

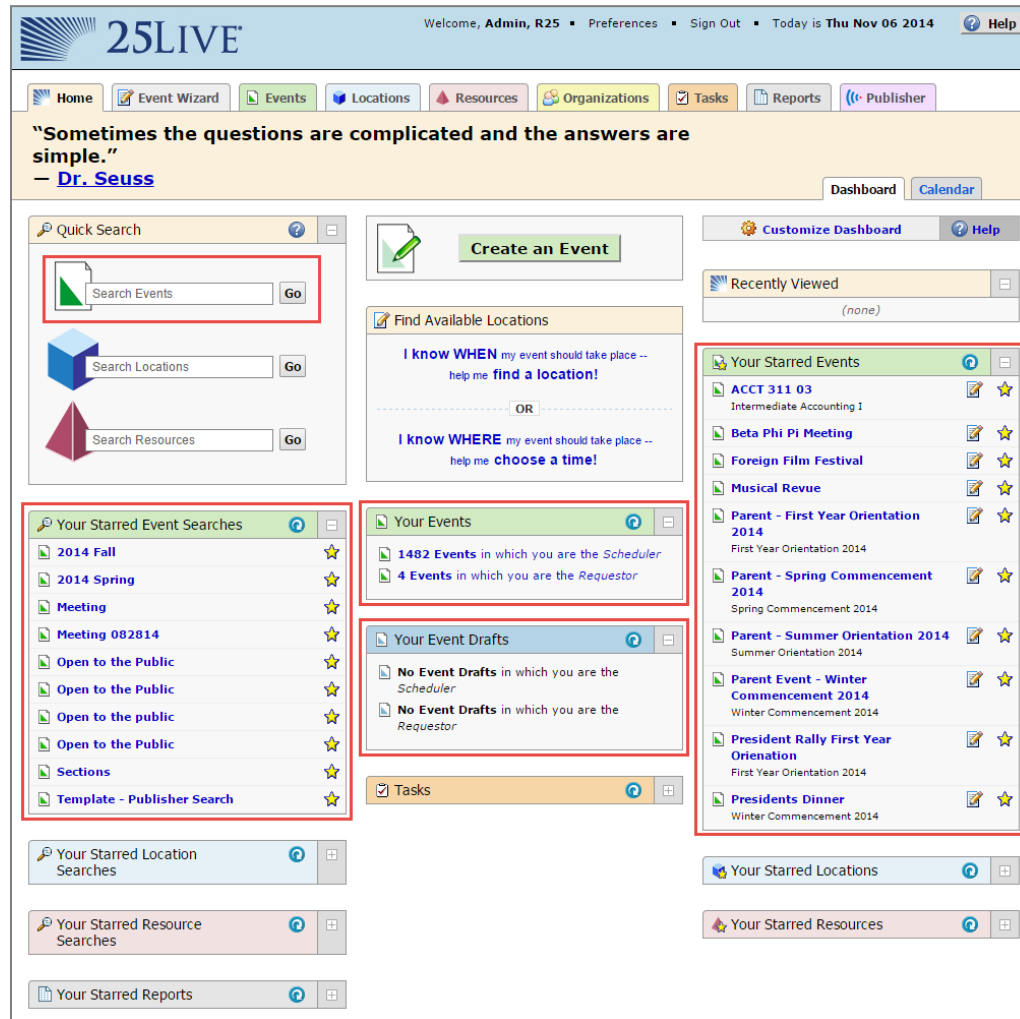


## Using 25Live

### Navigating Events Tabs

# Dashboard – Events

- One can find events on the Dashboard using several different methods.



