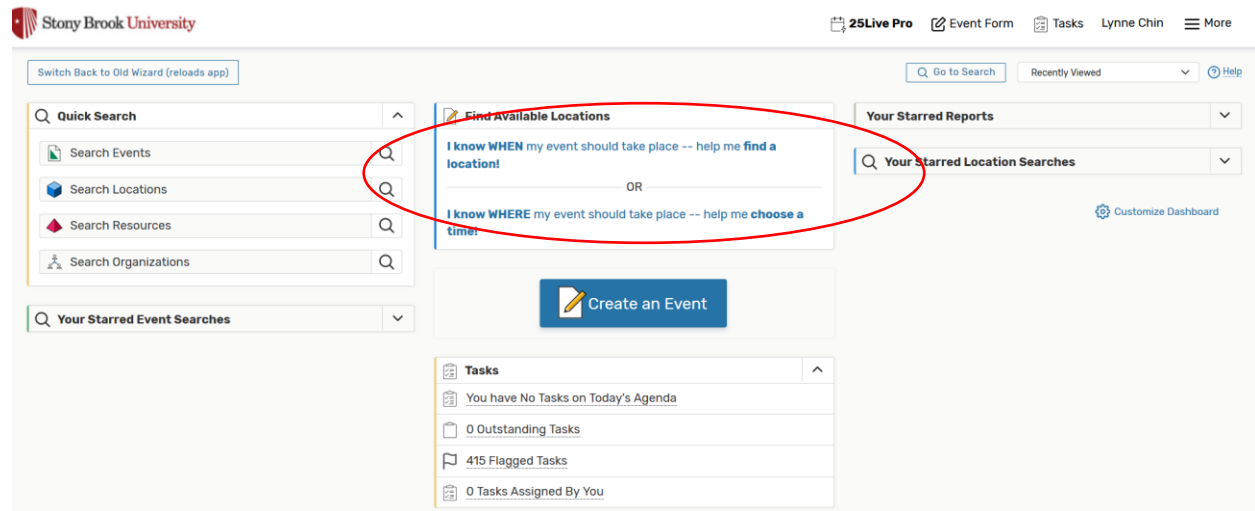


# Using 25Live

## Search for a Space

### Find Available Location:

**Step 1.** From the main 25Live home page, locate the “Find Available Location” dashboard element box.



**Step 2.** Click the appropriate link to search for rooms available by time or by location.

- **I know WHEN:** Allows you to select a space available based on date/time.

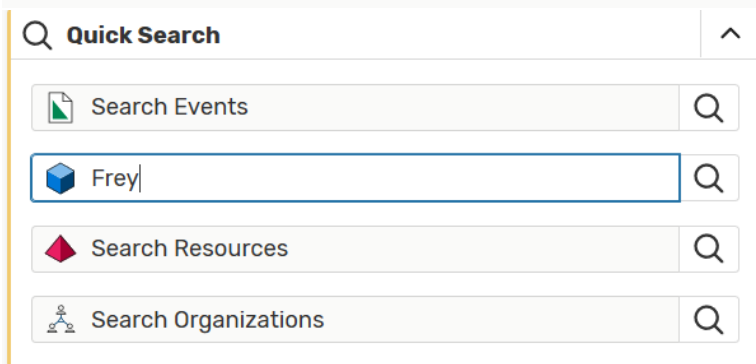
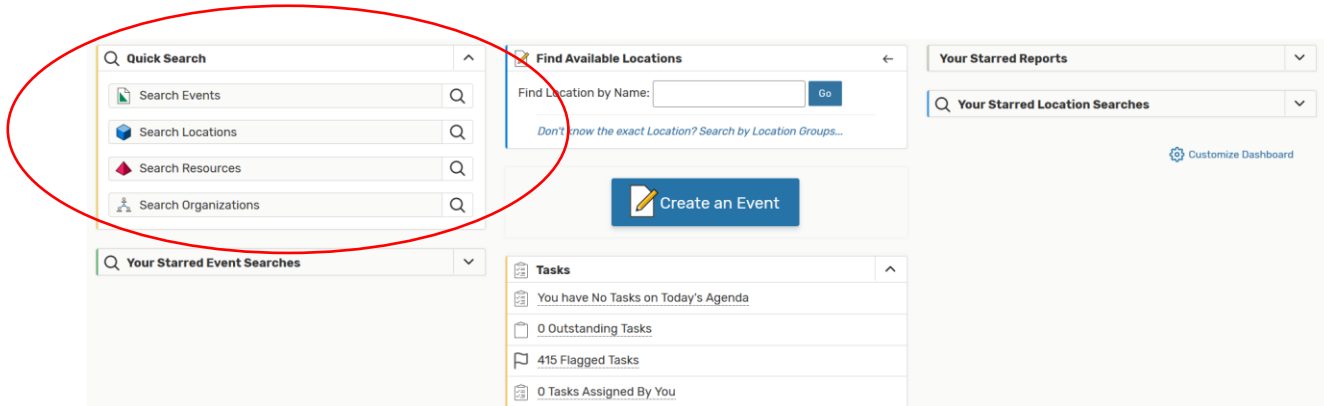
The screenshot shows the 'Find Available Locations' form for the 'I know WHEN' option. It includes a date picker set to 'Fri Aug 09 2019', 'Start Time' set to '3:00 pm', 'End Time' set to '4:00 pm', and a 'Number of Attendees' field with a '(required)' label. There is a 'Search within:' dropdown menu set to 'Select a Location Search...'. A blue button labeled 'Show me what's available!' is at the bottom.

