Processing Workflow in 25LIVE

Log into 25LIVE

Go To TASK tab

Or:

Or from your dashboard:

*Approve / deny is ONLY used for notification workflow. (Campus Life, Public Safety, etc)

All other request will need to be opened and edited per set up notes reviewed and addition of set up / take down and pre / post times.

*It is important that you add at minimum the 15 minutes set up and takedown on EACH event to allow exit and entering for your group... and an hour each if a setup is requested. Because of this we have to open the request to process and not use the Assign? / Deny?
Click on the event name

You can customize what displays here as well:
Click on the “Edit this Event” link

Review the summary (description, if a set-up is listed) then jump to the timeline (to add the set up / takedown needs)

Add the 15 or hour set up / takedown by clicking on the YES to open the fields
Setup and Takedown are for the required 15 minutes or the hour PHP will need to deliver or change the layout of a room.

Pre-Event / Post-Event is time the client needs in the room before or after the actual event to lay out materials or the facilitator’s time to review the meeting after the guests have left.

In the sample there was not comments of extra time needed by the client, and no set up our layout change noted so we are going to enter the standard 15 minutes for exit and entering room.
Now you can click on the location in the summary ... it will be read as our community cannot assign the location so it’s a missing requirement ... thus red.

The location the client is requesting will be in the Associated Locations box... click on it to select it. It should move to the right under “Selected Locations”.

[Diagrams of the scheduling interface are shown, illustrating the process described.]
If there is a setup listed:

Click on the

View and Modify Occurrences

Click on the

At the bottom of the location, select Setup Instructions, enter layout listed... **Remember start at front of room working out.

Example set up:

Screen down
Podium w/ mic
Panel table w/ 5 chairs
5 rounds of 8 (40)
2 rectangles for catering
LOBBY:
1 rectangle w/ 2 chairs – registration

Save Changes
You can now save the event

![Save](image)

Close the request

![Close](image)

Return to tasks tab

![Tasks](image)

Hit refresh

![Refresh](image)

and process the next request following the above steps.