



# 25Live Pro

## General User Manual

A Guide for General Users Utilizing 25Live PRO



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## Creating a Request in 25Live Pro

Log in to [25Live Pro](http://luc.edu/campus_reservations) (luc.edu/campus\_reservations) using your University ID or student org's credentials.

Click on the **Event Wizard** tab (upper right-hand corner) or the **Create an Event** button located in the middle of the homepage.

The screenshot shows the 25Live Pro homepage. At the top left is the Loyola University Chicago logo. At the top right, the user is logged in as 'Melissa General User' and the 'Event Wizard' tab is highlighted with a red box. Below the navigation bar, there is a search bar with 'Go to Search' and 'Recently Viewed' options. The main content area is divided into several sections: 'Quick Search' with options for Events, Locations, and Organizations; 'Find Available Locations' with instructions on how to find a location or choose a time; 'Your Starred Events' and 'Your Starred Locations' both showing 'You do not have any Starred Events/Locations!'; 'Your Starred Event Searches' and 'Your Starred Location Searches' both showing 'You do not have any Starred Event Searches/Locations!'; and 'Your Event Drafts' showing '1 Event Draft in which you are the Scheduler' and '1 Event Draft in which you are the Requestor'. A central 'Create an Event' button is highlighted with a red box. A 'Customize Dashboard' link is visible at the bottom right of the dashboard.

Complete the form with all necessary event information.

*Note: if you are creating an event that requires setup, be sure to **add** setup and takedown time to your start and end times using the Setup or Pre-Event and Post-Event or Takedown sections below the start and end time fields, see [Important Considerations - Setup and Takedown Time](#).*

### Summary Page

The 'What's Next?' section contains four buttons with descriptions:

- View Details** (highlighted with a red box): View the Event Details page for this event. The full range of actions are available to you from there.
- Edit**: Need to make some more edits to this event? Click this button to start editing.
- Copy**: Create a copy of this event with many event details duplicated. Go through each field of the new event to verify the details you want to retain and resolve any possible conflicts.
- Email**: Email the details of this event to its stakeholders or anyone else.

Review your event details. Click on the **View Details** button in the center of the event summary page.

You will be forwarded to the event **Details** sub-tab. Review these details thoroughly and make sure that all information is accurate. If Campus Reservations has processed your request, you can also double-check that the space has been properly assigned by reviewing the **Occurrences** sub-tab (next to the **Details** sub-tab).

### **Event Occurrences**

<b>Event Occurrences</b>			
Date	Start Time	End Time	Additional Details
Mon Oct 14 2019	11:00 am	12:00 pm	 PIP Hall Spaces is awaiting approval
<b>Tue Oct 15 2019</b>	<b>11:00 am</b>	<b>12:00 pm</b>	 PIP Hall Spaces
Wed Oct 16 2019	11:00 am	12:00 pm	 PIP Hall Spaces is awaiting approval

A blue cube should appear in the **Additional Details** column if a space has been assigned, and upon expansion the assigned room should be listed. If the cube appears gray or no location is listed, a room has **not** been assigned or it is pending departmental approval.

