

25 Live New Web Hosted Environment

Version 23

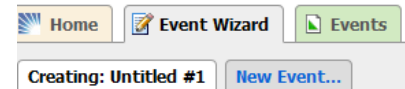
Scheduler Training

(New Features, Relating Events, View Event Tasks)

+ 25Live – New Features – Version 23

+ Changes to the Event Wizard include:

- Each event being created or edited in the Wizard is now accessed via its own subtab.
- Content entered for the event Description will no longer be included in 25Live Confirmation reports. This is where we were seeing strange symbols before due to HTML code in the description field. Please make any important notes and description in the Event Comments field for Resource Providers, etc. And especially use the [SETUP INSTRUCTIONS](#) link which do display on these Confirmation Reports.
- When Repeats Ad Hoc is selected to specify how an event recurs, the date entered in the Start field becomes the initial ad hoc date.



+ Functionality for viewing, editing, and copying related events is more robust:

+ When viewing an event's details on the Events tab, the user may elect to also view details for all **events related**(see more on how to relate events at the end) **to that event**; each event can then be easily accessed via its own subtab.

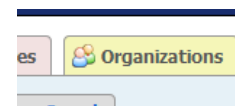
+ When opening a selected event for editing, users may elect to also open all, or some of, its **related events**(see more on how to relate events at the end) in the Event Wizard; each event can then be accessed via its own Wizard tab.

+ When initiating a copy of a selected event, users may elect to also initiate copies of all, or some of, it's **related events** in the Event Wizard; each event copy can then be accessed via its own Wizard tab.

+ Following the successful save of a newly created or an edited event, the Summary page lets the user quickly establish a relationship with any other events currently open in the Event Wizard.

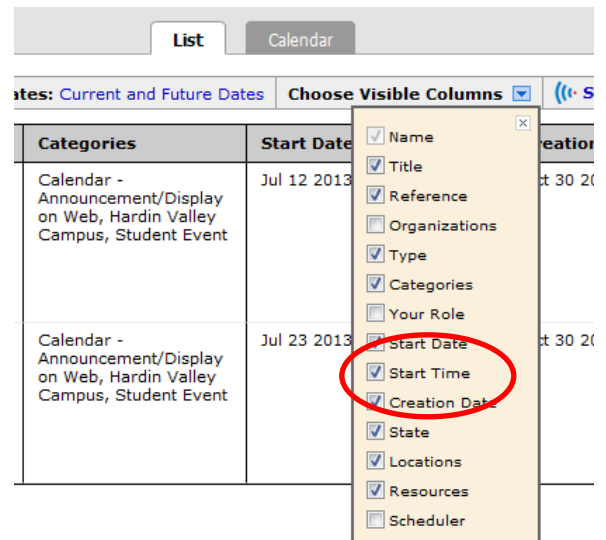
+ A new Organizations tab lets users:

- Review information on organizations in 25Live, including the events being sponsored by an organization.
- Initiate a new event, pre-populated with the Primary Organization set to an organization that was selected on the Organizations tab.
- Specify relatively simple criteria to search for organizations, and save and delete their searches.
- Run pre-defined organization searches.
- Use Advanced Search capabilities to:



+ Edit, delete, or rename searches they've created in 25Live or R25.

- ✚ Copy searches (Edit, then Save As..) created by them or selected from their starred searches or public searches.
- ✚ The event Start Time may now be selected for display ("Choose Visible Columns") in the List view of event search results.
- ✚ The email address of a contact has been added to the information displayed when the cursor hovers over the contact name anywhere in 25Live.
- ✚ For easier access, a Starred Reports subtab has been added to the Reports tab. **Star your frequently used reports.**
- ✚ If automatic email generation for event changes has been configured for the event requestor and/or scheduler, email will also be sent whenever the state is changed from the Details view of the event on the Events tab (in addition to the existing functionality that sends email for any new or existing event saved from the Event Wizard).
- ✚ The following new reports are available in 25Live Release 23 (via WebServices v2.7):
 - Academic Term Summary - Excel -- accessed from the Reports tab > Event Reports
 - Space Availability by Meeting Pattern - Excel -- accessed from the Reports tab > Location Reports
 - Assignment Policy By Space -- accessed from the Reports tab > Location Reports
 - Assignment Policy By Resource -- accessed from the Reports tab > Resource Reports
- ✚ 25Live users/requestors may now access 25Live on their mobile device to view event/location details and calendars; service providers can view and complete items in their task list.

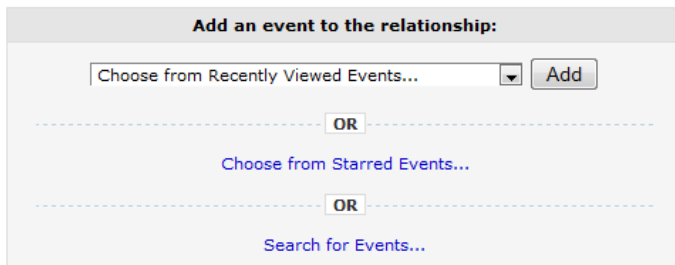
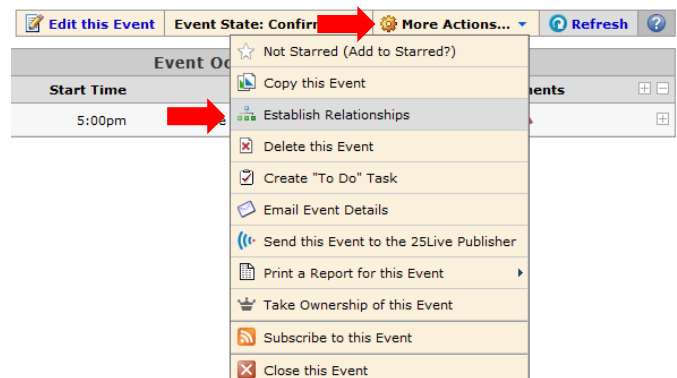


