



25Live Event Scheduling Training Session


Academic Affairs, Academic Planning and Resources





Information Technology and Institutional Planning, University
Projects and Process Management

February 17, 2020

Event Scheduling in 25Live

<https://25live.collegenet.com/pro/cpp>





 25Live Pro  Create an Event  Tasks Welcome  More


Go to Search


Recently Viewed

Quick Search


 Search Events


 Search Locations


 Search Resources


 Search Organizations


Your Starred Event Searches


 Art Search


 Arts Events

 Book Search

 Camps

 Category Search


 category search report test

 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 Upcoming Events

11 Events in which you are the **Requestor**

10 Events in which you are the **Scheduler**

Your Event Drafts

No Event Drafts in which you are the **Scheduler**

Your Starred Events

A Capella Group Auditions
NW A Capella Group Auditions

Brown Bag Lecture Series
Brown Bag Lecture Series: Van Gogh

Fencing Practice
Fencing Practice

Hispanic Culture Fair
Hispanic Culture Fair NW

Junior Violin Recital
Junior Violin Recital


Movie Night

Northwest Art Awards
Northwest Art Awards

Regional Conference

Smart Start Saturday Job Fair
Smart Start Saturday Job Fair

Study Abroad Fair



2

25Live Guiding Principles

- Responsible stewardship of campus spaces discourages beliefs and practices that suggest that spaces are “owned” by an individual, department, or unit on campus.
- Instructional use of all instructional classrooms and spaces are given priority when scheduling and reserving rooms. Instructional spaces may only be scheduled after the third week of classes (i.e. census date) and will not be scheduled beyond one term.
- Some instructional classrooms and spaces should not be reserved for non-instructional purposes. Many of those spaces contain specialized equipment and features that restrict their use.

25Live Guiding Principles

- Student use of assignable spaces (not designated as student space) must be approved by an assigned university advisor.
- External groups/entities must request approval to use campus spaces and, generally, they will be expected to rent the space through one of the approved organizations provided the authority to rent space on behalf of the campus.
- As a public agency, the university will not make gifts of public funds and resources to individuals or groups.

Event Requests Initiated by Student Clubs

**Requests for:
Lecture Spaces
Outside Spaces**

Student Club



25Live



OSLCC

Event Requests Initiated by Faculty/Staff

**Requests for:
Lecture Spaces
Office Spaces**

Faculty/Staff



25Live



Academic Planning &
Resources

Event Requests Initiated by Faculty/Staff for 3rd Party Entity

Requests for:
Any Space

Faculty/Staff



25Live



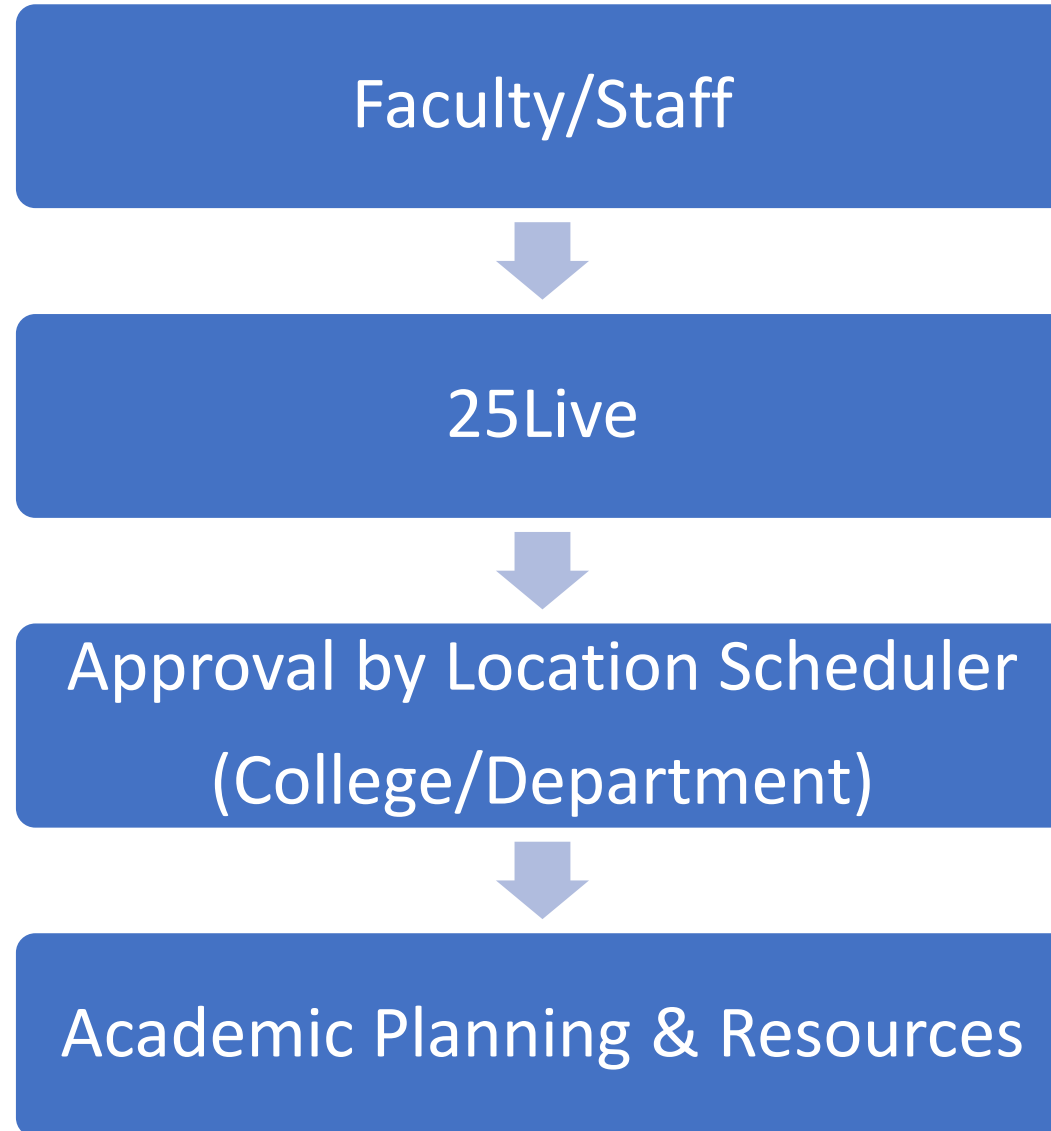
License of Facilities
(If Confirmed)



Academic Planning &
Resources

Event Requests Initiated by Faculty/Staff for Special Purpose Spaces

**Requests for:
Labs and Special
Purpose Spaces**



Event Scheduling: Principles and Procedures

- Non-class event requests are handled by the Office of Academic Planning and Resources (AP&R) for requests in any Academic Lecture Space.
- Priority for the use of Academic Lecture spaces is given to the Schedule of Classes. Therefore, non-class event requests are processed and completed only after Academic Courses have been scheduled for the term.
- Requests for the use of a Special Purpose room will be processed after authorization has been given.
 - ♦ Requests must be submitted by CPP Staff and Faculty as they are responsible for the space use.
 - ♦ Requests are processed in the order they are received.

Event Scheduling: Principles and Procedures

- Academic Priority Override will be applied when there is a conflict between an event and an Academic class; 25Live will assign the Academic Lecture space to the applicable class.
- Event requests will be processed and completed within **5 business days** from the date of submission.
- AP&R accepts and processes requests only for the dates within the current term (see below: Timeline for Scheduling Events in Academic Spaces).
- Event requests will not be scheduled during campus closure or campus approved holidays.

Event Scheduling: Principles and Procedures

- An event request needs to be submitted in order to schedule the necessary Final Exams for classes that do not have an exam listed in the Approved Final Exam Schedule for the term due to:
 - The class is an Off Module Class and does not meet during an Approved Time Module, however, AP&R approved the Time Module Deviation Request for the class.
 - The class is identified with the Instruction Mode of either Online or Hybrid.
 - **Note:** AP&R processes final exam requests after the 3rd week of the term.
- Examples of academic events include review sessions, departmental meetings, final exams for classes that classes deviate from the Approved Time Modules, final exams for online or hybrid classes, etc.
- Event requests submitted by students or for Student Clubs event requests are handled by the Office of Student Life & Cultural Centers (OSLCC). <https://www.cpp.edu/oslcc/index.shtml>.
- Requestors are advised to contact ASI for assistance with reserving spaces in the Bronco Student Center (BSC) or the Bronco Recreation and Intramural Complex (BRIC).

Event Scheduling: Principles and Procedures

- Submitted requests must contain the following criteria:
 - Event Description (minimum of 15 words) to allow for proper processing.
 - Select the applicable requirement boxes for the event's needs
- AP&R will be identified as the Final Approver for event requests and will determine the event state (confirm or deny).
- College Coordinators and Department Schedulers are identified as the Local Approvers (Location Schedulers). They will be tasked to approve the Special Purpose rooms through 25Live.
 - Once approval has been given by the Local Approver, the event request will be finalized by AP&R.

Academic Planning and Resources

Event Scheduling Processing Timelines

Event Requests will be processed after the last day of finals for:

Fall 2019

Processing requests occurring within SPRING 2020 and SUMMER 2020 terms

SPRING 2020

Opens: 12/16/2019
Closes: 05/15/2020

SUMMER 2020

Opens: 12/16/2019
Closes: 08/06/2020

Spring 2020

Processing requests occurring within FALL 2020 and WINTER 2021 terms

FALL 2020

Opens: 05/16/2020
Closes: 12/13/2020

WINTER 2021

Opens: 05/16/2020
Closes: 01/21/2021

Fall 2020

Processing requests occurring within SPRING 2021 and SUMMER 2021 terms

SPRING 2021

Opens: 12/14/2020
Closes: 05/21/2021

SUMMER 2021

Opens: 12/14/2020
Closes: 08/05/2021
Tentative

Spring 2021

Processing requests occurring within FALL 2021 and WINTER 2022

FALL 2021

Opens: 05/22/2021
Closes: 12/12/2021
Tentative


WINTER 2022

Opens: 05/22/2021
Closes: 01/20/2022
Tentative

Academic Priority Override

- Academic Priority Override is a feature that ensures classes to be scheduled as needed
- In the chance that your event was scheduled before a class, once the class is imported to 25Live, it will remove the location from your event
- You will then receive the email below

Ex: WARNING: Locations removed from events in 25Live due to academic conflicts



25Live Administrator <no-reply@collegenet.com>
To
Cc

Reply

Reply All

Forward

...

Tue 1/28/2020 1:27 PM

Location assignments have been removed from the following events in 25Live:

- 009 0213 removed from **MEP SI Rooms Spring 2020** ([2020-AACTLK](#)) by *EGR 4810 27 41207 2203* ([2020-AADLVS](#))


The locations were removed from these events because they conflicted with preassignments on academic classes imported from your Student Information System. Click the links above to open 25Live and find new locations for these events.

This automated message was sent to _____ by 25Live during academic import ID #69485. Please contact your 25Live administrator if you have questions or concerns.

CAUTION: This email was not sent from a Cal Poly Pomona service. Exercise caution when clicking links or opening attachments. Please forward suspicious email to suspectemail@cpp.edu.

Academic Priority Override

- If your location was removed due to a class being scheduled in its place, navigate to the event and select the occurrence tab to see which days had the location removed


**Migrant Education Summer Camp**
Migrant Education Summer Camp

Tentative

2020-AADMLG

Mon Jun 08 2020 8:00 am - 5:00 pm
Repeats every week on Monday, Tuesday, Wednesday and Thursday through 7/16

009 0285




Details

Occurrences


Calendar


Task List

 Edit Event


Tentative

More Actions





Event Preferences

 **Filter by Locations**





☒ Select All

☒ No Location

☒ 009 0285

Any All

Event Occurrences

Date	Start Time	End Time	Additional Details
Mon Jun 08 2020	8:00 am	5:00 pm	 009 0285
Tue Jun 09 2020	8:00 am	5:00 pm	
Wed Jun 10 2020	8:00 am	5:00 pm	 009 0285
Thu Jun 11 2020	8:00 am	5:00 pm	
Mon Jun 15 2020	8:00 am	5:00 pm	 009 0285
Tue Jun 16 2020	8:00 am	5:00 pm	
Wed Jun 17 2020	8:00 am	5:00 pm	 009 0285
Thu Jun 18 2020	8:00 am	5:00 pm	

Navigating Through 25Live: Basic Functions and Definitions

- Academic Course Section Event in 25Live
- What comes over from PeopleSoft into 25Live?
 - Complete Meeting Pattern
 - Instructor
 - Facility ID
 - Component: LEC, LAB, ACT, SEM
 - Subject Code + Catalog Number + Section Number
 - Class Number
 - Term Code
 - Course Title

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID 001047 Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Fall Semester 2019 Undergrad

Subject Area BIO Biology

Catalog Nbr 1150 Basic Biology

Class Sections Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 73363 Class APDB Mapping Values

Class Section: 01 Component: Lecture Event ID: 000256298

Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
162 1001	200		5:30PM	6:45PM		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				08/22/2019 12/08/2019

162 1001 Topic ID: Free Format Topic:

☐ Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

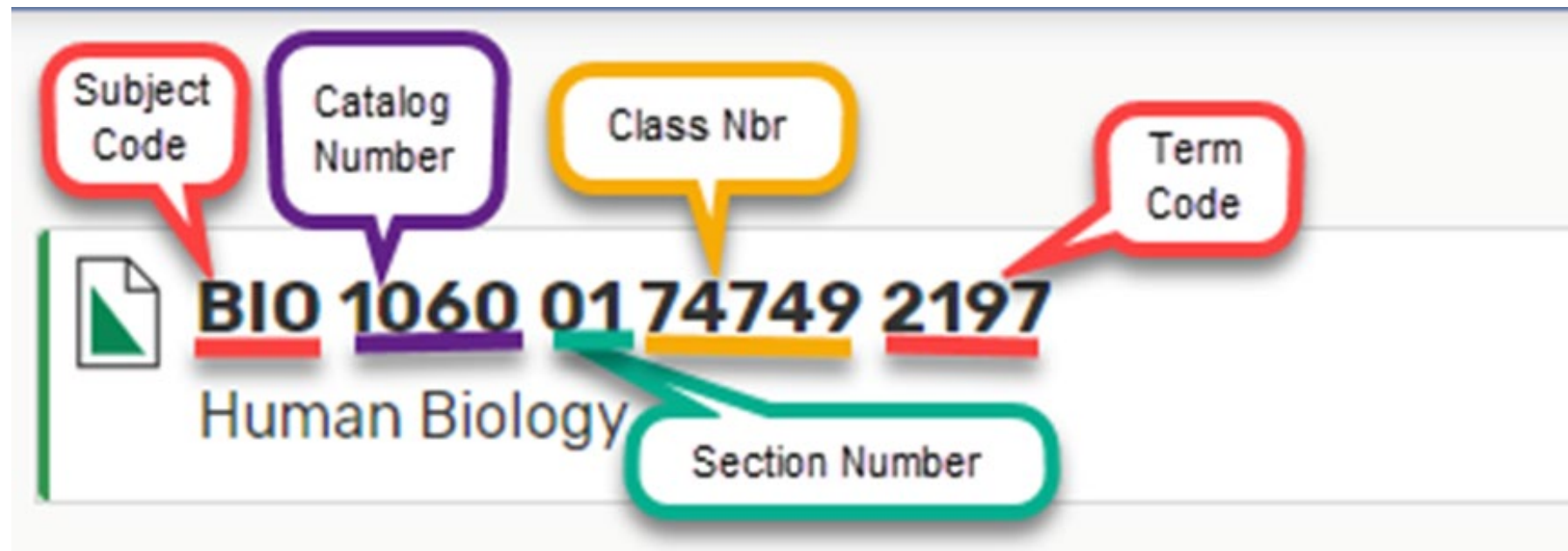
Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
002774382	Montes, Monica Michelle	Prim Ins	<input checked="" type="checkbox"/>	Approve		1	2358


Navigating Through 25Live: Basic Functions and Definitions

- Academic Course Section Event Naming Convention in 25Live



Navigating Through 25Live: Basic Functions and Definitions

- Academic Course Section Events


BIO 1150 01 73363 2197
 Basic Biology

Confirmed

2019-AAADWR

Thu Aug 22 2019 5:30 pm - 6:45 pm
 Repeats every week on Tuesday and Thursday through 12/8

162 1001
 PS: Facility ID

Details

Occurrences

Calendar

Schedule

Task List

Audit Trail

PS: Meeting Pattern
 Start/End Time
 Meeting Days

PS: Class Status

PS: Meeting Pattern
 Start/End Time
 Meeting Days

PS: Facility ID

Edit Event

Confirmed

More Actions

General

Event Name: BIO 1150 01 73363 2197

Event Title: Basic Biology

Event Type: LEC

Organization: BIO

Scheduler: Lynx, Interface

Head Count:

expected 140

registered 127

Description:

Instructors: Montes, Monica Michelle

Comments:

Instructors: Montes, Monica Michelle

Internal Notes:

Confirmation Text:

Attached Files:

Choose File

 No file chosen

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Event Owner: Eskandari, Sepehr

Creation Date: Tue Jun 04 2019

Alien UID: LYNX-EV-102-2197-73363

Reference: 2019-AAADWR

Cabinet: Academics

Folder: Course Sections

Navigating Through 25Live: Basic Functions and Definitions

- Event Request: Status

Draft

Your Location and Resource selections will be saved as preferences until this event is changed from its Draft state.

Tentative

The event is scheduled, but is awaiting Confirmation from its Scheduler.

Confirmed

The event is scheduled and confirmed.

Sealed

This event is finalized and cannot be edited or changed without sufficient permissions.

Denied

This event has been denied, and all Location and Resource reservations will be marked as cancelled.

Cancelled

This event has been cancelled, and all Location and Resource reservations will be marked as cancelled.

Navigating Through 25Live: Basic Functions and Definitions

- Class Status
 - PeopleSoft Vs. 25Live

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

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes Exam LMS Data GL Interface

Course ID 001047 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2019 Undergrad
Subject Area BIO Biology
Catalog Nbr 1150 Basic Biology

Enrollment Control Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 73363
Class Section 01 Component Lecture Event ID 000256298
Associated Class 1 Units 3.00

Class Status Active

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required
*Drop Consent No Special Consent Required

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section


☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Requested Room Capacity 200 Total
Enrollment Capacity 140 **127**
Wait List Capacity 140
Minimum Enrollment Nbr

25Live: Head Count- Expected
25Live: Head Count-Registered

Navigating Through 25Live: Basic Functions and Definitions


- Academic Course Section Events


 **BIO 1150 01 73363 2197**
Basic Biology

Confirmed

2019-AAADWR

Thu Aug 22 2019 5:30 pm - 6:45 pm
Repeats every week on Tuesday and Thursday through 12/8

 162 1001



Details

Occurrences

Calendar

Schedule


Task List


Audit Trail

Edit Event

Confirmed

More Actions





Event Preferences

Filter by Locations

☒ Select All












☒ Any

☐ All

☒ No Location

☒ 162 1001

Event Occurrences

Date	Start Time	End Time	Additional Details
Thu Aug 22 2019	5:30 pm	6:45 pm	 162 1001
Tue Aug 27 2019	5:30 pm	6:45 pm	 162 1001
Thu Aug 29 2019	5:30 pm	6:45 pm	 162 1001
Tue Sep 03 2019	5:30 pm	6:45 pm	 162 1001
Thu Sep 05 2019	5:30 pm	6:45 pm	 162 1001
Tue Sep 10 2019	5:30 pm	6:45 pm	 162 1001
Thu Sep 12 2019	5:30 pm	6:45 pm	 162 1001
Tue Sep 17 2019	5:30 pm	6:45 pm	 162 1001
Thu Sep 19 2019	5:30 pm	6:45 pm	 162 1001
Tue Sep 24 2019	5:30 pm	6:45 pm	 162 1001
Thu Sep 26 2019	5:30 pm	6:45 pm	 162 1001

Event Occurrences for Academic Course Sections will populate for the entire term. In PeopleSoft, the meeting pattern has a start and end date for the entire term.

Navigating Through 25Live: Basic Functions and Definitions

- Event Requests

- Event Name
- Event Type
- Organization
- Scheduler
- Requestor
- Head Count

- More Actions

- Email Event Details

The screenshot displays the 25Live interface for an event titled "Academic Planning & Resources". The event status is "Confirmed" with reference "2019-AAAKZL". The date and time are "Wed Aug 14 2019 11:00 am - 1:30 pm" and the location is "Ad hoc dates". The page has tabs for "Details", "Occurrences", "Calendar", and "Task List".

The "General" section contains the following details:

- Event Name:** Academic Planning & Resources
- Event Type:** Meeting
- Organization:** 20000 - VP Academic Affairs Office
- Scheduler:** [Redacted]
- Requestor:** [Redacted]
- Head Count:** 8 expected, 0 registered

The "Tasks Completed" section shows:

- Approvals: 0/0
- Assignments: 0/0
- To Do's: 0/0

The "Event Relationships" section is currently empty.

The "Event Categories" section lists:

- Administrative Meeting
- Do Not Display on the Web

The "Custom Attributes" section is currently empty.

The "Event Info" section shows:

- Event Owner:** [Redacted]
- Creation Date:** Thu Jul 11 2019
- Reference:** 2019-AAAKZL

The "More Actions" dropdown menu is open, showing the following options:

- Add to Favorites
- Manage Related Events
- Manage Bindings
- Create "To Do" Task
- Email Event Details** (highlighted with a red box)
- Print a Report for this Event
- Subscribe to this Event

Location Updates

- Location Categories
 - College

Select Object: Locations Saved Searches (optional)

Quick Search ☐ Advanced

Search Locations

Hint! Type :: to use SeriesQL

More Options ^

Categories ✓ Select All ✗ Select None

<input type="checkbox"/> ASI	<input type="checkbox"/> Do Not Display on Web Calendars	<input type="checkbox"/> Type - Court	<input type="checkbox"/> Type - Outdoor
<input type="checkbox"/> Available For Public Use	<input type="checkbox"/> Foundation	<input type="checkbox"/> Type - Dance Studio	<input type="checkbox"/> Type - Parking Lot
<input type="checkbox"/> Campus - Innovation Village	<input type="checkbox"/> Schedule25 Assignable	<input type="checkbox"/> Type - Dining Space	<input type="checkbox"/> Type - Performance Space
<input type="checkbox"/> Campus - Main	<input type="checkbox"/> Shared Academic Scheduling	<input type="checkbox"/> Type - Dressing Room	<input type="checkbox"/> Type - Recreational
<input type="checkbox"/> Campus - Offsite	<input type="checkbox"/> Type - Athletic Space	<input type="checkbox"/> Type - Gallery	<input type="checkbox"/> Type - Research Lab
<input type="checkbox"/> Campus - South	<input type="checkbox"/> Type - Atrium / Lobby	<input type="checkbox"/> Type - Garden	<input type="checkbox"/> Type - Research Site
<input type="checkbox"/> College - AG	<input type="checkbox"/> Type - Auditorium	<input type="checkbox"/> Type - Greenhouse	<input type="checkbox"/> Type - Seminar Room
<input type="checkbox"/> College - CBA	<input type="checkbox"/> Type - Classroom - Basic Presentation Tech	<input type="checkbox"/> Type - Gymnasium	<input type="checkbox"/> Type - Stadium
<input type="checkbox"/> College - CCHM	<input type="checkbox"/> Type - Classroom - Smart Advanced	<input type="checkbox"/> Type - Laboratory	<input type="checkbox"/> Type - Storage
<input type="checkbox"/> College - CEIS	<input type="checkbox"/> Type - Classroom - Smart Standard	<input type="checkbox"/> Type - Lecture	<input type="checkbox"/> Type - Studio
<input type="checkbox"/> College - CEU	<input type="checkbox"/> Type - Classroom - Standard	<input type="checkbox"/> Type - Lodging	<input type="checkbox"/> Type - Study / Breakout Room
<input type="checkbox"/> College - CLASS	<input type="checkbox"/> Type - Computer Lab	<input type="checkbox"/> Type - Lounge	<input type="checkbox"/> Type - Teaching Lab
<input type="checkbox"/> College - EGR	<input type="checkbox"/> Type - Conference / Meeting Room	<input type="checkbox"/> Type - Multi-Purpose	<input type="checkbox"/> Type - Theatre
<input type="checkbox"/> College - ENV		<input type="checkbox"/> Type - Non-Classroom	<input type="checkbox"/> Type - Workshop
<input type="checkbox"/> College - SCI		<input type="checkbox"/> Type - Office	<input type="checkbox"/> Type - Writing Lab
		<input type="checkbox"/> Type - Open Computer Lab	

Done

Location Updates

- Location Formal Name
 - Facility ID-Formal Name

001 0103

001 0103 - Math and Stats Teaching Lab

Details

List

Availability (Daily)

Availability (Weekly)

Calendar

Comments

none

Default Instructions

Card Swipe - SCI - Contact College of Science Dean's Office for card swipe access.

Features

Access - Card
Access - Key
Presentation Technology - Smart Classroom - Standard
Seating - Tables & Chairs

Attributes

Event Administrator

Scheduling, Academic

Phone Number

7414

Square Footage

1119

X25 Assignable Area

1119

X25 Building

Building One

X25 Owner Organization

49700 - Dean College of Science

Layouts

Max Capacity

Cluster (default)

Capacity

30

Categories

Campus - Main
College - SCI
Do Not Display on Web Calendars
Schedule25 Assignable
Type - Teaching Lab

Related Spaces


none

Location Scheduler

Scheduling, Academic

Images

Viewing Layout Image: Cluster



Map

none

Always Share: No

More Actions

Information is current as of Fri Feb 14 2020 3:02 pm

How to Create an Event Request in 25Live

- Example 1: Basic Request
 - 1 Location and 1 Date
- Example 2: Repeating Dates
- Example 3: Multiple Locations
- Example 4: Multiple Dates & Locations
- Checking Status of the Event
- Editing Your Event
- Cancelling Your Event

How to: Create an Event Request in 25Live

- <https://25live.collegenet.com/pro/cpp>
- There are multiple ways to create an event

The screenshot shows the 25Live Pro dashboard interface. The top navigation bar includes the CalPoly Pomona logo, the text "25Live Pro", and buttons for "Event Form" (highlighted with a red box and labeled 2), "Tasks", and "More". Below the navigation bar, the dashboard is divided into several sections. On the left, a "Quick Search" sidebar contains links for "Search Events", "Search Locations" (highlighted with a red box and labeled 4), "Search Resources", and "Search Organizations". Below this is a "Your Starred Event Searches" section with links like "[Copy] APR Open Items" and "[Copy] Combined Sections". At the bottom left is a "Your Starred Reports" section. In the center, a "Find Available Locations" 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!". Below this is a "Create an Event" button (highlighted with a red box and labeled 1). Above the "Find Available Locations" section is a red box labeled 3. On the right side, there is a "Your Starred Locations" section, a "Your Starred Location Searches" section with a "[Copy] APR Locations" link, and a "Tasks" section showing "You have 49 Tasks on Today's Agenda", "781 Outstanding Tasks", "1348 Flagged Tasks", and "16 Tasks Assigned By You". A "Customize Dashboard" link is at the bottom right.

Creating an Event Request - Example 1

One date & location

- **Event Name:** ex. ENV Department Meeting
- **Event Type:** Request for Academic Space
- **Primary Organization**

This Event Wizard

This reservation wizard is designed to collect the information needed to schedule an event.

Please be as detailed as possible when submitting this information.

