25Live Scheduling – Check Location Availability

Check Location Availability Business Process Guide
## Action Taken

<table>
<thead>
<tr>
<th>Date</th>
<th>Who</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/19</td>
<td>Cesar Galvez</td>
<td>Document Created</td>
<td>17</td>
</tr>
<tr>
<td>9/6/19</td>
<td>Cesar Galvez</td>
<td>Revision</td>
<td>5-6</td>
</tr>
</tbody>
</table>
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1 Overview

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

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

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 and can check the box so that it can appear by default at login:
**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 See *Available Locations*
Step 3

Select **Lecture Room 24-34 Capacity** from the Dropdown menu
Rooms List
This will take you to All Locations that are between 24-34 Seat Capacity for a current date.
- You can change date and time by clicking on the current date to activate calendar
- Repeat steps 2-3 for other spaces on the Public Location Searches drop down list.
**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:

- **Schedule** - location by Availability (Daily),
- **Events** – Scheduled events in the room,
- **Summary** – Room Features and instructions of the room.
- **Layout** – Picture of the room.
Step 6

SCHEDULE View
As you navigate through the system, keep in mind that you will need to select the correct date on the calendar icon to update the results for its room availability (Schedule view) and will need to scroll down for continuing dates.
<table>
<thead>
<tr>
<th>Time</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7AM</td>
<td>COMS 101 43 2198</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>9AM</td>
<td>COMS 420 01 2198</td>
<td>Nonverbal Communication</td>
</tr>
<tr>
<td>10AM</td>
<td>COMS 102 02 2198</td>
<td>Prin of Oral Communication</td>
</tr>
<tr>
<td>12PM</td>
<td>ENVE 535 01 2198</td>
<td>Physico-Chem Water/Waste Trmt</td>
</tr>
<tr>
<td>1PM</td>
<td>ES 243 01 2198</td>
<td>Survey of Latino/a Studies</td>
</tr>
<tr>
<td>3PM</td>
<td>ES 300 01 2198</td>
<td>Chicano/a Non-Fict Literature</td>
</tr>
</tbody>
</table>
Step 7

EVENTS 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.

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**CAL POLY**

![36 Matching Events](image)

- **CE 520 01 2198**
- **Transportation Engr Planning**
  - Sep 19, 2019, 8:10AM - 9:00AM
  - Recs every week on Tuesdays and Thursday through 12/6

- **CE 528 01 2198**
  - Transportation Econ & Analysis
  - Sep 19, 2019, 6:30PM - 7:30PM
  - Recs every week on Tuesdays and Thursday through 12/6

- **CM 318 01 2198**
  - Housing and Communities
  - Sep 19, 2019, 9:10AM - 11:00AM
  - Recs every week on Tuesdays and Thursday through 12/6

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S:\Master Calendar\BPG's - Business Process Guides\BPG Check Location Availability_25Live Scheduling_08_20_19.docx
Step 8

Summary View
Provides a list of features and instructions of the location.

Default Instructions
It is permissible to have food in this classroom. It is your responsibility to leave the classroom in acceptable condition for classes following your meeting or event. By using this facility, you and your group agree to comply with the following: alcohol is prohibited; trash must be discarded in receptacles and if needed, removed from the room; candles may not be used; furniture must be put back to its original configuration; groups are expected to clean up after themselves. Groups who do not clean up will be charged for any facility services required to prepare the room for their use. Contact Eric Boeg in Classroom Technologies at 805.756.7198 to schedule an orientation related to smart room usage. Visit the Classroom Technologies website for additional information. Orientations should be scheduled at least 48 hours in advance.
Step 9

**Layouts View**
Provides a layout of the location.
Step 10

**Going back to Home Page**
Select the Hamburger icon drop down menu on the right hand side of the screen and select Home.