

USER TRAINING GUIDE



25LIVE®

ROOM RESERVATION SYSTEM

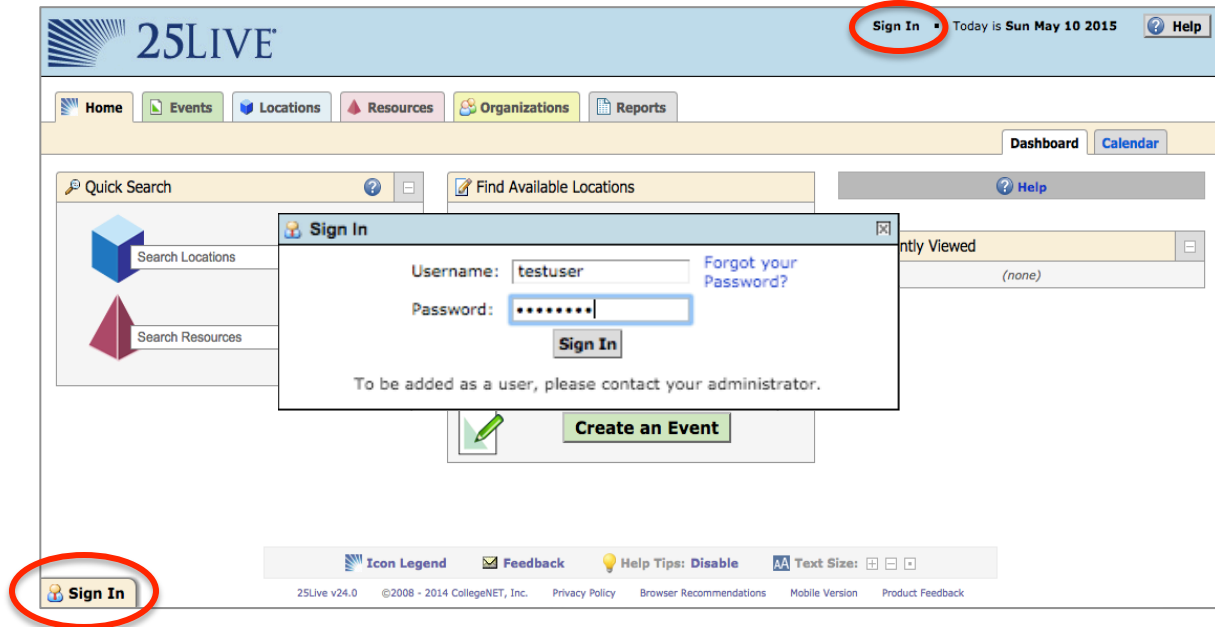
25 Live Training Guide for Meeting Planners

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BASIC FEATURES

Signing In

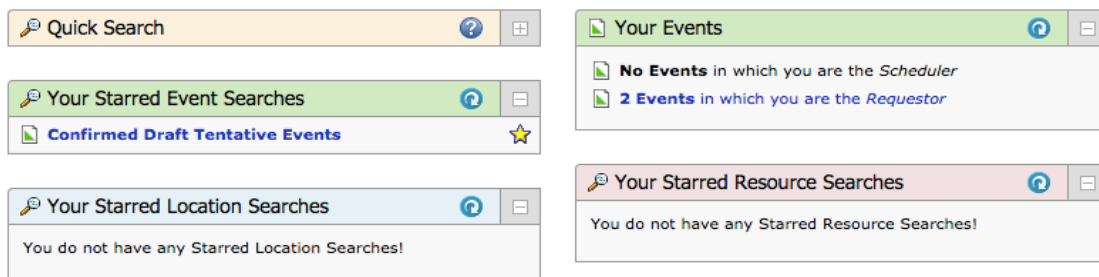
1. Go to 25live.collegenet.com/fuller
TIP: Bookmark this page or save as Favorites in your browser.
2. Click on **Sign In** link on the upper right corner or lower left corner of the page.
3. Enter your Username and Password. Click on “Sign In” button.




