

# How-To in 25Live View Resources Calendars

If you are interested in utilizing a resource here on campus such as catering, technical staff, media services, or event set-ups, it can be helpful to see their currently confirmed events. This can be helpful to ensure that you are looking at a date where these resources may be more easily available to help support your event. These steps will work the same for all resources listed in the system.

## **Option 1: Looking at Starred Resources**

From the Dashboard screen, one of the sections is titled "Your Starred Resources". At the bottom of the section, you can choose to "See when these resources are available". This will prompt a new window to open showing the availability of all of your starred resources.

<sup>™</sup> 25Live <sup>.</sup>				📇 <b>25Live Pro</b> 🕜 Event Form Employeetest2	≡ More
Switch Back to Old Wizard (reloads app)				Q Go to Search Nothing recently viewed	¢
Q Quick Search	^			Find Available Locations	
Search Events	Q	Create an Event		I know WHEN my event should take place help me find a location!	
📦 Search Locations	Q			OR	
		Q Your Starred Location Searches	^	TRION WITERE My event should take place - help me endese a time.	
Search Resources	Q	Big Event Spaces	☆	Your Starred Locations	^
📩 Search Organizations	Q	Chapel Rooms	☆	BC KAV - EVENT SPACE	R 🏠
		Conference Rooms	☆	KAV - Brossman Commons	
Your Event Drafts	^	Large Event Spaces		H 110	🖒 🞝
No Event Drafts in which you are the Scheduler		Video Conference - H/N	☆	Hoover 110 - Large Group Meeting Room	
No Event Drafts in which you are the <b>Requestor</b>			~	LC GREEN ROOM Leffler Chapel and Performance Center - Green Room	🖒 🎝
		Your Starred Resources	^	LC LOBBY	FC: 🛧
Your Upcoming Events	^	♦ Catering - Breakfast	🖒 🕁	Leffler Chapel and Performance Center - Lobby	
1 Event in which you are the Scheduler		Catering - Dinner Buffet	C 🏠	LOLYET ART	🗵 🏠
		Catering - Dinner Served	🖒 🎝	Floor)	
		<u>Catering - Lunch</u>	🖒 🞝		🖒 🞝
		Catering - Reception	🖒 🞝	Lemer Chapel and Performance Center - M&M Mars Room	F2 🛧
		Catering - Snack	🖒 🎝	Leffler Chapel and Performance Center - McCormick Gallery (1st Floor)	КХ
		Event Setups	r 🗘	LC MUS	🖒 🎝
		A Media Services	CC 🏠	Leffler Chapel and Performance Center - Musser Auditorium	
		No Resources Needed		LC PERF Leffler Chapel and Performance Center - Performance Room	🗹 🟠
		Tachnical Staff		📦 N 101	🗵 🏠
			le X	Nicarry Hall 101 (Permission Req'd from Ed Department)	
		See when these resources are available		See when these locations are available	

The new screen will open the List Calendar Availability "Availability" view on the current date. ----8 ☆ Catering - Breakfast 4 If you are looking at a specific Catering - Dinner Buffet ☆ 4 date, click the date on the right hand Catering - Dinner Served side and choose your date. ☆ 4 \$ 🍐 Catering - Lunch <  $\leftarrow \underline{\text{Tue Dec } 03 \ 2019} \rightarrow$ (?) Overlapping \$ C (1) E 10 11 (1)...wi... hg Block (1) Some Like H (1) Mu 363 (1) Melica (1) Love Y (1) Intramural Basketball

If you want to view more than one date, click on the "Calendar" option, next to "Availability" and the calendar view will open up to all of your starred resources.

