Checking the Status of a Request

			Q Go to Search Recently Viewed	✓ ③ He
Q Quick Search	^	Find Available Locations	Your Starred Events	~
Search Events	Q	I know WHEN my event should take place help me find a location!	G Your Starred Locations	^
Search Locations	Q	I know WHERE my event should take place help me choose a time!	BMRF-H 101 Biomedical Research Facility 101 - 101 Erma	C 🕁
Search Resources Search Organizations	Q		CAR-B 106 Carter Hall 106	2
TE construige light for the	~	Create an Event	HSN-H 1106 Health Sciences North 1106	2
Your Starred Event Searches OBGYN Conference Rooms	\$	Your Upcoming Events	HSN-H 1901 Health Sciences North 1901 (Fukushima Auditorium)	C 🕁
Q Your Starred Location Searches	^	ZEvents in which you are the Requestor	HSN-H 2116 Health Sciences North 2116	🖒 🖒
2th floor	\$	Your Event Drafts No Event Drafts in which you are the Scheduler	HSS-H 7601 Health Sciences South 7601	C 🕁
av rooms av rooms test	☆ ☆	No Event Drafts in which you are the Requestor	STA-D 47 Stansbury Hall 47	C 🕁
Classrooms - HSC	\$		E See when these locations are available	
hsc av test			A Your Storrad Becauses	
HSC Comp Labs	☆		You do not have any Starrad Recources	~
hsc conference room			Throughout this site you can mark any Resource as "Starred" by	clicking its 🗇
HSC WV May 19th			icon.	
june 13	\$			
Q Your Starred Resource Searches	^		(g) 0	Istomize UaShboard
You do not have any Starred Resource Searches!				
Your Starred Reports	~			

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 whichyou are the Scheduler" (only click this if you have room scheduling responsibilities).
 - 3. Click the desired Event Name.

List Calendar								Future Only Al	Dates Cho	iose Columns 📿 🧿		
	Name /~	Title	Reference	Organizations	Туре	Categories	Your Role	Start Date	Start Time	Creation Date	State	Locations
	FPS Conference	Facilities Planning and Scheduling Conference	2019-ABWTAK	FACILITIES PLANNING AND SCHEDULING	Conference		Requestor	Wed Feb 13 2019	1:00 pm	Wed Feb 13 2019 3:37 pm	Tentative	
☆	test event 2		2019-ABWMAJ	FACILITIES PLANNING AND SCHEDULING	Meeting		Requestor	Fri Jan 25 2019	10:00 am	Wed Jan 23 2019 10:41 am	Concelled	

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		2019-ABWTAK	Wed Feb 13 2019 1:00 pm - 2:00 pm	
Facilities Plannin Scheduling Confe	g and grence			
Details Occur	rences Calendar Audit Trail			
			Tentative 😂	More Actions 🗸 📿
General	. ^	Event Categories		
Event Name:	FPS Conference	lingerserenseeren		
Event Title:	Facilities Planning and Scheduling Conference	Custom Attribute	5	
Event Type:	Conference	Contact Email	jeveryman@mail.wvu.edu	
Organization:	A FACILITIES PLANNING AND SCHEDULING	Address		
Scheduler:	▲ 25LiveViewer Seat	Contact Name	John Everyman	
Requestor:	1 Demo User	Contact Phone	304-555-5555	
Head Count:	15 expected	Number		
	0 registered			
		Event info		
Internal Notes:	Enter Comments Here	Event Owner:	▲ Demo User	
		Creation Date:	Wed Feb 13 2019	
Event Relationship	s ^	Reference:		
		Eolder	Tentative Event Submitter Enider	
		rolder.	rentative Event Submitter Forder	

Confirmed Event

WestVirginiaUniv	versity.				🛱 25Live Pro 🛛 🖄 Crea	ate an Event Demo User		More
					Q Go to Search	Recently Viewed	~	OH
FPS Conferen Facilities Planning Scheduling Confe	ce Confirmed	2019-ABWTAK		Wed Feb 13 2019 10:00 pm - 11:00 pm		💗 ARM-D 206		C
Details Occurr	ences Calendar Audit Trail					More Actions ~	C	G
General		^	Event Categories					^
Event Name: Event Title:	FPS Conference Facilities Planning and Scheduling Conference		Custom Attributes	\$				^
Event Type: Organization:	Conference		Contact Email Address	jeveryman@mail.wvu.edu				
Scheduler: Requestor:	25LiveViewer Seat Demo User		Contact Name	John Everyman				
Head Count:	15 expected		Number	504 555 5555				
	0 registered		Event Info					^
Internal Notes:	Enter Comments Here		Event Owner: Creation Date:	Demo User Wed Feb 13 2019				
Event Relationships		^	Reference: Cabinet:	2019-ABWTAK 2019 SPECIAL EVENTS				
			Folder	Tentative Event Submitter Folder				