Term	Definition
Academic Course Sections	PeopleSoft: Schedule of Classes-Class Section
Final Approver	The Office that will be able change the status of
	the event request into an Approved- Confirmed
	Event. (Ex. Academic Planning and Resources will
	approve event requests that pertain to Academic
	Lecture Spaces)
Local Approver	The Department or College that will be able
	approve usage of Special Purpose Rooms (ex.
	Labs, Computer Labs, etc.). Approvals will be sent
	to Final Approvers.
Locations	A Location will follow the naming convention in
	PeopleSoft: Facility ID (Ex. 162 1001)
	(Building: 3 Digits, Room Number: 4 Digits)
Occurrences	An event occurrence is the meeting pattern of
	the event. An occurrence for an Academic Course
	Section will list the PeopleSoft Meeting Pattern
	Start/End Time, Date, & Meeting Days.
Primary Organization	The Organization refers to the College,
	Department, or Office that is responsible for the
Demuester	event.
Requestor	The Requestor with limited permissions to
	complete the event, who can expect, for
	(and the event itself) might be submitted to
	(and the event itself) finght be submitted to
Pasourcas	Percurses are items that can be brought to the
	event or extra support needed for the event (Fx
	Facilities Services, AV Equipment, Public Safety,
	etc.)
Scheduler	The Scheduler with specific security permissions
	to save the event to the database and
	assign/request locations and resources
Task	A "task" is a to-do item, location/resource
	assignment request, or approval/FYI notification
	assigned to one or more 25Live users.
	Location/resource assignment requests and
	approval/FYI notifications are automatically
	generated by the system based on your workflow
	setup. To Do's are created manually by 25Live
	users and can be assigned to themselves or other
	users.
25Live Event Request State	Definition
Cancelled	An event requests with a Cancelled state cannot
	normally be edited in any way or restored to an
	editable state. When an event is saved in this

	state, all its location and resource assignments					
	are immediately released for re-assignment.					
Confirmed	Event requests with a Confirmed state can have					
	assigned locations and resources. Final approvers					
	of the event requests have now changed the					
	status from a request to a Confirmed Event.					
Denied	Event requests with a Denied state cannot be					
	edited or restored. Final Approvers will be able to					
	deny event requests.					
Draft	An event "draft" is in a transitional state, not					
	currently in the permanent event database. The					
	locations and/or resources of events with a Draft					
	state are saved as preferences, not assignments,					
	and can be assigned to other events. Without					
	proper security permissions or complete					
	information, your events may be saved as Drafts.					
Tentative	Event requests with a Tentative state can be					
	edited by authorized users, can have assigned					
	locations and resources, and can have their state					
	changed by Final Approvers.					

People Soft: Class Status	25Live: Academic Course Section Event State
Active	Confirmed
Cancelled	Cancelled
Stop Further Enrollment	Confirmed
Tentative	Tentative

Basic Data Meetings Enrollment Cntrl Reserve Cap Stores Exam	LMS Data GL Interface
Course ID         001047         Course Offering Nb           Academic Institution         Cal Poly Pomona         Fall Semester 2019         Undergrad           Subject Area         BIO         Biology         Catalog Nbr         150         Basic Biology	r 1
Enrollment Control	Find   View All First 🕢 1 of 3 🕟 Last
Session     1     Regular Academic Session       Class Section     0.1     Component     Lecture       Associated Class     1     Units     3.00       Class Status     Active     V	sion Class Nbr 73363 Event ID 000256298 Cancel Class
Class Type Enrollment	Enrollment Status Open
*Add Consent No Special Consent Required	Requested Room Capacity 200     Total
*Drop Consent No Special Consent Required  1st Auto Enroll Section  2nd Auto Enroll Section	25Live: Head Count- Expected Wait List Capacity 140 Minimum Enrollment Nbr
Resection to Section Cancel if Student Enrolled	25Live: Head Count-Registered

25Live Academic Course Section Events Terms	PeopleSoft-Schedule of Classes Terms					
Event Title	Course Title					
Event Type	Component: LEC, LAB, SEM, etc.					
Organization	Academic Organization					
Headcount- Expected	Enrollment Capacity					
Headcount- Registered	Enrolled Students					
Description-Instructors	Instructors For Meeting Patten					
Occurrences	Meeting Pattern, Start/End Time, Start/End Date,					
	& Meeting Days					

Example:



Example:

		Q Go to Search Recently Viewed	() Help
BIO 1150 01 73363 2197 Confirmed 2019-AAADWR Basic Biology		Thu Aug 22 2019 5:30 pm - 6:45 pm Repeats every week on Tuesday and Thursday through 12/8	Q
Details Occurrences Calendar Schedule Task List Audit Trail		PS Vitering Patism SkatEnd Time Meeting Days	
Bandfed Time Heeting Days		☑ Edit Event Confirmed ♀ More Actions ∨ (	3
General	^	Event Categories	^
Event Name: BIO 1150 01 73363 2197	C		Add
Event Title: Basic Biology PS: Course Title	¢	Custom Attributes	^
Event Type: LEC	☆ ♥		
Organization: BIO PS. Acad. Org. / Subject Code	☆ ∨	Add a Custom Attribute	
Scheduler: Lynx, Interface		Event Infe	
Head Count: expected PS Enrolment Capacity 140	Ċ		~
registered PS: Enrolled 127	Ċ	Creation Date: Tue Jun 04 2019	
Students		Alien UID: LYNX-EV-102-2197-73363	
Instructors: Montes, Monica Michelle	ß	Cabinet: Academics	
Comments: Instructors: Montes, Monica Michelle	Ċ	Folder: Course Sections	
Internal Notes:	Ċ		
Confirmation Text:	Ċ		
Attached Files: Choose File No file chosen			

Location Details: After clicking on a location's name from any screen, the summary details view shows by default. (Headings)	Definition
Layouts	Shows all layouts defined for this location, each layout's instructions (if any), and each layout's maximum capacity
Images	Shows photos and diagrams of the layouts, if available
Мар	Links to Google Maps for the longitude and latitude of the location
Location Scheduler	The Local Approver of the space, you can hover to view contact details. (Ex. Special Purpose Room approvals or lab approvals)
Categories	Lists and categorizes the types of rooms or events. It is helpful for searching a specific room or an event.
Features	Lists what the room contains and its characteristics. (Ex. Projectors, DVD Player, Chalkboard, Smart Classroom, Basic Presentation Tech. etc.)
Attributes	Lists more information pertain to the room (Ex. Contact information, Size of the space, etc.)

Example:

<b>001 0309</b> Building One Rm 0309				L un to search	university and the full
Details List Avail	ability (Daily) Availability (Weekly) Cal	endar			
					More Actions ~ C ?
Comments	^	Layouts	^	Images	^
Lecture		Max Capacity	Capacity 72	Viewing Layout In	nage: Classroom Rows
Default Instructions	^	Classroom Rows (default)	<b>101</b> 72	Trans.	
none		Categories	^	11	
Features	^	Campus - Main		Itil ma	
Board - White (3) Seating - Tables & Chairs (72	2)	Do Not Display on Web Calendars Schedule25 Assignable Type - Lecture			
Attributes	^	Related Spaces	^		
Phone Number	9396	none			
K25 Assignable Area	1098 Building Ope	Location Scheduler	^		
X25 Owner Organization	A 29700 - CLASS Dean's Office Support	none		Man	
X25 Building X25 Owner Organization	Building One	Location Scheduler	^	Map none	

Example:

Location Availability Views (Daily, Weekly)	Display Definition
Daily View- Left Side Bar	Dates are displayed, spanning 30 days from the
	selected date
Daily View- availability grid	Daily View: The columns along the top show
	hours for the selected date
Weekly View- Left Side Bar	Hours are displayed for each day of the week of
	the selected date
Weekly View- availability grid	Weekly View: Each column shows a day of the
	week containing the selected date, beginning
	with the preceding Sunday

													. L	~				0.000
<b>001 0309</b> Building One Rm 0309																		
Details List Availabi	lity (Daily)	A	vailability (N	weekly)	Calenda	ar												
												← Tue De	c 03 2019 🔶	Overlapping	\$	More Actio	ns 🗸	C 0
		5	6	7	8	9	10	11	12	1	2 3	4	5 6	7	8	9	10	11
TUE Dec 3, 2019					EC 2	202 11 70503	CS 3560 017445			EC 2201 14 70496	EC 2201 15 70497	EC 2201 16 70498	CS 2640 03 7444	-				
WED Dec 4, 2019						EC 2201 0	EC 2201 0		EC 22010	EC 2201 07 7025	EC 2201 08 7025	EC 220109 7025	BUS 3000 26 80	<b>.</b>				
THU Dec 5, 2019					EC 2	202 11 70503	CS 3560 017445			EC 2201 14 70496	EC 2201 15 70497	EC 2201 16 70498	CS 2640 03 7444	L.				
FRI Dec 6, 2019						EC 2201 0_	EC 2201 0		EC 22010									
SAT Dec 7, 2019																		
SUN Dec 8, 2019																		
MON Dec 9, 2019																		
TUE Dec 10, 2019																		
WED Dec 11, 2019																		
THU Dec 12, 2019																		
FRI Dec 13, 2019																		
SAT Dec 14, 2019																		
SUN Dec 15, 2019																		