** All requests are subject to approval **

Event Name - Required ⓘ

ENV Dean's Office Meeting

Event Title for Published Calendars ⓘ

Event Type - Required ⓘ

Request for Academic Space ☆ ▼

Primary Organization - Required ⓘ

48300 - ENV Dean's Office Support ☆ ▼ Remove

Creating an Event Request - Example 1

- **Expected Head Count**
- **Event Description:** Needs a minimum of 15 words
- **Time & Date:**
 - Include and set up or break down time.
 - Allow 10 minute passing for classes/events that start on the hour.
 - Ex. 12-12:50pm not 1:00pm
- **Repeating Pattern:** Default is “Does not Repeat”

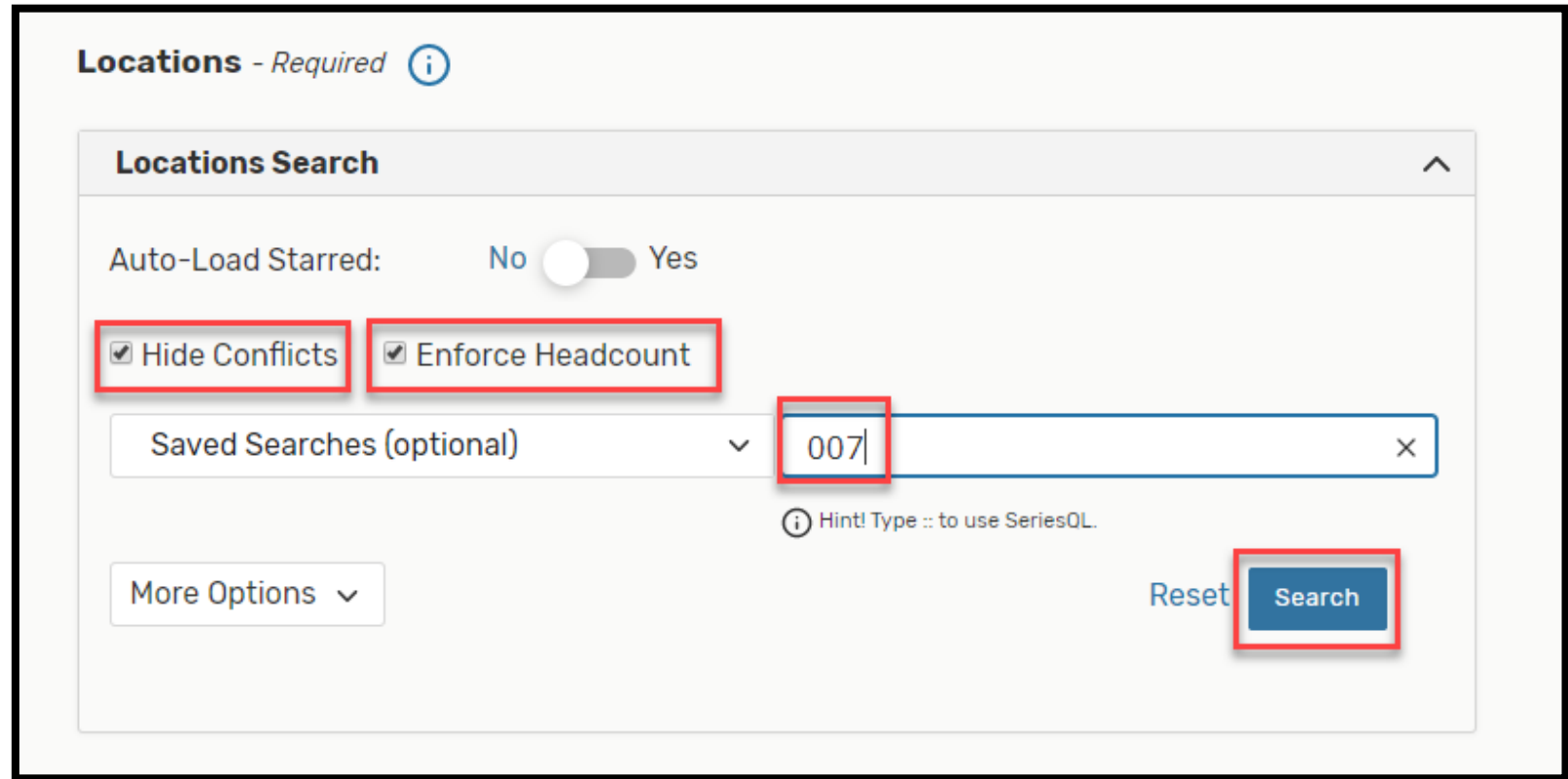
The screenshot shows a web form for creating an event request. It includes the following sections:

- Expected Head Count - Required** (with an information icon): A text input field containing the number "20".
- Event Description** (with an information icon): A rich text editor with a menu bar (File, Insert, View, Format, Tools) and a toolbar (undo, redo, bold, italic, underline, link, font family, font size). The text area contains: "The College of Environmental Design is requesting room 7-235 for a Dean's Office staff meeting."
- Date and Time - Required** (with an information icon): Three input fields. The first contains "Tue Feb 18 2020". The second contains "12:00 pm". The third, preceded by "To:", contains "12:50 pm".
- A checkbox at the bottom is checked, with the label "This event begins and ends on the same day".

Creating an Event Request - Example 1

Location:

- Before searching, check both Hide Conflicts and Enforce Headcount boxed
- Enter the building number for a broader search



The screenshot shows the 'Locations Search' interface. At the top, it says 'Locations - Required' with an information icon. Below this is a section titled 'Locations Search' with an expand/collapse arrow. Inside this section, there is a toggle for 'Auto-Load Starred:' set to 'No'. Two checkboxes, 'Hide Conflicts' and 'Enforce Headcount', are both checked and highlighted with red boxes. Below these is a dropdown menu for 'Saved Searches (optional)' and a text input field containing '007', which is also highlighted with a red box. A hint below the input field says 'Hint! Type :: to use SeriesQL.'. At the bottom left is a 'More Options' dropdown. At the bottom right are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a red box.

Creating an Event Request - Example 1

Note:

- When you request a location it will say added below. If you do not need more than one room make sure to not select more than one, as it will add all spaces to your request
- Best practice is to select the location and make sure in the details, that it is an Academic space
- If it is a lab, it's best to get prior approval before creating the request

Locations Search

Auto-Load Starred: ☐ No ☒ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL

More Options

<input type="button" value="Request"/>	007 0203	ENV	60	1/1	None
<input type="button" value="Request"/>	007 0212	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0213	Env	24	1/1	None
<input type="button" value="Request"/>	007 0214	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0215	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0217	ENV	35	1/1	None
Added below	007 0235	ENV	55	1/1	None
<input type="button" value="Request"/>	007 0237	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0240	AG Soils Science Lab	24	1/1	None

☒ **007 0235** ENV **Capacity: 55**

Date Time Conflicts Shared Layout Instructions

Tue Feb 18 12:00 pm - 12:50

Creating an Event Request - Example 1

- Resources is optional
- Contact Roles:
 - **Scheduler:** person creating this event request
 - **Requestor:** organizer/host of the event

The screenshot displays the 'Resources' section of an event request form. It includes a 'Resources Search' panel with an 'Auto-Load Starred' toggle set to 'No', a 'Saved Searches (optional)' dropdown, a 'Search Resources' input field, and 'More Options', 'Reset', and 'Search' buttons. Below this is the 'Attached Files' section with a 'Choose File' button and 'No file chosen' text. The 'Contact Roles' section features three dropdown menus: 'Requestor' (selected: Eskandari, Sepehr), 'Scheduler' (selected: Halim, Fathima), and 'Additional Contact' (placeholder: Search contacts). The 'Requestor' and 'Scheduler' dropdowns are highlighted with red boxes.

Resources ⓘ

Resources Search ^

Auto-Load Starred: No ☐ Yes

Saved Searches (optional) ▾ Search Resources ×

More Options ▾ Reset Search

Attached Files

Choose File No file chosen

Contact Roles ⓘ

Requestor Scheduler Additional Contact

Eskandari, Sepehr ☆ ▾ Halim, Fathima ☆ ▾ Search contacts ▾

Creating an Event Request - Example 1

Requirements:

- These three boxes need to be checked before saving your event
- Check any other boxes that are applicable to your request

Requirements - Required ⓘ

☐ Does event need Facilities Service? Upload completed form in Attachments.
Comment

☒ I agree to return room to original state
Comment

☒ I understand my request may be moved to accommodate an academic class section.
Comment

☐ The event will have off campus attendees. If so, approximately how many?
Comment

☐ The event will involve minors.
Comment

☒ * I acknowledge that I do not need any of the above requirements.
Comment

Creating an Event Request - Example 1

- **Event State:** Tentative
- **Save.**
- **Note:**
 - Once the request is saved, APR is notified
 - Your event is not confirmed until you receive a confirmation email from APR

The screenshot displays the 'Event State' section of a form. A dropdown menu is set to 'Tentative'. Below this is the 'Affirmation - Required' section, which contains a checkbox labeled 'I agree' and a link to the 'USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS - PRESIDENTIAL ORDER'. At the bottom, the 'After Saving This Event...' section offers three radio button options: 'Go To Event Details' (selected), 'Create Another Related Event', and 'Create A Related Copy of This Event'.

Event State ⓘ

Tentative

Affirmation - Required

- By checking this box, I confirm that I have read, understand and agree to abide by the terms outlined in the [USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS - PRESIDENTIAL ORDER](#)

☒ I agree

After Saving This Event... ^

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

Creating an Event Request - Example 2

Creating an event with a Repeating Pattern

- Start the event creation process
- Repeating Pattern

Repeating Pattern

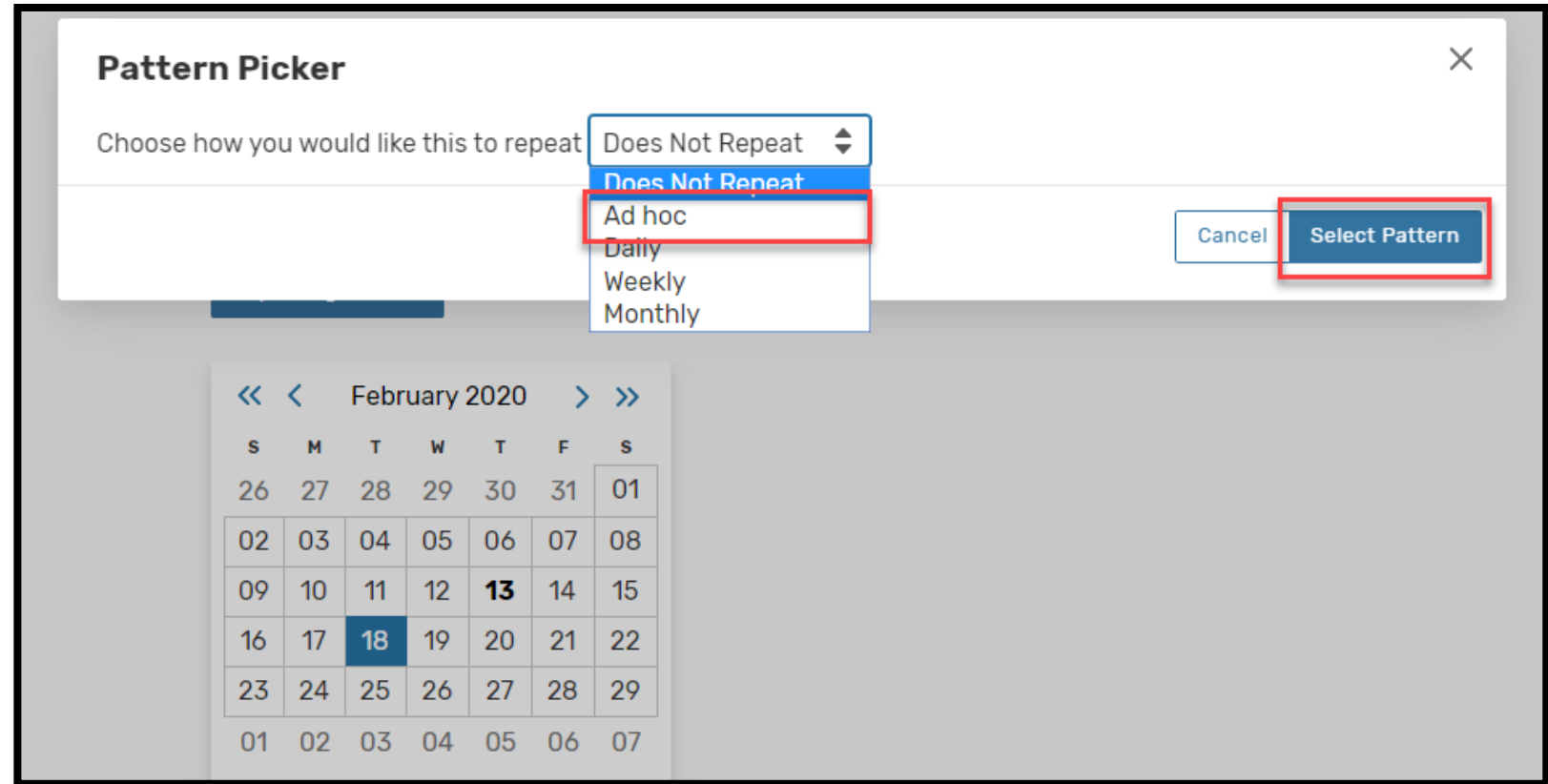
<< < February 2020 > >>

S	M	T	W	T	F	S
26	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
01	02	03	04	05	06	07

View All Occurrences

Creating an Event Request - Example 2

- Best practice is to use Ad hoc
- For Daily, Weekly, and Monthly, please see our How To guides.



The screenshot shows a 'Pattern Picker' dialog box. At the top, it says 'Choose how you would like this to repeat'. A dropdown menu is open, showing options: 'Does Not Repeat' (highlighted in blue), 'Ad hoc' (highlighted with a red box), 'Daily', 'Weekly', and 'Monthly'. To the right of the dropdown are 'Cancel' and 'Select Pattern' buttons, with 'Select Pattern' also highlighted with a red box. Below the dropdown is a calendar for February 2020. The calendar shows dates from 26 to 07. The date 18 is highlighted in blue.

Pattern Picker

Choose how you would like this to repeat

Does Not Repeat
Ad hoc
Daily
Weekly
Monthly

Cancel Select Pattern

<< < February 2020 > >>

S	M	T	W	T	F	S
26	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
01	02	03	04	05	06	07

Creating an Event Request - Example 2

Ad Hoc

- Select the days/pattern you need for your event
- It can be random, every MWF, TTH, etc.
- The selected days will be highlighted in blue

Repeating Pattern

<< < February 2020 > >>

S	M	T	W	T	F	S
26	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
01	02	03	04	05	06	07

View All Occurrences

Creating an Event Request - Example 2

Ad Hoc

- To view all the dates chosen select “View All Occurrence”, which is under the calendar
- Here, you can make edits, such as changing the time for certain dates or removing a date(s)

All Date Occurrences

Dates	Times	Comment	State	Remove
Tue Feb 18 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Thu Feb 20 2020	<input type="text" value="1:00 pm"/> <input type="text" value="1:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Wed Feb 26 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Fri Feb 28 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Mon Mar 02 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Tue Mar 10 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Fri Mar 13 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Thu Mar 19 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>
Tue Mar 24 2020	<input type="text" value="12:00 pm"/> <input type="text" value="12:50 pm"/>	<input type="text"/>	Active <input type="button" value="v"/>	<input type="button" value="Remove"/>

Close

Creating an Event Request - Example 3

Event with multiple locations

- Start the event creation process
- Locations Search
 - Make sure the both boxes are checked to ensure that it will only display available spaces
 - Enter the location
 - Search

Locations - Required ⓘ

Locations Search ^

Auto-Load Starred: No ☐ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional) v 007 x

Hint! Type :: to use SeriesQL.