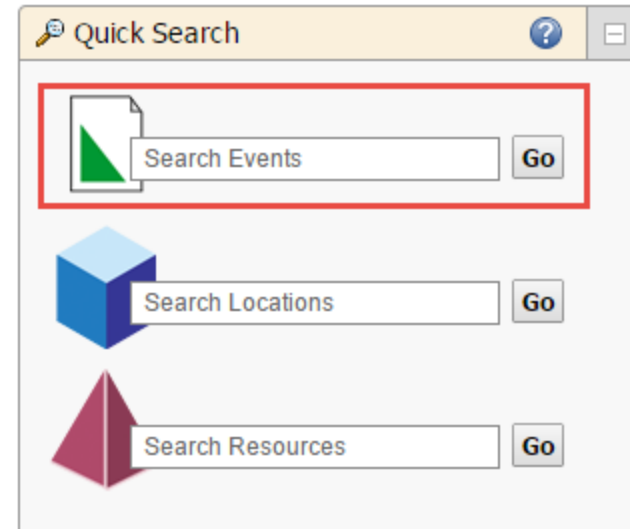
The screenshot displays the 25LIVE dashboard interface. At the top, it shows the user's name (Admin, R25), navigation links (Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, Publisher), and the current date (Thu Nov 06 2014). A quote by Dr. Seuss is featured in a yellow banner. Below this, there are several key sections:

- Quick Search:** A search bar for events, locations, and resources, with a red box highlighting the "Search Events" field.
- Create an Event:** A prominent green button for creating new events.
- Find Available Locations:** A 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!".
- Your Starred Event Searches:** A list of saved searches including "2014 Fall", "2014 Spring", "Meeting", "Meeting 082814", "Open to the Public", "Open to the public", "Open to the public", "Sections", and "Template - Publisher Search".
- Your Events:** A summary showing "1482 Events in which you are the Scheduler" and "4 Events in which you are the Requestor".
- Your Event Drafts:** A section indicating "No Event Drafts" for both Scheduler and Requestor roles.
- Your Starred Events:** A list of starred events such as "ACCT 311 03", "Beta Phi Pi Meeting", "Foreign Film Festival", "Musical Revue", and various orientation and commencement events for 2014.
- Your Starred Location Searches, Your Starred Resource Searches, and Your Starred Reports:** Additional search and report sections.

# Dashboard – Events – Quick Search



- If one knows the name or title, or part of the name or title of your event you can search using the Quick Search box
- If one knows the Event reference number you can place that in the Quick Search box



# Dashboard – Events – Starred Objects



- Starred Event Searches allows for one to find their event searches on the dashboard if search was starred during creation
- Your Starred Events allows for one to find events which they starred (favorite) for easy access

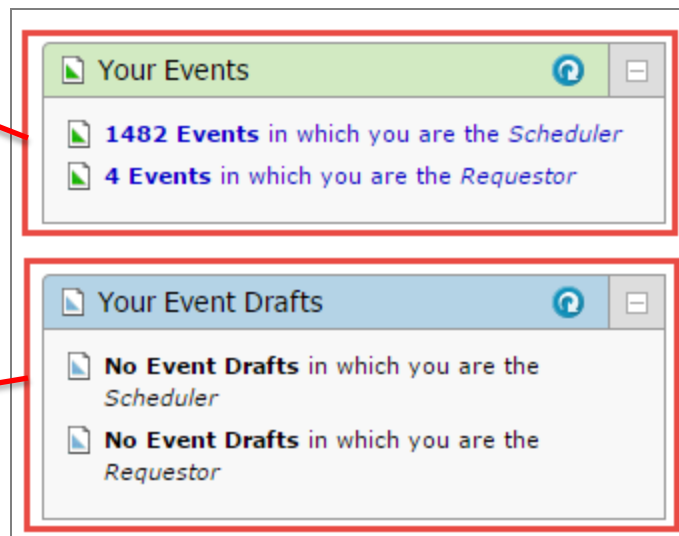
The screenshot displays the CollegeNET dashboard interface. Key components include:

- Quick Search:** Three search boxes for 'Search Events', 'Search Locations', and 'Search Resources', each with a 'Go' button.
- Create an Event:** A prominent green button with a pencil icon.
- Find Available Locations:** A 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!'. An 'OR' separator is between them.
- Your Starred Event Searches:** A list of searches with star icons, including '2014 Fall', '2014 Spring', 'Meeting', 'Meeting 082814', 'Open to the Public' (multiple entries), 'Sections', and 'Template - Publisher Search'.
- Your Events:** Summary statistics: '1482 Events in which you are the Scheduler' and '4 Events in which you are the Requestor'.
- Your Event Drafts:** Summary statistics: 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.
- Tasks:** A section with a checkmark icon and a refresh button.
- Customize Dashboard & Help:** Buttons in the top right corner.
- Recently Viewed:** A section currently showing '(none)'. Below it is a 'Your Starred Events' section with a list of events, each with a star icon. The events listed are: 'ACCT 311 03 Intermediate Accounting I', 'Beta Phi Pi Meeting', 'Foreign Film Festival', 'Musical Revue', 'Parent - First Year Orientation 2014 First Year Orientation 2014', 'Parent - Spring Commencement 2014 Spring Commencement 2014', 'Parent - Summer Orientation 2014 Summer Orientation 2014', 'Parent Event - Winter Commencement 2014 Winter Commencement 2014', 'President Rally First Year Orientation First Year Orientation 2014', and 'Presidents Dinner Winter Commencement 2014'.

