Tasks and Approvals in 25Live

The purpose of this document is to outline the steps taken in the approval process for schedulers and space managers based on best practices and current University scheduling guidelines.

Signing In to 25Live

- Click Sign In in the upper right-hand area of the page.
- 25Live is accessed using a Earlham username and password.

Task and Approval Processing

Step 1: Accessing Tasks

- Click on the Tasks tab.
- On the Overview of Tasks sub-tab, select Outstanding from the selection box at the top center area of the screen.
- All tasks that require action will be displayed.

Step 2: Reviewing Task Details

- Locate the desired task and click on the Event Name. This will open the 25Live, allowing users to access information regarding the request using the following views:
  - The Details tab displays information about the dates and times of the request.
  - The Task List tab will display tasks related to this event that require action by the user. This is the tab where Space/Location Schedulers will take action on tasks (See Step 3)

Step 3: Assigning Requests

- Click on the Task List sub-tab.
- Expand the Assignment Requests box on the right side of the screen using the plus sign or using the actions menu for events with multiple assignment requests.
- Click on the green Assign link or the red Deny link on all tasks related to the request.

Step 4: Editing Requests

- If the Task was Assigned:
  (Note: If the Task was Denied, skip to Step 5: E-mailing the Assignment Status)
  - Click on the drop-down menu on the upper right-hand corner and choose Confirmed.

- Note: Take this step only if changes must be made to the request.
  - Click the link above the Assignment Requests box to open the Event Wizard (Note if the event has been confirmed in the 25 Live system, you must contact your admin.)
- Change the event details as desired. (i.e. add pre-event or setup time)

Important: Save the event by selecting the save icon in the upper right portion of the screen or the bottom right side of the event page.

Step 5: E-Mailing the Assignment Status

- After Assigning or Denying the Task, click on the drop-down menu on the upper right-hand corner and choose.
- Check the Requester & Scheduler boxes. Add any additional email addresses in the spaces provided and add an explanation email to the body.
- Click the Send button.
- To close the event, click on the drop-down menu on the upper right-hand corner and choose Close this Event.

Timing of Requests...

The default task list view displays the newest tasks first. To schedule according to a first-come, first-served standard, schedulers should either start on the last page of their task lists and work backwards with approvals, or sort by the “Respond By” column so the dates appear in an ascending order.

All Schedulers are Expected To:

- Login to 25Live daily to review tasks.
- Act on requests within two business days of submission.
- Communicate the approval or denial decision directly to the requestor and scheduler via 25Live.
- Ensure that 25Live is the only method used for scheduling locations and resources, per the University Policy.

- Exhibit basic knowledge about the locations and resources under their care.
- Communicate any special notes, conditions or restrictions related to locations and resources to the Office of Conference & Event Services.

For assistance with 25Live, please email scheduler@earlham.edu