



Processing Draft Events

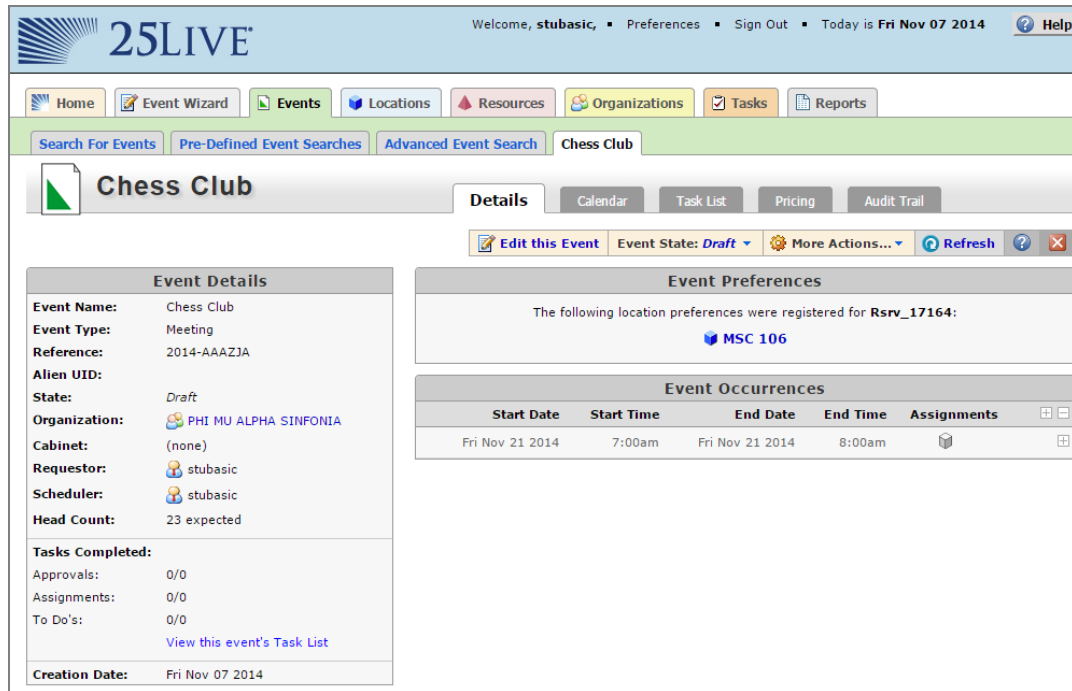
Processing Events



- Depending on institution's business process depends on how one completes and edits events
- This presentation assumes that one's business process continues with receiving Draft requests from requestors
- There are three different ways Drafts can be routed which will be described in more detail in this PowerPoint
 - Gate keeper approach – all Drafts must be touched by a single office
 - Default Scheduler – this is based off the user's security group when they submitted said request
 - Location Scheduler – each location is listed with a scheduler's name whom will be attached to said events

Gate Keeper Approach

- Event is submitted by requestor as a Draft event
- No Tasks are generated
- Location and Resources are saved as Event Preferences
- Event must be manually searched for and edited for objects to be submitted to scheduler or assigned



The screenshot displays the 25LIVE web application interface. At the top, the header includes the 25LIVE logo, a user greeting 'Welcome, stubasic', navigation links for 'Preferences', 'Sign Out', and 'Today is Fri Nov 07 2014', and a 'Help' link. Below the header is a navigation bar with tabs for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. A secondary navigation bar contains 'Search For Events', 'Pre-Defined Event Searches', 'Advanced Event Search', and 'Chess Club'. The main content area is titled 'Chess Club' and includes tabs for 'Details', 'Calendar', 'Task List', 'Pricing', and 'Audit Trail'. Below these tabs are action buttons: 'Edit this Event', 'Event State: Draft', 'More Actions...', 'Refresh', and a close button. The interface is divided into two main sections: 'Event Details' on the left and 'Event Preferences' and 'Event Occurrences' on the right.