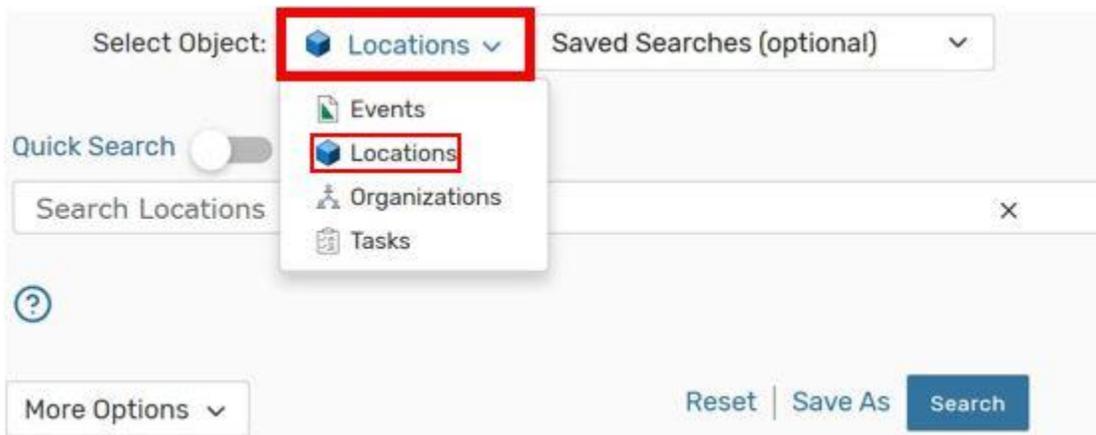
## Finding an Existing Reservation

Searching for the reference number (e.g., 2019-ACKLMN) within the **Search Events** section of the **Events** tab is the easiest way to find a reservation. If you do not have this information, you can follow the steps below.

25Live Pro   Event Wizard   Melissa General User   **More**

Click on the top-right **More** tab and navigate to the **Search** drop-down option.

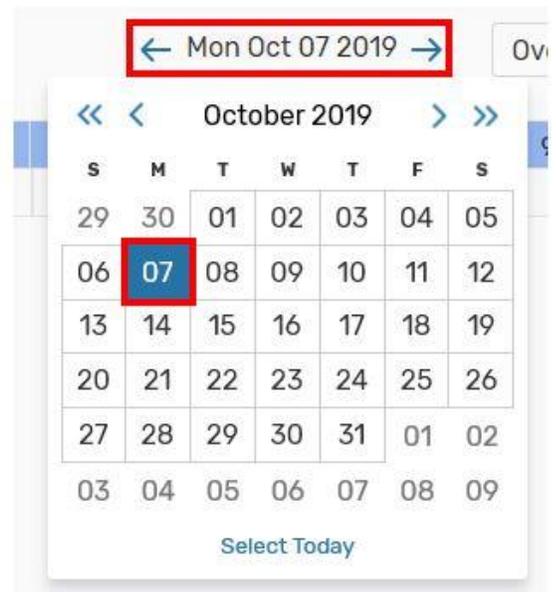
Within the “**Select Object**” drop-down, choose **Locations**. Enter the name of the space where the event is scheduled to occur in the **Search Locations** field and click **Search** or press enter.



The screenshot shows a search interface. At the top, there are tabs for '25Live Pro', 'Event Wizard', and 'Melissa General User', followed by a 'More' button highlighted with a red box. Below this is a 'Select Object:' dropdown menu with 'Locations' selected and highlighted with a red box. A dropdown menu is open below 'Locations', showing options: 'Events', 'Locations' (highlighted with a red box), 'Organizations', and 'Tasks'. To the right of the dropdown is a 'Saved Searches (optional)' dropdown. Below the dropdowns is a 'Quick Search' toggle switch and a 'Search Locations' input field with a search icon. At the bottom, there are 'More Options', 'Reset', 'Save As', and 'Search' buttons.

Click on the **Availability** sub-tab.

List   Calendar   **Availability**

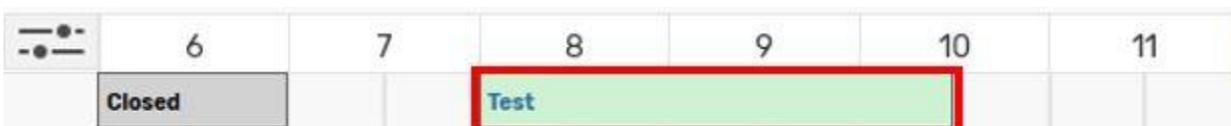


The screenshot shows a calendar interface. At the top, there is a date selector 'Mon Oct 07 2019' highlighted with a red box. Below it is a calendar grid for 'October 2019'. The date '07' is highlighted with a red box. The calendar grid shows days of the week (S, M, T, W, T, F, S) and dates from 01 to 09. At the bottom, there is a 'Select Today' button.

