



25LIVE: Event Scheduling System Training Manual

(Use Firefox or Google Chrome)

25Live replaces the paper Facility Request forms as well as the need to use Class Web for the Room Schedule Report and the Available Room Query Report

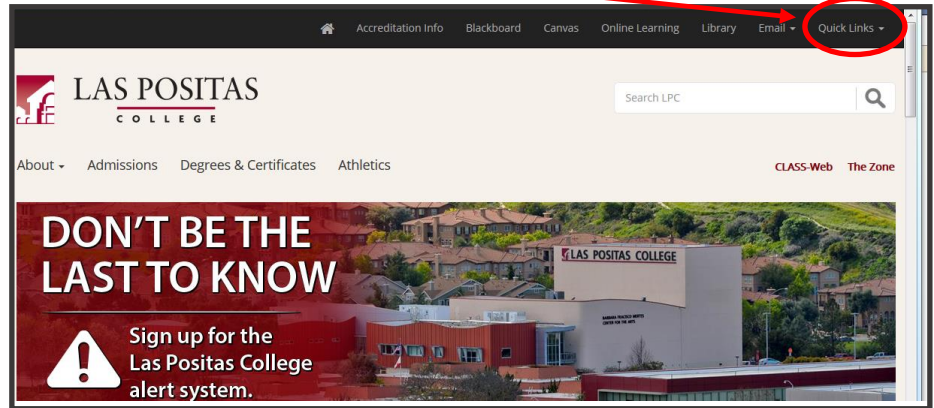
Access 25Live using Quick Links from LPC's home web page:

Or go directly to:

<https://25live.collegenet.com/clpccd>

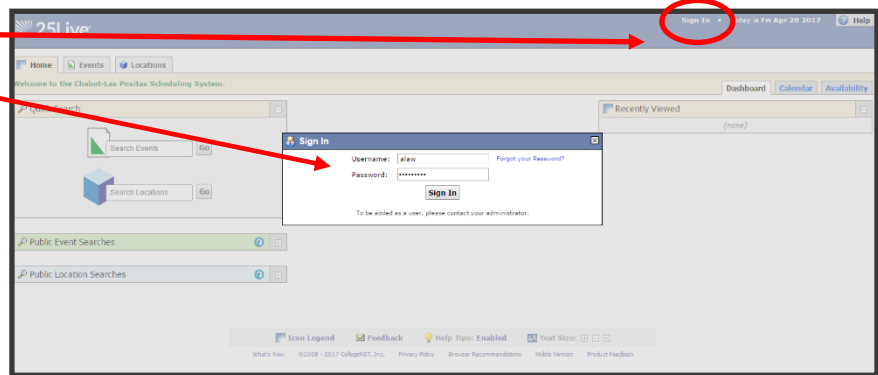
25Live Mobile Version:

25Live can also be accessed at this same URL using your cell phone.



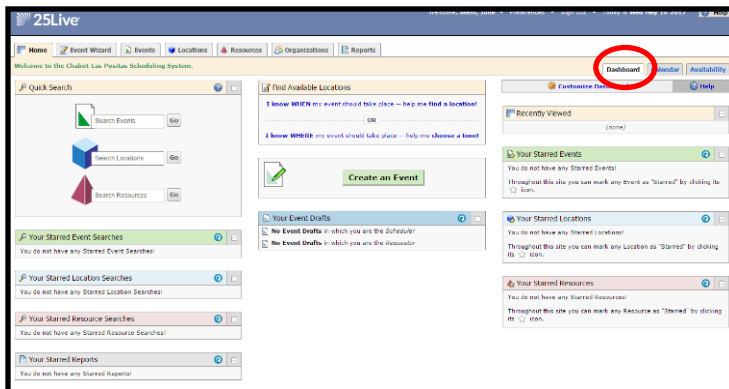
Sign in to 25Live:

Username: _____
Password: _____

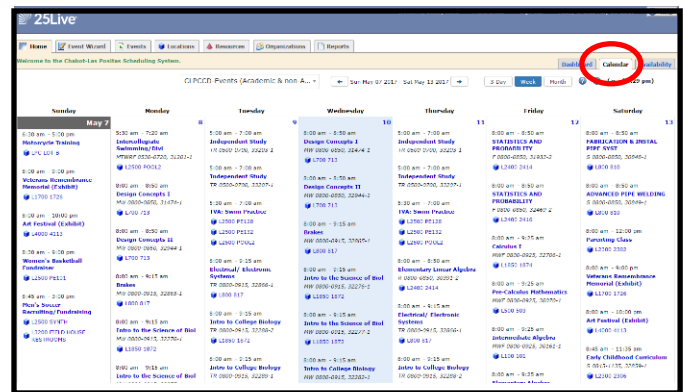


After signing in, one of two screens will be displayed – **Dashboard** or **Calendar**:

Dashboard



Calendar



Example of 25Live Dashboard

The screenshot shows the 25Live Dashboard interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, and Reports. A 'Dashboard' tab is circled in red. Below the navigation bar, there is a 'Quick Search' section with three search boxes: 'Search Events', 'Search Locations', and 'Search Resources', each with a 'Go' button. To the right of the search section is a 'Find Available Locations' section with two search 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!'. Below this is a 'Create an Event' button. Further down, there are several sections for 'Your Starred' items: 'Your Starred Event Searches', 'Your Starred Location Searches', 'Your Starred Resource Searches', 'Your Starred Reports', 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources'. Each of these sections displays a message indicating that the user does not have any starred items. A 'Customize Dashboard' button is located in the top right corner of the dashboard area.