Event Details

Event Name: Chess Club
Event Type: Meeting
Reference: 2014-AAAZ3A
Alien UID:
State: Draft
Organization: PHI MU ALPHA SINFONIA
Cabinet: (none)
Requestor: stubasic
Scheduler: stubasic
Head Count: 23 expected

Tasks Completed:

Approvals: 0/0
Assignments: 0/0
To Do's: 0/0
[View this event's Task List](#)

Creation Date: Fri Nov 07 2014

Event Preferences

The following location preferences were registered for Rsrv_17164:

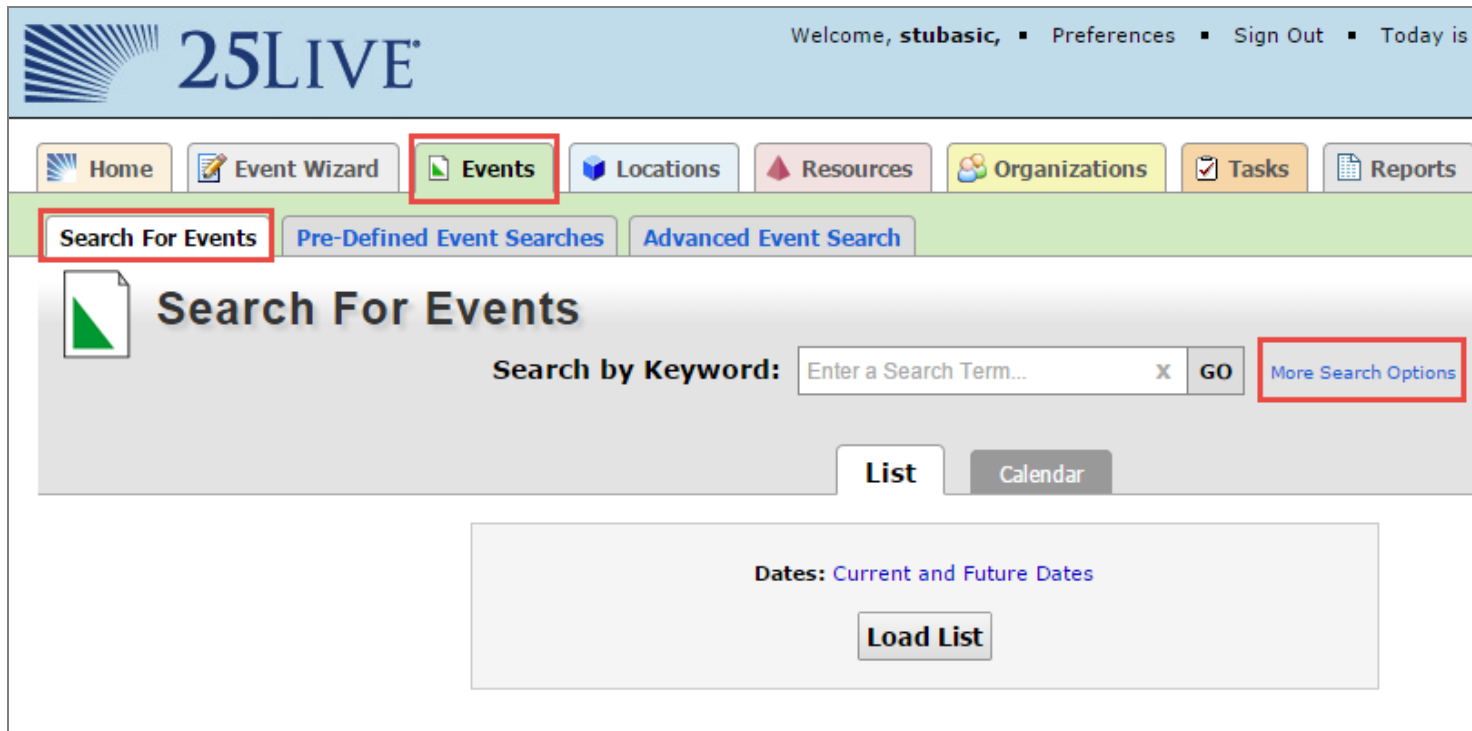
MSC 106

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Fri Nov 21 2014	7:00am	Fri Nov 21 2014	8:00am	1