Click on the **Date** link and select the date when the event is scheduled to occur.

The reservation will populate as a green rectangle.

Click on the event to be forwarded to the event details (make sure the **Details** sub-tab is selected).

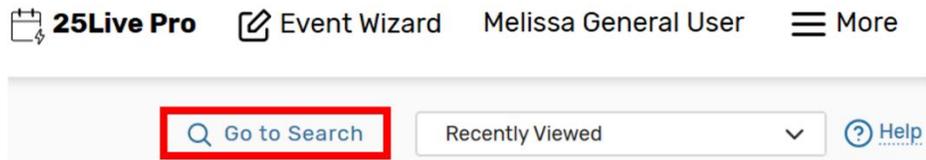


The screenshot shows a reservation calendar. The calendar has days 6, 7, 8, 9, 10, and 11. Day 6 is labeled 'Closed'. Day 8 has a green rectangle labeled 'Test' highlighted with a red box.

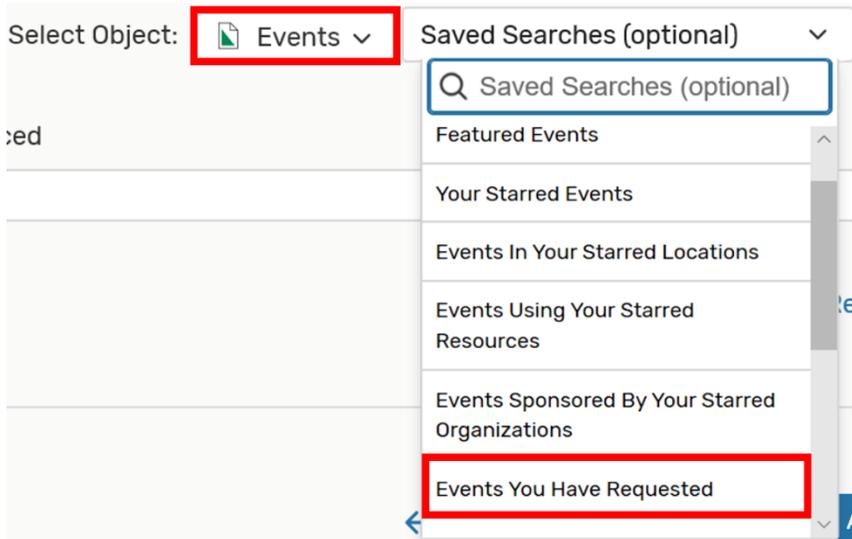
6	7	8	9	10	11
Closed		Test			

## Finding Events You Have Requested

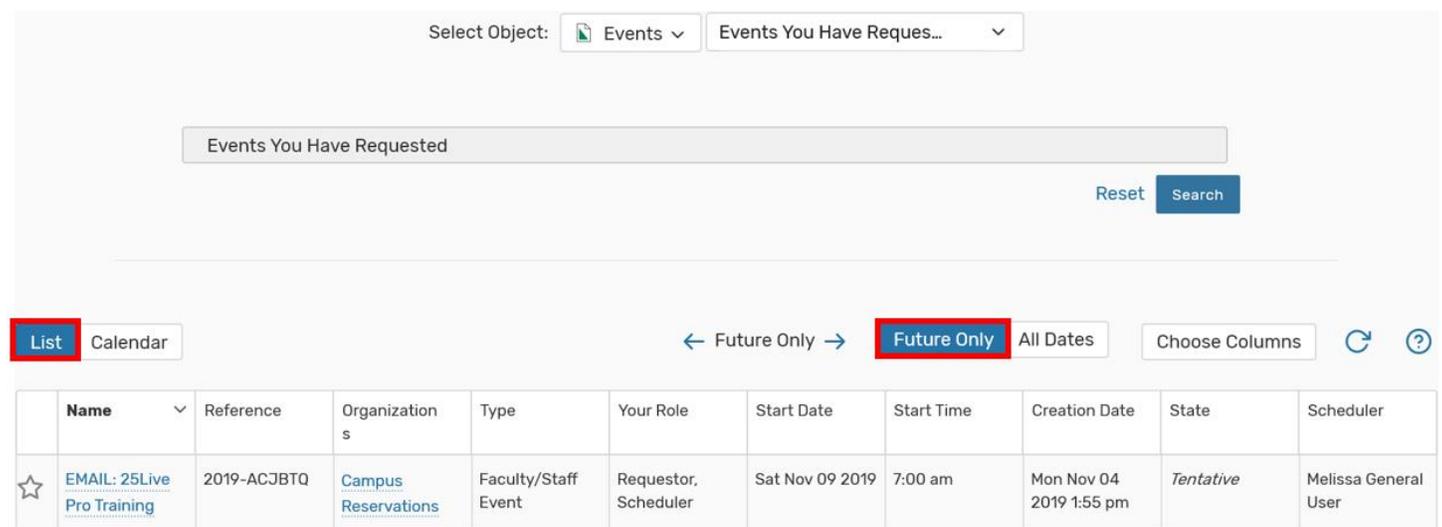
From the **25Live Pro** homepage, click on the **Go to Search** button (next to the **Recently Viewed** drop-down).



