



Using 25Live

Processing Assignment Tasks

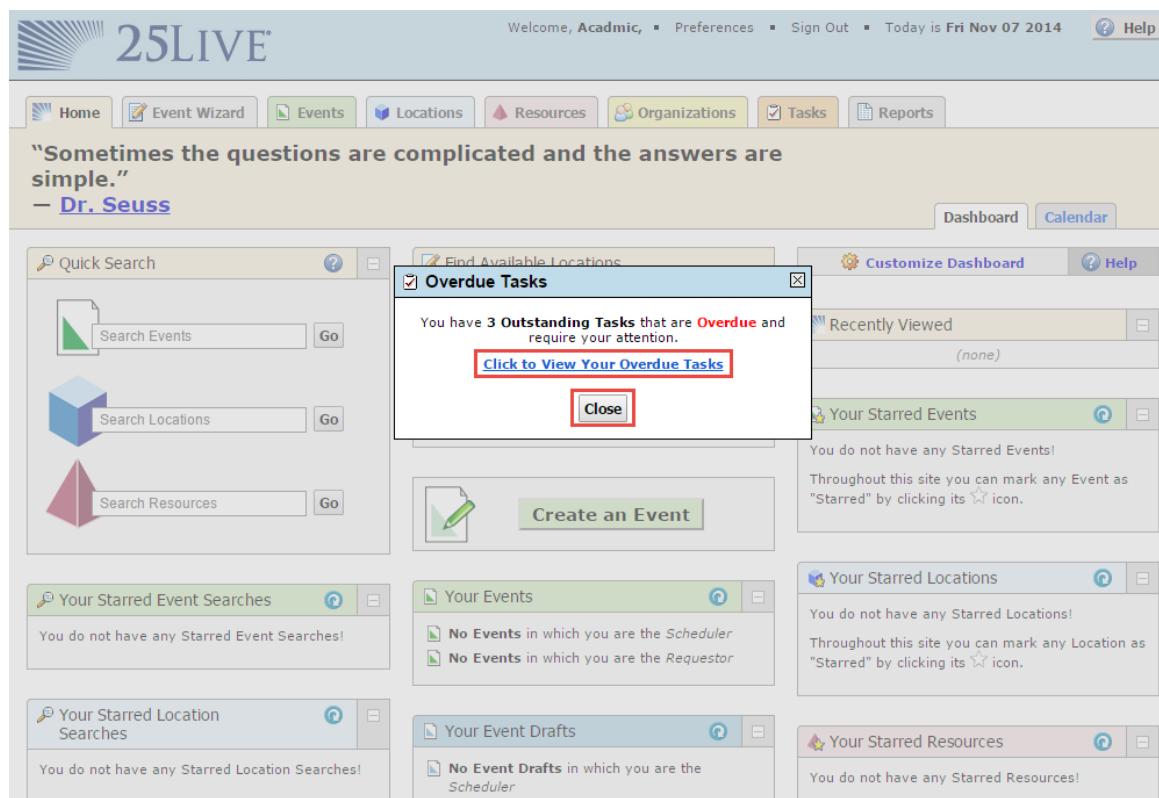
Processing Assignment Tasks



- 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

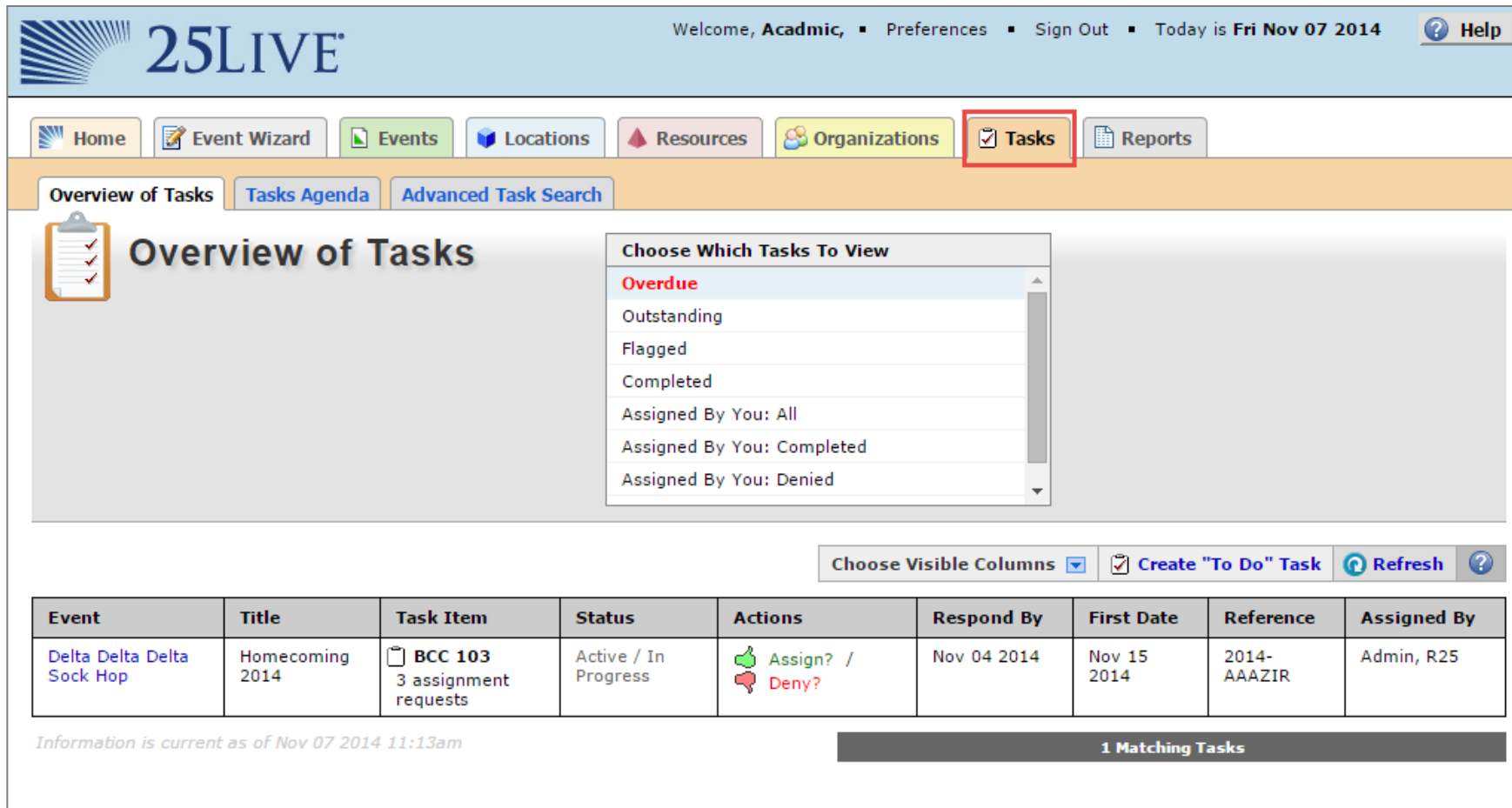
- When one first logs into 25Live one will be notified if they have any Overdue Tasks
- You can view that notification window or go immediately to Overdue Tasks in the Tasks Tab






The screenshot displays the 25LIVE dashboard interface. At the top, the user is logged in as 'Academic' and the date is 'Fri Nov 07 2014'. The navigation bar includes tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. A quote by Dr. Seuss is featured below the navigation. The main content area is divided into several sections: 'Quick Search' with input fields for Events, Locations, and Resources; 'Your Starred Event Searches', 'Your Starred Location Searches', and 'Your Starred Resources' (all showing 'You do not have any Starred... Searches!'); 'Your Events' and 'Your Event Drafts' (both showing 'No Events' or 'No Event Drafts'); 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources' (all showing 'You do not have any Starred...'). A central notification window titled 'Overdue Tasks' is open, stating 'You have 3 Outstanding Tasks that are Overdue and require your attention.' and providing a 'Click to View Your Overdue Tasks' link and a 'Close' button.

