Basic 25live (Room Reservation) User Guide

25live is a room scheduling application for the Carnegie Mellon University Pittsburgh campus.   Members of the Carnegie Mellon community (with a valid Andrew ID) may create events and search for available locations for the following buildings.

- Cohon University Center
- University lecture halls and classrooms
- Computing Services Computing Labs
- Athletics
- Mellon Institute
- Tepper School of Business (*for Tepper affiliates*)
- Heinz College (*for Heinz affiliates*)

Requests must be submitted 2 business days in advance. Scheduling offices respond to requests during regular business hours, Monday through Friday.
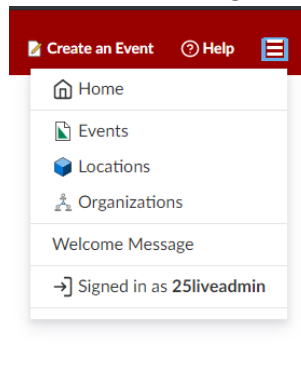
Login to 25live

1. Open up your browser to website: https://25live.collegenet.com/cmu/scheduling
2. Login with your Andrew ID and password

25live scheduling tool will display a dashboard. This is also known as Home.
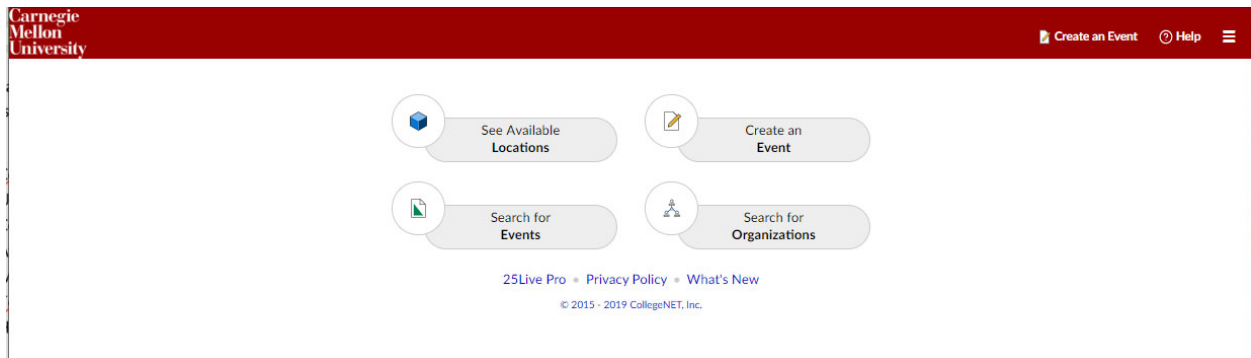
Navigation

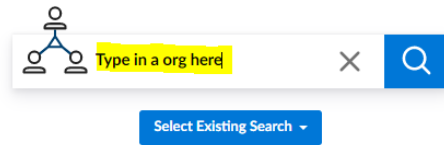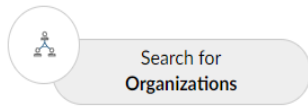To navigate the 25live scheduling tool, click on the hamburger icon on the far right corner.
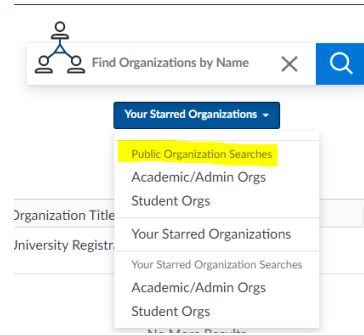
Step 1 of 3: Search & Star your Organization(s) – *skip this step if you have starred organizations*

Find your organization by typing in the organization name or selecting a search.
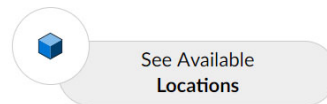
OR

Star your organization name.
Starring any organization or location will assist with faster event creation.

| Organization Name ▾	Organization Title	Organization Type
⭐ UNIVERISTY REGISTRAR'S OFFICE (URO)	University Registrar's Office	Administrative Dept

Step 2 of 3: Go back to Home
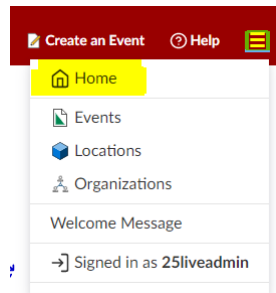
Step 3 of 3: Choose: See Available Locations

This is the best way to start your request by looking at available locations for **a single day**. The date will always <u>default</u> to today and at the current time initially.

