

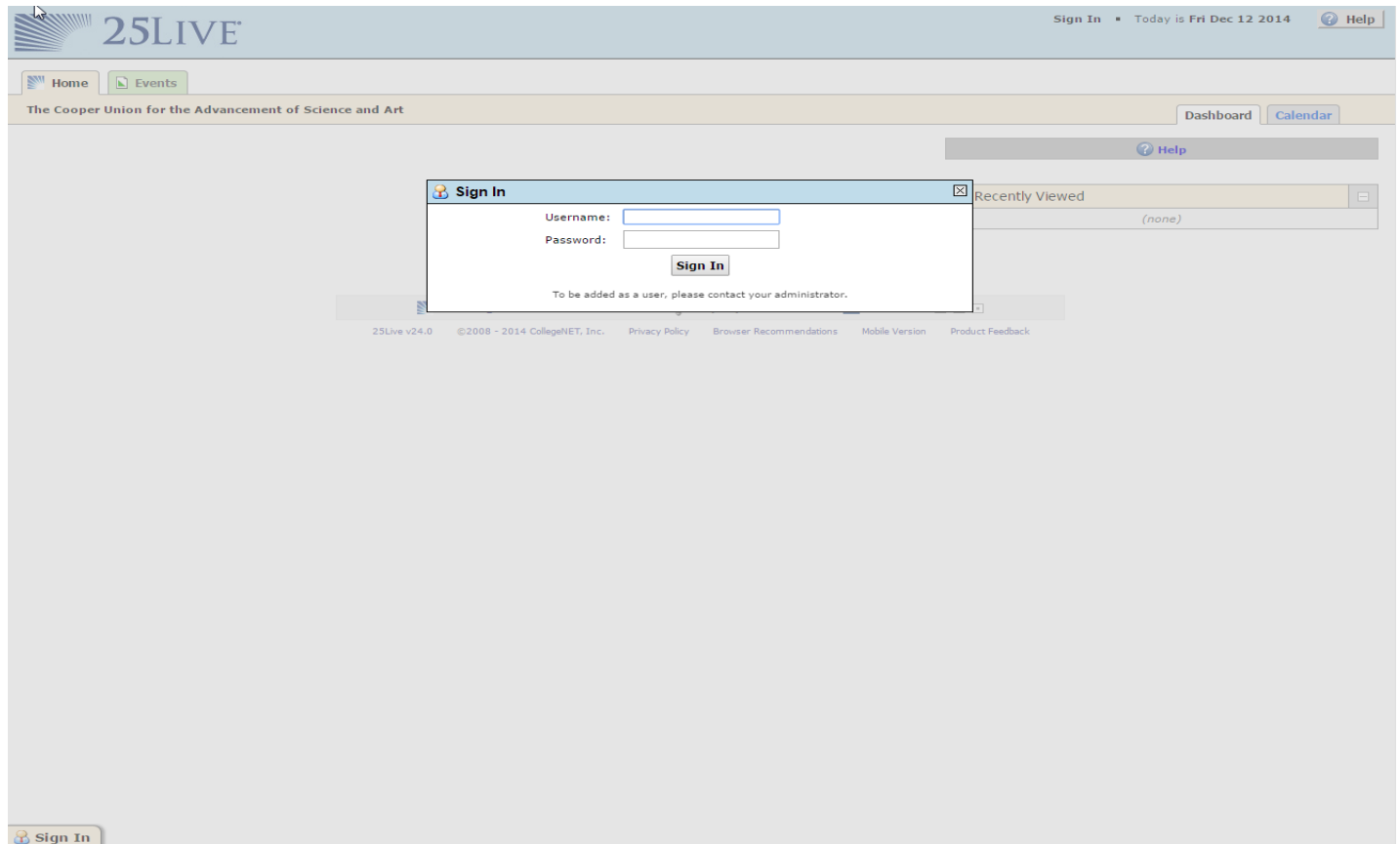
# 25Live Day to Day for the Scheduler

Go to URL: <https://25live.collegenet.com/cooper>

Faculty and Staff's log in user name and password are the same as Colleague credentials

Students will need to contact [25LiveHelpDesk@cooper.edu](mailto:25LiveHelpDesk@cooper.edu) in order to receive their log in credentials

1) Login screen:



2) Welcome screen: Click under “Your Events” box, indicating the list of events you are the scheduler for.