Finding Assignment Tasks

- One can go directly to the Tasks tab



The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with the 25LIVE logo, user information (Welcome, Academic), and links for Preferences, Sign Out, and Help. Below this is a secondary navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, **Tasks** (highlighted with a red box), and Reports. Under the Tasks tab, there are sub-tabs for Overview of Tasks, Tasks Agenda, and Advanced Task Search. The main content area displays the "Overview of Tasks" section, which includes a "Choose Which Tasks To View" dropdown menu with options: Overdue, Outstanding, Flagged, Completed, Assigned By You: All, Assigned By You: Completed, and Assigned By You: Denied. Below the dropdown are buttons for "Choose Visible Columns", "Create 'To Do' Task", "Refresh", and a help icon. A table lists the tasks, and a footer indicates "1 Matching Tasks".

| Event | Title | Task Item | Status | Actions | Respond By | First Date | Reference | Assigned By |
|----------------------------|-----------------|--|----------------------|---|-------------|-------------|--------------|-------------|
| Delta Delta Delta Sock Hop | Homecoming 2014 |  BCC 103 3 assignment requests | Active / In Progress |  Assign? /  Deny? | Nov 04 2014 | Nov 15 2014 | 2014-AAA ZIR | Admin, R25 |

Information is current as of Nov 07 2014 11:13am

1 Matching Tasks

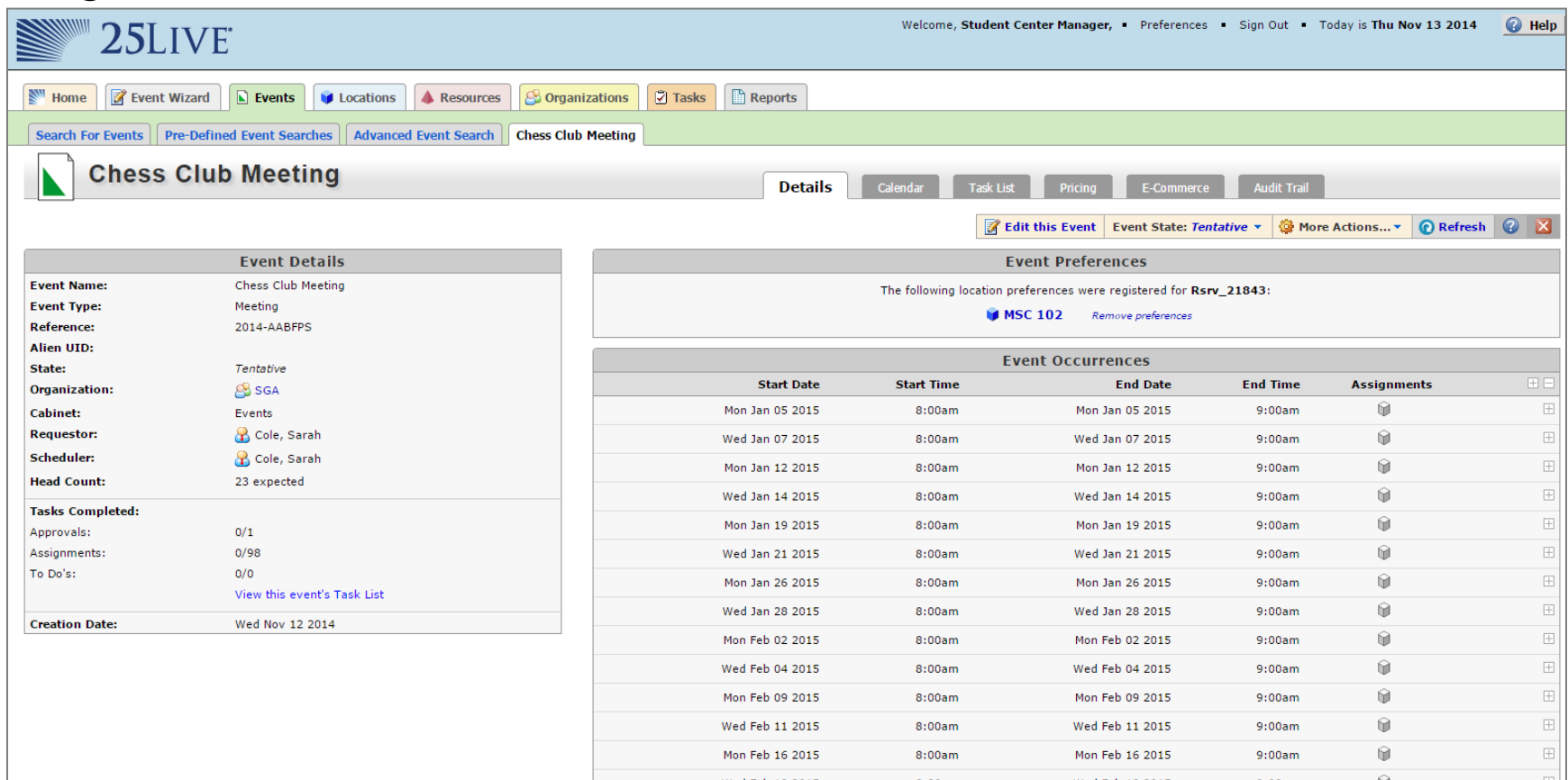
Tasks Tab – Different Views



- 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



