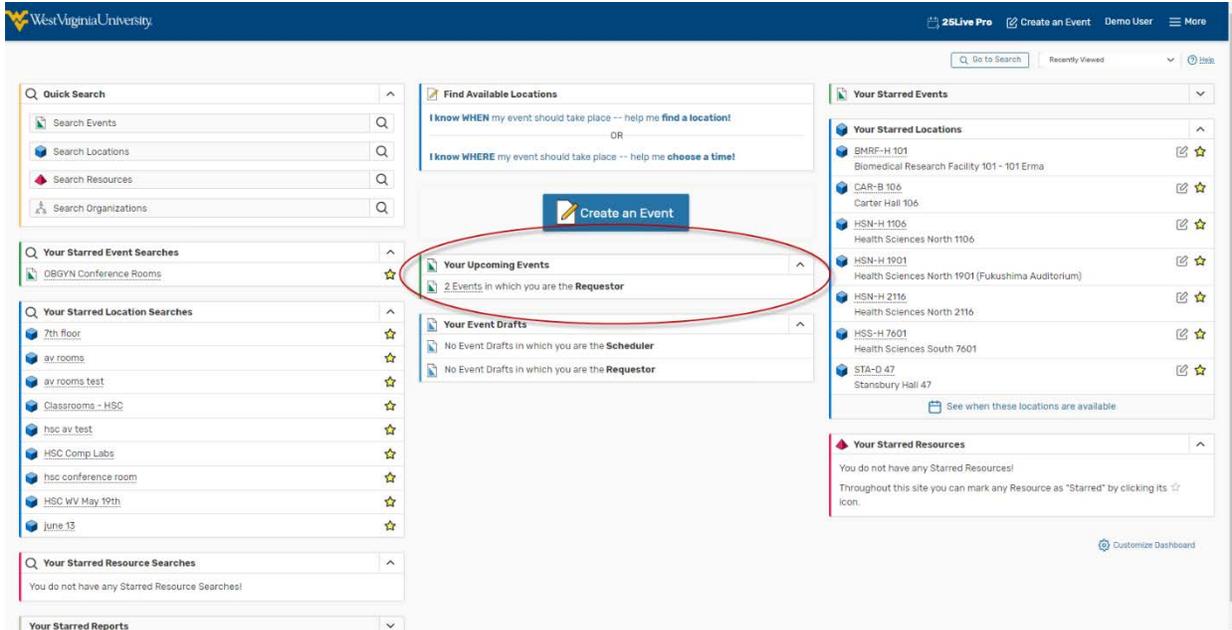


Checking the Status of a Request

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



The screenshot shows the 25Live Pro dashboard for West Virginia University. The 'Your Upcoming Events' section is highlighted with a red circle. It contains two sub-sections: 'Your Upcoming Events' with 2 events in which you are the Requestor, and 'Your Event Drafts' with no drafts in which you are the Scheduler or Requestor. Other sections include 'Find Available Locations', 'Your Starred Events', 'Your Starred Locations', and 'Your Starred Resources'.

2. Click either “Events in which you are the Requestor” or “Events in which you are the Scheduler” (only click this if you have room scheduling responsibilities).

3. Click the desired Event Name.



Name	Title	Reference	Organizations	Type	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	
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

West Virginia University

25Live Pro Create an Event Demo User More

FPS Conference Tentative 2019-ABWTAK Wed Feb 13 2019 1:00 pm - 2:00 pm

Go to Search Recently Viewed Help

Details Occurrences Calendar Audit Trail

General

Event Name: FPS Conference
Event Title: Facilities Planning and Scheduling Conference
Event Type: Conference
Organization: FACILITIES PLANNING AND SCHEDULING
Scheduler: 25LiveViewer Seat
Requestor: Demo User
Head Count: 15 expected
0 registered
Internal Notes: Enter Comments Here

Event Relationships

Event Categories

Custom Attributes

Contact Email: jeveryman@mail.wvu.edu
Address:
Contact Name: John Everyman
Contact Phone Number: 304-555-5555

Event Info

Event Owner: Demo User
Creation Date: Wed Feb 13 2019
Reference: 2019-ABWTAK
Cabinet: 2019 SPECIAL EVENTS
Folder: Tentative Event Submitter Folder

Confirmed Event

West Virginia University

25Live Pro Create an Event Demo User More

FPS Conference Confirmed 2019-ABWTAK Wed Feb 13 2019 10:00 pm - 11:00 pm ARM-D 206

Go to Search Recently Viewed Help

Details Occurrences Calendar Audit Trail

General

Event Name: FPS Conference
Event Title: Facilities Planning and Scheduling Conference
Event Type: Conference
Organization: FACILITIES PLANNING AND SCHEDULING
Scheduler: 25LiveViewer Seat
Requestor: Demo User
Head Count: 15 expected
0 registered
Internal Notes: Enter Comments Here

Event Relationships

Event Categories

Custom Attributes

Contact Email: jeveryman@mail.wvu.edu
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Contact Name: John Everyman
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Event Info

Event Owner: Demo User
Creation Date: Wed Feb 13 2019
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Cabinet: 2019 SPECIAL EVENTS
Folder: Tentative Event Submitter Folder