More Options v

Reset Search

Creating an Event Request - Example 3

- To add the location to your request select “Request” and it will then reflect “Added below”

Locations Search

Auto-Load Starred: ☐ No ☒ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	007 0104	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0111	AG Food Chemistry Lab	34	1/1	None
<input type="button" value="Request"/>	007 0113	AG Foods Lab	24	1/1	None
<input type="button" value="Request"/>	007 0117	AG Nutrition Lab	24	1/1	None
Added below	007 0201	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0202	ENV	24	1/1	None
Added below	007 0203	ENV	60	1/1	None
<input type="button" value="Request"/>	007 0212	ENV	24	1/1	None
<input type="button" value="Request"/>	007 0213	ENV	24	1/1	None

Creating an Event Request - Example 3

- Once you've added the locations you need, they will appear at the bottom of the location search list

Added below	Request	Location	Capacity	Enrollment	Room
007 0201	ENV	24	1/1	None	
007 0202	ENV	24	1/1	None	
007 0203	ENV	60	1/1	None	
007 0212	ENV	24	1/1	None	
007 0213	ENV	24	1/1	None	

007 0104 ENV Capacity: 24

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Tue Feb 18 2020

12:00 am - 12:50 am

As Is (24)

Remove

View Occurrences

007 0201 ENV Capacity: 24

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Tue Feb 18 2020

12:00 am - 12:50 am

As Is (12)

Remove

View Occurrences

007 0203 ENV Capacity: 60

Date

Time

Conflicts

Shared

Layout

Instructions

Attendance

Tue Feb 18 2020

12:00 am - 12:50 am

Classroom

Remove

View Occurrences

Creating an Event Request - Example 4

Multiple dates with multiple locations

- Start the event creation process
- Repeating pattern: Ad hoc
 - Choose your dates
- Locations Search
 - Make sure the both boxes are checked to ensure that it will only display available spaces
 - Enter the location
 - Search

Repeating Pattern

<< < February 2020 > >>

S	M	T	W	T	F	S
26	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
01	02	03	04	05	06	07

View All Occurrences

Locations - Required ⓘ

Locations Search ^

Auto-Load Starred: No ☐ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional) v 007 x

Hint! Type :: to use SeriesQL.

More Options v Reset Search

Creating an Event Request - Example 4

- Select “Request” and it will then reflect “Added below”

Locations - Required ⓘ

Locations Search ^

Auto-Load Starred: ☐ No ☒ Yes

☒ Hide Conflicts ☒ Enforce Headcount

Saved Searches (optional)

Hint! Type :: to use SeriesQL.

More Options

Add	Name	Title	Capacity	Availability	Conflict Details
Added below	007 0104	ENV	24	6/6	None
<input type="button" value="Request"/>	007 0111	AG Food Chemistry Lab	34	6/6	None
<input type="button" value="Request"/>	007 0113	AG Foods Lab	24	6/6	None
<input type="button" value="Request"/>	007 0117	AG Nutrition Lab	24	6/6	None
Added below	007 0201	ENV	24	6/6	None
Added below	007 0202	ENV	24	6/6	None
Added below	007 0203	ENV	60	6/6	None
Added below	007 0212	ENV	24	6/6	None
<input type="button" value="Request"/>	007 0213	Env	24	6/6	None

Creating an Event Request - Example 4

- The rooms will be listed under the location search list
- Each room added will have the 'View Occurrences' option
- If a specific room is only needed for a certain day, select 'View Occurrences', and remove the dates that are not need for this location

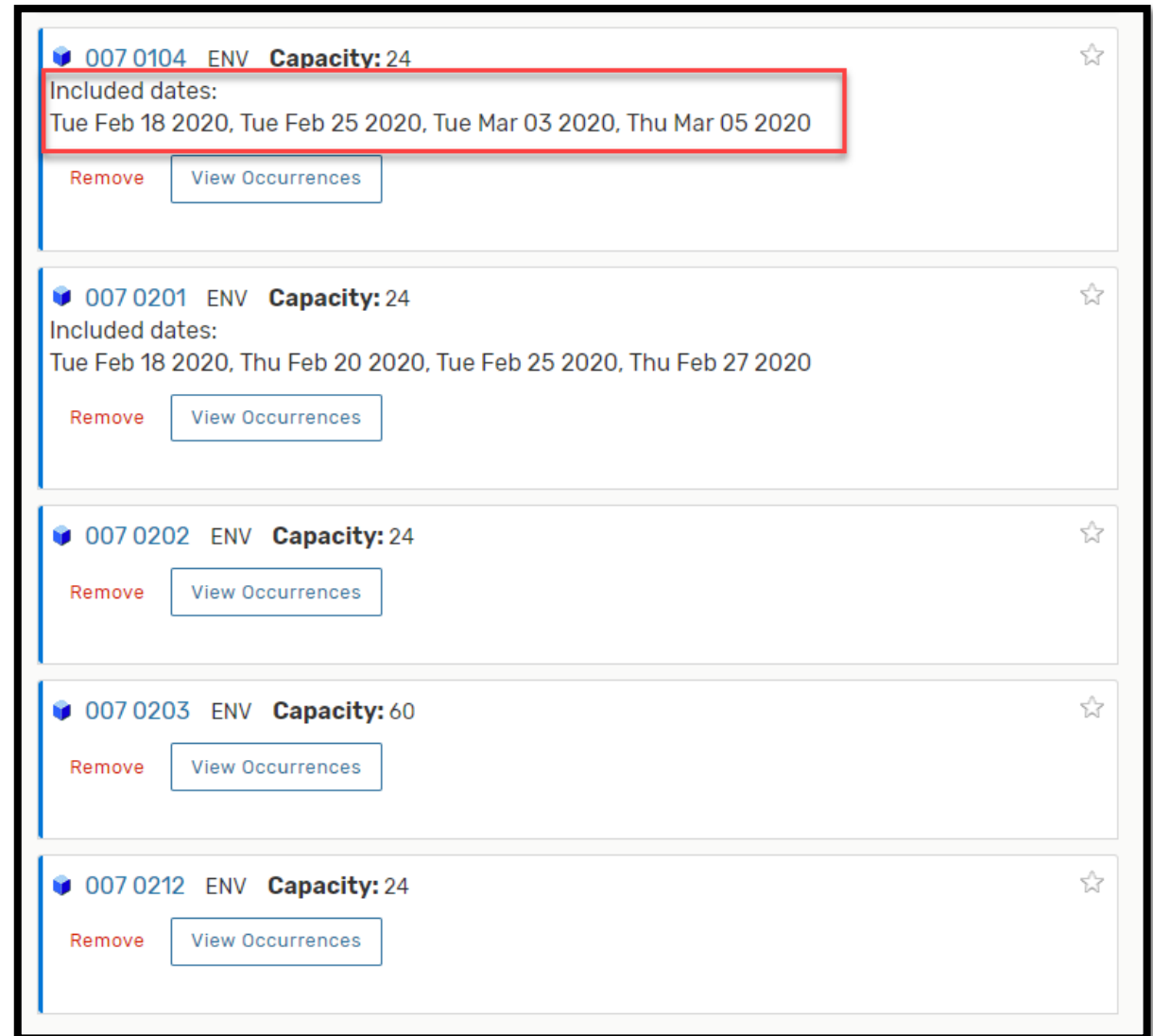
The screenshot displays a modal window titled "007 0104" with a close button (X) in the top right corner. The modal contains a table with the following columns: Date, Time, Conflicts, Included, Shared, Layout, Instructions, and Attendance. The "Included" column is highlighted with a red box. Below the table, there is a "Close" button.

Date	Time	Conflicts	Included	Shared	Layout	Instructions	Attendance
Set For All							
Tue Feb 18 2020	12:00 am - 12:50 am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As Is (24)		
Thu Feb 20 2020	12:00 am - 12:50 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Is (24)		
Tue Feb 25 2020	12:00 am - 12:50 am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As Is (24)		
Thu Feb 27 2020	12:00 am - 12:50 am	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As Is (24)		
Tue Mar 03 2020	12:00 am - 12:50 am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As Is (24)		
Thu Mar 05 2020	12:00 am - 12:50 am	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As Is (24)		

Below the modal, the background shows a list of rooms. Room 007 0202 (ENV, Capacity: 24) has a "View Occurrences" button. Room 007 0203 (ENV, Capacity: 60) also has a "View Occurrences" button, which is highlighted with a red box.

Creating an Event Request - Example 4

- If you remove locations from certain dates, each location will have a list of included dates

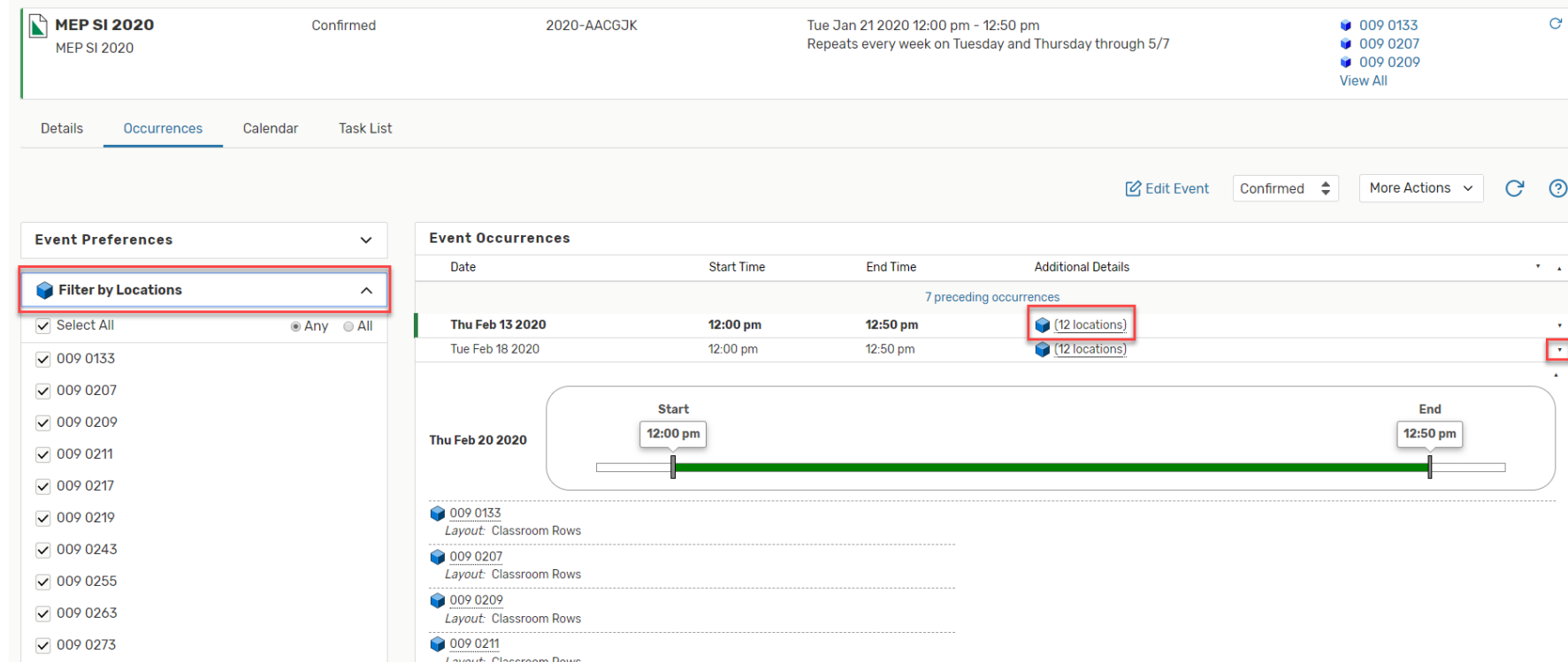


The screenshot displays a list of five event locations, each with a blue cube icon, a location ID, the text 'ENV', and a capacity. Each entry includes a list of 'Included dates' and two buttons: 'Remove' and 'View Occurrences'. The first entry, '007 0104', has its 'Included dates' field highlighted with a red border.

Location ID	ENV	Capacity	Included dates
007 0104	ENV	24	Tue Feb 18 2020, Tue Feb 25 2020, Tue Mar 03 2020, Thu Mar 05 2020
007 0201	ENV	24	Tue Feb 18 2020, Thu Feb 20 2020, Tue Feb 25 2020, Thu Feb 27 2020
007 0202	ENV	24	
007 0203	ENV	60	
007 0212	ENV	24	

Creating an Event Request - Example 4

- After your event has been confirmed you can check the 'Occurrences' tab to see which locations were reserved for which date
- You can also Filter by Locations



The screenshot displays the 'Event Request Form' in the 'Occurrences' tab. At the top, the event is identified as 'MEP SI 2020' (Confirmed, 2020-AACGJK) with a recurring schedule of 'Tue Jan 21 2020 12:00 pm - 12:50 pm' and 'Repeats every week on Tuesday and Thursday through 5/7'. A list of location codes (009 0133, 009 0207, 009 0209) is shown with a 'View All' link.

The 'Event Occurrences' table lists dates, start/end times, and location counts. The first row for 'Thu Feb 13 2020' shows '(12 locations)' and is highlighted with a red box. A second row for 'Tue Feb 18 2020' also shows '(12 locations)' and has a red box on its right side. A link for '7 preceding occurrences' is visible above the table.

Below the table, a timeline for 'Thu Feb 20 2020' shows a green bar from '12:00 pm' (Start) to '12:50 pm' (End). Below the timeline, a list of location codes (009 0133, 009 0207, 009 0209, 009 0211) is shown with their respective layouts ('Classroom Rows').

On the left, the 'Event Preferences' sidebar includes a 'Filter by Locations' button (highlighted with a red box) and a list of location codes with checkboxes. The 'Select All' option is checked, and the filter is set to 'Any'.

To Check the Status of you Request

- Navigate to “Your Upcoming Events” on your dashboard

The screenshot displays the 25Live Pro dashboard interface. At the top, the CalPolyPomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, and a More menu are on the right. A search bar with 'Go to Search' and a 'Nothing recently viewed' dropdown is also present. The main dashboard area is divided into several sections:

- Quick Search:** A sidebar on the left with search options for Events, Locations, Resources, and Organizations.
- Find Available Locations:** A central 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!'. Below this is a large blue 'Create an Event' button.
- Your Starred Locations:** A section on the right showing a starred location '066 0126 Student Succes Design Lab' with a link to 'See when these locations are available'.
- Your Starred Location Searches:** A section on the right stating 'You do not have any Starred Location Searches!'.
- Your Upcoming Events:** A section at the bottom center, highlighted with a red box, showing a list of upcoming events:
 - 11 Events in which you are the **Requestor**
 - 12 Events in which you are the **Scheduler**

A 'Customize Dashboard' link is located at the bottom right of the dashboard area.