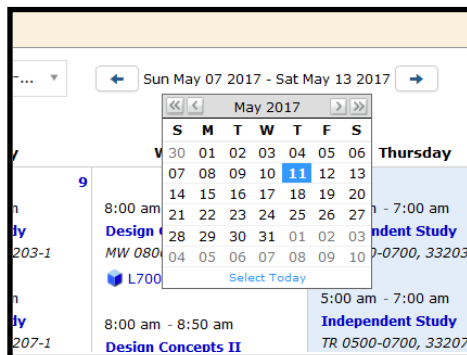
NOTES:

1. You may customize your Dashboard
2. You may create “favorites” by starring:
 - Events (Example: Math Jam)
 - Locations (Example: PE101, Main Theater, Quad, 1687)
 - Resources (Example: Tables, Chairs, Synthetic Field Lights)
 - Searches (Example: All locations in B.2500; All Conference Rooms)
 - Reports (Example: Daily Report, 3-Day Report, Location Listing)

Example of 25Live Calendar

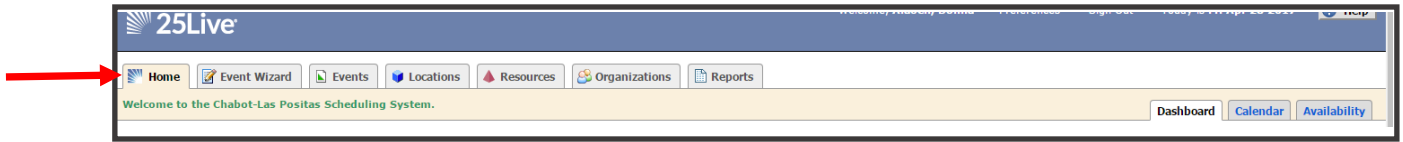
NOTES:

1. Make sure the correct Event Search has been selected.
LPC-Events (Academic & non-Academic) should be the default search for all LPC classes and events.
2. You may change the date range for the Calendar by clicking on the date; a pop-up window will be displayed. Click on the start date desired.



3. You may view the calendar in 3-Day, Week, or Month format.

25Live Tabs



TABS:

Home: Display Dashboard or Calendar

Event Wizard: Create an Event Request

Events: Search for Events by Keyword
Example: Math Jam

Locations: Search for Locations by: Room Number Room Name
Examples: 4119 Main Theater
 4128 Black Box
 PE101 Gym
 Classrooms
 Conference Rooms

PUBLIC LOCATION SEARCHES YOU MAY BE INTERESTED IN:

- **LPC-All Spaces**
- **LPC-Classrooms**
- **LPC-Computer Labs**
- **LPC-Conference Spaces**

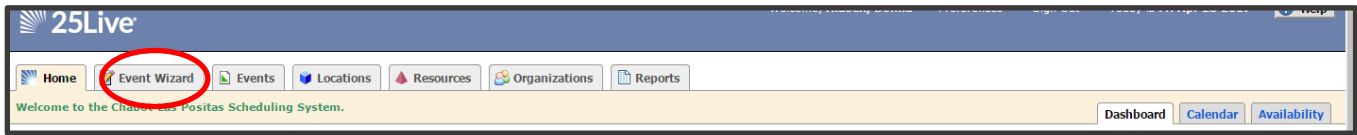
Resources: Search for Resources
Examples: Table
 Canopy
 Microphone
 Podium

Organizations: Search for Organizations
Examples: Athletics
 LPC Foundation
 CATSS
 Computer Science
 Mathematics

Reports: Run Reports
Example: Event Confirmation Detailed

EVENT WIZARD: Create an Event/Facility Request

SUGGESTION: Before creating an event, check to make sure the location is available using the location and calendar search.



Or



EVENT NAME & TYPE SCREEN:

Event Name
Event Title for Campus Calendars

HELLO - This reservation wizard is designed to collect the information needed to schedule an event on the LPC campus. Please be as detailed as possible when submitting this information. * All requests are subject to approval *

Date Restrictions
Event occurrences that you create are restricted to:
• No later than 2017-12-31
• At least 1 day from today

Start by entering the basic event information

Event Name
Limited number of characters allowed in this field

Event Title for Campus Calendars *

Event Type
Search for an Event Type *

Primary Organization for this Event
Search for an Organization

Additional Organization(s) for this Event
Search for Additional Organizations

◀ Back

Select an Organization
Find By...
Your Starred Organizations
Search
Index

Fields with * are required.

Event Title gets displayed on Calendars.
User upper/lower case and be specific.

- Athletic Game / Meet / Match
- Athletic Practice
- Audition
- Awards / Celebration / Graduation
- Class Related
- Commencement / Convocation / College Day
- Conference
- Exhibit / Presentation
- Facility / Tech Work / Maintenance
- Film / Movie
- Fundraiser
- Search for an Event Type

Faculty: For Primary Organization, choose your Academic Discipline (I've preloaded these for you).

Examples:	THEATER (THEA)	MARKETING (MKTG)
	SPANISH (SPAN)	BIOLOGY (BIO)
	ADMINISTRATION OF JUSTICE (AJ)	GEOLOGY (GEOL)

DO NOT CHOOSE THE ORGANIZATION CODES USED SPECIFICALLY FOR THE ACADEMIC CLASSES. THOSE SHOW UP AS:

THEA	MKTG
SPAN	BIO
AJ	GEOL

NUMBER OF PARTICIPANTS & DESCRIPTION SCREEN:

Enter additional basic event information.

Expected Head Count

Event Description

Back Next Cancel Save

The Head Count should reflect participants and observers.

Provide an Event Description if desired. This information will be useful when the *Calendar* feature is used in the future.

DATE SCREENS:

Is this a repeating event?

No ←
This event happens only once.
Any other related events are separate and distinct.

Yes ↑
This event occurs multiple times.
It repeats daily, weekly, monthly, or irregularly (ad hoc).

◀ Back Next ▶

Cancel Save

If the event occurs **only once**, select “No.”

For example, event occurs only on Monday, August 7, 2017 from 2:00 p.m. – 4:00 p.m.

If the event occurs multiple times on different days with **DIFFERENT START AND END** times, select “No.”

For example, event occurs on Tuesday, August 8, 2017 from 9:00 a.m. – 10:30 a.m. and will occur again on Thursday, August 10, 2017 from 1:30 p.m. to 3:00 p.m.

You will need to create two separate events in this case.

If the event occurs on multiple dates with the **SAME START AND END** times, choose “Yes”.

For example, event occurs from 2:30 p.m. – 4:30 p.m. on Tuesday, August 8, 2017 and Wednesday, September 13 and Tuesday, October 10 and Friday, November 10.

This is a great way to schedule Weekly or Monthly staff meetings, shared governance meetings, office hours, etc.

DATE & TIME SCREEN:

Tell us WHEN this event takes place.

Select the dates/times for the *initial event* in the repeating series. Subsequent occurrence dates will be entered on the next page.

Event Start: Fri May 12 2017 11:00 am

Event End: Fri May 12 2017 12:00 pm

The first occurrence begins and ends on the same day.

Before and After

Does this event require additional time before the event? Yes No

Does this event require additional time after the event? Yes No

◀ Back

Next ▶

Cancel Save

Designate the date and time for the event.

IMPORTANT

If the event will occur on multiple dates (with the same start and end times), enter the first date of the occurrence only.

Event Start: August 7 2:30 pm

Event End: August 7 4:00 pm

On the next screen, you will be able to select all occurrences for the event.

IMPORTANT

Start and End Dates must be the same, otherwise 25Live will try to schedule ALL hours (24/7) between the start date/time and end date/time.

If you need time to set up before the event or time to take down after the event, enter it here.

IF REPEATING EVENT (SAME START AND END TIMES, REGARDLESS OF DATES):

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

◀ Back Cancel Save

If you indicated the **Event Repeats**, these are your choices.

Hint:

- Using the “Ad Hoc Repeats” features give you flexibility to choose any date.
- Using “Monthly” Repeats is great for scheduling monthly staff meetings.

Click on all dates for this event.
Save

Describe how this event REPEATS.

Ad Hoc Repeats ▾

Click on any date to add it to the Occurrence List.

