

Manage User Options in the RIC Rooms Campus Planning Interface

When your RIC Rooms administrator configures your user account, a default view is set, you can set the options of the Academic Book or turn off/on the custom help text that is displayed on pages in the RIC Rooms Campus Planning Interface to customize your user experience.

This section will give you information on doing the following:

- [Set Options for the Academic Book Display](#)
- [Turn On or Off Custom Help Text](#)

SET OPTIONS FOR THE ACADEMIC BOOK DISPLAY

1. Open the **Book Options** tab.
2. Set the options for the Academic Book display.

OPTION

Display

The information that is displayed for an event/course in the Academic Book. Options are:

OPTION

- Event Name/Course (the default value)
- Group/Instructor

Start Time

The daily start time for the Academic Book.

Tooltip

The items that are to be included in the tooltip that opens when

Options

you place the cursor over an event/course in the Academic Book.

3. Do one of the following:

- Click **Save**. You remain on the Manage User Options page. An “Options saved successfully” message is displayed at the top of the page.
- Continue to setting other user options as needed.

TURN ON OR OFF CUSTOM HELP TEXT

1. Open the **Other Options** tab. By default, when the Other Options tab first opens, Show Help Text is selected.
2. Clear **Show Help Text** to turn off any custom help text that is displayed on any page of the Campus Planning Interface; otherwise, select Show Help Text to turn on any custom help text that is displayed on any page of the Campus Planning Interface.
3. Do one of the following:

- a. Click **Save**. You remain on the Manage User Options page. An “Options saved successfully” message is displayed at the top of the page. If you changed your password, then the next time you log into the Campus Planning Interface, you must use your new password.

- b. Continue to setting other user options as needed.