

25LivePRO – Check Location Availability

Check Location Availability Business Process Guide

Action Taken

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

Table of Contents

| | | |
|---|-----------------------------------|----|
| 1 | Overview | 4 |
| 2 | Check Location Availability | 5 |
| | 25Live Scheduling URL | 5 |
| | Welcome Message | 5 |
| | Home Page View | 7 |
| | Rooms List | 8 |
| | Room Availability | 9 |
| | Location Information Page | 10 |
| | Availability (Daily) View | 11 |
| | Availability (Weekly) View | 12 |
| | Calendar View | 13 |
| | Details View | 14 |
| | List View | 15 |
| | Details Tab | 16 |
| | Occurrences Tab | 16 |
| | Calendar Tab | 16 |

1 Overview

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

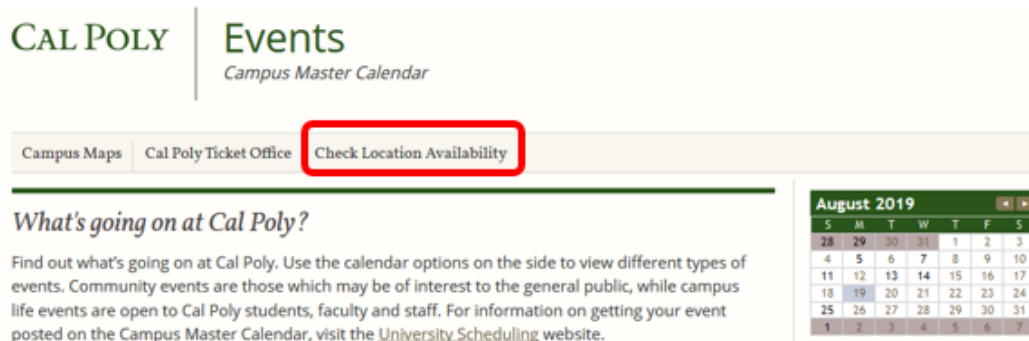
Users will access 25Live/Space and Event Scheduling software to determine location availability. Following is a helpful tool to assist you in navigating to various locations to check availability by day/time.

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

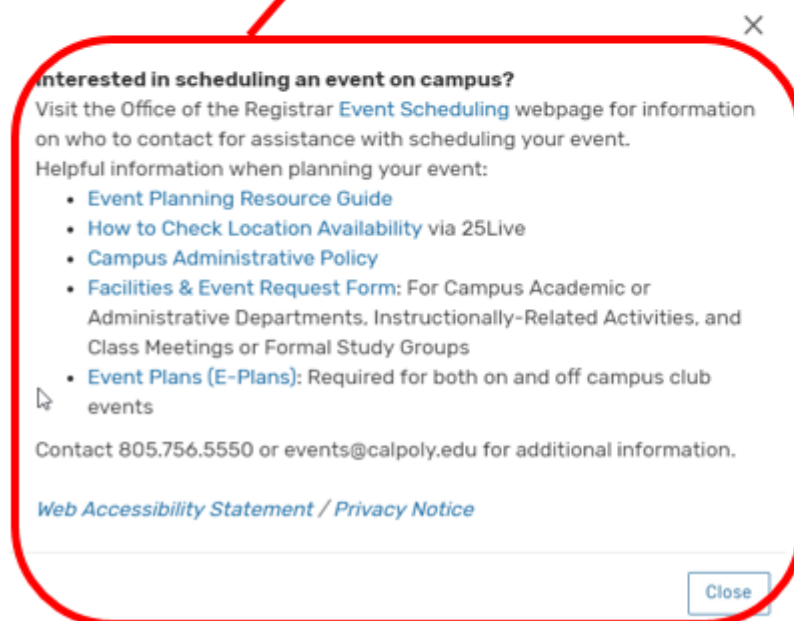
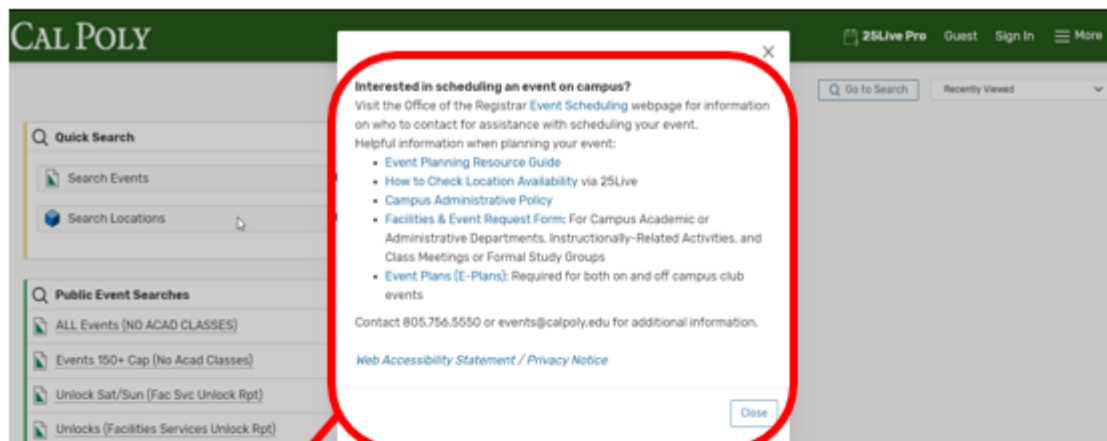
Step 1