May 2017

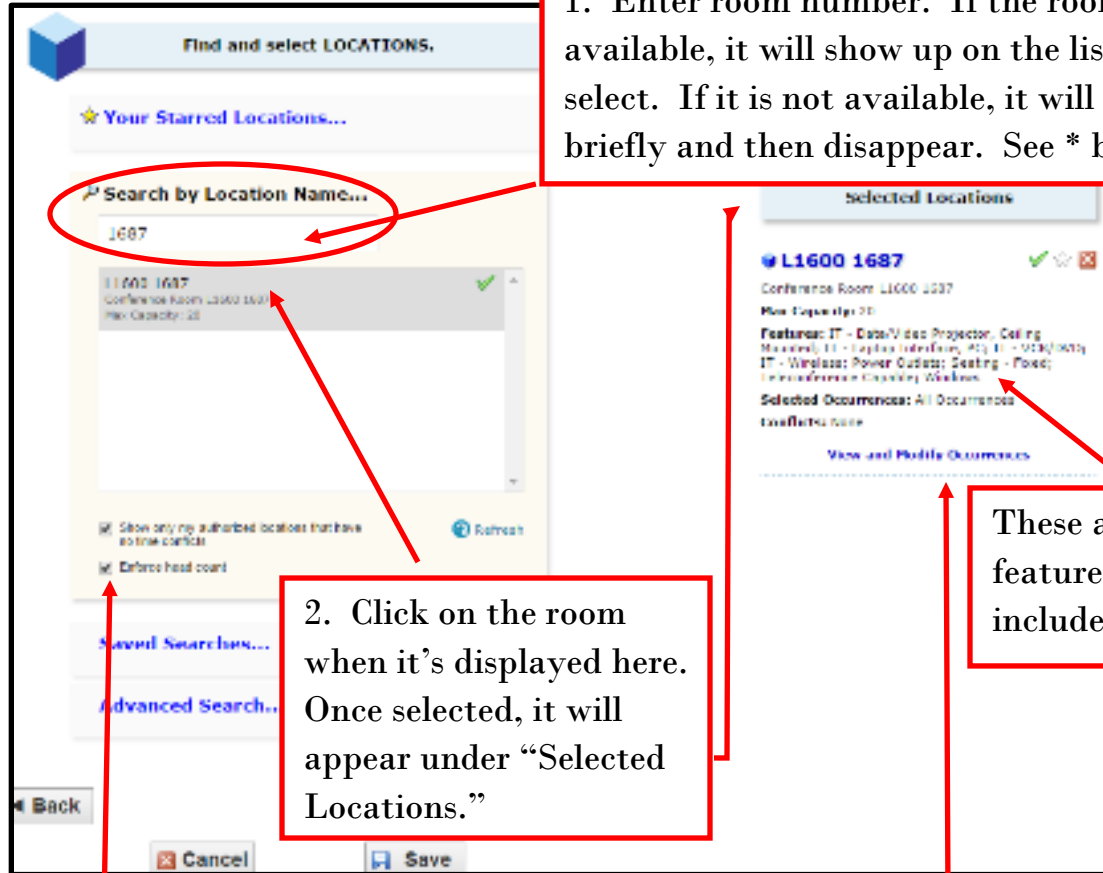
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Occurrence List

Date	Comments	Status
Sat May 27 2017		Active ▾

◀ Back Cancel Save Next ▶

LOCATION SCREEN:



1. Enter room number. If the room is available, it will show up on the list for you to select. If it is not available, it will show up briefly and then disappear. See * below.

2. Click on the room when it's displayed here. Once selected, it will appear under "Selected Locations."

These are the features/equipment included in the room.

*If the room is available but is not showing up on the screen, de-select "Enforce Head Count."

3. Selected room will be displayed here; if a specific layout is required, include that info in the "Setup" area.

NOTE: You may select more than one location, just as long as the dates and times are the same as the first location.

NOTES ABOUT LOCATIONS:

25Live will only allow a single event to be scheduled in a location on the same date and time. However, there are occasions when the same location will be needed on the same date and time for different events. Examples include Health Center tabling, Club Days, college/employer/vendor tabling, etc. To accommodate these situations, multiple “areas” (Area 1, Area 2, Area 3, etc.) within a location have been created in 25Live. Please note, these “areas” do not represent a specific physical location. It just allows us to reserve multiple events at the same date/time. Those locations include:

- Quad: Area 1 through Area 9 (Reserve **Quad Entire** for all areas of the Quad)
- 1600 Lobby: Area 1 through Area 3
- 1600 Outside Front Patio: Area 1 through Area 3



IF YOU DO NOT KNOW THE LOCATION YOU WISH TO USE AND WANT TO SEE WHAT IS AVAILABLE BASED ON THE DATE/TIMES ENTERED:

Find and select LOCATIONS.

★ Your Starred Locations...

🔍 Search by Location Name...

Search

No Matching Results

Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

Saved Searches...

Advanced Search...

Leave the location blank.

Click on “Advanced Search”

Advanced Search...

Features: Choose a feature... All Any

Categories: Choose a category... All Any

Layouts: Choose a layout... All Any

Capacity: 10 or more

Search

L100 101 Classroom/Lecture L100 101 Max Capacity: 45	<input checked="" type="checkbox"/>
L100 104 Classroom/Lecture L100 104 Max Capacity: 45	<input checked="" type="checkbox"/>
L1600 1602 Classroom/Lecture L1600 1602 Max Capacity: 38	<input checked="" type="checkbox"/>
L1600 1620 COFFEE BAR Cafeteria Coffee Bar Area L1600 1620	<input checked="" type="checkbox"/>

Show only my authorized locations that have no time conflicts

Enforce head count

Refresh

You may narrow the search to conference rooms, classrooms, or other criteria, should it be necessary.

A list of available locations will be displayed.

If necessary, de-select these two options.

RESOURCES SCREEN

★ Your Starred Resources...

Search by Resource Name...

LPC-Ath: Sound System in Gym	∞
LPC-Ath: Tables	∞
LPC-Ath: Volleyball Nets	∞
LPC-Custodial: Blue Fundraising Barrel	∞
LPC-Custodial: Canopy/Canopies	∞
LPC-Custodial: Chairs	∞
LPC-Custodial: Dolly Hand Cart	∞
LPC-Custodial: Floor Coatings for Gym	∞

Refresh

Saved Searches...

Advanced Search...

Back

Cancel Save

1. **ONLY** add resources if they are currently **not included** in the location. For example, do not ask for a projector, all rooms have them.

2. To see resources, Search by Resource Name and type:

LPC for all Resources

Ath for Athletic Resources

Cust for Custodial Resources

IT for I.T. Resources

Perf for Performing Arts Resources

3. After selecting the resource, indicate the quantity.

★ Your Starred Resources...

