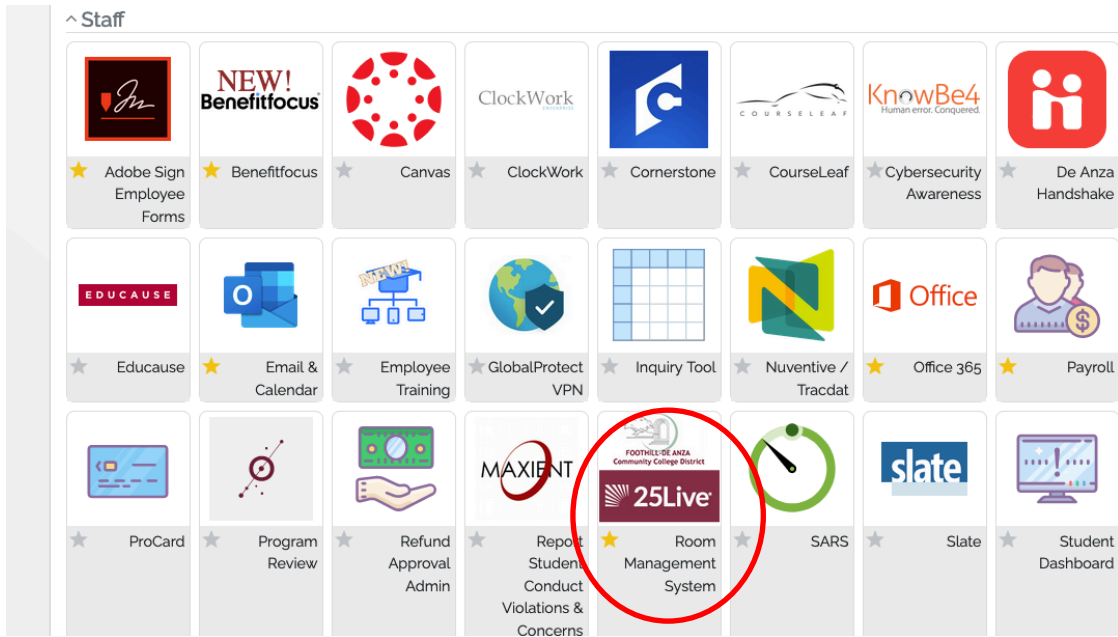


25 Live Quick Guide

Accessing 25Live

1. To access 25Live System, please log into MyPortal. Then go to APPS > STAFF and locate 25Live application. Click on the 25Live application. You might be prompted to enter your MyPortal userid and password again.

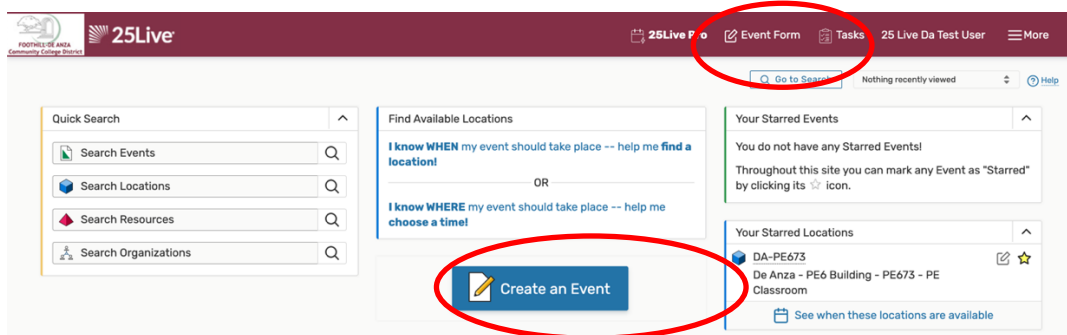


2. If this is your **first-time logging into 25Live**, please email the Scheduling Office to request account activation. Once your account is activated, you can use 25Live System to create events and request spaces.