The screenshot shows the 25LIVE system interface. At the top, there is a navigation bar with 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. Below this is a search bar with 'Search For Events', 'Pre-Defined Event Searches', 'Advanced Event Search', and 'Chess Club Meeting'. The main content area is titled 'Chess Club Meeting' and includes tabs for 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. The 'Details' tab is active, showing event information and a task list.

Event Details

Event Name: Chess Club Meeting
 Event Type: Meeting
 Reference: 2014-AABFPS
 Alien UID:
 State: Tentative
 Organization: SGA
 Cabinet: Events
 Requestor: Cole, Sarah
 Scheduler: Cole, Sarah
 Head Count: 23 expected

Tasks Completed:
 Approvals: 0/1
 Assignments: 0/98
 To Do's: 0/0
[View this event's Task List](#)

Creation Date: Wed Nov 12 2014

Event Preferences

The following location preferences were registered for Rsrv_21843:
 MSC 102 [Remove preferences](#)

Event Occurrences

| Start Date | Start Time | End Date | End Time | Assignments |
|-----------------|------------|-----------------|----------|-------------|
| Mon Jan 05 2015 | 8:00am | Mon Jan 05 2015 | 9:00am | 1 |
| Wed Jan 07 2015 | 8:00am | Wed Jan 07 2015 | 9:00am | 1 |
| Mon Jan 12 2015 | 8:00am | Mon Jan 12 2015 | 9:00am | 1 |
| Wed Jan 14 2015 | 8:00am | Wed Jan 14 2015 | 9:00am | 1 |
| Mon Jan 19 2015 | 8:00am | Mon Jan 19 2015 | 9:00am | 1 |
| Wed Jan 21 2015 | 8:00am | Wed Jan 21 2015 | 9:00am | 1 |
| Mon Jan 26 2015 | 8:00am | Mon Jan 26 2015 | 9:00am | 1 |
| Wed Jan 28 2015 | 8:00am | Wed Jan 28 2015 | 9:00am | 1 |
| Mon Feb 02 2015 | 8:00am | Mon Feb 02 2015 | 9:00am | 1 |
| Wed Feb 04 2015 | 8:00am | Wed Feb 04 2015 | 9:00am | 1 |
| Mon Feb 09 2015 | 8:00am | Mon Feb 09 2015 | 9:00am | 1 |
| Wed Feb 11 2015 | 8:00am | Wed Feb 11 2015 | 9:00am | 1 |
| Mon Feb 16 2015 | 8:00am | Mon Feb 16 2015 | 9:00am | 1 |