Search by Resource Name...

LPC-Ath: Folding Chairs	∞
LPC-Custodial: Chairs	100/100
LPC-Perf Arts: Chairs from Black Box	100/100
LPC-Perf Arts: Orchestra Chairs	80/80

Refresh

term to a key word in the name or utilizing a category under the advanced search. HIDE ▲

Selected Resources

LPC-Custodial: Chairs ✓ ☆ ✕

Conflicts: None

Setup Instructions:

Avail/Total: 100/100

Quantity: 1

PLEASE NOTE: Not all resources (especially I.T. resources) are available for each room. **ALSO,** do not select Perf. Arts Chairs for chairs delivered by M&O.

ATTACH FILE SCREEN:

Add or remove ATTACHED FILES.

Attached Files

You can attach up to 5 files to this event. The maximum size for a file is 25MB. File types accepted:

- PDF, TXT, RTF
- JPG, JPEG, PNG, GIF
- DOC, DOCX, CSV
- XSL, XSLX

Attached Files

Select File

◀ Back Next ▶

Cancel Save

If you need to attach a layout or a Certificate of Liability, use this screen.

CONTACTS SCREEN:

Select CONTACTS for this event.

Scheduler

Ho, Nan ☆ ×
nho@laspositascollege.edu

Requestor

Woods, Kristy ☆ ×
kwoods@laspositascollege.edu

Emergency Contact

Search for a Contact

◀ Back

Cancel Save

The Scheduler will be pre-loaded based on the location and/or requirements designated by the Deans/Departments.

- Some locations have a designated Scheduler, such as Christine Hornbaker for the Main Theater.
- Some Deans want to review all of their Divisions' event requests before forwarding them for final confirmation. Other Deans do not want to review them so the event will go directly to Sheri Moore for final confirmation.
- Do not change the pre-loaded Scheduler unless you are a Club Advisor. If the event being created is for an LPC Club, please enter Scott Miner as the Scheduler.

COMMENTS SCREEN:

Add additional COMMENTS and NOTES for this event.

Comments

◀ Back

Next ▶

✖ Cancel

💾 Save

Add Comments as needed, perhaps with special instructions to Sheri Moore or M&O if necessary.

EVENT STATE SCREEN:

Verify or change the EVENT STATE.

Draft

This information cannot be edited.

Back

Cancel

Save

Save the Event.

NOTE:

The request will be routed to the Scheduler for further processing.

Final confirmation will be e-mailed to the Requester from Sheri Moore.

25Live Training Event

This event has been successfully submitted and will be reviewed within the next 1-2 weeks. If the event is approved, you will receive a confirmation e-mail. If the event is not approved, the event state will be set to denied.

Here's Some Information About Your Event

Locations Saved as Event Preferences

Resources Saved as Event Preferences

What's Next?

View Details

Edit

Copy

Email

More Event Options

Print Confirmation

Take Ownership of this Event

Add to Starred

Event Preferences

Notify your Dean that your request needs approval by sending an e-mail.

NOTE: The location is not locked in until the Dean changes the event state to Tentative.

Email Event Details: 25Live Training Event

Related Recipients

Requester (Woods, Kristy)

Scheduler (Ho, Nan)

Anyone with Assignment Tasks

Anyone with Notification Tasks

Additional Recipients

Attach:

Event Confirmation (Detailed)

Subject: 25Live Training Event (2017-AAMBCT)

Message Body

Include event details in body of message

Send

Select:

- Requester (yourself)
- Scheduler (Dean, Scott Miner, Christine Hornbaker)

Select:

- Event Confirmation (Detailed)
- Include event details in body

Send

EVENTS SCREEN – SEARCHING FOR YOUR EVENTS:

Enter event name's keyword or click "More Search Options"

Search by Keyword: Enter a Search Term... X GO More Search Options

List Calendar

Dates: Current and Future Dates

Load List

This screenshot shows the top navigation bar with 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', and 'Reports'. Below is the 'Search For Events' section with a 'Pre-Defined Event Searches' tab. A red-bordered text box contains the instruction: 'Enter event name's keyword or click "More Search Options"'. Two red arrows point from this box to the search input field and the 'More Search Options' link.

Search by Keyword: Enter a Search Term... X GO Fewer Search Options

Cabinet: All Cabinets

Categories EDIT

Types EDIT

Your Role: Any Role / No Role

Organizations EDIT

States EDIT

Specific Organizations

Find By... Select From... Selected Organizations

Your Starred Organizations

Browse Organizations

Organization Searches

Search: Contains

Go

Index

Types

Categories

Chabot Organization

District Organization

Las Positas Organization

A&H

ACADEMIC SERVICES VP OFFICE

ADMINISTRATION OF JUSTICE (AJ)

ADMINISTRATIVE SERVICES VP OF

ADMISSIONS & RECORDS

ADULT EDUCATION

AGS

None Selected

Done

This screenshot shows the search filters expanded. The 'Organizations' filter is circled in red, and a red arrow points to the 'Specific Organizations' dialog box. The dialog box has three columns: 'Find By...', 'Select From...', and 'Selected Organizations'. The 'Select From...' column lists various organizational categories and departments. The 'Selected Organizations' column is currently empty.

