

Google Chrome and Safari (for OS X and iOS users) are the recommended browsers for accessing 25Live. Users are *strongly* discouraged from using Internet Explorer and Mozilla Firefox.

SIGNING INTO 25LIVE PRO

- Address: <https://25live.collegenet.com/pro/rowan>
- 25LIVE is accessed using a Rowan username and password.
 - Click **Sign In** in the upper right-hand area of the page.

STEP 1: ACCESSING TASKS

- Click  **Tasks**
- Ensure the *Select Object* drop down menus reflect **Tasks** and **Outstanding**

Select Object:

- All tasks that require action will be displayed in a **list** view.
- **TIP: On this page, you will see the Assign/Deny affirmation buttons. DO NOT click on either button until you have completed STEP 2.**

STEP 2: REVIEWING TASK DETAILS

- Locate the desired task and click on the **Event Name**. This will open the event in **25Live** allowing users to access information regarding the request using the following views:

Details Occurrences Calendar Schedule **Task List** Pricing Audit Trail

- ⇒ The **Details** tab displays information about the organization and person who entered the request.
- ⇒ The **Occurrences** tab displays information about the dates, time and location of the request.
- ⇒ The **Task List** tab will display tasks related to this event that require action by the user. Under this tab, University Schedulers can take action on tasks (See Step 3).

STEP 3: ASSIGNING REQUESTS

- Click on the **Task List** sub-tab within the Event you are reviewing.
- Select **Only Tasks Assigned To You** using the **View** drop down menu.

Tentative View: More Actions

- Click on the green **Assign** link or the red **Deny** link on all tasks related to the request.

Actions

TIMING OF REQUESTS...

The default task list view displays the newest tasks first. To schedule according to a first-come, first-served standard, University Schedulers should either start on the last page of their task lists and work backwards with approvals, or sort by the "Respond By" column so the dates appear in an ascending order.

- ⇒ If the Task was Assigned, click on the Event State Drop-down menu and select **CONFIRMED**.
- ⇒ If the Task was Denied, skip to Step 5.

STEP 4: MODIFYING REQUESTS

TIP: Take this step only if you need to make changes to the request.

- Click **Edit Event** using the **More Actions** drop down menu.

Tentative More Actions

Not Starred (Add to Starred?)

Edit Event

Copy this Event

- Change the event details as necessary. (i.e. add pre-event or setup time, change event name, adjust the head count or organization, etc.)
- Re-select all locations previously chosen by the user.
- Click **Save**.

STEP 5: EMAILING ASSIGNMENT STATUS

- Click the **More Actions** drop-down menu.
- Select **Email Event Details**.
- Check the **Requester** and **Scheduler** boxes.

- ⇒ Add any additional email addresses in the spaces provided & add your text to the message body informing requestor as to whether or not their request has been approved or not and any additional details.

Tentative More Actions

Not Starred (Add to Starred?)

Edit Event

Copy this Event

Manage Related Events

Manage Bindings

Delete this Event

Create "To Do" Task

Email Event Details

- Attach **Event Confirmation Detailed**.
- Click the **Send** button.
- Click to close the event and return to the Task List.

SIGNING OUT OF 25LIVE

- When signed in, the user's name will appear in the upper right-hand portion of the page.
- Click  **More** in the upper right-hand area of the page.
- Select  **Sign Out**

All Schedulers are Expected To:

- Login to 25Live Pro daily to review tasks.
- Act on requests within two (2) business days of submission.
- Communicate the approval or denial decision directly to the requestor and scheduler via 25Live.
- Ensure that 25Live is the only method used for scheduling locations and resources, per the Rowan University Facility Usage Policy.
- Exhibit basic knowledge about all locations/resources under their care.
- Communicate any special notes, conditions, or restrictions related to those locations and resources to the Office of Conference & Event Services.