# Dashboard – Events – Your Events

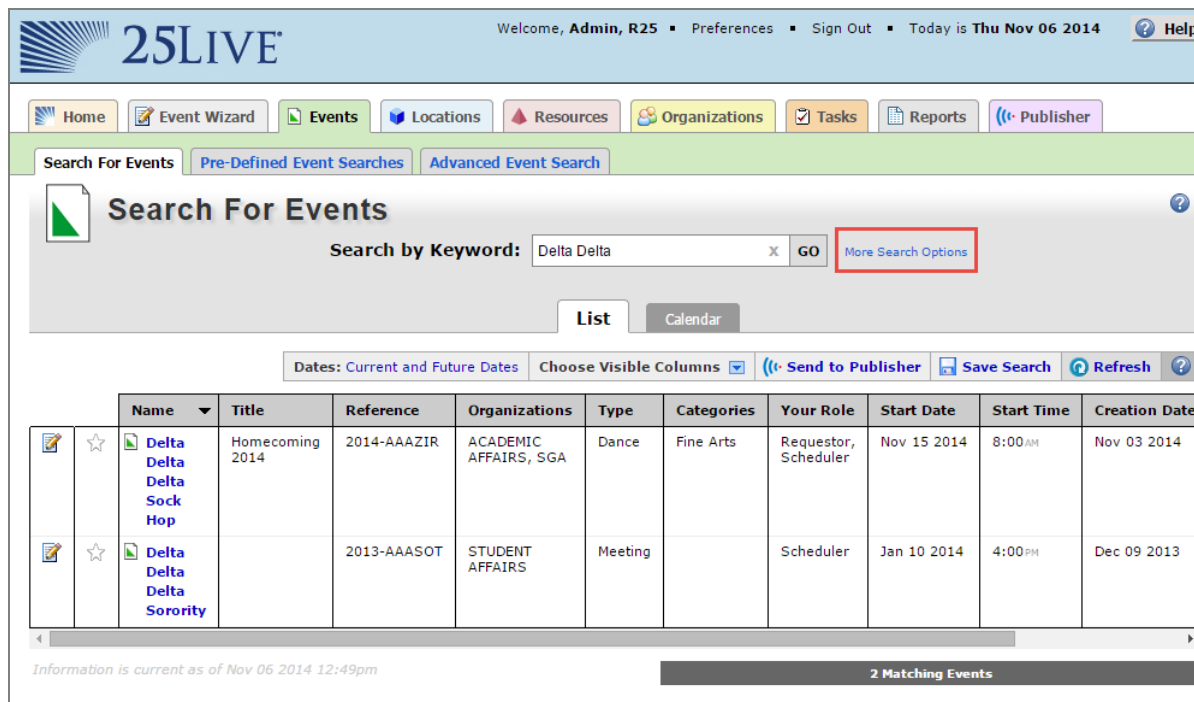


- Your Events will show the number of events where one is listed as the Scheduler or the Requestor on said events
- Your Event Drafts show the number of Draft events where one is listed as the scheduler or the Requestor of said event



# Events Tab - Search for Events

- Search for Events Tab will allow one to search for Events by entering all or part of an event name or title or enter an entire event reference number
- Choose from More Search Options to specify more precisely the criteria to search on



The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo and user information: "Welcome, Admin, R25", "Preferences", "Sign Out", and "Today is Thu Nov 06 2014". Below this is a secondary navigation bar with buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Search For Events" and features a search bar with the text "Delta Delta" and a "GO" button. A red box highlights a "More Search Options" link next to the search bar. Below the search bar are "List" and "Calendar" buttons. A secondary navigation bar includes "Dates: Current and Future Dates", "Choose Visible Columns", "Send to Publisher", "Save Search", "Refresh", and a help icon. The main data area is a table with the following columns: Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date, Start Time, and Creation Date. Two events are listed in the table. At the bottom, there is a status bar indicating "Information is current as of Nov 06 2014 12:49pm" and "2 Matching Events".