Event Details – Task List



- From the Event Details screen you can click on the Tasks List within the event itself to complete your tasks

The screenshot shows the 25LIVE interface for an event named 'Chess Club Meeting'. The 'Task List' tab is highlighted with a red box. The event details on the left include:

- Event Name:** Chess Club Meeting
- Event Type:** Meeting
- Reference:** 2014-AABFPS
- Alien UID:**
- State:** Tentative
- Organization:** SGA
- Cabinet:** Events
- Requestor:** Cole, Sarah
- Scheduler:** Cole, Sarah
- Head Count:** 23 expected
- Tasks Completed:**
 - Approvals: 0/1
 - Assignments: 0/98
 - To Do's: 0/0
 - [View this event's Task List](#)
- Creation Date:** Wed Nov 12 2014

The 'Event Occurrences' table on the right shows a series of events from January 5, 2015, to February 16, 2015, all starting at 8:00am and ending at 9:00am. Each occurrence has an 'Assignments' column with a cube icon and a plus sign.

| Start Date | Start Time | End Date | End Time | Assignments |
|-----------------|------------|-----------------|----------|-------------|
| Mon Jan 05 2015 | 8:00am | Mon Jan 05 2015 | 9:00am | [Icon] |
| Wed Jan 07 2015 | 8:00am | Wed Jan 07 2015 | 9:00am | [Icon] |
| Mon Jan 12 2015 | 8:00am | Mon Jan 12 2015 | 9:00am | [Icon] |
| Wed Jan 14 2015 | 8:00am | Wed Jan 14 2015 | 9:00am | [Icon] |
| Mon Jan 19 2015 | 8:00am | Mon Jan 19 2015 | 9:00am | [Icon] |
| Wed Jan 21 2015 | 8:00am | Wed Jan 21 2015 | 9:00am | [Icon] |
| Mon Jan 26 2015 | 8:00am | Mon Jan 26 2015 | 9:00am | [Icon] |
| Wed Jan 28 2015 | 8:00am | Wed Jan 28 2015 | 9:00am | [Icon] |
| Mon Feb 02 2015 | 8:00am | Mon Feb 02 2015 | 9:00am | [Icon] |
| Wed Feb 04 2015 | 8:00am | Wed Feb 04 2015 | 9:00am | [Icon] |
| Mon Feb 09 2015 | 8:00am | Mon Feb 09 2015 | 9:00am | [Icon] |
| Wed Feb 11 2015 | 8:00am | Wed Feb 11 2015 | 9:00am | [Icon] |
| Mon Feb 16 2015 | 8:00am | Mon Feb 16 2015 | 9:00am | [Icon] |

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

The screenshot displays the 25LIVE Student Center Manager interface. At the top, the user is logged in as 'Student Center Manager' on 'Thu Nov 13 2014'. The navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The current view is 'Chess Club Meeting', with sub-tabs for 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. The 'Task List' tab is active, showing 'Tasks for "Chess Club Meeting"' from 08:00 AM to 09:00 AM, starting on Mon Jan 05 2015 and repeating weekly until Fri Dec 11 2015.

Event Details

| | |
|----------------|--------------------|
| Event Name: | Chess Club Meeting |
| Event Type: | Meeting |
| Reference: | 2014-AABFPS |
| Alien UID: | |
| State: | Tentative |
| Organization: | SGA |
| Requestor: | Cole, Sarah |
| Scheduler: | Cole, Sarah |
| Head Count: | 23 expected |
| Creation Date: | Wed Nov 12 2014 |

Tasks for "Chess Club Meeting"

From 08:00 AM to 09:00 AM. Starting on Mon Jan 05 2015. Repeat every week on Mon Wed until Fri Dec 11 2015.