Details         List         Availability (Daily)         Calendaria           Control         Control         Calendaria         Control	<b>001 0309</b> Building One Rm 03	509						
Sunday       Monday       Tuesday       Wednesday       Thursday       Friday       Saturday         5:00 AM       1/2 <th>Details List</th> <th>Availability (Daily) Av</th> <th>vailability (Weekly) Calendar</th> <th></th> <th></th> <th></th> <th></th> <th></th>	Details List	Availability (Daily) Av	vailability (Weekly) Calendar					
Sunday         Monday         Tuesday         Wednesday         Thursday         Friday         Saturday           5:00 AM         12/1         12/2 <td< th=""><th></th><th></th><th></th><th></th><th></th><th>← Tue Dec 03 2019 → <math>W</math></th><th>leeks: 1 💠 Days</th><th>More Actions 🗸 🕑 🎯</th></td<>						← Tue Dec 03 2019 → $W$	leeks: 1 💠 Days	More Actions 🗸 🕑 🎯
5:00 AM         Image: State in St		Sunday 12/1	Monday 12/2	Tuesday 12/3	Wednesday 12/4	Thursday 12/5	Friday 12/6	Saturday 12/7
6:00 AM       Income	5:00 AM							
200.04M     Income     Page 1     Page 2     Page 2 </td <td>6:00 AM</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	6:00 AM							
Bodo AM     Code 11 Notes 3977     Excel 11 Notes 3977     Excel 11 Notes 3977     Excel 11 Notes 3977       0.000 AM     Code 11 Notes 1970     Code 11 Notes 1970     Code 11 Notes 3977     Code 11 Notes 3977     Code 11 Notes 3977       11.000 AM     Code 11 Notes 1970     Code 01 Notes 1970     Code 01 Notes 1970     Code 01 Notes 1977     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970       11.000 AM     Code 01 Notes 1970     Code 01 Notes 1970	7:00 AM							
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7:00 PM 8:00 PM 9:00 PM 10:00 PM	6:00 PM							
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9:00 PM 10:00 PM 10:0	8:00 PM							
10:00 PM	9:00 PM							
	10:00 PM							
TH:UU PM	11:00 PM							

Availability Grid- Color Codes/ Status of Events	Display Definition
Blank/White	Available
Gray	Closed Hours, based on location's open/closed
	hours
Green	A normal event with occurrence start and end
	times.
Light Green	Setup/pre-event or post-event/takedown time
	before and/or after an event time
Orange/Beige	Location unavailable due to a relationship with
	another location
Purple/Gray Slashes	Pending location reservation

## Types of Location Criteria:

			Salaat Objaat:	agations w Saved Searches (ontions	n v
			Select Object.	Saved Searches (optional	ii) 🗸
ų	Luick Search Advanced				
	Add Criteria				
	Add Group	A			
	🍕 Your Starred Locations				
	General				
	Keyword				
	Locations				
/	Partitions				
	Features				
	Categories		Categories	Features	
	Layouts	all	Campus - Main, College - CBA, D Not Display on Web Calendars,	o Access - Card, Seating -	ccess - Card, Seating - Tiered
	Relationships		Schedule25 Assignable, Type - Lecture		
	Oustom Attribute	am Attribute			

Name:	Definition
Starred Locations	Location searches that you have favorited and
	'starred'
Keyword	Searching for locations or an event by searching
	with a keyword.
Features	Physical features of the location, including
	quantity of each item. Ex: Computers, Projector,
	Tablet armchairs
Categories	Category is defined as the type of room it is, and
	dependent on the room, what College it belongs,
	or a part of Foundation. Ex. Category-Type-
	Laboratory, Research Lab, Dance Studio
Layouts	including capacity and fill ratio, instructions, and
	which is the default layout of the location