

25Live User Guide

Pratt

The screenshot displays the 25Live Pro web interface. At the top, navigation links include '25Live Pro', 'Event Form', 'TestRequestor', and a 'More' menu. A search bar at the top right contains the text 'Go to Search' and 'Nothing recently viewed'. The main dashboard is divided into several sections:

- Quick Search:** A sidebar on the left with search filters for Events, Locations, Resources, and Organizations.
- Find Available Locations:** A section with instructions on how to find locations based on when or where an event should take place, and a 'Create an Event' button.
- Your Starred Events:** A section indicating that the user does not have any starred events.
- Your Starred Locations:** A list of starred locations including ARC*E-13, EAST*312, ENGR*113, ENGR*115, ENGR*117, and MH*5E-02, each with a link to see when they are available.
- Your Starred Event Searches:** A section indicating that the user does not have any starred event searches.
- Your Starred Resource Searches:** A section indicating that the user does not have any starred resource searches.
- Your Starred Resources:** A section indicating that the user does not have any starred resources.
- Your Upcoming Events:** A section showing 1 event in which the user is the Requestor.
- Your Starred Reports:** A section indicating that the user does not have any starred reports.
- Your Starred Location Searches:** A section with links to Card Access Rooms and Test EDS Room List.

A 'Customize Dashboard' button is located at the bottom right of the interface.

<https://25live.collegenet.com/pro/pratt>

25Live is a web-based scheduling and event planning system that schedules and monitors public room reservations for academic classes and events on Pratt's Brooklyn and Manhattan campuses.

Faculty and staff may request the use of a classroom, computer lab, or event space through 25Live by logging in with their OneKey. Registered student organizations must request room space through Student Involvement.

For technical assistance or to request a login, please reach out to the 25Live System Administrator.

System and Events Administrator: Lillian Gooden (lgooden@pratt.edu)

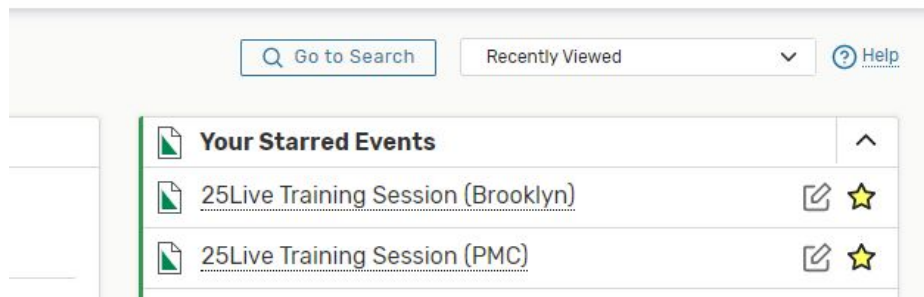
Updated October 2021

Dashboard and Navigation

The dashboard presents options for quickly performing a search or browsing “starred” events, locations, and searches.

Use the navigation bar at the top to:

- See the menu
- Open the event form
- Go back to the dashboard at any time

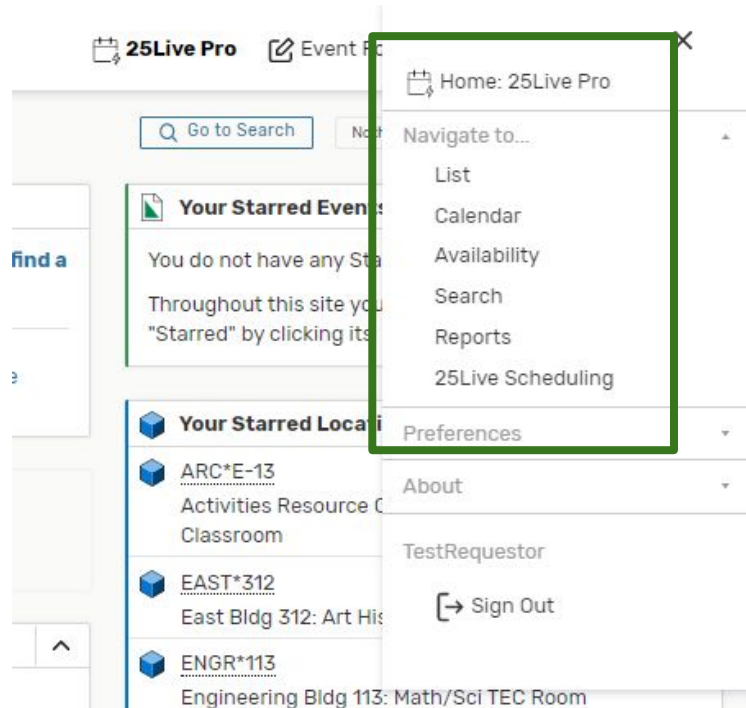
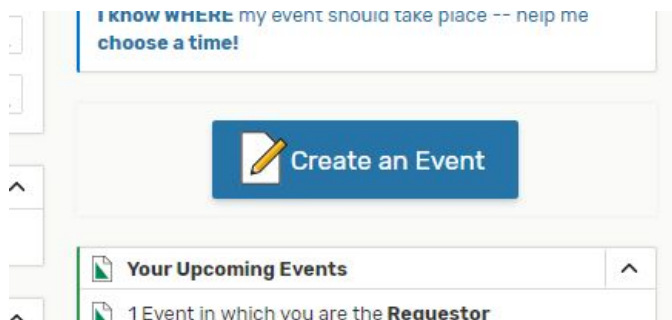


