



Elizabethtown College

How-To in 25Live Introduction to 25Live Pro

A small meeting in a conference room may not seem important to schedule, but it's important to know what is happening on our campus for many different reasons. 25Live is not only used to schedule events and meetings by our faculty, staff and student groups. It is also used by our Campus Security team to know when and where events are happening on campus for security reasons. Our Environmental Services team utilizes 25Live when creating work schedules to keep our campus spaces clean.

Below is an overview of the 25Live Scheduling System. Please refer to our 25Live Tutorials & Guides section for more information about any of these processes. Depending on your role, you may have access to various features in the system.

Home Viewing Screen:

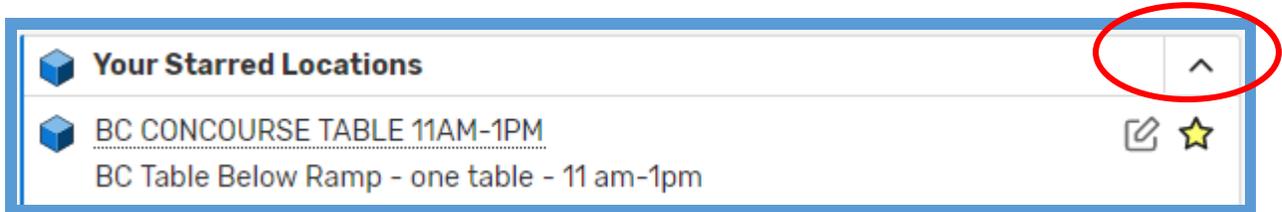
Once a user signs into 25Live, you will be on the **Home Screen**. Your dashboard is the main hub for all things related to you and 25Live – it houses all of your favorite locations, resources, and events for easy searching. It's also a good starting point for reserving a space on campus. Simply click on the 25Live Pro button on the top right hand screen to return to your dashboard from anywhere on the site.

The screenshot displays the 25Live Pro Home Viewing Screen dashboard. The interface is organized into several sections:

- Top Navigation:** Includes the 25Live logo, a user profile icon, and navigation links for 25Live Pro, Event Wizard, Tasks, Employee test2, and More.
- Quick Search:** A search bar with filters for Search Events, Search Locations, Search Resources, and Search Organizations.
- Your Starred Location Searches:** A list of saved search filters including Big Event Spaces, Chapel Rooms, Large Event Spaces, and Video Conference - H/N.
- Your Starred Event Searches:** A list of saved event search filters including SESP/SO KAV/Chapel Events.
- Your Event Drafts:** A section showing the number of drafts in which the user is the Scheduler or Requestor.
- Your Upcoming Events:** A section showing the number of upcoming events in which the user is the Scheduler.
- Create an Event:** A prominent blue button for initiating a new event.
- Find Available Locations:** A section with two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!".
- Your Starred Resources:** A list of saved resources such as Catering - Breakfast, Catering - Dinner Buffet, Catering - Dinner Served, Catering - Lunch, Catering - Reception, Catering - Snack, Event Setups, Media Services, No Resources Needed, and Technical Staff.
- Your Starred Locations:** A list of saved location filters including BC KAV - EVENT SPACE, H 110, LC GREEN ROOM, LC LOBBY, LC LYET ART, LC M&M, LC MCGG, LC MUS, and LC PERF.
- Your Starred Events:** A section indicating that the user currently has no starred events.

Dashboard:

The **Dashboard** view on the **Home Screen** gives you direct access to creating events, event searches, and location searches. All individual section blocks can be expanded or retracted using the arrow on the top right corner of the blocks. Use the refresh browser button to update information.



Users can customize their dashboard to add, remove, or change the location of their individual section blocks. Simply drag and drop any sections you wish to change. The only section that is unable to be moved is the “Create an Event” section in the middle.

Event Creation from the Dashboard:

TIP: For more information on how to create events, download our “Create an Event” PDF on the Scheduling Office’s website.

The screenshot displays the 25Live dashboard interface. At the top right, the 'Event Wizard' tab is highlighted with a red box and labeled 'A'. In the center, a 'Create an Event' button is highlighted with a red box and labeled 'B'. Below this button, a 'Find Available Locations' section is highlighted with a red box and labeled 'C'. This section contains two options: 'I know WHEN my event should take place -- help me find a location!' and 'I know WHERE my event should take place -- help me choose a time!'. The dashboard also features a left sidebar with search and starred location/event sections, and a right sidebar with 'Your Starred Locations' and 'Your Starred Events' sections.

There are multiple ways to begin an event request.

The **Event Wizard (A)** tab takes you directly to the event request system.

The **Create an Event (B)** button will take you to the Event Wizard where you will be able to request events.

