25 Live Pro – Reserving a Room

25 Live Pro is the latest version of the room reservation software that will be replacing 25 Live "Classic." The functionality and look will remain similar but there are several updates to be aware of.

1. To access 25 Live Pro, log into MyBucks https://portal.bucks.edu/ and click the **25 PRO** icon under Apps for Employees.


2. On 25 Live Classic, there are tabs at the top which will allow you to navigate between various options including Locations and Reports.
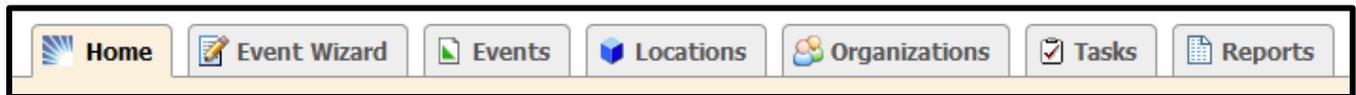

3. On 25 Live Pro, some of these options have been moved into the top right navigation and into the **More** option.
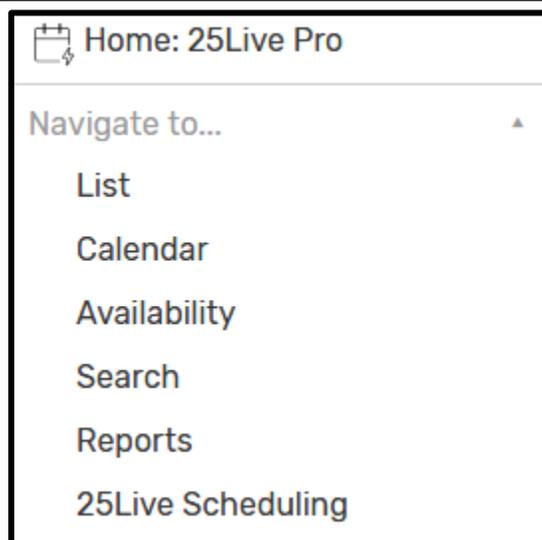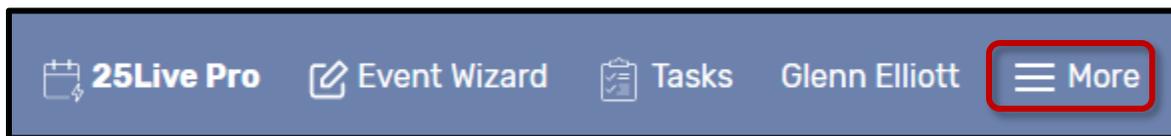
4. If you want to reserve a single room for a particular day, click the **More** option then click **Availability**. To find a building, click the dropdown menu and search for the building name. You can also choose computer labs for each campus.
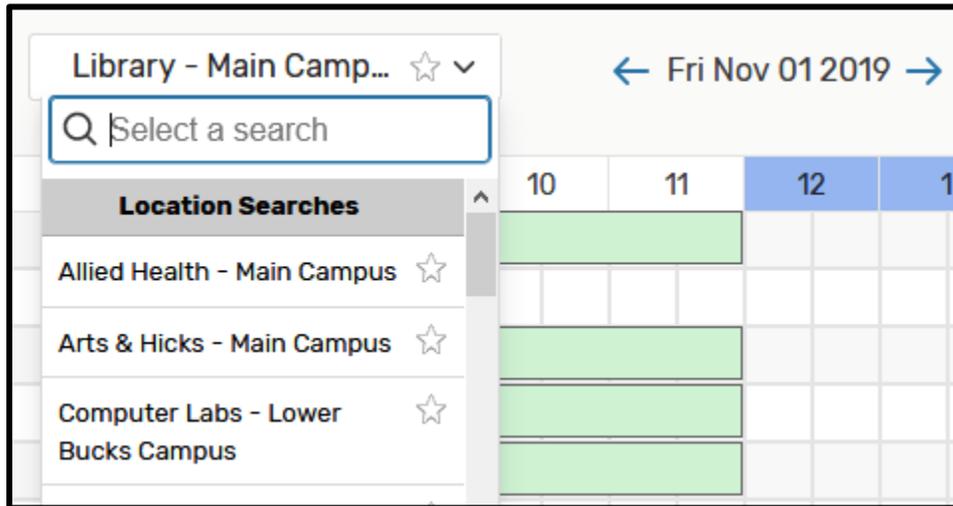
5. Click the date to reveal a calendar where you can choose a future date. The single arrows < > will navigate by a month at a time and the double arrows << >> will navigate by a year.
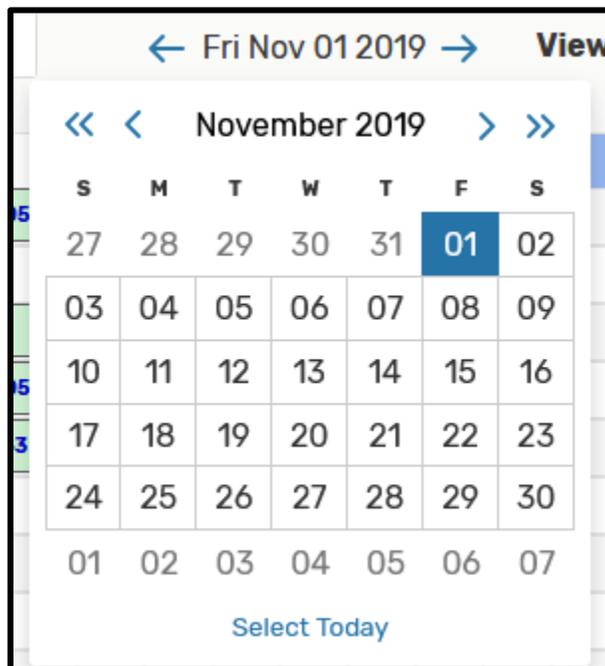
6. After choosing your date, find the room and time you wish to reserve. Move your mouse cursor to the specific box and you'll see a pencil icon. Click inside that box to proceed.

