

25Live Pro Training Manual

Fresno State

The screenshot shows the 25Live Pro interface. At the top left is the 25Live logo. The top right navigation bar contains '25Live Pro', 'Guest', 'Sign In' (circled in red), and 'More'. Below the navigation bar is a search bar with 'Go to Search' and 'Nothing recently viewed'. A filter dropdown is set to 'All', and there is a checkbox for 'Related Locations'. The main content area shows a calendar for 'Sun JAN 13 2019 - Sat JAN 19 2019'. The calendar is in 'Week' view, showing days from Sunday to Saturday. The date 'January 13' is highlighted in dark grey, and 'Wednesday 16' is highlighted in yellow. The time '(as of 3:52 pm)' is shown on the right. Navigation arrows are visible at the bottom of the calendar.

Sign in with your Fresno State email credentials

The screenshot shows a 'Sign In' modal dialog box. The title is 'Sign In' with a close button (X). The instruction reads: 'Log in using your Fresno State email user ID and email password.' There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a link for 'Forgot your Password?'. At the bottom right are two buttons: 'Cancel' and 'Sign In'.

Choose a location!

Choose a time!

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

Your Starred Locations

You do not have any Starred Locations!

"More" is where you'll find the options that used to be represented by tabs across your Home page

Home: 25Live Pro

Navigate to...

- List
- Calendar
- Availability
- Search
- Reports
- 25Live Scheduling

Preferences

About

Sign Out

25Live Pro Event Form

Go to Search

Lecture Rooms

Thu OCT 03 2019

Overlapping

10	11	12	1	2	3	4	5	6	7
S 39 04 21...	CFS 38 04 21...	PLANT 1...		PSYCH 169 0...			PLANT 165 01...		
ICI 67 07 21...	ASCI 1 07 2197	ASCI 135 01 2...	ASCI 135 03 ...	SI Sessions Fall ...			AGBS 136 24 2197		
BBS 170S 1...	AGBS 114 2197	AGBS 115 2197	AGBS 130 17 ...	AGBS 148 21...					
ICI 103 2197	FBS 153 06 2...	AGBS 130 15 ...	PLANT 71 06 2197						
CHEM 155A 0...	CHEM 128A 0...	CHEM 150 06 ...	CHEM 128B 0...	CHEM 128B 0...			RA 80 08 2197		
ART 101 2197	ASCI 35...	ART 105 2197	ARTH 11 03 21...	ARTH 120 01 2...	ARTH 10 06 21...	ARTH 102 11 2197			

Home: 25Live Pro

Navigate to...

- List
- Calendar
- Availability
- Search
- Reports
- 25Live Scheduling

Preferences

About

These links will take you to your Home Dashboard, which functions the same – just looks a little different (see next page).

25Live

25Live Pro Event Form Tasks

Switch Back to Old Wizard (reloads app)

Go to Search Nothing recently viewed Help

Quick Search

Search Events

Search Locations

Search Organizations

Your Starred Event Searches

All

Find Available Locations

I know **WHEN** my event should take place -- help me **find a location!**

OR

I know **WHERE** my event should take place -- help me **choose a time!**

Create an Event

Your Starred Events

You do not have any Starred Events!

Throughout this site you can mark any Event as "Starred" by clicking its ☆ icon.