To Check the Status of your Request

- You can find the status of you request under 'State'
- It will either be Tentative, Confirmed, or Denied

List

Calendar

← Future Only →

Future Only

All Dates

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AACGLW	16900 - Academic Programs	MPR Reservation	Do Not Display on the Web	Requestor, Scheduler	Thu May 07 2020	11:30 am	Fri Jan 03 2020 11:17 am	Tentative	
☆	Assessment & Program Review Meetings	Assessment & Program Review Meetings	2020-AACGLG	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 30 2020	11:45 am	Fri Jan 03 2020 11:08 am	Tentative	121 2502
☆	Assessment Meeting	Assessment Meeting	2020-AACVBM	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 23 2020	2:30 pm	Tue Jan 14 2020 9:29 am	Confirmed	121 3385

Edit Event

- Select the event under “Your Upcoming Events” on the home dashboard

The screenshot displays the 25Live Pro dashboard interface. At the top, the CalPoly Pomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, and a More menu are on the right. Below the header, there's a search bar with 'Go to Search' and 'Nothing recently viewed'. The main content area is divided into several sections: 'Quick Search' with options for Events, Locations, Resources, and Organizations; 'Find Available Locations' with prompts for finding a location or choosing a time; 'Your Starred Locations' showing '066 0126 Student Success Design Lab'; 'Your Starred Event Searches' (empty); and 'Your Upcoming Events' which is highlighted with a red box. This section shows '11 Events in which you are the Requestor' and '12 Events in which you are the Scheduler'. A 'Create an Event' button is also visible in the center. A 'Customize Dashboard' link is at the bottom right.

Edit Event

- Select the event you need to edit
- Quick tip: you can hover over the event, right click and select 'Edit Event'

List Calendar		← Future Only → Future Only All Dates Choose Columns ↻ ?												
	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AACGLW	16900 - Academic Programs	MPR Reservation	Do Not Display on the Web	Requestor, Scheduler	Thu May 07 2020	11:30 am	Fri Jan 03 2020 11:17 am	Tentative			Sarah Chavoya
☆	Assessment Program Meeting	Assessment Program Meeting	2020-AACGLG	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 30 2020	11:45 am	Fri Jan 03 2020 11:08 am	Tentative	1212502		Sarah Chavoya
☆	Assessment Meeting	Assessment Meeting	2020-AACVBM	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 23 2020	2:30 pm	Tue Jan 14 2020 9:29 am	Confirmed	1213385		Sarah Chavoya
☆	Assessment Meeting	Assessment Meeting	2020-AADKLL	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Fri Feb 14 2020	2:30 pm	Thu Jan 23 2020	Tentative	1213341		Sarah Chavoya

Edit Event

- Once the event is selected, select 'Edit Event'
- Note: when you edit an event, you will need to refresh the location and request it again

The screenshot displays the 'Edit Event' interface for an event titled 'Assessment & Program Review Meeting'. The event is marked as 'Tentative' and scheduled for '2020-AACGLW' on 'Thu May 07 2020 11:30 am - 2:30 pm'. A red box highlights the 'Edit Event' button in the top right corner. Below the header, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', and 'Audit Trail'. The 'Details' tab is active, showing a form with the following fields:

- Event Name:** Assessment & Program Review Meeting
- Event Title:** Assessment & Program Review Meeting
- Event Type:** MPR Reservation
- Organization:** 16900 - Academic Programs
- Scheduler:** [User Icon]
- Requestor:** [User Icon]
- Head Count:** expected 30

On the right side, there are sections for 'Event Categories' (with an 'Add' link and a 'Do Not Display on the Web' checkbox) and 'Custom Attributes' (with an 'Add a Custom Attribute' button). At the bottom, there is an 'Event Info' section.

Cancelling a Request

- Begin by selecting your events under “Your Upcoming Events”

The screenshot displays the 25Live Pro dashboard interface. At the top, the CalPoly Pomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, and a More menu are on the right. A search bar with 'Go to Search' and a 'Nothing recently viewed' dropdown is also present. The main content area is divided into several sections:

- Quick Search:** Includes search filters for Events, Locations, Resources, and Organizations.
- Find Available Locations:** Offers options to find a location based on when an event should take place or to choose a time based on where it should take place.
- Create an Event:** A prominent blue button with a pencil icon.
- Your Starred Locations:** Lists starred locations, such as '066 0126 Student Success Design Lab', with a link to see availability.
- Your Starred Location Searches:** Indicates that no starred location searches are currently present.
- Your Upcoming Events:** This section is highlighted with a red rectangular box. It shows a list of upcoming events, categorized into '11 Events in which you are the Requestor' and '12 Events in which you are the Scheduler'.

A 'Customize Dashboard' link is located in the bottom right corner of the dashboard area.

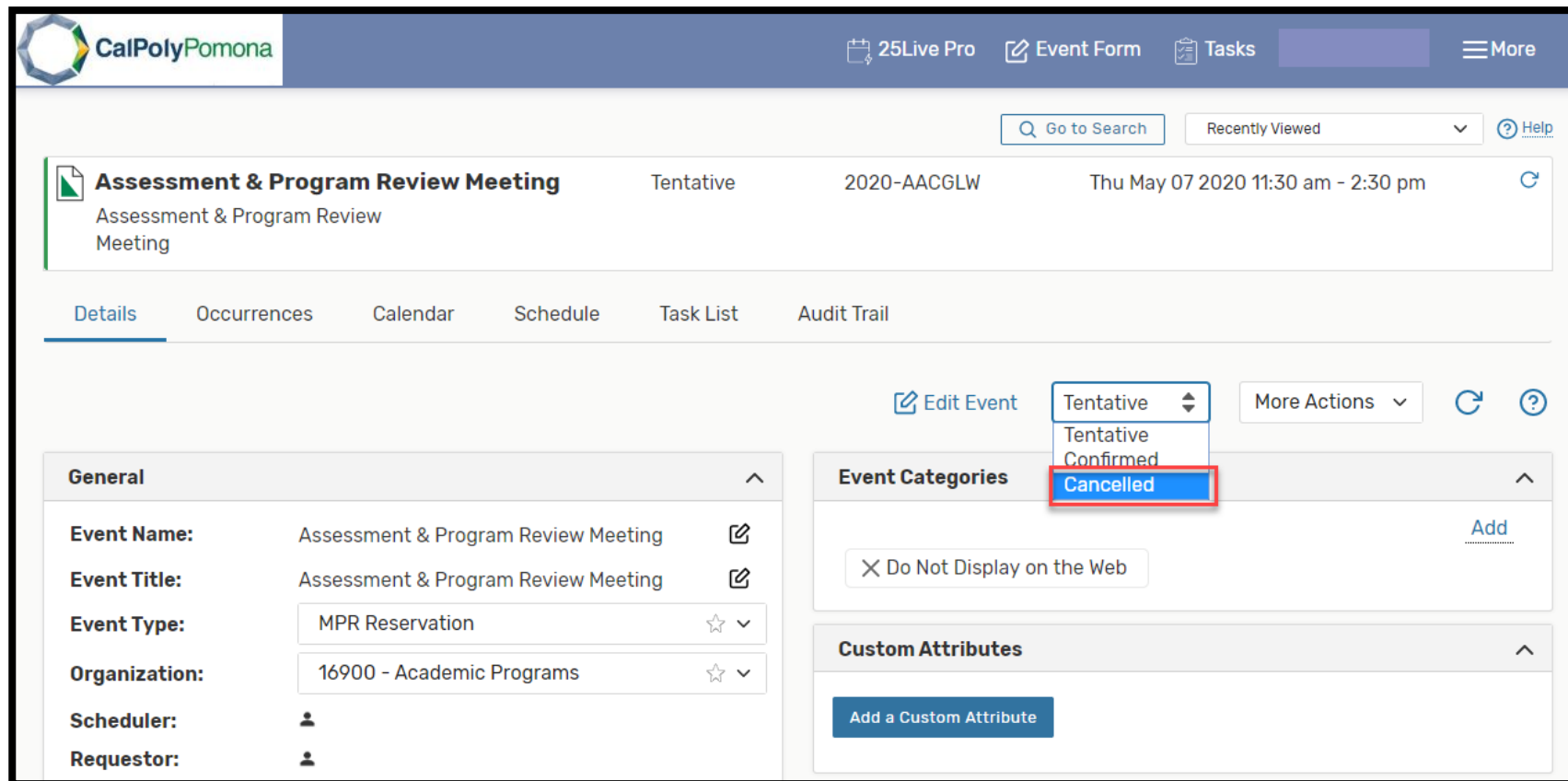
Cancelling a Request

- Select the event you'd like to cancel

List Calendar		← Future Only → Future Only All Dates Choose Columns ↻ ?												
	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AACGLW	16900 - Academic Programs	MPR Reservation	Do Not Display on the Web	Requestor, Scheduler	Thu May 07 2020	11:30 am	Fri Jan 03 2020 11:17 am	Tentative			Sarah Chavoya
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AACGLG	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 30 2020	11:45 am	Fri Jan 03 2020 11:08 am	Tentative	121 2502		Sarah Chavoya
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AACVBM	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Thu Jan 23 2020	2:30 pm	Tue Jan 14 2020 9:29 am	Confirmed	121 3385		Sarah Chavoya
☆	Assessment & Program Review Meeting	Assessment & Program Review Meeting	2020-AADKLL	16900 - Academic Programs	Meeting	Administrative Meeting, Do Not Display on the Web	Requestor, Scheduler	Fri Feb 14 2020	2:30 pm	Thu Jan 23 2020	Tentative	121 3341		Sarah Chavoya

Cancelling a Request

- To cancel a request before it has been confirmed
- Change status from “Tentative” to “Cancelled”



The screenshot displays the CalPolyPomona 25Live Pro interface. At the top, the header includes the CalPolyPomona logo, navigation links for 25Live Pro, Event Form, Tasks, and a More menu. Below the header, a search bar and a 'Recently Viewed' dropdown are visible. The main content area shows a list of events, with the first event being 'Assessment & Program Review Meeting' in a 'Tentative' status. Below the event list, there are tabs for Details, Occurrences, Calendar, Schedule, Task List, and Audit Trail. The 'Details' tab is selected, showing the event's general information. On the right side of the details panel, there is an 'Edit Event' button and a status dropdown menu. The dropdown menu is open, showing three options: 'Tentative', 'Confirmed', and 'Cancelled'. The 'Cancelled' option is highlighted with a red box. Below the status dropdown, there is a 'More Actions' dropdown menu and a 'Refresh' button. The 'Event Categories' section shows a list of categories with an 'Add' button. The 'Custom Attributes' section shows a button to 'Add a Custom Attribute'.

CalPolyPomona 25Live Pro Event Form Tasks More

Go to Search Recently Viewed Help

Assessment & Program Review Meeting Tentative 2020-AACGLW Thu May 07 2020 11:30 am - 2:30 pm

Assessment & Program Review Meeting

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative Tentative Confirmed **Cancelled** More Actions Refresh Help

General

Event Name: Assessment & Program Review Meeting

Event Title: Assessment & Program Review Meeting

Event Type: MPR Reservation

Organization: 16900 - Academic Programs

Scheduler:

Requestor:

Event Categories

Do Not Display on the Web

Custom Attributes

Add a Custom Attribute

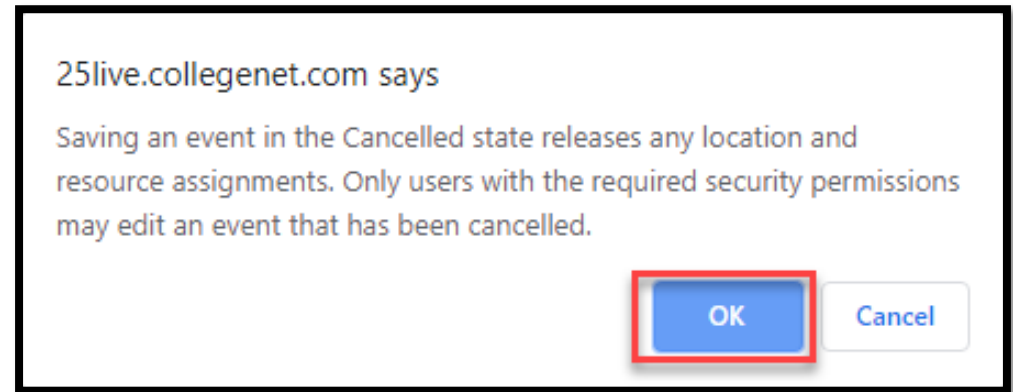
Cancelling a Request

- To cancel a request after it has been confirmed
- Navigate to the request and change the status from “Confirmed” to “Cancelled”

The screenshot displays the CalPoly Pomona 25Live Pro interface. At the top, the header includes the CalPoly Pomona logo, navigation links for 25Live Pro, Event Form, Tasks, and a More menu. Below the header, a search bar and a 'Recently Viewed' dropdown are visible. The main content area shows a card for an 'Assessment Meeting' with a status of 'Confirmed', ID '2020-AACVBM', and a date/time of 'Thu Jan 23 2020 2:30 pm - 3:45 pm'. The card also indicates it 'Repeats some weeks on Thursday through 5/14' and has a count of '121 3385'. Below the card, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', and 'Audit Trail'. The 'Details' tab is active, showing a form with fields for 'Event Name', 'Event Title', 'Event Type', 'Organization', 'Scheduler', and 'Requestor'. To the right of the form, there is an 'Edit Event' button and a status dropdown menu. The dropdown menu is open, showing options: 'Confirmed', 'Tentative', 'Confirmed', and 'Cancelled'. The 'Cancelled' option is highlighted with a red box. Below the status dropdown, there is a 'More Actions' dropdown and a 'Do Not Display on the Web' checkbox. At the bottom, there is a 'Custom Attributes' section with an 'Add a Custom Attribute' button.

Cancelling a Request

- You will get a notification that the location will be removed, select ok.
- Your event has now been cancelled



How to search for locations in 25Live

- Common search functions in 25Live
 1. Find available location (based on time and day)
 2. Find available times for a specific location
 3. Dashboard QuickSearch
 4. Go to Search


How to: Search for Locations

- Using: Find Available Locations

- I know **WHEN**: Allows you to select a space available based on date/time.
- I know **WHERE**: Allows you to select a space based on building/room location.

