Navigating 25Live

Use tabs to find information by topic or use "Quick Searches" on your home page.

Home page can be customized by dragging items to view or to hide them.
EVENTS TAB:
Search by keyword.

List view:

Calendar View:

Mouse-Over specific instance to see additional information:
LOCATION TAB:

Use key words to search for space.

Availability View:

Calendar View:

List view: Describes space, including capacity.
ORGANIZATIONS TAB:
Search by keyword.

List View:

Calendar View:

In List View in each tab you can "Star" items. Starred items will appear in the corresponding category on your home page.
SCHEDULING SPACE USING THE WIZARD.

From the home screen, select the Wizard tab. This is where you will create new events.

This is how you can schedule events and meetings in space that your department or unit manages, such as labs, computer rooms, etc.
How to use the Wizard

All fields with red asterisks are required to move to the next page. Event type and Sponsoring Organization fields include drop down boxes.

Events on our campus are not saved as private, if you do not want the meeting content to be public, use an innocuous Event Name such as "meeting".

Only use the Event Type "AA Ad Hoc Event". It should be the only option available to you. This ensures that events you create and manage are stored in system correctly.

At the Sponsoring Organization field you may begin typing the sponsoring group. The drop down menu will auto populate with matching possible organizations.

DO NOT use 4 digit S.I.S codes. These are for courses only. Any additional course related meetings and events such as SI sessions, study sessions, seminars, etc., should be listed under the responsible department.

When all required fields have been filled in, select either next button. The form will not advance until all required fields have been completed.

(See page 4 to learn how to Star items.)
Expected head count is not required, but it can determine what available spaces return in your search.

The Event Description is also not required. Anything entered here will be posted to the public calendar to offer additional information about your event. Please read the notes on the right column before adding information here.
Selecting dates and times:
All repeating events must be the same time. Any pattern of meeting dates is available. Decide if this event repeats or not to get to the next page to select meeting times.

To select date(s) you will find a familiar drop-down calendar. Select the first date of a series if applicable.
Enter the begin and end time in the fields to the right of the date field. If you need additional time prior to or after the event select the Yes radial button to access the additional fields. By selecting Yes the form will open the field to include extra setup or take down time.

Assuming the event does not run overnight you will not need to add an end date. If the event does go past midnight make sure you uncheck the same day box.
Choosing additional dates (when applicable):

Ad Hoc - no pattern, random dates
Daily - multiple, consecutive dates
Weekly - same day(s) of the week for multiple weeks
Monthly - same date each month or by position
Ad Hoc - no pattern, random dates.
Daily - multiple, consecutive dates through a certain date, or skips days in a set pattern. Examples: every day for 5 days or every 4th day until a specified date.
Weekly - same day(s) of the week for multiple weeks until a specific date or after a set number of instances; much like a course is scheduled.

Monthly - same date each month or by position until a specific date or after a set number of instances. Example: every month on the 15th or every month on the first Tuesday.
Select Locations:
By Starred Locations: will search only the locations you have selected as Starred.
(see page 4 to Star items)
By Location Name:
Type space name. You can be specific by including the full building name and room number, or by building.
By checking the top button your search will only return spaces available on your selected date and time. If you have a series of dates the search will only return those available on ALL dates.

Means no conflicts and you are authorized to schedule

Means there is at least one conflict

Means you are not authorized to schedule this space

In order to see the conflicts in the right-hand column you must select the space in question.
By opening the View and Modify Occurrences window. Here you can see which dates have conflicts. To schedule on those without, leave the Assign box checked and uncheck the box where there are conflicts. Make sure to save changes before closing the box.
Do not check the Share? button, this will allow the system to double book spaces.
Choose the Scheduler and Requestor. If they are already in the database and attached to the Organization, they will appear in the drop down. The database will auto search when you begin typing their names.
Draft state does NOT save the space but it does save all of the other information.

Tentative and Confirmed both save the space, you may use these however you choose as it makes no difference in the scheduling of the space.
This is an overview of a successfully saved event. You may view details, edit, email and print confirmations from this page.