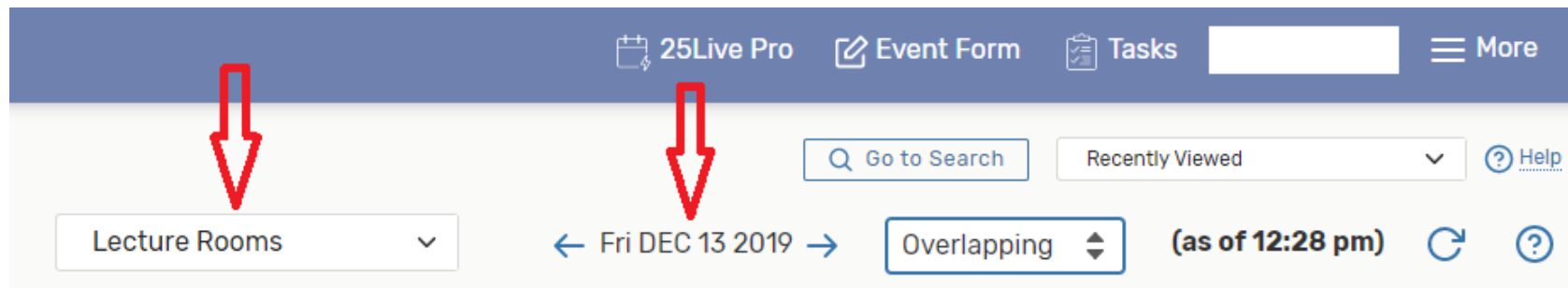
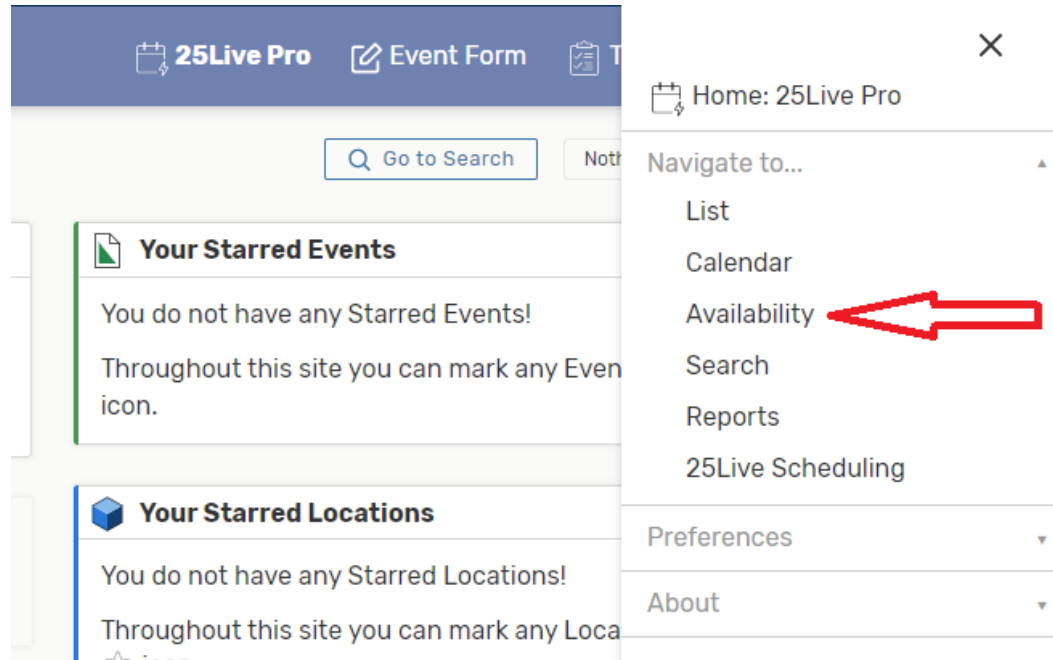
Your Starred Locations

You do not have any Starred Locations!

Throughout this site you can mark any Location as "Starred" by clicking its ☆ icon.

Finding an available room

- Under More select Availability
- Select Lecture Rooms , Library Spaces, etc
- Select the appropriate date



Finding an available room

- Scroll down to look for a room that has an open time
- Hover over the available room to display the room information

ED172
Education Building 172

Features:
Board - White; Control Panel; D V D (Blu-ray); Internet Access; Projector - Video/Data; Scan Converter; Screen - Motorized; Self-locking Door; Speaker Amp; T V; Teacher Control Cabinet; Visual Presenter