The screenshot displays the 25Live Pro dashboard interface. At the top, the CalPolyPomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, Lam Le, and More are on the right. Below the header, the dashboard is divided into several sections. On the left, there is a 'Quick Search' sidebar with options for Search Events, Search Locations, Search Resources, and Search Organizations. Below this is a 'Your Starred Event Searches' section with a link to 'Combined Sections'. The central area features a 'Find Available Locations' section, which is highlighted with a red rectangular box. A red callout bubble with the text 'Most Commonly Used' points to this section. Inside the box, there are 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!'. Below this section is a 'Tasks' section showing 'You have No Tasks on Today's Agenda', '0 Outstanding Tasks', '0 Flagged Tasks', and '4 Tasks Assigned By You'. At the bottom center, there is a blue button labeled 'Create an Event'. On the right side of the dashboard, there are sections for 'Your Starred Locations' and 'Your Starred Location Searches', with a link to 'Large Lecture Spaces' and a 'Customize Dashboard' link at the bottom right.

How to: Search for Locations



25Live ProEvent FormTasksLam LeMore

Go to SearchRecently ViewedHelp

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Your Starred Event Searches

Combined Sections

Find Available Locations

Enter the desired date and time for your event:

Mon Jan 20 2020

Date:

12:00 pm

To:

1:00 pm

Number of Attendees: 100 (required)

Search within: All Locations

162 1002

CBA Faculty Lecture Hall

Max Capacity: 120

Use This Location

997 0053C

Rose Garden - Lawn 2

Max Capacity: 120

Use This Location

997 0053E

Use This Location

We searched Matching Locations with a Max Capacity between **100** and **150** and found **15 Available Locations** for your selected Date and Time.

Do you want to check Matching Locations with a Smaller Capacity?

Do you want to check Matching Locations with a Larger Capacity?

Need more options? Try the Location Search...

Your Starred Locations

Your Starred Location Searches

Large Lecture Spaces

Customize Dashboard

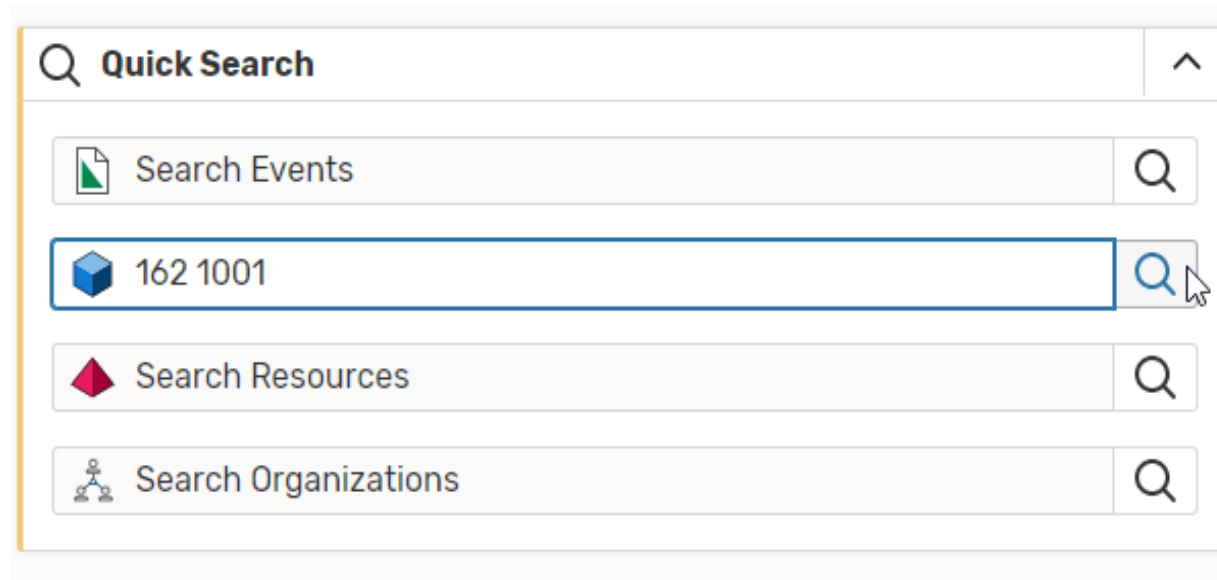
To see other available times for this room , click on the Room.

To choose this room for your event, click Use This Location.

To widen your search for available rooms, check for Locations with a Larger or Smaller Capacity.

How to: Search for Locations

- Using: Dashboard QuickSearch Widget
 - Allows you to search for events, locations, resources, and organizations.



The image shows a 'Quick Search' widget with a search bar and four search categories: Search Events, Search Locations (selected), Search Resources, and Search Organizations. The search bar contains the text '162 1001' and a magnifying glass icon. A mouse cursor is hovering over the magnifying glass icon. The widget has a light gray background and a white border.

How to: Search for Locations

The screenshot displays the 25Live Pro interface for searching locations. At the top, the CalPolyPomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, Lam Le, and More are on the right. Below the header, a 'Recently Viewed' dropdown and a 'Help' icon are visible. The main search area includes a 'Select Object:' dropdown set to 'Locations' and a 'Saved Searches (optional)' dropdown. A 'Quick Search' toggle is set to 'Quick Search', with a search input field containing '162 1001'. A hint below the input reads 'Hint! Type :: to use SeriesQL.'. To the right of the input, a message states 'Search has not been saved' with 'Reset', 'Save As', and 'Search' buttons. Below the search bar, there are tabs for 'List', 'Calendar', and 'Availability', with 'Availability' highlighted. A red arrow points to the 'Availability' tab. Below the tabs is a calendar grid for January 2020, with dates 1 through 11 visible. A red arrow points to the date '12' (Monday, Jan 20, 2020), which is highlighted. A callout box with a red border points to the date '12' and contains the text: 'Quick Tip: Click on Pencil to create an event.' Another red arrow points to the date '12'. The calendar grid also shows a 'View' dropdown set to 'Standard (default)' and an 'Overlapping' dropdown. A red arrow points to the 'Availability' tab. A red arrow points to the date '12'.

CalPolyPomona

25Live Pro Event Form Tasks Lam Le More

Recently Viewed Help

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

162 1001

Hint! Type :: to use SeriesQL.

More Options

Search has not been saved

Reset Save As Search

List Calendar Availability

View Standard (default) Overlapping

Quick Tip: Click on Pencil to create an event.

Mon Jan 20 2020

162 1001

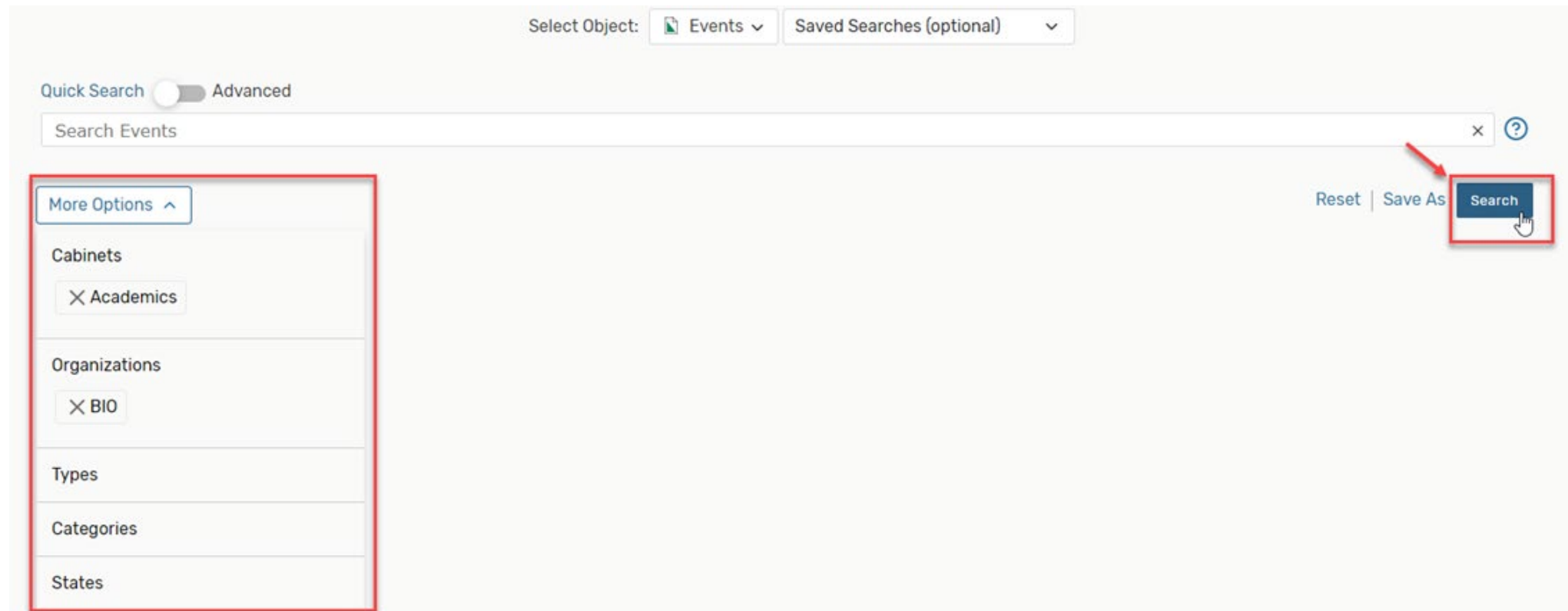
How to: Search for Locations

- Using: Go To Search- Finding Academic Course Sections in 25Live

The screenshot displays the 25Live dashboard interface. At the top, the CalPoly Pomona logo is on the left, and navigation links for 25Live Pro, Event Form, Tasks, Lam Le, and More are on the right. A red arrow points to a button labeled 'Go to Search' in the top right area, which is enclosed in a red rectangular box. Below the navigation bar, the dashboard is organized into several sections: 'Quick Search' on the left with options for Events, Locations, Resources, and Organizations; 'Find Available Locations' in the center with prompts for finding locations or times; 'Your Starred Locations' on the right; 'Your Starred Event Searches' at the bottom left; and 'Tasks' in the bottom center showing task counts. A 'Customize Dashboard' link is visible in the bottom right corner of the dashboard area.

How to: Search for Locations

- Using: Go To Search- Finding Academic Course Sections in 25Live
 - Cabinets: Academic
 - Organizations: BIO



The screenshot displays the 25Live Search Events interface. At the top, there are two dropdown menus: "Select Object:" with "Events" selected, and "Saved Searches (optional)". Below these is a toggle switch for "Quick Search" (selected) and "Advanced". A search bar labeled "Search Events" is present. On the left, a sidebar with a red border contains filter categories: "More Options" (with an expand/collapse arrow), "Cabinets" (with a sub-filter "Academics"), "Organizations" (with a sub-filter "BIO"), "Types", "Categories", and "States". On the right, there are buttons for "Reset", "Save As", and a blue "Search" button. A red arrow points to the "Search" button, and a red box highlights it.

How to: Search for Locations

Class Sections													
Start Date: First day of Classes													
← All Dates → Future Only All Dates Choose Columns ↻ ?													
	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date ^	State	Locations	Scheduler
☆	BIO 3220 03 35825 2203	Cell and Molecular Biology	2019-AABZNR	BIO	LEC			Tue Jan 21 2020	8:30 am	Wed Nov 13 2019 9:02 am	Confirmed	003 1639	Interface Lynx
☆	BIO 4400L 02 35639 2203	Stem Cell Biology Laboratory	2019-AABXDB	BIO	LAB			Tue Jan 21 2020	1:00 pm	Wed Oct 30 2019 9:06 am	Confirmed	004 2529	Interface Lynx
☆	BIO 5990L 01 35304 2203	Spec Topic for Grad Studnt Lab	2019-AABVFA	BIO	LAB			Wed Jan 22 2020	3:00 pm	Thu Oct 10 2019 11:32 am	Confirmed	003 2122	Interface Lynx
☆	BIO 5990 04 35302 2203	Spec Topic for Grad Studnt	2019-AABVDZ	BIO	LEC			Tue Jan 21 2020	1:00 pm	Thu Oct 10 2019 11:11 am	Confirmed	003 1623	Interface Lynx
☆	BIO 5990 03 35298 2203	Spec Topic for Grad Studnt	2019-AABVBL	BIO	LEC			Tue Jan 21 2020	1:00 pm	Wed Oct 09 2019 3:24 pm	Confirmed	004 2314	Interface Lynx
☆	BIO 5990 02 35297 2203	Spec Topic for Grad Studnt	2019-AABVBD	BIO	LEC			Mon Jan 20 2020	11:30 am	Wed Oct 09 2019 2:55 pm	Confirmed	003 1639	Interface Lynx

How to: Search for Locations

ListCalendar

All Dates

Future OnlyAll Dates

Choose Columns

	Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time		Locations	Resources	Scheduler
☆	BIO 3220 03 35825 2203	Cell and Molecular Biology	2019-AABZNR	BIO	LEC			Tue Jan 21 2020	8:30 am		003 1639		Interface Lynx
☆	BIO 4400L 02 35639 2203	Stem Cell Biology Laboratory	2019-AABXDB	BIO	LAB			Tue Jan 21 2020	1:00 pm		004 2529		Interface Lynx
☆	BIO 5990L 01 35304 2203	Spec Topic for Grad Studnt Lab	2019-AABVFA	BIO	LAB			Wed Jan 22 2020	3:00 pm		003 2122		Interface Lynx
☆	BIO 5990 04 35302 2203	Spec Topic for Grad Studnt	2019-AABVDZ	BIO	LEC			Tue Jan 21 2020	1:00 pm		003 1623		Interface Lynx
☆	BIO 5990 03 35298 2203	Spec Topic for Grad Studnt	2019-AABVBL	BIO	LEC			Tue Jan 21 2020	1:00 pm		004 2314		Interface Lynx

