



March 17, 2016

IOWA INTRAOFFICE INSTRUCTION 110-180 THIRD EDITION – RESERVING RESOURCE
ACCOUNTS

IA180.0 PURPOSE

To distribute instructions on reserving Resource Accounts in Outlook.

IA180.1 SCOPE

These instructions will be followed by all State Office employees and the area offices administrative management assistants when reserving Resource Accounts.

IA180.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

/s/Kurt Simon
State Conservationist

Attachment

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(IA Intraoffice Instruction 110-180 Third Edition – March 2016)

IOWA INTRAOFFICE INSTRUCTION 110-180 THIRD EDITION – RESERVING RESOURCE ACCOUNTS

1. PURPOSE:

To distribute instructions on reserving Resource Accounts in Outlook.

2. EXPLANATION:

Due to Outlook information being migrated to the “Cloud,” new Resource Accounts (conference rooms, vehicles, VTC, and bridge numbers) have been created. The new Resource Accounts have been rebuilt and are ready to use. All of the resource accounts have been given new names and they are as follows:

Conference Rooms

RA.NRCS.IADES.CR.693A
RA.NRCS.IADES.CR.693B
RA.NRCS.IADES.CR.693C
RA.NRCS.IADES.CR.693E

Vehicles

<u>Name</u>	<u>Vehicle Custodian</u>	<u>Parking Spot</u>	<u>Tag Number</u>
RA.NRCS.IADES.VH.16Xpedition5987	Rick Bednarek	19 *	A375987
RA.NRCS.IADES.VH.16Chrysler5984	Marty Adkins	33	A375984
RA.NRCS.IADE2.VH.06Taurus6061	James Cronin	4	A336061
RA.NRCS.IADE2.VH.16Explorer5988	Mark McCurdy	29	A375988
RA.NRCS.IADES.VH.06Taurus6081	Jim Gibbs	3	A336081
RA.NRCS.IADES.VH.06Van11Pass6102	Elmer Foxx	19	A336102
RA.NRCS.IADES.VH.09Malibu9945	Barb Stewart	2	A349945
RA.NRCS.IADES.VH.10Caravan1831	Elmer Foxx	44	A351831
RA.NRCS.IADES.VH.10Impala9982	Dave Brommel	30	A349982

* Temporarily parked behind van at the dock behind the Neal Smith Federal Building.

VTC and Bridge Numbers

RA.NRCS.IADES.VTC.PortableVTC
RA.NRCS.IADES.VTC.71812StateOffice
RA.NRCS.IADES.VTC.73812AreaOffice

Attached are screen prints showing the process for reserving resource accounts.

If you have any questions, please contact your staff secretarial support.

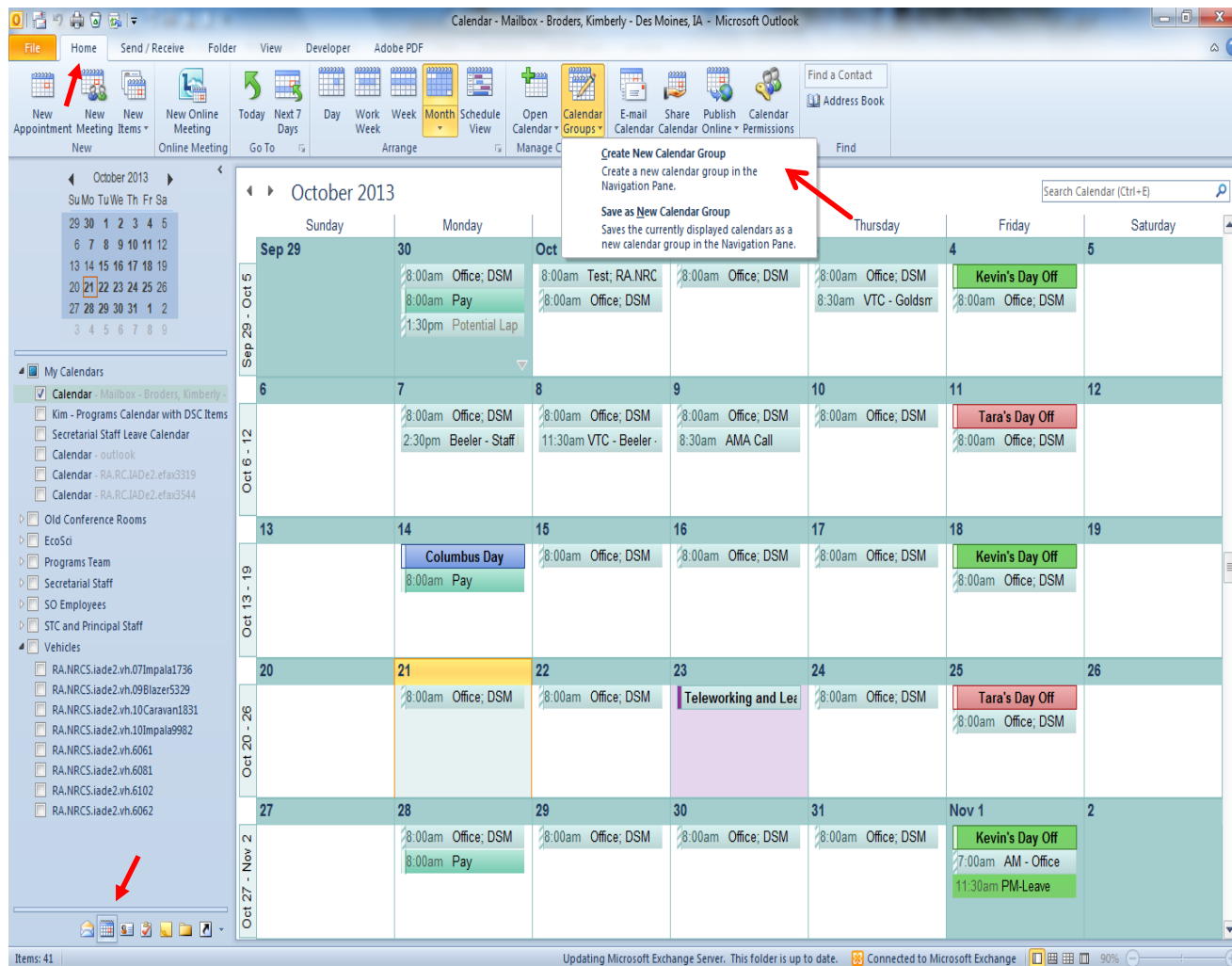
Approved By:

Date: March 18, 2016

/s/Kurt Simon
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

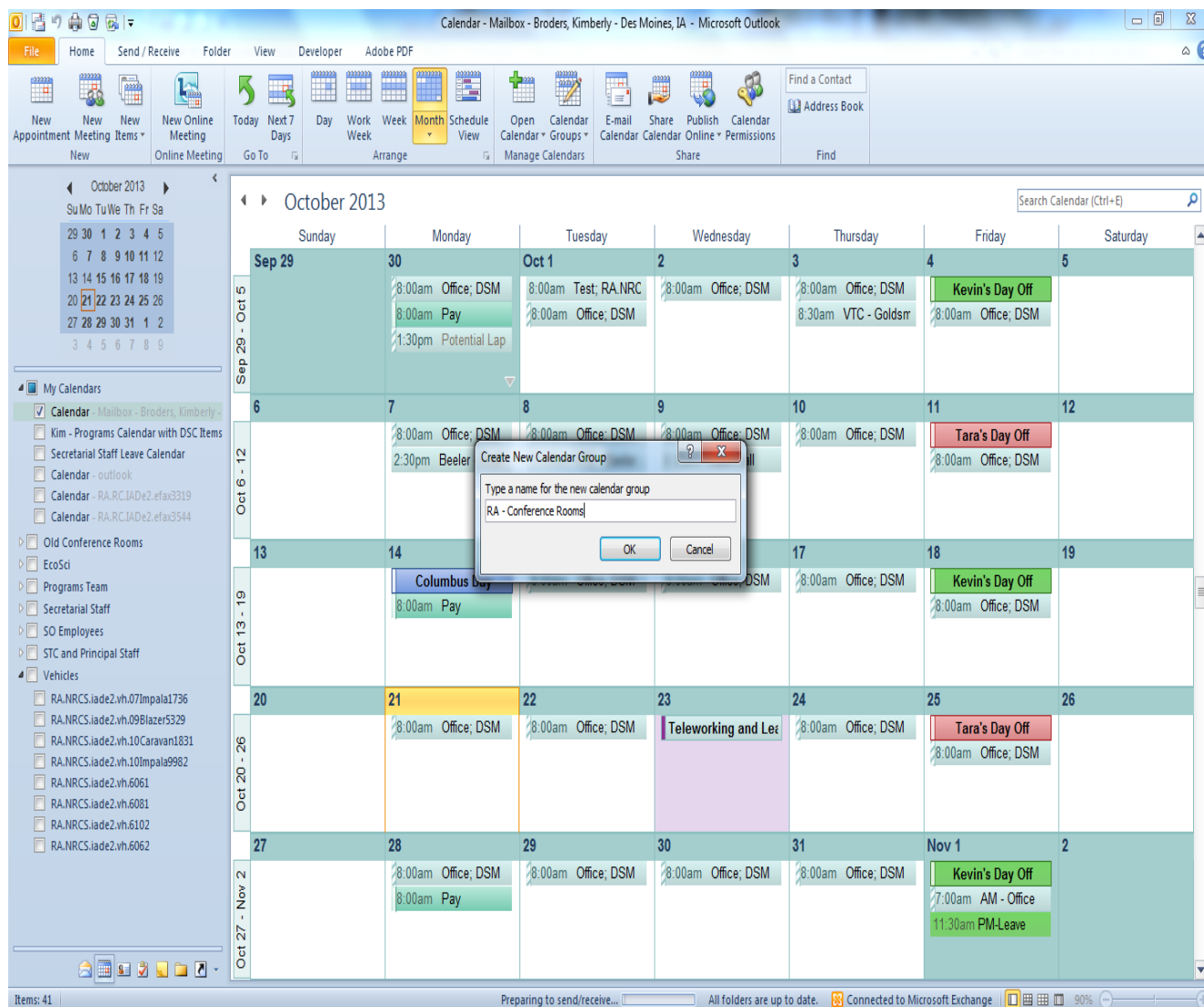
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1. Create three new “Calendar Groups.” One named “RA – Conference Rooms,” one named “RA – Vehicles,” and one named “RA – VTC and Bridge Number.”
 - A. Click on Calendar tab in Outlook (bottom left).
 - B. Delete any old calendars groups you may have previously created by right clicking on the calendar group (found on the left hand side), and select “Delete Group.”
 - C. On the Home tab in the Calendar click on “Create New Calendar Group.”