7. Fill in the information for your event. All fields marked with the red asterisk are required. For the Primary Organization, you can enter the first few letters of your area and you can then select the option. Click **Next** to continue.

Event Name

* This field is required.

Event Title

Event Type

Selected Type ⌄ *

Primary Organization

Search for an Organization ⌄ *   Next →

8. Enter the Expected Head Count (recommended but not required) and click **Next**.

Expected Head Count

○

9. Decide whether the event is repeating or not. This first example will select **No** for an event that is only happening once. An event that has multiple occurrences will be shown in Step 18.

No

This event happens only once.

Any other related events are separate and distinct.

Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

10. The Event Start, Event End will already be entered based on your initial selection. The default time block will be for 30 minutes; you can adjust the end time here if necessary. You can also specify additional setup or cleanup times here. Click **Next** to continue.

Select the dates and times of the **actual event**.

Event Start:

Mon Nov 04 2019

8:00 am

Event End:

Mon Nov 04 2019

8:30 am

☑ The event begins and ends on the **same day**.

11. On the right side of the page, you'll notice the room you've selected in the initial step. This area contains additional details for the room. You can click the room name (in this example, LIBR*220) to see more options including photos of the room. Click **Next** to continue.

Selected Locations

LIBR*220   ✓ ☆ ✕

Library 220 Learning Studio

Max Capacity: 50

Features: COMPUTING, MAC; COMPUTING, PC / WINDOWS; FLOOR COVERING, CARPET; INSTRUCTOR RESOURCES, COMPUTER PROJECTION; INSTRUCTOR RESOURCES,

12. You can click **Next** to continue through the "Find and select resources," "Select custom attributes for this event," and "Select contacts for this event" screens.

13. Select a category and click **Next** to continue.

☐ Important Event

☐ IT Academy

☐ Job Fair

☐ Meeting

14. Click **Next** to continue through the "Add additional comments and notes for this event."

15. You can leave the event state as Tentative and click **Save** to complete the reservation. If the room has special permissions, the area scheduler will receive an email with the details and they will complete the reservation or contact you if additional circumstances arise.
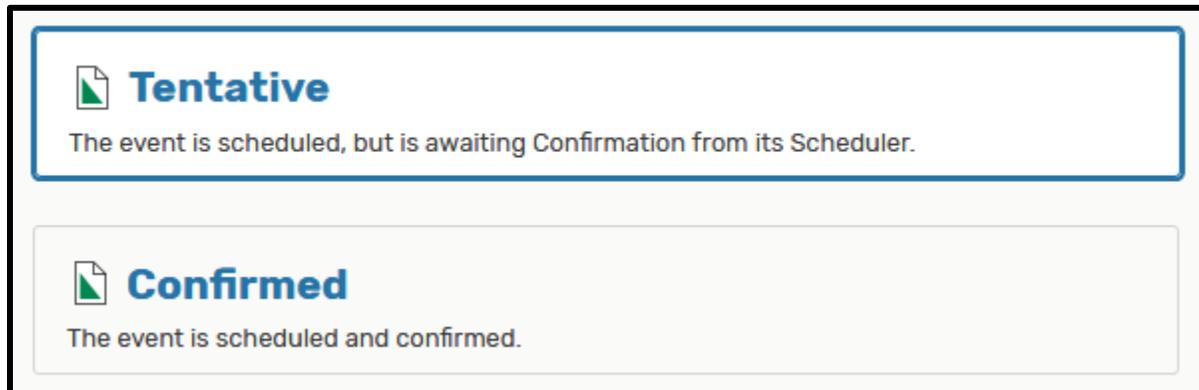
Tentative
The event is scheduled, but is awaiting Confirmation from its Scheduler.