The screenshot displays the ZSLIVE dashboard interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this is a header for 'The Cooper Union for the Advancement of Science and Art' with 'Dashboard' and 'Calendar' buttons. The main content area is divided into several sections:

- Quick Search:** Includes search boxes for Events, Locations, and Resources, each with a 'Go' button.
- Your Starred Event Searches:** A message stating 'You do not have any Starred Event Searches!'.
- Your Starred Location Searches:** A message stating 'You do not have any Starred Location Searches!'.
- Your Starred Resource Searches:** A message stating 'You do not have any Starred Resource Searches!'.
- Your Starred Reports:** A message stating 'You do not have any Starred Reports!'.
- Create an Event:** A prominent button with a pencil icon.
- Your Events:** A widget showing '4 Events in which you are the Scheduler' and 'No Events in which you are the Requestor'. A red arrow points to the '4 Events' text.
- Your Event Drafts:** Shows 'No Event Drafts in which you are the Scheduler' and 'No Event Drafts in which you are the Requestor'.
- Tasks:** A summary box indicating 'You have No Tasks on Today's Agenda', '2 Outstanding Tasks', '3 Flagged Tasks', and '2 Tasks Assigned By You'.
- Customize Dashboard & Help:** Buttons for dashboard customization and user assistance.
- Recently Viewed:** A section currently showing '(none)'. It includes 'Customize Dashboard' and 'Help' buttons.
- Your Starred Events:** A message stating 'You do not have any Starred Events!' and explaining that events can be marked as 'Starred' by clicking a star icon.
- Your Starred Locations:** Lists a location '41CS 106' at '41 Cooper Square, Room 106, Harry Ploss PHY '68 and Robert Ploss ME '48 Classroo' with a 'See when these locations are available' link.
- Your Starred Resources:** A message stating 'You do not have any Starred Resources!' and explaining that resources can be marked as 'Starred' by clicking a star icon.

3) Click on the name of the event you want to review.

The screenshot shows the 25LIVE web application interface. At the top, there is a navigation bar with tabs for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. Below this is a sub-navigation bar with tabs for Search For Events, Pre-Defined Event Searches, and Advanced Event Search. The main content area is titled 'Pre-Defined Event Searches' and contains a search configuration panel with 'Search Groupings' and 'Pre-Defined Groups' sections. Below the search panel are 'List' and 'Calendar' view buttons. At the bottom, there is a table with columns: Name, Title, Reference, Organizations, Type, Categories, Your Role, Start Date, Creation Date, State, and Locations. A red arrow points to the '18th Event' link in the first row of the table.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Creation Date	State	Locations
<a href="#">18th Event</a>		2014-AAAAGF	ART	Conference	Do Not Display on Web Calendars	Scheduler	Feb 19 2015	Dec 16 2014	Tentative	

4) Click the drop down next to "Event State" then, select Confirmed, Denied, Cancelled or Draft.

**25LIVE**

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

Search For Events | Pre-Defined Event Searches | Advanced Event Search | 18th Event

### 18th Event

Details | Calendar | Task List | Audit Trail

Edit this Event | Event State: **Tentative** | More Actions... | Refresh

**Event Preferences**

The following location preferences were found for this event:

- 41CS 502

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Thu Feb 19 2015	12:00pm	Thu Feb 19 2015	1:00pm	

**Event Details**

**Event Name:** 18th Event  
**Event Type:** Conference  
**Reference:** 2014-AAAAGF  
**Alien UID:**  
**State:** Tentative  
**Organization:** ART  
**Cabinet:** Special Events  
**Scheduler:** Ferebee, Brenda  
**Requestor:** Simpson, Marge  
**Event Categories:** Do Not Display on Web Calendars  
**Head Count:** 1 expected

**Tasks Completed:**

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

**Creation Date:** Tue Dec 16 2014

**Description:**  
After school meeting for students

5) Now you will see a message under “Event Details” next to the word “State”, stating the event status.