Welcome, Woods, Kristy Preferences Sign Out

Search by Keyword: Enter a Search Term... X GO Fewer Search Options

Cabinet: All Cabinets

Categories EDIT

Types EDIT

Your Role: Requestor

States EDIT

Categories

Chabot Event

Las Positas Event

201602

201603

Academic Related Event

Administrative

Admissions Event

Alumni Event

Athletic Event

Community Ed Event

Done

This screenshot shows the search filters with 'Your Role' set to 'Requestor' and 'Categories' expanded. The 'Your Role' dropdown is circled in red, and a red arrow points from it to the 'Categories' filter. The 'Categories' dialog box shows a list of event types, with 'Las Positas Event' checked.

RESULTS OF EVENT SEARCH:

Search For Events [Pre-Defined Event Searches](#)

Search For Events

Search by Keyword: X GO [Fewer Search Options](#)

Cabinet: Categories: *Las Positas Event [EDIT](#)

Types [EDIT](#) Your Role: States [EDIT](#)

Organizations [EDIT](#) GO START OVER

List [Calendar](#)

Dates: [Current and Future Dates](#) Choose Visible Columns [Save Search](#) [Refresh](#)

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
Engrg Tech Cohort Office Hour	Engrg Tech Cohort Office Hour	2017-AALXVK	MSEPS	Meeting	*Las Positas Event	Requestor	Mar 13 2017	Apr 08 2017	Confirmed	L800 805
Math Jam	Math Jam	2017-AALXVX	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 05 2017	Apr 08 2017	Confirmed	L600 607
Math Jam	Math Jam	2017-AALXWA	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 07 2017	Apr 08 2017	Confirmed	L2400 2414, L2400 2416, L2400 2412, L607
Math Jam	Math Jam	2017-AALXWD	MSEPS	Class Related	*Las Positas Event	Requestor	Aug 11 2017	Apr 08 2017	Confirmed	L1600 1641, L1600 1642A
Math Jam	Math Jam	2017-AALXWF	MSEPS	Class Related	*Las Positas Event	Requestor	Jan 12 2018	Apr 08 2017	Confirmed	L1600 1641, L1600 1642A

Here is a list of all of your events where you are the Requestor. Double click on the event for which you want to see the details.

Home [Event Wizard](#) [Events](#) [Locations](#) [Resources](#) [Organizations](#) [Reports](#)

Search For Events [Pre-Defined Event Searches](#) [Engrg Tech Cohort Office Hour](#)

Engrg Tech Cohort Office Hour

[Details](#) [Calendar](#) [More Actions...](#) [Rel](#)

Event Details		Event Occurrences				
Event Name:	Engrg Tech Cohort Office Hour	Start Date	Start Time	End Date	End Time	Assignment
Event Title:	Engrg Tech Cohort Office Hour	Mon Mar 13 2017	12:30pm	Mon Mar 13 2017	2:00pm	
Event Type:	Meeting	Wed Mar 15 2017	12:30pm	Wed Mar 15 2017	2:00pm	
Reference:	2017-AALXVK	Fri Mar 17 2017	12:30pm	Fri Mar 17 2017	2:00pm	
State:	Confirmed	Mon Mar 20 2017	12:30pm	Mon Mar 20 2017	2:00pm	
Organization:	MSEPS	Wed Mar 22 2017	12:30pm	Wed Mar 22 2017	2:00pm	
Scheduler:	Moore, Sheri	Fri Mar 24 2017	12:30pm	Fri Mar 24 2017	2:00pm	
Requestor:	Woods, Kristy	Mon Mar 27 2017	12:30pm	Mon Mar 27 2017	2:00pm	
Event Categories:	*Las Positas Event	Wed Mar 29 2017	12:30pm	Wed Mar 29 2017	2:00pm	
Head Count:	0 expected 0 registered					
Event Owner:	Moore, Sheri					
Creation Date:	Sat Apr 08 2017					

NOTE:

Requestors may only modify events that are in a Draft state. Contact Sheri Moore if modifications need to be made to the event once it is Tentative or Confirmed.

LOCATION SCREEN – SEARCHING FOR LOCATIONS:

Welcome, Woods, Kristy | Preferences

Home | Event Wizard | Events | **Locations** | Resources | Organizations | Reports

Search For Locations | Pre-Defined Location Searches

Search For Locations

Search by Keyword: X GO More Search Options

List | Availability | Calendar

Load List

You may search by room number (2490, 505, 101, etc.) or room name (Black Box, classroom, conference room, etc.)

Click on “Load List” if it is a search that will bring back multiple locations, such as classroom.

Click on “Calendar” if it is a single room search to see the availability.