Dashboard and Navigation

From the menu, you can:

- Navigate to different event/location views (Use List, Calendar, and Availability views to view your favorite event and location searches.)
- Go to the search page
- Pull reports
- Edit user preferences

Click “Create an Event” or “Event Form” in the top right to begin creating your event.



Event Form - Event Types

[Add New](#) [Costume Competition](#) ✕

[Event Name](#)
[Event Type](#)
[Sponsoring Department](#)
[Additional Sponsors](#)
[Expected Head Count](#)
[Event Description](#)
[Event Date and Time](#)
[Event Locations](#)
[Attached Files](#)
[Event Details](#)
[Requirements](#)
[Event Comments](#)
[Affirmation](#)
[Create Another and Relate](#)

Please refer to the event policies and procedures posted [here](#) (oneKey login required) before making a room request.

Event Name - Required ⓘ

The name of your event that appears in the 25Live system.

Costume Competition

Event Type - Required ⓘ

The event type will determine the event details asked of you for this reservation.

Game / Competition / Tournament ▾

Sponsoring Department - Required ⓘ

Choose your department from the drop-down menu.

Student Involvement - Admin ▾ [Remove](#)

Additional Sponsors ⓘ

Is another department co-sponsoring your event?

[EDIT](#)

Expected Head Count - Required

24

Event Description ⓘ

Give a few sentences describing your event's format, topic and participants. Please indicate if

As you begin creating your event, carefully consider your event type. Event type determines the questions that appear on the form, which will trigger notifications to supporting departments such as AVI (catering), Public Safety, and Risk Management.

Event Types:

Ceremony
Conversation / Panel
Exhibition / Fair
Film Production
Film Screening
Game / Competition / Tournament
Lecture Event
Meeting - with Support
Performance
Reception / Social Function
Virtual Event

Choosing these event types will provide a shorter event form, but your event will receive no additional support:

Class Meeting
Maintenance
Meeting - Simple
Online Teaching

Event Form - Sponsoring Departments

Sponsoring Department - Required ⓘ

Choose your department from the drop-down menu.

Student Involvement - Admin ▾

Remove

Additional Sponsors ⓘ

Is another department co-sponsoring your event?

EDIT

Expected Head Count - Required

24

Event Description ⓘ

Give a few sentences describing your event's format, topic and participants. Please indicate if the event is open to the public. Include any links to web pages which may provide more information.

File ▾ Insert ▾ View ▾ Format ▾ Tools ▾

↶ ↷ **B** *I* U **A** ▾  ▾ Font Family ▾ Font Sizes ▾ 

A costume competition for students, faculty, and staff. Food and drink will be provided.

Choose the department responsible for the event from the drop-down menu.

If your department does not appear in this list, reach out to technical support to have it added to the system.

Event Form - Date and Time

Event Date and Time - Required ⓘ

If your event requires setup/takedown time, please enter it under "Additional Time" in the following section.

Tue Oct 27 2020

2:00 pm

To:

4:30 pm

☒ This event begins and ends on the same day

Additional time ^

Setup Time

0

1

0

Days

Hours

Minutes

Takedown Time

0

0

30

Days

Hours

Minutes

Click on the calendar below to add dates to your event or click the button below to select a date pattern for your event.

Repeating Pattern

<< < October 2020 > >>							
M	T	W	T	F	S	S	
28	29	30	01	02	03	04	
05	06	07	08	09	10	11	
12	13	14	15	16	17	18	

Enter the date and time that your event actually begins and ends.

