

Mozilla Firefox and Google Chrome are the recommended browsers for accessing 25Live. Users are strongly discouraged from using Internet Explorer.

Tasks and Approvals in 25LIVE

The purpose of this document is to outline the steps taken in the approval process for schedulers and space managers based on best practices and current University scheduling guidelines.

Signing In to 25LIVE

- Access the 25LIVE website at:
<http://25live.collegenet.com/rowan>
- Click **Sign In to 25Live** in the upper right-hand area of the page.
- 25LIVE is accessed using a Rowan username and password.

Task and Approval Processing Step 1: Accessing Tasks

- Click on **Tasks**.
- On the *Overview of Tasks* sub-tab, select *Outstanding* from the selection box at the top center area of the screen.
- All tasks that require action will be displayed.

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:
 - The Details tab displays information about the dates and times of the request.
 - The Task List tab will display tasks related to this event that require action by the user. This is the tab where Space Schedulers will take action on tasks (See Step 3)

Step 3: Assigning Requests


- Click on the Task List sub-tab.
- Expand the Assignment Requests box on the right side of the screen using the plus sign or using the actions menu for events with multiple assignment requests.
- Click on the green *Assign* link or the red *Deny* link on all tasks related to the request.

Assign? / Deny?


Timing of Requests...

The default task list view displays the newest tasks first. To schedule according to a first-come, first-served standard, 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*:
(Note: If the *Task* was *Denied*, skip to Step 5: E-mailing the Assignment Status)
- Click on the **Actions...** drop-down menu on the upper right-hand corner and choose *Edit This Event* to open the *Event Reservation Wizard* (Note that the *Editors* now have a green background).
- Change the Event *State* (On Card Two of the Reservation Wizard) from "TENTATIVE" to "CONFIRMED".

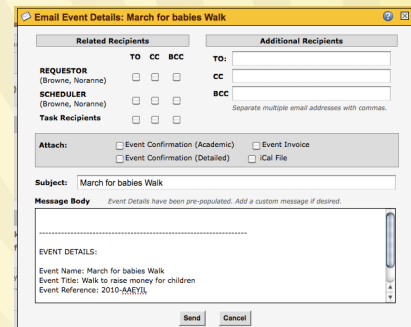
Important: Save the event by selecting the save icon  in the upper right portion of the screen.

Step 4: Modifying Requests

- **Note:** Take this step only if changes must be made to the request.
- Click on the **Actions...** drop-down menu on the upper right-hand corner and choose *Edit This Event* to open the *Event Reservation Wizard* (Note that the *Editors* now have a green background).
- Change the event details as desired. (i.e. add pre-event or setup time)
- **Important:** Save the event by selecting the save icon  in the upper right portion of the screen.

Step 5: E-Mailing the Assignment Status

- After *Assigning* or *Denying* the *Task*, click on the **Actions...** drop-down menu on the upper right-hand corner and choose *Email Event Details*.
- Check the Requester & Scheduler boxes. Add any additional email addresses in the spaces provided and add an explanation email to the body.



- Click the Send button.

Signing out of 25LIVE

- When logged in, the user's name will appear in the upper right-hand portion of the page.
- Click Sign Out or close the browser to exit 25LIVE.

All Schedulers are Expected To:

- Act on requests within two 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.
- Refer Users to the 25Live documentation located on the Office of Conference & Event Services website as needed. (rowan.edu/ces/25Live)
- Exhibit basic knowledge about the locations and resources under their care.
- Communicate any special notes, conditions or restrictions related to locations and resources to the Office of Conference & Event Services.