List Calendar Availability					← Sun Dec 08 2019 - Sat Dec 14 2019	$\rightarrow$ Weeks: 1 $\diamondsuit$ C ?
Sunday December 8	Monday	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
12:00 pm - 2:00 pm	6:00 am - 7:30 am	6:00 am - 7:30 am	6:15 am - 7:15 am	5:00 am - 11:00 pm	7:30 am - 10:00 am	6:00 am - 7:30 am
Cross Country Banquet	Open Lap Swim	Swim Practice	Wednesday Group Fitness Class	Catering Block	Fys100e Final Exam	Eac Swim Practice - Weekends
Catering - Lunch	A No Resources Needed	No Resources Needed	No Resources Needed	No Resources Needed	No Resources Needed	No Resources Needed
12:00 pm - 3:00 pm	6:15 am - 7:15 am	6:15 am - 7:15 am	8:00 am - 4:00 pm	6:00 am - 7:30 am	8:00 am - 9:00 am	6:00 am - 7:00 pm
Mad Cow Practice	Monday Group Fitness Class	Tuesday Group Fitness Class	Voice and Piano Juries	Swim Practice	Friday Group Fitness Class	Good Fight Jiu-Jitsu Tournament
No Resources Needed	A No Resources Needed	A No Resources Needed	Event Setups	No Resources Needed	No Resources Needed	& Event Setups
1:00 pm - 3:00 pm	7:30 am - 9:00 am	7:00 am - 4:00 pm	8:30 am - 11:30 am	6:15 am - 7:15 am	11:00 am - 12:00 pm	8:00 am - 10:00 am
Review Session for Calculus I Final Exam	French Quiz	Mars Wrigley	Senior Project Presentations	<b>Thursday Group Fitness Class</b>	Friday Group Fitness Class	<b>Swim Practice</b>
A No Resources Needed	No Resources Needed	& Catering - Breakfast	No Resources Needed	No Resources Needed	No Resources Needed	A No Resources Needed
1:00 pm - 5:00 pm	9:00 am - 8:00 pm	<ul> <li>Catering - Lunch</li> <li>Event Setups</li> <li>8:00 am - 12:00 pm</li> </ul>	9:00 am - 8:00 pm	7:00 am - 4:00 pm	2:00 pm - 6:00 pm	8:30 am - 11:00 am
Exhibit: Womenfolk (Weekends)	Exhibit: Womenfolk (OMC - Weekdays)		Exhibit: Womenfolk (Weekdays)	Mars Wrigley	Swim Practice	Women's Basketball Practice
No Resources Needed	A No Resources Needed		No Resources Needed	Catering - Breakfast	No Resources Needed	A No Resources Needed

## **Option 2: Simple Searching Resources**

Either from the dashboard	Q Quick Search	^
"Quick Search" or the "Go To Search" on the top right of the	Search Events	Q
screen, you can search for events, locations, resources, or	Search Locations	Q
organizations by a simple keyword.	Search Resources	Q
	📩 Search Organizations	Q
For this example, we are going to search for "Catering" events.		

app)		Nothing recently viewed	\$ () Help
	Select Object:   Resources   Saved Searches (optional)		
Quick Search Advanced			
catering		× 🥐	
Hint! Type :: to use SeriesQL.	Search has not t	been saved	
More Options 🗸	Reset   Save As	Search	

After typing in the keyword "cater" and hitting search, you can:

- View a list of all resources that contain the word "cater"
- View a 1-16 week calendar of all events that have the resource word "cater" in them
- View one day availability of all events that have the resource word "cater" in them

Lis	t Calendar Availabi	ility	List Calendar Availability
	Name		7
☆	Catering - Breakfast		Catering - Breakfast       Catering - Dinner Buffet
☆	Catering - Dinner Buffet	List Calendar Availability	Catering - Dinner Served       Catering - Lunch
☆	Catering - Dinner Served	Sunday Dece	Catering - Reception       Catering - Snack
		12:00 pm - 2:00 pm Cross Country Banquet Catering - Lunch 4:00 pm - 8:00 pm Women's Soccer Banquet Catering - Dinner Buffet	Accounting Advisory Bo

On either the "Calendar" or "Availability" view, you have the power to create an event request from that very spot by clicking on the little pencil and paper icon.

### **Calendar View:**

Simply click on the icon on the date you want your request to be on. This will open the event form with the date and resource already selected.

*Note: You will still need to select your location and event end time.* 

List	Calendar	Availability	
	Su	nday	Monday
		Decem	er 8
12:00	pm - 2:00 pm		1:30 pm - 3:30 pm
Cross	Country Ban	quet	Accounting Advisory Board Meeting
🔺 Cat	tering - Lunch		A Catering - Snack
4:00 p	m - 8:00 pm		
Wome	n's Soccer Ba	inquet	
🔺 Cat	tering - Dinner	Buffet	
Ø			Ø

### Availability View:

Simply hover over the time you want your request to start, and click the icon. This will open the event form with the date, start time, and resource already selected.

Note: You will still need to select your location and event end time.

List	Calendar	Availability				
			 7		8	
☆ 4	Catering - Breakf	ast				
☆ 4	Catering - Dinner	Buffet		Ø		
☆ 4	Catering - Dinner	Served				
☆ 4	Catering - Lunch					
☆ 4	Catering - Recept	tion				
😭 🔺	Catering - Snack				(1) ED D	ept- C

PLEASE NOTE: An event titled **"CATERING BLOCK"** means that catering has blocked any other events happening during that time frame due to other events (both on and off campus) or staff availability.