Gate Keeper Approach

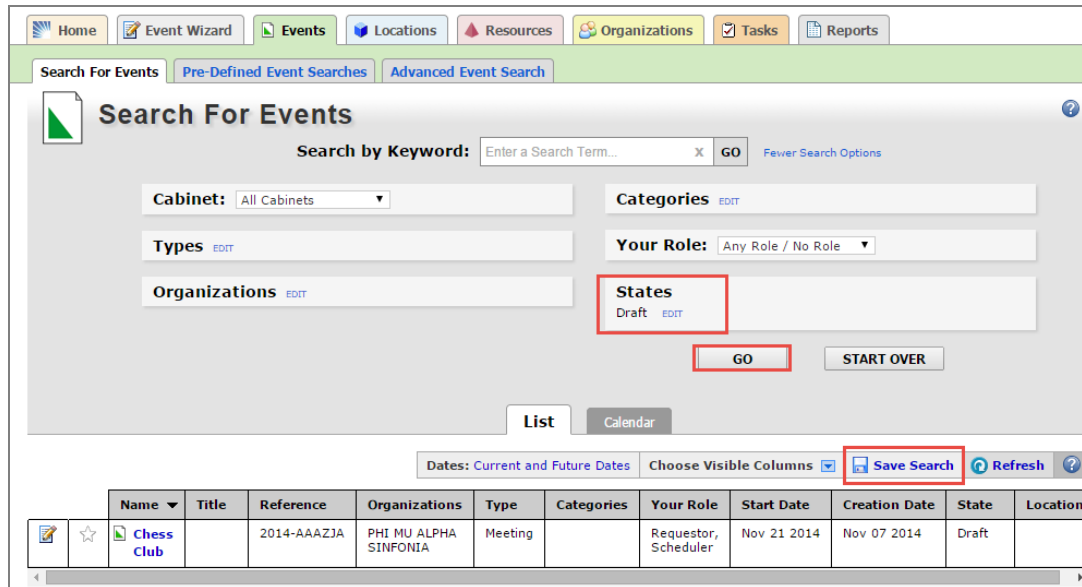
- Search by Event Drafts
 1. Log into 25Live
 2. Click Events Tab
 3. Search for Events – More Search Options



The screenshot displays the 25LIVE web application interface. At the top, the 25LIVE logo is on the left, and the user's name 'stubasic' is on the right, along with links for 'Preferences', 'Sign Out', and 'Today is'. Below the header is a navigation bar with buttons for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The 'Events' button is highlighted with a red box. Below the navigation bar is a search section with buttons for 'Search For Events', 'Pre-Defined Event Searches', and 'Advanced Event Search'. The 'Search For Events' button is also highlighted with a red box. The main content area is titled 'Search For Events' and features a search form with the text 'Search by Keyword:' followed by an input field containing 'Enter a Search Term...', a 'GO' button, and a 'More Search Options' link highlighted with a red box. Below the search form are two buttons: 'List' and 'Calendar'. At the bottom of the search area, there is a 'Dates: Current and Future Dates' label and a 'Load List' button.

Gate Keeper Approach

- Search by Event Drafts (cont)
 4. States -> Edit -> Drafts
 5. Go
 6. Save Search for future use
- NOTE: When saving search save it as a Search Criteria and Select 'Add this to Your Starred Searches' so it shows on Dashboard



Search For Events

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

Cabinet:

Categories [EDIT](#)

Types [EDIT](#)

Your Role:

Organizations [EDIT](#)

States [EDIT](#)

Dates: Choose Visible Columns

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
Chess Club		2014-AAAZJA	PHI MU ALPHA SINFONIA	Meeting		Requestor, Scheduler	Nov 21 2014	Nov 07 2014	Draft	

Default Scheduler and Location Scheduler Approach



- Event is submitted by requestor as a Draft event and application automatically changes Scheduler's name
- No Tasks are generated
- Location and Resources are saved as Event Preferences
- Event in which you are listed as scheduler can be found on the Home – Dashboard view

Default Scheduler and Location Scheduler Approach



25LIVE Welcome, stubasic, Preferences Sign Out Today is Fri Nov 07 2014 Help

Home Event Wizard Events Locations Resources Organizations Tasks Reports

"Sometimes the questions are complicated and the answers are simple."
— [Dr. Seuss](#)

Dashboard Calendar

Quick Search ? [-]

Search Events

Search Locations

Search Resources

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!**

Customize Dashboard ? Help

Recently Viewed [-]

Your Starred Events ? +

Your Starred Locations ? +

Your Starred Resources ? +

Your Starred Event Searches ? +

Your Starred Location Searches ? +

Your Starred Resource Searches ? +

Your Events ? +

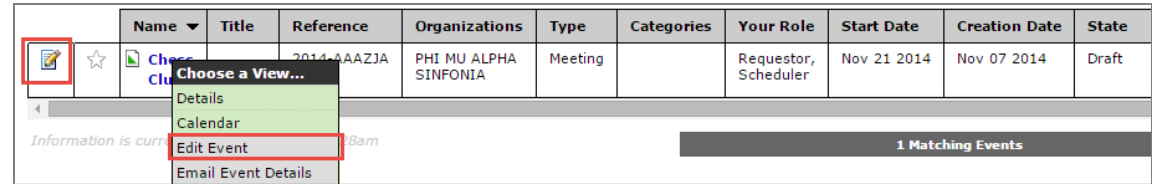
Your Event Drafts ? [-]