Dashboard Navigation

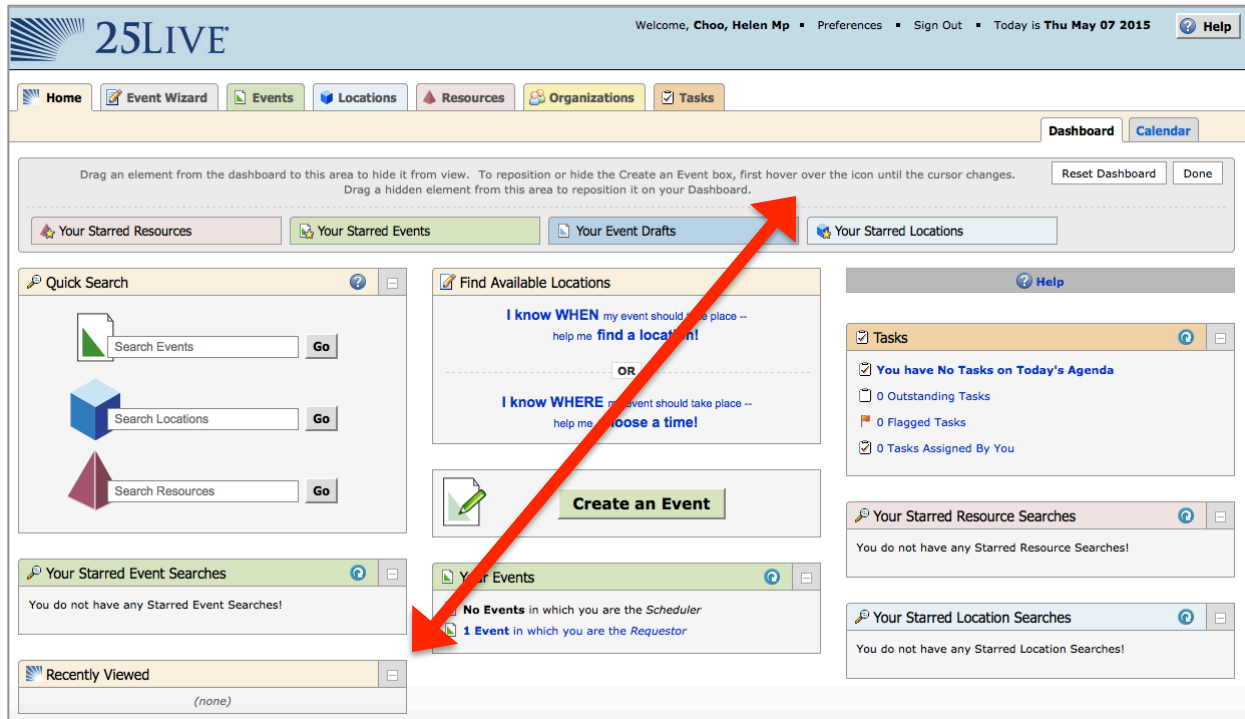
1. Shortcut (or Dialog) boxes – provides convenient ways of accessing event items
 - Quick Search – Search known events, locations and resources using key words
 - Your Starred locations, events and resources – frequently used / favorite event items
 - Your Starred location, event and resource searches – frequently used SAVED searches
 - Your Event draft – Any incomplete SAVED event requests
 - Task list – To do list associated with events/meetings
 - Event wizard – Used for creating event requests

Sample Shortcut boxes





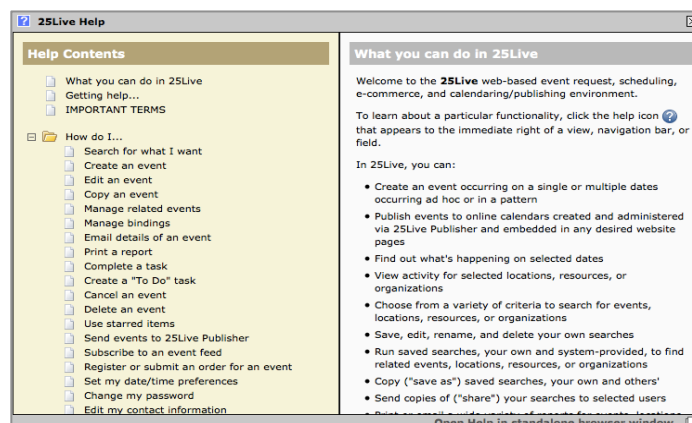
2. Dashboard Customization – organizes the shortcut boxes

- Click on the  **Customize Dashboard** button.
- To hide a shortcut box, click the title bar of the box, drag and drop it in the grey area.
- To display a hidden shortcut box, click the title bar in the grey area, drag and drop the box in the main dashboard area.
- You can also move and reposition the shortcut boxes within the main dashboard area.