Type your desired location such as CUC <u>OR</u> select from the public location searches.
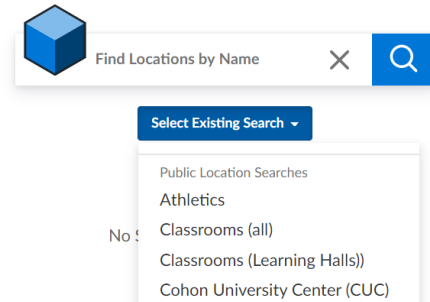
The scheduling tool will match your location search and reveal what locations are available to request. In this example, computer labs was chosen. All computer labs are displayed for **November 4** from **1:00pm-2:00pm.**

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Checking Availability for ==Nov 4, 2019, 1:00PM – 2:00PM==   Showing **Locations You Can Assign or Request**

13 Matching Locations

	Location Name ▾	Formal Name	Max Capacity	Actions
☆	COMPUTER LAB - CYH 100A (MAC)	Computer Lab - Cyert Hall 100A (Mac)	26	Request It
☆	COMPUTER LAB - CYH 100D (WINDOWS)	Computer Lab - Cyert Hall 100-D (Windows)	17	Request It
☆	COMPUTER LAB - WEH 5201 (MAC)	Computer Lab - Wean Hall 5201 (Mac)	30	Unavailable
☆	COMPUTER LAB - WEH 5202 (WINDOWS)	Computer Lab - Wean Hall 5202 (Windows)	30	Request It

Other Actions:

- Change the date and time under: *Checking Availability for*
- Star your favorite locations.
- Click on the **location** to view the schedule, events, summary or layouts.
- By selecting `Request It`, the scheduling tool will ask if want to continue.

You have permission to **request this location** for your event, but a scheduler must approve its use before it is assigned.

Do you want to request **COMPUTER LAB - CYH 100A (MAC)** (Computer Lab - Cyert Hall 100A (Mac))?

☐ Don't show me this warning again.

Cancel   **Request this Location**

- The event wizard will load and request more information.
    - Follow the instructions and fill in the required fields.
    - At this point, the request can be extended for meeting patterns, set ups, take downs, etc.

- All events are saved as a TENTATIVE state which means a scheduler will contact you to confirm or deny the request.
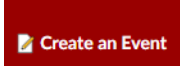
Create an Event

Creating an event will [Create an Event] invoke the event wizard (noted above) directly <u>without</u> an initial location search. This form requires a bit more manual searching by typing in location names for instance.

**Warning:** Location searches may NOT appear.

Suggestion: It is advisable to start searching for locations with the See Available Locations function first so it will populate locations and be less time consuming.
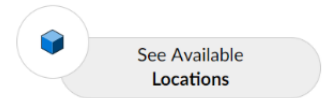
Help Select [Help] icon. What you can do and see depends upon specific permissions.

Do you prefer the 25live classic functionality but with a better interface?

From the Home page, try 25livePRO!
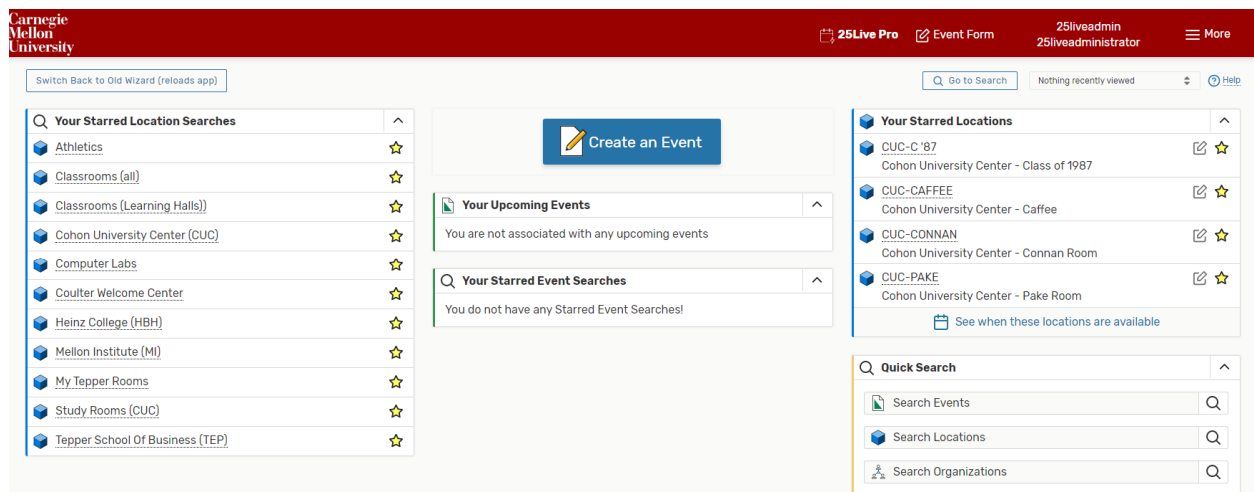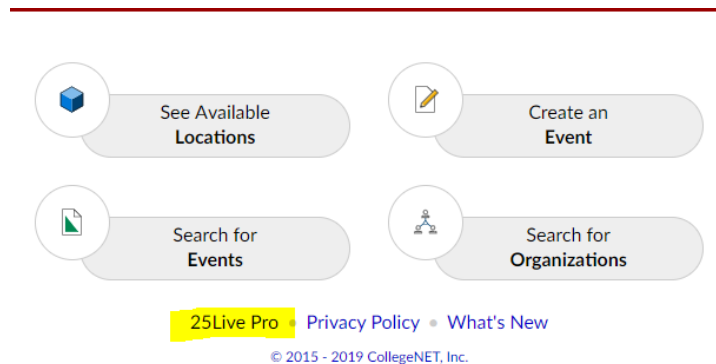
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To Logout   Just close your browser.

Questions   For questions regarding 25live, please contact:

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