

25Live Scheduling System, Version 24 Reference Guide to School Schedulers

Website: https://25Live.collegenet.com/miami

Login: UM credentials

Notice that the Home Page has not changed.

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Home	Z Lvent Wizard	Cvents	Ucations	Corganizations	🗄 Taska	Reports		
To submit a	an event you must l	ave a valid C	ane ID. Sign in (1	see link at top-right) and click th	he "Event Wizar	4° tab to submit an event. For additional assistance with:	
- Academic	Scheduling contact	ocm@mkamil.	scha					
- Clinical Re	search Building Cor	ference Roor	Requests cont	act <u>mvega49med.m</u>	tamLeda			
- Web Cale	ndar Requests cont	act uncomm	nicationsemian	kedu and/or update	et miamited	(for Medical ev	ents)	
Help Docus	eents (PDFs): Event	Guidelines for	the Miller Scho	ol How to Submit a	in Event 1 T	he Lifecycle of a	n Event Request, I Now to Edit/Cancel a Calendar, Listing	
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Searching for Events:

Click on the Events tab

💱 Home 📝 Event Wizard 💽 Events 😺 Locations 🔗 Organizations 🏹 Tasks 🗈 Reports	
Search For Events Pre-Defined Event Searches Advanced Event Search	
Search For Events	Search by Keyword: Enter a Search Term x GO More Search Options
	List Calendar
	Dates: Current and Future Dates
	Load List

Notice that the Search for Events tab becomes active. At this point, you could look for just one event (by typing the name of the event in the Search by Keyword box) or create a search that contains all of the academic events been offered by your school for a specific term (by adding searching criteria)

1. **Searching for a specific event:** following the breadcrumb: Events>Search for Events Tab, type name of the event in the Search by Keyword box. See sample below:

OFFICE OF CLASSROOM MANAGEMENT	
Image: Search For Events Search For Events Advanced Event Search Advanced Event Search Search For Events Search by Keyword: bit 101 BC More Search Option	5

Results after clicking on the GO key:

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	and appropriate and and the state of the		1.000/000000			1 2222	-		1.164	Sim Events

You can also follow the instructions above to search for a non-academic event. Let's search for any events created in the system that contain the word "meeting" in the event name as an example:

Image: Wight of the second s	Tasks Reports
Search For Events Pre-Defined Event Searches Advanced Event Search	
Search For Events	
	Search by Keyword: meeting X GO More Search Option

After clicking on the GO key, results of the search will show:

	Name	♥ Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	State	Locations
15	2 S AMA weekly meetings	AMA weekly meetings	2014-AAGULR		Neeting Or Info Session			Sep-02-2014	Tentativit	Aresty 430
3	Benatar ARC Heeting	Weekly meeting for Benatar's research group	2014-AAHNSO		Meeting Or Info Session			Jan-07-2015	Draft	1.1.1
12	B BIL 610 NUT	LAB GROUP MEETING	2014-AAG30Y	BIL	DIS	2148		Aug-25-2014	Tentative	
3	🔄 🗟 BIL 610 NUT FX	LAB GROUP MEETING	2014-AAHUFT	811,	EXAM	2148		Dec-17-2014	Tentative	
1	B BIL 611 SKR	LAB. MEETING	2014-AAHEIC	BIL	DIS	2151		Jan-16-2015	Tentative	
18	E BIL GII UYA	LAB. MEETING	2014-AAHEID	61L	DIS	2151		Jan-13-2015	Tentative	
15	🖇 🗟 Biology Curriculum Committee Heeting	Biology Curriculum Committee Heeting	2014-AAGWMD	Biology	Meeting Or Info Session	Related: Academic		Oct-13-2014	Confirmed	Dooly Memorial 213
15	🔄 📓 Brian Weinblatt Heeting		2014-AAHMRO	School of Communication	Heating Or Info Session	2148		Jan-15-2015	Confirmed	Wolfson 1021
3	Browne Lab Heeting	Browne Lab Heeting	2014-AAGVCO	811.	Meeting Or Info Session			Aug-27-2014	Tentotive	Cox Science 166
1	2 S Budget Committee Meeting		2014-AAHNAV	Cinema and Interactive Media	Neeting Or Info Session	2148		Dec-10-2014	Confirmed	Wolfson 4029

First Prevenue 1 2 3 4 Next Last

2. Searching for all events under the same category (or academic term): As with the old version, remove any information you may have in the Search by Keyword field, click on the link that reads More Search Options and proceed editing by *Organizations* (academic departments), *Category* (academic term) and Event *States* (if needed).