How to: Search for Locations

List

Calendar

← Sun Nov 24 2019 - Sat Dec 21 2019 →

Weeks: 4

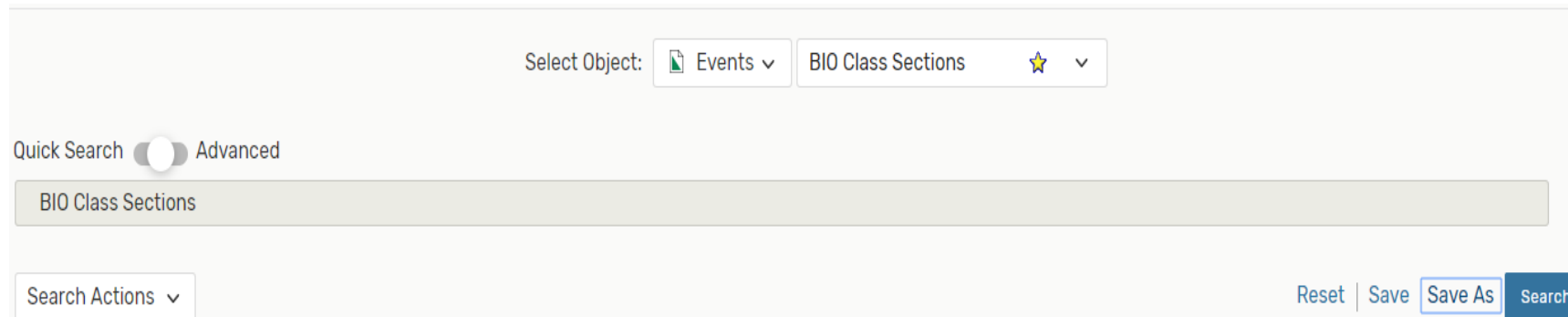
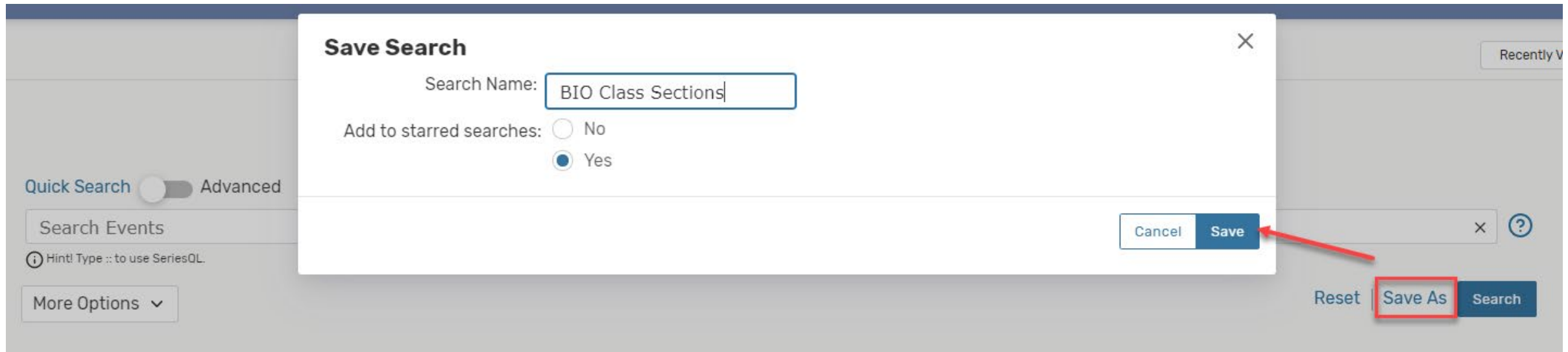
↺

?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 24	25	26	27	28	29	30
	<div>8:00 am - 8:50 am</div> <div>BIO 1110 03 73371 2197</div> <div>MW 0800-0850</div> <div>162 1001</div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E05 78860 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1110 03 73371 2197</div> <div>MW 0800-0850</div> <div>162 1001</div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E12 78867 2197</div> <div>R 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1210 E02 78838 2197</div> <div>MWF 0800-0850</div> <div></div>	
	<div>8:00 am - 8:50 am</div> <div>BIO 1110 E03 78843 2197</div> <div>MW 0800-0850</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E22 78877 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1110 E03 78843 2197</div> <div>MW 0800-0850</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E29 78884 2197</div> <div>R 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 3240 E01 78845 2197</div> <div>MWF 0800-0850</div> <div></div>	
	<div>8:00 am - 8:50 am</div> <div>BIO 1210 02 73366 2197</div> <div>MWF 0800-0850</div> <div>015 1807</div>	<div>8:00 am - 10:50 am</div> <div>BIO 1150L E04 78893 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1210 02 73366 2197</div> <div>MWF 0800-0850</div> <div>015 1807</div>	<div>8:00 am - 10:50 am</div> <div>BIO 1150L E11 78900 2197</div> <div>R 0800-1050</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E15 78870 2197</div> <div>F 0800-1050</div> <div></div>	
	<div>8:00 am - 8:50 am</div> <div>BIO 1210 E02 78838 2197</div> <div>MWF 0800-0850</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1210L E04 78906 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1210 E02 78838 2197</div> <div>MWF 0800-0850</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1210L E10 78912 2197</div> <div>R 0800-1050</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1110L E32 78887 2197</div> <div>F 0800-1050</div> <div></div>	
	<div>8:00 am - 8:50 am</div> <div>BIO 3240 01 73373 2197</div> <div>MWF 0800-0850</div> <div>162 1002</div>	<div>8:00 am - 10:50 am</div> <div>BIO 1220L E04 78917 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 1210 E02 78838 2197</div> <div>MWF 0800-0850</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1220L E14 79021 2197</div> <div>R 0800-1050</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 1210L E17 79008 2197</div> <div>F 0800-1050</div> <div></div>	
	<div>8:00 am - 8:50 am</div> <div>BIO 2050L 02 73447 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 10:50 am</div> <div>BIO 2050L 02 73447 2197</div> <div>T 0800-1050</div> <div></div>	<div>8:00 am - 8:50 am</div> <div>BIO 3240 01 73373 2197</div> <div>MWF 0800-0850</div> <div>162 1002</div>	<div>8:00 am - 10:50 am</div> <div>BIO 2060L E09 78930 2197</div> <div>R 0800-1050</div> <div></div>	<div>9:00 am - 9:50 am</div> <div>BIO 2060 E03 78831 2197</div> <div>MWF 0800-0850</div> <div></div>	

How to: Search for Locations

- Quick Tip: If you think that you will be checking the room assignments frequently, you can also save this search by clicking on the Save As link:



How to Search: Creating a Custom Location Search

Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Your Starred Event Searches

2203-Final Exams

Academic Course Sections

All Events

Combined Sections

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 Location Searches

Building 9

CCHM: Bldg 079, 079A, 079B, 080

Computer Labs

Large Lecture Spaces

SSB Conference Rooms

Go to Search

Nothing recently viewed

Help

Tasks

You have 49 Tasks on Today's Agenda

781 Outstanding Tasks

2937 Flagged Tasks

2 Tasks Assigned By You

Your Upcoming Events

2 Events in which you are the **Requestor**

4 Events in which you are the **Scheduler**

Your Starred Locations

001 0109

001 0309

003 2137

003 2870

How to Search: Creating a Custom Location Search

Select Object:

Locations

Saved Searches (optional)

Quick Search

Advanced

Add Criteria

Add Group

Your Starred Locations

General

Keyword

Locations

Specific Locations

Locations (Via Search)

Partitions

Features

Categories

Layouts

Search has not been saved

Reset | Save As

Search

How to Search: Creating a Custom Location Search

Select Object:

Locations

 Saved Searches (optional)

Quick Search Advanced

Specific Locations

EDIT

Add Criteria

Select Object:

Locations

 Saved Searches (optional)

Quick Search Advanced

Specific Locations

EDIT

Locations

 163 All filters

★ Only Favorites ✓ Select All ✕ Select None

☐ 003 1632

☐ 003 1637

☐ 003 1639

☐ 017 1631

☐ 017 1635

☐ 163 1004

☐ 163 1005

☒ 163 1006

☒ 163 1008

☒ 163 1010

☒ 163 1015

☒ 163 1020

☒ 163 1024

☒ 163 1026

☒ 163 1029

☒ 163 1032

☒ 163 2004

☒ 163 2005

☒ 163 2006

☒ 163 2008

☒ 163 2010

☒ 163 2015

☒ 163 2020


☒ 163 2026

☒ 163 2027

☒ 163 2031

☒ 163 2032

Done

 CalPolyPomona

Go To Search> Locations> Advanced> Add Criteria> Specific Locations> Edit> Locations 69

How to Search: Creating a Custom Location Search

Select Object:

Locations

 Saved Searches (optional)

Quick Search

Advanced

Specific Locations

X

EDIT

X 162 1001

X 162 1002

X 163 2005

X 163 2006

X 163 1006

X 163 1008

X 163 2008

X 163 2010

X 163 1010

X 163 1015

X 163 2015

X 163 2020

X 163 1020

X 163 1024

X 163 2026

X 163 2027

X 163 1026

X 163 1029

X 163 2031

X 163 2032

X 163 1032

X 163 2004

Add Criteria

Search has not been saved

Reset |

Save As

 Search

How to Search: Creating a Custom Location Search

25Live Pro Event Form

Quick Search ☐ Advanced ☒

Save Search ×

Search Name:

Add to starred searches: ☐ No ☒ Yes

Cancel Save

Specific Locations ×

EDIT

✕ 162 1001	✕ 162 1002	✕ 163 2005	✕ 163 2006
✕ 163 1006	✕ 163 1008	✕ 163 2008	✕ 163 2010
✕ 163 1010	✕ 163 1015	✕ 163 2015	✕ 163 2020
✕ 163 1020	✕ 163 1024	✕ 163 2026	✕ 163 2027
✕ 163 1026	✕ 163 1029	✕ 163 2031	✕ 163 2032
✕ 163 1032	✕ 163 2004		

Add Criteria

Search has not been saved

Reset Save As Search

Your Starred Event Searches

2203-Final Exams

Academic Course Sections

All Events

Combined Sections

Your Starred Location Searches

Building 9

CCHM: Bldg 079, 079A, 079B, 080

Computer Labs

Large Lecture Spaces

SSB Conference Rooms

Your Starred Locations

001 0109

001 0309

003 2137

003 2870

How to Search: Creating a Custom Event Search

Q Quick Search

Search Events

Search Locations

Search Resources

Search Organizations

Q Your Starred Event Searches

2203-Final Exams

Academic Course Sections

All Events

Combined Sections

Find Available Locations

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

OR

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Create an Event

Q Your Starred Location Searches

Building 9

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Go to Search

Nothing recently viewed

Help

Tasks

You have 49 Tasks on Today's Agenda

781 Outstanding Tasks

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Your Upcoming Events

2 Events in which you are the Requestor

4 Events in which you are the Scheduler

Your Starred Locations

001 0109

001 0309

003 2137

003 2870

How to Search: Creating a Custom Event Search

The screenshot illustrates the process of creating a custom event search in the CalPoly Pomona system. It is divided into two main sections: the top search bar area and the expanded 'Add Criteria' dropdown menu.

Top Search Bar Area:

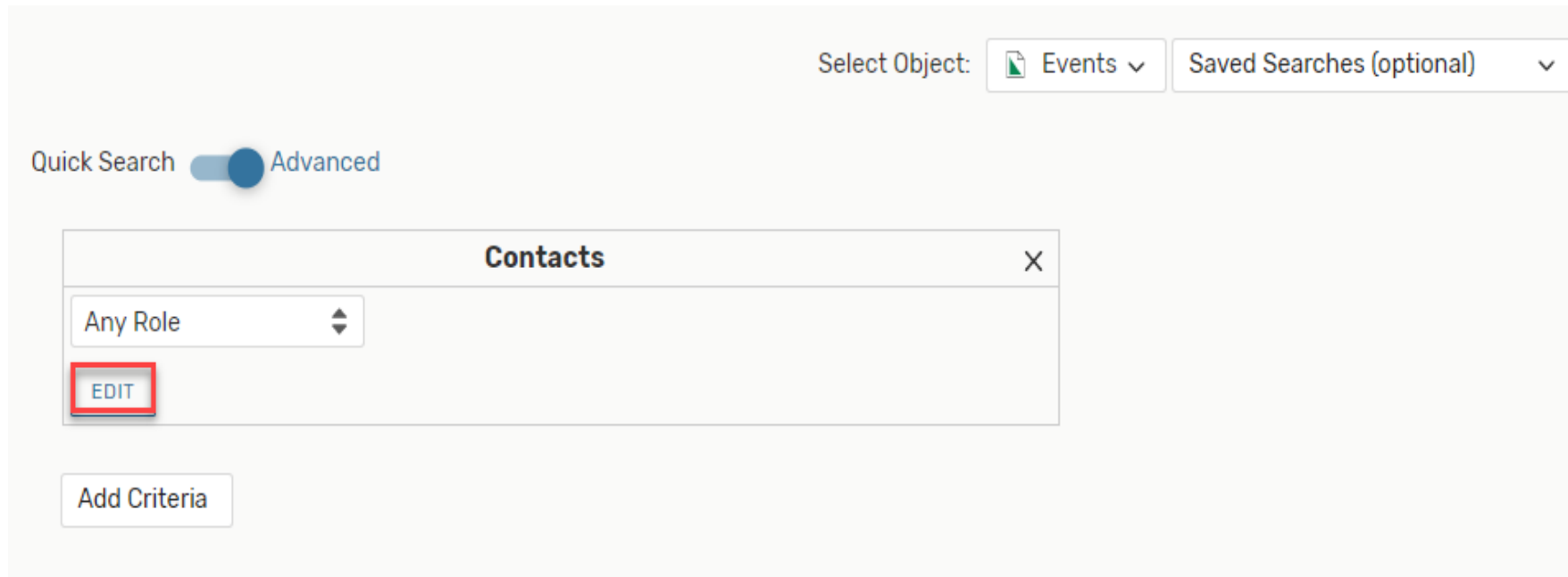
- Quick Search / Advanced:** A toggle switch is shown in the 'Advanced' position.
- Select Object:** A red box highlights this label, with a red arrow pointing to the 'Events' option in the dropdown menu.
- Locations:** A dropdown menu is currently set to 'Locations'.
- Saved Searches (optional):** A dropdown menu for saving the search.
- Add Criteria:** A button that, when clicked, expands the search criteria menu.

Expanded 'Add Criteria' Menu:

- Keyword:** A text input field for general keyword searches.
- Events:** A category with a sub-menu:
 - Specific Events:** The selected option, highlighted in blue.
 - Events (Via Search):** An option for searching through event records.
- Cabinets:** A category for searching through cabinet records.
- Event Types:** A category for searching through event types.
- Event States:** A category for searching through event states.
- Organizations:** A category for searching through organizations.
- Contacts:** A category for searching through contacts.
- Categories:** A category for searching through categories.
- Requirements:** A category for searching through requirements.

How to Search: Creating a Custom Event Search

- Best Practice: use **Contacts**, to search for your Name and what Events you've requested.



