25LivePRO – Check Location Availability

Check Location Availability Business Process Guide

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Action Taken

Date	Who	Action	Pages
8/20/19	Cesar Galvez	Document Created	14
8/27/19	Vicky Myers	Added Welcome Message	5

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1   Overview

This business process guide will explain basics of checking the availability of a space within 25Live.

Users will access 25Live/Space and Event Scheduling software to determine location availability. Following is a helpful tool to assist you in navigating to various locations to check availability by day/time.

The following steps are based off the Public Location Searches. This Business Process Guide will show events that have been booked in 25Live based off the selected Public Location Searches.
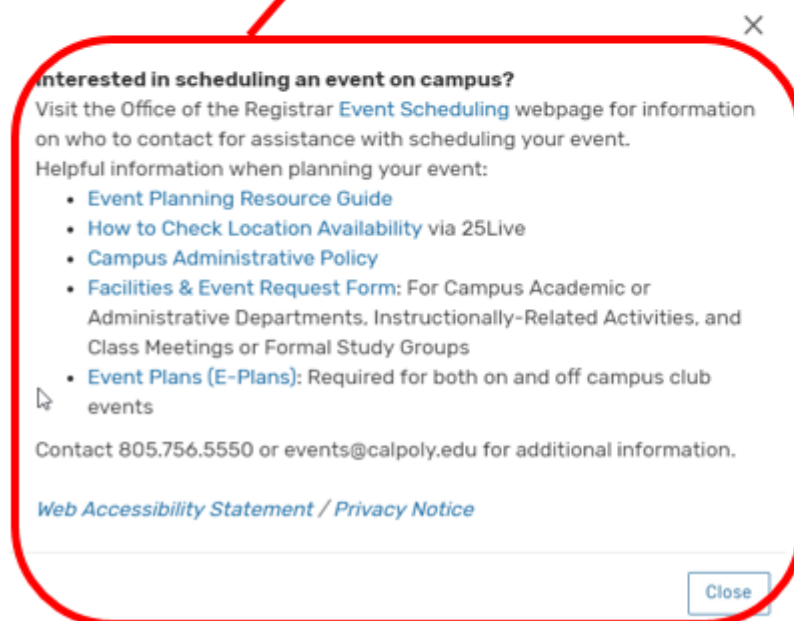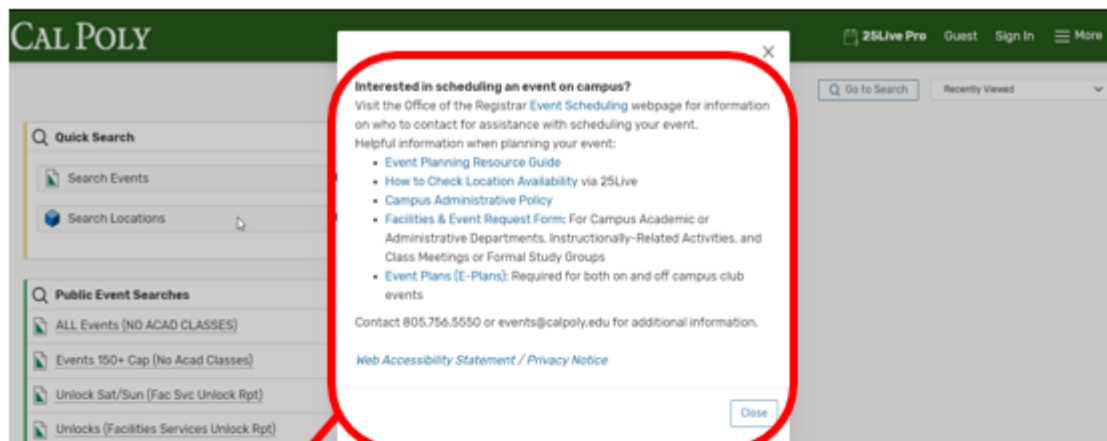
2   Check Location Availability
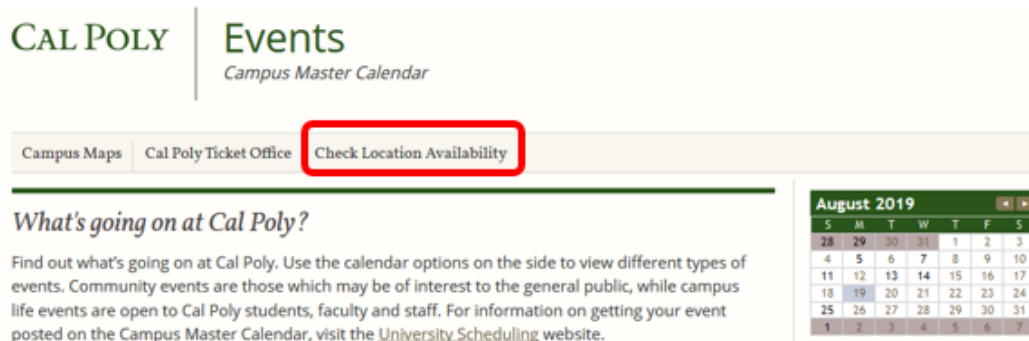
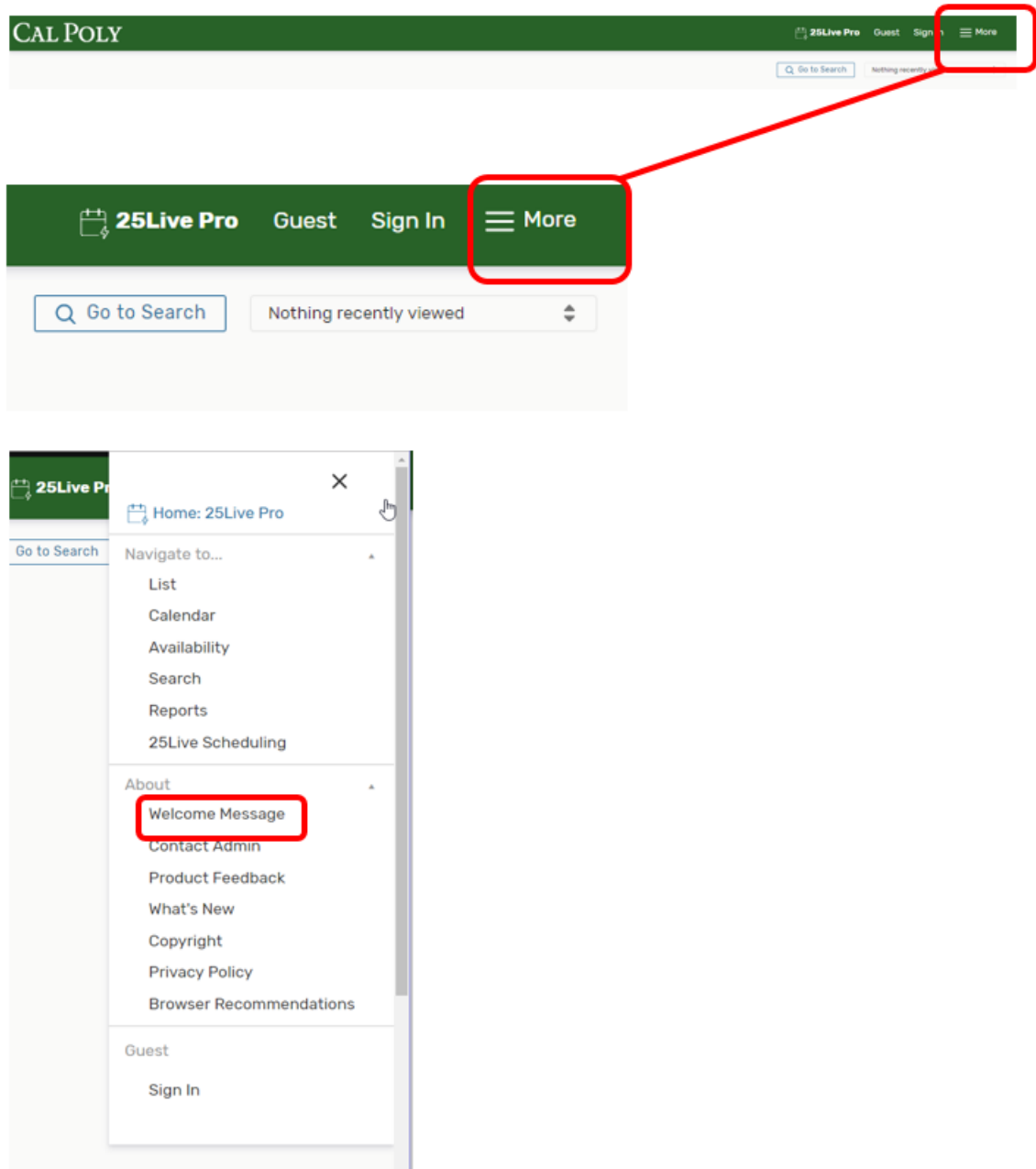|	
Step 1	**via http://events.calpoly.edu** ## Welcome Message This message appears after you login to 25Live Pro. Users are able to uncheck a box so this message stops appearing.