1 Event Draft in which you are the *Scheduler*

1 Event Draft in which you are the *Requestor*

Editing Drafts

- All Event Drafts must be edited
- Selecting the edit icon
- Right-click on event name and select edit
- Select edit when looking at the individual event

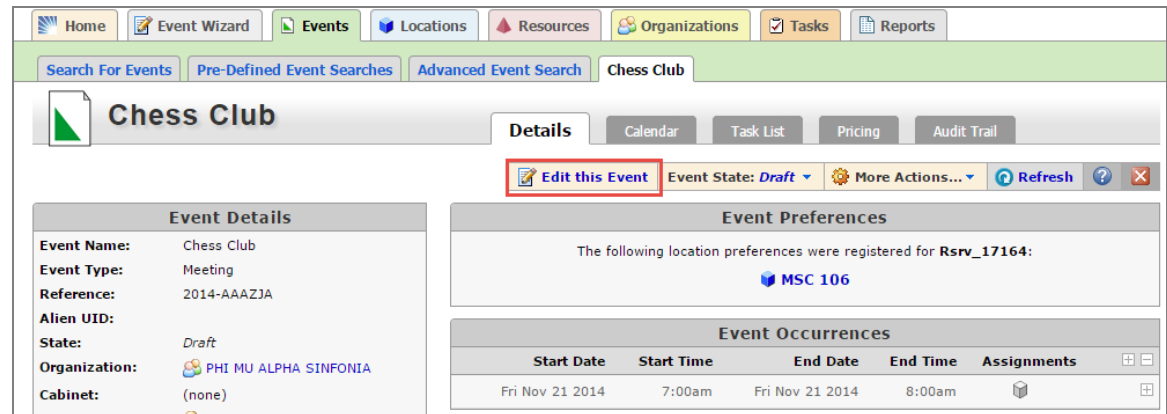


Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State
Chess Club		2014-AAAZJA	PHI MU ALPHA SINFONIA	Meeting		Requestor, Scheduler	Nov 21 2014	Nov 07 2014	Draft

Information is current as of 11/21/2014 10:09am

1 Matching Events

Choose a View...
Details
Calendar
Edit Event
Email Event Details



Home | Event Wizard | Events | Locations | Resources | Organizations | Tasks | Reports

Search For Events | Pre-Defined Event Searches | Advanced Event Search | Chess Club

Chess Club

Details | Calendar | Task List | Pricing | Audit Trail

Edit this Event | Event State: Draft | More Actions... | Refresh

Event Details

Event Name: Chess Club
Event Type: Meeting
Reference: 2014-AAAZJA
Alien UID:
State: Draft
Organization: PHI MU ALPHA SINFONIA
Cabinet: (none)

Event Preferences

The following location preferences were registered for Rsrv_17164:
MSC 106

Event Occurrences

Start Date	Start Time	End Date	End Time	Assignments
Fri Nov 21 2014	7:00am	Fri Nov 21 2014	8:00am	

Processing Events – Editing Drafts



- When editing an event Draft one is able to adjust the Event Type selected
 - **NOTE:** Event Custom Attributes maybe affected if different list exists for the new Event Type selected
- If Editing the Date / Time field then ensure that the original preferred Location and / or Resources are still available
- Change event state from Draft to Tentative or Confirmed to generate any Tasks associated with event
 - **NOTE:** If one does not have the rights to assign preferred Location or Resource then an approval request will go to the appropriate group

Copyright © 2015 CollegeNET, Inc. All rights reserved.

This document, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. Except as permitted for the personal use of an authorized user, no part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of CollegeNET, Inc.

Information in this document is subject to change without notice. Although every precaution has been taken in the preparation of this document, CollegeNET, Inc. takes no responsibility for errors or omissions.

Unless otherwise noted, any organization, product, person, or event depicted in an example herein is fictitious, and no association with any real organization, product, person, or event is intended or should be inferred.

CollegeNET, R25, Schedule25, Series25, 25Live and X25 are registered trademarks of CollegeNET, Inc. All other trademarks are the property of their respective owners.

CollegeNET, Inc.
805 SW Broadway, Suite 1600
Portland, OR 97205
(503) 973-5200
corp.collegenet.com