Using Help

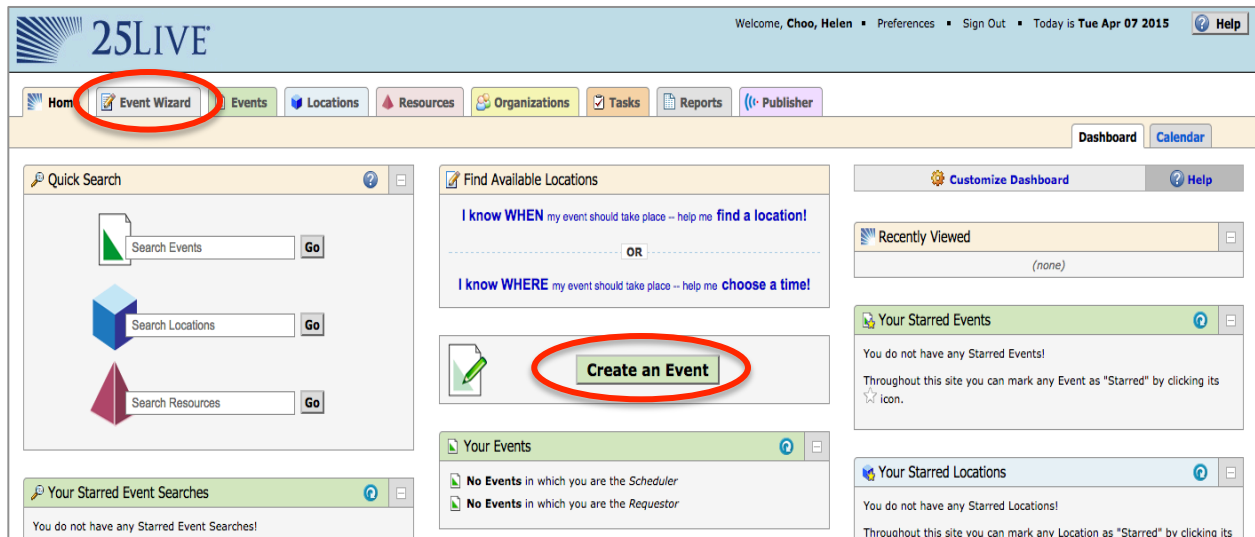
Help files are available if you have any question. Click the  **Help** button in the upper right of the page to access all Help topics. You may also click the  help icon throughout the website for context-specific information.



CREATING AN EVENT

Using “Event Wizard” to create a new event

1. Click the “Create an Event” button or “Event Wizard” tab.



2. Enter information as prompted by Event Wizard.

➤ Enter basic event information

A screenshot of the 'Event Wizard' form. The form is titled 'Start by entering the basic event information.' and contains three main sections: 'Event Name' with a text input field containing 'TEST EVENT' and a green checkmark; 'Event Type' with a dropdown menu showing 'Training - Employee' and a green checkmark; and 'Primary Organization' with a dropdown menu showing 'FPFS' and a green checkmark. At the bottom of the form, there are four buttons: 'Back', 'Next', 'Cancel', and 'Save'.

- Enter the event name.
- Enter the event type or select from the drop down menu.
- Enter the Primary Organization or click on [Browse...](#) to search by Index (alphabetical order), Type or Categories.
- Click on “Next” button to continue.

- ❖ **HELPFUL TIP:** To continue the event creation at another time, click the “Save” button.
“Star” ★ any event item you frequently use to add to the shortcut box.

➤ Enter additional event information

- Enter expected head count
- (Optional) Enter event description using the content editor
- Click on “Next” button to continue

➤ Indicate frequency of event

- Click “No” for one-time event, “Yes” for recurring event
 - If selecting “Yes”, skip the next step and go to page 7.

➤ Enter event date and time for one-time event

- Enter start date/time and end date/time
 - (Optional) Enter pre-event information
 - (Optional) Enter post-event information

NOTE: The total reservation time including pre/post event time is indicated on the right

Event Duration:
1 Hour

Reservation Duration:
3 Hours

- Click on “Next” button to continue. Go to page 8.

➤ Create recurring events

Choose how this event REPEATS.

Ad Hoc Repeats
Individually select dates to add to the event.

Daily Repeats
Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats
Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats
Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Does Not Repeat
This event has only one occurrence.

- Indicate how often the event will repeat.
- Click on “Next” button to continue.

Tell us WHEN this event takes place.

Select the dates and times of first occurrence of the actual event.
Subsequent occurrence dates will be entered on the next page.
Setup, takedown, pre- or post-event times can be specified below.

Event Start: Mon May 18 2015 10:00 am

Event End: Mon May 18 2015 11:00 am

- Enter FIRST occurrence of the event.
 - (Optional) Enter any pre-event and/or post-event time.
- Click on “Next” button to continue.

- For Ad Hoc events, click on dates on the calendar to add to the occurrence list

Describe how this event REPEATS.

Ad Hoc Repeats

Click on any date to add it to the Occurrence List.

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Date	Comments	Status
Mon May 18 2015	Meeting 1	Active
Wed May 27 2015	Meeting 2	Active
Wed Jun 03 2015	Meeting 3	Active
Sat Jun 13 2015	Meeting 4	Active
Sun Jun 14 2015	Meeting 5	Active

- For daily, weekly or monthly repeating events, select dates using the calendar or enter number of occurrences.

Describe how this event REPEATS.

Weekly Repeats

Repeats every week

Repeats on Mon Tue Wed Thu Fri Sat Sun

Repeats through Fri Jun 26 2015

Ends after 3 iterations

Date	Comments	Status
Fri May 15 2015		Active
Fri May 22 2015		Active
Fri May 29 2015		Active

- Click on “Next” button to continue.

➤ Select event locations

Search by Location Name

- Enter partial or full location name (e.g. PAY or PAYTON). Press **Enter** on your keyboard.

✔ Green check mark indicates available locations.

- (Optional) Show only my authorized locations that have no time conflicts
Uncheck to display locations with time conflict.

- (Optional) Uncheck Enforce head count to display locations that do not meet the head count criterion.

❖ **Helpful Tip:** To view conflict details, click on event's ⚠ icon.

❖ **Note:** Locations that display briefly and disappear do not meet the search criteria.

Search by using Advanced Search

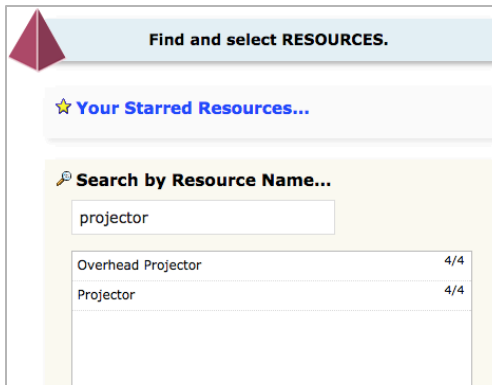
- Select one or more search criteria to find available location.
 - Features: enter or select room feature(s)
 - Categories: enter or select space type(s)
 - Layouts: enter or select room layout type(s)
 - Capacity: slide the bar left or right to adjust for space capacity

- Click on “Search” button

- Click on location name(s) to select location. Selected location(s) will display on the right side of the screen.

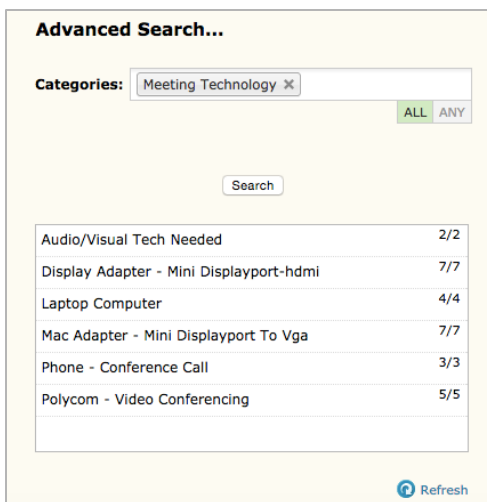
- Click on “Next” button to continue.

➤ Search for Resources



Search resources by name

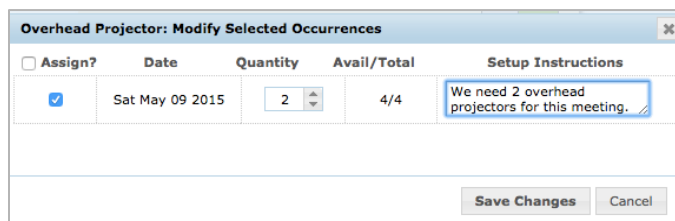
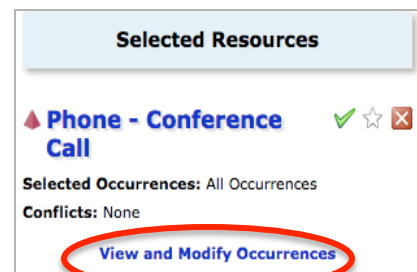
- Enter resource name. Press **Enter** on your keyboard.
 - Numbers displayed on the right (e.g. 4/4, 5/6) indicates current inventory
- Click on resource name to select.



Search Resources using Advanced Search

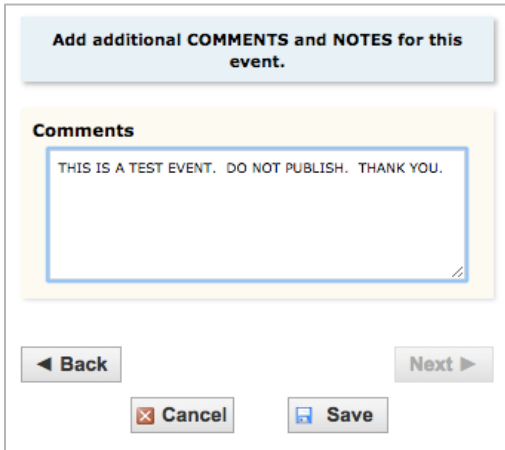
- Enter the resource category or select from drop down menu.
- Click on “Search” button.
- NOTE:** If you change or add resource category, be sure to click on “Search” button or Refresh.
- Click on resource name to select.