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Search For Events Pre-Defined Event Searches Advanced Event Search		
Search For Events	Search by Keyword: Enter a Sear	ch Term X GO Fewer Search Options
	Organizations EDIT	Categories EDIT
		States EDIT
		GO START OVER

Click on the EDIT key by **Organizations:**

Select department(s) by typing the three letter abbreviation (i.e., MTH, ACC, PTS, etc.) that defines it in the box showing under the Find By column as showing below:



Make sure to select your choice by clicking the <u>three letter abbreviation</u> for your department's name. Verify that it shows under the Selected Organizations column. Repeat these steps until you have selected all departments you want to show/save on your search. When finished, click on the DONE key.

Home 🕼 Event Wizard 🕒 Events 📦 Locations 🔗 Organizations 😨 1	Tasks Reports]			
Search For Events Pre-Defined Event Searches Advanced Event Search					
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		Find By	Select From	Selected Organizat	tions
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		Browse Organizations	Seducational and Psychological Studies	ARC S	×
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		psy			
		Go			
					Done



Once you have selected the organization or list of organizations that belong to your school, proceed to click on the DONE key. Notice that all selected departments now show on Organizations – if you missed any organization, click the EDIT key and you will be able to add any missing departments and remove any departments added by mistake.

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See sample below, adding the HIS department to the existing selection for the College of Arts and Sciences:

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Click on the EDIT key for *Categories:*

Select the academic term you will like the system to show all courses entered for the term.

Click on the DONE key for the system to save your selection.

Sample below shows selection of 2151 CaneLink term for Spring 2015.

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Click on the EDIT key to select the event's *States*:

The "Tentative" state selection will show you all active courses.

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Click on the DONE key

Click on the GO key to get results of your search – See sample below:



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Notice that you are able to save your event's search by clicking on the Save Search link located by the right-mid section ribbon.

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						Dates: Curre	ent and Future Dates Choose	e Visible Columns	Save Search	Refresh 🕝
 Name 💌	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	State	Locations	

Click on the Save Event link

A system message screen appears prompting you to select to save your search.

Select "Save Criteria"

Name your search and click on the Save Search key.

Notice that the search will be added to your "Starred Searches" for easy and fast access.



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				Saving the criteri	la ac a search will s	tone as part of the sear	ch all the individual selec	ions you made to	-			
				return the result	ng objects.							
				Note: Date criter	le cannot be added	to 25Live searches.						
				Search Results					a Current and Future Dates	Oloose Visible Columns	III Save Search @R	terrests
	Rame	* Title	Reference	There are either	too many results or	r no results to save as a	search.		Start Date	State	Locations	
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You will have access to your saved search(es) any time needed by just clicking on the Events tab and looking for the Your Starred Event Searches, in the Pre-Defined Event Searches or the Advanced Event Search tabs.

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Search For Events Pre-Defined Event Searches Advanced Event Search			
Pre-Defined Event Searches			
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- > To **check results** of your created/saved search, just click on the **RUN** key.
- > To **modify your search**, click on the **EDIT** key.
- > To **delete** your search, click on the **DELETE** key
- To share your search, click on the SHARE key an email will be sent to the person/contact you shared your search with. This is a new feature. Sharing a search with another person is at the scheduler's discretion.