- **I know WHERE:** Allows you to select a space based on building/room location.

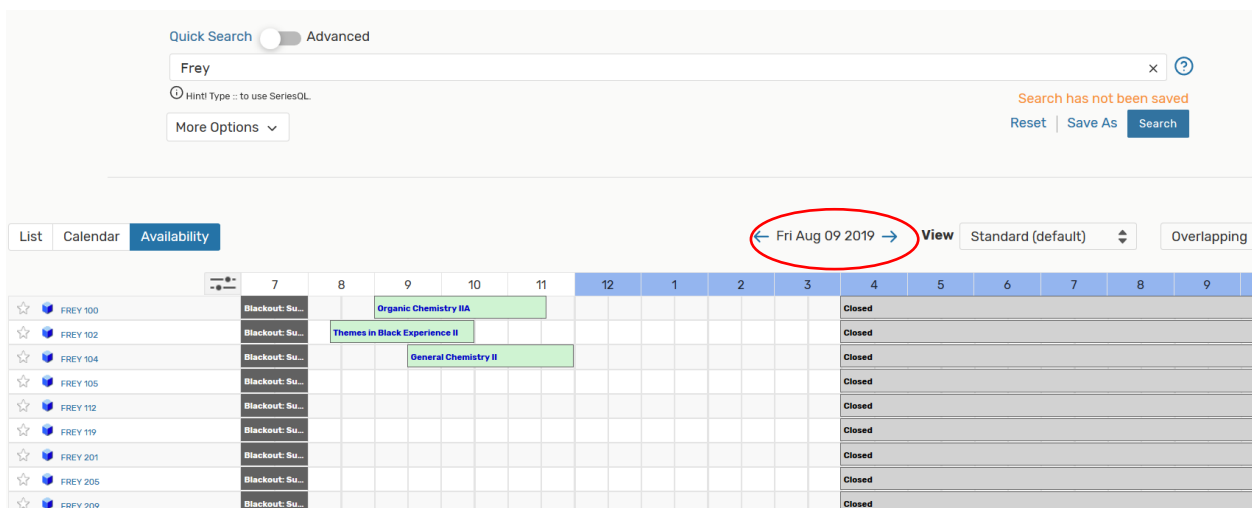
The screenshot shows the 'Find Available Locations' form for the 'I know WHERE' option. It features a text input field labeled 'Find Location by Name:' followed by a blue 'Go' button. Below the input field, there is a blue link that says 'Don't know the exact Location? Search by Location Groups...'. The form has a back arrow in the top right corner.

## Quick Search:

**Step 1.** From the 25Live home page, enter the item's name in the events or locations search box. Press the **Go** button to view search results.



Once you have submitted a search item you will be presented with the room or building list. You can then click the availability tab to see times that a space is available. Remember to change the date to the day you are looking for.



Click the star icon to the left of the room's name to mark this location as a favorite. Starred favorites will show up under the favorite's dashboard box on the home page. (**Note:** Too many starred items will slow down load time)

Click the room's name to view that room's availability grid/calendar/details.

**FREY 102**

Frey Hall - 102

More Actions ↻ 🔍

---

Details
List
Availability (Daily)
Availability (Weekly)
Calendar

**Comments**

Frey 102 is one of Stony Brook's newest and best equipped lecture halls. This 250 seat classroom has dual data projectors, sound system with four wireless mics, interactive graphics tablet (Smart Podium,) wireless iPad receiver (AppleTV,) vertical sliding whiteboards, WiFi, student response receiver, computer (Windows and Mac OS) and lecture capture. The student seating is setup so each raiser (step up) includes two rows of seating, allowing students in the first row to swivel their seat and collaborate with the second row. There is also a convenience power outlet at every student seat.

**Default Instructions**

none

**Features**

AV - Apple TV/Solstice

**Layouts**

<b>Max Capacity</b>	Capacity
Theater Style (default)	<b>250</b>
	250

**Categories**

Access Control  
Building - Frey Hall  
Campus - West  
Control - Registrar  
Schedule25  
Type - Lecture

**Related Spaces**

none

**Location Scheduler**

**Images**

Viewing Layout Image: Theater Style

To request the space for your event hover your mouse over an available date and time to reveal the (create event) button. Click the button to trigger the event wizard.

Related Locations    ← Mon Aug 12 2019 - Sun Aug 18 2019 →    Weeks: 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	
8:20 am - 10:30 am <b>Themes in Black Experience II</b> MTWRF 0820-1030 FREY 102	8:20 am - 10:30 am <b>Themes in Black Experience II</b> MTWRF 0820-1030 FREY 102  1:00 pm - 1:55 pm <b>General Chemistry Lab II</b> TR 1300-1355 FREY 102	8:20 am - 10:30 am <b>Themes in Black Experience II</b> MTWRF 0820-1030 FREY 102	8:20 am - 10:30 am <b>Themes in Black Experience II</b> MTWRF 0820-1030 FREY 102  1:00 pm - 1:55 pm <b>General Chemistry Lab II</b> TR 1300-1355 FREY 102	8:20 am - 10:30 am <b>Themes in Black Experience II</b> MTWRF 0820-1030 FREY 102  11:30 am - 2:30 pm <b>BIO 205 exam</b> FREY 102	

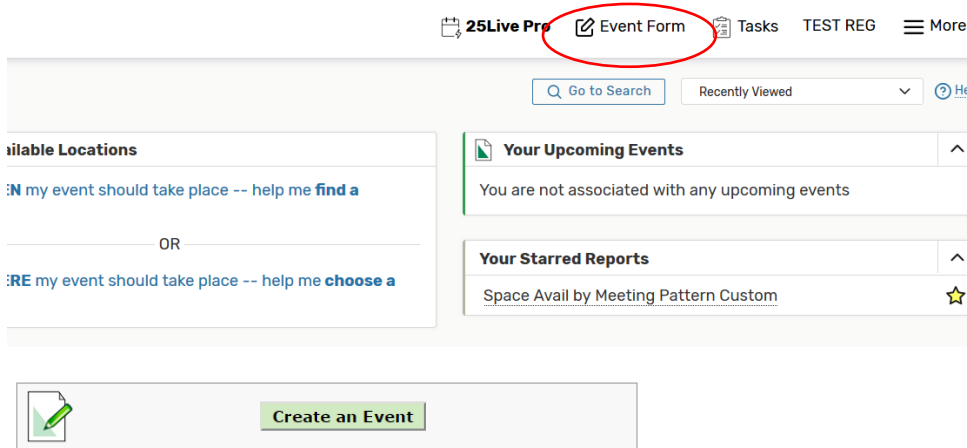
The wizard already contains the date/time and location information for the event when triggered this way.

**Event Date and Time (Required):**

Sat Aug 17 2019  
 2:00 pm - 3:00 pm  
 Locations: FREY 102

# Create an Event

**Step 1.** If you do not wish to trigger the event wizard by searching for a location first, simply click on Event Form from any page



**Step 2.** Enter the Event name and Event title. They can be the same thing

**Event Name** - Required

  
**Event Title** - Required

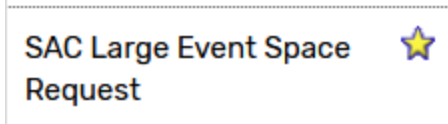
**Step 3:** The event type you choose is important! If you are wanting to use SAC Space, you **MUST** choose a SAC Event Type. Same with UGC Space, you **MUST** use a UGC event type. All other events my use Department related, exam or review session accordingly.

**Event Type** - Required

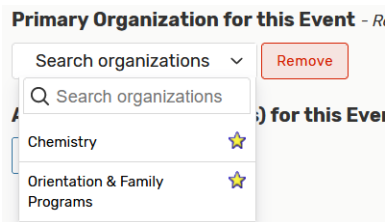
Select an item

- Active Learning Classroom
- Department Related
- Exam
- Review Session
- SAC Large Event Space Request
- SAC Literature Table Request

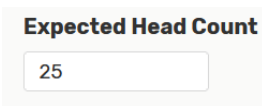
- If you have an even type you use a lot you can favorite it. Simply click on the star icon & it will turn Yellow. It is now a favorite!



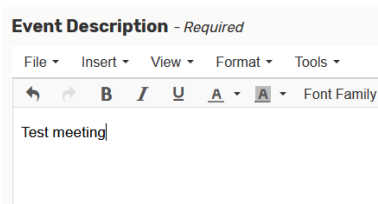
**Step 4.** Enter in your organization. As with event types you can favorite your org & then it will appear in future in your drop down menu.



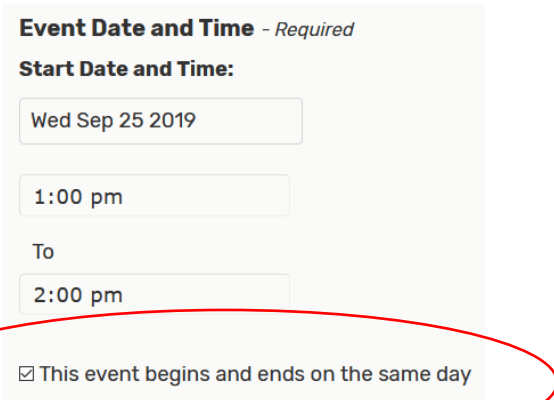
**Step 5.** Enter in Expected Headcount. This will help you to find a room that can fit your expected size.



**Step 6:** Enter in your event description. Feel free to copy and paste from any flyers you may have created.



**Step 7.** Enter your event date and time. If you are asking for multiple days you do so in the next section. **Your event will ALWAYS start & end on the same day. Never uncheck this box.**



**Step 8:** Additional time: If you need time before the start of your event to setup your space this is where you enter it.

Setup Time  
Days: 0 Hours: 1  
Pre-Event Time  
Days: 0 Hours: 1

**Setup Time :** Used by event centers to setup the room as you need. Please enter in 1 hour when asking for large event spaces.

**Pre –Event Time:** This is your time in the space before an event. Time to decorate tables, setup computers, etc.

Post-Event Time  
Days: 0 Hours: 0 Minutes: 30  
Takedown Time  
Days: 0 Hours: 1 Minutes: 0

**Post Event Time:** This is your time in the space after your event. This is to clean up and collect your things.

**Takedown Time:** Used by event centers to reset the room. Please enter in 1 hour when asking for large event spaces.

**Step 9:** If the event repeats you will then be asked to set up the repeating pattern.

**Ad hoc :** Has no distinct patter. You select the dates you want from the calendar individually

#### Pattern Picker

How does this event repeat? Ad hoc

**Daily** – If you want a location every day of the week through a certain date.

#### Pattern Picker

How does this event repeat? Daily

Repeats every day

Repeats through

Wed Sep 25 2019

Ends after 1 iterations

**Weekly** – You can choose the day of the week this will repeat on. You can also choose the repeat pattern (Repeats ever week, every other week, every 3<sup>rd</sup> week, etc). Then you select the last meeting date.

#### Pattern Picker

How does this event repeat? Weekly

Repeats every week

Repeats on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Repeats through

Wed Sep 25 2019

Ends after 1 iterations

**Monthly**- You can have a once a month meeting. You can choose to repeat it by the number of days from the start or end of the month

#### Pattern Picker

How does this event repeat? Monthly

Repeats every month

Repeat by Day Add Repeat Day

Repeat by Position Add Repeat Position

Repeats through

Wed Sep 25 2019

Ends after 1 iterations

You can choose to repeat it by the number of days from the start or end of the month

Repeat by Day

Repeat 5 days from Start of the Month

Add Repeat Day

Or you can choose the position. The first Sunday of the month for example

Repeat by Position

Repeat day pattern

Repeat on the First Sunday

Remove Position

Add Repeat Position

**IMPORTANT:** If you have a reoccurring event you should cancel any dates you don't plan on meeting. For example, if you meet on Thursdays, you should cancel the meeting date of Thanksgiving as it is unlikely you will meet. To do this, click here:

[View All Occurrences](#)

Then change state from Active to Cancelled

#### All Date Occurrences

25 Wed  
September 2019 1:00 pm - 2:00 pm

Comment

State Active

**Step 10.** You can search for a location for this event using a starred location or a location search that you created previously. You can also search by location name.

**Locations Search**

Hide Locations with Conflicts    Enforce Headcount

Saved Searches (optional)

More Options

Saved Searches (optional)

- ECHO ROOMS
- HSC Classrooms
- Multiboard Rooms
- Public Searches**
- 1-60 Classrooms
- 100 + Classrooms
- 60-100 Classrooms

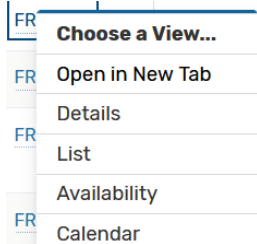
You can narrow down your search by clicking

Hide Locations with Conflicts    Enforce Headcount

- If you choose Hide Locations with Conflicts only those spaces that are available for EVERY date you have will appear. If no spaces populate that means nothing is available for the EVERY date. If you uncheck that box, you will be able to see what is available.
- Enforce headcount will only show you spaces that can fit your proposed headcount.

Request	<a href="#">FREY 216</a>	Frey Hall - 216	32	1/1	None
Request	<a href="#">FREY 217</a>	Frey Hall - 217	52	1/1	None
Unavailable	<a href="#">FREY 222</a>	Frey Hall - 222	30	0/1	<a href="#">Conflict Details</a>

If you want to see more information on a space, simply right click on the location and open in a new tab or click details.



If you click details it will bring you to the locations page. To get back to your event request hit your browsers back button.

If a space is available, click the request button. If it is not it will state unavailable. If you wish to see why it isn't available you can click the Conflict details

**Conflicts on:**

Wed Sep 25 2019

- FREY 222  
The Humanology Project Weekly Meeting starting at 1:00 pm and ending at 2:00 pm

If a space is available but not on every date you will see this. It will show you how many dates are available in that space.

Request Available	<a href="#">FREY 104</a>	Frey Hall - 104	250	8/9	<a href="#">Conflict Details</a>
-------------------	--------------------------	-----------------	-----	-----	----------------------------------

If you click on Conflict Details it will tell you which date isn't available.

**Conflicts on:**



Wed Oct 30 2019 • FREY 104  
SSO/SALI Panel  
starting at 12:30 pm and ending at  
2:00 pm

You can then ask for the space on the dates where it is available by clicking Request Available.

Once you have clicked on a space it will say <sup>Added below</sup>

You will then see the space listed below

FREY 224  
☆ Add to favorites  
Location Title: Frey Hall - 224  
Capacity: 32  
[Remove](#) [View Occurrences](#)

**Step 11.** Enter in contact information for the event. You don't have to fill in all fields.

**Contact Roles for this Event**

Requestor	Scheduler	Additional Contact
<input type="text" value="REG, TEST"/> ▼	<input type="text" value="REG, TEST"/> ▼	<input type="text" value="Search contacts"/> ▼
Instructor		
<input type="text" value="Search contacts"/> ▼		

**Step: 12 You must agree to all terms**

**I agree** - *Required*

I agree to all terms and conditions of the building I am requesting space from.

I agree

**Step 12.** Click save and your request will now go off to the building that controls the space you are asking for. It will also bring you to the events details page.

Switch Back to Old Wizard (reloads app) Go to Search Recently Viewed

**Test** Tentative 2019-ABCLDS Wed Sep 25 2019 1:00 pm - 2:00 pm  
 Repeats every week on Wednesday through 11/20

Details Occurrences Calendar Schedule Task List Audit Trail

[Edit Event](#) Tentative Mo

**General**

**Event Name:** Test ✎

**Event Title:** Test ✎

**Event Type:** Department Related ▼

**Organization:** Orientation & Family Programs ▼

**Scheduler:** REG, TEST

**Requestor:** REG, TEST

**Head Count:** expected 25 ✎  
 registered 0 ✎

**Description:** Test meeting ✎

**Event Categories**

---

**Custom Attributes**

Add a Custom Attribute

---

**Event Info**

**Event Owner:** REG, TEST

**Creation Date:** Wed Sep 11 2019

**Reference:** 2019-ABCLDS

**Cabinet:** Events Until May 31st, 2025

**Folder:** Registrar/Departmental Space events

Clicking “Occurrences” will bring you to this page, giving you a summary of the event and every occurrence.

