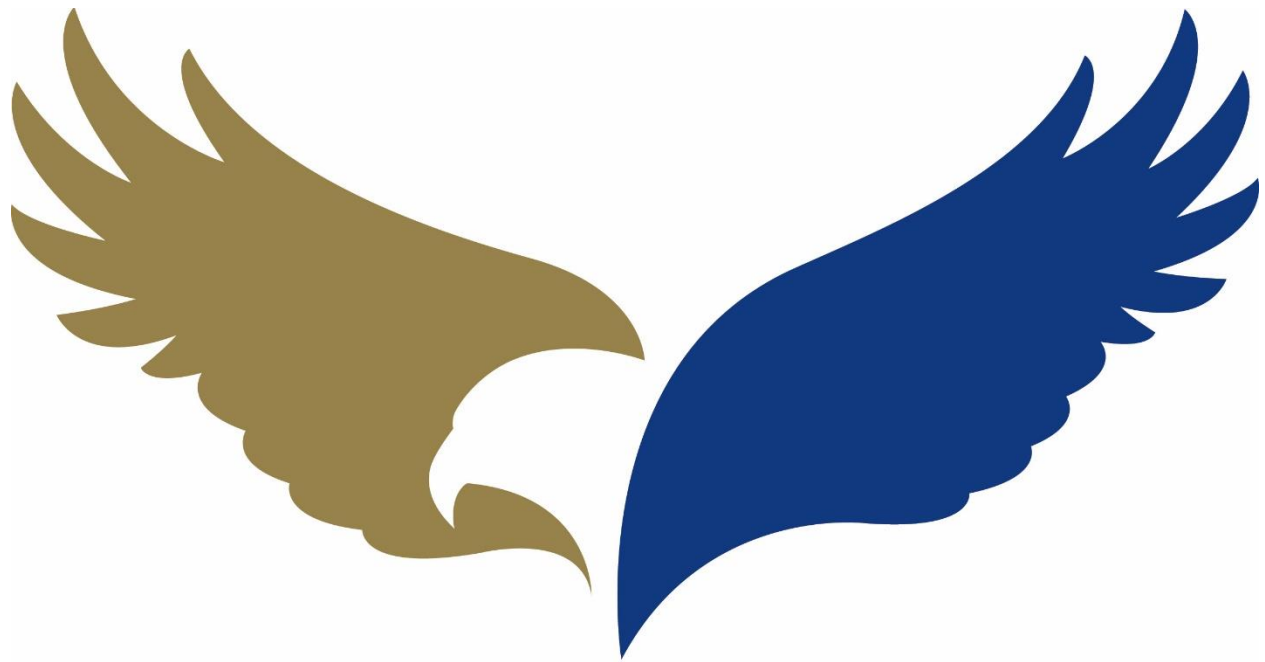


25Live Pro Event Scheduling



**CLARION
UNIVERSITY**

Viewing Event Details Guide

25Live Pro Viewing Event Details

Finding the Event to View the Details

First you will need to find the event that you are looking to view the event details for.

You can find the event by searching for it by the event name or reference number. You can also find the event if you were the scheduler or requestor.

The screenshot shows the 25Live Pro dashboard interface. At the top, there is a navigation bar with the Clarion University logo, the text "25Live Pro", and links for "Event Form", "Tasks" (with a red notification badge showing 7), and the user name "Sara Smerkar". A "More" menu icon is also present. Below the navigation bar, there is a search bar with a "Go to Search" button highlighted by a red box. To the right of the search bar are "Recently Viewed" and "Help" options. The main content area is divided into several sections: "Quick Search" with buttons for "Search Events", "Search Locations", "Search Resources", and "Search Organizations"; "Your Starred Event Searches" listing "Daily Operations Test (1)", "Linens & Work Orders", "Tentative Future Events no Space", and "Test Search"; "Your Starred Locations" with a message stating "You do not have any Starred Locations!"; "Your Starred Location Searches" listing "Daily Operations for Report"; "Find Available Locations" with instructions on how to find a location based on when or where an event should take place; "Your Upcoming Events" showing "8 Events in which you are the Scheduler"; and "Express Scheduling" with input fields for "Date / Time" (Mon APR 27 2020) and "12:00 pm". A "Customize Dashboard" button is located at the bottom right of the dashboard.