Adding a Location to an Academic Record:

To add a location to a record, click on the EDIT icon for such record as showing below:

Search	For Events Pre-Defined Ev	Events 🛛 💓 Loca ent Searches 🛛 Ad	tions 🕃 Organizations	Tasks 🗋 Reports									
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	Name	▼ Tu	le	Reference	Organizations		Туре	Categories	Your Role	Start Date	State	Locations	
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	ARH 407 S	57	RENABRQUE ART	2014-AAHEEL	ARM		LEC	2151		Jan-15-2015	Tentative	Rainbow 105	
8	ARH 510 P	AR	TS ADM. INTERNSH	2014-AAHEEK	ARH		THE	2151		3en-13-2015	Tentative		



As per new view of the Event Wizard with the 25Live version 24, the event will load and open from the Event Name page as showing below:

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ID: 2014-AAHEEK								

Click on the Location link

ARH SIO P	Edit the basic event information.	* * - D
Remember this is a test way are edition the	Event Name	
event	ARH 510 P	
ты	This information cannot be edited.	
ARH Additional Organization(x)	Event Title	
11 Attendees Expected	ARTS ADM. INTERNSH	
11 Attendees Registered	This information cannot be edited.	
PI Instructor - Nathan Timpano		
Tue Jan-13-2015 11:00 am -	Event Type	
Tue Jan-13-2015 1:40 pm	THI	
Apr-24-2015	This information cannot be edited.	
Liative		
Calcour Interface, SIS	Primary Organization	
Scheduler	ARH	
Timpano, Nathan J.	This information cannot be estimated.	
2151	Additional Organization(s)	
PI Instructor - Nethen Timpeno	Realitional organization(2)	
Internal forms	The information cannot be edited.	
Tentative ID: 2014-AMHEEK		
	⊲ Back Next ►	



The system will show the Location screen where you will be able to assign a location after using any of the available location search options listed in the center of the screen:

🚰 Home 📓 Event Wizard 🚡 Events 😻 Locations 😂 Organizations	Tasks Reports	
ARH 510 P New Event		
ARH 510 P ARTS ADM. INTERNSH	Add, remove or edit LOCATIONS.	* * 8 8 0 8
THI	🕸 Your Starred Locations	Selected Locations
ARH Anthroia/ Organization(s)	No Matching Results	note selected
11 Attendees Expected 11 Attendees Registered	If show only my authorized locations that have	
PI Instructor - Nathan Timpano	na time conflicta	
Tue Jan-13-2015 11:00 am - Tue Jan-13-2015 1:40 pm	(K) Extends weak const	
Repeats every week on Tuesday through Apr-24-2015	P Search by Location Name	
Automatical Information		
25Live Interface, SIS	Saved Searches	
Timpano, Nathan J. DISTRUCTOR	Advanced Search	
2151		
Publish Options		
P[Instructor - Nathan Timpano Johnnoi Joman	✓ Back Next ►	
S Tentative ID: 2014-AAHEEK	🖾 Cancel 🖬 Save	

Search by Location Name allows schedulers to type in the building name as well as room number if a specific location is in mind for the academic record:

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There are two checked boxes at the bottom of the Location screen:

o Show only my authorized locations that have no time conflicts



• Enforce head count.

When both boxes are checked, the system will look for a location available within your school owned spaces and that is large enough to accommodate your class size. The Enforce head count box is one of the new features for release 24.

OCM <u>highly</u> recommends that both boxes are checked to avoid location conflicts. Only unclick boxes if you wish to investigate what is event occupying a specific location.

If you thought that a specific location was available but it did not show on your search, unclick the <u>Show</u> only my authorized locations that have no time conflicts box:

- A green check mark by a location means that space is available for your record you are welcome to select such location and click on SAVE.
- A red triangle icon showing by a location means that space is already occupied with another event at date(s)/time-slot you want to assign space for your record. You can hover over the red icon to see what event is conflicting with your record.

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	Cancel Save	

Once you select a location to be assigned to your record, the location will show at the right upper corner of the screen.

Click on the SAVE key to save your record with the selected location.

25Live System will provide for you, as one of the new enhancements, a processing status bar.



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Once the academic record is saved, the system will show the below screen indicating that the event was saved successfully.

Close record by clicking on the red icon with a X at the top right upper corner of your screen.