Within the “**Select Object**” drop-down, choose **Events**. Click on the **Saved Searches (optional)** drop-down and navigate to **Events You Have Requested**.



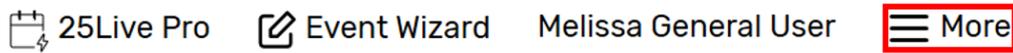
Make sure the **List** button is selected. You will see a list of all requests you have placed. The state of these requests (draft, tentative, confirmed, or canceled) will appear on the far right-hand side of this list.



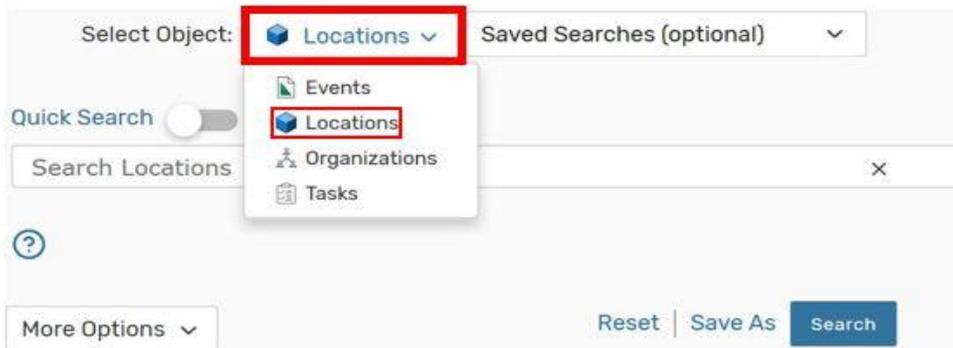
To only see your upcoming requests, select the **Future Only** button. You can also see your events in a **Calendar View** by selecting the **Calendar** button next to the **List** button.