Layouts:
Seating - Tiered

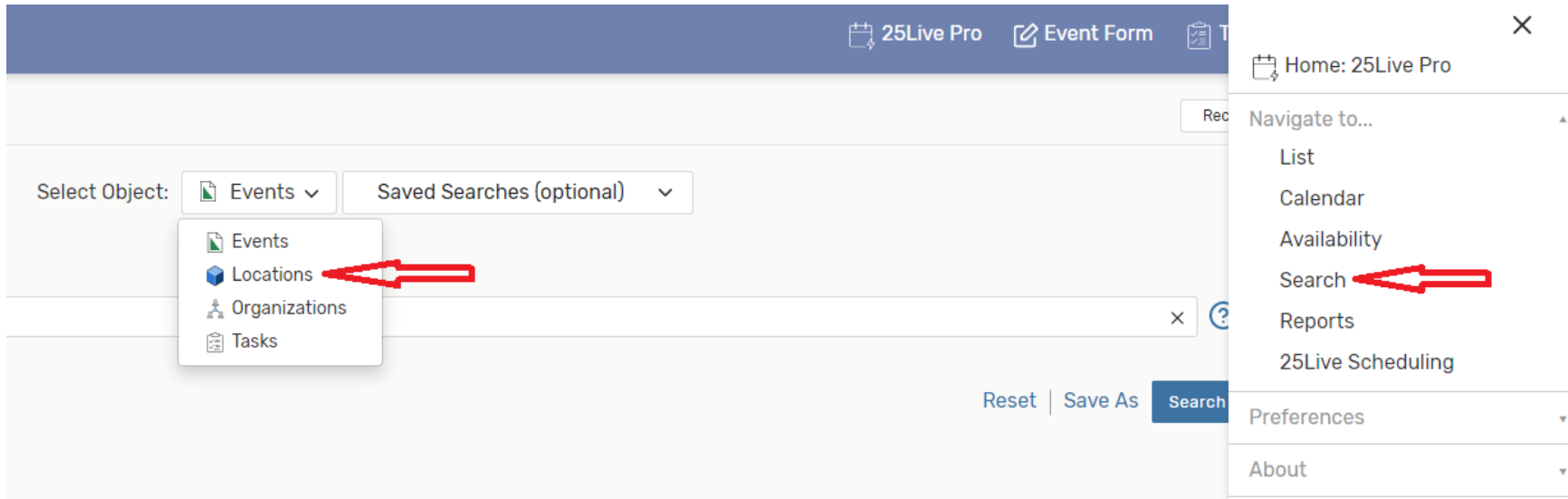
Capacity:
84

Process an event request, place the cursor at the start time and select . This will take you to the Event Form.

COUN 234D 05 MM

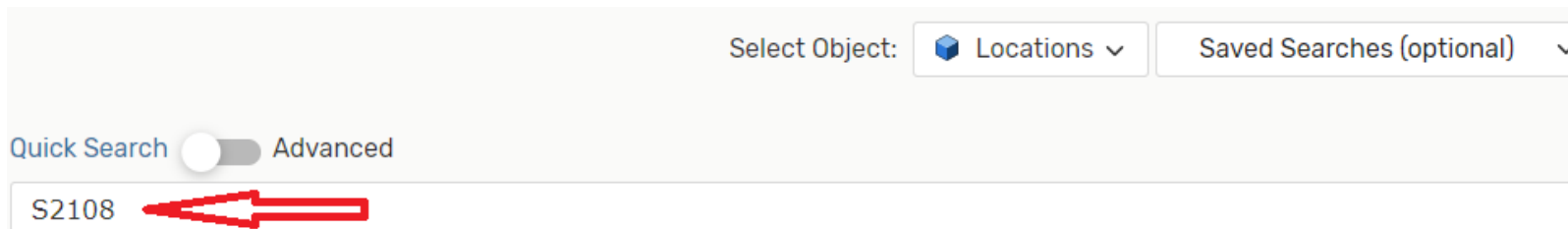
Looking at a specific room for available days/times

- Under More select Search
- Select Object: select Locations > Enter the room



The screenshot shows the 25Live Pro interface. At the top, there are navigation icons for '25Live Pro', 'Event Form', and a task icon. Below this, there's a 'Select Object:' section with two dropdown menus: 'Events' and 'Saved Searches (optional)'. The 'Events' dropdown is open, showing options: 'Events', 'Locations', 'Organizations', and 'Tasks'. A red arrow points to 'Locations'. To the right, a navigation menu is open, showing options: 'List', 'Calendar', 'Availability', 'Search', 'Reports', '25Live Scheduling', 'Preferences', and 'About'. A red arrow points to 'Search'. Below the 'Select Object' section, there are buttons for 'Reset', 'Save As', and 'Search'.