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date
Delta Delta Sock Hop	Homecoming 2014	2014-AAAZIR	ACADEMIC AFFAIRS, SGA	Dance	Fine Arts	Requestor, Scheduler	Nov 15 2014	8:00AM	Nov 03 2014
Delta Delta Sorority		2013-AAASOT	STUDENT AFFAIRS	Meeting		Scheduler	Jan 10 2014	4:00PM	Dec 09 2013

# Events Tab - Pre-Defined Event Searches



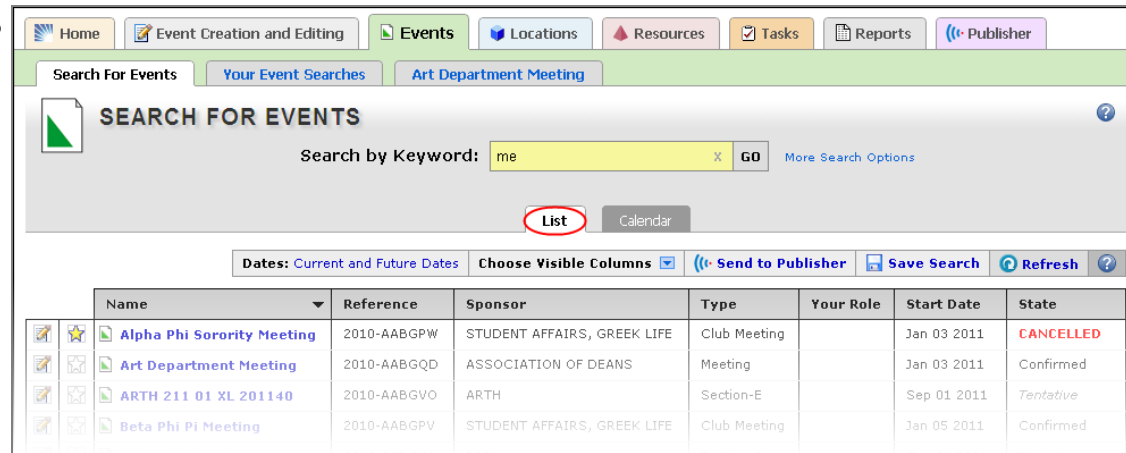
- Run existing searches
  - Supplied by the system
  - Previously created and saved by you
  - Shared with you by other users

The screenshot displays the 25LIVE web application interface. At the top, the header includes the 25LIVE logo, a user greeting 'Welcome, Admin, R25', and navigation links for 'Preferences', 'Sign Out', and the current date 'Today is Thu Nov 06 2014'. Below the header is a navigation bar with buttons for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', 'Reports', and 'Publisher'. The main content area features three tabs: 'Search For Events', 'Pre-Defined Event Searches' (which is active), and 'Advanced Event Search'. The 'Pre-Defined Event Searches' section is titled with a document icon and the text 'Pre-Defined Event Searches'. It contains two main components: a 'Search Groupings' sidebar and a main search area. The sidebar lists 'Pre-Defined Groups' including 'Your Starred Event Searches', 'All of Your Event Searches', 'Public Event Searches', 'Supplementary Keyword Searches', 'Your Starred Location Searches', 'All of Your Location Searches', and 'Public Location Searches'. The main search area prompts the user to 'Select a Search Grouping (left) to browse those searches.' and displays a list of search groupings: 'Hot Event', 'Your Starred Events', 'Events In Your Starred Locations', 'Events Using Your Starred Resources', 'Events Sponsored By Your Starred Organizations', 'Events Sponsored By Organizations To Which You Belong', 'Events You Have Requested', and 'Events You Are Scheduling'. A 'Run' button is located at the bottom of the search area.