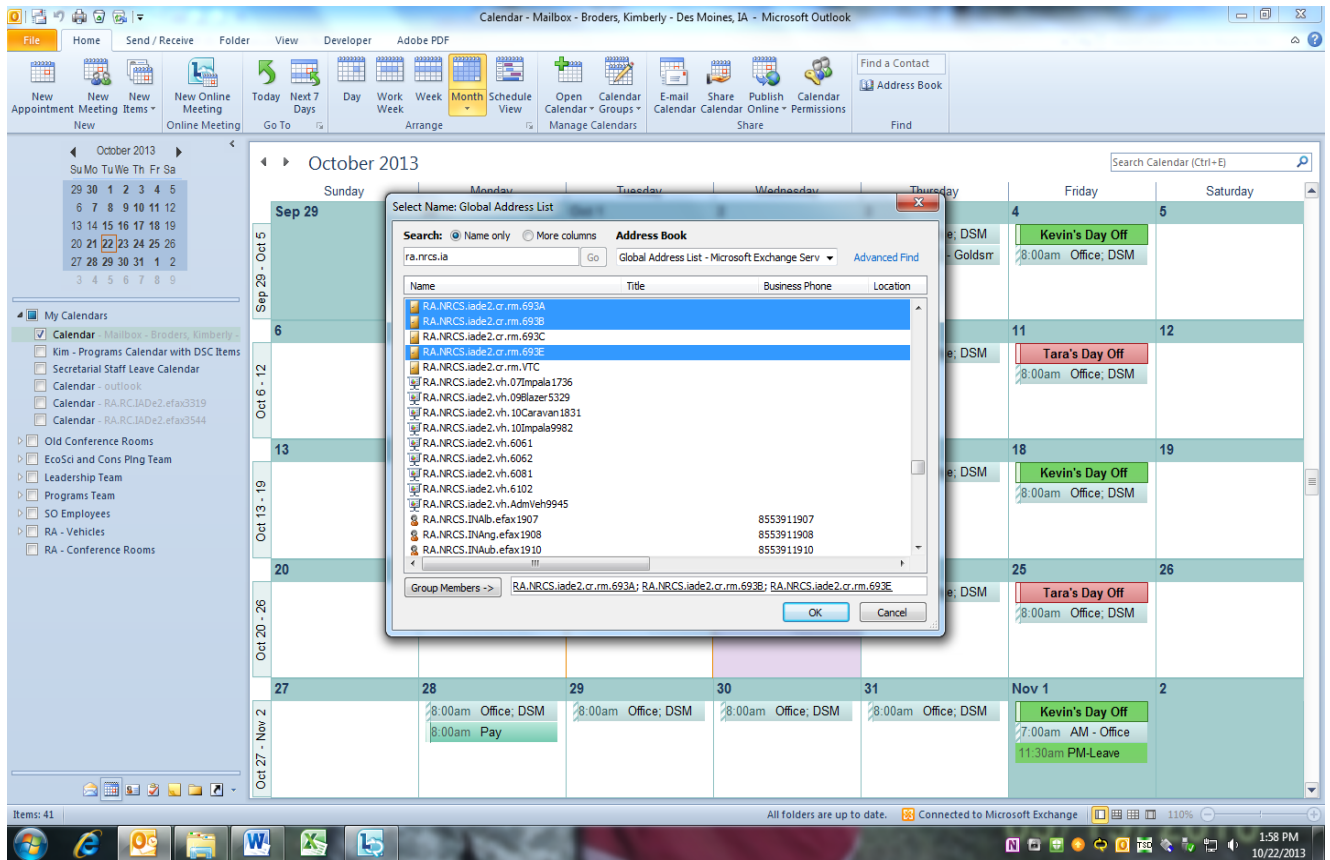
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- D. Type in the name of the new Calendar Groups (RA – Conference Rooms) (RA – Vehicles), or (RA – VTC and Bridge Number).



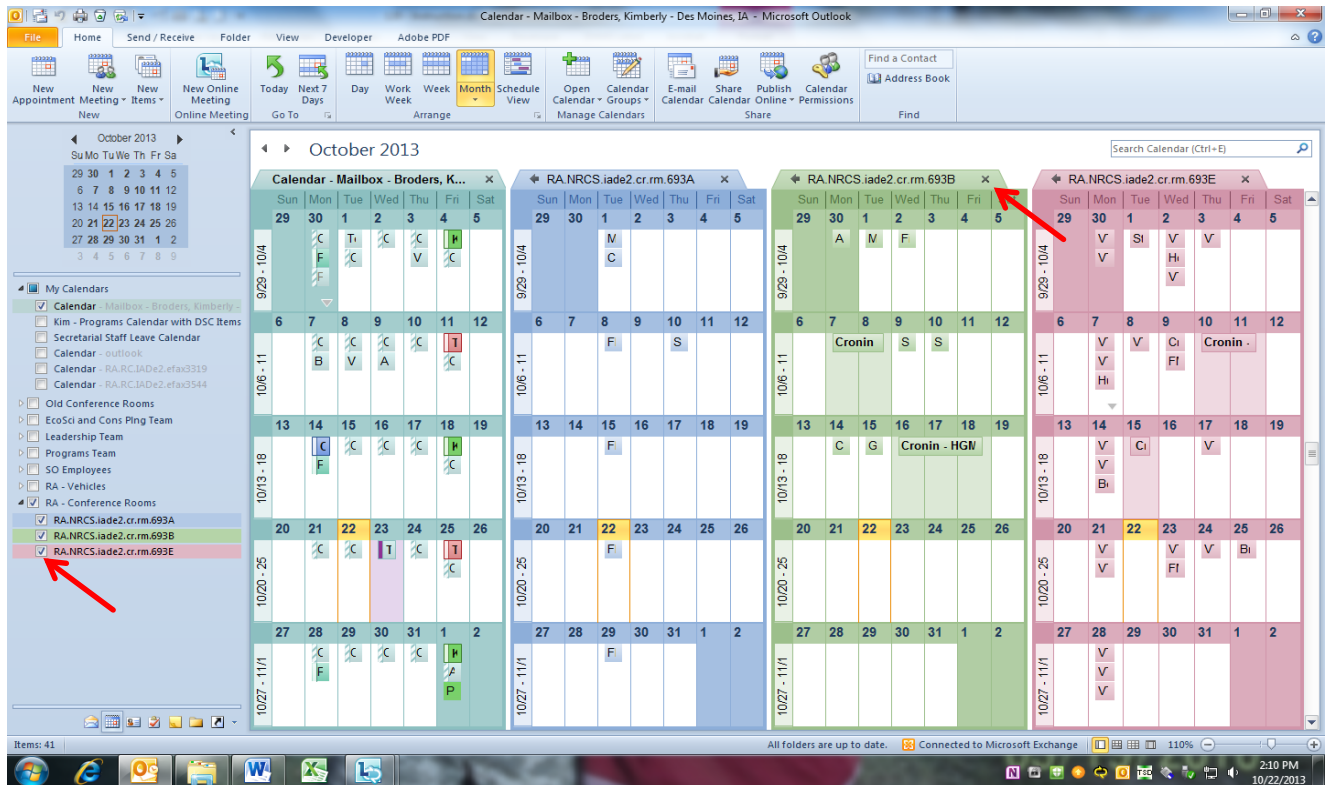
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- E. In the Search field type in “ra.nracs.iade” select the resource accounts for the Calendar Group you are creating (i.e. RA – Conference Rooms) 693A, 693B, 693C, and 693E, click on “Group Members,” and select Ok.