Enter the room in the Quick Search bar






The screenshot shows the 25Live Pro interface. At the top, there are navigation icons for '25Live Pro', 'Event Form', and a task icon. Below this, there's a 'Select Object:' section with two dropdown menus: 'Locations' and 'Saved Searches (optional)'. Below the 'Select Object' section, there's a 'Quick Search' bar with a toggle switch for 'Advanced'. The 'Quick Search' bar contains the text 'S2108'. A red arrow points to 'S2108'.

View available days/times for a specific room

- Select List | Calendar | or Availability









Select List

- List shows the room details

List Calendar Availability Choose Columns  						
Name	Formal Name	Categories	Features	Layouts	Max Capacity	
 S2108	Science 2 108	Academic Priority, Classroom, Lecture Room, Reservable By Student Involvement, Reservable Spaces, Smart Classroom, Tablet Enabled, Zone 3	Board - White, D V D (Blu-ray), Document Camera, Ethernet, Projector - Video/Data, Screen - Pull Down, Speaker Amp, Teaching Station - Control Panel	Tablet Armchairs	47	

Select Calendar

- Calendar shows scheduled events/classes
- Select date range
- View by number of weeks

List Calendar Availability Related Locations ← Sun SEP 29 2019 - Sat OCT 05 2019 → Weeks: 1  						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 29	30	October 1	2	3	4	5
	8:00 am - 8:50 am CHEM 10 01 2197 <i>MWF 0800-0850, 75233-1</i>  S2108	8:00 am - 9:50 am PSYCH 127 01 2197 <i>TR 0800-0950, 76303-1</i>  S2108	8:00 am - 8:50 am CHEM 10 01 2197 <i>MWF 0800-0850, 75233-1</i>  S2108	8:00 am - 9:50 am PSYCH 127 01 2197 <i>TR 0800-0950, 76303-1</i>  S2108	8:00 am - 8:50 am CHEM 10 01 2197 <i>MWF 0800-0850, 75233-1</i>  S2108	8:00 am - 12:00 pm Lambda Theta Phi <i>Lambda Theta Phi</i>  S2108

Select Availability

- Availability shows one day schedule
- Select More Options to expand your search

Quick Search Advanced

s2108

Hint! Type :: to use SeriesQL

More Options ▾

Search has not been saved

Reset | Save As | Search

← Thu MAR 07 2019 → Overlapping ↕ ↻ ?

	0	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
S2108	Closed								PSYCH 144 01 2193	PSYCH 182 02 2193	PSYCH 154 04 2193	PSYCH 101 07...	PSYCH 156 06 2193	PSYCH 155 06 2193										Closed