via <http://events.calpoly.edu>

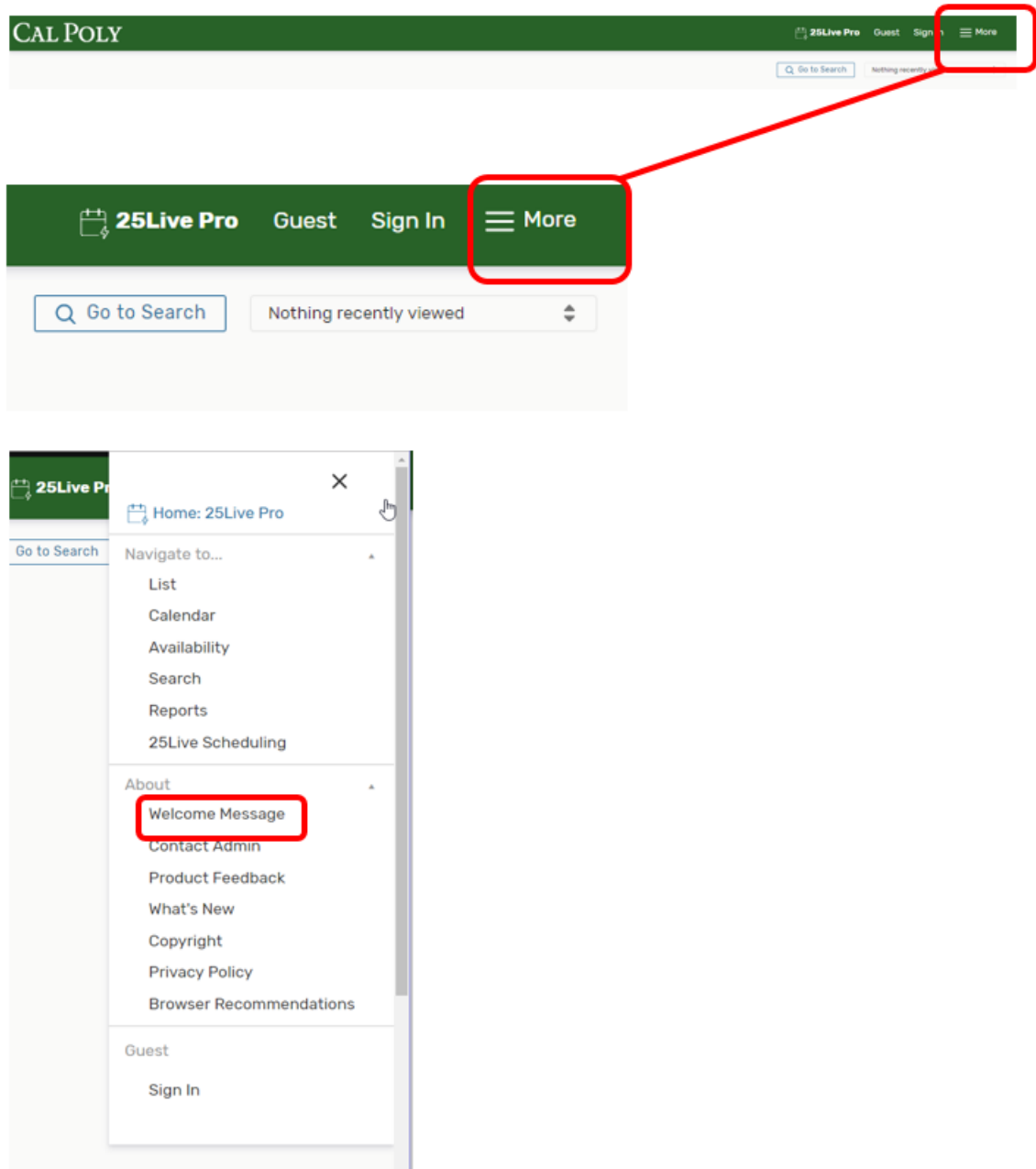


Welcome Message

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:



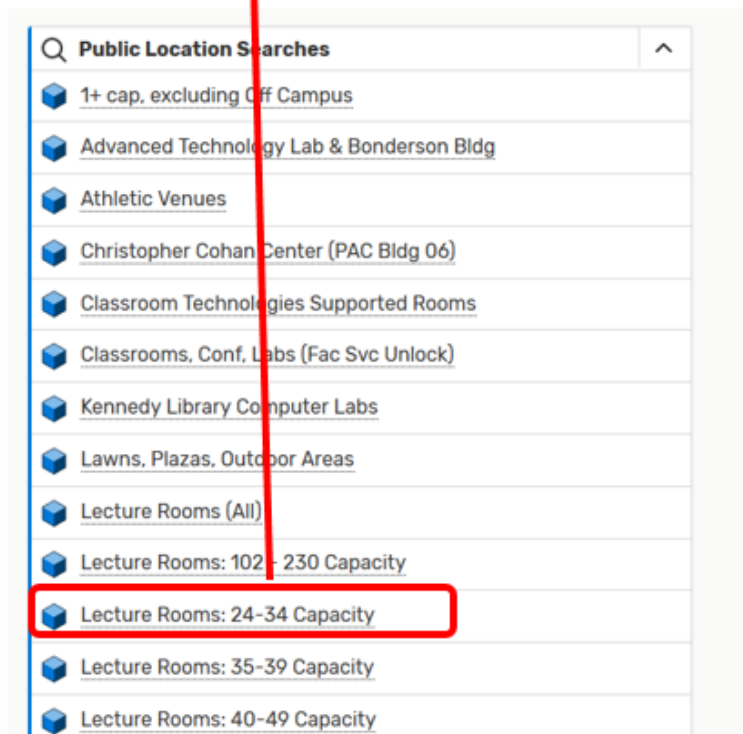
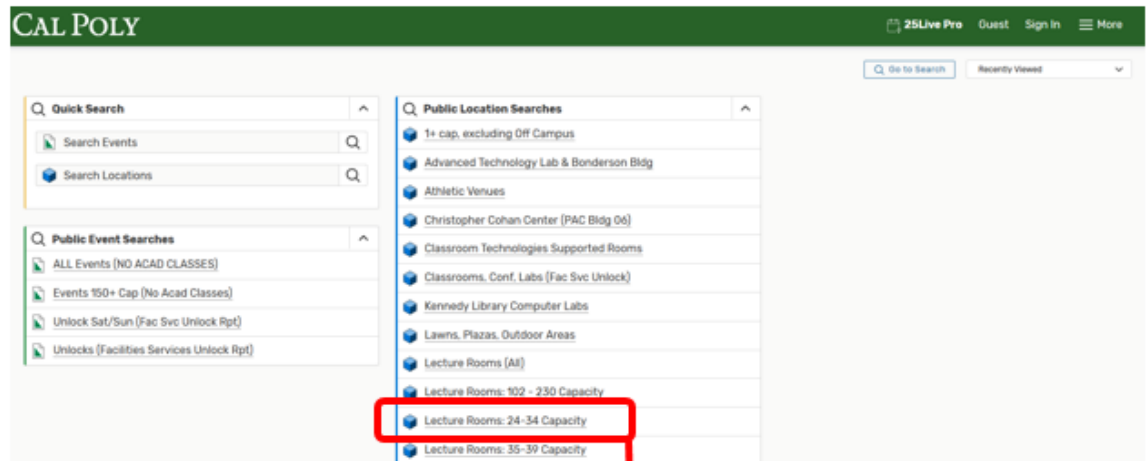
Step 2

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)

Search:

Reset Search

Choose Columns

| Name | Formal Name | Categories | Features | Layouts | Max Capacity |
|--------------------------|--------------------------------------|---|---|-----------------|--------------|
| 002-0902 | Cotchett Education Building 002-0902 | Lecture Rooms, Multi-Media Technology, Distance Learning Technology, Quadrent 3 | Computer - Mac, Computer - PC, Multi-Media Technology, Ethernet Port, VGA Cable, Wireless Connection, Digital Display, Screens, DVD/CD Combo Player, Document Camera, Blackboard - Small, Whiteboard - Small, Tables and Chairs, Classroom Technologies Supported | Tables & Chairs | 34 |
| 002-0903 | Cotchett Education Building 002-0903 | Lecture Rooms, Quadrent 3 | Ethernet Port, HDMI Cable, VGA Cable, Wireless Connection, Apple TV, Digital Display, Screens, DVD/CD Combo Player, Blackboard - Small, Tables and Chairs, Tiered Seating - Fixed, Classroom Technologies Supported | Tiered Seating | 30 |
| 002-0200 | Cotchett Education Building 002-0200 | Lecture Rooms, Quadrent 3 | Ethernet Port, HDMI Cable, VGA Cable, Wireless Connection, Digital Display, Screens, DVD/CD Combo Player, Blackboard - Small, Chairs - Tablet, Classroom Technologies | Lecture | 30 |

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.

The screenshot shows the 'CAL POLY' Room Availability interface. The 'Availability' tab is selected. A calendar pop-up is shown for September 2018, with the date 'Mon Sep 24 2018' highlighted. The main table shows room availability for various lecture rooms (e.g., LECT 101, LECT 102) across different dates. A red box highlights the 'Availability' tab, and another red box highlights the date selection in the calendar.

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.

The screenshot shows the 'CAL POLY' Room Availability interface. The 'Availability' tab is selected. The main table shows room availability for various lecture rooms (e.g., LECT 101, LECT 102) across different dates. Two red boxes highlight specific areas of the grid, indicating availability for the selected date.

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).

The screenshot shows the CAL POLY 25Live Pro interface. At the top, there's a green header with 'CAL POLY' and user options. Below, a 'Select Object' dropdown is set to 'Locations', and 'Lecture Rooms: 24-34 Ca...' is selected. A search bar shows 'Lecture Rooms: 24-34 Capacity'. The main view is 'Availability' for 'Mon Sep 24 2018'. It displays a calendar grid with room numbers and status (e.g., 'Closed', '002 -0013'). A red box highlights '002 -0013' in the list on the left, and a red arrow points to a detailed view of this room below.

| Room | Status |
|-----------|--------|
| 002 -0013 | Closed |
| 002 -0113 | Closed |
| 002 -0205 | Closed |
| 003 -0104 | Closed |

The screenshot shows the CAL POLY 25Live Pro interface for room '002 -0013'. The header shows 'CAL POLY' and the room name '002 -0013 Cotchett Education Building 002 - 0013'. Below the header, a red box highlights the navigation tabs: 'Details', 'List', 'Availability (Daily)', 'Availability (Weekly)', and 'Calendar'.

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 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).

The screenshot shows the Cal Poly 25Live Pro interface for Cotchett Education Building 002-0013. The 'Availability (Daily)' tab is selected. The date selector at the top right shows 'Mon Sep 24 2019'. A red box highlights this date selector. Below the date selector, a grid of events is displayed. A red box highlights a specific event slot on the grid. A third red box highlights a detailed view of the events for a specific date and time slot, showing a list of events with their room numbers and times.

| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|--------|---|---------------|-----------|-------------|----|-------------|
| Closed | | RPTA 370 01 | | COMS 316 02 | | ENGL 495 01 |
| Closed | | | ES 340 02 | | | ES 323 01 |
| Closed | | RPTA 370 01 | | COMS 316 02 | | ENGL 495 01 |
| Closed | | 2188 Class... | ES 340 02 | | | ES 323 01 |

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 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).