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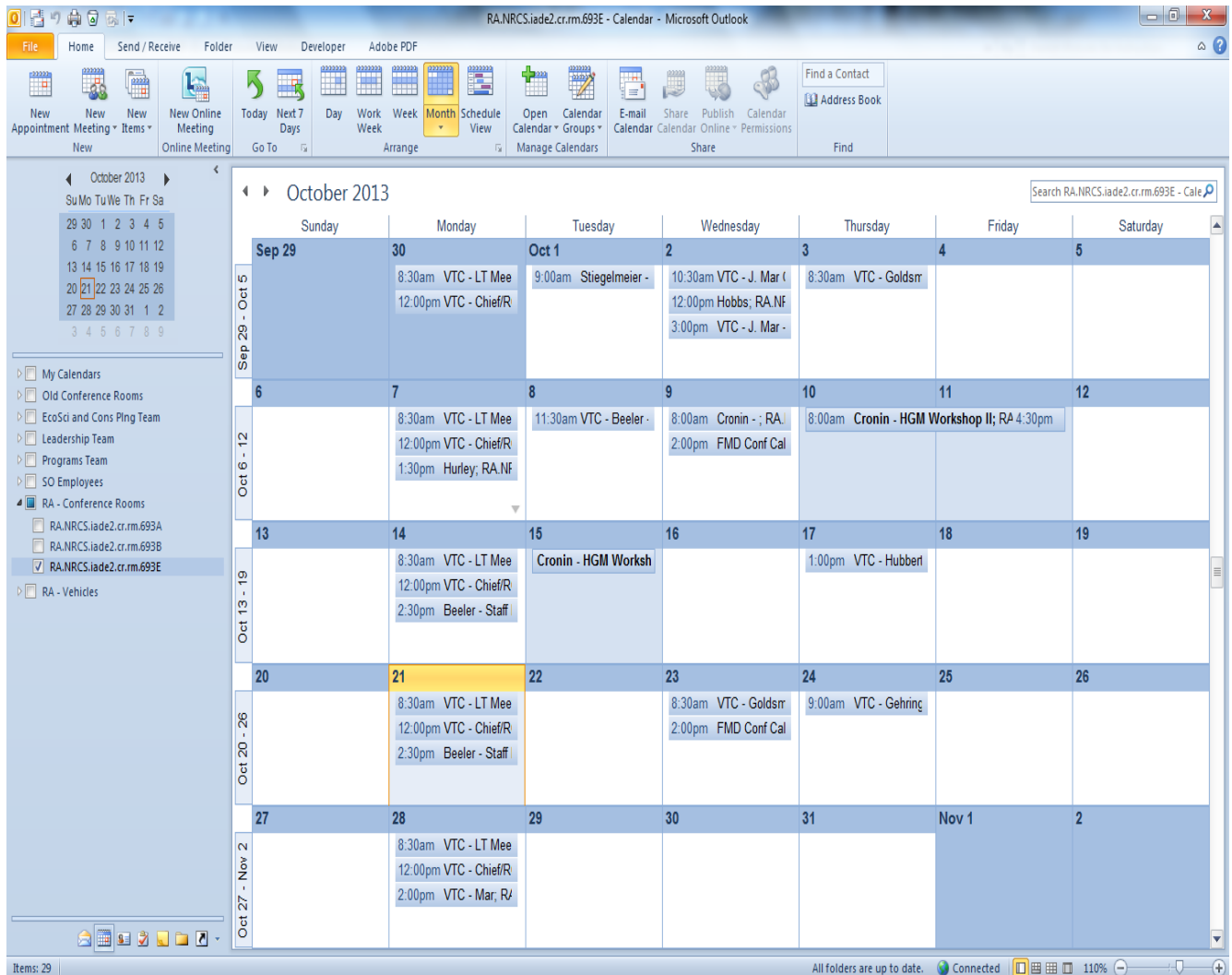
- F. Outlook will automatically open the new Calendar Group calendars and your calendar. To close the calendars you don't want open uncheck the box beside its name or click the "X" on upper part of the calendar.



- G. Repeat these steps for the remaining "Calendar Groups" (RA – Vehicles and RA – VTC and Bridge Number).

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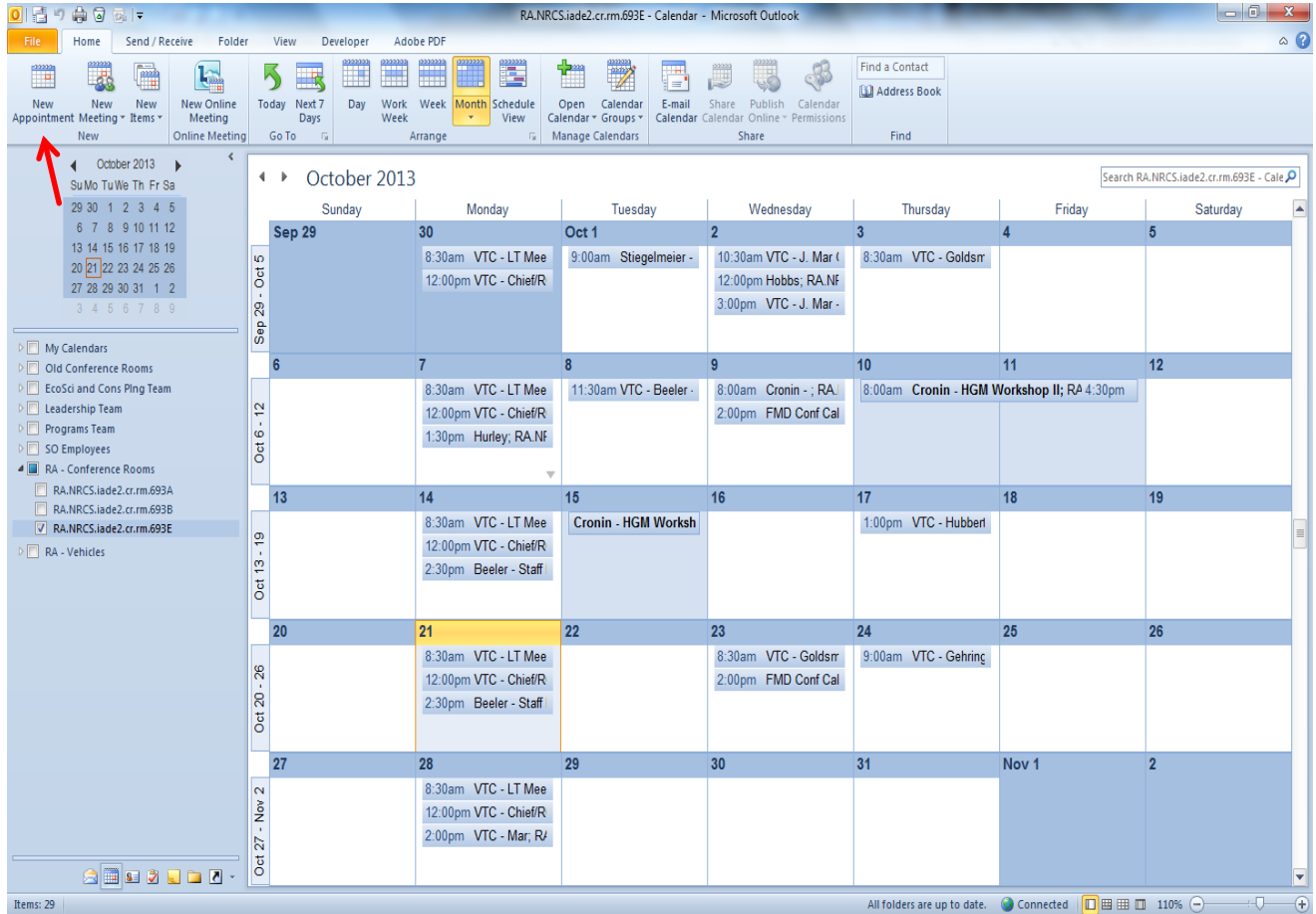
2. To reserve a Conference Room, Vehicle, or VTC open the Resource Account calendar for where you want to hold the meeting/event or needing the vehicle. You **MUST** be in the Resource Account to reserve the room/vehicle/VTC or it will not work correctly. If you are having issues correctly reserving Resource Accounts, close your Personal calendar and only have the Resource Account calendar open.



- A. Locate the day and time to make sure it is available.

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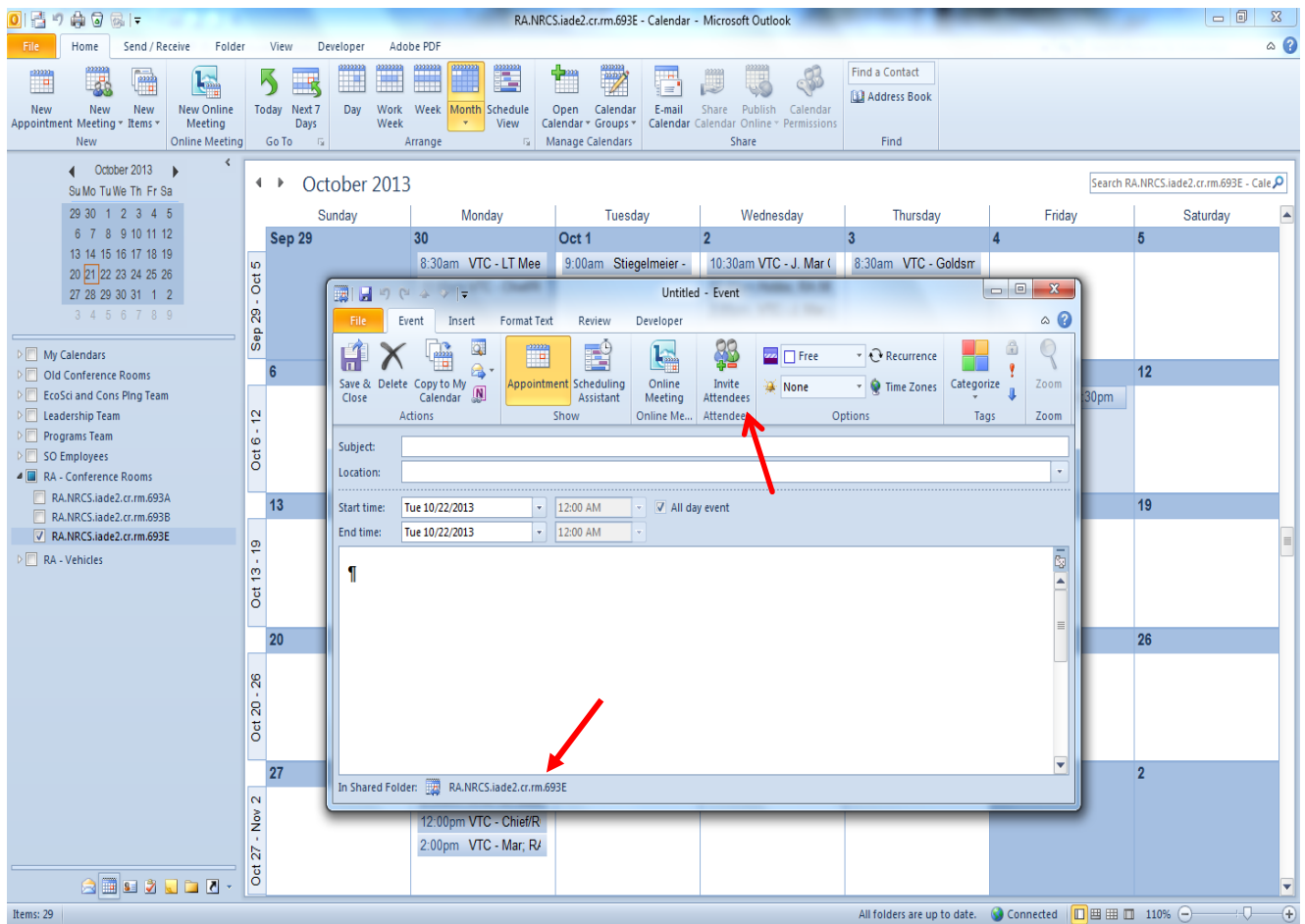
B. Click on “New Appointment” or double click on the available date to open a new “Event.”



