25Live Glossary

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 event.
Requestor	The Requestor with limited permissions to complete the event, who can expect, for example, that location and resource assignments (and the event itself) might be submitted to others for completion
Resources	Resources are items that can be brought to the event or extra support needed for the event. (Ex. 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

Example:

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:

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
Map	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:

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

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:
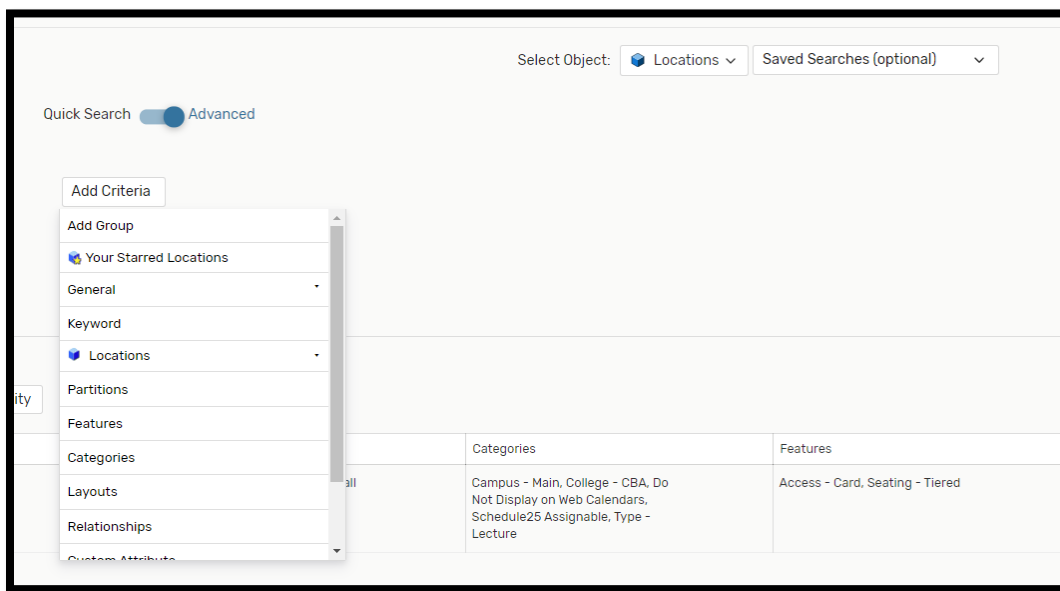
Name:	Definition
Starred Locations	Location searches that you have favorited and 'starred'
Keyword	Searching for locations or an event by searching with a keyword.
Features	Physical features of the location, including quantity of each item. Ex: Computers, Projector, Tablet armchairs
Categories	Category 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