Cal Poly 25Live Pro Guest Sign In More

002-0013
Cotchett Education Building 002-0013

Details List Availability (Daily) Availability (Weekly) Calendar

Go to Search Recently Viewed

← Sun Sep 23 2018 → weeks: 1 Days More Actions

| | Sunday 9/23 | Monday 9/24 | Tuesday 9/25 | Wednesday 9/26 | Thursday 9/27 | Friday 9/28 | Saturday 9/29 |
|----------|-------------|-------------|--------------|----------------|---------------|-------------|---------------|
| 6:00 AM | Closed | Closed | Closed | Closed | Closed | Closed | Closed |
| 7:00 AM | | | | | | | |
| 8:00 AM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 9:00 AM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 10:00 AM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 11:00 AM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 12:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | |
| 1:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 2:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 3:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 4:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 5:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 6:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 7:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 8:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 9:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 10:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |
| 11:00 PM | | 001A 100-01 | 001A 100-01 | 001A 100-01 | 001A 100-01 | | |

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).

CAL POLY 25Live Pro Guest Sign In More

002-0013
Cotchett Education Building 002-0013

Details List Availability (Daily) Availability (Weekly) **Calendar**

Related Locations Sun Sep 23 2018 - Sat Sep 29 2018 Weeks: 1 More Actions

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|--|--------|----------|
| September 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 8:10 am - 10:00 am RPTA 370 01 MW 0810-1000, 8519-1 002-0013 | 9:10 am - 11:00 am ES 340 02 TR 0910-1100, 8585-1 002-0013 | 8:10 am - 10:00 am RPTA 370 01 MW 0810-1000, 8519-1 002-0013 | 8:10 am - 9:00 am 2188 Classroom Technology Session R 8-9 002-0013 | 12:10 pm - 2:00 pm 2188 Classroom Technology Session F 12-2 002-0013 | | |
| 10:10 am - 12:00 pm COMS 316 02 MW 1010-1200, 8111-1 002-0013 | 12:10 pm - 2:00 pm ES 323 01 TR 1210-1400, 5720-1 002-0013 | 10:10 am - 12:00 pm COMS 316 02 MW 1010-1200, 8111-1 002-0013 | 9:10 am - 11:00 am ES 340 02 TR 0910-1100, 8585-1 002-0013 | 12:10 pm - 2:00 pm ES 323 01 TR 1210-1400, 5720-1 002-0013 | | |
| 12:10 pm - 2:00 pm ENGL 495 01 MW 1210-1400, 6580-1 002-0013 | 2:10 pm - 4:00 pm ES 323 02 TR 1410-1600, 5723-1 002-0013 | 12:10 pm - 2:00 pm ENGL 495 01 MW 1210-1400, 6580-1 002-0013 | 12:10 pm - 2:00 pm ES 323 01 TR 1210-1400, 5720-1 002-0013 | | | |
| 2:10 pm - 4:00 pm ENGL 497 01 MW 1410-1600, 3299-1 002-0013 | 4:10 pm - 5:30 pm FR 201 03 TR 1610-1730, 4266-1 002-0013 | 2:10 pm - 4:00 pm ENGL 497 01 MW 1410-1600, 3299-1 002-0013 | | | | |

| Tuesday | Wednesday | Thursday |
|--|---|--|
| 9:10 am - 11:00 am ES 340 02 TR 0910-1100, 8585-1 002-0013 | 8:10 am - 10:00 am RPTA 370 01 MW 0810-1000, 8519-1 002-0013 | 8:10 am - 9:00 am 2188 Classroom Technology Session R 8-9 002-0013 |
| 12:10 pm - 2:00 pm ES 323 01 TR 1210-1400, 5720-1 002-0013 | 10:10 am - 12:00 pm COMS 316 02 MW 1010-1200, 8111-1 002-0013 | 9:10 am - 11:00 am ES 340 02 TR 0910-1100, 8585-1 002-0013 |
| 2:10 pm - 4:00 pm ES 323 02 TR 1410-1600, 5723-1 002-0013 | 12:10 pm - 2:00 pm ENGL 495 01 MW 1210-1400, 6580-1 002-0013 | 12:10 pm - 2:00 pm ES 323 01 TR 1210-1400, 5720-1 002-0013 |
| 4:10 pm - 5:30 pm FR 201 03 TR 1610-1730, 4266-1 002-0013 | 2:10 pm - 4:00 pm ENGL 497 01 MW 1410-1600, 3299-1 002-0013 | |

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.

