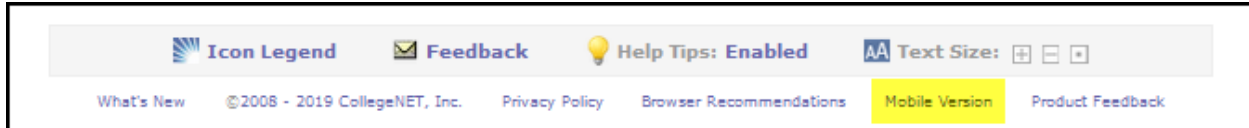# Session Two: Quick Scheduling with 25Live Mobile

Yes, also use this on your PC with a larger display, or tablet or phone!

This guide will help you schedule locations using the 25Live quick scheduling form, Mobile. (See Session One on how to create some favorites up in 25Live by Starring them before you use 25Live!)

If you are on a phone or tablet, sign in here: https://25live.collegenet.com/uidaho/scheduling.html If you are on a larger screen or desktop PC Sign in here: https://25live.collegenet.com/uidaho and use the link at the bottom to switch to Mobile:

Your 25Live screens may appear different than the images shown below.
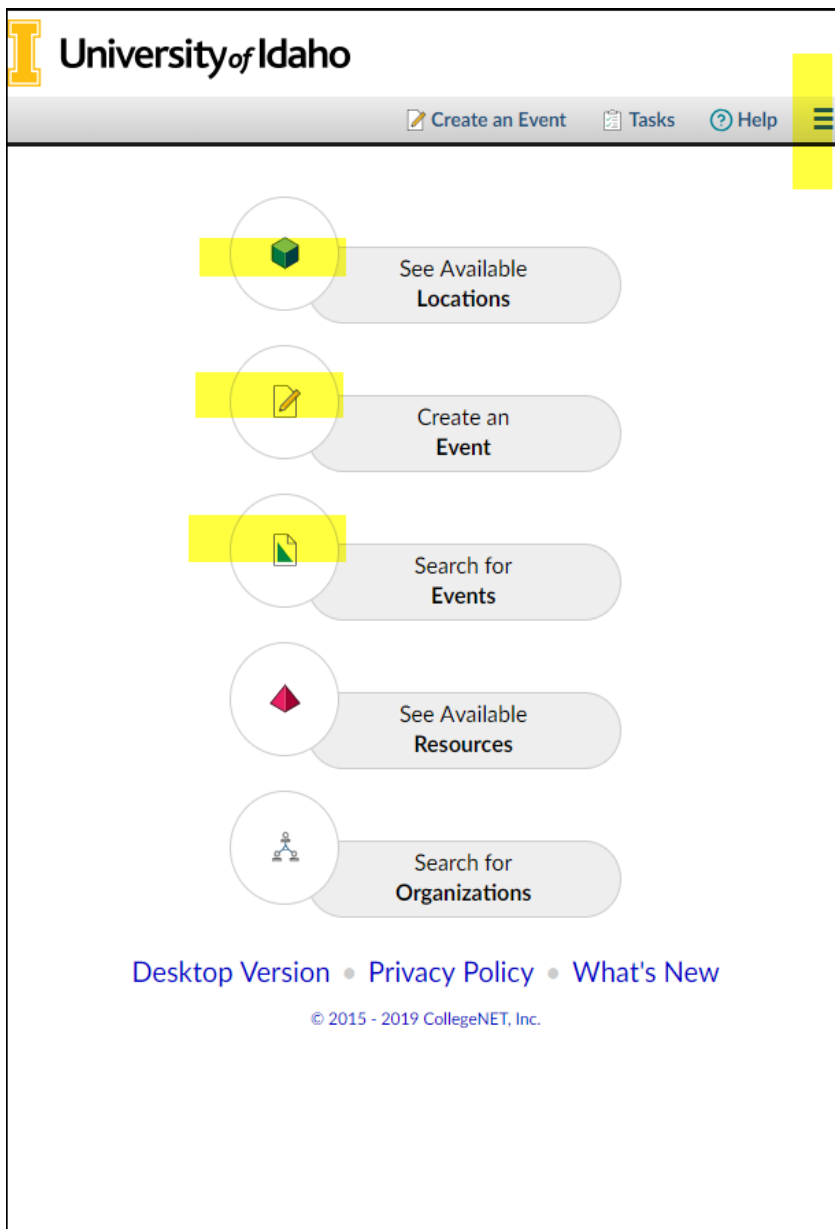
The three stacked lines highlighted in the upper right of the screen is your Home menu. You can get back to this screen by selecting this icon.

If you need to find an available location for your event, start with See Available Locations.

If you know your location is available you can start here to Create an Event.

If you need to modify or view an existing event you can Search for Events with Event Name or Event Reference.

If you schedule Resources (equipment) you'll receive separate instructions for See Available Resources.

If you schedule locations for other Organizations than your own, you can look them up here and request they be added if you can't location them. Send requests for new orgs to r25@uidaho.edu.

Return to the 25Live Desktop Version at the bottom.

For assistance: Please send questions or problems to r25@uidaho.edu

# Session Two: Quick Scheduling with 25Live Mobile

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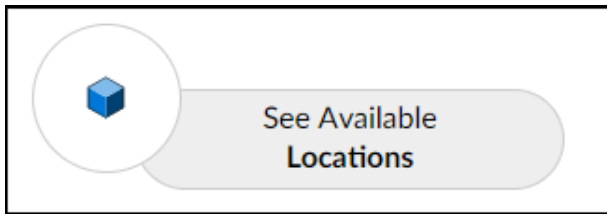
When your Location(s) have been starred, they become favorites (float to top of lists). You can click anywhere on the See Available Locations link and you will see a list of Starred Locations, or you may enter a Location name and the magnifying glass icon to search.

This screen appears with current date and time displayed and availability for starred locations:
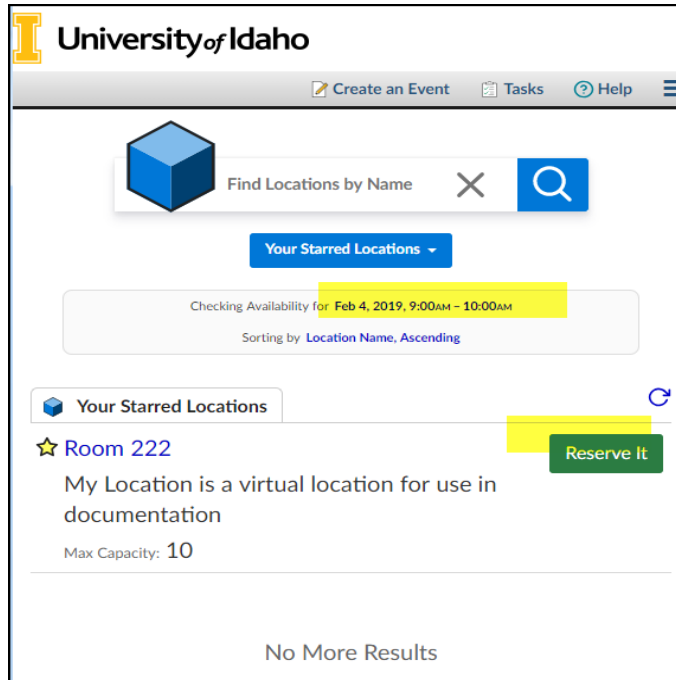

This page allows you to search to find an available location for your event.

Starred Room 222 has a green Reserve It button that indicates it is available for the time and date indicated.

Notice Max. Capacity for your location to ensure it will accommodate your event.

Since this display defaults to the current date and hour, and a future date is needed, click into the highlighted Date and Time display to change it.

Click into the date/time link above, and this screen appears:
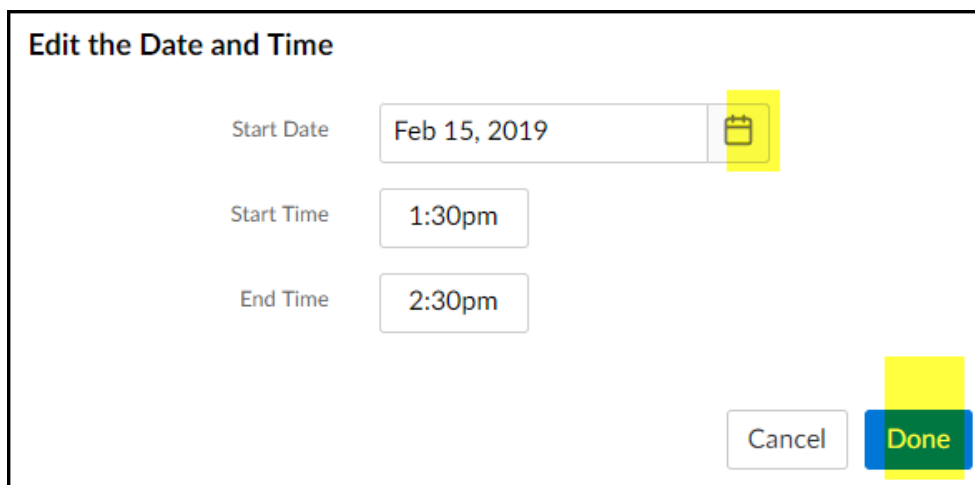
Click into the Calendar icon to select a new month, day, or year.

Select the appropriate Start Time and End Time for your event.

Select Done to check availability.

When you select Done you will be returned to the Location Search/Availability menu.

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Session Two: Quick Scheduling with 25Live Mobile
Yes, also use this on your PC with a larger display, or tablet or phone!
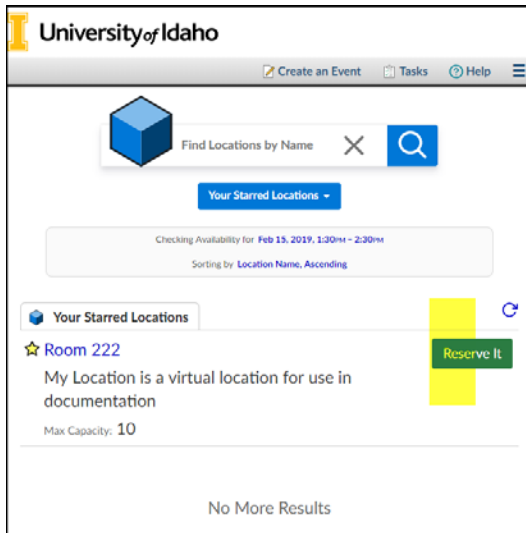
If your Location shows as free select the green Reserve It button to begin scheduling your event.

The following screen will appear. It's the same event entry screen that you can select under the Create an Event link at the top the screen.

Because you have already selected your location and event date, time, those fields are already filled on your form.

You're able to check only one date/time at a time in Mobile, making Mobile ideal for one-time meetings. For a repeating meeting, you may prefer checking location availability using monthly calendar displays in Desktop.

Your scheduling form may appear different from the one displayed here. This form is on one page. Scroll through it to enter information into the few remaining required fields and be sure to Save your event when completed.

Note that event time, date, and location are pre-filled. Required fields are in red.

Enter an Event Name. Use a generic title that identifies the event without exposing sensitive content. Avoid acronyms.

An Event Title isn't needed unless a longer text field than Event Name is required to hold the information.

Select an Event Type from this menu. Meeting is commonly used. Select a type that most closely reflects the type of event that is occurring.

Select the Organization sponsoring the event. This is usually your own unit or organization.

Expected Head Count is a required field. Please provide your best estimate of guests expected to attend your event. If your head count exceeds the room capacity a warning is generated.

The left side-panel tracks your progress. See the next page for instructions on completing this event.

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Session Two: Quick Scheduling with 25Live Mobile

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Weekly Staff Meeting
Event Title

Meeting

General Education Advising Committee

10 Attendees Expected

Event Description

Fri Feb/15/2019
1:30 pm - 2:30 pm

Event Repeats

📦 **Room 222**

👤 **Registrar, Joe Vandal**
Scheduler

👤 **Registrar, Joe Vandal**
Requestor

Event Confirmation Notes

📄 **Confirmed**

acronyms when possible. Please use proper title conventions for your Event Name. Use Event Title if you require more space. Some special characters are not allowed.

> Weekly Staff Meeting ✓

Event Title

Copy and paste the test from Name here or enter a longer more formal event name. The event title will be displayed in the event details. Do not leave this field blank.

Event Type

Choose the event type that is most appropriate for your event.

Note: Changing the Event Type may update selections for the following: Custom Attributes, Categories, Contact Roles, Requirements, Publish to Calendar.

> Meeting ▼ ✓

Primary Organization for this Event

Select the organization that is sponsoring the event.

> General Education Advising ... ✕ ▼ ✓

Expected Head Count

Expected head count: If you are not using event registration, enter an estimate for number of event attendees here. If no one will be attending enter zero. Do not choose Unknown.

> 10 ▲▼ ✓

Cancel **Save**

Enter or select information for the required fields. Ignore fields that you don't need.

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Session Two: Quick Scheduling with 25Live Mobile

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Scroll down through the form until the necessary event information has been completed. Unless you have been instructed to use the Event Description field you can leave it blank.

If the event only needs to occur once, on a single date, and doesn't need any additional time for set-up or take-down, then the event is completed and can be Saved.

If the event requires additional time before or afterward, select yes and add minutes or hours to pad your event as needed. Otherwise, skip this field.

This is a weekly meeting, so additional meeting dates need to be added.

Select the Does Not Repeat pull-down menu and select the repeat pattern that best fits. In this case, Weekly Repeats is best for a staff meeting that occurs each Friday.

Each repeating date that is added will expand the Occurrence List.

Event Repeats settings for Friday weekly meeting:

Weekly Repeats meeting pattern is selected here. Other meeting pattern choices available in the drop-down menu include Ad Hoc (select dates off of calendar), Daily or Monthly.

Repeats every: Refine your weekly pattern selection here. Choose from week, every other week and up to every 12 weeks.

This example shows a Friday meeting that repeats weekly through Friday, May 10th.

Another option is to schedule the pattern X number of iterations.

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Session Two: Quick Scheduling with 25Live Mobile

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The Occurrence List for a Friday meeting that runs weekly from Feb. 15th through May 10th.

Status shows for each occurrence. If the weekly occurrence falls on a holiday, you can use the pull-down menu to Cancel just that meeting date.

After events are completed and saved, they can be edited to Cancel Active occurrences. After cancelling an occurrence, be sure to Save your event.

Cancelling an occurrence will unassign the locations for that date and time so that is available for use.

Cancelling an event occurrence is different that cancelling an Event. Cancel an Event to remove and cancel ALL reservation occurrences for all dates. This will also remove existing all room assignments.

Comments may be entered for each reservation occurrence and these will display on some reports.
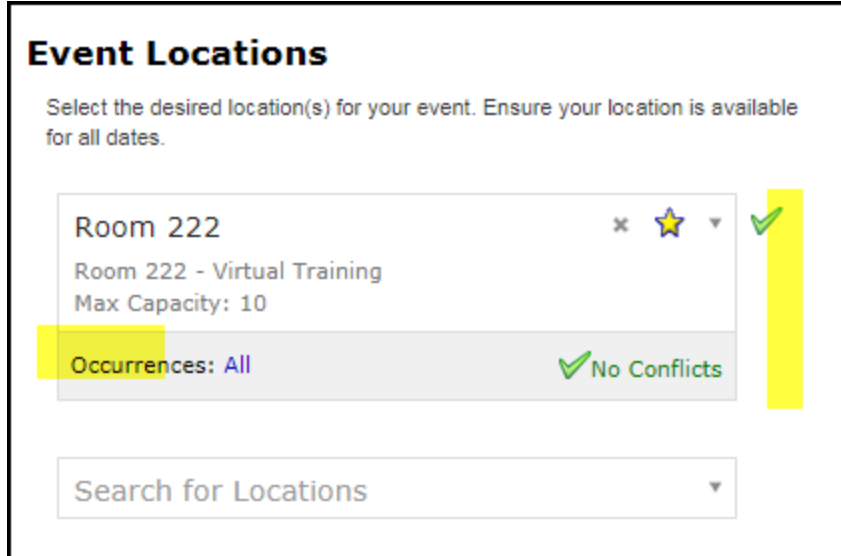
In this Event the Location Room 222 showed as available for the first meeting reservation on Feb. 15th.

The following screen will display any Location conflicts for the reservation occurrence dates that run through Friday, May 10th.

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Session Two: Quick Scheduling with 25Live Mobile

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Event Locations

Select the desired location(s) for your event. Ensure your location is available for all dates.

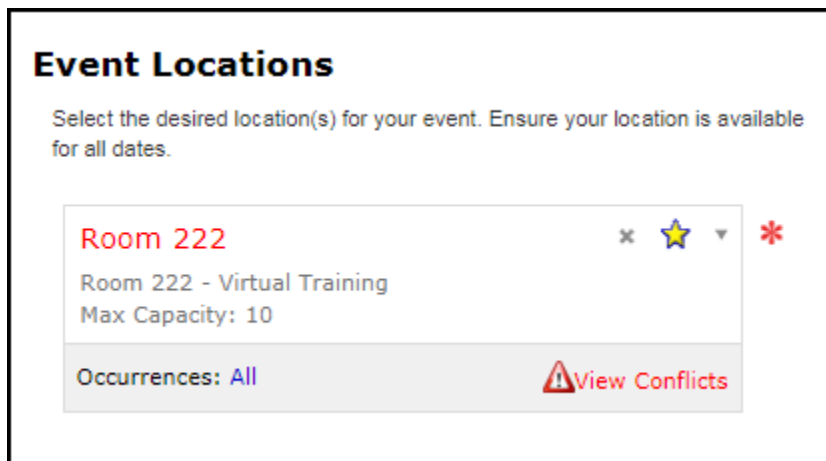| Room 222	× ☆ ▾ ✓
Room 222 - Virtual Training Max Capacity: 10	
Occurrences: All	✓ No Conflicts

Search for Locations ▾

Ensure that All Occurrences are available for scheduling. The No Conflicts adjacent to the highlighted Occurrences: All indicates that this location if available for all dates.

Conflicts with other events will require you to remove that reservation occurrence or schedule around it.

If an alternate location is available it can be scheduled only for that occurrence, instead.

Conflicts appear like this:

Event Locations

Select the desired location(s) for your event. Ensure your location is available for all dates.
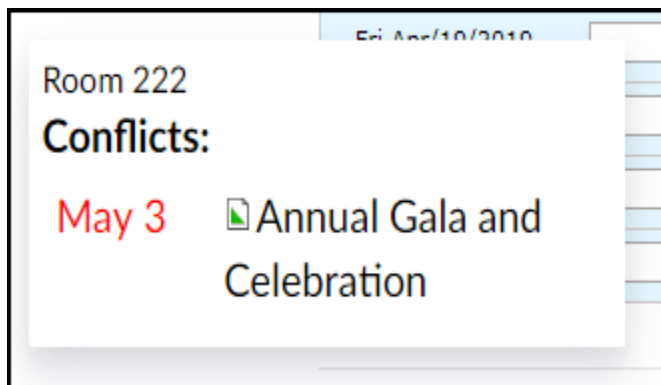
Room 222	× ☆ ▾ ✱
Room 222 - Virtual Training Max Capacity: 10	
Occurrences: All	⚠ View Conflicts

Click on the View Conflicts message below to find out which reservations cannot be assigned.

A pop-up box will appear on the screen displaying conflicts. This is shown in the next screen.

This is the detail for a specific conflict.

Fri Apr/19/2019

Room 222

Conflicts:

May 3 📄 Annual Gala and Celebration

In this example another event has been scheduled in Room 222 on May 3rd by the Annual Gala and Celebration event. Choices are to remove the May 3rd reservation occurrence from the event or find and assign another available location.

If the May 3rd reservations is removed, another event might be scheduled on this date in this location at an alternate time.

For assistance: Please send questions or problems to r25@uidaho.edu

With the conflicting reservation cancelled the Location can now be assigned. To keep the reservation and assign another room, remove the Location from the appropriate date under Event Locations > Occurrences.

There are now no Location conflicts for this event.

Almost done!

Just a couple of possible fields for data entry remain.

If you are scheduling for someone else, you should search for and enter their name into the Requestor field. As scheduler, you are already entered into the form.

If you frequently schedule events on someone else's behalf, you can Star them so that they float to the tops of menus for quicker selection when you begin typing them.

Best search entry (for Contact Names) might be Last Name, First Initial for locating Requestors (example: Miller, T) to narrow possible results.

Just one more step – choose an Event State if prompted or instructed to do so.

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If you have a choice of Event States:

Not all schedulers will be presented with a choice of event states.

If you manage the space you are scheduling and don't anticipate changes to the event then select Confirmed.

If you are requesting the use of the space from another scheduler, or you are not certain if the event will take place, select Tentative.

Both Tentative and Confirmed Event States will retain your room reservation and appear under room calendars as booked.

Save your Event! If you hit Cancel instead of Save, your work will be lost and you will need to begin again. Save will be available to you as soon as you enter all the required fields. Required fields are marked in red and include a red asterisk. After Saving your event, review the Summary to ensure it is correct and complete.

Locate your events in the future by searching event name or reference number or viewing a room calendar for the assigned location.

Also visit Home and Search for Events and Select Existing Search: Events in which you are the Scheduler.

Need to make a change? Unless you are requesting a location and waiting for approval you can edit your saved events to make any changes needed.

Editing Saved events will be covered in a separate guide.

For assistance: Please send questions or problems to r25@uidaho.edu