## Reviewing Location Details

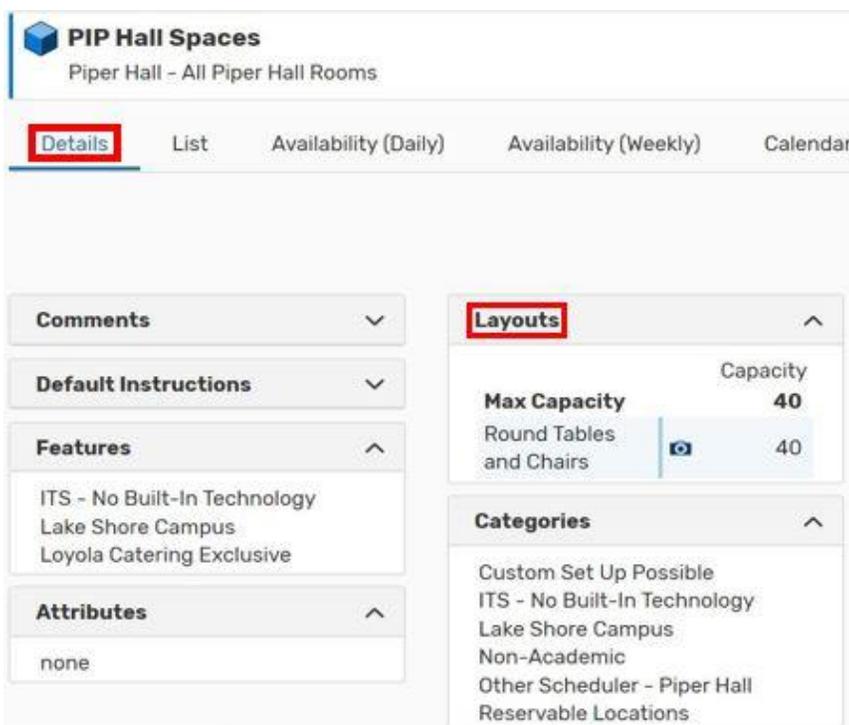
Click on the top-right **More** tab and navigate to the **Search** drop-down option.



Within the “**Select Object**” drop-down, choose **Locations**. Enter the name of the space where the event is scheduled to occur in the **Search Locations** field and click **Search** or press enter.



Within the **List** or **Availability** sub-tabs, click on the name of the location to be forwarded to the information page for that space.

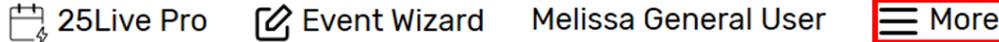


You can now select the **Details** sub-tab to view all location details present in 25Live. Location details include comments, features, layouts, categories, images, etc.

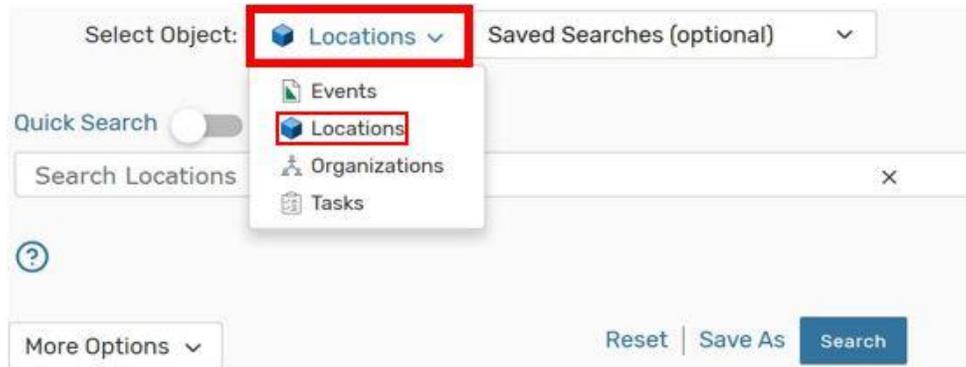
*Note: the **Availability (Daily)** and **Calendar** sub-tabs can be helpful in reviewing upcoming events.*

## Viewing Upcoming Reservations

Click on the top-right **More** tab and navigate to the **Search** drop-down option.