If you need to hold your room for setup and/or takedown time, enter it under "Additional time."

Event Form - Repeating Events

Pattern Picker ✕

How does this event repeat? Weekly

Repeats every week

Repeats on
☐ Sun ☐ Mon ☒ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

☐ Repeats through
Tue Oct 27 2020

☒ Ends after 3 iterations

Cancel Select Pattern

Repeating Pattern

<< < October 2020 > >>

M	T	W	T	F	S	S
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

View All Occurrences

Click on “Repeating Pattern” to set up a recurring event, or select the desired dates directly from the mini-calendar.

Click on “View All Occurrences” to review and change occurrences of this event, including individual times.

All Date Occurrences ✕

Dates	Times	Extra Times	Comment	State	Remove
Tue Oct 27 2020	2:00 pm 4:30 pm	<u>Setup Time</u> - Oct 27, 1:00 PM <u>Takedown Time</u> - Oct 27, 5:00 PM	<input type="text"/>	Active ⬇	Remove
Thu Oct 29 2020	3:00 pm 5:30 pm	<u>Setup Time</u> - Oct 29, 2:00 PM <u>Takedown Time</u> - Oct 29, 6:00 PM	<input type="text"/>	Active ⬇	Remove
Sat Oct 31 2020	5:00 pm 7:30 pm	<u>Setup Time</u> - Oct 31, 4:00 PM <u>Takedown Time</u> - Oct 31, 8:00 PM	<input type="text"/>	Active ⬇	Remove

Close

Event Form - Locations

Event Locations - Required ⓘ

Locations Search ^

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Saved Searches (optional) v

Search Locations x

ⓘ Hint! Type :: to use SeriesQL.

More Options ^

Reset

Search

Categories

Features


Capacity


between and

The event search will default to saved searches.


Click the “x” to clear this box and begin searching for locations by name, category (room type), feature (room amenity), or capacity.


Event Form - Locations


Event Locations - Required 


Locations Search 

☐ Hide Locations with Conflicts ☐ Enforce Headcount

Saved Searches (optional) 

student union main 

 Hint! Type :: to use SeriesQL

More Options 

Reset

Search


Add	Name	Title	Capacity	Availability	Conflict Details
Added below	SU*122	Student Union: Main Space	270	3/3	None

1 Matching Locations

Page 1 of 1


First


Previous


1 

Next

Last

Items per page 25 

 SU*122

 Add to favorites

Location Title: Student Union: Main Space

Capacity: 270

Remove

View Occurrences

Click “Reserve” to add the space to your event.

If not all dates are available, you will be given the option to reserve the location for any available dates and choose another location for the remaining dates.

Event Form - Required Resources

Required Resources ⓘ

Note any additional resources, supplies, or services needed.

☒ 01. Additional A/V support (microphones, sound, visuals) is requested.

Comment

We will need to borrow a laptop and two microphones

☒ 02. This event will have guests from outside Pratt.

☒ 03. High profile guests and/or senior staff will be in attendance.

Comment

The costume contest will be judged by special guests from the local council

☐ 04. Guests with special needs will be in attendance.

☐ 05. Registration is required for this event.

☐ 06. Guests are being charged for this event.

☐ 07. This event is being promoted off campus.

☐ 08. Catering: Alcohol will be served at this event.

☒ 09. Catering: AVI will cater this event.

Comment

Already submitted order

☐ 10. Catering: An outside vendor will cater this event.

☐ 11. Catering: None, but there will be food present.

Review the items in this list and check those that apply to your event. Add comments where necessary to elaborate on your A/V, guest, and catering needs.

Based on the items selected, AVI Foodsystems, Public Safety, and/or Risk Management will reach out to the event requestor for event review.

Consult the appendix to see which departments get notified when any of these resources are selected.

Event Form - Review and Confirm Details

The screenshot shows a 'Preview' modal window for an event form. The modal contains the following sections:

- Preview** (Header)
- Event Name (Required):** Costume Competition
- Event Type (Required):** Game / Competition / Tournament
- Sponsoring Department (Required):** Student Involvement - Admin
- Additional Sponsors:**
- Expected Head Count (Required):** 24
- Event Description:** A costume competition for students, faculty, and staff. Food and drink will be provided.
- Event Date and Time (Required):** Tue Oct 27 2020, 2:00 pm - 4:30 pm, Locations: SU*122
- Attached Files:**
- Event Details:** Budget code for billing:: 0000-00, Event contact's name and cell number:: Please contact Lillian Gooden at 718-636-3663
- Requirements (Required):** 01. Additional A/V support (microphones, sound, visuals) is requested., 03. High profile guests and/or senior staff will be in attendance., 09. Catering: AVI will cater this event., 02. This event will have guests from outside Pratt., 07. This event is being promoted off campus.
- Event Comments:**
- Affirmation (Required):** Yes
- Create Another and Relate:** No

Below the modal, there is a checkbox labeled 'I agree' and a text area for 'Affirmation'.