- Selected resources will display on the right.
- (Optional) To modify resource details, click on “View and Modify Occurrences”
 - Enter quantity and setup instructions if any
 - Click on “Save Changes” button



- Click on “Next” button to continue.

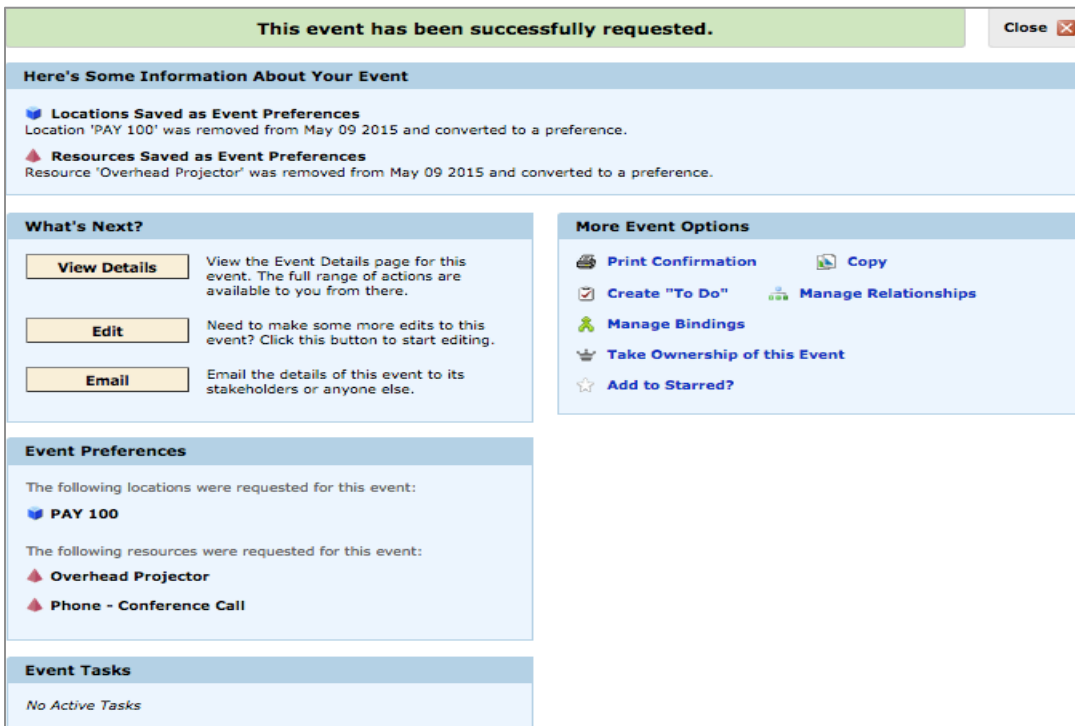
➤ Additional comments or notes



- Enter any comments/notes about this event or special instructions.
- Click on “Save” button to complete event request.
- ❖ **NOTE:** Scheduler and all staff associated with the resources requested (e.g. tech support, event planning services, auxiliary services) will be notified by email. Your requested event will change from “draft” to “confirmed” status when Scheduler approves it.

3. View and edit event details

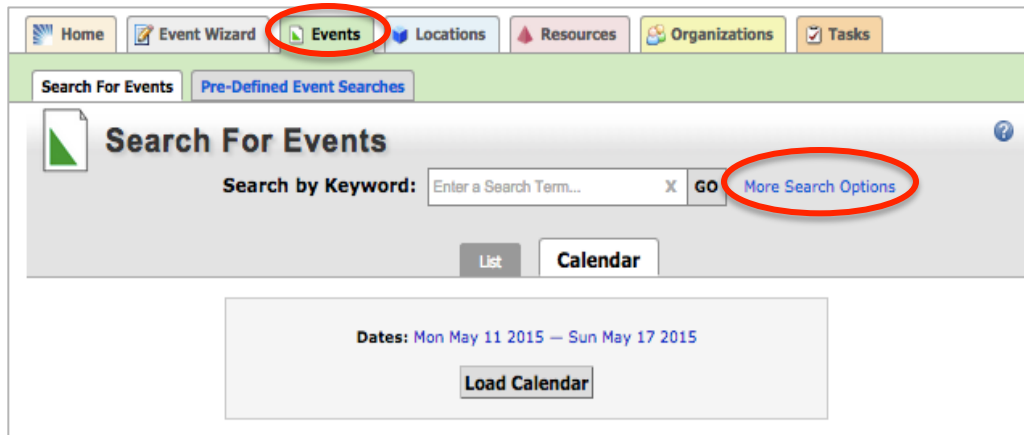
Click on “View Details” or “Edit” buttons on event request confirmation page.