# Events Tab – Search Results

- When running an Event search in 25Live you can view the results in two unique ways

- List



SEARCH FOR EVENTS

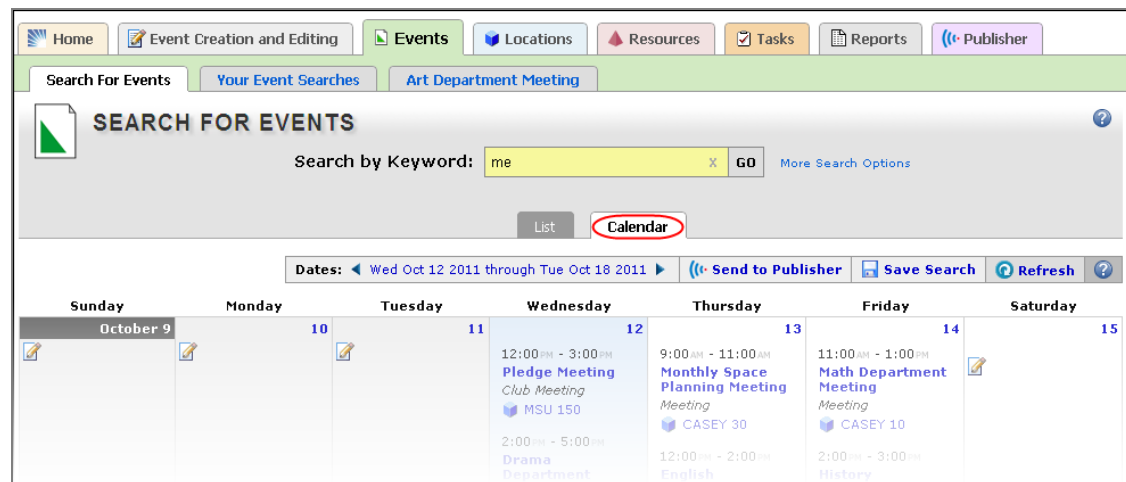
Search by Keyword:  X GO [More Search Options](#)

**List** Calendar

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

Name	Reference	Sponsor	Type	Your Role	Start Date	State
<a href="#">Alpha Phi Sorority Meeting</a>	2010-AABGPW	STUDENT AFFAIRS, GREEK LIFE	Club Meeting		Jan 03 2011	CANCELLED
<a href="#">Art Department Meeting</a>	2010-AABGQD	ASSOCIATION OF DEANS	Meeting		Jan 03 2011	Confirmed
<a href="#">ARTH 211 01 XL 201140</a>	2010-AABGVO	ARTH	Section-E		Sep 01 2011	Tentative
<a href="#">Beta Phi Pi Meeting</a>	2010-AABGPV	STUDENT AFFAIRS, GREEK LIFE	Club Meeting		Jan 05 2011	Confirmed

- Calendar



SEARCH FOR EVENTS

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

List **Calendar**




Dates: [Wed Oct 12 2011 through Tue Oct 18 2011](#) [Send to Publisher](#) [Save Search](#) [Refresh](#) ?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 9	10	11	12	13	14	15
			12:00 PM - 3:00 PM <b>Pledge Meeting</b> Club Meeting MSU 150 2:00 PM - 5:00 PM <b>Drama</b> The Merchant	9:00 AM - 11:00 AM <b>Monthly Space Planning Meeting</b> Meeting CASEY 30 12:00 PM - 2:00 PM English	11:00 AM - 1:00 PM <b>Math Department Meeting</b> Meeting CASEY 10 2:00 PM - 3:00 PM History	



# Events Tab – Search Results – List




- When viewing a List View of events displayed on the Events tab you can
  - Quickly find an event of interest
  - Right-click an event name and select a view format to drill down to that event
  - Click the  icon to edit an event
  - Click the  or the  icon to star or unstar the event
- To modify the view, you can
  - Change the dates, or view all dates
  - Click the Calendar subtab to change the view
  - Click a column heading to sort events using that criterion
  - Turn a column on or off by using the drop-down next to Choose Visible Columns

# Events Tab – Search Results - Calendar

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- When viewing a calendar view of events displayed on the Events tab you can
  - Right-click an event name and select a view format to drill down to that event
  - Right-click an event name to edit the event or email event details to others
  - Right-click a location name and select a view format to drill down to that location
  - Click  icon in a date slot to start creating an event on that day
- One will always be asked to select a date range before loading the calendar