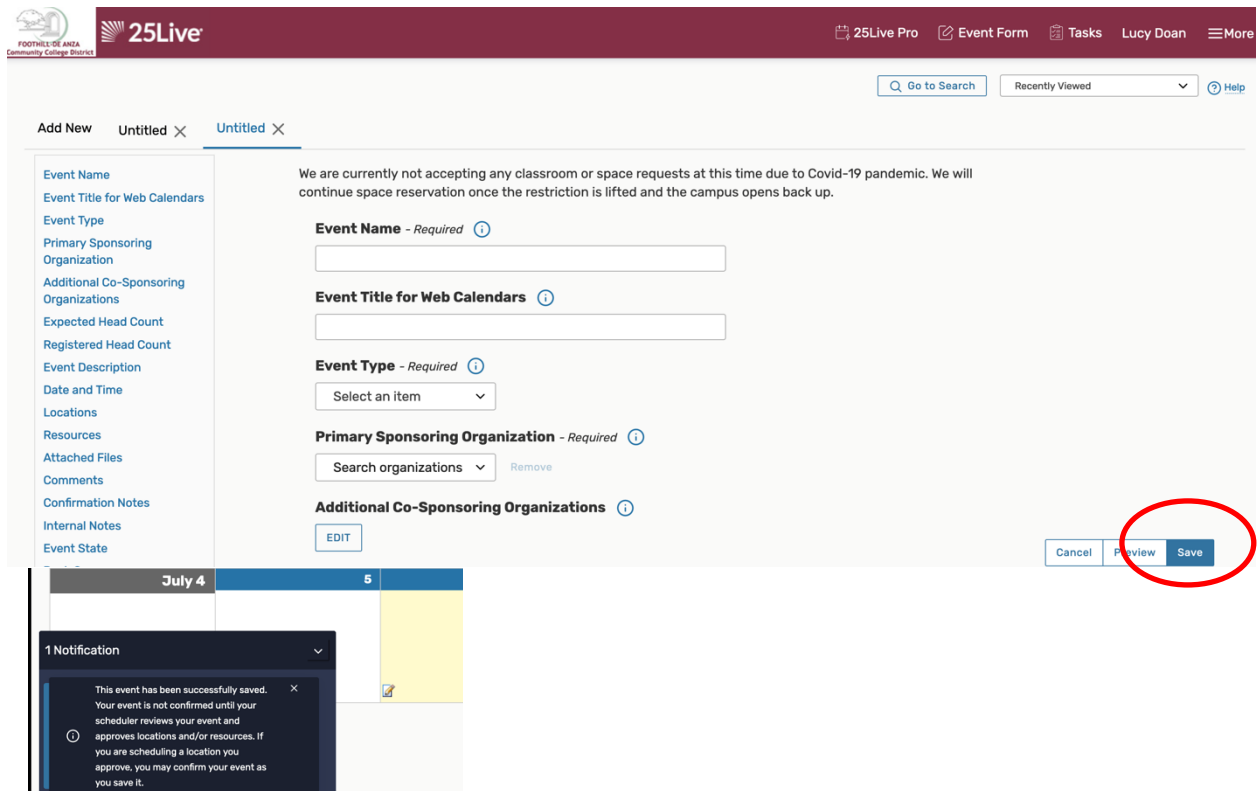
25 Live Quick Guide

Creating an event and requesting space

1. To request a space for a meeting, workshop, or other activities in 25Live System, you must first create an event. To create an event, launch the event form by either clicking on the **Create an Event** button or the **Event Form** link.



2. Complete all the **Required** fields in the event form. When done, click **Save**. Your event request is then routed to the Scheduling Office for approval. Please contact the Scheduling Office if you don't receive a response within 72 hours.



25 Live Quick Guide

Modifying or cancelling an event that is pending approval

1. You can make changes or cancel an event that you've submitted if it has not been approved by the Scheduling Office yet. Once it is approved, you must notify the Scheduling Office of any event modifications or cancellation.
2. To make changes to an event that has not approved yet, click on **Edit Event** link

The screenshot shows the 25Live interface for an event named 'test'. The event is in a 'Tentative' status. The top navigation bar includes '25Live Pro', 'Event Form', 'Tasks', and the user name 'Michelle Doan'. The event details section includes 'Event Name: test', 'Event Title: test', 'Event Type: Meeting', 'Organization: DA - Chemistry Club', 'Scheduler: Office, Scheduling', 'Requestor: Doan, Michelle', and 'Head Count: 10 expected, 0 registered'. The 'Event Categories' section shows 'Campus - De Anza'. The 'Event Info' section shows 'Event Owner: Doan, Michelle', 'Creation Date: Fri Jul 16 2021', 'Reference: 2021-ABQARW', and 'Cabinet: FHDA Special Events'. The 'Edit Event' link is circled in red.

