

## **Checking the Status of a Request**

			Q. Go to Search Recently Viewed	✓ ⑦ He
Q Quick Search	^	Find Available Locations	Vour Starred Events	~
Search Events	Q	I know WHEN my event should take place help me find a location!	Your Starred Locations	^
Search Locations	Q	I know WHERE my event should take place help me choose a time!	BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	C 🕁
Search Resources	Q		CAR-B 106 Carter Hall 106	2 🟠
	4	Create an Event	HSN-H 1106 Health Sciences North 1106	2 🕁
Your Starred Event Searches     OBGYN Conference Rooms	\$	Your Upcoming Events	HSN-H 1901 Health Sciences North 1901 (Fukushima Auditorium)	C 🏠
Q Your Starred Location Searches	^	2 Events in which you are the Requestor	HSN-H 2116 Health Sciences North 2116	2
Tth floor	\$	Your Event Drafts No Event Drafts In which you are the Scheduler	HSS-H 7601 Health Sciences South 7601	C 🕁
av rooms av rooms test	☆ ☆	No Event Drafts in which you are the Requestor	STA-D 47 Stansbury Hall 47	C 🕁
Classrooms - HSC	4		See when these locations are available	i i
🌍 hsc av test	<b>\$</b>		Your Starred Resources	^
HSC Comp Labs	☆		You do not have any Starred Resources!	14
hsc conference room			Throughout this site you can mark any Resource as "Starred" b	y clicking its 🕆
HSC WV May 19th			icon.	
🤪 june 13	4			Customize Dashboard
Q Your Starred Resource Searches	^		ŵ	Lustomize Dashboard
You do not have any Starred Resource Searches!				
Your Starred Reports	~			

1. After logging into 25Live, a "Your Events" box will appear in the middle of the screen.

- 2. Click either "Events in which you are the Requestor" or "Events in whichyou are the Scheduler" (only click this if you have room scheduling responsibilities).
  - 3. Click the desired Event Name.

Lis	Calendar	1								Future Only Al	I Dates Cho	ose Columns 🛛 🔿
	Name	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
☆	FPS Conference	Facilities Planning and Scheduling Conference	2019-ABWTAK	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Wed Feb 13 2019	1:00 pm	Wed Feb 13 2019 3:37 pm	Tentative	
습	test event 2		2019-ABWMAJ	FACILITIES PLANNING AND SCHEDULING	Meeting		Requestor	Fri Jan 25 2019	10:00 am	Wed Jan 23 2019 10:41 am	Cancelled	

4. Under the Details tab, the status of the location and/or resource requests will be shown under the Event Occurrences box. (Grey shapes indicate a pending assignment, colored shapes indicate approved assignments).

## **Tentative Event**

	$\sim$		Q, Go to Search Recently Viewed	~ ©!
FPS Conference Facilities Planning and Scheduling Conference		2019-ABWTAK	Wed Feb 13 2019 1:00 pm - 2:00 pm	
Details Occu	rrences Calendar Audit Trail		Tentative 🗘 More Action	ns v C (
General	^	Event Categories		
Event Name:	FPS Conference	Custom Attribute	*	,
Event Title:	Facilities Planning and Scheduling Conference	Custom Attribute	9 0	10
Event Type:	Conference	Contact Email	jeveryman@mail.wvu.edu	
Organization:	A FACILITIES PLANNING AND SCHEDULING	Address		
Scheduler:	25LiveViewer Seat	Contact Name	John Everyman	
Requestor:	1 Demo User	Contact Phone	304-555-5555	
Head Count:	15 expected	Number		
	0 registered	Event Info		
Internal Notes:	Enter Comments Here	Event Owner: Creation Date:	▲ Demo User Wed Feb 13 2019	
Event Relationshi	ps ^	Reference:	2019-ABWTAK	
		Cabinet:	2019 SPECIAL EVENTS	
		Folder:	Tentative Event Submitter Folder	

## **Confirmed Event**

WestVirginiaUniv	versity.			📇 25Live Pro	🕜 Create an Event Demo Use	ar ≡	More
				Q. Go to	Search Recently Viewed	~	© H
FPS Conference Facilities Planning Scheduling Confe	g and Second Sec	2019-ABWTAK	Wed Feb 13 2019	10:00 pm - 11:00 pm	¥ ARM-D 206		C
Details Occurr	ences Calendar Audit Trail				More Actions 🗸	C	(
General		^	Event Categories				~
Event Name: Event Title: Event Type:	FPS Conference Facilities Planning and Scheduling Conference Conference		Custom Attributes				1
Organization: Scheduler:	FACILITIES PLANNING AND SCHEDULING     SCHEDULING     SCHEDULING		Contact Email jeveryman@mail. Address Contact Name John Everyman	wvu.edu			
Requestor: Head Count:	Demo User  15 expected		Contact Name John Everyman Contact Phone 304-555-5555 Number				
	0 registered		Event Info				1
Internal Notes:	Enter Comments Here		Event Owner: Demo User Creation Date: Wed Feb 13 20	19			
Event Relationships	•	^	Reference: 2019-ABWTAK Cabinet: 2019 SPECIAL Folder: Tentative Even	EVENTS			