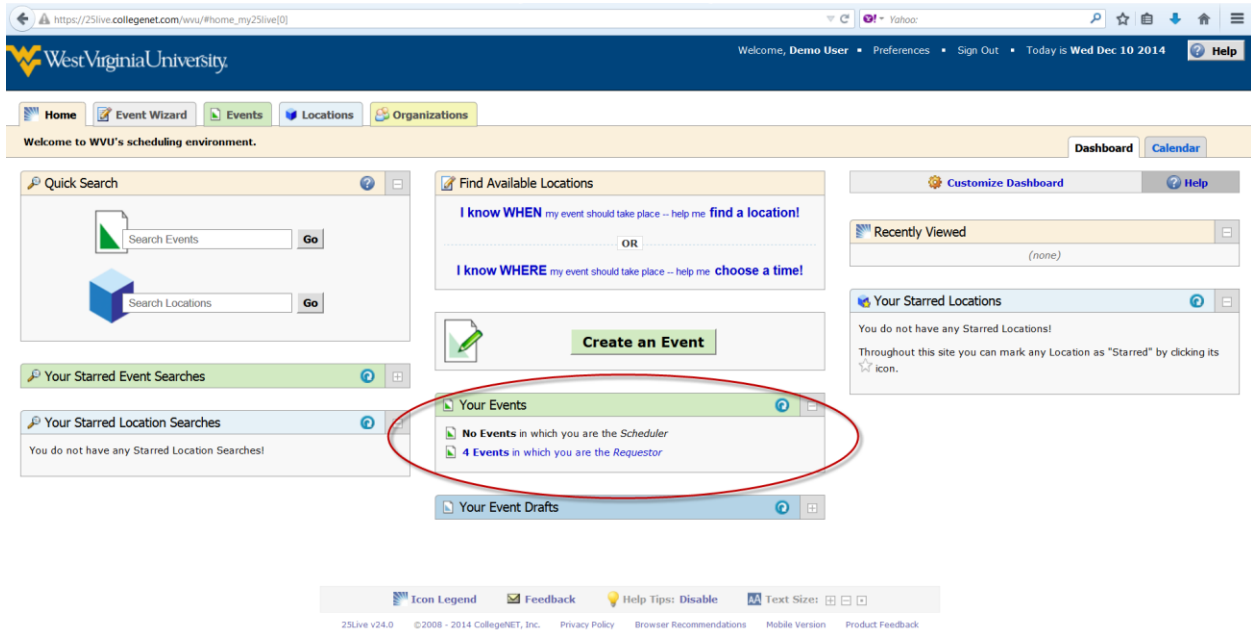


## Checking the Status of a Request

1. After logging into 25Live, a “Your Events” box will appear in the middle of the screen.



2. Click either “Events in which you are the Requestor” or “Events in which you are the Scheduler” (only click this if you have room scheduling responsibilities).

3. Click the desired Event Name.

		Dates: Current and Future Dates		Choose Visible Columns		Refresh					
Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
Do not process - Test		2014-AAJZNM	FACILITIES PLANNING AND SCHEDULING	Study Session	Academic Related	Requestor	Nov 23 2014	6:00PM	Nov 14 2014	Tentative	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAVV	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Dec 17 2014	2:00PM	Dec 10 2014	Tentative	ESB-E 207
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWI	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 16 2015	2:00PM	Dec 10 2014	CANCELLED	
FPS Conference	Facilities Planning and Scheduling Conference	2014-AAKAWP	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Jan 26 2015	3:00PM	Dec 10 2014	Tentative	

4. Under the Details tab, the status of the location and/or resource requests will be shown under the Event Occurrences box. (Grey shapes indicate a pending assignment, colored shapes indicate approved assignments).

## Tentative Event

FPS Conference

Details | Calendar | Audit Trail

Edit this Event | Event State: **Tentative** | More Actions... | Refresh

cheduling Conference


IG AND SCHEDULING

**Event Preferences**

The following location preferences were registered for Rsrv\_377846:

[OGH-D 110](#) [Remove preferences](#)

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 26 2015	3:00pm	Mon Jan 26 2015	4:00pm	

## Confirmed Event

S Conference

Details | Calendar | Audit Trail

Edit this Event | Event State: **Confirmed** | More Actions... | Refresh

iling Conference

ID SCHEDULING

**Event Preferences**

The following location preferences were registered for Rsrv\_377846:

[OGH-D 110](#) [Remove preferences](#)

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Mon Jan 26 2015	3:00pm	Mon Jan 26 2015	4:00pm	