25Live Room Scheduler

Tasks
25Live Tasks

How do tasks work?

The Task function in 25Live allows room Requestors to send an automatically generated task once creating a tentative or confirmed event in a room that does not belong to them. Saving the event will send a task to the room coordinator, the so called Scheduler. The Scheduler then decides whether she wants to approve or deny to room request. Upon approval, the event will show on the room’s calendar.

I. Requestor generates a task:

1. Follow the steps explained in the Create an Event training manual or video to create your event.
2. Save your event. Summary page will open.
3. If you assigned your event to be in a room that you DO NOT coordinate, you generated 1 Active Assignment Task.
4. Wait for the Scheduler’s approval/denial.
5. If you wish to make sure the Scheduler knows about the task got assigned, email her using the Email button.

If you closed the summary page before emailing, you can open up your event again and click on the Email Event Details option under More Actions...

Fill out necessary information on the email sheet and click Send.

The Scheduler will get an email from you.
II. Scheduler/Approver reviews a task:

1. Log into 25Live.

2. An Overdue Tasks window will pop up. Click to view your tasks. All tasks received will show as overdue.

The Task tab will open displaying all tasks assigned to you.

3. Click on the event’s title to see details.
The event will open and the Task List will show. Click on the Details or Calendar view to see different information.

4. Once you made your decision whether to approve or deny the event, go back to the Task List view and click accordingly.

   ![Task List screen]

   Your Assignment State: 👍 Assign? / 👎 Deny?

   If you approve, the event will show on the room’s calendar.

5. Notify the requestor in an email if you wish by following Steps 4./5.

NOTES