If the user elects to stop showing the Message Center on Login, the user can select the **More** drop down menu as shown below to view the Message Center and access hyperlinks as needed:
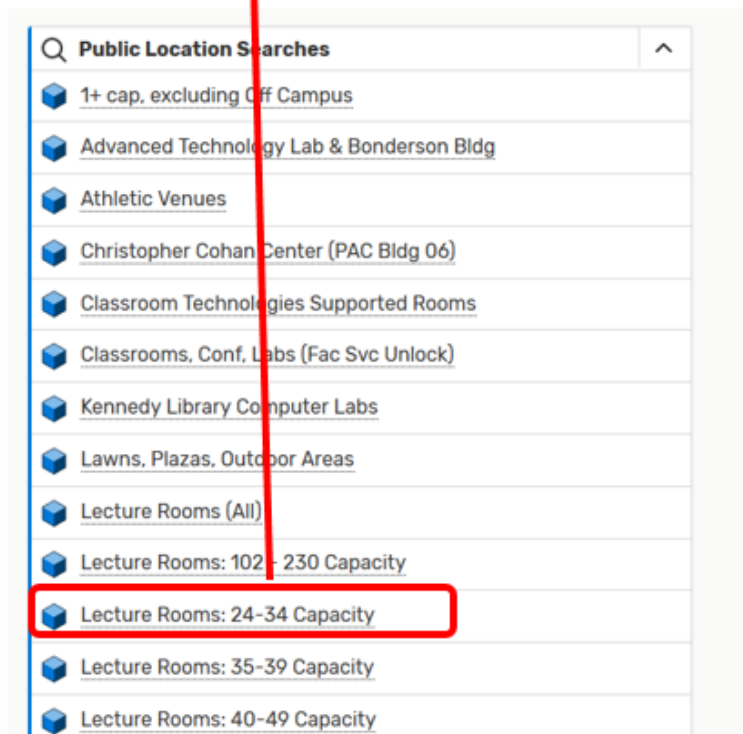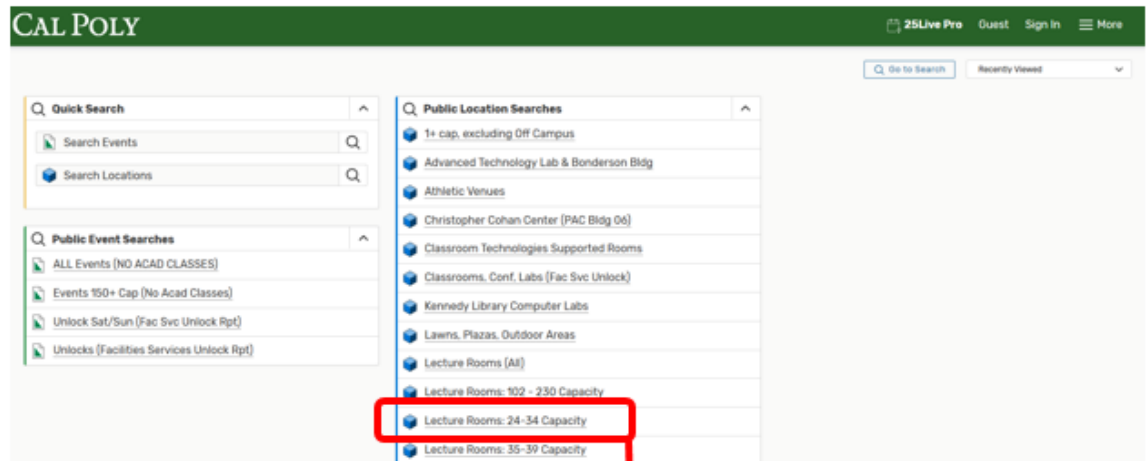
Step 2	**Home Page View** **-** On the Home Page, you are able to select from several **"Public Location Searches"**. Search results will show you popular venues so you are able to view available days/times. *Example:* Look for location availability in a 24-34 capacity University Lecture Room **-Select Lecture Room 24-34 Capacity**

