

25Live – A Guide to the Room Reservation System

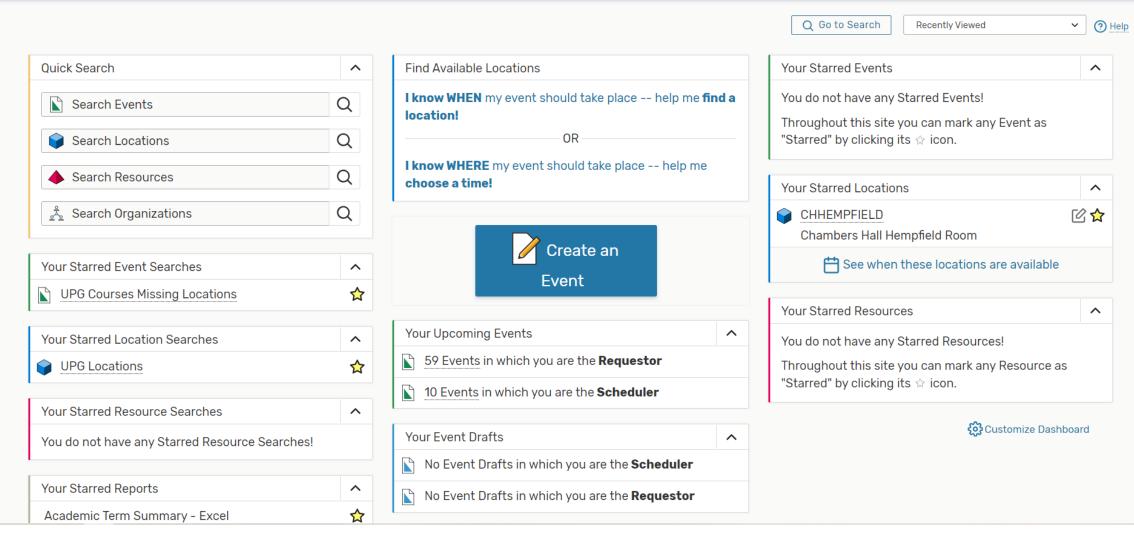
This Power Point is meant to assist users (at the Pitt Greensburg campus) with general questions about 25Live and will walk users through the process of submitting a space request.

https://www.greensburg.pitt.edu/faculty-staff/campus-services

-select Room Reservations

*This is also where Maintenance requests, IT help tickets, and other campus service tickets can be submitted.





The most important page – here you can see your upcoming events, starred events/locations/searches, and create an event!

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ORGANIZATION search – student groups, departments, RA/CA can all be found here; don't see your group? Email <u>upgspace@pitt.edu</u> and request the group be added. Student groups MUST have an advisor and include that information in the request.

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Notice the TWO Untitled tabs on the top left; it is easy to start creating an event and forget it is open. This can make it seem like a location is booked due to locations being "held" in one of the open tabs.
 Org Type – limited by Oakland so just pick the most appropriate option.
 Primary Org – we have over 85 orgs listed, all with a UPG affiliation; new ones can be added, just ask!
 Secondary Org – to be used if multiple groups are working together on an event.

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Event Description – currently, this information is not posted outside of 25Live but it is helpful to provide the basic details for the event. Requesters can also put notes here for the 25Live Admin team to see.

Date & Time – the system automatically starts with the current day; be sure to change it to the date you want your event (or the first day of a series of events)

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Additional Time – do you need setup and tear down time before or after your event? This is where you can add minutes, hours, or even days. Facilities will not start setting up for an event until the reservation start time so always think about event start vs. setup start.

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ary Organization for this ht tional Organizations ected Attendance ht Description	If this event will repeat regularly, enter the date, start time and end time of the first occurrence in the Date and Time editor above. You may then set up repeating occurrences by selecting the Repeating Pattern button above and choosing ad hoc, daily, weekly or monthly recurrence patterns as appropriate.	Duration: All Date Occurrences You may select which occurrences to be included in your availability checks and searches. Adding an item i search will only add it for the occurrences selected below.
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Repeating Pattern – if your event has multiple dates, either in a pattern (Tuesdays for 5 weeks) or random dates (Nov. 6, 7, 16, 17) you would indicate that information here.

Manage Occurrences – if your event also has different times, you can make modifications to each date under the "Manage Occurrences" button. Example – Nov. 6, 7 are at 10am but 16, 17 are at 11am. This WILL impact your location search!

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Location Search – If you have starred your favorite locations, you can have them *auto-load* (come up under starred locations). You can also *hide conflicts*, which will not show any unavailable spaces. *Enforcing the headcount* will also only show spaces that fit the number of attendees you indicated.
 All Pitt Greensburg spaces are under UPG Locations. You can use full name of the room or the building (Hempfield or Chambers; Powers 116 or just 116 – any rooms with the number 116 will come up). You can also type in the type of space you want (Computer Lab or classroom, for example)

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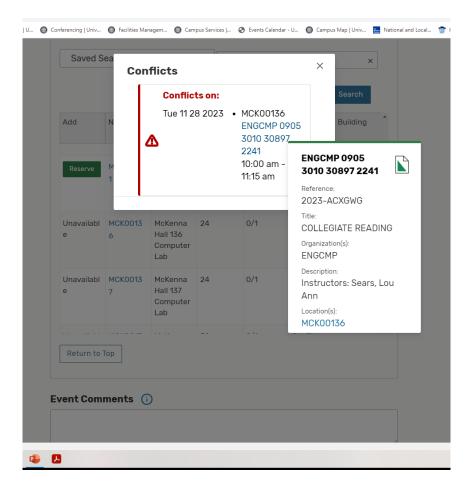
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EXAMPLE: If you want a space in McKenna Hall, simply type in "McKenna"; all the spaces able to be reserved in McKenna will be listed UNLESS you have *hide conflicts* or *enforce headcount* selected.
If you wanted a computer lab, type in "Computer" and the various computer labs on campus will be listed.
*The gym is special – it has the option for half of the space to be reserved (GymA/GymB) as well as the entire space.

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If there are conflicts, you will see the space listed as "Unavailable"; You will also be able to view the **Conflict Details** in a pop-up window. If the space you want is available, simply select **RESERVE** (Green button).



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	The Scheduler contact role is used to identify the person entering this event into 25Live.	
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Additional Event Information: To assist event schedulers, there are three "trigger" questions that must be answered; they deal with Catering, AV/IT, and Maintenance assistance. If any or all of these support services are needed, please reach out to those departments. Clicking Yes or No does **NOT** send a message to the departments!

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Once you have completed all the required areas, you must review and agree to the Scheduling Policy. You can then save the event or create related events or copies of events. The event will be listed as TENTATIVE until approved. Currently, the information in 25Live does not leave the system. It is NOT sent to any of the campus calendars and only system admins can view comments or internal notes.

Helpful Hints and Reminders:

Requests are reviewed on a daily basis (Monday-Friday, 9am-4pm) and in the order in which they are received.
 Users are encouraged to submit requests at least 24 hours in advance, as there is only one system admin reviewing requests.

In one semester over 300 space requests are submitted, in addition to changes that are requested.

Regarding changes or cancellations – they can only be made by a system admin.
Please email or call Sherra @ 724-836-7189 if you need any modifications to a request.

If you are trying to request space during finals week, do not assume that spaces are actually open.
 25Live is not able to have our unique schedule (if class meets X then final is at Y) reflected in the system.

Have additional hints or suggestions? Please send them to <u>upgspace@pitt.edu</u>; Feedback from users is appreciated!