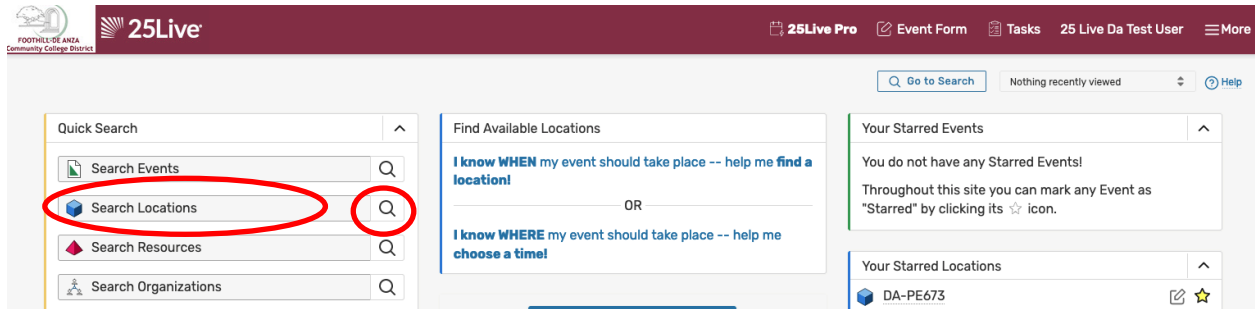
3. To cancel an event that has not been approved yet, click on **Request Cancellation** link and enter your reason to cancel your request in the **Event Cancellation Request** popup box

The screenshot shows the 25Live interface with the 'Request Cancellation' link circled in red. A popup box titled 'Event Cancellation Request' is open, containing the text 'Please enter a reason for cancelling this event' and a text area with the text 'No longer need this request.' Below the text area is a 'Request Cancellation' button. The 'Request Cancellation' link in the background is also circled in red.