If you want to find it by using the *event name or reference number*, you will need to go to the *searches* page by “clicking *Go to Search*”.

The screenshot shows the search interface in 25Live Pro. At the top, there is a navigation bar with the Clarion University logo, the text "25Live Pro", and links for "Event Form", "Tasks" (with a red notification badge showing 7), and the user name "Sara Smerkar". A "More" menu icon is also present. Below the navigation bar, there is a "Recently Viewed" dropdown and a "Help" icon. The main search area has a "Select Object:" dropdown with "Events" selected and "Saved Searches (optional)" as an option. Below this, there is a "Quick Search" toggle (currently set to "Quick Search") and an "Advanced" toggle. A search input field contains the text "Search Events" and is highlighted by a red box. To the right of the input field are "x" and "Help" icons. Below the input field, there is a "More Options" dropdown and buttons for "Reset", "Save As", and "Search".

Once you “click” the *Go to Search* button, you will be able to enter the event name or reference number in the search.

If you are wanting to find the event that you *scheduled or were the requester* for, you can do that by using an element on your dashboard.

The screenshot shows the Clarion University dashboard interface. At the top left is the Clarion University logo. The top right shows user information: 25Live Pro, Event Form, Tasks (with a red notification icon), Sara Smerkar, and a More menu. Below this is a search bar with 'Go to Search' and 'Recently Viewed' options, along with a Help icon. The dashboard is divided into several sections:

- Quick Search:** Search Events, Search Locations, Search Resources, Search Organizations.
- Your Event Drafts:** No Event Drafts in which you are the Scheduler, No Event Drafts in which you are the Requestor.
- Your Starred Reports:** Daily Operations By Location.
- Find Available Locations:** I know WHEN my event should take place -- help me find a location! OR I know WHERE my event should take place -- help me choose a time!
- Your Starred Event Searches:** Daily Operations Test (1), Linens & Work Orders, Tentative Future Events no Space, Test Search.
- Your Starred Resource Searches:** zoom.
- Your Upcoming Events:** 8 Events in which you are the Scheduler (highlighted with a red box).
- Tasks:** You have No Tasks on Today's Agenda, 7 Outstanding Tasks, 16 Flagged Tasks, 0 Tasks Assigned By You.
- Express Scheduling:** Date / Time (Mon APR 27 2020), Express Locations (Search spaces), Event Name.
- Your Starred Locations:** You do not have any Starred Locations! Throughout this site you can mark any Location as "Starred" by clicking its icon.
- Your Starred Location Searches:** Daily Operations for Report.
- Your Starred Resources:** You do not have any Starred Resources! Throughout this site you can mark any Resource as "Starred" by clicking its icon.
- Your Starred Events:** You do not have any Starred Events! Throughout this site you can mark any Event as "Starred" by clicking its icon.

A 'Customize Dashboard' link is located at the bottom right of the dashboard.

To find the events that you scheduled or requested, you will simply look under the *Your Upcoming Events* element on your dashboard.

You can click that option and the events that you scheduled or requested will appear.

Viewing the Event Details

You will need to go to the event details of the specific event that you are wanting to cancel.

Under the details tab...

CLARION UNIVERSITY

25Live Pro Event Form Tasks Sara Smerkar More

Go to Search Recently Viewed Help

New Student Orientation Tentative 2019-AAPMOH Fri JUN 19 2020 7:00 am - 5:00 pm Ad hoc dates CHAPLAUD GEMML 146 GEMML 152 View All

New Student Orientation

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative More Actions Help

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

Requestor: Wolbert, Jessica

Head Count: expected 300 registered 0

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

The event name and event title.

CLARION UNIVERSITY

25Live Pro Event Form Tasks Sara Smerkar More

Go to Search Recently Viewed Help

New Student Orientation Tentative 2019-AAPMOH Fri JUN 19 2020 7:00 am - 5:00 pm Ad hoc dates CHAPLAUD GEMML 146 GEMML 152 View All

New Student Orientation

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative More Actions Help

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

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Head Count: expected 300 registered 0

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

The event state.