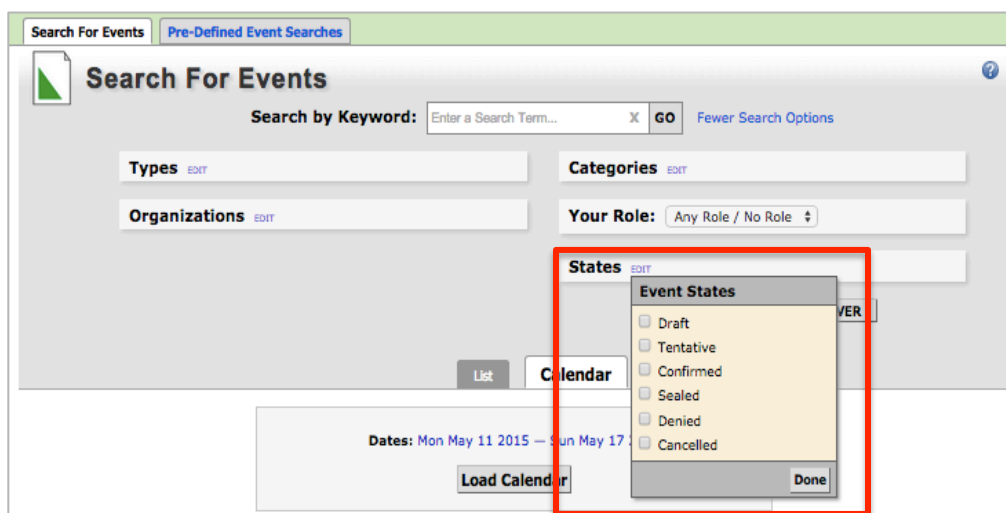
SEARCH & SAVE EVENT ITEMS

Search for Events

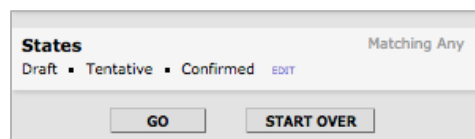
- Click on “Events” tab.
- Click on “More Search Options”.



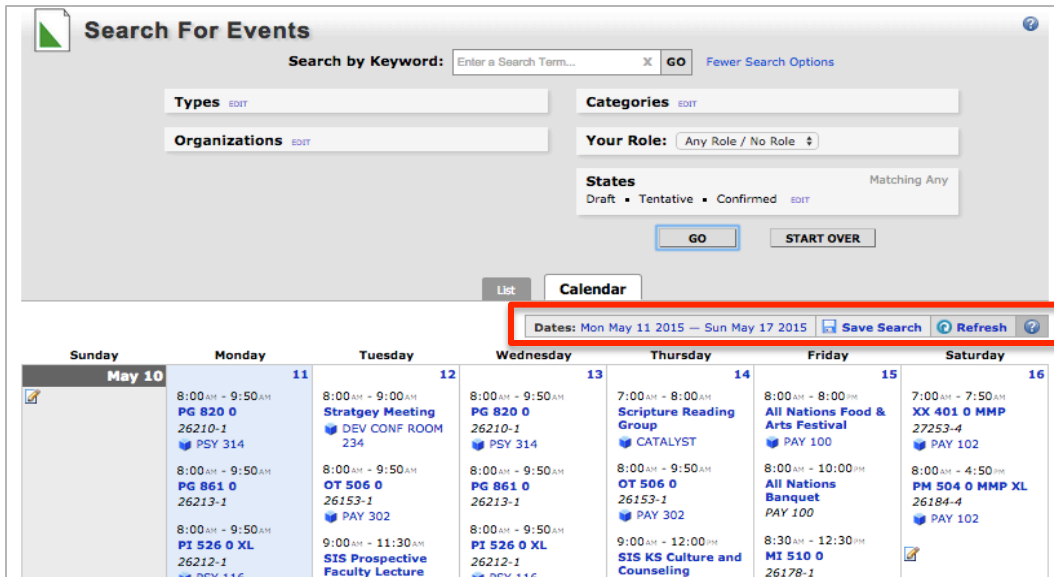
- Search event by Keyword – enter search term if known. Click on “GO” button.
- Search event using search options (Types, Categories, Organizations, Your Role and States)
 - To select events based on their status, click on **EDIT** next to “States” search option.
 - Select “Draft”, “Tentative” and “Confirmed”.
 - Click on “Done” button.