At any time, you may click “Preview” in the bottom right corner of the screen to view a summary of your event details.

Click the affirmation before saving your event.

After your event is submitted it will be reviewed by the location scheduler and, if applicable, AVI, Public Safety, and Risk Management.

Reach out to the location scheduler with any questions about your event, and to edit or cancel it if necessary.

Your event’s state will be “Tentative” until confirmed by the location scheduler. Find your event state by going to “Your Upcoming Events” from the dashboard and viewing your events in list view.

Event Review and Approval

The screenshot displays the 'Task List' tab in the 25Live interface. At the top, there are navigation tabs: Details, Occurrences, Calendar, Schedule, Task List (selected), Pricing, and Audit Trail. Below these, there are controls for 'Related Events' (checkbox), 'Edit Event' (link), and a status dropdown menu currently set to 'Tentative'. Below these controls are two buttons: 'Approve Checked' and 'Deny Checked'. The main part of the interface is a table with columns: Task Item, Type, Status, Actions, Flagged, and Respond By. Two tasks are listed:

Task Item	Type	Status	Actions	Flagged	Respond By
<input type="checkbox"/> 11. Catering: None, but there will be food present.	Authorization	In Progress	<input type="button" value="Approve"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Wed Oct 13 :
<input type="checkbox"/> NH*114	Assign	In Progress	<input type="button" value="Assign"/> <input type="button" value="Deny"/>	<input checked="" type="checkbox"/>	Wed Oct 13 :

A green arrow points from the 'Tentative' dropdown menu to a zoomed-in view of the dropdown menu below. The zoomed-in view shows the following options: Tentative, Tentative, Confirmed (highlighted in blue), Denied, and Cancelled.

Once your event is created, it is up to the event approver to review and confirm your event.

Approvers may find their pending tasks in the “Tasks” tab in the 25Live navigation bar or by visiting the “Task List” for an event. This is where you may approve or deny resource or location requests.

When finished, use the drop-down menu to change the status of the event from “Tentative” to “Confirmed/Denied.”

When an event is confirmed, the requestor will automatically receive a confirmation email. If you deny an event, please reach out to the requestor to provide details.

Only approvers may edit events; requestors must reach out to the event scheduler to edit or cancel a event.

Event Searches

25Live is equipped with powerful search functionality.

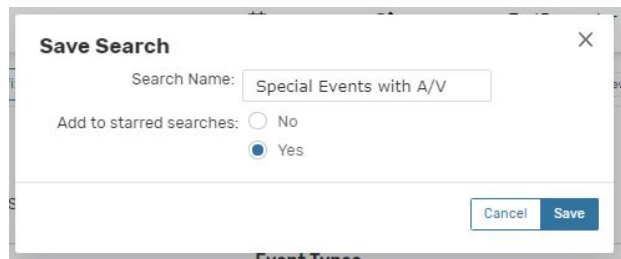
Users can conduct a simple name search or an advanced event search that looks for events meeting multiple criteria—click on “Add Criteria” to see available options.

This screenshot shows the top portion of the 25Live search interface. At the top, there is a 'Select Object:' dropdown menu with 'Events' selected. Below it is a 'Quick Search' toggle switch, currently set to 'Advanced'. The 'Add Criteria' button is highlighted, and a dropdown menu is open, displaying the following options: 'Add Group', 'Your Starred Events', 'General', 'Keyword', 'Events', 'Cabinets', 'Event Types', 'Event States', 'Organizations', 'Contacts', and 'Categories'.

This screenshot shows the main search criteria section of the 25Live interface. At the top, there is a 'Select Object:' dropdown menu with 'Events' selected, and a 'Saved Searches (optional)' dropdown menu. Below this is a 'Quick Search' toggle switch, currently set to 'Advanced'. The 'Event Types' section is expanded, showing a list of event types: 'Ceremony', 'Game / Competition / Tournament', and 'Reception / Social Function'. The 'Requirements' section is also expanded, showing a list of requirements: '01. Additional A/V support (microphones, sound, visuals) is requested.' The 'General' section is also expanded, showing a date field for 'Earliest Start Date' set to 'Thu Oct 01 2020'. At the bottom, there is a 'Search has not been saved' message and buttons for 'Reset', 'Save As', and 'Search'.