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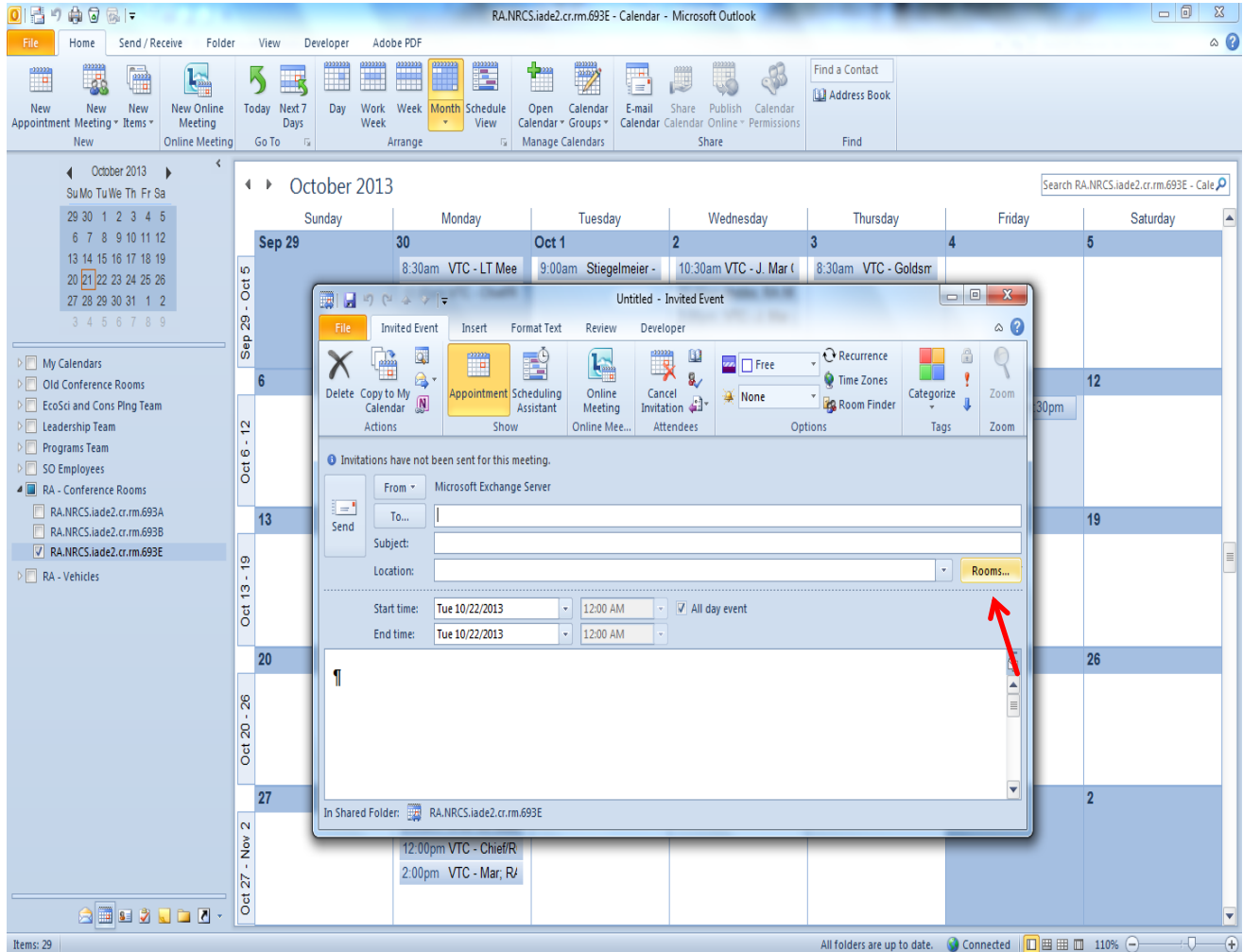
- C. Click on “Invite Attendees” (you **MUST** invite the Resource Account to the Event).

Look at the bottom left hand corner of the invite to make sure that you are in the correct Resource Account.



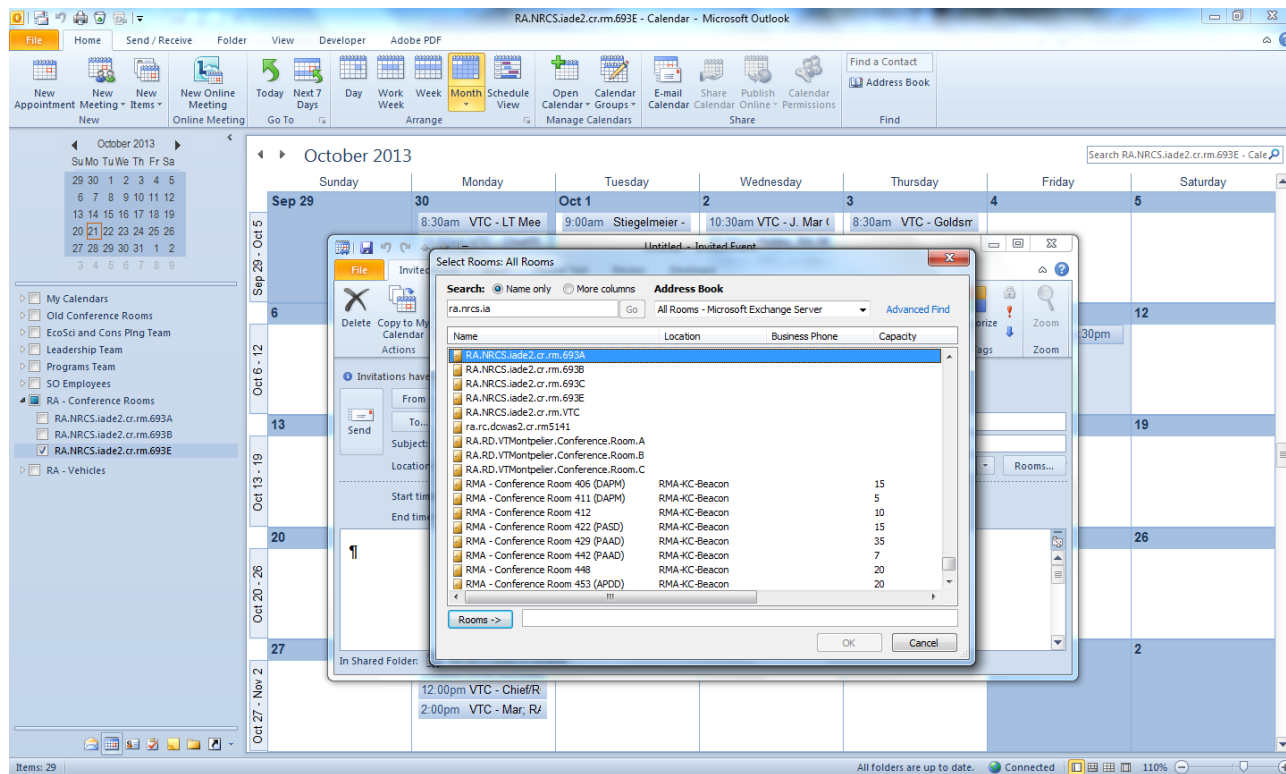
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D. To the right of the Event screen click on “Rooms.”