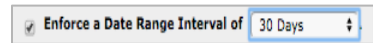
- Click on “GO” button to continue.



Event dates meeting the search criteria will load in calendar format.

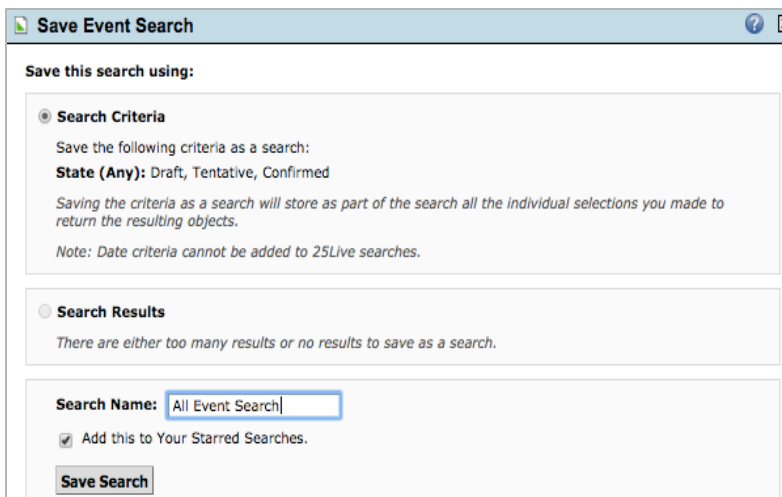


- To change the date range, click on the dates.
 - Click on the calendar dates to select start and end dates.
 - (Optional) Check the box to enforce date range interval.
 - Click “Done” button to continue.



Save event search

To save this search, click on Save Search button.



- Select Search Criteria.
- Enter the Search Name.
- Click on “Save Search” button.

Note: Be sure “Add this to your Starred Searches” box is checked.

The saved search will now show on your dashboard.

Note: Refresh the home page see the new search.



Search for Locations

- Click on “Locations” tab.
 - Enter the search term to search locations by keyword. Click on “GO” button.
- Click on “More Search Options” to search by search options.
 - Click on “EDIT” next to each search option (Categories, Layout and Features).
 - Make selections from the drop down list. Click on “Done” button.
 - For Capacity, enter the number range.
 - Click on “GO” button to generate the location list.

The screenshot shows the 'Search For Locations' interface. At the top, there are navigation tabs: Home, Event Wizard, Events, Locations, Resources, Organizations, and Tasks. Below the tabs, there are two sub-tabs: 'Search For Locations' and 'Pre-Defined Location Searches'. The main area contains a search bar with the text 'Search by Keyword: Enter a Search Term...' and a 'GO' button. To the right of the search bar is a link for 'Fewer Search Options'. Below the search bar, there are three main filter sections: 'Categories', 'Features', and 'Layouts'. Each section has an 'EDIT' link. The 'Categories' dropdown menu is open, showing a list of categories with checkboxes: Academic Priority, Administrative Space, Auditorium, Conference Space, General Use Classroom, Meeting Room, Multi Purpose, Outdoor Area, and Parking. The 'Layouts' section has a 'Capacity' filter with a range between 50 and 100. There are 'GO' and 'START OVER' buttons. At the bottom, there are 'Availability' and 'Calendar' buttons, and a 'Load List' button.


Locations meeting the search criteria will display in list view.

- Click on the location name to view upcoming events at that location.
- “Star” ★ the location to save it as your starred location.

The screenshot shows the 'Search For Locations' interface with a list of search results. The search criteria are: 'Meeting Room' under Categories and 'Meeting Room' under Features. The list has columns for Name, Formal Name, Features, Layouts, and Max Capacity. A 'Categories' dropdown menu is open, showing 'Meeting Room' selected. The list contains four entries: 490EW 220, CATALYST, DMIN SR, and FPFS 268. At the bottom of the interface, there are buttons for 'Choose Visible Columns', 'Save Search', 'Refresh', and a help icon.

