin**

4. Click on Daily Schedule by Site in the left column.

Reports
About Reports
Canceled Reservations
Daily Schedule Statewide
Daily Schedule by Region
Daily Schedule by Site
Estimated Course Budget
My Reservations
No Transmits

- Enter a date range (no more than 6 months) in the **mmddyyyy** format. Select Region 10 from Region drop down box. Click on the Get Site button and choose your site. Click the Generate Report button.

Daily Schedule By Site Report

Complete the form for records you want returned for this report.

Begin Date: End Date:

Date Format: mmddyyyy

Region:

Site:

Display sites list alphabetically.

Display sites list by Node number.

Ignore non-transmitting sessions.

- The Daily Schedule by Site report comes up. From here it can be printed or exported by using the icons in the report window. (Don't use the commands from your browser window.)

Start Time	End Time	Reservation Number	Conference Number	Conference Status	Site Name / Title	Status
Monday, November 17, 2008						
15:30	17:00	538607	1606887	Validated	ANAMOSA-HS / VO Broadcast - School Library Policy	Validate
Wednesday, November 19, 2008						
8:45	11:30	539328	1613513	Validated	ANAMOSA-HS / GPPS Standards 3 and 4	Validate
Thursday, November 20, 2008						
18:00	21:00	534947	1561286	Validated	ANAMOSA-HS / 842186g Political Parties & Interest Groups	Validate
Tuesday, November 25, 2008						
19:00	21:30	538641	1607018	Validated	ANAMOSA-HS / Farm Income Tax Seminar	Validate
Thursday, December 4, 2008						
18:00	21:00	534947	1561287	Validated	ANAMOSA-HS / 842186g Political Parties & Interest Groups	Validate

- If you choose the printer icon, the Print Options screen appears. Choose the All radio button and follow the directions on the screen.

Print Options

Enter the page range that you would like to Print.

All

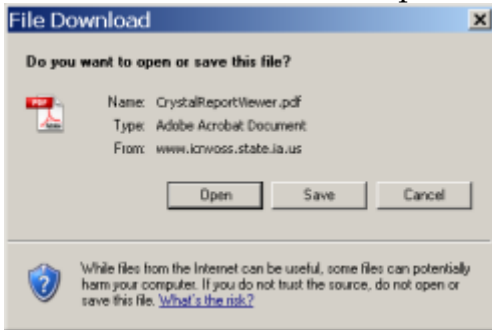
Pages

From: To:

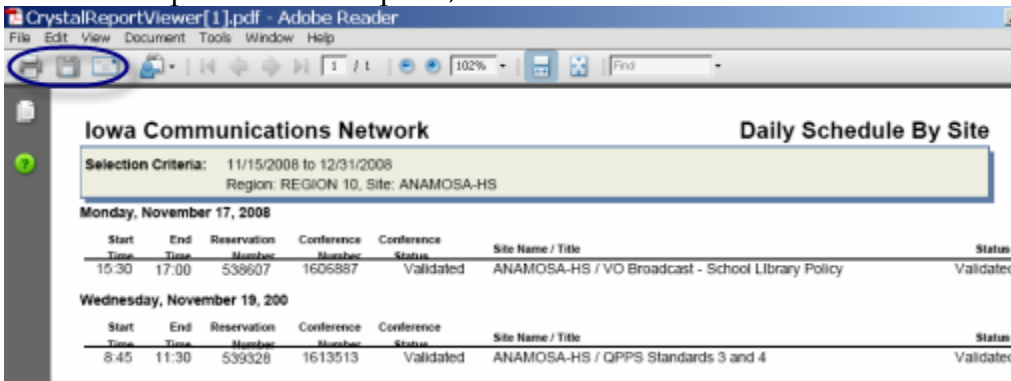
To Print:

- In the next dialog that appears, select the "Open this file" option and click the OK button.
- Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

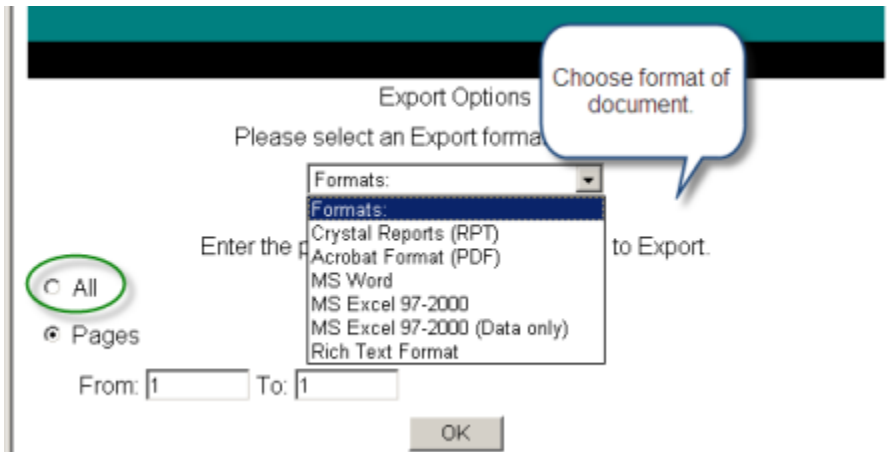
8. A File Download window opens. Choose Open.



9. A pdf file will open. You can choose the print, save or e-mail icon from the menu bar. Choose the printer icon to print, e-mail icon to send and disk icon to save as a file.



10. If you choose the Print icon, your Print window will open. Choose the number of copies needed and print.
11. If you choose the e-mail icon, the schedule will be attached to an e-mail as a pdf document.
12. If you choose the save icon, the schedule can be saved as a pdf document.
13. When you choose the export icon in step #6, you can choose an export format such as a pdf, Word or Excel. Be sure to choose the **All** radio button.



14. DONE. I would suggest printing a schedule once a week.