CLARION UNIVERSITY

25Live Pro Event Form Tasks Sara Smerkar More

Go to Search Recently Viewed

New Student Orientation Tentative **2019-AAPMOH** Fri JUN 19 2020 7:00 am - 5:00 pm Ad hoc dates

CHAPLAUD GEMML 146 GEMML 152 View All

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative More Actions

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

Requestor: Wolbert, Jessica

Head Count: expected 300 registered 0

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

The event reference number.

CLARION UNIVERSITY

25Live Pro Event Form Tasks Sara Smerkar More

Go to Search Recently Viewed

New Student Orientation Tentative 2019-AAPMOH **Fri JUN 19 2020 7:00 am - 5:00 pm** Ad hoc dates

CHAPLAUD GEMML 146 GEMML 152 View All

Details Occurrences Calendar Schedule Task List Audit Trail

Edit Event Tentative More Actions

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

Requestor: Wolbert, Jessica

Head Count: expected 300 registered 0

Event Categories

Custom Attributes

Add a Custom Attribute

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

The event date and times.

25Live Pro | **Event Form** | **Tasks** | Sara Smerkar | **More**

New Student Orientation | Tentative | 2019-AAPMOH | Fri JUN 19 2020 7:00 am - 5:00 pm | Ad hoc dates

CHAPLAUD
GEMML 146
GEMML 152
View All

Details | Occurrences | Calendar | Schedule | Task List | Audit Trail

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

Requestor: Wolbert, Jessica

Head Count: expected 300, registered 0

Event Categories

Custom Attributes

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

The event locations and resources.

Please note if the location box or resource triangle is grey, it means that it has not been approved yet.

25Live Pro | **Event Form** | **Tasks** | Sara Smerkar | **More**

New Student Orientation | Tentative | 2019-AAPMOH | Fri JUN 19 2020 7:00 am - 5:00 pm | Ad hoc dates

CHAPLAUD
GEMML 146
GEMML 152
View All

Details | Occurrences | Calendar | Schedule | Task List | Audit Trail

General

Event Name: New Student Orientation

Event Title: New Student Orientation

Event Type: Orientation

Organization: New Student Programs

Scheduler: Wolbert, Jessica

Requestor: Wolbert, Jessica

Head Count: expected 300, registered 0

Event Categories


Custom Attributes

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.: F. Will you require

A task bar that allows for you to see more information about your event.

The screenshot shows an event management interface. At the top right, there are buttons for 'Edit Event', 'Tentative', 'More Actions', and a refresh icon. The interface is divided into two main sections. The left section is the 'General' tab, which is highlighted with a red border. It contains the following fields: 'Event Name' (New Student Orientation), 'Event Title' (New Student Orientation), 'Event Type' (Orientation), 'Organization' (New Student Programs), 'Scheduler' (Wolbert, Jessica), 'Requestor' (Wolbert, Jessica), 'Head Count' (expected: 300, registered: 0), 'Description' (New Student Orientation), 'Comments', 'Internal Notes', 'Confirmation Text', and 'Attached Files' (with an 'Upload a file' button). The right section contains 'Event Categories', 'Custom Attributes', and 'Event Info'. The 'Event Info' section includes 'Requirements' (A. Will catering be used? If so, please contact Chartwells Catering.; F. Will you require technical assistance for this event? If so, please describe.), 'Event Owner' (Wolbert, Jessica), 'Creation Date' (Tue NOV 26 2019), 'Reference' (2019-AAPMOH), 'Cabinet' (Events), and 'Folder' (Faculty and Staff).

Information about the event. This  icon means that you can edit that particular area.

This screenshot is identical to the one above, showing the same event management interface. However, in this version, the 'Event Info' section on the right is highlighted with a red border, indicating that it is the active or selected tab.

This shows if you “checked” any of the options when you were creating the event.

