Using 25Live

Processing Assignment Tasks
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• 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 Assignment Tasks from schedulers or requestors to approve use of Locations or Resources
• One can complete an Assignment Task through the
  • Task tab
  • Event Details
  • Editing event in Event Wizard
• To complete a Task one does not need edit rights to events
Finding Assignment Tasks

• When one first logs into 25Live one will be notified if they have any Overdue Tasks
• You can view that notification window or go immediately to Overdue Tasks in the Tasks Tab
Finding Assignment Tasks

• One can go directly to the Tasks tab
Tasks Tab – Different Views

- Tasks tab will allow one to find their Assignment tasks for approval, in addition to, approval notification and To Do’s
- Overdue view – Tasks assigned to you and due today or within the past 30 days
- Outstanding view – Tasks assigned to you and due within a time span that covers past 30 days through the next 30 days
- Flagged view – Tasks assigned to you that you have not completed or you flagged for further attention
- **NOTE**: Assignment tasks will always have a respond by date that is the day the event was created unless a user manually manipulates the respond by date
Tasks Tab – Actions

• One can Assign or Deny an Assignment Task within the Tasks tab, however, you may need additional information and go to the Event Details first.

![Chess Club Meeting page from 25LIVE](image)
Event Details – Task List

• From the Event Details screen you can click on the Tasks List within the event itself to complete your tasks
Event Details – Task Lists

- Assign or deny individual task
- Leave comments regarding task
- Change respond date if you would like to keep task uncompleted, but would like to complete task at a later time
Event Details – Event State

- Depending on your business process once you complete your Tasks depends what you will do next
- You may have the rights to change the event state to Confirmed
Event Details – Email Requestor

• You can email the Requestor and other event key stakeholders through More Actions… menu