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KEEP IN MIND THAT THE ONLY FIELD TO BE MODIFIED IN 25Live SCHEDULING SYSTEM FOR AN ACADEMIC RECORD (COURSE-SECTIONS) IS THE LOCATION FIELD. ALL OTHER CHANGES TO AN ACADEMIC RECORD NEED TO BE PROCESSED IN THE CANELINK SYSTEM.



Searching for a Location

Click on the Locations tab

Type in the building name and room number

Click on the Go key

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									1 Matching Locations

Searching for all locations in a building:

Just type in the building name only

Click on the Go key

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etit	A service as of the co-title to here.			17	24 Hatching Local First - Principal	Fage 1 of 8 1 2 3 4 5 Next Last

Use the numbers and the Next and Last keys at the bottom right corner of the screen to move from one page to another. Notice that the system found 74 matching locations for the building name.

Saving a Location Search:

You can save your search by clicking on the Save Search link

If you manage more than one building, you may want to create another search that contains all locations administered by your school.

To do this click on the X located in the Search by Keyword box to clear the location search

Click on the More Options link



Click on the EDIT link showing by Categories to select your College/School locations. Sample below shows selection for the College of Arts and Sciences locations

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SEARCH FOR LOCATIONS	Search by Keyword: Enter : Seatth Term x 60 Free faceh Options
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Click on the EDIT link showing by the Capacity title to select a capacity range.

Note: If you would like all of the spaces managed by your school listed and saved on this general search, just add a range that contains all of the school owned spaces. See same of settings below for the College of Arts and Sciences:

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	L.	onege or Arts and aciences EDIT	GO START OVER	
		Please enter or se	elect some criteria before starting your search.	

Notice the tree tabs at the bottom of the page. They allow the user to check spaces by listing them by showing space availability for a specific date or date range and a calendar view.

In this case, to just save a search that will contain all of the spaces managed by the college/school, select the "list" view.

Click on the Go key after all settings have been added.

See and review the search results



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Proceed to save your Location Search results by clicking on the Save Search link

Creating a Non-Academic/Special Event in the 25Live Scheduling System:

Non-academic events are all events not considered a course-section from an academic term. Within those records you may schedule: class discussions and/or reviews, departmental meetings, movie screenings and other events that requestors may want to schedule in your school spaces.

To create a non-academic or special event and assign it to one of your school/departmental locations, follow below steps:

Click on the Event Wizard tab

🔚 Save Search



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Home 🖉 Event Wizard 🖒 Events 🛛 Locations 🔀 Organ	ions 🖉 Tailes 🗋 Reports			
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nat Tequenamine (n.)	Event litte			
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	Search for an Event Type * *			
	Primary Organization			
	Search for an Organization			
	Additional Organization(s)			
	Search for Additional Organizations *			
	< Back Next ►			
	Cancel Save			

Important:

Type in requested information in the Event Name and other fields that may be required by the system – <u>You need to type in all information for the NEXT key to become active</u> and be able to go to the next event creation page.

Test 1	Start by entering the basic event information.	0 0 🖬 🗅 😡
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Organization, d'Annamination a	Test 1 🖌	
ndees Expected . sdees Registered .	Event Title	
	Event Type	
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	Search for an Organization *	
	Additional Organization(s)	

Type in Expected Head Count and Registered Head Count

MIAMI	OFFICE OF CLASSROOM MANAGEME	NT
Test 1 Test 1	Enter additional basic event information.	
Conference/Fair Primer view Manager Capacitation 30 Attendese Expected 30 Attendese Expected Devel Description	Expected Head Count 9 30 0 1 Don't Know 8 Registered Head Count 9 30 0 1 Don't Know 1 Don't Know	
	≪ Back Next ► Save Save	

Click NEXT

Screen below will allow you to indicate the number of occurrences your event will have.

Is your event a "one time only" kind of event or will it have multiple occurrences? Select No or Yes in order for the system to pull the needed data.