Organization:	New Student Programs										
Scheduler:	Wolbert, Jessica										
Requestor:	Wolbert, Jessica										
Head Count:	expected	300									
	registered	0									
Description:	New Student Orientation										
Comments:											
Internal Notes:											
Confirmation Text:											
Attached Files:	Upload a file										
Tasks Completed	<table border="1"> <tr> <td>Approvals:</td> <td>2/5</td> <td>View this event's Task List</td> </tr> <tr> <td>Assignments:</td> <td>39/58</td> <td></td> </tr> <tr> <td>To Do's:</td> <td>0/0</td> <td></td> </tr> </table>		Approvals:	2/5	View this event's Task List	Assignments:	39/58		To Do's:	0/0	
Approvals:	2/5	View this event's Task List									
Assignments:	39/58										
To Do's:	0/0										
Event Relationships											

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.:
F. Will you require technical assistance for this event? If so, please describe.:

Event Owner: Wolbert, Jessica
Creation Date: Tue NOV 26 2019
Reference: 2019-AAPMQH
Cabinet: Events
Folder: Faculty and Staff

This area shows if you have any tasks that need to be completed.

Organization:	New Student Programs										
Scheduler:	Wolbert, Jessica										
Requestor:	Wolbert, Jessica										
Head Count:	expected	300									
	registered	0									
Description:	New Student Orientation										
Comments:											
Internal Notes:											
Confirmation Text:											
Attached Files:	Upload a file										
Tasks Completed	<table border="1"> <tr> <td>Approvals:</td> <td>2/5</td> <td>View this event's Task List</td> </tr> <tr> <td>Assignments:</td> <td>39/58</td> <td></td> </tr> <tr> <td>To Do's:</td> <td>0/0</td> <td></td> </tr> </table>		Approvals:	2/5	View this event's Task List	Assignments:	39/58		To Do's:	0/0	
Approvals:	2/5	View this event's Task List									
Assignments:	39/58										
To Do's:	0/0										
Event Relationships											

Event Info

Requirements: A. Will catering be used? If so, please contact Chartwells Catering.:
F. Will you require technical assistance for this event? If so, please describe.:

Event Owner: Wolbert, Jessica
Creation Date: Tue NOV 26 2019
Reference: 2019-AAPMQH
Cabinet: Events
Folder: Faculty and Staff

This area shows if this event has any related events.

Under the occurrences tab...

The screenshot shows the 'New Student Orientation' event page. The 'Occurrences' tab is selected and highlighted with a red box. Below the tabs, there are 'Event Preferences' and 'Filter by Locations' sections. The 'Event Occurrences' table is visible, with the first row for 'Fri JUN 19 2020' highlighted. A red box highlights the text '4 following occurrences' in the 'Additional Details' column of this row.

Date	Start Time	End Time	Additional Details
Fri JUN 19 2020	8:00 am	4:00 pm	5 locations 3 locations awaiting approval 4 following occurrences

This shows you when and where your event is taking place.

You can expand the following occurrences to see all of the dates.

The screenshot shows the 'New Student Orientation' event page with the 'Occurrences' tab selected. The 'Event Occurrences' table is expanded to show multiple rows. A red box highlights the expandable arrow in the 'Additional Details' column of the first row.

Date	Start Time	End Time	Additional Details
Fri JUN 19 2020	8:00 am	4:00 pm	5 locations 3 locations awaiting approval
Sat JUN 27 2020	8:00 am	4:00 pm	13 locations 4 locations awaiting approval
Fri JUL 10 2020	8:00 am	4:00 pm	12 locations 4 locations awaiting approval
Fri JUL 17 2020	8:00 am	4:00 pm	13 locations 4 locations awaiting approval
Sat JUL 25 2020	8:00 am	4:00 pm	13 locations 4 locations awaiting approval

You can continue to expand to view all of the details about the event.

Event Preferences

Filter by Locations

- Select All
- CARLS LEVA
- CHAPL AUD
- GEMML 146
- GEMML 152
- GEMML 246
- GEMML 248
- GEMML 250
- GEMML 250/252
- GEMML 252
- GEMML LOBBY
- GEMML MPR
- GEMML ROTUNDA
- STC 120
- STC 122
- STEVN 103

