



25Live Pro

Express Scheduling

Express Scheduling is a feature in 25Live that allows for quick entry of one-time reservations into specific NonS25 spaces (mostly departmental conference rooms). Using Express Scheduling bypasses all established rules and allows the scheduler to provide minimal information to schedule an event into a designated room calendar. Most Express Scheduling is limited to a maximum eight-hour window.

Express Scheduling is only accessible to authorized scheduling groups. If Express Scheduling is active for your security group, the Express Scheduling section can be found on the Dashboard (usually in the middle of the page).

The screenshot shows the 'Express Scheduling' form with the following fields and values:

- Date / Time:** Thu Mar 14 2024
- Express Locations:** Search spaces (dropdown menu)
- Event Name:** (empty text box)
- Time:** 12:00 pm (start) and 1:00 pm (end)
- Duration:** 1 Hour
- Buttons:** Save and Open in Form

Simply fill out the form with the day the event is to take place along with the start time and the end time. Provide a title in the Event Name field that clearly describes what event will be in the space. Avoid non-descript event names like “Team Meeting”. Please be specific like “ASLS Team Meeting”. Then use the drop down under Express Locations to choose a room.

You should only be seeing rooms that are available for your department to use. If the room is available, it will appear in the drop-down list for you to choose. If the room is not available for the day/time of your reservation, it will not even appear as an option to select. Use the scroll bar to see all the selections available. Click on the room you are selecting.

This screenshot shows the 'Express Scheduling' form with the 'Express Locations' dropdown menu open. The dropdown list contains the following items:

- Search spaces (with a search icon and a scroll bar)
- MCKE 0213K (MCKE 0213K - NonS25- Ed Prep (STE) Conference Room -- Cap: 14)
- MCKE 0227 (MCKE 0227 - NonS25- Future Teacher Hub (STE Meeting Area) -- Cap: 16)
- MCKE 0282 (MCKE 0282 - NonS25- EBS Conference Room -- Cap: 30)

Red arrows point to the dropdown arrow and the scroll bar.

After filling out the Express Scheduling section, click on Save.

Express Scheduling

Date / Time	Express Locations
Thu Mar 14 2024	MCKE 0282 ☆
12:00 pm	Event Name
To:	Test Event for Express Schedul
1:00 pm	
Duration: 1 Hour	
Save	Open in Form

Just like when the Event Form is Saved, the Details page will populate with the reservation information. Always check the Occurrences tab to make sure the meeting/event appears as intended.

Test Event for Express Scheduling ☆ Confirmed 2024-ACPPNS Thu Mar 14 2024 12:00 pm - 1:00 pm MCKE 0282

Details **Occurrences** Calendar Schedule Task List Audit Trail More Actions

Edit Event Confirmed ↕ Refresh Help

Event Occurrences			
Date	Start Time	End Time	Additional Details
Thu Mar 14 2024	12:00 pm	1:00 pm	MCKE 0282

If adjustments need to be made, simply click on “Edit Event”.

The regular event form will open for editing. Note that when editing an Express Scheduled reservation that all the “required” fields will now need to be filled out in the Event Form even though they were not required when initially entered from the Express Scheduling Form on the dashboard.