25LIVE

Processing Location Tasks

When a requestor submits an event request in 25LIVE, the location is not automatically approved. A scheduler must approve the use of the location and confirm the event. This guide will detail the steps a scheduler must take to approve the use of a location and confirm the event.

When a location approver logs in to 25LIVE, a task box will appear if there are any requests to use their space that need to be approved or denied. To see these requests or tasks, the scheduler can choose the (1) Click to view your overdue tasks link in the pop up box.

* I am a scheduler that logged in to 25LIVE, but I do not see a pop up box! What does this mean?

** This likely means you do not have any tasks to complete. You can manually check by clicking the (2) tasks tab.

From the task list, the location approver can only see limited information about the request. Click the (3) name of the event to see additional details, including the requested event time, before completing the task. Do not use the actions in this list!
From this view, you will be able to see many event details. The **(4) date and time** requested will be visible above the task.

You can see the **(5) event details**, including the title, description, and event needs on the left side. You should evaluate each request in its entirety including:

- head count
- food
- alcohol
- guest speaker

If you notice anything about the event that does not fit your space reservation policy, you can contact the requestor to get more details before making a decision.

The name of the **(6) requestor** will also be visible in this event details area.

Once you have reviewed all relevant details about the event, you can complete the location assignment task in 25LIVE.
If you would like to deny the location request, follow the steps listed below:

1. Click the green (9) red deny button.
2. Update the event state to (10) cancelled by clicking the event state drop down box.

If you would like to approve the location request, follow the steps listed below:

1. Click the green (7) assign button.
2. Update the event state to (8) confirmed by clicking the event state drop down box.
Once you have completed the request, you will need to send an email from 25LIVE to the requestor regarding your decision. This step should be completed whether the request is approved or denied. 25LIVE will send an automated email, but it does not give specific information.

To send an email from 25LIVE, follow the steps below:

1. From the (11) more actions menu, select (12) Email Event Details.
2. Choose (13) requestor from related recipients by clicking the box under “TO”. You can also copy yourself on the message by clicking the box under “CC”.
3. Type a message stating your decision in the (14) message body.
4. Check the (15) include event details in body of message box.
5. Click (16) send.