The **Find Available Locations (C)** block can assist you in requesting an event reservation. It has two options to choose from: “I know WHEN my event should take place -- help me find a location!” and the “I know WHERE my event should take place -- help me choose a time!” option.

Event Search from the Dashboard:

TIP: For more information on how to create searches, download our “Creating Searches” PDF on the Scheduling Office’s website.

The screenshot displays the 25Live dashboard interface. On the left side, there is a 'Quick Search' block (labeled B) with a search bar and several search categories: Search Events, Search Locations, Search Resources, and Search Organizations. Below this are sections for 'Your Starred Location Searches', 'Your Starred Event Searches', 'Your Event Drafts', and 'Your Upcoming Events'. In the top right corner, there is a 'Go to Search' button (labeled A) and a 'Help' icon. The main content area features a 'Create an Event' button and a 'Find Available Locations' section with filters for 'I know WHEN' and 'I know WHERE'. Below this is a 'Your Starred Resources' list (labeled C) containing items like 'Catering - Breakfast', 'Catering - Dinner Buffet', etc. On the right side, there is a 'Your Starred Locations' list with items like 'BC KAV - EVENT SPACE', 'H 110', 'LC GREEN ROOM', etc. At the bottom right, there is a 'Your Starred Events' block (labeled C) which currently shows 'You do not have any Starred Events!'. A 'Customize Dashboard' link is visible at the bottom right.

There are multiple ways to look up events.

The **Go to Search (A)** button takes you directly to the search bar where you can search for events, locations, organizations, and resources.

Using the **Quick Search block (B)** you can enter at least two characters of the event’s title or the event reference number (ex: 2019-AAXZHM).

You may choose to star all of your events that you create. The **Your Starred Events block (C)** will give you direct access to these events on your Home tab.

Location Search from the Dashboard:

The screenshot shows the 25Live dashboard interface. At the top right, there is a navigation bar with '25Live Pro', 'Event Wizard', 'Tasks', and 'Employeeest2'. Below this is a search bar with a 'Go to Search' button (labeled A) and a 'Nothing recently viewed' dropdown. On the left side, there are several search blocks: 'Quick Search' (labeled B), 'Search Locations' (labeled B), 'Search Organizations' (labeled B), 'Your Starred Location Searches' (labeled D), 'Your Starred Event Searches', 'Your Event Drafts', and 'Your Upcoming Events'. In the center, there is a 'Create an Event' button (labeled C) and a 'Find Available Locations' section with filters for 'I know WHEN' and 'I know WHERE'. On the right side, there is a 'Your Starred Locations' block (labeled C) listing various locations like 'BC KAV - EVENT SPACE', 'H 110', 'LC GREEN ROOM', etc., each with a star icon. Below this is a 'Your Starred Events' block.

There are multiple ways to look up locations on campus, and works similarly to the event search.

The **Go to Search (A)** button takes you directly to the search bar where you can search for events, locations, organizations, and resources.

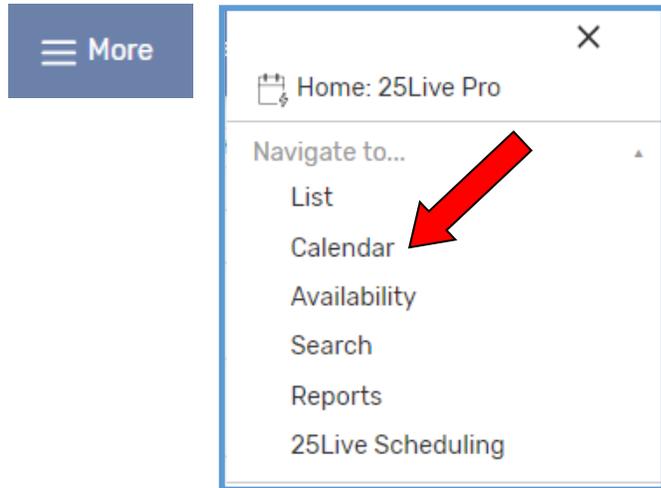
Using the **Quick Search block (B)** you can enter at least two characters of the location's name or room number. You can search by buildings as well.

You may choose to star locations that you use often. The **Your Starred Locations block (C)** will give you quick and direct access to these locations on your Home tab.

Depending on your security levels, you may also have the ability to create custom searches that can include multiple locations. **Your Starred Locations Searches block (D)** will give you quick and direct access to customized location searches on your Home tab.

Calendar View:

The **Calendar** view in the more button shows you what events are occurring in a certain time period. You can customize what events you want to see on certain days. The default date range is the current week.