Assignment Requests

| Request ID | Status | Flagged? | Respond By Date |
|------------|--------|-------------------------------------|-----------------|
| MSC 102 | Active | <input checked="" type="checkbox"/> | Nov 12 2014 |

Comments: (none) EDIT

Assigned To: Student Center Manager, Conference Services Manager

Your Assignment State: Assign? / Deny?

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

The screenshot displays the 25LIVE Student Center Manager interface. At the top, the user is logged in as 'Student Center Manager' on 'Thu Nov 13 2014'. The main navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The current page is titled 'Chess Club Meeting' and features tabs for 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. The 'Event State' is currently set to 'Tentative'. The 'Event Details' section on the left lists: Event Name: Chess Club Meeting, Event Type: Meeting, Reference: 2014-AABFPS, Alien UID, State: Tentative, Organization: SGA, Requestor: Cole, Sarah, Scheduler: Cole, Sarah, Head Count: 23 expected, and Creation Date: Wed Nov 12 2014. The 'Tasks for "Chess Club Meeting"' section shows an 'Assignment Request' for 'MSC 102' with a status of 'Active', associated reservation of 'Jan 05 2015', and a 'Respond By Date' of 'Nov 12 2014'. The task is assigned to 'Student Center Manager' and 'Conference Services Manager'. The user's assignment state is 'Assign? / Deny?'.

| Event Details | |
|----------------|--------------------|
| Event Name: | Chess Club Meeting |
| Event Type: | Meeting |
| Reference: | 2014-AABFPS |
| Alien UID: | |
| State: | Tentative |
| Organization: | SGA |
| Requestor: | Cole, Sarah |
| Scheduler: | Cole, Sarah |
| Head Count: | 23 expected |
| Creation Date: | Wed Nov 12 2014 |

| Tasks for "Chess Club Meeting" | |
|---|--|
| From 08:00 AM to 09:00 AM. Starting on Mon Jan 05 2015. Repeat every week on Mon Wed until Fri Dec 11 2015. | |
| Assignment Requests | |
| MSC 102 | Status: Active Associated Reservation: Jan 05 2015 Comments: (none) EDIT Assigned To: Student Center Manager, Conference Services Manager Your Assignment State: Assign? / Deny? |

Event Details – Email Requestor



- You can email the Requestor and other event key stakeholders through More Actions... menu

The screenshot displays the 25LIVE Student Center Manager interface. At the top, the header includes the 25LIVE logo, the user name 'Student Center Manager', and navigation links for 'Preferences', 'Sign Out', and the current date 'Thu Nov 13 2014'. Below the header is a navigation bar with buttons for 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', and 'Reports'. The main content area is titled 'Chess Club Meeting' and features tabs for 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. The 'Task List' tab is active, showing a view of 'Only Tasks Assigned To You'. On the left, the 'Event Details' panel lists: Event Name: Chess Club Meeting, Event Type: Meeting, Reference: 2014-AABFPS, Alien UID: (blank), State: Tentative, Organization: SGA, Requestor: Cole, Sarah, Scheduler: Cole, Sarah, Head Count: 23 expected, and Creation Date: Wed Nov 12 2014. The main task list shows an 'Assignment Requests' section with a task 'MSC 102' from 08:00 AM to 09:00. A 'More Actions...' dropdown menu is open, with the 'Email Event Details' option highlighted by a red box. Other options in the menu include 'Not Starred (Add to Starred?)', 'Copy this Event', 'Manage Related Events', 'Manage Bindings', 'Delete this Event', 'Create "To Do" Task', 'No report is available', 'Subscribe to this Event', and 'Make "Task List" my default view when loading individual Events'. The bottom of the menu shows 'Your Assignment State: Assign? / Deny?'.

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