No More Results

Quick Search Advanced

S2108

Hint! Type :: to use SeriesQL

More Options ▲

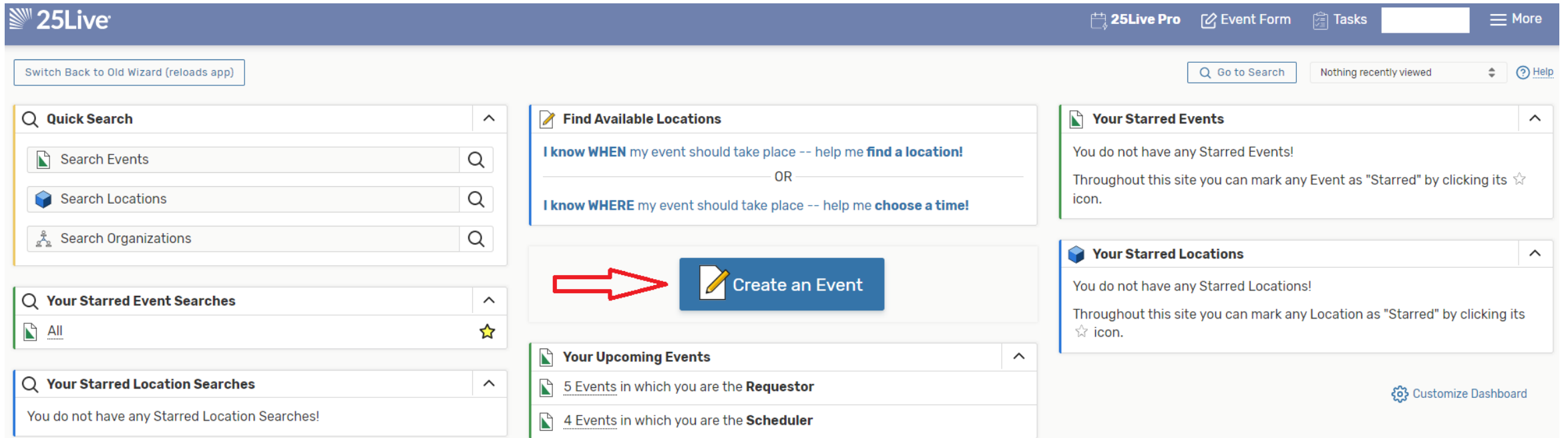
Categories

Features

Layouts

Capacity between and



Processing an event from "Create an Event" or "Event Form"