Search For Locations

Search by Keyword: X GO More Search Options

List | Availability | Calendar

Choose Visible Columns | Save

Name	Formal Name	Categories	Features
L100 101	Classroom/Lecture L100 101		Board - White, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows
L100 102	Classroom/Lecture L100 102		Board - White, Carpet, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows
L100 103	Classroom/Lecture L100 103		Board - White, Carpet, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows
L100 104	Classroom/Lecture L100 104		Board - White, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows
L100 105	Classroom/Lecture L100 105		Board - White, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows
L100 106	Classroom/Lecture L100 106		Board - White, IT - Data/Video Projector, Ceiling Mounted, IT - Document Camera, IT - Instructor PC, IT - Laptop Interface, PC, IT - VCR/DVD, IT - Wireless, Number Of Doors, Seating - Tables / Chairs, Windows

Search For Locations

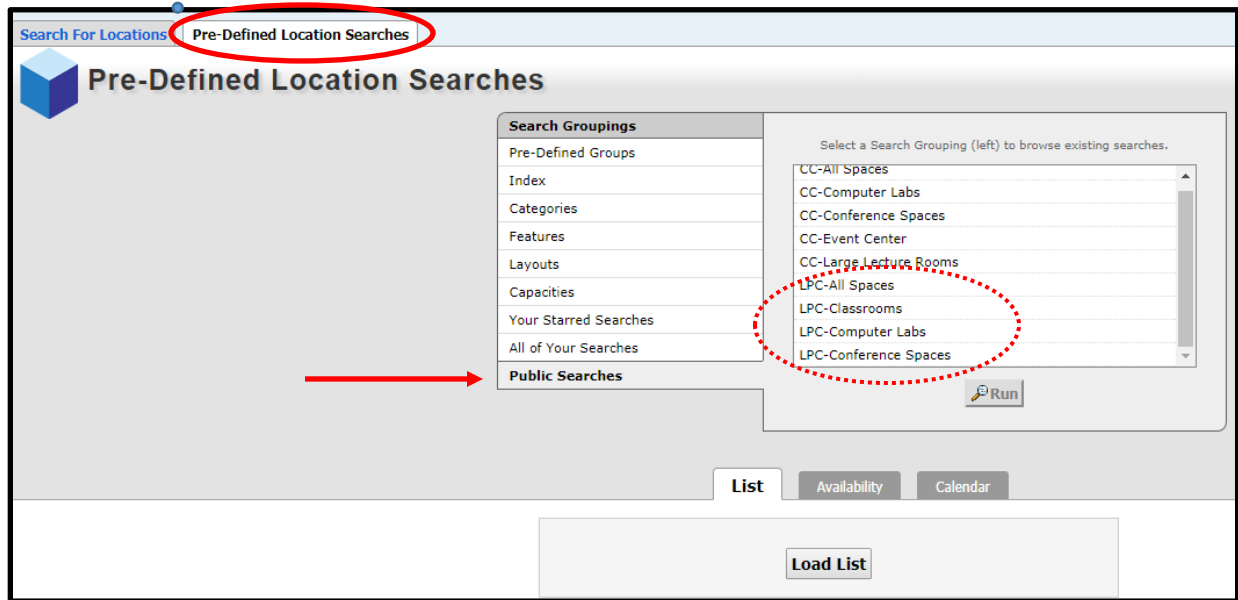
Search by Keyword: X GO More Search Options

List | Availability | **Calendar**

Dates: Wed May 17 2017 – Tue May 23 2017 | Save

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
May 14	15	16	17	18	19
			8:00 AM - 9:25 AM Intermediate Algebra MWF 0800-0925, 30161-1 L100 101	8:00 AM - 10:15 AM Intermediate Algebra TR 0800-1015, 30325-1 L100 101	8:00 AM - 9:25 AM Intermediate Algebra MWF 0800-0925, 30161-1 L100 101
			9:30 AM - 10:55 AM Intermediate Algebra MWF 0930-1055, 30566-1 L100 101	11:00 AM - 1:15 PM Intermediate Algebra TR 1100-1315, 30392-1 L100 101	9:30 AM - 10:55 AM Intermediate Algebra MWF 0930-1055, 30566-1 L100 101
			11:00 AM - 12:25 PM Intermediate Algebra MWF 1100-1225, 30275-1 L100 101	1:30 PM - 3:45 PM Intermediate Algebra TR 1330-1545, 30728-1 L100 101	11:00 AM - 12:25 PM Intermediate Algebra MWF 1100-1225, 30275-1 L100 101

LOCATION SCREEN – SEARCHING FOR LOCATIONS:



Several “Public Searches” have been predefined. Those include:

- LPC-All Spaces
- LPC-Classrooms
- LPC-Computer Labs
- LPC-Conference Spaces

RESOURCE SCREEN:

Welcome, Woods, Kristy | Preferences

Home | Event Wizard | Events | Locations | Resources | Organizations | Reports

Search For Resources | Pre-Defined Resource Searches

Search for Resources

Search by Keyword: X GO [More Search Options](#)

List | Availability | Calendar

Load List

To see when a specific resource has been assigned, type:

- The specific name of the resource, such as LPC-Custodial: Tables and then select Calendar.

Or

- The category of the resource, such as:

LPC for all Resources

Ath for Athletic Resources

Cust for Custodial Resources

IT for I.T. Resources

Perf for Perf. Arts Resources

Then click on “Load List.”

Select the Resource to see when it has been requested.

