

# 25Live Day to Day for the Scheduler

## Edit event mode

\*\*If a user has the rights to assign their room location a blue cube under the word "Assignments" will be visible.

The screenshot shows the 25Live interface for editing an event. The top navigation bar includes Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this is a search bar with options for Search For Events, Pre-Defined Event Searches, and Advanced Event Search. The main content area is titled "25th event" and has tabs for Details, Calendar, Task List, and Audit Trail. A sub-menu includes "Edit this Event", "Event State: Confirmed", "More Actions...", "Refresh", and a close button. The "Event Details" panel on the left lists: Event Name (25th event), Event Type (Conference), Reference (2015-AAAAGS), Alien UID, State (Confirmed), Organization (HSS), Cabinet (Special Events), Scheduler (Ferebee, Brenda), Requestor (Simpson, Marge), Head Count (12 expected), Tasks Completed (0/0), Approvals (0/0), Assignments (0/0), To Do's (0/0), and Creation Date (Thu Jan 08 2015). The "Event Preferences" section shows location preferences for Rsrv\_135, specifically 41CS 502. The "Event Occurrences" table has columns for Start Date, Start Time, End Date, End Time, and Assignments. The first row shows an occurrence on Thu Apr 30 2015 from 4:00pm to 5:00pm, with a blue cube icon in the Assignments column, which is highlighted by a red arrow.

Start Date	Start Time	End Date	End Time	Assignments
Thu Apr 30 2015	4:00pm	Thu Apr 30 2015	5:00pm	

1) If you want to change this room, then, click "Edit this Event".

This screenshot is similar to the first one, showing the same 25Live interface for the "25th event". The "Event Details" and "Event Preferences" sections are identical. The "Event Occurrences" table also shows the same data. However, a red arrow points to the "Edit this Event" button in the sub-menu, indicating the action to be taken to change the room location.

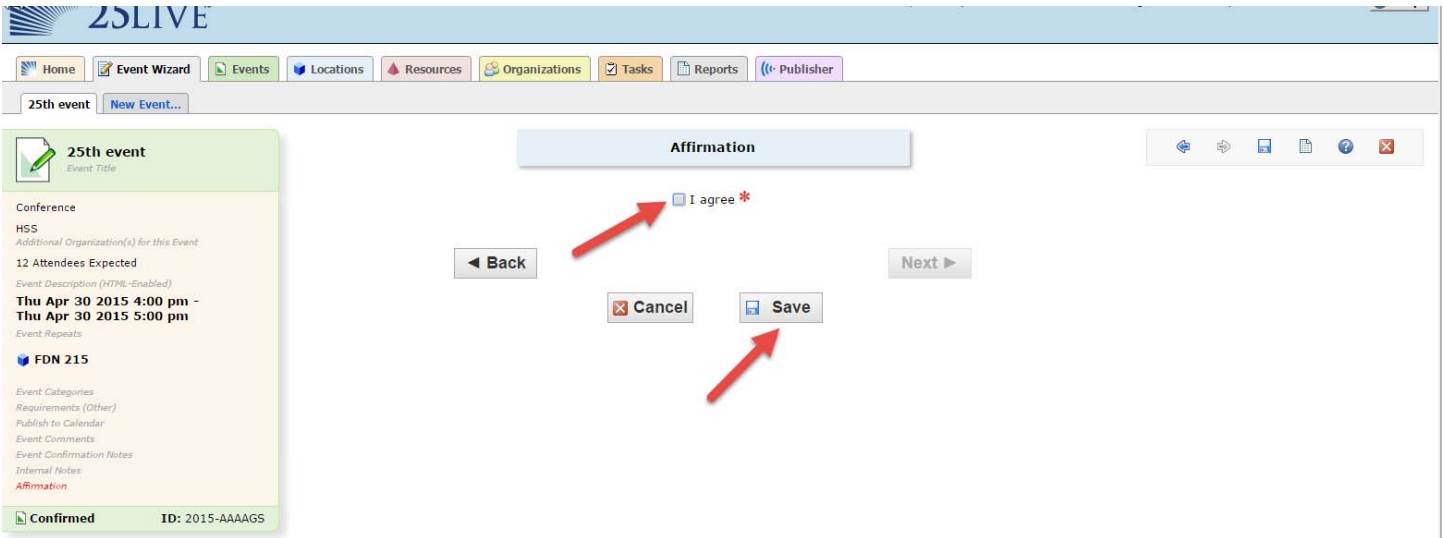
2) Click “Next” till you get to the “Add, remove or edit EVENT LOCATIONS” screen. Then, select “Search by Location Name”.

The screenshot shows the 25LIVE interface for editing event locations. The main panel is titled "Add, remove or edit EVENT LOCATIONS." It features several sections: "Associated Locations..." with a list of existing locations (e.g., 41CS 502), "Your Starred Locations...", and a search section with options: "Search by Location Name..." (highlighted by a red arrow), "Saved Searches...", and "Advanced Search...". A "Selected Locations" panel on the right shows the currently selected location, 41CS 502. Navigation buttons for "Back", "Next", "Cancel", and "Save" are at the bottom.

3) Search for a new room under “Search by Location Name’, then select the location from the list. Make sure you only see the new location on the right side of the screen under “Selected Locations”. Then, click “Next”.

This screenshot shows the same interface as the previous one, but with the search function active. The search input field contains "fdn", and a list of results is displayed below it, including "FDN 215", "FDN 315", "FDN 414", and "FDN 430". A red arrow points to the "Selected Locations" panel on the right, which now displays "FDN 215" as the selected location. The "Next" button is highlighted, indicating the next step in the process.

4) Continue clicking next till you get to the “Affirmation” screen. Then, click next to “I agree” and click “Save”.



\*\* Now the new room location has been assigned to the event:

