

25Live Navigation

Creating an Event in 25Live

The “Event Wizard” tab is where you create an event. The three fields listed below with the red asterisk (*) indicate that they are required fields where information has to be entered before you can continue with your request.

Event Name—how you name your event

Event Type—drop down menu for you to choose type of event

Primary Organization—department name listing grouped under “Types” as “University Department” as shown below:

The screenshot shows the 25Live Event Wizard interface. The browser address bar displays https://25live.collegenet.com/northeastern/#new_wiza. The page header includes the Northeastern University logo and the text "Office of the University Registrar". The navigation menu contains: Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, Reports, and Publisher. The main content area is titled "Start by entering the basic event information." and contains the following fields:

- Event Name:** A text input field with a red asterisk (*) and the message "This field is required." below it.
- Event Title:** A text input field.
- Event Type:** A dropdown menu with the text "Search for an Event Type" and a red asterisk (*) to its right.
- Primary Organization:** A dropdown menu with the text "Search for an Organization" and a red asterisk (*) to its right, with the message "Primary Organization is required." below it.

An open dropdown menu titled "Select an Organization" is shown at the bottom. It has three panes:

- Find By...:** A list with options: Your Starred Organizations, Search, Index, Types (selected), and Categories.
- Types:** A list with options: ACADEMIC DEAN/DEPARTMENT and UNIVERSITY DEPARTMENT (selected).
- UNIVERSITY DEPARTMENT:** A list of department names: AA/Drug Program, Admissions, Advancement/Development Office, Affirmative Action & Diversity, African American Studies, Alumni Relations, and American Sign Language.

After this info is entered, click the **Next ►** button, which brings you to the next screen, where you will enter the expected headcount for your event (a headcount number has to be entered or your request may be denied).

Click the **Next ►** button to enter the date of your event. You have the option to select a one-time occurrence or multiple occurrences (if choosing multiple occurrences, the time has to be exactly the same for all dates).

Click the **Next ►** button to choose a location for your event (a location has to be selected).

Once done, click **Save** and your request will be sent automatically to Scheduling. The room is not actually reserved. Scheduling approves the space and will send you an email confirmation.

Editing Events In 25Live

As a requestor, you CAN edit an event in 25Live once it has been submitted but not approved. If the request has been approved you CANNOT edit it.

- If you need to make a change to a reservation after it has been submitted and **approved**, you must email the scheduler who confirmed your reservation. Find the reservation confirmation email and reply to it with your requested changes.

Canceling Events In 25Live

As a requestor, you CANNOT use 25Live to cancel your event once it has been submitted.

- To cancel your confirmed reservation, please email the event scheduler who confirmed your reservation.
- If you need to cancel an event before you receive confirmation, you can email scheduling@neu.edu within 24 hours of submission to cancel the event once it has not been processed. If the event has been processed and confirmed, you will then reply to the confirmation that the event needs to be cancelled. The scheduler will work with you to cancel the event.

Searching Your Events

As a requestor, you can search for events you have requested. On the “Pre-Defined Event Searches” tab, select “Pre-Defined Groups” and then “Events You Have Requested” as shown below and click the **Run** button:

The screenshot shows a web browser window with the URL https://25live.collegenet.com/northeastern/#event_bro. The page header includes the Northeastern University logo and the text "Office of the University Registrar". The user is logged in as "Maynard, Doriel" and the date is "Tue Dec 15 2015".

The navigation menu includes buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. The "Events" button is highlighted.

The main content area is titled "Pre-Defined Event Searches" and has three tabs: "For Events", "Pre-Defined Event Searches", and "Advanced Event Search". The "Pre-Defined Event Searches" tab is active.

Under "Search Groupings", the "Pre-Defined Groups" section is expanded, showing a list of search categories:

- Your Starred Event Searches
- All of Your Event Searches
- Public Event Searches
- Supplementary Keyword Searches
- Your Starred Location Searches
- All of Your Location Searches
- Public Location Searches

The "Events You Have Requested" category is selected, and a list of search results is displayed:

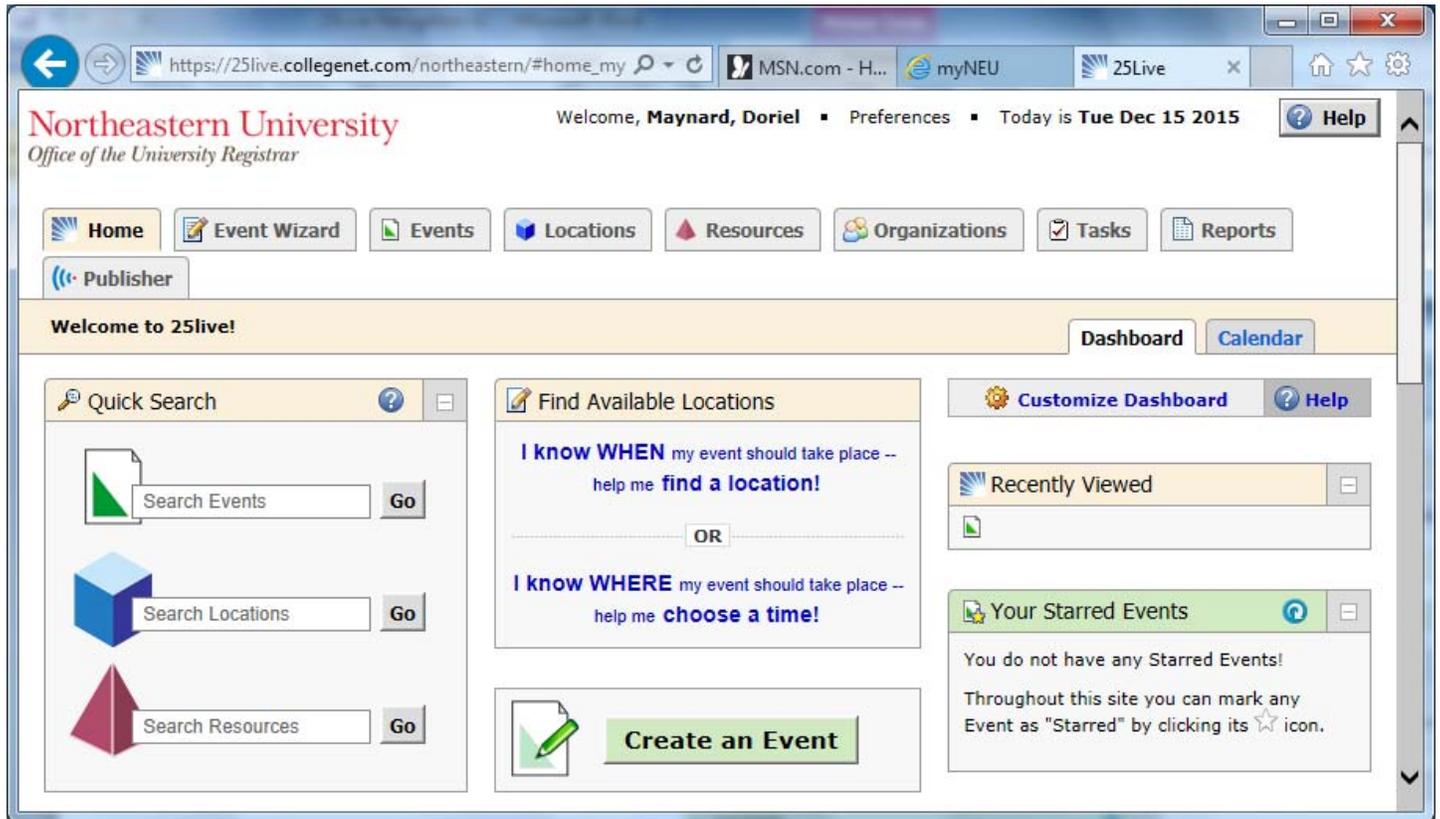
- SPECIAL EVENT
- Your Starred Events
- Events In Your Starred Locations
- Events Using Your Starred Resources
- Events Sponsored By Your Starred Organizations
- Events Sponsored By Organizations To Which You Belong
- Events You Have Requested**
- Events You Are Scheduling
- Event Drafts You Have Requested

A "Run" button is located below the search results list.

At the bottom of the page, there are buttons for "List" and "Calendar", and a "Load List" button under the "Dates: Current and Future Dates" section.

Checking Space Availability in 25Live

On the "Home" tab, "Dashboard" subtab, you can click "Find Available Locations." This is a good way to search locations for a specific date/time:



The screenshot shows the 25Live dashboard for Northeastern University. The browser address bar displays https://25live.collegenet.com/northeastern/#home_my. The page header includes the university logo, the user name "Welcome, Maynard, Doriel", and the date "Today is Tue Dec 15 2015". A navigation menu contains buttons for Home, Event Wizard, Events, Locations, Resources, Organizations, Tasks, and Reports. Below this is a "Welcome to 25live!" banner with "Dashboard" and "Calendar" tabs. The main content area is divided into three columns. The left column, titled "Quick Search", has three search boxes: "Search Events", "Search Locations", and "Search Resources", each with a "Go" button. The middle column, titled "Find Available Locations", contains two options: "I know WHEN my event should take place -- help me find a location!" and "I know WHERE my event should take place -- help me choose a time!", separated by an "OR" button. Below these is a "Create an Event" button. The right column contains "Customize Dashboard" and "Help" buttons, a "Recently Viewed" section, and a "Your Starred Events" section which states "You do not have any Starred Events!" and provides instructions on how to star an event.

Continued next page.

To search for all Boston classrooms when requesting space under “Advanced Search,” select the category “Boston Classrooms” and click **Search**

Be sure to check the following two boxes:

- Show only my authorized locations that have no time conflicts
- Enforce headcount

You can also search by “Location Name”:

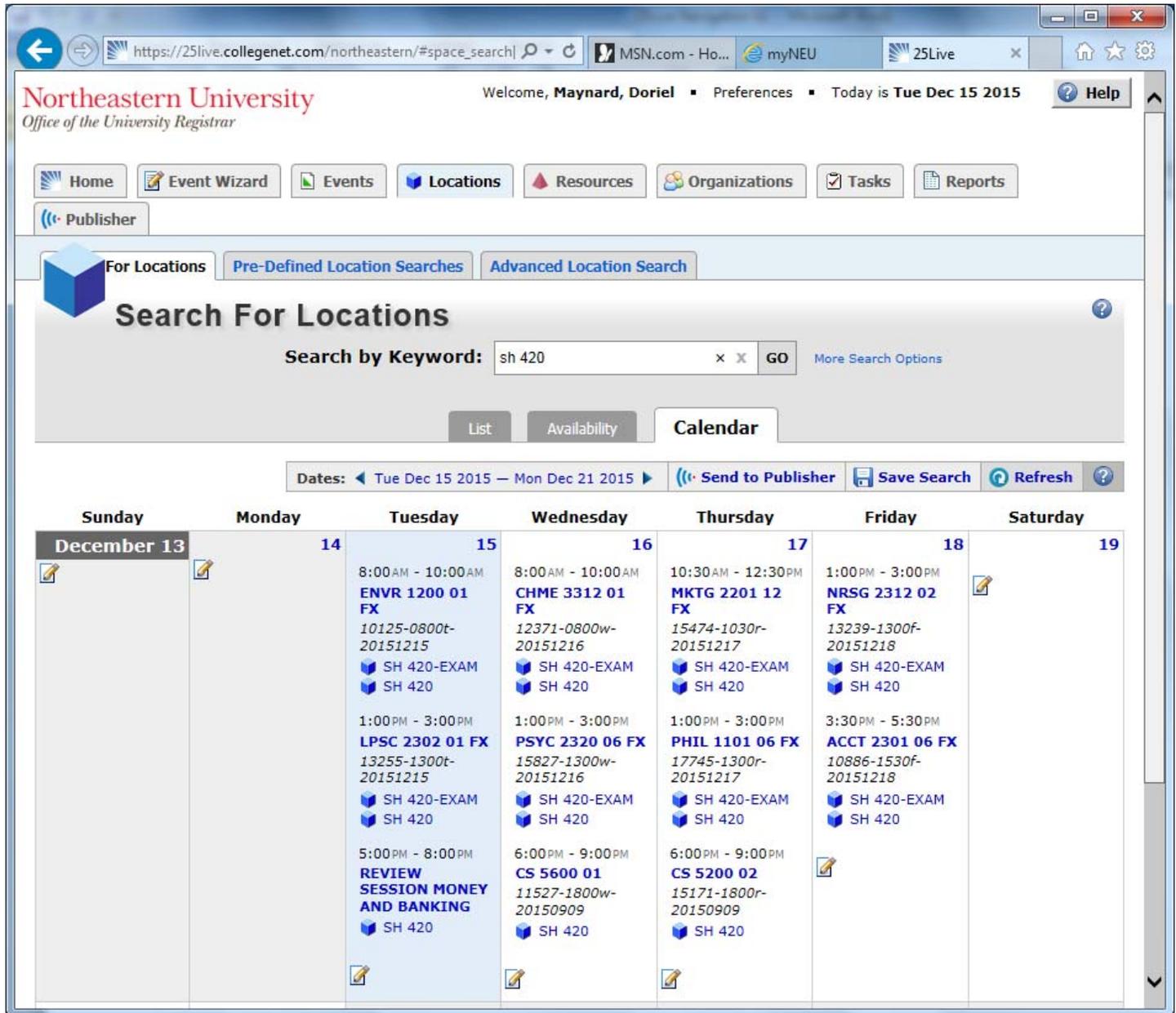
- To search for Shillman Hall, enter “SH”
- To search for 135 Shillman Hall, enter “SH 135”

The screenshot shows a web browser window with the URL https://25live.collegenet.com/northeastern/#new_wizard_3. The page is titled "Seminar" and "Find and select LOCATIONS." The interface includes a sidebar on the left with a "Seminar" card showing details for a seminar on Dec 15, 2015, at the Registrar's Office. The main content area has a "Your Starred Locations..." section, a "Search by Location Name..." section with a search input field and checkboxes for "Show only my authorized locations that have no time conflicts" and "Enforce head count", and an "Advanced Search..." section with filters for Features, Categories (set to "BOSTON CLASSROOMS"), Layouts, and Capacity (10-200). A "Selected Locations" box on the right shows "none selected".

Locations Tab

The “Locations” tab is where classrooms are listed. To see what is occurring in a space, enter the room info (e.g., SH 420), click the **Go** button, and everything that is occurring in the space is displayed via the “Calendar” view for a seven-day period but can be extended to search beyond this timeframe. To search other dates, use the  control as indicated below:

Dates:  **Tues Dec 15 2015 — Mon Dec 21 2015** 



The screenshot shows the 'Search For Locations' interface on the Northeastern University website. The search criteria is 'sh 420'. The calendar view displays the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 13	14	15	16	17	18	19
		<p>8:00 AM - 10:00 AM ENVR 1200 01 FX 10125-0800t-20151215 SH 420-EXAM SH 420</p> <p>1:00 PM - 3:00 PM LPSC 2302 01 FX 13255-1300t-20151215 SH 420-EXAM SH 420</p> <p>5:00 PM - 8:00 PM REVIEW SESSION MONEY AND BANKING SH 420</p>	<p>8:00 AM - 10:00 AM CHME 3312 01 FX 12371-0800w-20151216 SH 420-EXAM SH 420</p> <p>1:00 PM - 3:00 PM PSYC 2320 06 FX 15827-1300w-20151216 SH 420-EXAM SH 420</p> <p>6:00 PM - 9:00 PM CS 5600 01 11527-1800w-20150909 SH 420</p>	<p>10:30 AM - 12:30 PM MKTG 2201 12 FX 15474-1030r-20151217 SH 420-EXAM SH 420</p> <p>1:00 PM - 3:00 PM PHIL 1101 06 FX 17745-1300r-20151217 SH 420-EXAM SH 420</p> <p>6:00 PM - 9:00 PM CS 5200 02 15171-1800r-20150909 SH 420</p>	<p>1:00 PM - 3:00 PM NRSB 2312 02 FX 13239-1300f-20151218 SH 420-EXAM SH 420</p> <p>3:30 PM - 5:30 PM ACCT 2301 06 FX 10886-1530f-20151218 SH 420-EXAM SH 420</p>	