Confirmed
The event is scheduled and confirmed.
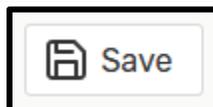
[Save]

16. The final screen will show confirmation details with a summary of the event you just created.
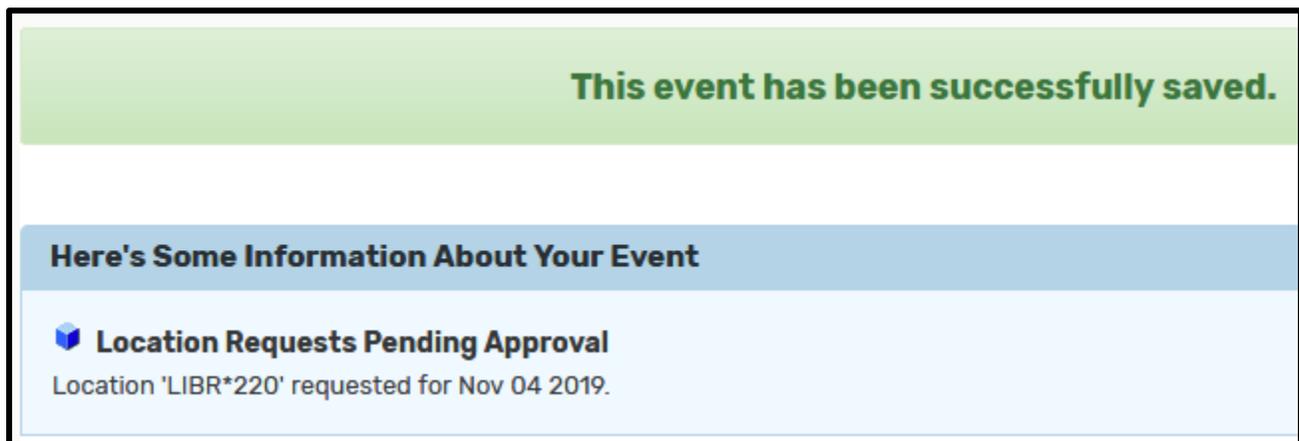
This event has been successfully saved.

Here's Some Information About Your Event

Location Requests Pending Approval
Location 'LIBR*220' requested for Nov 04 2019.

17. If you wish to send an email to yourself and other colleagues, click the **Email** option.

[Email]

18. The following steps will show how to request a room with multiple occurrences. Click **Yes**.
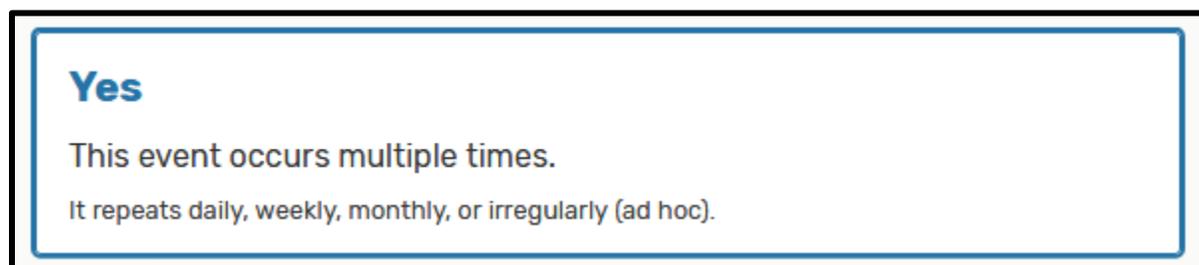
Yes

This event occurs multiple times.

It repeats daily, weekly, monthly, or irregularly (ad hoc).

19. Leave the "first occurrence begins" checkbox as is, make any other additional changes and click **Next** to continue.

☑ The **first occurrence** begins and ends on the **same day**.

20. Choose the option that best suits the recurrence for your event. The example below shows a monthly repeating event with 2 iterations. Follow the steps (10 - 17) to complete the event.

Ad Hoc Repeats

Individually select dates to add to the event.

Daily Repeats

Examples: Repeats every day for 5 occurrences; Repeats every 3rd day through a specific date.

Weekly Repeats

Examples: Repeats every week on Monday and Thursday for 12 occurrences; Repeats every other week through a specific date.

Monthly Repeats

Examples: Repeats every month on the 1st and 15th through a specific date; Repeats every 3rd Monday of the month for 6 occurrences.

Ends after [2] iterations

Occurrence List

Date	Comments	Status
Mon Nov 04 2019		Active ⬍
Wed Dec 04 2019		Active ⬍