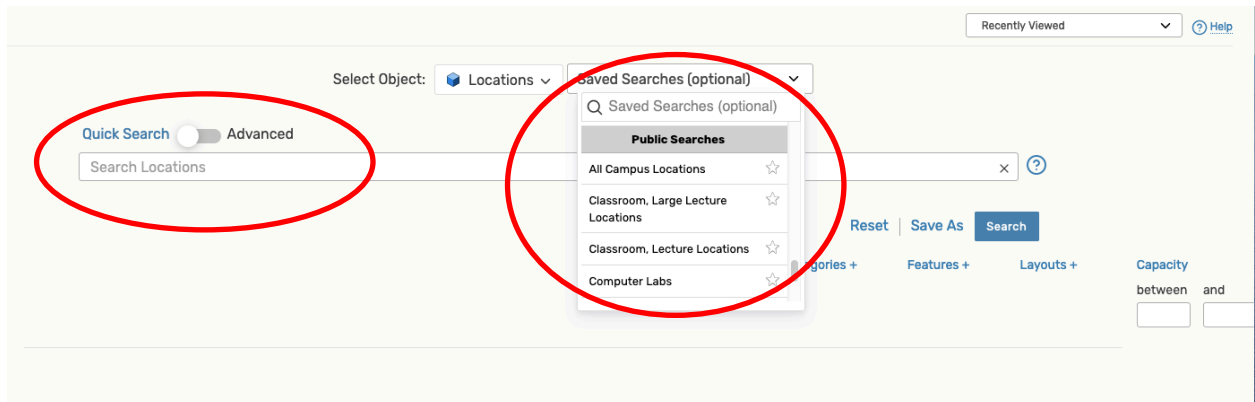
25 Live Quick Guide

Viewing room features and calendar

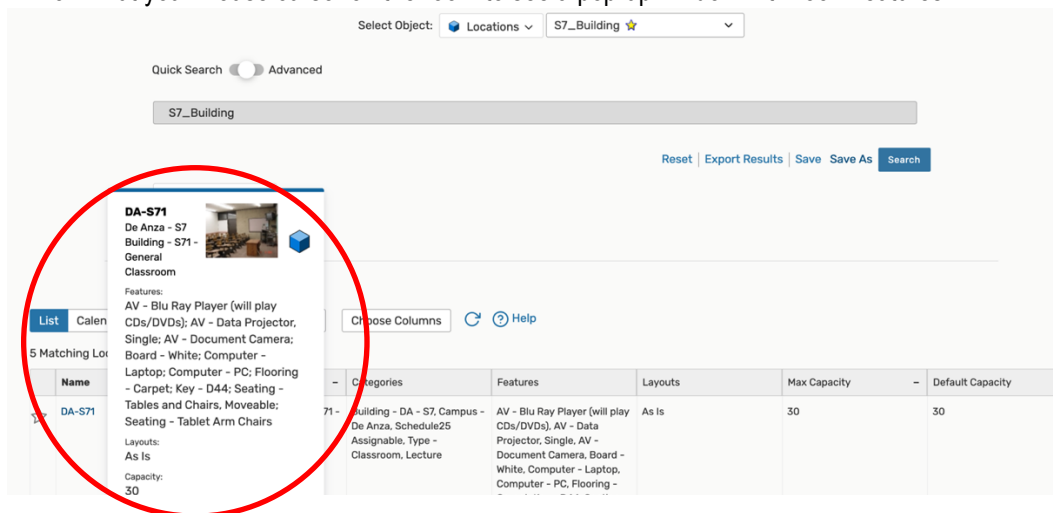
1. To view room features or calendar, use the **Search Locations**. You can either type the space name and hit [Enter] on your keyboard or click on the magnifying glass icon to launch the space search form.



2. A space search form will open up with the space that you've typed or you can select from the dropdown menu a list of pre-defined spaces. Depending on your selection, you will either see one space or multiple space listings.



3. Put your mouse cursor on the room to see a pop-up window with room features.



25 Live Quick Guide

- Select **Calendar** to see a weekly schedule of the room. Select **Availability** or **Availability Weekly** to see schedule grid with open time slots.

Select Object: Locations Saved Searches (optional)

Quick Search Advanced

DA-FOR1

Hint! Type :: to use SeriesQL.

Categories + Features + Layouts + Capacity between and

Calendar Availability Availability Weekly Choose Columns Help

1 Matching Locations

Name	Formal Name	Categories	Features
DA-FOR1	De Anza - FOR Building - FOR1 - Large General Classroom	Building - DA - Forum (FOR), Campus - De Anza, Schedule25 Assignable, Type - Classroom, Lecture, Large	AV - Blu Ray Player (will play CDs/DVDs), AV - Data Projector, Single, AV - Document Camera, Board - White, Computer - Laptop, Computer - Mac, Flooring - Carpet, Key - D44, Podium/Lectern, Seating - Tiered Theatre Style, Window

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

Show Blackouts Display Additional Time Related Locations Sun Sep 19 2021 - Sat Dec 04 2021 Weeks: 11

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 19	20	21	22	23	24	25
		2:30 pm - 3:45 pm HTEC D101M 01 26136 T 1430-1545 LAB 09/21 DA-S75	12:30 pm - 2:20 pm HTEC D090G 01 HMP 23706 W 1230-1420 LAB 09/22 DA-S75			
		2:30 pm - 5:20 pm HTEC D101A 01 26121 T 1430-1720 LAB 09/21 DA-S75	2:30 pm - 3:20 pm HTEC D110, 01 HMP 26140 W 1430-1520 CLAS 09/22 DA-S75			
		2:30 pm - 5:20 pm HTEC D101L 01 26132 T 1430-1720 LAB 09/21 DA-S75	3:30 pm - 5:20 pm HTEC D110, 01 HMP 26140 W 1530-1720 LAB 09/22 DA-S75			
26	27	28	29	30	October 1	2
		2:30 pm - 3:45 pm HTEC D101M 01 26136 T 1430-1545 LAB 09/21	12:30 pm - 2:20 pm HTEC D090G 01 HMP 23706 W 1230-1420 LAB 09/22			