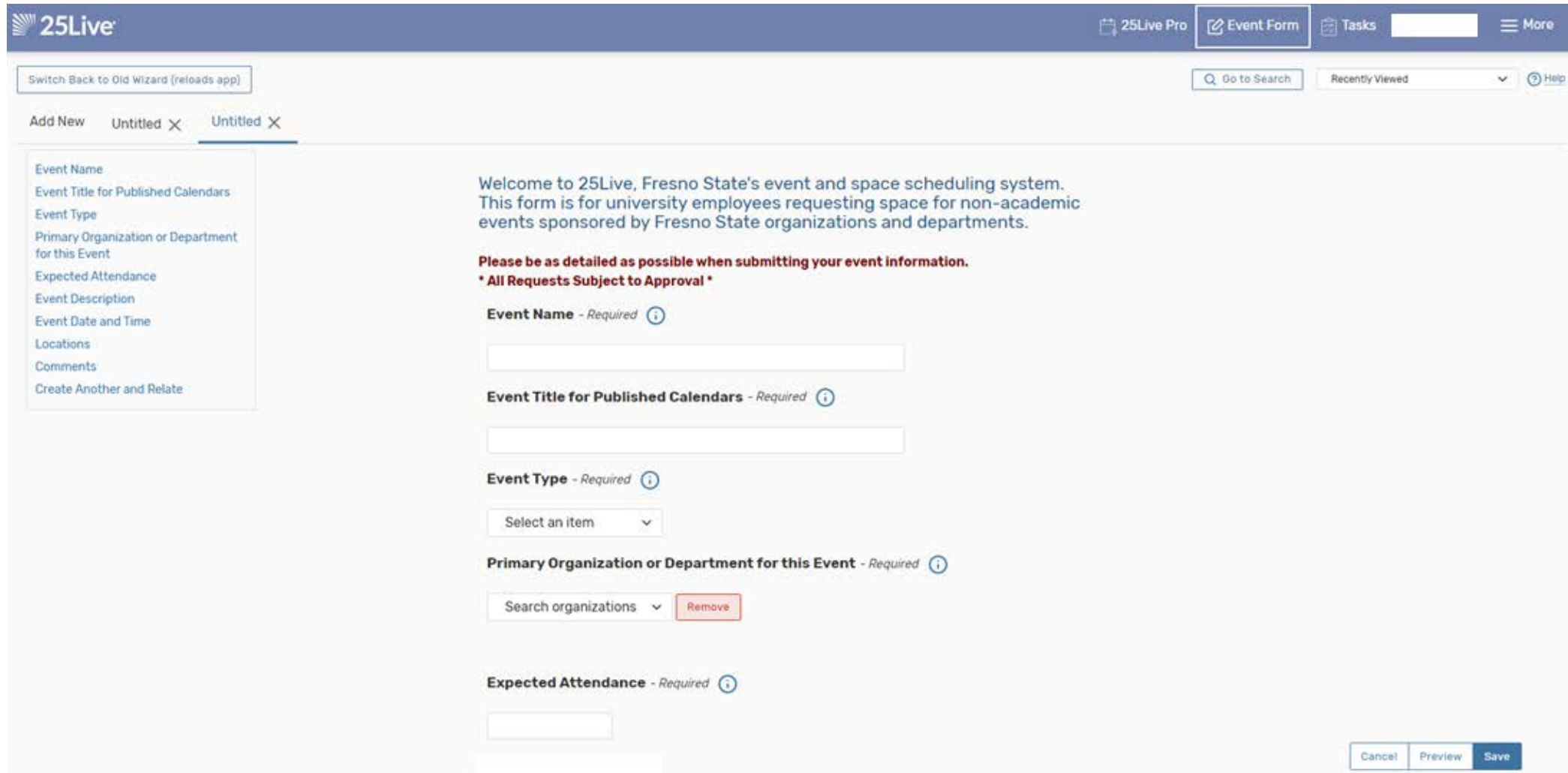


The screenshot shows the 25Live dashboard interface. At the top, the 25Live logo is on the left, and navigation links for '25Live Pro', 'Event Form', and 'Tasks' are on the right. A red arrow points to the 'Event Form' link. Below the navigation bar, there are several sections:

- Quick Search:** Includes search boxes for 'Search Events', 'Search Locations', and 'Search Organizations'.
- Your Starred Event Searches:** Shows 'All' searches.
- Your Starred Location Searches:** Shows 'You do not have any Starred Location Searches!'.
- Find Available Locations:** Contains the text: 'I know WHEN my event should take place -- help me find a location!' OR 'I know WHERE my event should take place -- help me choose a time!'. Below this is a blue 'Create an Event' button with a pencil icon, which is highlighted by a red arrow.
- Your Upcoming Events:** Lists '5 Events in which you are the Requestor' and '4 Events in which you are the Scheduler'.
- Your Starred Events:** States 'You do not have any Starred Events!' and explains that events can be marked as 'Starred' by clicking a star icon.
- Your Starred Locations:** States 'You do not have any Starred Locations!' and explains that locations can be marked as 'Starred' by clicking a star icon.

At the bottom right, there is a 'Customize Dashboard' link.

Fill in all areas that say “Required”. For more information on a specific item, select  , to hide the information select it again. To save a specific item as a favorite, select  .



The screenshot shows the 25Live Pro Event Form interface. At the top, there is a navigation bar with the 25Live logo, a '25Live Pro' indicator, and buttons for 'Event Form', 'Tasks', and 'More'. Below the navigation bar, there is a search bar and a 'Recently Viewed' dropdown menu. The main content area is divided into a left sidebar and a main form area. The sidebar contains a list of form sections: Event Name, Event Title for Published Calendars, Event Type, Primary Organization or Department for this Event, Expected Attendance, Event Description, Event Date and Time, Locations, Comments, and Create Another and Relate. The main form area contains a welcome message, a warning about detailed information, and several required fields: Event Name, Event Title for Published Calendars, Event Type (a dropdown menu), Primary Organization or Department for this Event (a search field with a 'Remove' button), and Expected Attendance. At the bottom right, there are 'Cancel', 'Preview', and 'Save' buttons.

25Live Pro Event Form Tasks More


Switch Back to Old Wizard (reloads app) Go to Search Recently Viewed Help


Add New Untitled X Untitled X


Event Name
Event Title for Published Calendars
Event Type
Primary Organization or Department for this Event
Expected Attendance
Event Description
Event Date and Time
Locations
Comments
Create Another and Relate

Welcome to 25Live, Fresno State's event and space scheduling system. This form is for university employees requesting space for non-academic events sponsored by Fresno State organizations and departments.


Please be as detailed as possible when submitting your event information.
*** All Requests Subject to Approval ***

Event Name - Required 


Event Title for Published Calendars - Required 

Event Type - Required 

Select an item

Primary Organization or Department for this Event - Required 

Search organizations Remove

Expected Attendance - Required 

Cancel Preview Save

Event Description is optional (information for attendees of the event). This description will be published to the Events Calendar.

