



SIGN IN

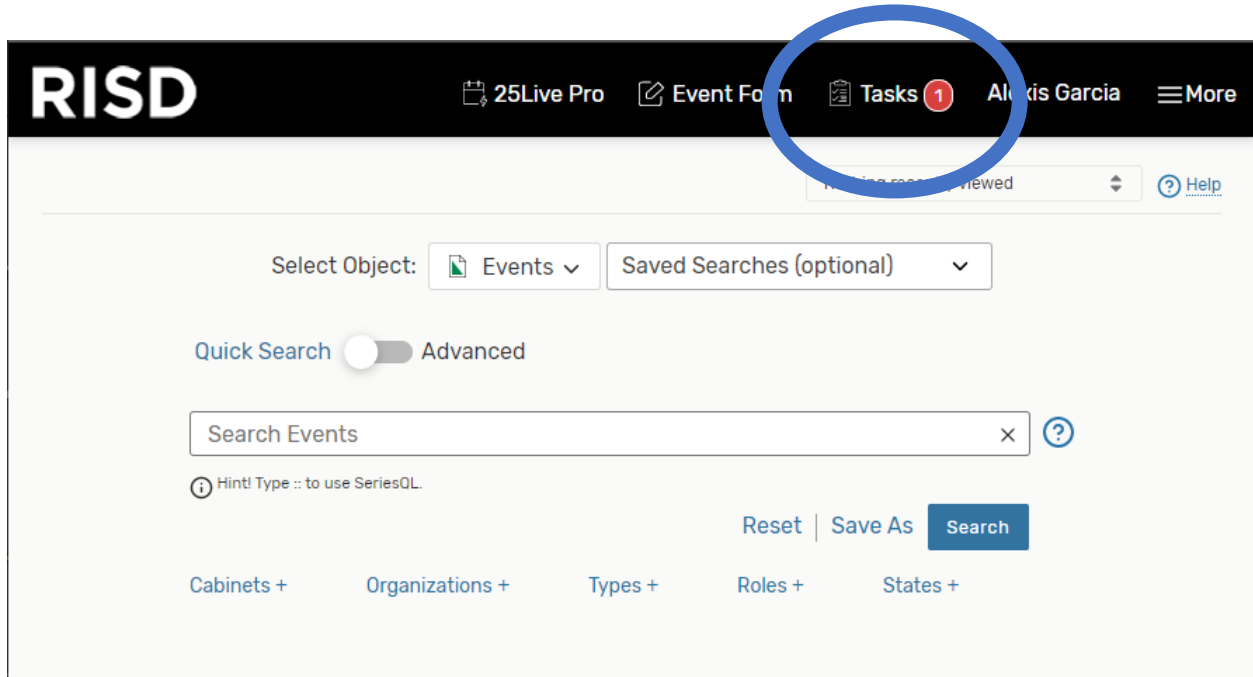
Using Google Chrome, go to: schedule.risd.edu. Sign in using your RISD username/password (do not include @risd.edu). For assistance with your ID or password, contact the IT Service Desk.

SIGN OUT

Close your browser to sign out of 25Live. Log Out will occur at that time. A log out button is not available due to single sign on.

APPROVING AN EVENT REQUEST

When someone requests a space of which you are the approver, you will get a task notification in 25Live.



Click on the “Tasks” button at the top of your screen to see your tasks. (Circled above)
Clicking this will default to “Outstanding” which will show you all tasks that need to be completed.
To approve the space, you must complete two steps.

1. Assign/Deny the Space
2. Change the Event Status.

Please note: you cannot receive requests for events that overlap existing events.

ASSIGNING THE SPACE

Outstanding requests will show up in your “Outstanding Tasks” screen.

To assign the event space to the requested event. Click the “Assign” under the “Actions” column to assign the location to the requestor/scheduler for the requested time. If the requested time does not work for your department, click the red “Deny” button.

