

25LIVE

Processing Location Tasks

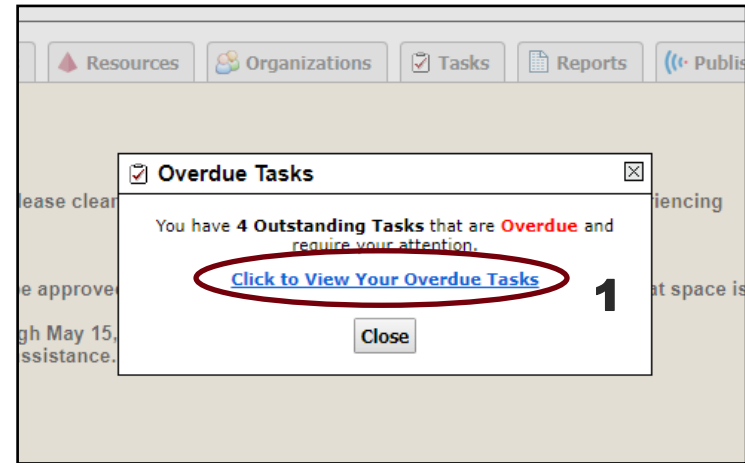
When a requestor submits an event request in 25LIVE, the location is not automatically approved. A scheduler must approve the use of the location and confirm the event. This guide will detail the steps a scheduler must take to approve the use of a location and confirm the event.

When a location approver logs in to 25LIVE, a task box will appear if there are any requests to use their space that need to be approved or denied. To see these requests or tasks, the scheduler can choose the **(1) Click to view your overdue tasks link** in the pop up box.

* I am a scheduler that logged in to 25LIVE, but I do not see a pop up box! What does this mean?

** This likely means you do not have any tasks to complete. You can manually check by clicking the **(2) tasks tab**.

From the task list, the location approver can only see limited information about the request. Click the **(3) name of the event** to see additional details, including the requested event time, before completing the task. Do not use the actions in this list!



UNIVERSITY OF SOUTH CAROLINA

Welcome, McleesTEST, Lauren Preferences Today is Mon Apr 16 2018 Help

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

Overview of Tasks Tasks Agenda Advanced Task Search

Overview of Tasks

Choose Which Tasks To View

- Overdue
- Outstanding
- Flagged
- Completed
- Assigned By You: All
- Assigned By You: Completed
- Assigned By You: Denied

Incomplete tasks assigned to you due today or within the past 30 days.

Choose Visible Columns Create "To Do" Task Refresh

Event	Title	Task Item	Status	Actions	Respond By	First Date	Reference	Assigned By
25LIVE Training: Tasks	25LIVE Training: Processing Location Tasks	COL ANNOUNCE 01	Active / In Progress	Assign? / Deny?	Apr 16 2018	May 14 2018	2018-ABKWGJ	Calendar reservation, Usc
25LIVE Training: Tasks Day 2	25LIVE Training: Processing Location Tasks	COL ANNOUNCE 02	Active / In Progress	Assign? / Deny?	Apr 16 2018	May 28 2018	2018-ABKWGK	Calendar reservation, Usc
25LIVE Training: Tasks Day 3	25LIVE Training: Processing Location Tasks	COL ANNOUNCE 02	Active / In Progress	Assign? / Deny?	Apr 16 2018	Jun 14 2018	2018-ABKWGL	Calendar reservation, Usc
Workshop	Workshop	CLHIP 584	Active / In Progress	Assign? / Deny?	Apr 06 2018	Apr 25 2018	2018-ABKVXR	Shelton, Kate

Information is current as of Apr 16 2018 10:51

4 Matching Tasks

Icon Legend Feedback Help Tips: Enabled Text Size: [A] [A] [A]

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From this view, you will be able to see many event details. The **(4) date and time** requested will be visible above the task.

You can see the **(5) event details**, including the title, description, and event needs on the left side. You should evaluate each request in its entirety including:

- head count
- food
- alcohol
- guest speaker

If you notice anything about the event that does not fit your space reservation policy, you can contact the requestor to get more details before making a decision.

The name of the **(6) requestor** will also be visible in this event details area.

Once you have reviewed all relevant details about the event, you can complete the location assignment task in 25LIVE.

The screenshot displays the 25LIVE system interface for the University of South Carolina. The top navigation bar includes 'Home', 'Event Wizard', 'Events', 'Locations', 'Resources', 'Organizations', 'Tasks', 'Reports', and 'Publisher'. The main content area is titled '25LIVE Training: Tasks' and features tabs for 'Details', 'Calendar', 'Task List', and 'Audit Trail'. The 'Task List' tab is active, showing a task for '25LIVE Training: Tasks' with a date and time range circled in red and labeled '4'. Below this, the 'Assignment Requests' section shows a request for 'COL ANNOUNCE 01' with a status of 'Active' and a 'Respond By Date' of 'Apr 16 2018'. The 'Event Details' section on the left is labeled '5' and contains the following information:

- Event Name:** 25LIVE Training: Tasks
- Event Title:** 25LIVE Training: Processing Location Tasks
- Event Type:** Workshop / Training
- Reference:** 2018-ABKWGJ
- State:** Tentative
- Organization:** Provost's Office-COL
- Schedule:** Calendar reservation, Usc
- Requestor:** Mclees, Lauren (circled in red and labeled '6')
- Event Categories:** Don't Display on Published Calendars
- Head Count:** 30 expected 0 registered
- Description:** When a requestor submits an event request in 25LIVE, the location is not automatically approved. A scheduler must approve the use of the location and confirm the event. This training will detail the steps a scheduler must take to approve the use of a location and confirm the event.
- Comments:**
- Internal Notes:**
- Confirmation Text:**
- Event Custom Attributes:**
 - Contact Phone Number: 777-7777
 - Contact info & topic for guest speakers: CSR Office; 25LIVE Training
 - Admission Cost: Free
 - Are you sponsoring a vendor?
 - Inv attendees with: N/A

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Home Event Wizard Events Locations Resources Organizations Tasks Reports Publisher

Search For Events Pre-Defined Event Searches Advanced Event Search 25LIVE Training: Tasks Day 2

25LIVE Training: Tasks Day 2

Details Calendar Task List Audit Trail

View: Only Tasks Assigned To You Edit this Event Event State: Tentative More Actions... Refresh

Tasks for "25LIVE Training: Tasks Day 2"

From 10:00 to 12:00 on

Assignment Requests

COL ANNOUNCE 02 Status: Active

Associated Reservation: May 28 2018

Comments: (none) EDIT

Assigned To:

- Calendar reservation, Usc
- Crestron Panel
- McleesTEST, Lauren
- Public Searches, Columbia

Your Assignment State: **Assign?** Deny?

Event Details:

Event Name: 25LIVE Training: Tasks Day 2

Event Title: 25LIVE Training: Processing Location Tasks

Event Type: Workshop / Training

Reference: 2018-ABKWGK

State: Tentative

Organization: Provost's Office-COL

Scheduler: Calendar reservation, Usc

Requestor: Mclees, Lauren

Event Categories: Don't Display on Published Calendars

Head Count: 30 expected 0 registered

Description: When a requestor submits an event request in 25LIVE, the location is not automatically approved. A scheduler must approve the use of the location and confirm the event. This training will detail the steps a scheduler must take to approve the use of a location and confirm the event.

Comments:

If you would like to approve the location request, follow the steps listed below:

1. click the green **(7) assign** button.
2. Update the event state to **(8) confirmed** by clicking the event state drop down box.

If you would like to deny the location request, follow the steps listed below:

1. click the green **(9) red deny** button.
2. Update the event state to **(10) cancelled** by clicking the event state drop down box.

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Assignment Requests

COL ANNOUNCE 02 Status: Active

Associated Reservation: May 28 2018

Comments: (none) EDIT

Assigned To:

- Calendar reservation, Usc
- Crestron Panel
- McleesTEST, Lauren
- Public Searches, Columbia

Your Assignment State: Assign? **Deny?**

Event Details:

Event Name: 25LIVE Training: Tasks Day 2

Event Title: 25LIVE Training: Processing Location Tasks

Event Type: Workshop / Training

Reference: 2018-ABKWGK

State: Tentative

Organization: Provost's Office-COL

Scheduler: Calendar reservation, Usc

Requestor: Mclees, Lauren

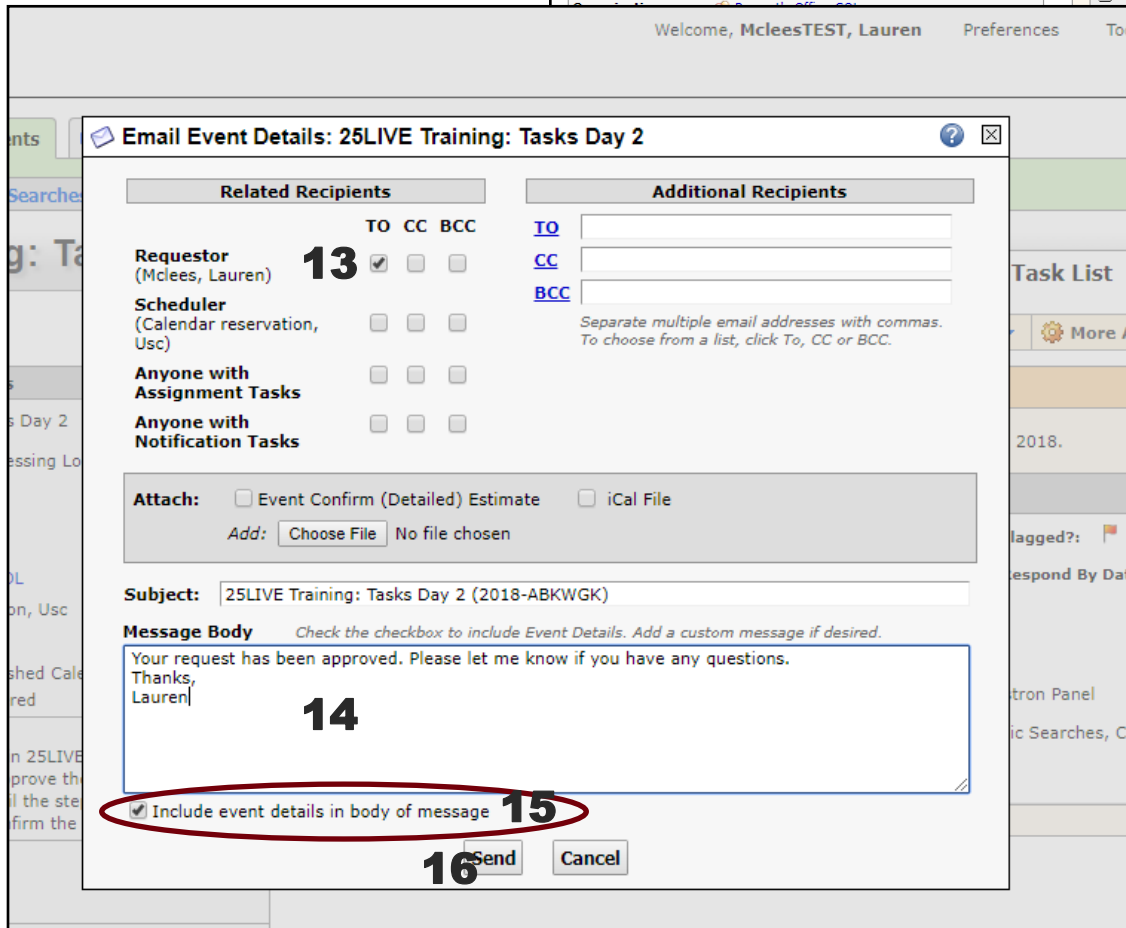
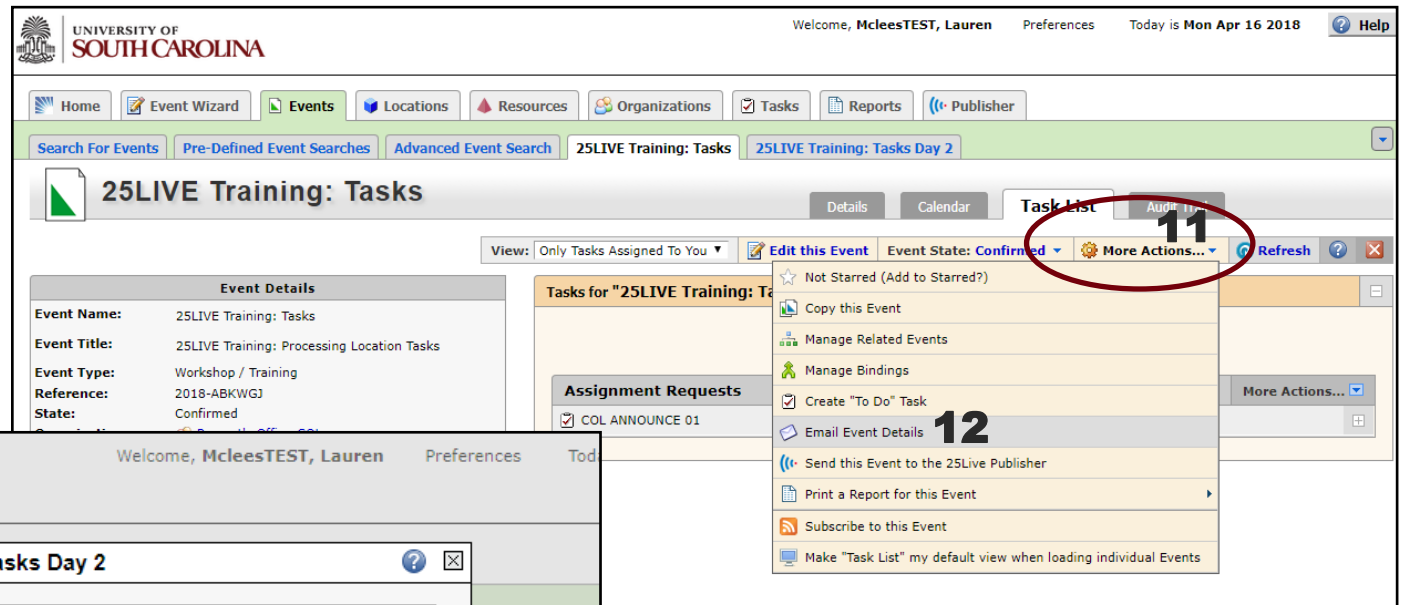
Event Categories: Don't Display on Published Calendars

Head Count: 30 expected 0 registered

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Comments:

Once you have completed the request, you will need to send an email from 25LIVE to the requestor regarding your decision. This step should be completed whether the request is approved or denied. 25LIVE will send an automated email, but it does not give specific information.



To send an email from 25LIVE, follow the steps below:

1. From the **(11) more actions** menu, select **(12) Email Event Details**.
2. Choose **(13) requestor** from related recipients by clicking the box under "TO". You can also copy yourself on the message by clicking the box under "CC".
3. Type a message stating your decision in the **(14) message body**.
4. Check the **(15) include event details in body of message** box.
5. Click **(16) send**.