The screenshot displays a search configuration interface. At the top right, there is a 'Select Object:' label followed by two dropdown menus: 'Events' (with a document icon) and 'Saved Searches (optional)'. Below this, a toggle switch is shown with 'Quick Search' on the left and 'Advanced' on the right; the 'Advanced' option is selected. The main area contains a criteria box titled 'Contacts' with a close button (X) in the top right corner. Inside this box, there is a dropdown menu currently set to 'Any Role' and a red rectangular button labeled 'EDIT'. Below the criteria box is a button labeled 'Add Criteria'.

How to Search: Creating a Custom Event Search

The image shows a two-step process for creating a custom event search. The top screenshot shows the 'Contacts' selection dialog with the contact 'Le, Lam' selected and the 'Done' button highlighted. A large black arrow points to the bottom screenshot, which shows the 'Contacts' criterion added to the search criteria list. In this second screenshot, the 'EDIT' button for the 'Le, Lam' criterion is highlighted, and the 'Save As' button at the bottom right is also highlighted, with a red arrow pointing to it and a warning message 'Search has not been saved'.

Select Object: Events Saved Searches (optional)

Quick Search ☐ Advanced ☒

Contacts

Any Role

Contacts

☒ Le, Lam

Select Object: Events Saved Searches (optional)

Quick Search ☐ Advanced ☒

Contacts

Any Role

Le, Lam


Search has not been saved

What is a Report in 25Live?

- 25Live has a variety of reports available to the users to allow them to analyze events, location, resources and other fields. Reports are organized into five sub-tab. When you select a report from one of these categories, a summary of the report will appear on the left. The summary will tell you which parameters are necessary, and which are optional

How to Run a Report?

Welcome, user  More

 Home: 25Live Pro

Navigate to...

List

Calendar


Availability

Search

Reports

Publisher



 CalPolyPomona

Reports

Starred Reports


Event Reports

Location Reports

Resource Reports

Other Reports

Select an item



How to Run a Report?

Reports

Starred ReportsEvent ReportsLocation ReportsResource ReportsOther Reports

Select an item

Q Select an item

Daily Room Sheet

Location Activity Date Grid

Location Activity Date/Time Graphic

Location Activity Date/Time Grid

Location Activity Term Grid


Location Avail By Meeting Pat - Excel

Location Availability Grid Daily

How to Run a Report?

Location Activity Date/Time Grid ☆

About This Report

 Location Activity Date/Time Grid

For each location, this report provides a weekly calendar, organized as follows:

- Event start times are shown in the left column.
Note: An event may start and end at any time during the time block in which it appears; exact start and end times are not listed.
- Each day of the week starting with Monday has a column.
- The event name and reservation name are shown in their scheduled day and time block.
- A report row is generated for each Time Interval starting with the report Start Time through to the report End Time.
Example: A interval of 60 (minutes) will generate a row for each hour from the report Start Time through to the report End Time.

Parameters

- Date range.
- Time span.
- Time interval (in minutes).
- Days of the week (optional).
Example: Mo TU we th Fr Sa Su
- Event search (a saved event search to indicate which events to evaluate).
Be cautious about including date criteria in your event search definition.
They may help the report run faster, but be sure the date span of the event search is wider than the date range entered for the report parameters.
- Location search (a saved location search to indicate which locations to evaluate).

Data Included

- Only records returned by the event search are evaluated for inclusion.
- Only events with assigned locations returned by the location search are included in the report.
- Only events and locations for which you have security privileges are included in the report.

[View Sample Report](#)

Select Report Parameters

* Start Date:
Thu Aug 20 2020

* End Date:
Sun Dec 06 2020

* Start Time:
7:00 am

* End Time:
9:00 pm

* Time Interval:
30

Day(s) of Week:
☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

* Event Search:
Academic Course Sections ☆

Location Search:
Large Lecture Spaces ☆

Report Delivery Options

☒ View this report now

☐ Email this report to yourself

☐ Email this report to...

Run Report

Report Sent for Processing

How to Run a Report?

Report Delivery Options

- ☐ View this report now
- ☐ Email this report to yourself
- ☒ Email this report to...

Separate multiple recipients with a comma.

Include this additional text:

Run Report

Report Sent for Processing

Aug 23 2020 - Aug 29 2020

Location Activity Date/Time Grid

162 1001

CBA Gregoire Family Lecture Hall

8/23/2020 - 8/29/2020	Sunday Aug 23 2020	Monday Aug 24 2020	Tuesday Aug 25 2020	Wednesday Aug 26 2020	Thursday Aug 27 2020	Friday Aug 28 2020	Saturday Aug 29 2020
7:00 A.M. - 8:00 A.M.							
8:00 A.M. - 9:00 A.M.		MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945	MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945		
9:00 A.M. - 10:00 A.M.		MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945	MHR 3010 01 70006 2207 MW 0830-0945	CHM 2010 01 73717 2207 TR 0830-0945		
10:00 A.M. - 11:00 A.M.		IBM 3012 06 73754 2207 MW 1000-1050	IBM 3012 06 73754 2207 TR 1000-1115	IBM 3012 01 72115 2207 MW 1000-1050	IBM 3012 06 73754 2207 TR 1000-1115		
11:00 A.M. - 12:00 P.M.		KIN 2700 02 73889 2207 MW 1100-1150	IBM 3012 06 73754 2207 TR 1000-1115	KIN 2700 02 73889 2207 MW 1100-1150	IBM 3012 06 73754 2207 TR 1000-1115		
12:00 P.M. - 1:00 P.M.							
1:00 P.M. - 2:00 P.M.		IBM 3012 11 75112 2207 MW 1300-1415	MHR 3010 03 70008 2207 T 1300-1415	IBM 3012 11 75112 2207 MW 1300-1415	FRL 3000 10 73262 2207 R 1300-1415	IBM 2000 01 73776 2207 F 1300-1450	
2:00 P.M. - 3:00 P.M.		IBM 3012 11 75112 2207 MW 1300-1415	MHR 3010 03 70008 2207 T 1300-1415	IBM 3012 11 75112 2207 MW 1300-1415	FRL 3000 10 73262 2207 R 1300-1415	IBM 2000 01 73776 2207 F 1300-1450	
		BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545	BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545		
3:00 P.M. - 4:00 P.M.		BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545	BIO 2060 02 70173 2207 MW 1430-1545	CHM 3210 01 73719 2207 TR 1430-1545		
4:00 P.M. - 5:00 P.M.		CRM 2201 01 71355 2207 TR 1600-1715	IBM 3012 08 73759 2207 MW 1600-1715	CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715		
5:00 P.M. - 6:00 P.M.		CRM 2201 01 71355 2207 TR 1600-1715	IBM 3012 08 73759 2207 MW 1600-1715	CRM 2201 01 71355 2207 MW 1600-1715	IBM 3012 08 73759 2207 TR 1600-1715		
		IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845	IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845		
6:00 P.M. - 7:00 P.M.		IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845	IBM 3012 04 72526 2207 MW 1730-1845	IBM 3012 07 73755 2207 TR 1730-1845		
7:00 P.M. - 8:00 P.M.					SOC 2201 03 71535 2207 R 1900-2145		
8:00 P.M. - 9:00 P.M.					SOC 2201 03 71535 2207 R 1900-2145		

File Name: SpActivityDtTimeGrid.xsl

Report Printed on Feb 12 2020 at 2:20 P.M.
Event Search: Academic Course Sections, Location Search: Large Lecture Spaces

Page 11

Final Exams Principles

- Final examination times for Lecture and Seminar classes (applicable to 2-units and above) that are scheduled during an Approved Time Module are reflected in 25Live
- In-class final examinations shall be administered only during final exam week and only at the time published by the University. When a student finds that two or three of his/her final examinations coincide or occur on the same day, a student may wish to arrange with the professor of one of the courses to schedule a mutually convenient time for the final examination. The instructor(s) retain the authority to permit the change of time for the examination, while it is hoped that the instructor and student can work out a mutually convenient final examination time.
- Final examination schedules do not apply to Activity, Laboratory, Lecture class that are less than 1-unit, Hybrid, On-Line, or any other class that is not scheduled during an Approved Time Module.
- Final examination for classes that are not in 25Live, need to be scheduled by the department by submitting an event request through 25Live. Instructors must ensure that all students can participate in the scheduled final examination.

Final Exams



163 1015

163 1015 - CBA C.E. Mercer Case Room

Details List Availability (Daily) Availability (Weekly) Calendar

☐ Show Blackouts ☐ Related Locations [← Sun May 10 2020 - Sat May 16 2020 →](#) Weeks: 1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 10	11	12	13	14	15	16
	<div>11:00 am - 12:50 pm</div> <div>SOC 3309-02 Final Exam</div> <div>CSV-SOC3309-02</div> <div> 163 1015</div>	<div>1:00 pm - 2:50 pm</div> <div>CS 3750-02 Final Exam</div> <div>CSV-CS3750-02</div> <div> 163 1015</div>	<div>3:00 pm - 4:50 pm</div> <div>IBM 4112-03 Final Exam</div> <div>CSV-IBM4112-03</div> <div> 163 1015</div>	<div>1:00 pm - 2:50 pm</div> <div>CS 3750-03 Final Exam</div> <div>CSV-CS3750-03</div> <div> 163 1015</div>		
	<div>1:00 pm - 2:50 pm</div> <div>PSY 4402-01 Final Exam</div> <div>CSV-PSY4402-01</div> <div> 163 1015</div>	<div>5:00 pm - 6:50 pm</div> <div>MHR 4240-01 Final Exam</div> <div>CSV-MHR4240-01</div> <div> 163 1015</div>	<div>5:00 pm - 6:50 pm</div> <div>BUS 3102-02 Final Exam</div> <div>CSV-BUS3102-02</div> <div> 163 1015</div>	<div>3:00 pm - 4:50 pm</div> <div>MHR 3020-11 Final Exam</div> <div>CSV-MHR3020-11</div> <div> 163 1015</div>		
	<div>3:00 pm - 4:50 pm</div> <div>TOM 3020-28 Final Exam</div> <div>CSV-TOM3020-28</div> <div> 163 1015</div>	<div>7:00 pm - 8:50 pm</div> <div>MHR 4050-01 Final Exam</div> <div>CSV-MHR4050-01</div> <div> 163 1015</div>	<div>7:00 pm - 8:50 pm</div> <div>GBA 6050-01 Final Exam</div> <div>CSV-GBA6050-01</div> <div> 163 1015</div>			




How to Search: Spring 2020 Final Exams

The screenshot displays a web interface for searching events and locations. At the top right, a yellow button labeled "Go to Search" is highlighted with a red arrow. Below this, the interface is organized into several sections:

- Quick Search:** A sidebar on the left with four search filters: Search Events, Search Locations, Search Resources, and Search Organizations.
- Your Starred Event Searches:** A list of four starred searches: 2203-Final Exams, Academic Course Sections, All Events, and Combined Sections.
- Find Available Locations:** A central section with two prompts: "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 these prompts is a blue button labeled "Create an Event".
- Your Starred Location Searches:** A list of five starred location searches: Building 9, CCHM: Bldg 079, 079A, 079B, 080, Computer Labs, Large Lecture Spaces, and SSB Conference Rooms.
- Tasks:** A section on the right showing task statistics: "You have 49 Tasks on Today's Agenda", "781 Outstanding Tasks", "2937 Flagged Tasks", and "2 Tasks Assigned By You".
- Your Upcoming Events:** A section on the right showing event statistics: "2 Events in which you are the Requestor" and "4 Events in which you are the Scheduler".
- Your Starred Locations:** A list of four starred locations: 001 0109, 001 0309, 003 2137, and 003 2870.

How to Search: Spring 2020 Final Exams

Select Object:  Events ▾

Quick Search ☐ Advanced

Search Events

More Options ▾


Saved Searches (optional) ▾

- Search Saved Searches (optional)
- BIO Class Sections ☆
- Combined Sections ☆
- Tentative Class Sections ☆
- Public Event Searches**
- Academic Course Sections ☆
- All Events ☆
- Final Exams** ☆

Reset | Save Save As Search

← All Dates → Future Only All Dates

How to Search: Spring 2020 Final Exams

Select Object:  Events ▼ Final Exams ☆ ▼

Quick Search ☐ Advanced

Final Exams

Search Actions ▼

Reset | Save As Search

List Calendar

← All Dates → Future Only All Dates Choose Columns ↻ ?

	Name ▼	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations	Resources	Scheduler
☆	ABM 2240-01 Final Exam		2020-AADQHZ	21800 - Academic Planning & Resources	FINAL EXAM			Tue May 12 2020	7:00 am	Tue Feb 11 2020 10:19 am	Confirmed	002 0217		Academic Scheduling
☆	ABM 2240-02 Final Exam		2020-AADQJA	21800 - Academic Planning & Resources	FINAL EXAM			Thu May 14 2020	7:00 am	Tue Feb 11 2020 10:19 am	Confirmed	009 0271		Academic Scheduling
☆	ABM 2240-03 Final Exam		2020-AADQJB	21800 - Academic Planning & Resources	FINAL EXAM			Fri May 15 2020	1:00 pm	Tue Feb 11 2020 10:19 am	Confirmed	002 0217		Academic Scheduling
☆	ABM 2240-04 Final Exam		2020-AADQJC	21800 - Academic Planning & Resources	FINAL EXAM			Tue May 12 2020	1:00 pm	Tue Feb 11 2020 10:19 am	Confirmed	002 0217		Academic Scheduling
☆	ABM 3040-01 Final Exam		2020-AADQJD	21800 - Academic Planning & Resources	FINAL EXAM			Thu May 14 2020	1:00 pm	Tue Feb 11 2020 10:19 am	Confirmed	002 0201		Academic Scheduling
☆	ABM 3060-01 Final Exam		2020-AADQJF	21800 - Academic Planning & Resources	FINAL EXAM			Thu May 14 2020	3:00 pm	Tue Feb 11 2020 10:19 am	Confirmed	002 0201		Academic Scheduling
☆	ABM 3260-01 Final Exam		2020-AADQJG	21800 - Academic Planning & Resources	FINAL EXAM			Tue May 12 2020	9:00 am	Tue Feb 11 2020 10:19 am	Confirmed	002 0217		Academic Scheduling

General 25Live Training Sessions – Offered by IT&IP, University Projects and Process Management

- Wednesday, February 19, 2020 11:00 am – 12:00 pm – SSB 121-1967
- Monday, February 24, 2020 10:00 am – 11:00 am – SSB 121-1963

Thank You!

QUESTIONS