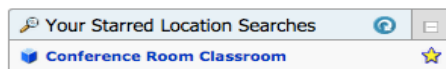
Name	Formal Name	Features	Layouts	Max Capacity
490EW 220	490 Conference Room 220	Meeting Room	D./V.C.R., Board - White, Carpet, Internet - Ethernet Connection, Internet Connection, Phone, Polycom - Video Conferencing, Projector - Ceiling Multimedia, Projector - Screen (Electronically Controlled), Seating - Chairs, Tables, Windows	24
CATALYST	The Catalyst	Meeting Room, Multi Purpose	Adjacent Patio, Fireplace, Football Table, Internet - Wireless Connection, Seating - Chairs, Seating - Couches, Tables, Tables - Coffee, Tables - Outdoor, Windows	72
DMIN SR	Ray Anderson Classroom	Academic Priority, Meeting Room	A.V. - D.V.D./V.C.R. Combo To Multimedia Projectors, Board - White, Carpet, Document Camera, Internet - Ethernet Connection, Internet - Wireless Connection, Lectern, Microphone System, Phone, Projector - Ceiling Mounted Multimedia, Projector - Laptop Connection, Projector - Screen, Seating - Chairs, Smart Panel Av Controls, Sound System, Tables, Windows	42
FPFS 268	Fuller Psychological and Family Services Conf. Room 268	Conference Space, Meeting Room	A.V. - D.V.D./V.C.R. Combo To Multimedia Projectors, Board - White, Carpet, Projector - Ceiling Mounted Multimedia, Projector - Screen, Seating - Chairs, Smart Panel Av Controls, Tables, Windows	20

Save location search

To save this search, click on  button.

- Select Search Criteria or Search Results to save
- Enter the Search Name.
- Click on “Save Search” button.

Note: Be sure “Add this to your Starred Searches” box is checked.





The saved search will now show on your dashboard.
Note: Refresh to see the new search.

Search for location availability

- Go to “Locations” tab.
- Enter the location name or select search options.
- Select “Availability” tab.
- Click on “Load Availability” button.

Availability of locations meeting your search criteria will display.

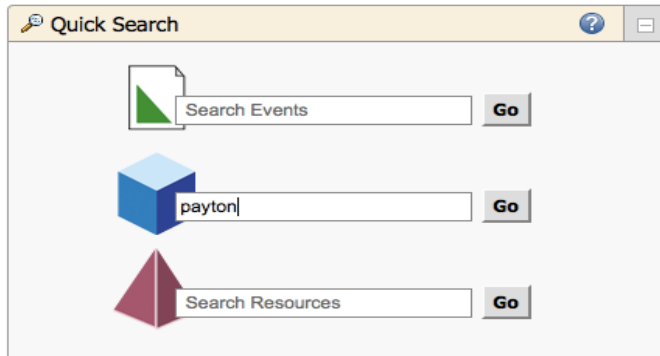
- Click on left of right arrow  to select another date.
- Click on  to save this search.

Name	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
PAY 102	Closed							XX		IS 503 0 XL				TC 521 0				
PAY 301	Closed														Vocation &			
PAY 302	Closed									LG 846 0		(Private)		Vocation &				
PAY 303	Closed					NE 517 0		BI 500 0		NT 500 0								
PAY 304	Closed							OT 883 0		OT 527 0				CH 504 0				
PAY GENEVA	Closed			(Private)				Able Theol						Vocation &				
PAY LOBBY	Closed																	

Search for location availability using quick searches

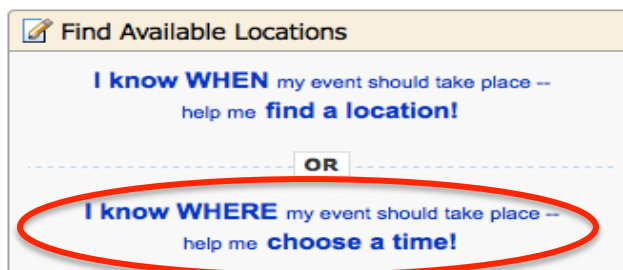
Using “Quick Search”

- Enter the name of location in “Search Locations” field.
- Click on “Go” button.

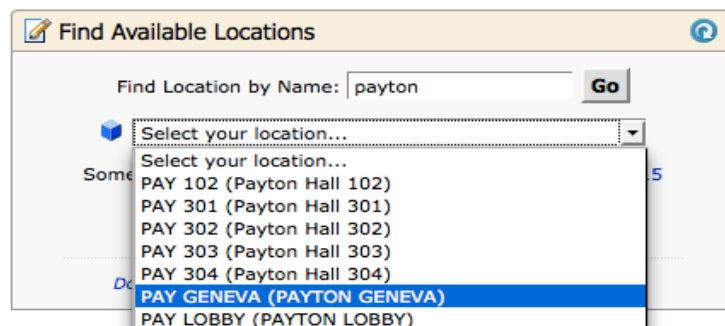


Using “Find Available Locations”

- Click on “I know WHERE my event should take place – help me choose a time!”



- Enter location name. Click on “GO” button.
 - Click on down arrow and select your location from drop down menu if needed



- Click on  button to view location’s availability.