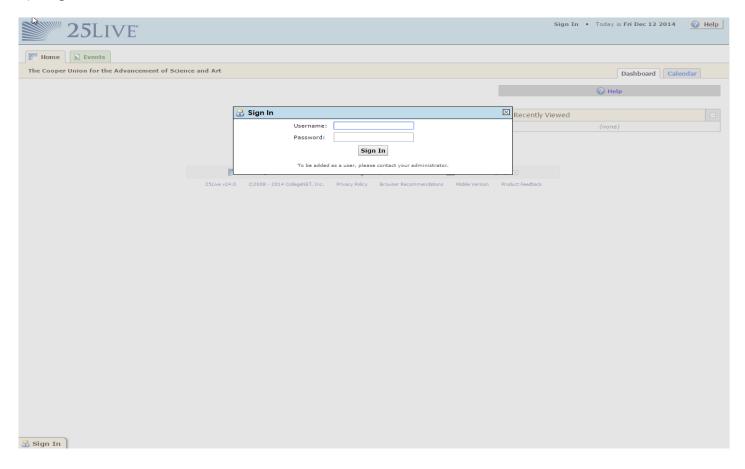# 25Live Day to Day for the Scheduler
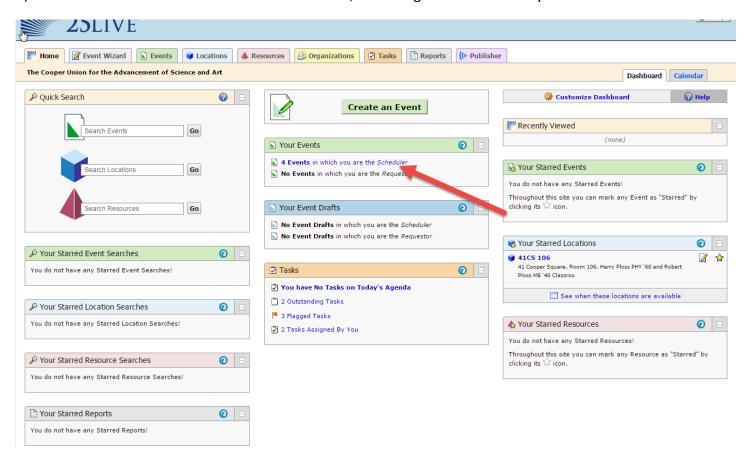
Go to URL: https://25live.collegenet.com/cooper

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

Students will need to contact 25LiveHelpDesk@cooper.edu in order to receive their log in credentials
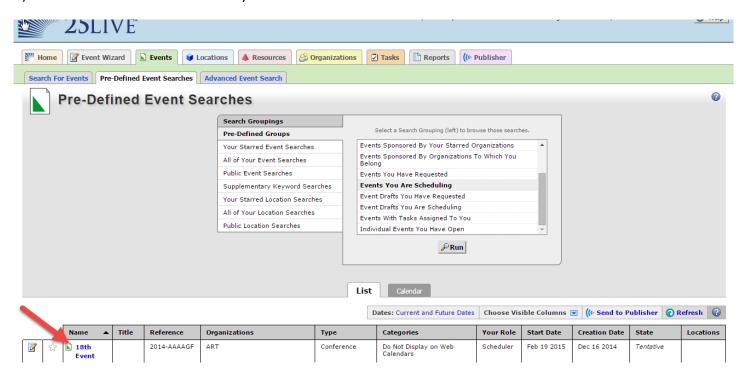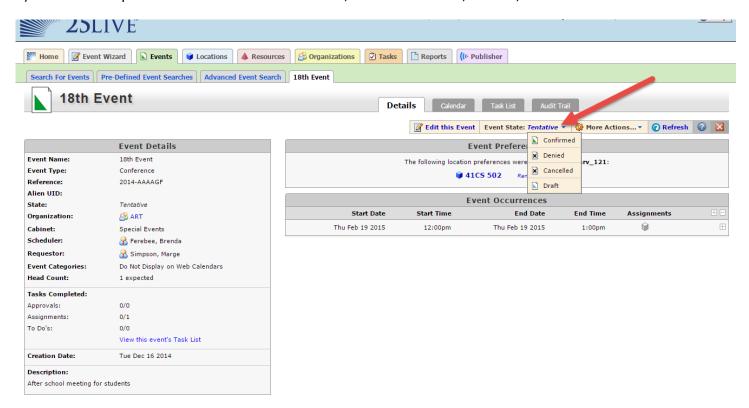
1) Login screen:

2) Welcome screen: Click under "Your Events" box, indicating the list of events you are the scheduler for.
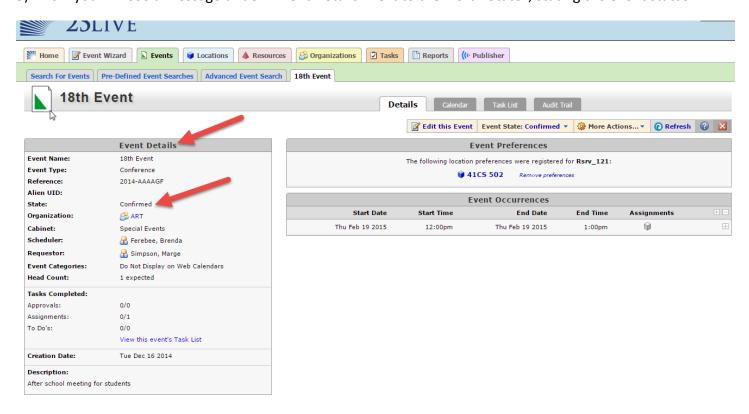
3) Click on the name of the event you want to review.

4) Click the drop down next to "Event State" then, select Confirmed, Denied, Cancelled or Draft.
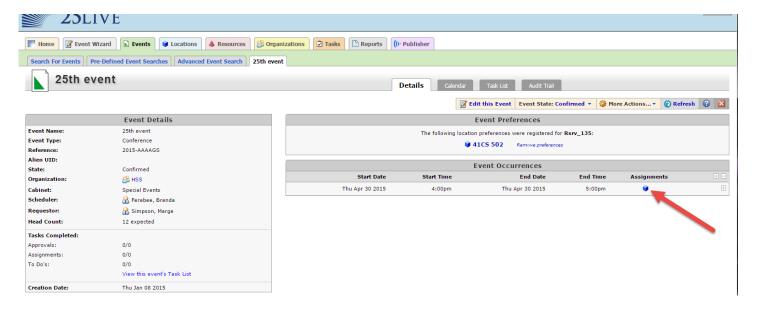
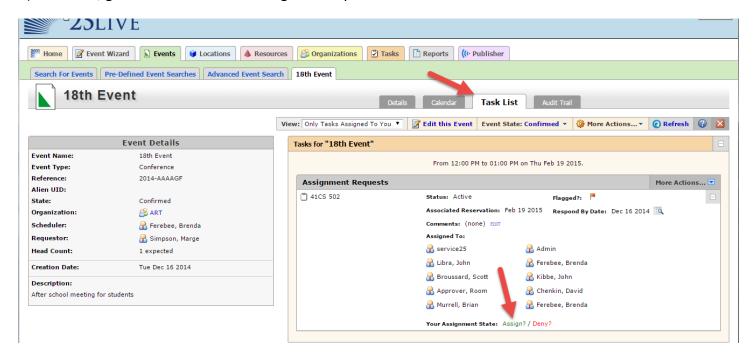5) Now you will see a message under "Event Details" next to the word "State", stating the event status.
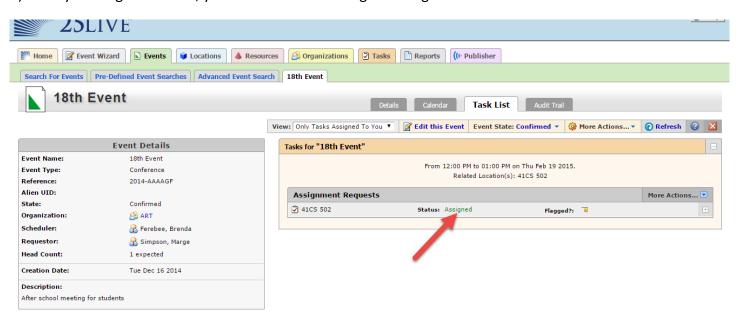