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 occurs.
- **Calendar** – Calendar View of the event/Class for the week.
(see sample print screens on next page)

002 -0013

Cotchett Education Building 002 -0013

Details

List

Availability (Daily)

Availability (Weekly)

Calendar

Related Locations

Mon Sep 24 2018

1

Choose Columns

More Actions

| Event | Title | Reference | Expected Head Count | Organization | Occurrence Date | Setup Start | Pre-Event Start | Event Times | Post-Event End | Takedown End |
|---------------|------------------------------------|-------------|---------------------|--------------|-----------------|-------------|-----------------|---------------------|----------------|--------------|
| COMS 316 02 | Intercultural Communication | 2018-AC3PWZ | 25 | 688-COMS | Mon Sep 24 2018 | | | 10:10 am - 12:00 pm | | |
| ENGL 495 01 | Topics in Applied Language Study | 2018-AC2VMP | 25 | 254-ENGL | Mon Sep 24 2018 | | | 12:10 pm - 2:00 pm | | |
| ENGL 497 01 | Theories of Ling Learning/Teaching | 2018-AC2YVZ | 20 | 254-ENGL | Mon Sep 24 2018 | | | 2:10 pm - 4:00 pm | | |
| LS 230 01 HMP | Field Exp Elementary Class I | 2018-AC3RND | 25 | 459-LS | Mon Sep 24 2018 | | | 7:10 pm - 9:00 pm | | |
| LS 250 01 HMP | Field Exp Elementary Class II | 2018-AC3RNL | 25 | 459-LS | Mon Sep 24 2018 | | | 5:10 pm - 7:00 pm | | |
| RPTA 370 01 | Experiential Hlthg Strat: EM | 2018-AC6HHC | 34 | 342-RPTA | Mon Sep 24 2018 | | | 8:10 am - 10:00 am | | |

4 Matching Reservations

Page 1 of 1

First Previous 1 Next Last

Items per page 25

002 -0013

Cotchett Education Building 002 -0013

Details

List

Event

COMS 316 02

COMS 316 02

Intercultural Communication

Tentative

2018-AC3PWZ

Mon Sep 24 2018 10:10 am - 12:00 pm

Repeats every week on Monday and Wednesday through 12/7

002 -0013

Details

Occurrences

Calendar

DETAILS View

CAL POLY 25Live Pro Guest Sign In More

Go to Search Recently Viewed

COMS 316 02 Tentative 2018-AC3PWZ Mon Sep 24 2018 10:10 am - 12:00 pm
Repeats every week on Monday and Wednesday through 12/7 002-0013

Details Occurrences Calendar

More Actions

General

Event Name: COMS 316 02

Event Title: Intercultural Communication

Event Type: LEC

Organization: 688-COMS

Scheduler: Interface, SIS

Head Count: 25 expected
16 registered

Event Categories

Univ Scheduling: Academic Course Offering

Custom Attributes

Event Info

Event Owner: Interface, SIS

Creation Date: Tue Mar 13 2018

Allen UID: TCSSLCHP21668111

Reference: 2018-AC3PWZ

OCCURRENCES View

CAL POLY 25Live Pro Guest Sign In More

Go to Search Recently Viewed

COMS 316 02 Tentative 2018-AC3PWZ Mon Sep 24 2018 10:10 am - 12:00 pm
Repeats every week on Monday and Wednesday through 12/7 002-0013

Details Occurrences Calendar

More Actions

Filter by Locations

Select All Any All

No Location

002-0013

Event Occurrences

| Date | Start Time | End Time | Additional Details |
|-----------------|------------|----------|--------------------|
| Mon Sep 24 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed Sep 26 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Oct 01 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Oct 03 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Oct 08 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Oct 10 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Oct 15 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Oct 17 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Oct 22 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Oct 24 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Oct 29 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Oct 31 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Nov 05 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Nov 07 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Mon-Nov 12 2018 | 10:10 am | 12:00 pm | 002-0013 |
| Wed-Nov 14 2018 | 10:10 am | 12:00 pm | 002-0013 |

CALENDAR View

CAL POLY 25Live Pro Guest Sign In More

Go to Search Recently Viewed

COMS 316 02 Tentative 2018-AC3PWZ Mon Sep 24 2018 10:10 am - 12:00 pm
Repeats every week on Monday and Wednesday through 12/7 002-0013

Details Occurrences Calendar

Related Events Sun Sep 23 2018 - Sat Sep 29 2018 Weeks: 1 More Actions

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|--|---------|--|----------|--------|----------|
| September 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | 10:10 am - 12:00 pm COMS 316 02 Mon 10/10-12/01 #111-F 002-0013 | | 10:10 am - 12:00 pm COMS 316 02 Wed 10/10-12/01 #111-F 002-0013 | | | |