25Live – Relating Events

25Live allows the user to link Events together for easy review and the ability to see an immediate connection. This would relate to events that require multiple rooms over different time periods which caused you to create more than one event in the system. NSO is a perfect example of this type of scenario. In any case like this, keep in mind that the MAIN event, the one with the start time for attendees and that first meeting location is the ONLY one that should be pushed to the web for calendar publishing on the Pellissippi Homepage.

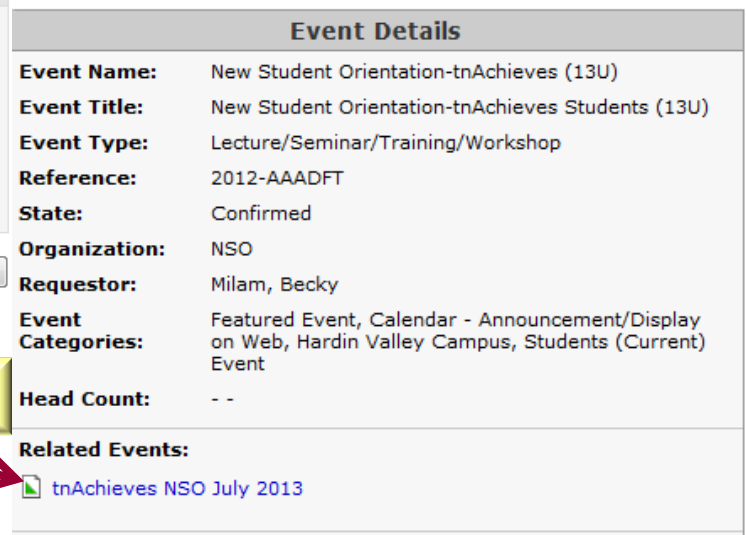
Tip: The Easiest thing to do before linking is to open each event (not edit, just find and go to the event details tab. If you are creating these all at once they will already be open)

1. Choose Find and Event and go to the *Details* tab.
2. Choose *More Actions > Establish Relationships*
3. Find Events by *Recently Viewed > click ADD > FINISHED*. (You can also add by Starred or Search but by far the easiest way is Recently Viewed)



Finished

This Event has a Related Event



25Live – Viewing Tasks

You can now view all Tasks assigned to an Event and this includes Resource Request and Rooms Assignment Approvals.

1. From the Details tab of an Event: *View this Event's Task List*

The screenshot shows the 'Details' tab for the event 'New Student Orientation - tnAchieves'. The interface includes a search bar at the top with options for 'Search For Events', 'Pre-Defined Event Searches', and 'Advanced Event Search'. Below the search bar, the event title 'NEW STUDENT ORIENTATION - TNACHIEVES' is displayed, along with 'Details' and 'Calendar' tabs and an 'Edit this Event' button.

Event Details

Event Name: New Student Orientation - tnAchieves
Event Title: New Student Orientation - tnAchieves
Event Type: Lecture/Seminar/Training/Workshop
Reference: 2012-AAADFS
State: Confirmed
Organization: STUDENT AFFAIRS
Cabinet: Special Events
Requestor: Milam, Becky
Scheduler: Branson, Angela
Event Categories: Calendar - Announcement/Display on Web, Hardin Valley Campus, Student Event
Head Count: --

Tasks Completed:

Approvals:	2/3
Assignments:	0/0
To Do's:	0/0

A red arrow points to the link 'View this event's Task List' located below the 'To Do's' row.

Creation Date: Tue Oct 30 2012

Description: New Student Orientation - tnAchieves

Start Date	Start Time
Fri Jul 12 2013	8:30am
Fri Jul 19 2013	8:30am
Fri Jul 26 2013	8:30am

2. Choose *All Assigned Tasks*:

The screenshot shows the 'Task List' tab for the event 'New Student Orientation - tnAchieves'. The interface includes a navigation bar with tabs for 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. Below the navigation bar, the 'View' dropdown is set to 'All Assigned Tasks', and there are buttons for 'Edit this Event', 'Event State: Confirmed', 'More Actions...', and 'Refresh'.

Tasks for "New Student Orientation - tnAchieves"

From 08:30 AM to 12:00 PM. Repeat on Fri Jul 12 2013, Fri Jul 19 2013, Fri Jul 26 2013.
Related Location(s): ALEX AL160, ALEX AL160 LOBBY

Notifications: Locations & Resources

<input type="checkbox"/> AV-ETS PERSONNEL-SETUP ONLY	Status: Active	More Actions...
<input checked="" type="checkbox"/> PUB-NEWS RELEASE	Status: Approved	More Actions...
<input checked="" type="checkbox"/> PUB-WELCOME BOARD ANNOUNCEMENT	Status: Approved	More Actions...