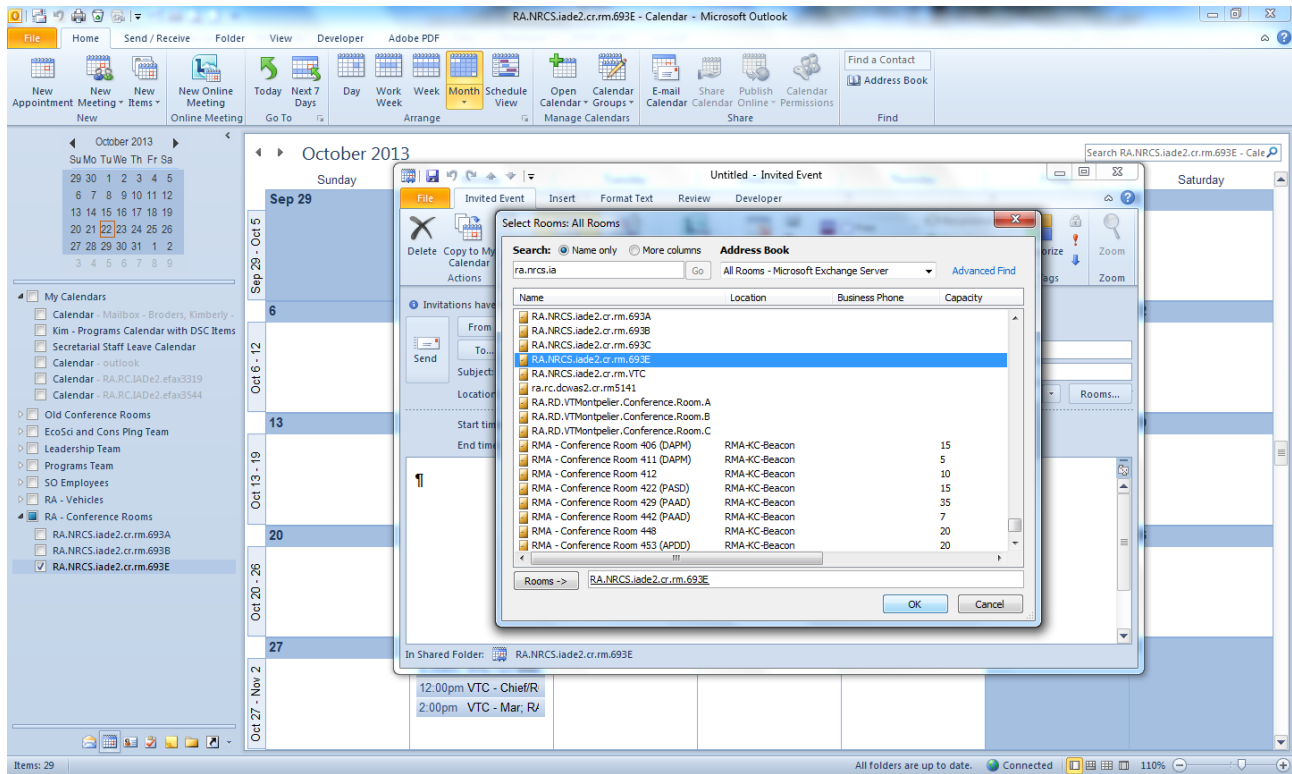
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E. Type “ra.nrcs.iade”



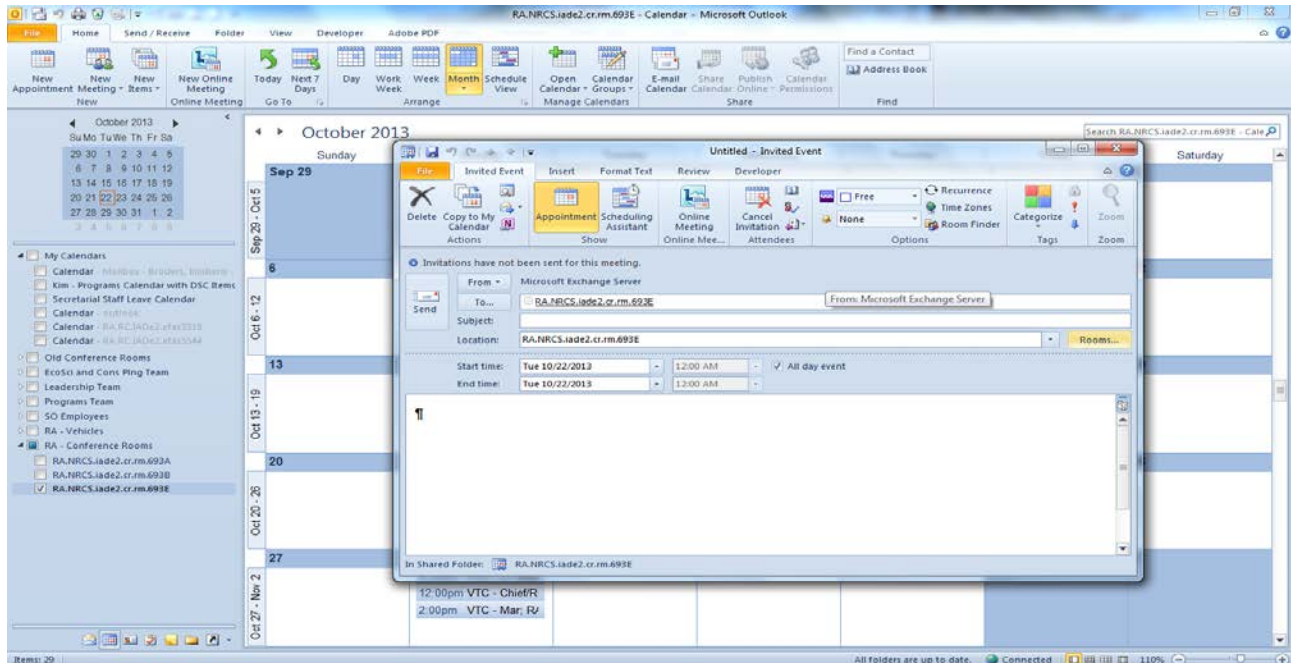
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- F. Select the room you want to reserve, click “Rooms” at the bottom of the screen and then Ok.



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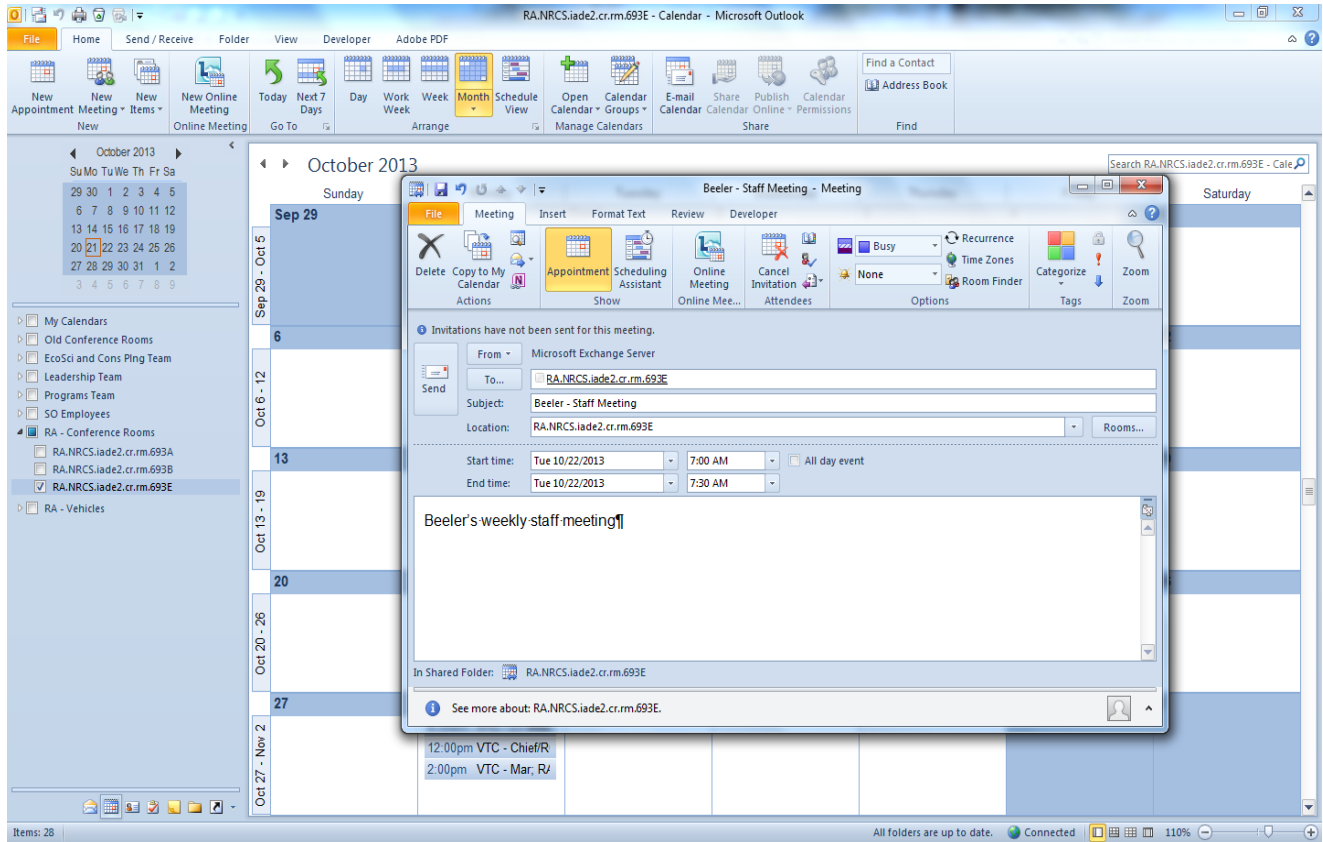
G. The room should be listed on both the “To” and “Location” lines.



H. In the “Subject” put the last name of the person that you are reserving the room for. If it is 693E that you are reserving and it is for a VTC put VTC first, the actual bridge number in the subject (example - **VTC – Bridge Number – Last Name – Meeting Name**) (example - VTC – 71812 – Beeler – APS Meeting). This way others will know that 693E is reserved for a VTC and the meeting cannot change to a different room. In the body of the Event insert any information related to the Event (VTC information, conference call number, agenda, etc.). Put the bridge number in the subject regardless of who's it is (SO, AO, NHQ, etc.).