A screenshot of a calendar interface showing a weekly view from Wednesday to Saturday. The interface includes a filter dropdown (A) set to '* Events and Meetings', a date range selector (B) for 'Sun Aug 04 2019 - Sat Aug 10 2019', and a 'View All 13' button (C) at the bottom. The calendar displays various events such as 'Its Maintenance Block', 'Gym Floor Maintenance', 'Simplex's Scheduled Maintenance', 'President's/Faculty-staff Swim', 'Chapel Maintenance Block', 'MGO Retreat', 'Beac On Call Training', 'Open Swim', 'Early Arrival Meeting', and 'Academic Affairs Team Meeting'. A red box (D) highlights a small icon in the bottom right corner of the calendar grid.

Click on the **Viewing (A)** field's drop down arrow to limit the types of events or locations you would like to view. These show things like events and meetings, any academic classes, Admissions related events, Professional Development events, as well as locations. You can view events happening in certain buildings, or you can choose a location search that you have created and favorited. You can choose certain organization groups, or resource searches you have created as well. **Events and Meetings will show all events on campus that are not academic classes**

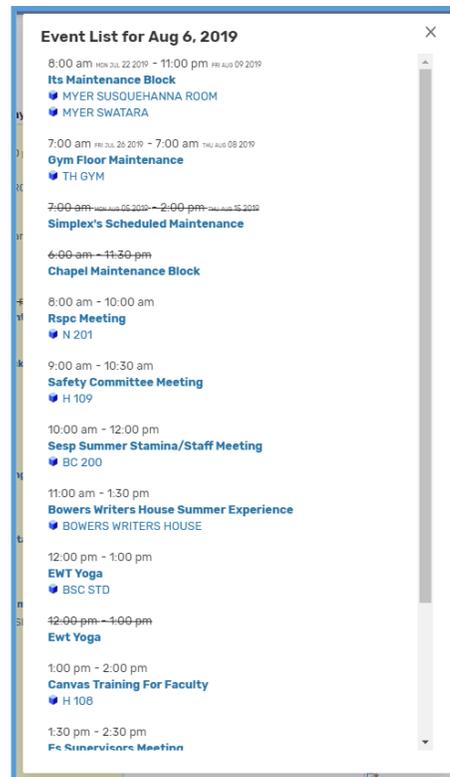
TIP: Whatever viewing type you select will show the next time you login and chose the Calendar tab.

Then select the **Dates (B)** to change the time period you are interested in. You may view a 3-day period, a full week, or an entire month. System will no longer show you the upcoming 7 days – if you choose to view a certain week, it will show you Sunday – Saturday of that week, or the current week we are in.

TIP: You can open any events or locations from here by clicking on the blue titles

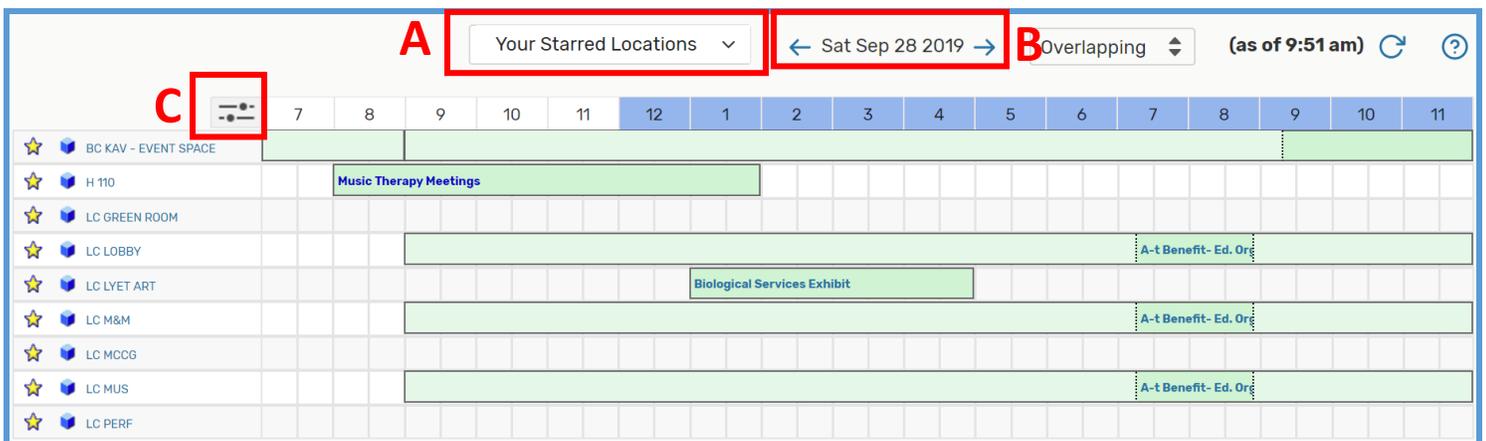
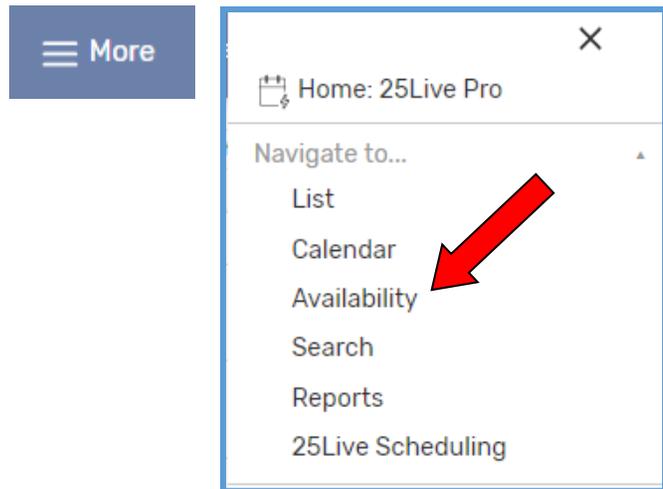
The calendar view shows only 10 events each day. By clicking on the **View All (C)** button located on the bottom left of that specific day, you will see all events that are scheduled.