Occurrences Calendar Schedule Task List Audit Trail

[Edit Event](#) Tentative More Actio

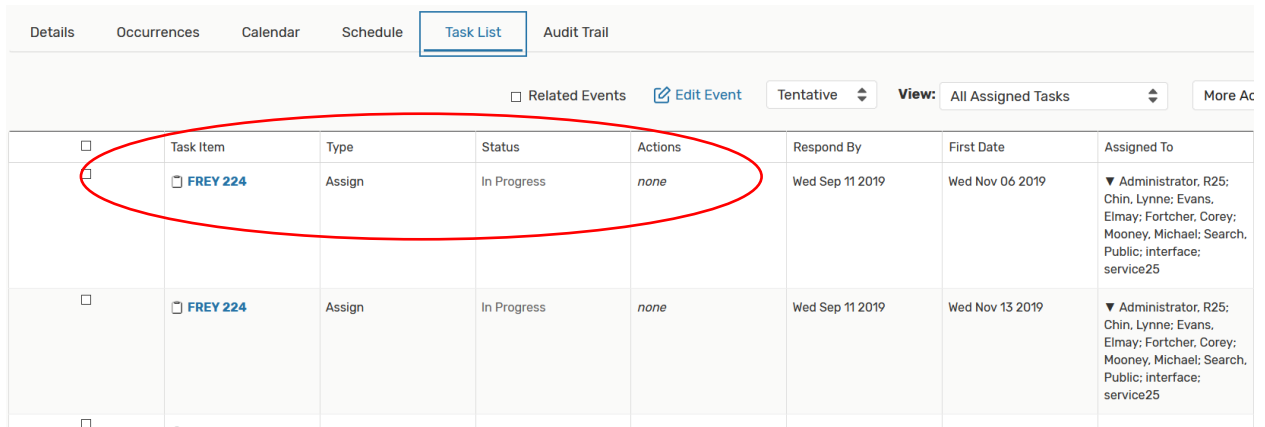
**Occurrences** ▼

**Event Occurrences**

Date	Start Time	End Time	Additional Details
<b>Wed Sep 25 2019</b>	<b>1:00 pm</b>	<b>2:00 pm</b>	FREY 224 is awaiting approval
Wed Oct 02 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Oct 09 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Oct 16 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Oct 23 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Oct 30 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Nov 06 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Nov 13 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval
Wed Nov 20 2019	1:00 pm	2:00 pm	FREY 224 is awaiting approval

Once your event is approved you will see that the space will become blue and no longer awaiting approval. You should also receive a confirmation email from the building schedulers.

You can also check this by going to the event page and click on the task list.



The screenshot shows a web interface for managing tasks. At the top, there are tabs for 'Details', 'Occurrences', 'Calendar', 'Schedule', 'Task List' (which is selected and highlighted with a blue border), and 'Audit Trail'. Below the tabs, there are controls for 'Related Events' (checkbox), 'Edit Event' (link), 'Tentative' (dropdown), 'View: All Assigned Tasks' (dropdown), and 'More Ac' (button). The main content is a table with the following columns: 'Task Item', 'Type', 'Status', 'Actions', 'Respond By', 'First Date', and 'Assigned To'. The first row is circled in red and contains the following data: 'FREY 224' (with a calendar icon), 'Assign', 'In Progress', 'none', 'Wed Sep 11 2019', 'Wed Nov 06 2019', and a list of names: 'Administrator, R25; Chin, Lynne; Evans, Elmay; Fortcher, Corey; Mooney, Michael; Search, Public; interface; service25'. The second row is partially visible and contains similar data for 'FREY 224' with a 'Respond By' date of 'Wed Sep 11 2019' and a 'First Date' of 'Wed Nov 13 2019'.

Task Item	Type	Status	Actions	Respond By	First Date	Assigned To
<input type="checkbox"/> FREY 224	Assign	In Progress	none	Wed Sep 11 2019	Wed Nov 06 2019	▼ Administrator, R25; Chin, Lynne; Evans, Elmay; Fortcher, Corey; Mooney, Michael; Search, Public; interface; service25
<input type="checkbox"/> FREY 224	Assign	In Progress	none	Wed Sep 11 2019	Wed Nov 13 2019	▼ Administrator, R25; Chin, Lynne; Evans, Elmay; Fortcher, Corey; Mooney, Michael; Search, Public; interface; service25

**To make changes to your event after it has been created contact the building you have requested space from:**

Registrar Space on West Campus : [regsched@stonybrook.edu](mailto:regsched@stonybrook.edu)

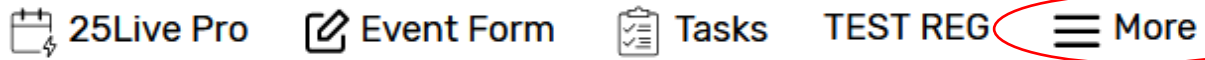
Student Activities Space: [sacsburesservations@stonybrook.edu](mailto:sacsburesservations@stonybrook.edu)

UGC spaces: [ucollegesreservations@stonybrook.edu](mailto:ucollegesreservations@stonybrook.edu)

Health Science Center spaces : [hsoass\\_classrooms@stonybrook.edu](mailto:hsoass_classrooms@stonybrook.edu)

## How to run the Space Availability by Meeting Pattern Report:

To run the space availability by meeting pattern report click on the more tab on the upper right corner & select reports.



Home: 25Live Pro

Navigate to...

List

Calendar

Availability

Search

Reports

25Live Scheduling

Select Location reports and then Space Avail by Meeting Pattern Custom

## Reports

Starred Reports

Event Reports

Location Reports

Select an item

Q Select an item

Location Activity Term Grid

Location Avail By Meeting Pat - Excel

Location Listing - Excel

Location Monthly Calendar

Location Unlock - Lock Times - Excel

Space Avail Meet Pat Excel CUSTOM

Space Avail by Meeting Pattern Custom

Once you select the report you are now able to enter report parameters. The start date and end date should capture one week of the semester. **If you enter dates for the full semester the report will take longer to run.**

## Select Report Parameters

\* Start Date:

Mon Aug 26 2019

\* End Date:

Fri Aug 30 2019

The location search drop down will list all of the location searches you have saved.

\* Location Search:

Classroom Search

Pad time should have a value of 0 entered. For easy searching on the report you can select yes under Sort by Capacity. Ignore target pattern duration

\* Pad Time:

0

Sort by Capacity:

Yes  No

Target Pattern Duration:

Select your delivery method.

### Report Delivery Options

- View this report now
- Email this report to yourself
- Email this report to...

Run Report

Once you have all the fields populated hit run report.

If you chose to view the report now, a new tab will open and bring you to the download screen. If this window does not appear make sure you have pop up's enabled for 25Live.

## Preparing...

Please wait...

If the report is not loading after 30 seconds, [click here to refresh](#)

[Close Window](#)

Once your report has downloaded you are able to view all available space in each meeting pattern.

Space Name	Space Formal Name	Capacity	Campus Partition
<b>(MWF) 8:00 A.M. - 8:53 A.M.</b>			
CHEMST 126	Chemistry Building - 126	30	Chemistry Building
E&SSCI 069	Earth and Space Sciences - 069	50	ESS
E&SSCI 131	Earth and Space Sciences - 131	78	ESS
E&SSCI 177	Earth and Space Sciences - 177	23	ESS
E&SSCI 181	Earth and Space Sciences - 181	34	ESS
E&SSCI 183	Earth and Space Sciences - 183	34	ESS
ENGRNG 143	Engineering Building - 143	183	Engineer
FINART 3216	Staller Center for the Arts - 3216	34	STAL
FINART 3218	Staller Center for the Arts - 3218	34	STAL
FINART 3220	Staller Center for the Arts - 3220	48	STAL
FINART M0113	Staller Center for the Arts - M0113	89	STAL
FREY 104	Frey Hall - 104	250	Frey Hall
FREY 112	Frey Hall - 112	32	Frey Hall
FREY 201	Frey Hall - 201	60	Frey Hall
FREY 205	Frey Hall - 205	60	Frey Hall
FREY 222	Frey Hall - 222	30	Frey Hall
FREY 224	Frey Hall - 224	32	Frey Hall
FREY 226	Frey Hall - 226	32	Frey Hall