

## 25LIVE Basics – Tasks and Approvals

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

### Signing In to 25LIVE

1. Access the 25LIVE website at:  
<http://25live.collegenet.com/rowan>
2. Click the *Sign In to 25LIVE* link in the upper right-hand area of the page.



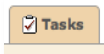
3. 25LIVE is accessed using a Rowan network username and password.

### 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.

#### Step 1: Accessing Tasks

1. Click on the orange *Tasks* Tab.



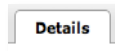
2. Click on *Overview of Tasks* and ensure that the drop-down menu in the center of the page reads *View Tasks That Are: Outstanding*.

3. All of the requests that require action will be displayed.

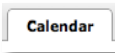
**Note:** Tasks will be displayed in most recently submitted order. To utilize the first come, first serve method of scheduling, click on the *Respond by Column* (make sure the arrow is pointing down).

#### Step 2: Reviewing Task Details

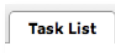
1. Locate the desired request and click on the *Event Name*. This will open the event in 25Live, allowing users to access information regarding the request using the following views:



Click on the *Details* tab to see information on the dates and times of the request.



Click on the *Calendar* tab and change the date range to include the date of requested event.

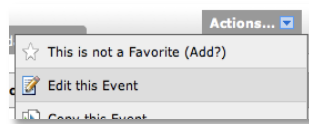


Click on the *Task List* tab and change the drop-down menu under *View* to *Only Tasks Assigned to You*. Date and Time info for each task can be viewed by rolling the cursor (mouse pointer) over the *Task Name*.

#### Step 3: Modifying Requests

**Note:** Take this step only if changes must be made to the request.

1. 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).



2. Change the event details as desired. (i.e. add pre-event or setup time)

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



#### Step 4: Assigning Requests

1. Click on the *Task List* tab and change

the drop-down menu under *View* to *Only Tasks Assigned to You*.

2. Click on the green *Assign* link or the red *Deny* link on all tasks related to the request.



3. If the *Task* was *Assigned*:

(Note: If the *Task* was *Denied*, skip to **Step 5: E-mailing Confirmation**)

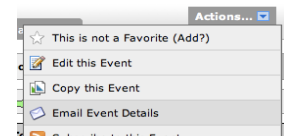
- a. Click on the *Actions* drop-down menu on the upper right-hand corner and choose *Edit This Event* to open the *Event Reservation Wizard* (Note that the *Editors* now have a green background).

- b. Change the *Event State* from *Tentative* to *Confirmed*.

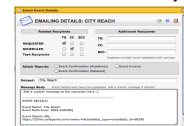
5. **Important:** Save the event by selecting the save icon in the upper right portion of the screen.

#### Step 5: E-Mailing Confirmation

1. After *Assigning* or *Denying* the *Task*, click on the *Actions* drop-down menu on the upper right-hand corner and choose *Email Event Details*.



2. Check the *Requester & Scheduler* boxes. Add any additional email addresses in the spaces provided and add an explanation email to the body.



3. Click the *Send* button.

**Note:** All schedulers are expected to communicate the approval or denial decision directly to the requester.