# Events Tab - Single Event View - Details



- Selecting an event in the Details view will provide specific information about said event

25LIVE Welcome, Admin, R25 Preferences Sign Out Today is Thu Nov 06 2014 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Events Pre-Defined Event Searches Advanced Event Search Delta Delta Delta Sock Hop

## Delta Delta Delta Sock Hop

Details Calendar Task List Pricing E-Commerce Audit Trail

Edit this Event Event State: Tentative More Actions... Refresh

**Event Details**

**Event Name:** Delta Delta Delta Sock Hop

**Event Title:** Homecoming 2014

**Event Type:** Dance

**Reference:** 2014-AAAZIR

**Alien UID:**

**State:** Tentative

**Organization:** ACADEMIC AFFAIRS

**Additional Organization(s):** SGA

**Cabinet:** 2014 Special Events

**Requestor:** Admin, R25

**Scheduler:** Admin, R25

**Event Categories:** Fine Arts

**Head Count:** 23 expected; 16 registered

**Tasks Completed:**

Approvals: 0/4

Assignments: 0/3

To Do's: 0/0

[View this event's Task List](#)

**Event Custom Attributes:**

**Custodial Needs:** Must have tables and chairs

**Creation Date:** Mon Nov 03 2014

**Description:** This is the marketing component to 25Live.

**Event Preferences**

The following location preferences were registered for Rsrv\_17152:

BCC 103 [Remove preferences](#)

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Sat Nov 15 2014	8:00am	Sat Nov 15 2014	9:00am	
Mon Nov 17 2014	8:00am	Mon Nov 17 2014	9:00am	
<del>Wed Nov 19 2014</del>	<del>8:00am</del>	<del>Wed Nov 19 2014</del>	<del>9:00am</del>	
Fri Nov 21 2014	8:00am	Fri Nov 21 2014	9:00am	

# Events Tab - Single Event View – Calendar View



- Selecting an event in the Calendar view will show event occurrence specific to the date range

Welcome, Admin, R25 ▪ Preferences ▪ Sign Out ▪ Today is Thu Nov 06 2014 [Help](#)

Home Event Wizard **Events** Locations Resources Organizations Tasks Reports Publisher

Search For Events Pre-Defined Event Searches Advanced Event Search Delta Delta Delta Sock Hop

## Delta Delta Delta Sock Hop

Details **Calendar** Task List Pricing E-Commerce Audit Trail

Show Related Events Dates: ◀ Sat Nov 15 2014 — Fri Nov 21 2014 ▶ [Edit this Event](#) Event State: *Tentative* [More Actions...](#)

[Refresh](#) [?](#) [X](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>November 9</b>	10	11	12	13	14	15 8:00 AM - 9:00 AM Delta Delta Delta Sock Hop MSC 104
16	17 8:00 AM - 9:00 AM Delta Delta Delta Sock Hop MSC 104	18	19 8:00 AM - 9:00 AM Delta Delta Delta Sock Hop	20	21 8:00 AM - 9:00 AM Delta Delta Delta Sock Hop MSC 104	22

# Events Tab - Single Event View – Task List View



- Selecting an event in the Task List view will show Tasks assigned to you
- One can also change view so that one is able to see “All assigned tasks”

The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo and user information: "Welcome, Admin, R25", "Preferences", "Sign Out", and "Today is Thu Nov 06 2014". Below this is a secondary navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Delta Delta Delta Sock Hop" and includes a search bar with the text "Delta Delta Delta Sock Hop". Below the search bar, there are tabs for Details, Calendar, Task List, Pricing, E-Commerce, and Audit Trail. The Task List tab is active, and a dropdown menu is open showing "View: All Assigned Tasks". Below the dropdown, there is a message box that says "This event has no associated tasks assigned to you." On the left side, there is an "Event Details" section with the following information:

Event Details	
Event Name:	Delta Delta Delta Sock Hop
Event Type:	Dance
Reference:	2014-AAZIR
Alien UID:	
State:	Tentative
Organization:	ACADEMIC AFFAIRS
Requestor:	Admin, R25
Scheduler:	Admin, R25
Head Count:	23 expected; 16 registered
Creation Date:	Mon Nov 03 2014
Description:	This is the marketing component to 25Live.

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