The screenshot shows the 25Live interface for the '18th Event'. The 'Event Details' section on the left contains the following information:

- Event Name: 18th Event
- Event Type: Conference
- Reference: 2014-AAAAGF
- Alien UID: [blank]
- State: Confirmed
- Organization: ART
- Cabinet: Special Events
- Scheduler: Ferebee, Brenda
- Requestor: Simpson, Marge
- Event Categories: Do Not Display on Web Calendars
- Head Count: 1 expected
- Tasks Completed: Approvals: 0/0, Assignments: 0/1, To Do's: 0/0
- Creation Date: Tue Dec 16 2014
- Description: After school meeting for students

The 'Event Occurrences' table shows one occurrence on Thu Feb 19 2015 from 12:00pm to 1:00pm. The 'Assignments' column is empty. The 'Event Preferences' section shows a preference for location 41CS 502.

**\*\*IMPORTANT NOTE\*\***

If the requestor had the rights to assign themselves the room of their choice, a blue cube would be visible underneath the word “Assignments”. In this case, you would need to refer to the instructional manual “25Live Day to Day for the Scheduler Edit event mode” in order to change the room location, if you deem necessary.

The screenshot shows the 25Live interface for the '25th event'. The 'Event Details' section on the left contains the following information:

- Event Name: 25th event
- Event Type: Conference
- Reference: 2015-AAAAGS
- Alien UID: [blank]
- State: Confirmed
- Organization: HSS
- Cabinet: Special Events
- Scheduler: Ferebee, Brenda
- Requestor: Simpson, Marge
- Head Count: 12 expected
- Tasks Completed: Approvals: 0/0, Assignments: 0/0, To Do's: 0/0
- Creation Date: Thu Jan 08 2015

The 'Event Occurrences' table shows one occurrence on Thu Apr 30 2015 from 4:00pm to 5:00pm. The 'Assignments' column contains a blue cube icon. The 'Event Preferences' section shows a preference for location 41CS 502.

6) Next, go to the "Task List" to assign or deny the location.

The screenshot displays the 25LIVE web application interface. At the top, there is a navigation bar with tabs for 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 header shows the selected event, '18th Event', with sub-tabs for Details, Calendar, Task List (highlighted with a red arrow), and Audit Trail. A secondary navigation bar includes a view filter (Only Tasks Assigned To You), an Edit this Event button, the event state (Confirmed), and a More Actions... dropdown.

The 'Event Details' section on the left provides the following information:

- Event Name:** 18th Event
- Event Type:** Conference
- Reference:** 2014-AAAAGF
- Alien UID:**
- State:** Confirmed
- Organization:** ART
- Scheduler:** Ferebee, Brenda
- Requestor:** Simpson, Marge
- Head Count:** 1 expected
- Creation Date:** Tue Dec 16 2014
- Description:** After school meeting for students

The 'Tasks for "18th Event"' section shows a task for '41CS 502' from 12:00 PM to 01:00 PM on Thu Feb 19 2015. The 'Assignment Requests' table lists the following assigned users:

Assigned To
service25
Libra, John
Broussard, Scott
Approver, Room
Murrell, Brian
Admin
Ferebee, Brenda
Kibbe, John
Chenkin, David
Ferebee, Brenda

At the bottom of the task details, there is a 'Your Assignment State' field with options for 'Assign?' and 'Deny?'. A red arrow points to the 'Assign?' option.

7) Once you assign the room, you will receive an “Assigned” msg next to “Status”.