EXAMPLE OF A RESOURCE SEARCH FOR CHAIRS:

Search For Resources | Pre-Defined Resource Searches | Advanced Resource Search | LPC-Custodial: Chairs

LPC-Custodial: Chairs

Details | List | Availability (Daily) | Availability (Weekly) | Calendar

Dates: Wed May 17 2017 — Tue May 23 2017 | Actions...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
May 14	15	16	17	18	19
	Create an event		10:00 AM - 1:00 PM Therapy Dogs 6:00 PM - 10:45 PM Prep-2-Pass Tutoring	9:30 AM - 12:30 PM CTE: Internship Fair	11:00 AM - 5:00 PM All Team End-of-Year Sports Banquet
21	22	23	24	25	26

May 17 2017 12:35pm

ORGANIZATION SCREEN:

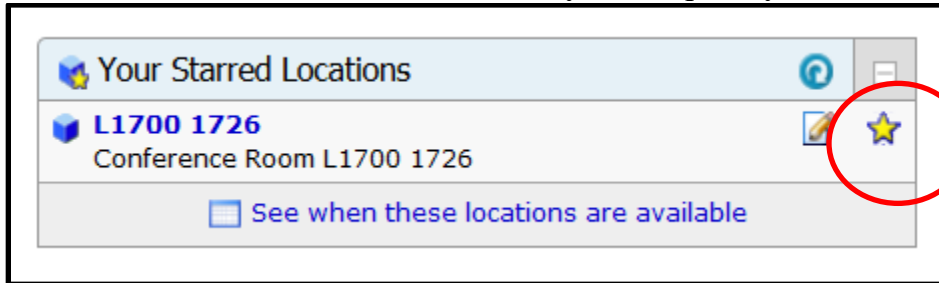
The screenshot shows the 25Live web interface. At the top, there is a navigation bar with the 25Live logo and the text "Welcome, Woods, Kristy" and "Preferences". Below the navigation bar are tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, and Reports. The "Organizations" tab is selected. The main content area is titled "Search For Organizations" and includes a search bar with the placeholder text "Enter a Search Term..." and a "GO" button. There are also "List" and "Calendar" buttons. Below the search bar, there is a "Dates" section showing "Wed May 17 2017 - Tue May 23 2017" and a "Load Calendar" button.

REPORTS SCREEN:

The screenshot shows the 25Live "Event Reports" screen. At the top, there are tabs for Starred Reports, Event Reports, Location Reports, Resource Reports, and Other Reports. The "Event Reports" tab is selected. The main content area is titled "Event Reports" and includes a dropdown menu for "Daily Events". Below the dropdown menu, there are four columns: "About This Report...", "Select Report Parameters", "Report Delivery Options", and "Report Format Options". The "About This Report..." column contains information about the "Daily Events" report, including a "View Sample Report" link. The "Select Report Parameters" column contains fields for "Event Search", "Location Search", and "Report Date". The "Report Delivery Options" column contains radio buttons for "View this report now", "Email this report to yourself", and "Email this report to...". The "Report Format Options" column contains radio buttons for "PDF", "Excel", "Rich Text Format", "HTML", and "Text". A red box highlights a text block that reads: "Reports are available for Events, Locations, Resources, etc. Click on 'View Sample Report' to see the data provided on the report. Many of the reports will require an 'Event Search' and a 'Location Search.' These searches must be set up prior to running the report. Contact Sheri Moore for more information if Reports are needed." A red arrow points from the "View Sample Report" link to the text block.

TIPS FOR SUCCESS:

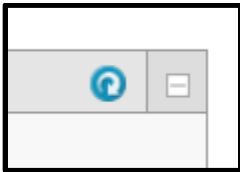
1. Remember to login to 25Live using either Firefox or Google Chrome (NOT Internet Explorer).
2. Encourage your Dean to approve your events/facility requests promptly in order to lock in the location, which will also make it visible on the calendars. (Draft events do not lock in the location. Deans needs to set the Event State to “Tentative” and the Scheduler to “Sheri Moore.”)
3. For faster searches, remember to “Star” your frequently used locations and resources.



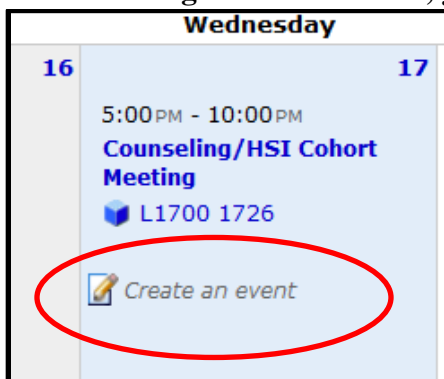
4. Make sure the calendar is set for the correct search and the correct date range.



5. Use the refresh button if you are not seeing the results you expect.



6. Most requesters know the location they would like to use. It's extremely fast to determine if the location is available by first looking up the Location then going to the Calendar for that location. If the meeting time is available, you may begin Creating the Event from the calendar.



7. 25Live is web-based and can be accessed from anywhere and there is a mobile app for it as well. You must have a 25Live login in order to use the mobile app.

NOTE: 25Live is shared with Chabot College. You may see Public Searches which begin with “CC” – ignore those.