

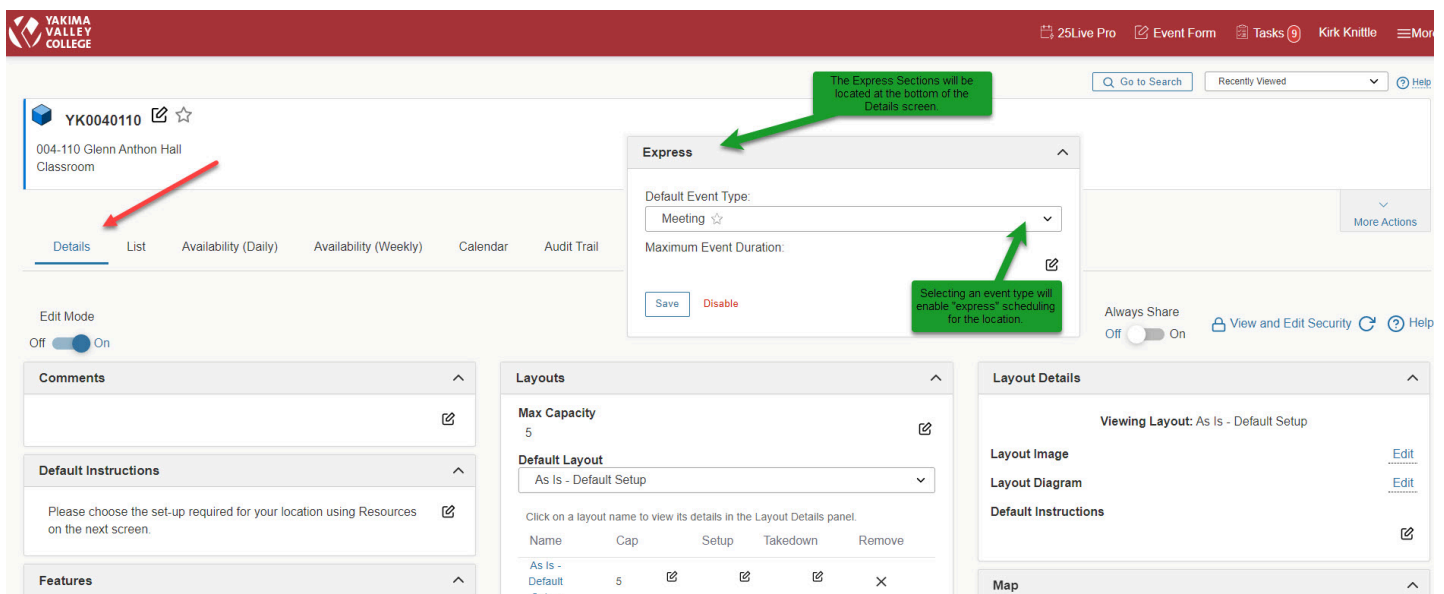
How to Set-up and Use Express Scheduling

Purpose: Use this document as a reference for setting up and using the Express Scheduling functionality in 25Live.

Audience: Staff working with room reservations.

1. **Express** scheduling is designed to work with rooms where there is no "approval" process. It works great for conference rooms and study rooms where it's first come, first serve and greatly speeds up the scheduling process for these types of locations. The first task is to determine which rooms should be set-up with this function. Which conference rooms and study rooms or practice/rehearsal space meet the criteria?

2. Log into your 25Live Pro and search for the locations that meet the criteria for **Express Scheduling**. Open the Location Details screen and look for the "Express" section.



3. Choosing an event type will enable the express scheduling. If you are setting this up on a study room or rehearsal space or practice space, then choose the associated event type. It's not necessary to create a new event type unless you have **Event Requirements** or **Custom Attributes** associated with the specific event type you are using for **Express Scheduling**. If that is the case, then you may want to create a new event type.

4. In addition to choosing an **Event Type**, you can also set up a time duration restriction. You can limit the duration by days, hours and minutes. This will restrict how long the user can schedule the room.

Express

Default Event Type:

Meeting ☆

Maximum Event Duration:

Days

0

Hours

4

Minutes

0

Cancel

Save

Save

Disable

5. In addition to enabling the **Express** scheduling, you also want to edit your location security. Since there is no request and approval process with these rooms, all security groups can have **Assign/Unassign** rights for **Assignment Policy**. Security groups that only have request or non-request will be unable to assign the Express location.

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Event Form
Tasks 9
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YK0040110 ☆

004-110 Glenn Anthon Hall Classroom

Go to Search

Recently Viewed

Help

Details

List

Availability (Daily)

Availability (Weekly)

Calendar

Audit Trail

More Actions

Edit Mode

Off On

Always Share

Off On

View and Edit Security

Help

Comments

Default Instructions

Please choose the set-up required for your location using Resources on the next screen.

Layouts

Max Capacity

5

Default Layout

As Is - Default Setup

Click on a layout name to view its details in the Layout Details panel.

Name	Cap	Setup	Takedown	Remove

Layout Details

Viewing Layout: As Is - Default Setup

Layout Image

Edit

Layout Diagram

Edit

Default Instructions

Group Administration
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Configure Security for YK0040110

Object Security

Assignment Policy

Viewing 22 of 22 groups

Group Name	Assign, Unassign, Approve Select All	Assign, Unassign Select All	Request, Unassign Select All	Request Select All	Not Requestable Select All	Exceptions Select All
Administrator: Conference/Event Building	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Edit
Administrator: FA Group	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Edit

6. Once the **Express** Scheduling is enabled there will be a section on the dashboard that will display the Express scheduling tool. Only the locations that are enabled will be displayed through the Express scheduling tool.

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Quick Search

Your Starred Event Searches

☒ All Sections in SP Locations

Your Starred Location Searches

☐

Your Starred Resource Searches

☐ You do not have any Starred Resource Searches!

Find Available Locations

I know WHEN my event should take place -- help me find a location!
OR
I know WHERE my event should take place -- help me choose a time!

Express Scheduling

Add your date and time.

Date / Time
Thu Mar 09 2023
3:00 pm
To:
4:00 pm
Duration:
1 Hour

Express Locations
Search spaces

Event Name

Put in your event name and Save event.

Your Starred Events

☒ ANTH206/FULKERSON#20411/MILLS

Your Starred Locations

☐

Your Starred Resources

☐ You do not have any Starred Resources!