Step 3	**ROOMS List** This will take you to Locations tab in as a list format (Scroll down to view more rooms)

Step 4	**Room Availability**
	To view availability for the day
	- Select the Availability Tab.
	- Clicking on Date to bring up Calendar and select desired date.

White/Empty Slots represent the **availability** for all the **24-34 Capacity Lecture Rooms** for the selected date.

    -   Repeat steps 2-3 for other spaces on the Public Location Searches drop down list.

Step 5	**Location Information Page** By selecting a room (*Example:* 002 -0013 Cotchett Education Building 002 – 0013) you will be taken to the Location information page. You have several options to View: - **Details -** location information such as Room Features, Layouts and Image. - **List** – List of scheduled events in the room, - **Availability (Daily)** – Daily view of available hours for 1 month from date specified for the room - **Availability (Weekly) –** Weekly view of available hours for the room (Can adjust # of weeks as needed). - **Calendar** – Weekly calendar view of events for the room (can adjust # of weeks as needed).

Step 6	**AVAILABILITY (DAILY) View**
	Provides a DAILY grid of events occurring in the location for up to a month from the selected date. This would be used to check the times the space is available (refer to empty slots)
	NOTE: You will <u>need to select the correct date</u> on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).

Step 7	**AVAILABILITY (WEEKLY) View** Provides a WEEKLY grid of events occurring in the location for one week. This would be used to check the times the space is available for any particular week (refer to empty slots). **NOTE:** You will <u>need to select the correct date</u> on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).

Step 8	**CALENDAR View**
	Provides a CALENDAR view of events occurring in the location for one week at a time (will need to scroll down for remaining weeks). This would be used to check the times the space is available for any particular week (refer to empty slots). NOTE: Setup and takedown times DO NOT shown on this view.
	NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).

Step 9	**DETAILS View**
	- **Default Instructions -** Provides specific instructions when using the room.
- **Features -** Provides a list of features of the room (white/chalkboard and equipment).
- **Layouts –** Type of seating and capacity in the room.
- **Categories –** Category identifying what room is used.
- **Images –** Layout image of room.

Step 10	**LIST View**
	Provides a list of events occurring in the location. This would be used to check on an event you already have scheduled to show both the **Summary and Occurrences** of your event
	
	NOTE: You will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) as you navigate through the tabs and will need to scroll down or select next page for more events (if necessary).
	
	    - **Details View -**Provides information about the event/class.
	    - **Occurrences -** Provides a list of dates the event occures.
	    - **Calendar –** Calendar View of the event/Class for the week.
	       (see sample print screens on next page)

DETAILS View

OCCURRENCES View

CALENDAR View