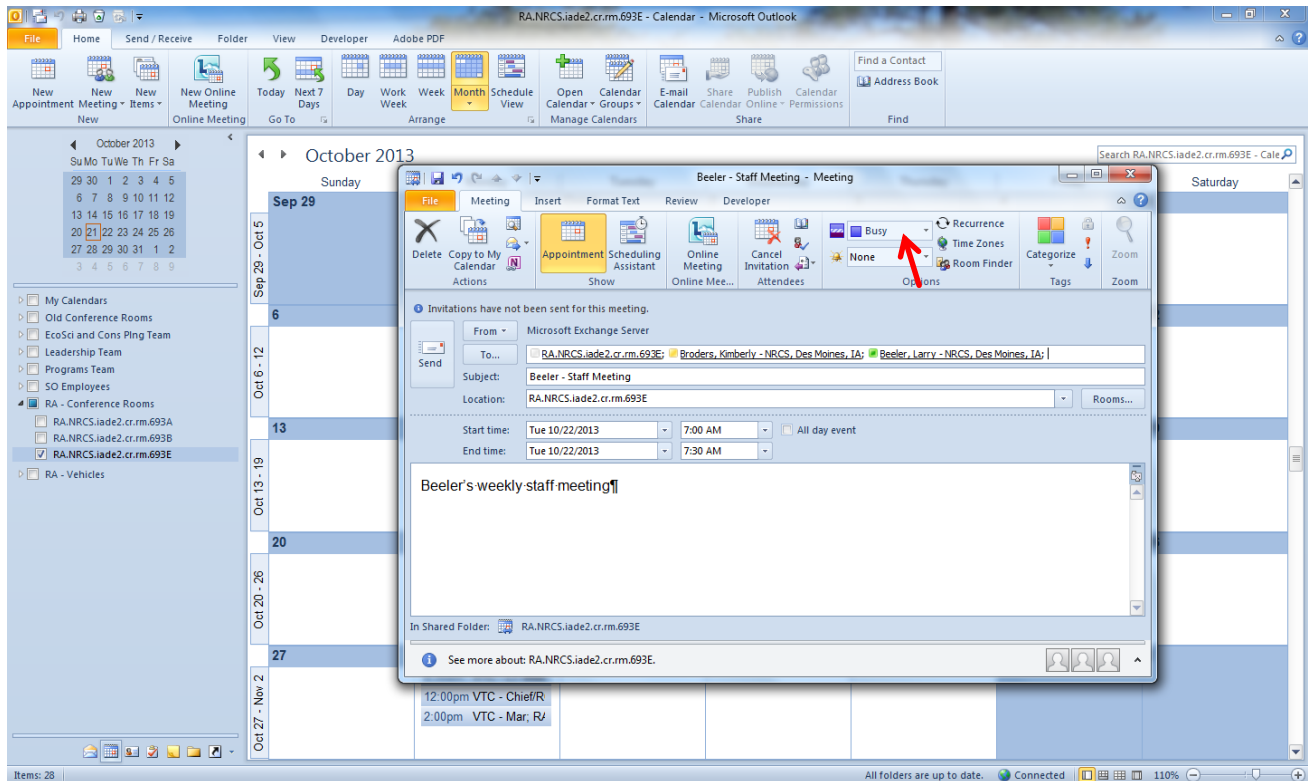
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If you are reserving 693B or 693C for a VTC, you have to do three (3) separate “Event Requests,” one for the conference room, one for the portable VTC, and one for the State Office or area office bridge number, which ever bridge you are using.



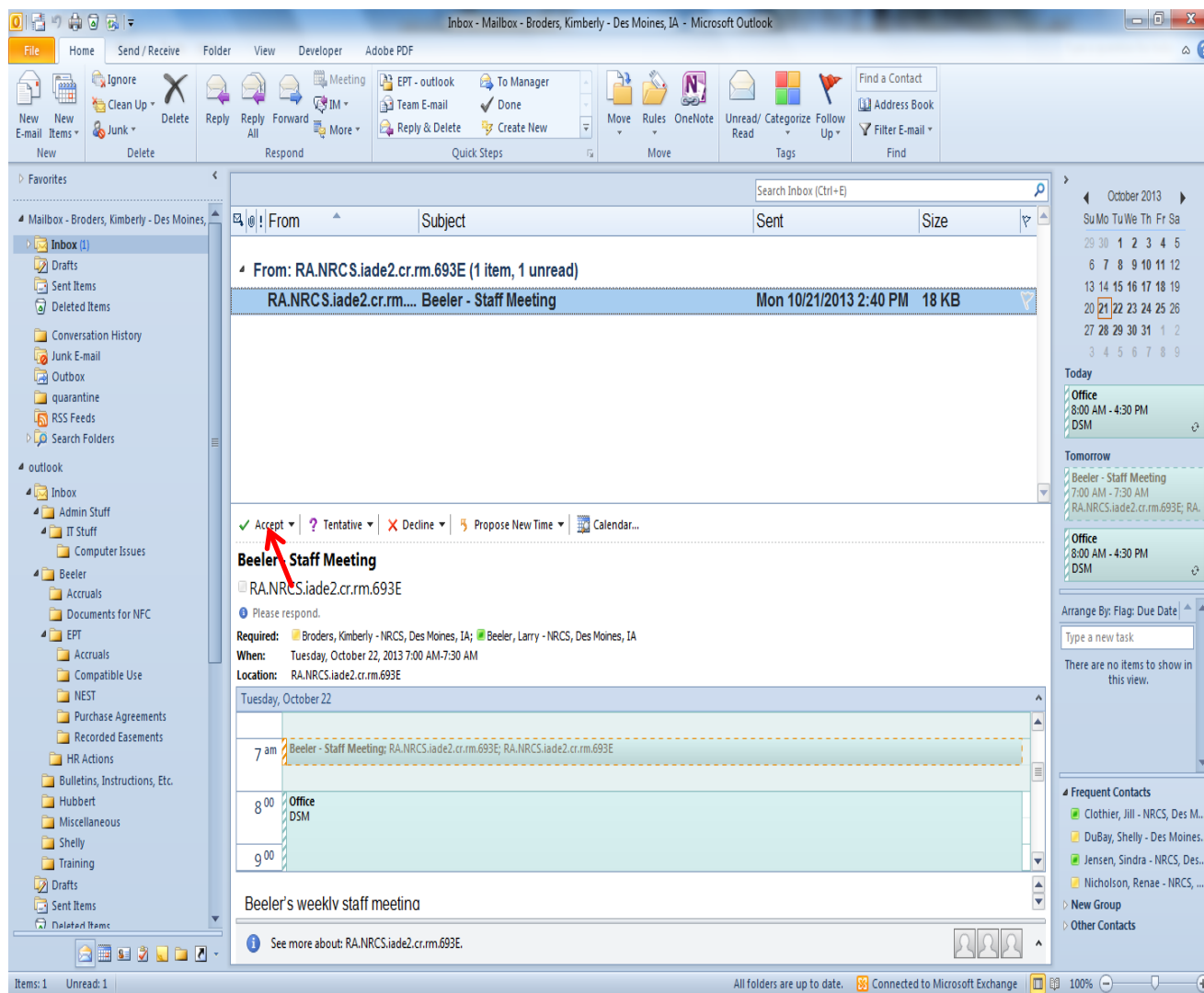
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- I. On the “To” line invite all individuals, including yourself, involved with this meeting.
- J. If it is an all day meeting, change the Event request from “Free” to “Busy.” If the meeting is only for a select time when you uncheck the “All day event” button “Free” automatically changes to “Busy.”



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- K. Click the “Send Button.” Everyone involved will receive an email asking to “Accept” the Event request. After accepting the request it will populate on your calendar.