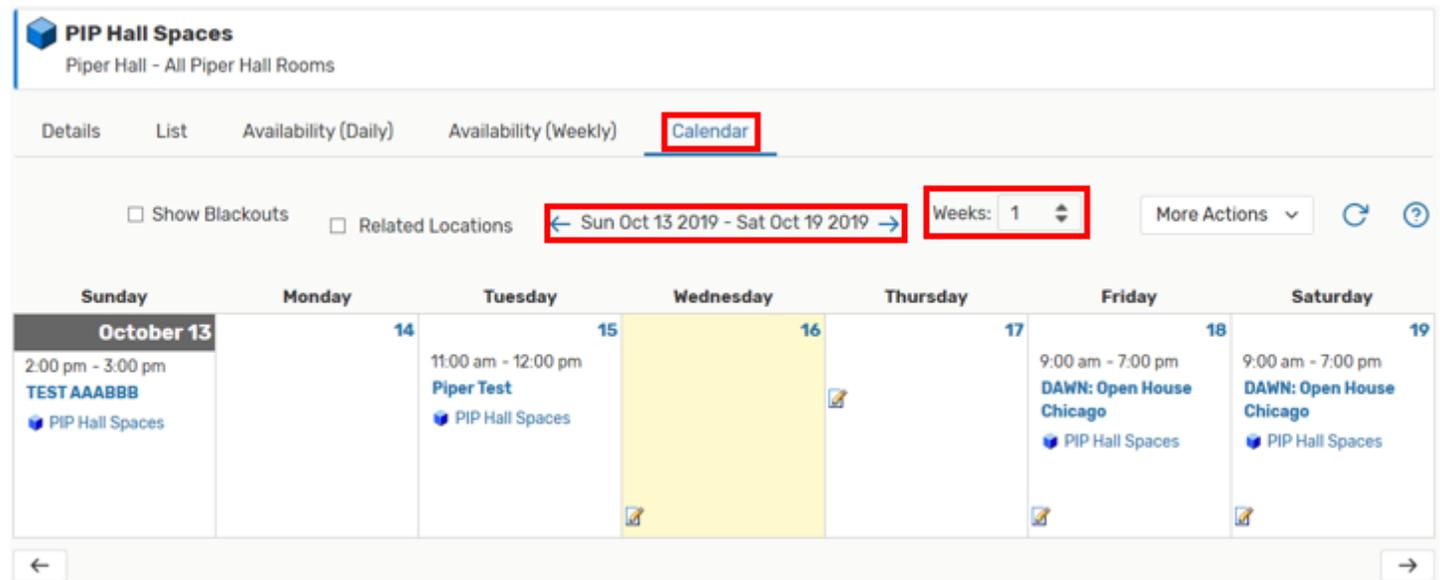
Within the "**Select Object**" drop-down, choose **Locations**. Enter the name of the space where the event is scheduled to occur in the **Search Locations** field and click **Search** or press enter.



*Note: if you are interested in viewing the availability of multiple spaces, choose a general search term (e.g., building name).*

Within the **List** or **Availability** sub-tabs, click on the name of the location to be forwarded to the information page for that space.

Select the **Calendar** sub-tab.



A calendar of upcoming events will load. You can change the span of this calendar by clicking on the date range, adjusting the start date and the number of weeks.

*Note: you can select the **Availability (Daily)** sub-tab to view this data in a different format.*

If you wish to view more information for an upcoming event, right-click on the event name and select **Details** or simply click the name of the event. This will forward you to the **Details** sub-tab.

## Important Considerations

It is extremely important to always verify that a room has been properly booked. You can do this by navigating to the **Details** sub-tab, see [Finding an Existing Reservation](#). Once there, expand the date in the **Occurrences** sub-tab.

All requests are considered *drafts* until you receive a confirmation email from Campus Reservations. If the cube is gray, under the **Additional Details** column, then the request is still in a draft state or it is pending for departmental approval.