Event Description ⓘ

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U **A** ▾ **A** ▾ Font Family ▾ Font Sizes ▾ 🔗

Event Date and Time - Required ⓘ

Sun OCT 20 2019

2:00 pm

To:

3:00 pm

This event begins and ends on the same day

Additional time ▾

Setup Time

0	0	0
Days	Hours	Minutes

Pre-Event Time

0	0	0
Days	Hours	Minutes

Post-Event Time

0	0	0
Days	Hours	Minutes

Takedown Time

0	0	0
Days	Hours	Minutes

This box should always be checked. If the event is repeated, select Repeating Pattern (see next page for more information).

Select Additional time to have additional time for setup and takedown, if needed.

Repeating Pattern

Repeating Pattern

Calendar for November 2019 showing a repeating pattern. The days 27, 03, 10, 17, 24, and 01 are highlighted in blue, indicating the event repeats on these days. A button labeled "View All Occurrences" is located below the calendar.

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

[View All Occurrences](#)

Repeating Pattern – Ad hoc is the best to use, it's easier to remove a day if the room requested is not available on a particular day.

Pattern Picker ✕

How does this event repeat?

- Ad hoc
- Daily
- Weekly
- Monthly

Select each day the event repeats.

Calendar for November 2019 showing a repeating pattern. The days 27, 03, 10, 17, 24, and 01 are highlighted in blue, indicating the event repeats on these days.

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

View all requested dates, select View All Occurrences

View All Occurrences

All Date Occurrences



Dates	Times	Comment	State	Remove
Sun OCT 20 2019	2:00 pm 3:00 pm		Active	Remove
Sun OCT 27 2019	2:00 pm 3:00 pm		Active	Remove
Sun NOV 03 2019	2:00 pm 3:00 pm		Active	Remove
Sun NOV 10 2019	4:30 pm 5:30 pm		Active	Remove
Tue NOV 12 2019	2:00 pm 3:00 pm		Active	Remove

Along with having multiple days, it has the ability to have different times. At this time, the bugs need to be worked out before different times can be used, so please keep all days at the same time.

Removing a date – select Remove



Locations

- To find only available rooms, check Hide Locations with Conflicts
- Searching for a specific location, enter it in Search Locations and select Search
- Select More Options to narrow the search

Locations - Required ⓘ

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) v Search Locations x

More Options ^ Reset Search

Categories

Features

Layouts

Capacity between and

Capacity [] []

Note: When you see the view below and can't enter a room, select Reset.

Locations Search ^

Hide Locations with Conflicts Enforce Headcount

Your Starred Locations v Your Starred Locations x

Reset Search

Specific Location Search with multiple days requested

Locations Search

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) S2108

Hint! Type :: to use SeriesQL.

More Options Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request Available	S2108	Science 2 108	47	2/4	Conflict Details

Note: The room is only available 2 out of 4 days

Remove days with conflicts

- Select Conflict Details to see unavailable date(s)
- On the calendar, select the unavailable date(s)
- Select Remove, do this for each day to remove
- Select Refresh to update the availability

Conflicts

Conflicts on:

Sun NOV 03 2019

- S2108
Central Cal Medical School Ready (MSR)
starting at 9:00 am and ending at 12:00 pm

Mon NOV 11 2019

- S2108
PSYCH 172 01 2197
starting at 9:00 am and ending at 10:50 am
- S2108
PSYCH 121 08 2197
starting at 11:00 am and ending at 12:50 pm

November 2019

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
01	02	03	04	05	06	07

Date Occurrences (Sun NOV 03 2019)

Dates	Times	Comment	State	Remove
Sun NOV 03 2019	10:00 am - 1:00 pm		Active	Remove

Locations Search

Availability for this search is out of date. Click Refresh to update the results or Dismiss to ignore this message.

Refresh Dismiss

Location Search continued

- At this point look for another available room or look for other day(s) the room is available, if needed
- Select Request to reserve the requested room(s), requested room(s) will show below

<< < November 2019 > >>

S	M	T	W	T	F	S
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Locations Search

Hide Locations with Conflicts Enforce Headcount

Saved Searches (optional) ▼ S2108 ×

Hint! Type :: to use SeriesQL.