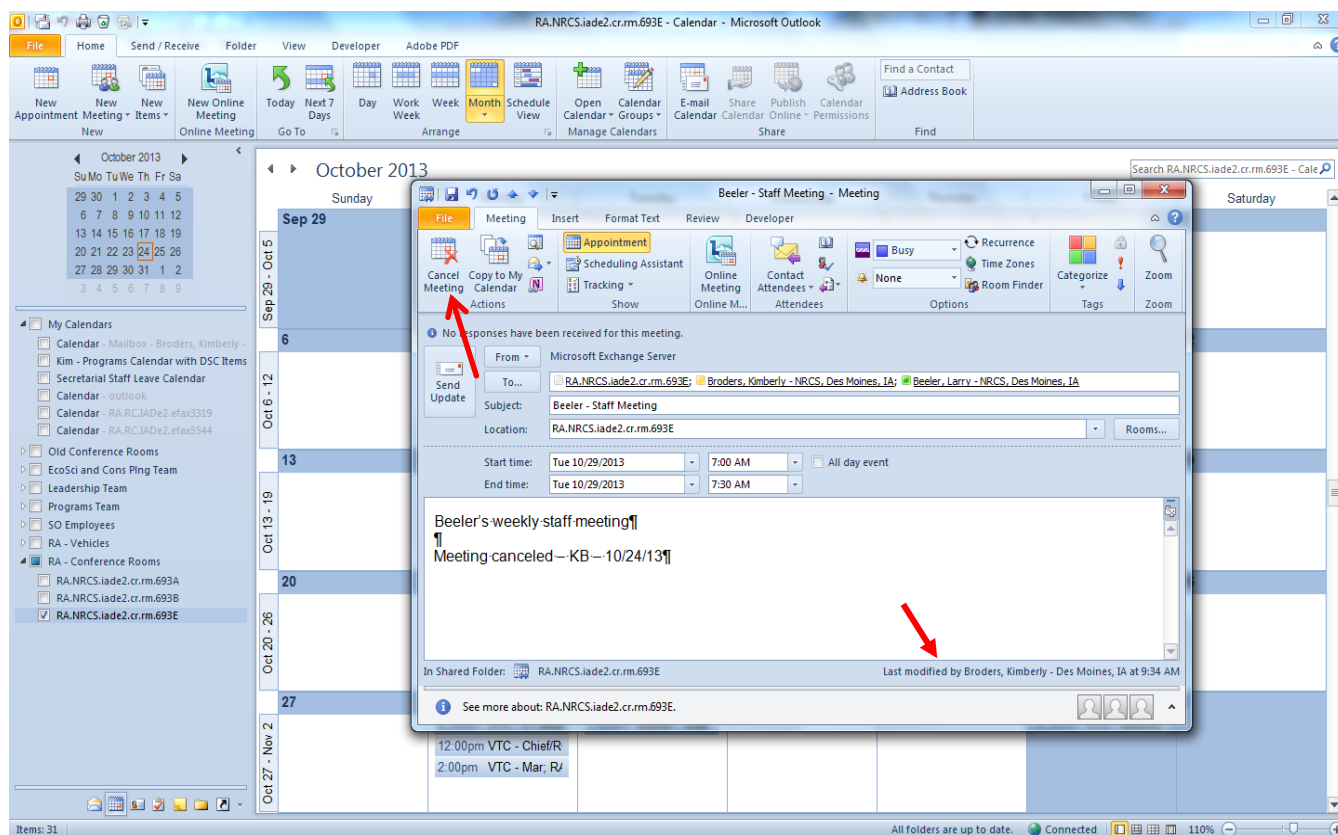


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3. In the event that you need to make adjustments, State Office employees will only be able to make adjustments on Events that they created, including deleting. If you attempt to make adjustments or delete an Event that someone else has created it will disappear from the calendar and then repopulate due to permission level. To delete a meeting and cancel your conference room reservation, click “Cancel Meeting.”

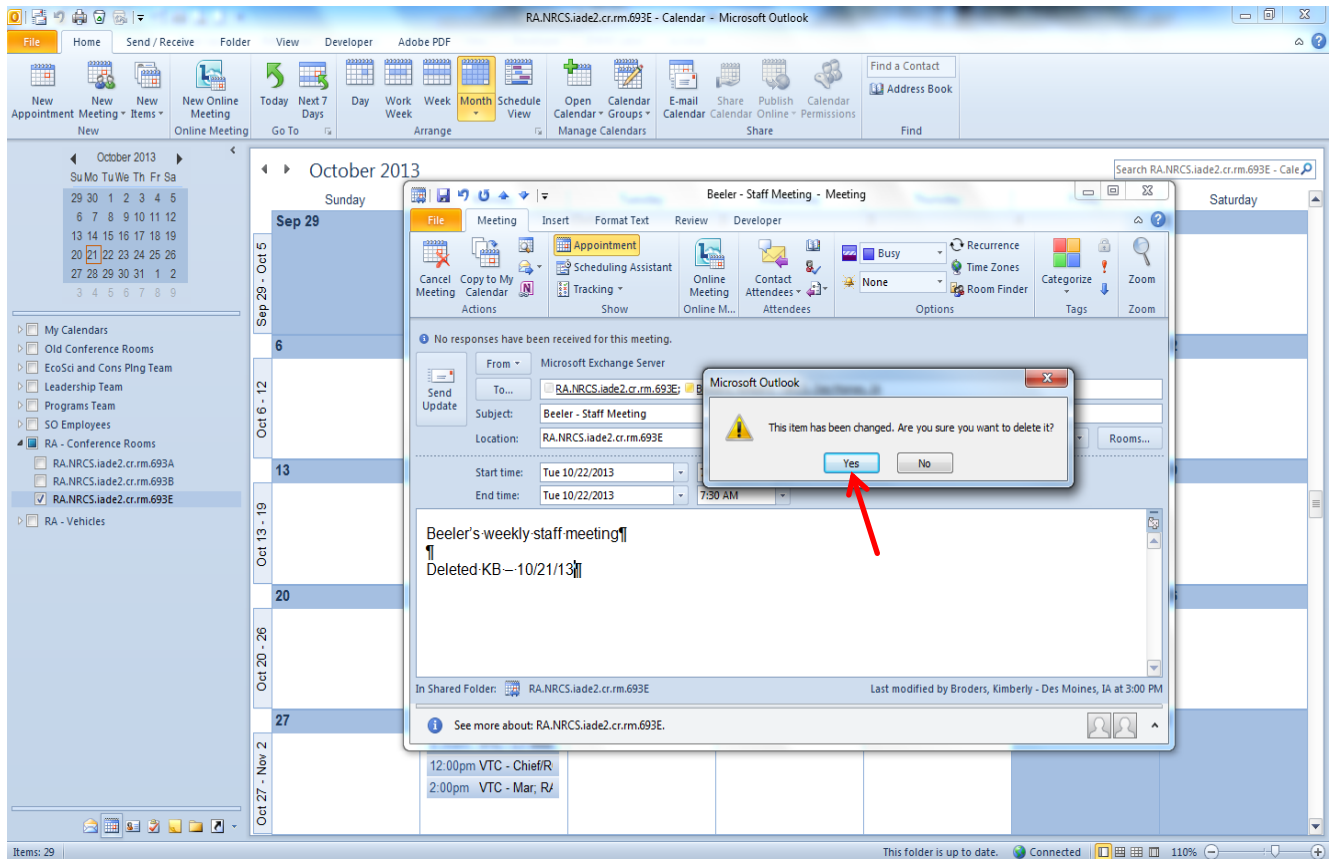
State Office secretaries and administrative management assistants will be able to make adjustments to all Events, including deleting. When they delete an Event, their initials, the date deleted, and reason for deletion are required to be included in the body of the message.

After you open the Event from the calendar, if you want to know who created the Event or the last individual to modify the event, look in the bottom right hand corner.



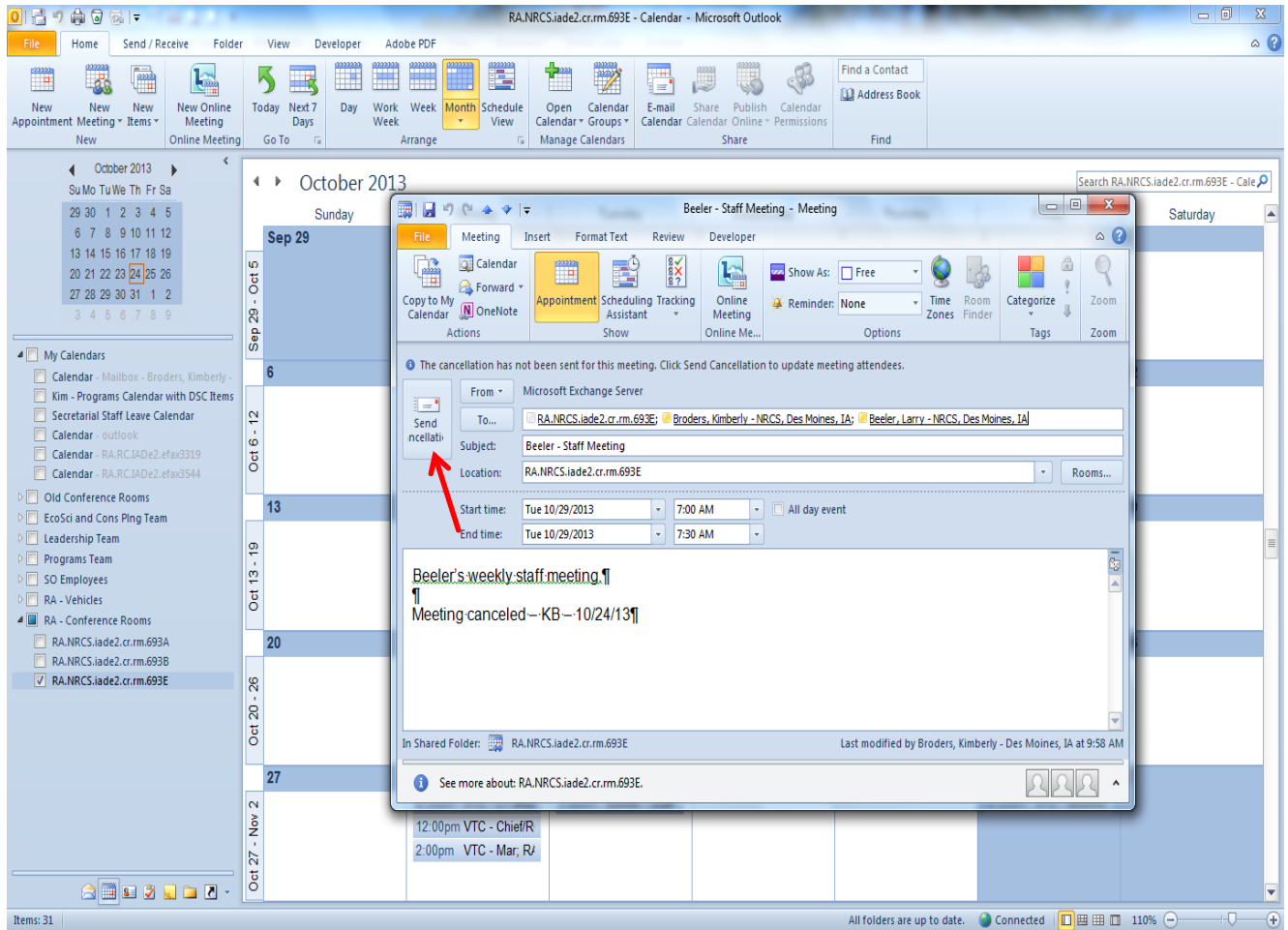
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- A. After clicking on “Cancel Meeting” a Notification Box will appear with a message stating “The item has been changed. Are you sure you want to delete it.” Click “Yes.”