Event Occurrences

Date	Start Time	End Time	Additional Details
Fri JUN 19 2020	8:00 am	4:00 pm	<p>CHAPL AUD Layout: Theater Instructions: NOTICE: It is the policy of the Public Safety Department not to unlock Hart Chapel unless a member of your organization is present to take charge of the building. NO FOOD OR DRINK ALLOWED IN AUDITORIUM.</p> <p>GEMML LOBBY</p> <p>STC 120 Layout: Classroom Instructions: Anyone using the A/V equipment in these rooms MUST attend a training class. These can be scheduled by contacting Darla Ausel at the Learning and Technology Center. @x1848.</p> <p>STC 122 Layout: As Is Instructions: NO FOOD OR DRINK PERMITTED IN AUDITORIUM. Anyone using the A/V equipment in these rooms MUST attend a training class. These can be scheduled by contacting Darla Ausel at the Learning and Technology Center @x1848.</p>

By expanding the one date, you can see more information about that particular date.

Under the calendar tab...

CLARION UNIVERSITY

25Live Pro | Event Form | Tasks 1 | Sara Smerkar | More

Go to Search | Recently Viewed | Help

New Student Orientation | Tentative | 2019-AAPMOH | Fri JUN 19 2020 7:00 am - 5:00 pm | Ad hoc dates | CHAPL AUD, GEMML 146, GEMML 152 | View All

Details | Occurrences | **Calendar** | Schedule | Task List | Audit Trail

Related Events | Edit Event | Sun JUN 14 2020 - Sat JUN 20 2020 | Weeks: 1 | More Actions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 14	15	16	17	18	19	20
					8:00 am - 4:00 pm New Student Orientation CHAPL AUD GEMML LOBBY STC 120 STC 122 STILL 112	

Allows you to view the event occurrences on a calendar view.

Under the schedule tab...

This allows you to view the event in a different way.

Under the task lists tab...

Task Item	Type	Status	Actions	Flagged	Respond By	First Date	Assigned To	Comments
<input checked="" type="checkbox"/> A. Will catering be used? If so, please contact Chartwells Catering.	Authorization	Approved	None		Tue NOV 26 2019	Fri JUN 19 2020	▼ Chartwells Catering, Danielle Williams; Gauger, Jeff; Taylor, David	
<input type="checkbox"/> F. Will you require technical assistance for this event? If so, please describe.	Authorization	In Progress	None		Tue NOV 26 2019	Fri JUN 19 2020	▼ Callenburg, Carl	
<input type="checkbox"/> STEVN 103	Assign	In Progress	None		Tue NOV 26 2019	Sat JUL 25 2020	▼ Beckwith, Amy	
<input type="checkbox"/> STEVN 103	Assign	In Progress	None		Tue NOV 26 2019	Fri JUN 19 2020	▼ Beckwith, Amy	

This tab allows you to see who still needs to approve your event.

You can see if your location, resource, etc. was approved by looking at the *status* section. You can also see who needs to approve it, by looking at the *assigned to* section.

Under the audit trail tab...

The screenshot shows the Clarion University event management interface. At the top, the Clarion University logo is on the left, and navigation links for '25Live Pro', 'Event Form', 'Tasks', and user 'Sara Smerkar' are on the right. The main header displays event details for 'New Student Orientation' (Tentative, 2019-AAPMOH, Fri JUN 19 2020 7:00 am - 5:00 pm). Below this is a navigation bar with tabs: 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List', and 'Audit Trail' (highlighted with a red box). A table below the tabs shows the audit trail with columns for Date, User, Action, and Additional Information.

Date	User	Action	Additional Information
Tue NOV 26 2019 2:59 pm	jwolbert	Create	Created New Student Orientation
Tue NOV 26 2019 2:59 pm	jwolbert	State Change	Initial event state as Tentative
Tue NOV 26 2019 2:59 pm	jwolbert	Assign Location	CHAPL AUD was assigned for Sat JUL 25 2020 7:00 am
Tue NOV 26 2019 2:59 pm	jwolbert	Assign Location	GEMML 244 was assigned for Sat JUL 25 2020 7:00 am
Tue NOV 26 2019 2:59 pm	jwolbert	Assign Location	GEMML LOBBY was assigned for Sat JUL 25 2020 7:00 am
Tue NOV 26 2019 2:59 pm	jwolbert	Assign Location	GEMML MPR was assigned for Sat JUL 25 2020 7:00 am

This allows for you to see what changes have been made to the event and when they were done.