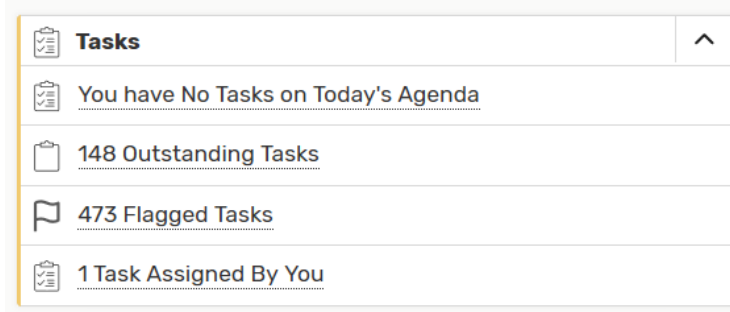


25Live Approver Guide: How to Approve and Edit Event Requests

1. Go to <https://25live.collegenet.com/yale/> and sign in with your NetID and NetID password. Note: Approvers and users log in to the same website but have different permissions and see different content. Firefox is the preferred browser.
2. When you log in, you will see the **Tasks** box at the top of the center column. This box will show you all pending event requests.



- a. **Outstanding Tasks** – Tasks assigned to you and due within a time span that covers past 30 days through the next 30 days
 - b. **Flagged Tasks** – Tasks assigned to you that you have not completed or you flagged for further attention
 - c. NOTE: Assignment tasks will always have a respond by date that is the day the event was created unless a user manually manipulates the date
3. Click either **Outstanding Tasks** or **Flagged Tasks** to review requests. This will take you to your **Tasks** overview.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned To
"College Behind Bars" Documentary		LC 102	Assign	In Progress	Assign Deny	Mon Aug-05-2019	Tue Oct-01-2019	2019-ABMCKS	You
ALL FAS Chairs Breakfast Meeting		8 assignment requests for DOW 100	Assign	In Progress	Assign All Deny All	Wed Jul-17-2019	Mon Sep-09-2019	2019-ABMAHX	You
Brazilian Welcome Reception		GR109 ROSENFELD	Assign	In Progress	Assign Deny	Tue Jul-09-2019	Thu Sep-05-2019	2019-ABLRMV	You
Copy of 50 Women at Yale Event		LC 101	Assign	In Progress	Assign Deny	Thu Jul-11-2019	Thu Sep-19-2019	2019-ABLRPZ	You

- a. Events are divided into multiple tasks in this view with a separate task associated with each location requested for every pending event request. While you can **Approve** and **Deny** location assignments in this view, it is recommended that you review the event as a whole instead.
 - b. To review the entire event request, click on the event title in the **Event** column on the left.
 - c. Note: Users are only able to request locations that were available at the time they made the request. It is possible that you have assigned a location already and it is no longer available for the event request you are now viewing.
4. Clicking on the event title will take you to the **Event** tab and display all tasks related to the event request you are viewing. You can look at the full details by clicking on the **Details** tab. You can also expand the tasks listed by clicking the + to the right of each task.

ALL FAS Chairs Breakfast Meeting Tentative 2019-ABMAHX Mon Sep-09-2019 8:00 am - 11:00 am
Repeats some weeks on Monday through 5/4

Details Occurrences Calendar **Task List** Audit Trail

Related Events [Edit Event](#) Tentative **View:** Only Tasks Assigned To You **More Actions**

<input type="checkbox"/>	Task Item	Type	Status	Actions	Respond By	First Date	Assigned To	Comments
<input type="checkbox"/>	DOW 100	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	Wed Jul-17-2019	Mon Sep-09-2019	▼ You and Barry, James; CLS; Canfield, Craig; Cangiano, Vee; Durden; Rashaun; Hashbat, Minjin; Ideliu, Maria; Interface, LYNX; Kourouma, Mahawa; McGovern, Brendan; Melillo, Steven; Olson, Marlene; R25run; Ramos, Karen; Shandley, Emily; Webservices; Willson, Janice; Yaler25int; Zaehringer, Sharon; service25; yaler25;	
<input type="checkbox"/>	DOW 100	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	Wed Jul-17-2019	Mon Oct-07-2019	▼ You and Barry, James; CLS; Canfield, Craig; Cangiano, Vee; Durden; Rashaun; Hashbat, Minjin;	

- a. If all the details look good, you can approve the entire event request by clicking **More Actions** under the **Task List** tab and then **Assign All**. Or you can Assign some and Deny others by expanding individual locations. Change the **Event Status** from **Tentative** to **Confirmed** when you are finished.
 - b. You can also edit event details with the **Event Wizard** by clicking **Edit this Event**.
 - c. After confirming an event request, it is a best practice to send a confirmation email to the requestor. Confirmation emails are sent by clicking **Email Event Details** under the **More Actions** dropdown.
5. A new window will open for sending an event confirmation via email.

Email Event Details

Link to: Pro Original 25Live Scheduling

Related Recipients

	TO	CC	BCC
Self (v_r25_collegenet@yale.edu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requestor (v_r25_collegenet@yale.edu)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler (v_r25_collegenet@yale.edu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach: iCal File

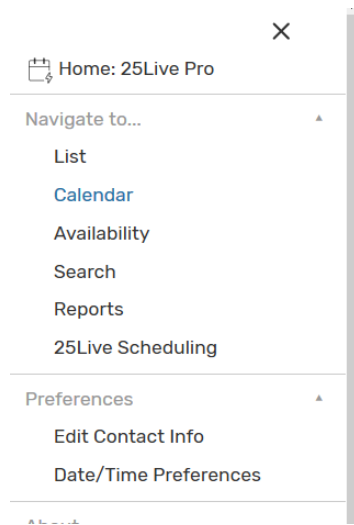
No file selected.

Subject: test (2019-ABMCDR)

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

Include event details in body of message

- a. Make sure to select a recipient, usually just the **Requestor**, by clicking the appropriate checkbox.
 - b. **Additional Recipients** may also be added.
 - c. It is recommended that you **Attach** an iCal File so the recipients can easily create an event in their Outlook Calendar. It is also recommended that you select the option to **Include event details in body of message**.
 - d. You can also include a custom message to the requestor in the **Message Body** box.
6. You may want to adjust your personal email settings that will apply to every email you send. To do this, click **More** at the top right of the screen, and then **Preferences**. You can then select **Edit Your Contact Information**.



a. A new window will open. Scroll **Email** section to add a custom **Email Signature** and select whether or not you want to copy yourself on all emails you send

b. Click **Save Contact Information** to save and return to 25Live.

7. Always make sure to close Event tabs once you have finished working on the event. Click the red X at the right to close a tab. You can navigate back and forth between different tabs at will, and each tab will stay where you last left off.
8. Throughout 25Live you still see star icons (★). You can click these icons at any time to mark locations, organizations, and events as favorites.
9. You can customize your dashboard by dragging boxes anywhere on the screen. Wherever you leave a box is where it will remain on future logins until you move it again.
10. You will also see refresh icons (↻) throughout 25Live. Use these regularly to refresh individual boxes, events, locations, or calendars rather than refreshing the entire page.
11. If you have questions about using 25Live, please email classrooms@yale.edu.