Test 1	Does this event have more than one occurrence?	
Conference/Fair Content Conference/Fair Content Conference/Fair All Attendees: Replatered D Attendees: Replatered Som Elementpore	No. This event has only one occurrence. Any other related events are separate and distinct.	
Program.	Yes This event has more than one occurrence. It has dely, weekly, morthly or ed hoc repeats, and they are all part of the same event.	

A. **If your event will only happen once (one day event), click No** – this will indicate that your event will not have more than one occurrence.

At that point the system will prompt you to indicate the exact date and time for your event.

Click on the calendar icon showing on the Event Start line to select corresponding date.

Select a date <u>only</u> for the Event Start field. The Event End field will update once you select the Start date.

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Tell us V	VHE	EN t	his	eve	ent t	take	s p	lace.		_			
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Keep in mind that Event Start and Event End should reflect same date for events having only one occurrence.



Select Start Time by clicking on the time field

Tell us \	WHEN this event ta	ikes pl	ace.
Select the Setup, takedown, p	dates and times of the a re- or post-event times o	c tual ev can be sp	ent.
Event Start:	Tue Dec-09-2014		12:00 pm
Event End:	Tue Dec-09-2014	•	11:30 am ^ 12:00 pm
			12:30 pm
Does this event r Setup or Pre-E	© ¥e	1:30 pm 2:00 pm	
Does this event r Post-Event or	equire Takedown time?	© Ye	s 🖲 No

Select the start time of your event.

Click on Event End TIME and modify to reflect your event end time.

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record for record for record operating record	Select the dense and times of the actual event. Studue, balandown, pre- is past-event times, can be apported balance. Event Starts Tue Dec-09-2014 2013 12:30 pm Event Ends Tue Dec-09-2014 2013 22:30 pm	Date Restrictions Control of the second seco
i Dec: 09-2014 2:30 pm Event: 10 minutes adown: 10 minutes	Does this event require Setup or Pre-Event time? * Yes No	Event Duration: 2 Hours
Feograa	Pre-Events C Days C Hours 10 Minutes Reservation Start: 22.20 pm	2 Hours, 20 Minutes
	Does this event require Post-Event or Takedown time?	
	Takedows: Doys Dys 10 Moure	
	Reservation Ends 2460 pm	
	< Back Next ►	
	Cancel Save	

If desired, use the **Setup or Pre-Event** and the **Post-Event or Takedown times** to set up buffer times between events.



OCM recommends leaving a 10 to 15min buffer between events in order to allow space users time to leave/enter the space and avoid event conflicts.

B. If your event will take place on different dates but at the same time-slot, click on Yes, to indicate that your event will have more than one occurrence, so you can select all other dates your event will be meeting in the same location(s) you select

Click on NEXT key

Find and Select Location same way you search to assign a location for an academic event.

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ac−09-2014 1:30 pm - cc−09-2014 3:30 pm	cox		Max Capacity: 40 Features: None Selected Occurrences: All Occur	rences
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Keep in mind that you have three different options to check for locations:

Your Starred Locations

Search by Location Name

Advanced Search

Click NEXT

Select Contacts for your event - Type in last name for the event scheduler and requestor. Click over the name to select.



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Click NEXT

If you would like to have your even published on the UM calendar select the Share on 'Canes Calendar option.

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Click Next



Add any Events Comments and/or Internal Notes that you would like to have recorded for this reservation.

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Click Next

Select Event State

- o Tentative will allow you to save your event with location assigned.
- o Draft will not allow you to save location
- o Denied will remove any location already selected you will need to notify requestor of denial
- Cancelled will remove location and cancelled reservation.

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Click SAVE



Screen above shows event saved successfully.

Notice that the Progress Bar on the lower left corner of the screen shows the word Done.

From screen above, you are able to:



- View Details of your event
- Edit your event
- Email your event and even attached a file

See below, Email option pop-up screen

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Select the way you would like to send the event confirmation email to the requestor(s) and the scheduler. To attach a PDF containing confirmation details, click on the check box for Event Confirmation.

If you need to attach an additional file to the confirmation email, click on the Browse key to locate file in your computer or desktop and attach it to the confirmation email before clicking on Send.