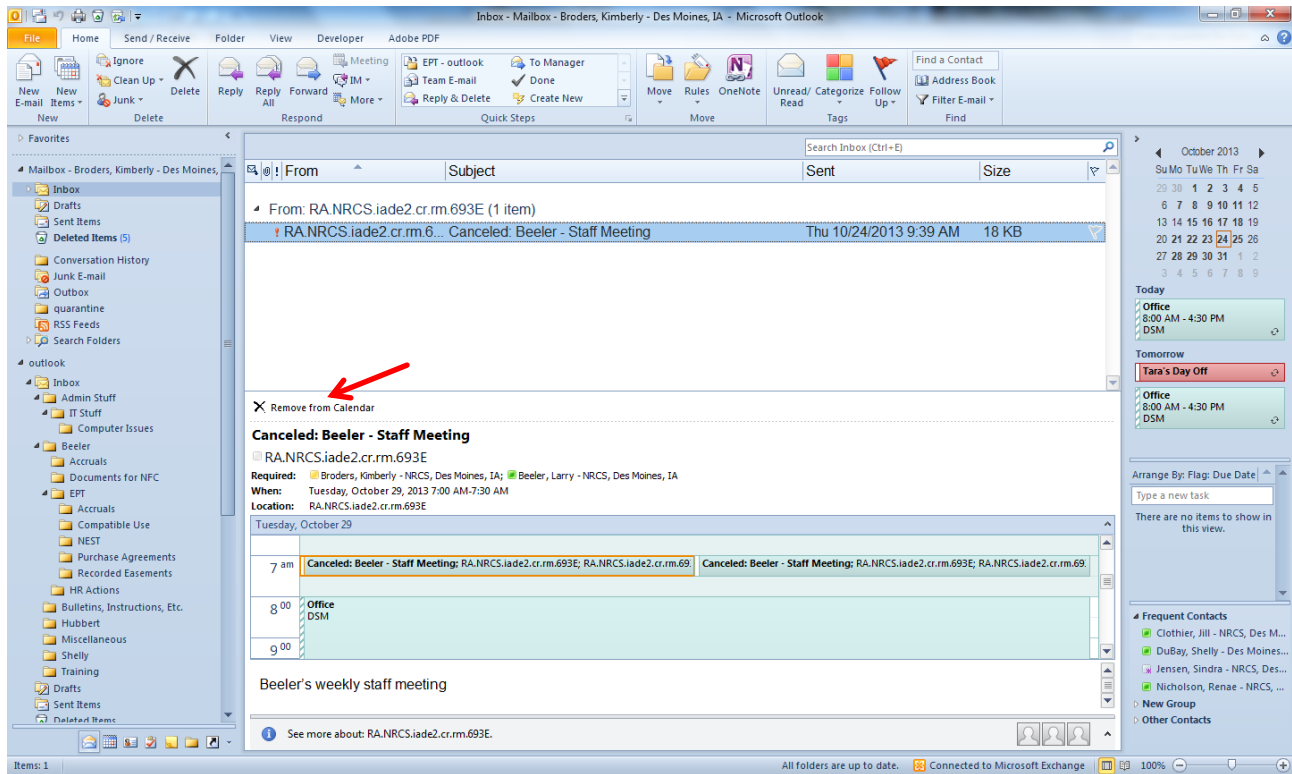
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B. Click “Send Cancellation.”



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- C. All participants will receive an email and can remove it from their calendar by clicking on “Remove from Calendar.”



4. If you are reserving more than one conference room or vehicle, you must create multiple events (one in each calendar) and invite them accordingly.
5. Follow all of the previous steps for reserving vehicles and the VTC and Bridge Numbers (see page 1 for a list of all resource accounts).

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6. If your reservation for a conference room, vehicle, or VTC/bridge number looks like example **A** (below and the example), the Resource Account was reserved correctly.

6 Clive, IA Weather service is not available

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Feb 1 8:30am VTC - LT Meeting ; RA.NRCS.iade2.cr.rm.693E; 10:00am VTC - 71812 Line Office... 1:00pm Martinson, Judy - NRCS...	2 11:30am VTC - Easements - EPD Teleconference; RA.NRCS.IADES.cr.693E; RA.NRCS.IADES.cr.693E	3	4 2:00pm Merrill, Michael - NRCS, Portland, OR ; Webinar and Teleconference: 888-844-9904 Passcode: 2908194; Merrill, Michael - NRCS, Portland, OR	5 1:00pm Lauver, Alan - NRCS, Des Moines, IA ; RA.NRCS.IADES.cr.693E; Lauver, Alan - NRCS, Des Moines, IA
8 8:30am VTC - LT Meeting ; RA.NRCS.iade2.cr.rm.693E; 10:00am VTC - 71812 Line Office... 12:00pm VTC - Chief/RC; RA.NR...	9 10:00am Low Hazard Dam Classification-Laurel 11:45am VTC - Brommel - FAPD Conference Call and Webinar; RA.NRCS.IADES.cr.693E; RA.NRCS...	10 8:30am VTC - Fischer - AMA Monthly VTC; RA.NRCS.IADES.cr.693E; RA.NRCS... 9:30am VTC - 73812 Wetland Training; RA.NRCS.IADES.cr.693...	11 9:00am Jensen - Monitoring/Violation Meeting; RA.NRCS.iade2.cr.rm.693E; Jens... 12:45pm VTC - Tim Helmbrecht RD; RA.NRCS.IADES.cr.693E; RA...	12 9:00am Gehring, Allen - NRCS, Des Moines, IA ; RA.NRCS.iade2.cr.rm.693E (RA.r... 1:00pm Lange, Alan - NRCS, Des Moines, IA ; RA.NRCS.IADES.cr.6...
15	16 1:00pm Hurley, Eric - NRCS, Des Moines, IA ; RA.NRCS.IADES.cr.693E; Hurley, Eric - NRCS, Des Moines, IA	17 8:00am Goldsmith - Prep for A1 Contract Training; RA.NRCS.IAD... 12:00pm HR Webinar - Review ... 1:30pm VTC - XXXXXX QACR w/N...	18 9:15am VTC - 73812 - Cronin - A3 RC Mtg (NEPA); RA.NRCS.IADES.cr.693E	19 8:00am Adkins, Martin - NRCS, Des Moines, IA ; RA.NRCS.IADES.cr.693E; Adkins,... 12:30pm Joe Thompson - GSU Teleconference
22 8:30am VTC - LT Meeting ; RA.NRCS.iade2.cr.rm.693E; 10:00am VTC - 71812 Line Office... 12:00pm VTC - Chief/RC; RA.NR...	23 11:45am VTC - Easements - EPD Teleconference; RA.NRCS.iade2.cr.rm.693E; RA.NRCS.iade2.cr.rm.693E	24 8:00am Brommel-Prepare for A4 Contract Management training; RA.NRCS.IADES.cr.693E; RA.NRCS.IADES.cr.693E	25 8:00am Goldsmith - Brommel - Area 4 Contract Training 71812; 693E VTC; RA.NRCS.IADES.cr.693E	26
29 8:30am VTC - LT Meeting ; RA.NRCS.iade2.cr.rm.693E; 10:00am VTC - 71812 Line Office... 12:00pm VTC - Chief/RC; RA.NR...	Mar 1 9:00am VTC - Kurt's Mid-year w/Kevin Wickey; RA.NRCS.IADES.cr.693E; RA.NRCS.IADES.cr.693E	2 2:00pm Martinson, Judy - NRCS, Des Moines, IA ; RA.NRCS.iade2.cr.693E; Martinson, Judy - NRCS, Des Moines, IA	3	4

Example:

- 9:15 AM VTC – 73812 – Cronin – A3 RC Mtg (NEPA);
RA.NRCS.IADES.cr.693E

This reservation has the VTC, Bridge Number, last name of the Host and the topic listed.

- 8:00 am Brommel – Prepare for A4 Contract Management Training
RA.NRCS.IADES.cr.693E

This reservation has the individual hosting the meeting and the topic for the meeting.

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7. If your reservation for a conference room, vehicle, or VTC/bridge number looks like example **B** (below and the example), please ask your secretarial support for assistance.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12 9:30am Jon - SFAC Mtg; 693C	13	14	15 12:30pm State Tech Comm Mtg; RA.NRCS.IADES.cr.693C; RA.NRCS.IADES.cr.693C	16	17
19	20	21	22	23	24
26	27	28 Broders, Kimberly - NRCS, Des Moines, IA; RA.NRCS.IADES.CR.693C; Broders, Kimberly - NRCS, Des Moines, IA	29 VTC - Broders - Meeting; RA.NRCS.IADES.CR.693C; RA.NRCS.IADES.CR.693C	30	Oct 1
3	4	5	6 B	7	8

Example: if your reservation looks like the following, please ask for assistance.

- Broders, Kimberly – NRCS, Des Moines, IA;
RA.NRCS.IADES.cr.693E;
Broders, Kimberly – NRCS, Des Moines, IA

This reservation was made using my own calendar and not the Resource Account calendar.

- VTC – Broders – Meeting
RA.NRCS.IADES.cr.693E;

This reservation is missing the bridge number between the “VTC” and the last name.