IMPORTANT NOTE

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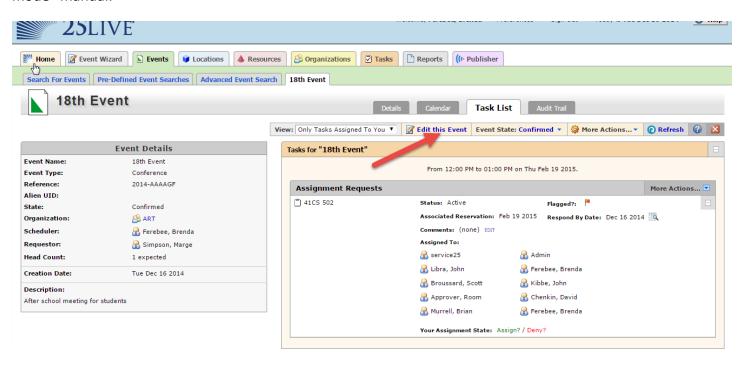
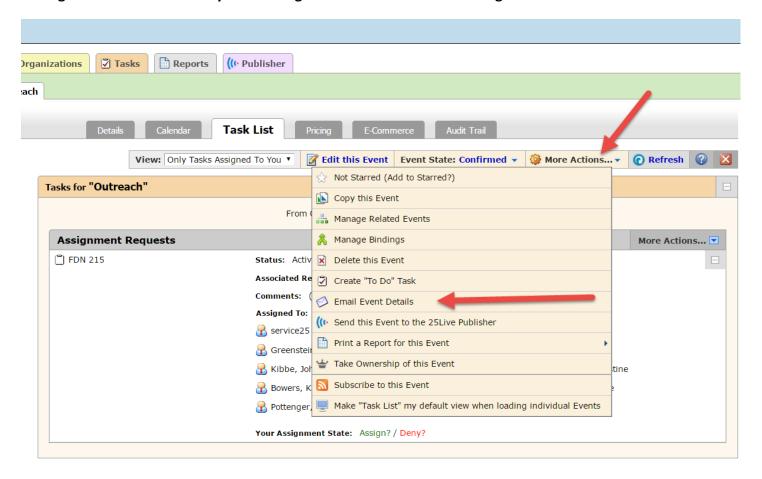6) Next, go to the "Task List" to assign or deny the location.

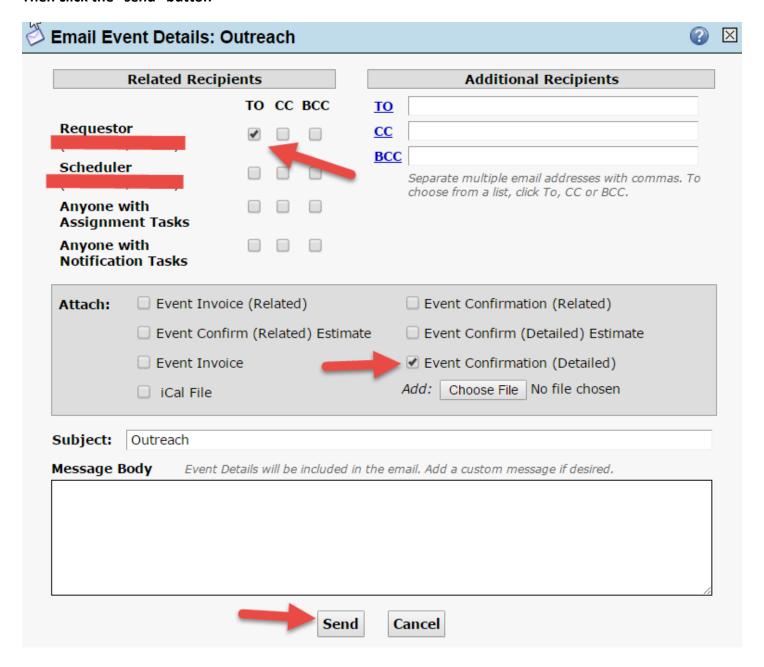7) Once you assign the room, you will receive an "Assigned" msg next to "Status".

**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.

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.**

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

Clear your internet browser periodically