The screenshot shows the RISD 25Live Pro interface. At the top, there's a navigation bar with 'RISD', '25Live Pro', 'Event Form', 'Tasks 1', and 'Alexis Garcia'. Below this, there's a search area with 'Select Object: Tasks' and 'Outstanding'. A search bar contains 'Outstanding' with 'Reset' and 'Search' buttons. Below the search bar, there are tabs for 'List' and 'Calendar', and buttons for 'Choose Columns', 'Create "To Do" Task', and 'Help'. The main content area shows '1 Matching Tasks' in a table. A blue circle highlights the 'Assign' and 'Deny' buttons in the 'Actions' column of the first row.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Test Event 5		TILL 000	Assign	In Progress	Assign Deny	Mon Jun 14 2021	Fri Jul 09 2021	2021-AABCNS	Taylor, Kathleen	You	Taylor, Kathleen

Once an event is successfully assigned, the status will change from “In Progress” to “Assigned” or “Denied”

The screenshot shows the RISD 25Live Pro interface after the task has been assigned. The 'Status' column now shows 'Assigned' instead of 'In Progress'. A blue circle highlights the 'Assigned' status in the 'Status' column of the first row.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Test Event 5		TILL 000	Assign	Assigned	None	Mon Jun 14 2021	Fri Jul 09 2021	2021-AABCNS	Taylor, Kathleen	You	Taylor, Kathleen

CHANGING EVENT STATUS

Events will automatically come in as tentative. Once an event has been assigned a location, it will need to be changed to “Confirmed”.

To change event status, you must click on the event name under the “Event” column.

You will see this screen:

The screenshot displays the event management interface for "Test Event 5". At the top, the event is listed as "Tentative" with a status dropdown menu circled in blue. Below the header, there are navigation tabs: Details, Occurrences, Calendar, Schedule, Task List, and Audit Trail. The "Edit Mode" toggle is set to "On". The "General" section includes fields for Event Name, Event Title, Event Type (Meeting), Organization (Dining & Catering), Scheduler (Taylor, Kathleen), and Requestor (Taylor, Kathleen). It also shows head counts: expected (20) and registered (0). The "Event Info" section lists the Event Owner (Taylor, Kathleen), Creation Date (Mon Jun 14 2021), Reference (2021-AABCNS), Cabinet (RISD Events), and Folder (All Events).

Click the drop-down arrows next to the word “Tentative” (circled above) and change the status to “Confirmed”

The event status will automatically save.

The screenshot shows the same event management interface, but the status dropdown menu now displays "Confirmed". The rest of the page content, including the "General" and "Event Info" sections, remains unchanged from the previous screenshot.

Please message the requestor letting them know their event has been confirmed.

APPROVING DATE CHANGE REQUESTS

If someone decided to change the date of their already assigned requested you will have two tasks under your “Outstanding” tasks list.

Event	Title	Task Item	Type	Status	Actions	Respond By	First Date	Reference	Assigned By	Assigned To	Scheduler
Test Event 5		TILL 000	Unassign	In Progress	<div style="border: 1px solid green; padding: 2px; display: inline-block;">UnAssign</div> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Deny</div>	Mon Jun 14 2021		2021-AABCNS	Taylor, Kathleen	You	Taylor, Kathleen
Test Event 5		TILL 000	Assign	In Progress	<div style="border: 1px solid green; padding: 2px; display: inline-block;">Assign</div> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Deny</div>	Mon Jun 14 2021	Fri Jul 16 2021	2021-AABCNS	Taylor, Kathleen	You	Taylor, Kathleen

The first task is to release the previously requested date. You may choose to accommodate the request and click the green “Unassign” button or force them to keep previously requested dated by clicking the red “Deny” button.

The second task allows you to “Assign” or “Deny” the new date request.

If the new date works, you can click the green “Assign” button. If not, the red “Deny” button.

If the request is a change to a “Confirmed” event. Event status will not need to be updated.

Please contact requester to let them know if their request was confirmed or denied.