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).

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.

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

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

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.