The screenshot shows the 25LIVE interface for the '18th Event'. The left sidebar contains 'Event Details' with the following information:

- Event Name: 18th Event
- Event Type: Conference
- Reference: 2014-AAAAGF
- Alien UID:
- State: Confirmed
- Organization: ART
- Scheduler: Ferebee, Brenda
- Requestor: Simpson, Marge
- Head Count: 1 expected
- Creation Date: Tue Dec 16 2014
- Description: After school meeting for students

The main content area shows 'Tasks for "18th Event"' with a view of 'Only Tasks Assigned To You'. The task list includes:

Assignment Requests	Status	Flagged?	More Actions...
<input checked="" type="checkbox"/> 41CS 502	Assigned		

A red arrow points to the 'Assigned' status in the task list.

\*\*If you want to change the location for the requestor, click on the “Edit this Event” tab, before you “Assign” the location. Then, follow instructions using the “25Live Day to Day for the Scheduler Edit event mode” manual.

The screenshot shows the 25LIVE interface for the '18th Event'. The left sidebar contains 'Event Details' with the following information:

- Event Name: 18th Event
- Event Type: Conference
- Reference: 2014-AAAAGF
- Alien UID:
- State: Confirmed
- Organization: ART
- Scheduler: Ferebee, Brenda
- Requestor: Simpson, Marge
- Head Count: 1 expected
- Creation Date: Tue Dec 16 2014
- Description: After school meeting for students

The main content area shows 'Tasks for "18th Event"' with a view of 'Only Tasks Assigned To You'. The task list includes:

Assignment Requests	Status	Flagged?	More Actions...
<input type="checkbox"/> 41CS 502	Active		

A red arrow points to the 'Edit this Event' tab in the top navigation bar.

8) Click on "More Actions" and select "Email Event Details". All schedulers must email the requestor through this feature once they have changed the "Event State" and assigned or denied the location.

The screenshot displays a software interface with a top navigation bar containing buttons for 'Organizations', 'Tasks', 'Reports', and 'Publisher'. Below this is a secondary bar with 'Details', 'Calendar', 'Task List', 'Pricing', 'E-Commerce', and 'Audit Trail'. A 'View: Only Tasks Assigned To You' dropdown is visible, along with 'Edit this Event', 'Event State: Confirmed', 'More Actions...', and 'Refresh' buttons. The main content area is titled 'Tasks for "Outreach"' and features an 'Assignment Requests' section with a table listing 'FDN 215'. The table includes columns for 'Status: Active', 'Associated Requestor', 'Comments', and 'Assigned To:'. The 'Assigned To' column lists several users: service25, Greenstein, Kibbe, Joe, Bowers, K, and Pottenger. A dropdown menu is open over the 'More Actions...' button, listing options such as 'Not Starred (Add to Starred?)', 'Copy this Event', 'Manage Related Events', 'Manage Bindings', 'Delete this Event', 'Create "To Do" Task', 'Email Event Details', 'Send this Event to the 25Live Publisher', 'Print a Report for this Event', 'Take Ownership of this Event', 'Subscribe to this Event', and 'Make "Task List" my default view when loading individual Events'. A red arrow points to the 'Email Event Details' option in the dropdown menu. At the bottom of the task list, it says 'Your Assignment State: Assign? / Deny?'.



**\*\* Make sure you click the option next to the scheduler's name and select "Event Confirmation (Detailed)". Then click the "send" button\*\***

**Email Event Details: Outreach**

Related Recipients	TO	CC	BCC
<b>Requestor</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scheduler</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anyone with Assignment Tasks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anyone with Notification Tasks</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Recipients**

**TO**

**CC**

**BCC**

*Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.*

**Attach:**

<input type="checkbox"/> Event Invoice (Related)	<input type="checkbox"/> Event Confirmation (Related)
<input type="checkbox"/> Event Confirm (Related) Estimate	<input type="checkbox"/> Event Confirm (Detailed) Estimate
<input type="checkbox"/> Event Invoice	<input checked="" type="checkbox"/> Event Confirmation (Detailed)
<input type="checkbox"/> iCal File	

Add:  No file chosen

**Subject:** Outreach

**Message Body** *Event Details will be included in the email. Add a custom message if desired.*

**\*\*Clear your internet browser periodically\*\***