The screenshot shows a reservation card for 'General User Test' with a status of 'Draft' (highlighted in a red box). The event is for '2019-ACJBTA' on 'Tue Oct 29 2019 7:00 am - 10:00 am' with occurrences on '10/29, 10/30, 10/31'. Below the card are tabs for 'Details', 'Occurrences', 'Calendar', and 'Audit Trail'. The 'Occurrences' tab is active, showing a table of event occurrences. The first occurrence on 'Tue Oct 29 2019' has a gray cube icon in the 'Additional Details' column, which is highlighted with a red box. The other two occurrences on 'Wed Oct 30 2019' and 'Thu Oct 31 2019' have blue cube icons. To the left of the table is an 'Event Preferences' dropdown menu. To the right are buttons for 'Edit Event', 'More Actions', and refresh/help icons.

Date	Start Time	End Time	Additional Details
Tue Oct 29 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)
Wed Oct 30 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)
Thu Oct 31 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)

*Note: space is **not** assigned until a confirmation email is received and your reservation is no longer in a draft state.*

If the cube is blue, under the **Additional Details** column, and you received a confirmation email from Campus Reservations, then the room has been properly reserved for your use.

The screenshot shows the same reservation card for 'General User Test' but with a status of 'Confirmed' (highlighted in a red box). The event details are the same. In the 'Occurrences' table, the first occurrence on 'Tue Oct 29 2019' now has a blue cube icon in the 'Additional Details' column, which is highlighted with a red box. The other two occurrences also have blue cube icons. The rest of the interface, including the 'Event Preferences' menu and action buttons, remains the same as in the draft state screenshot.

Date	Start Time	End Time	Additional Details
Tue Oct 29 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)
Wed Oct 30 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)
Thu Oct 31 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)

However, if the cube is blue, under the **Additional Details** column, and you have **not** received a confirmation from Campus Reservations, then the space has been tentatively reserved. Please check for correspondence from our office and respond accordingly.

The screenshot shows a reservation entry for 'General User Test' with a status of 'Tentative'. The event is scheduled for Tuesday, October 29, 2019, from 7:00 am to 10:00 am in the 'LT Ballroom(Beane Hall)'. The interface includes tabs for 'Details', 'Occurrences', 'Calendar', and 'Audit Trail'. The 'Occurrences' tab is active, displaying a table with one occurrence on Tue Oct 29 2019 from 8:00 am to 9:00 am in the same location. A 'More Actions' dropdown menu is visible in the top right.

Date	Start Time	End Time	Additional Details
Tue Oct 29 2019	8:00 am	9:00 am	LT Ballroom(Beane Hall)

### Setup and Takedown Time

For all events requesting custom setup accommodations, at least 1 hour of setup time and 1 hour of takedown time are mandatory (occasionally more depending on the space you request); however, you may submit requests without any setup or takedown time listed. When reviewing the event details of a request, pay particular attention to the **Occurrences** sub-tab, layout, and setup instructions fields, see [Creating a Reservation in 25Live - Review Your Event Details](#). If setup is requested in the layout and setup instructions fields, then setup and takedown time should be designated.

Expand the occurrence list within the **Occurrences** sub-tab to see if setup and takedown time has been designated. If setup and takedown are not listed, you will need to modify the reservation by emailing Campus Reservations or the space will come as-is.

The screenshot shows the 'Event Occurrences' sub-tab for 'Mon Oct 07 2019'. It displays a timeline with a green bar representing the event duration from 8:00 am to 10:30 am. The 'Start' time is 8:00 am and the 'End' time is 10:30 am. The 'Setup' time is 7:00 am and the 'Takedown' time is 11:30 am. The 'Additional Details' column is expanded to show this timeline.

*Note: modifying the time of a reservation can impact availability. If the room is only available without setup/takedown time, the space will come "as is" or you can email Campus Reservations to explore other options.*

**Last-Minute Setup Requests**

If Campus Reservations does not receive room setup information at least 3 business days before your event, then the room will come as is.

*If you have any questions or feedback about the material contained in this manual, please contact Melissa at [campus-reservations@luc.edu](mailto:campus-reservations@luc.edu).*