Room Calendar

DA-S75 De Anza - S7 Building - S75 - General Classroom

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

Legend Include Requested Mon Sep 20 2021 Days Overlapping

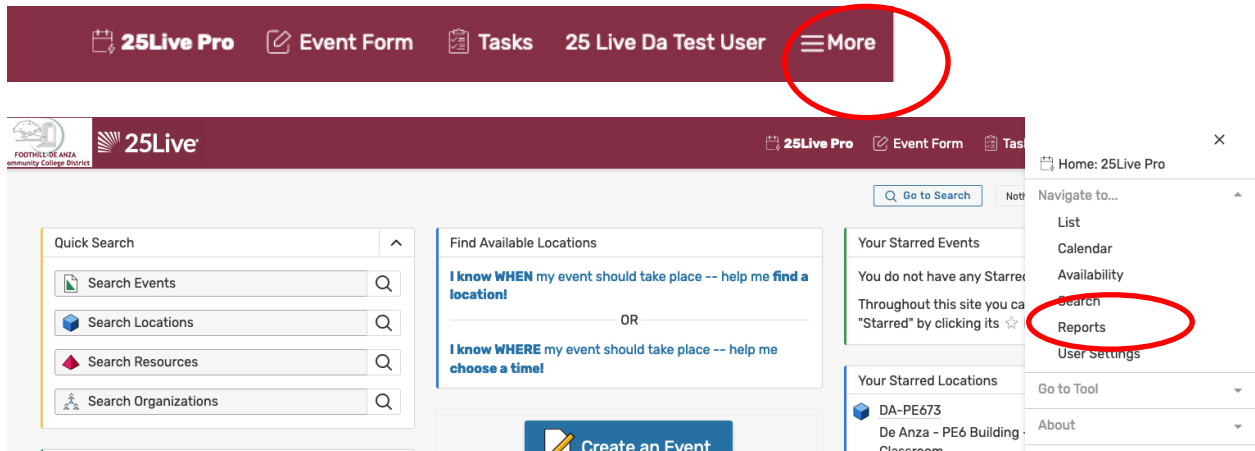
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Mon Sep 20 2021																			
Tue Sep 21 2021																			
Wed Sep 22 2021								HTEC D090G 01 HMP...	HTEC D110, 01 HMP 2...										
Thu Sep 23 2021																			
Fri Sep 24 2021																			
Sat Sep 25 2021																			
Sun Sep 26 2021																			
Mon Sep 27 2021																			
Tue Sep 28 2021																			
Wed Sep 29 2021								HTEC D090G 01 HMP...	HTEC D110, 01 HMP 2...										