More Options ▼ Reset Search

Add	Name	Title	Capacity	Availability	Conflict Details
Request	S2108	Science 2 108	47	3/3	None

S2108

☆ Add to favorites

Location Title: Science 2 108

Capacity: 47

Remove View Occurrences

Note: all days requested are available
No conflicts.

Finalize Location Search

- Look for an available room
- On the calendar, select and remove the dates that a room was already requested, only have the day a room is still needed
- Select Refresh to clear the search
- Select Hide Locations with Conflicts
- Add specific items on More Options and select Search, select Request to add the room

The screenshot displays a web interface for location searching. On the left is a calendar for November 2019 with the 11th highlighted. The main area is titled 'Locations Search' and includes several filter sections: 'Hide Locations with Conflicts' (checked), 'Enforce Headcount' (unchecked), a search input field with 'Search Locations' and a 'Reset' button, and a 'More Options' dropdown menu. The 'More Options' menu is open, showing 'Categories' (empty), 'Matching Any' (selected) and 'Matching All' (unselected) radio buttons, a 'Lecture Room' filter, 'Features' (empty), and 'Layouts' (empty). Below these is a 'Capacity' filter set to 'between and' with values '35' and '60'. At the bottom is a table of search results with columns: Add, Name, Title, Capacity, Availability, and Conflict Details. A red arrow points to the 'Request' button in the first row of the table.

Add	Name	Title	Capacity	Availability	Conflict Details
Request	AG224	Agriculture 224 Lecture Room	38	1/1	None
Request	AG226	Agriculture 226 Lecture Room	48	1/1	None

On the right side of the interface, two search results are displayed in detail:

- S2108**
Add to favorites
Location Title: Science 2 108
Capacity: 47
[Remove](#) [View Occurrences](#)
- AG224**
Add to favorites
Location Title: Agriculture 224 Lecture Room
Capacity: 38
[Remove](#) [View Occurrences](#)

Event Categories

- Select the appropriate categories
- If the event **should not** be on the Events Calendar select “Don’t Display on Web” and “No Homepage”

Categories x

<input type="checkbox"/> Administrative	<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Music (Practice , Rehearsal, Non-public)	<input type="checkbox"/> Save Mart Center Event
<input type="checkbox"/> Alumni Event	<input type="checkbox"/> Display On Library Meetings & Workshops Calendar	<input type="checkbox"/> Music - Degree Recitals	<input type="checkbox"/> Stem - Community
<input type="checkbox"/> Athletic - Game	<input type="checkbox"/> Display On Master Calendar	<input type="checkbox"/> Music, Theatre, Entertainment	<input type="checkbox"/> Stem - H Ed - Educators
<input type="checkbox"/> Athletic - Practice	<input type="checkbox"/> Diversity	<input type="checkbox"/> No Homepage	<input type="checkbox"/> Stem - H Ed - Students
<input type="checkbox"/> Camp	<input type="checkbox"/> Don't Display On Web	<input checked="" type="checkbox"/> Non Class	<input type="checkbox"/> Stem - K12 - Students
<input type="checkbox"/> Campus Recreation	<input type="checkbox"/> Externally Sponsored	<input type="checkbox"/> Open To The Public	<input type="checkbox"/> Stem - K12- Educators
<input type="checkbox"/> Catered	<input type="checkbox"/> Faculty / Staff	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Student Event
<input type="checkbox"/> Children / Youth (Under 18)	<input type="checkbox"/> Graduation	<input type="checkbox"/> Picnic	<input type="checkbox"/> Student Organized
<input type="checkbox"/> Community Event	<input type="checkbox"/> Health Center	<input type="checkbox"/> S T E M	<input type="checkbox"/> University High School
<input type="checkbox"/> Course Related	<input type="checkbox"/> Large Event (100 People Or More)	<input type="checkbox"/> S T E M Central	

Comments

- Add any additional comments (this area will only be seen by the approver)
- Add specific information about the event, ie. ; serving food, this will help with the approval
- Select Save to submit

Comments ⓘ

After Saving This Event... ^

- Go To Event Details
- Create Another Related Event
- Create A Related Copy of This Event

Cancel Preview **Save**