You can also start creating an event by clicking on the **pencil and paper icon (D)** located on the bottom left of each day. This will take you into the event wizard with the correct date already populated.



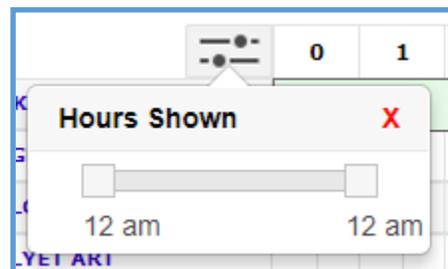
Availability View:

The **Availability** view in the More button shows you any events that are scheduled for one day. The availability will show you when locations are truly available, as this view also includes any setup or teardown time associated with an event. (Though an event may not be starting until 5pm, a setup may be required and no other event or group may use any spaces associated with that.)

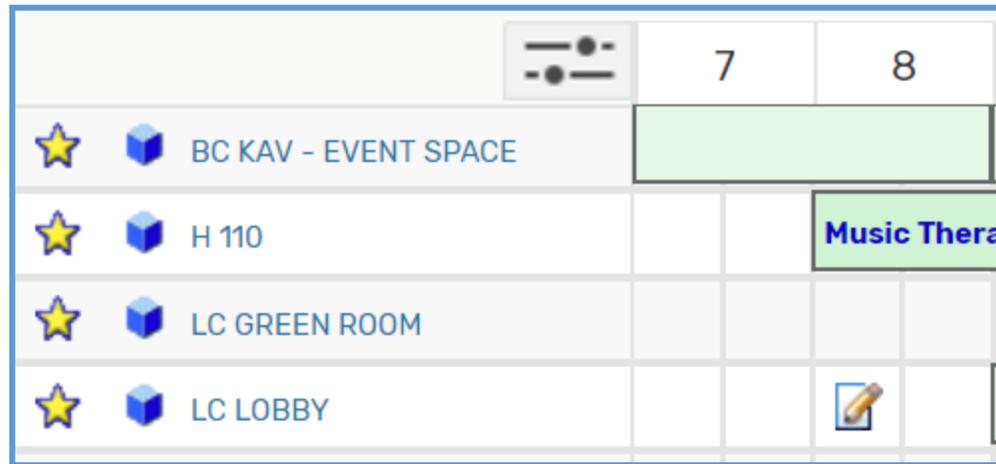


The **light green** equates to the setup and/or teardown time, where the **dark green** and **blue** description is when the actual event is scheduled to begin and end. You can select the **Viewing (A)** fields drop down to look at certain location searches, such as entire buildings, rooms categorized as conference rooms, or any locations that you have chosen to star. The date will automatically choose today's date, but simply click to select the **date (B)** you are interested in.

You can also adjust the **time of day (C)** you wish to see. The view automatically selects a start time of 7am, but you can adjust to see any frame of hours.



You can easily begin scheduling an event in a location by choosing the  icon. This will take you into the event wizard with the location, date, and start time already populated.



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BC KAV - EVENT SPACE			
H 110			Music Thera
LC GREEN ROOM			
LC LOBBY			

TIP: If you open the event wizard by clicking on the pencil icon, you will need to adjust the end time. This will only select a 30 minute event time

Another new feature in 25Live Pro is the **Recently Viewed** drop down option located in the top right hand corner. This gives you easy access to bounce back and forth to locations, events, or resources that you have already viewed – and doesn't lose any information!