Room Availability

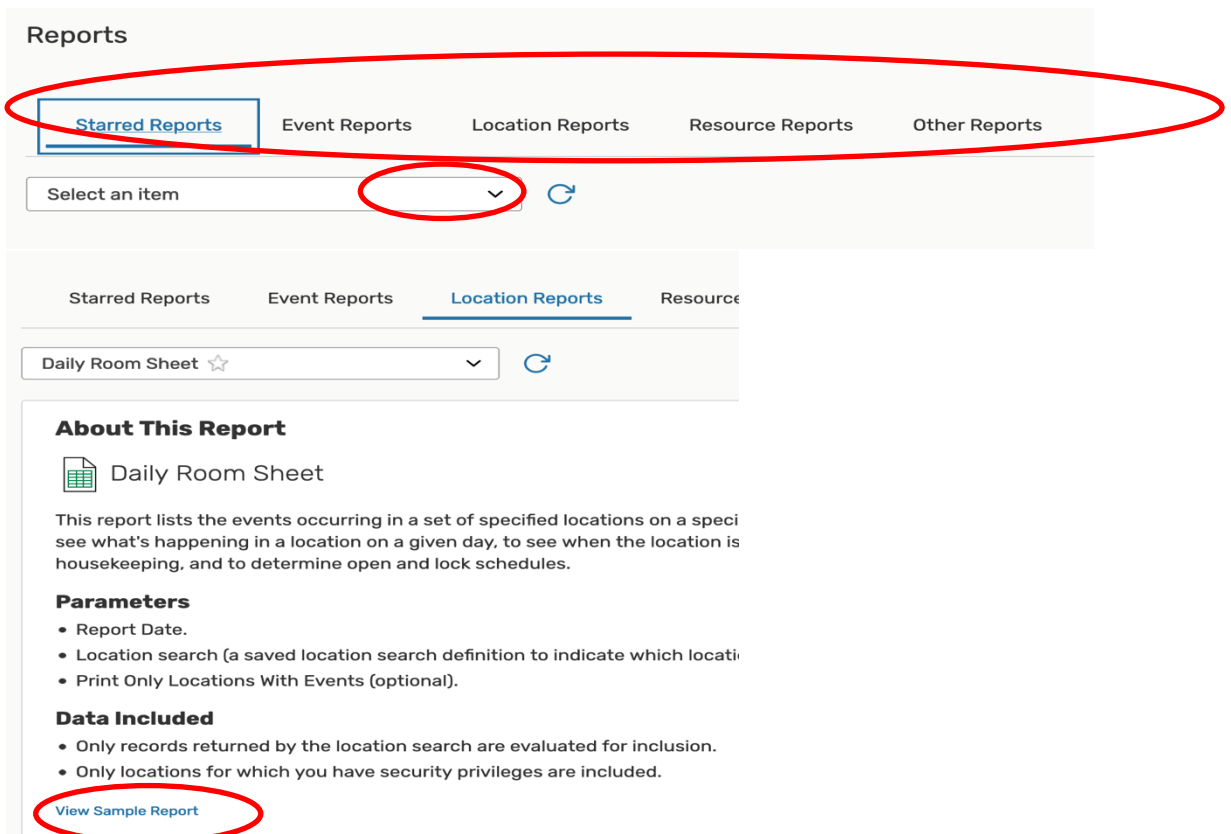
25 Live Quick Guide

How to run, save or print a report

1. Reports in 25Live comes in various formats, such as PDF, Excel, Rich Text Format, HTML and Text. To run a report, go to More on the top right corner and select Reports.



2. From the Report menu, select the report category you want to run: Starred Reports, Event Reports, Location Reports, Resource Reports, and Other Reports. Click on the arrow in the **Select an Item** field and select the specific type of report you want to run. If you are not sure it is the report you want, click on **View Sample Report** to see a sample of the report.



25 Live Quick Guide

The screenshot shows the 'Reports' section with 'Location Reports' selected. A dropdown menu for 'Location Monthly Calendar' is open, listing various report options. The 'Select Report Parameters' section includes fields for 'Start Date' (Tue Jul 13 2021), 'End Date' (Tue Jul 13 2021), and 'Location Search' (*S Bldg Lecture Rooms). The 'Report Delivery Options' section has 'View this report now' selected. The 'Report Format Options' section has 'PDF' selected. A 'Run Report' button is at the bottom.

Location Monthly Calendar ☆

Select an item

- Location Listing ☆
- Location Listing - Excel ☆
- Location Monthly Calendar** ☆
- Location Security ☆
- Location Unlock - Lock Times ☆
- Locations By Campus Partition ☆

Group of locations during a time period you specify. You might print this report, for example, to post month or for the next week.

- Date range.
- Location search (a saved location search definition specifying which locations are to be included). Do not use date criteria in your search definition.

Data Included

- Only records returned by the location search are evaluated for inclusion.
- Only locations for which you have security privileges are included.

[View Sample Report](#)

Select Report Parameters

* Start Date: Tue Jul 13 2021

* End Date: Tue Jul 13 2021

* Location Search: *S Bldg Lecture Rooms ☆

Report Delivery Options

- View this report now
- Email this report to yourself
- Email this report to...

Report Format Options

- PDF
- Excel
- Rich Text Format
- HTML
- Text

Run Report

- To run, view, and save your report, choose the **Report Delivery Options**, **Report Format Options**, and click on **Run Report** button. Please make sure you enable pop-up on your web browser otherwise the report will not run.

Questions of Help

Email us at scheduling@fhda.edu