Event Searches

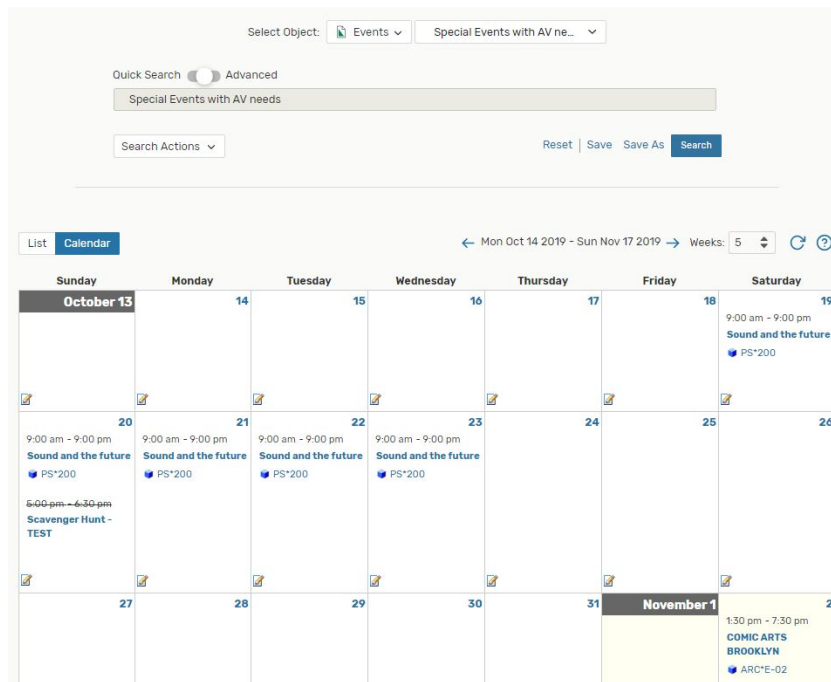
Custom event searches can be saved for later use and will always contain up-to-date results.



A dialog box titled "Save Search" with a close button (X) in the top right corner. It contains a "Search Name:" label followed by a text input field containing "Special Events with A/V". Below this is a section "Add to starred searches:" with two radio buttons: "No" and "Yes", where "Yes" is selected. At the bottom right are "Cancel" and "Save" buttons.

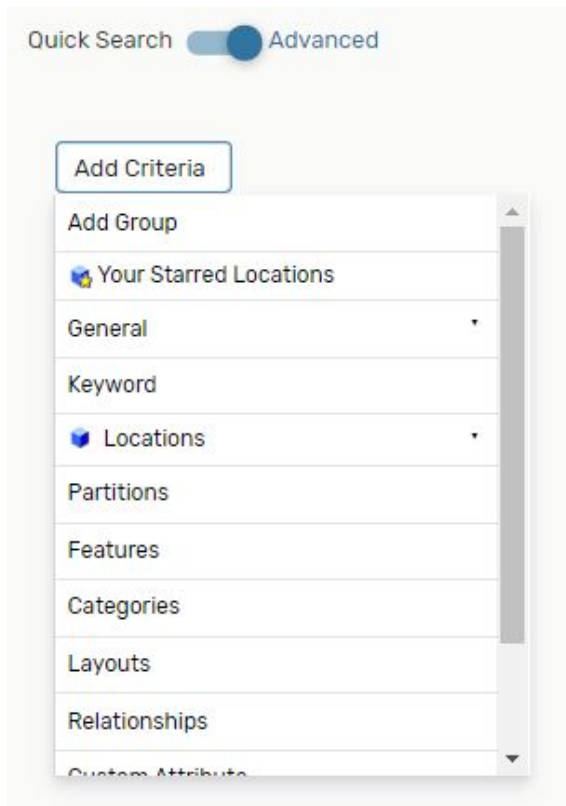
Uses include sharing with other 25Live users, “starring” for quick reference, and generating reports.

Any event search can be viewed in a list or calendar format. Use Reports to export the results of this search.



The screenshot shows the "Special Events with AV needs" search results in calendar format. At the top, there's a "Select Object:" dropdown set to "Events" and a search bar containing "Special Events with AV needs". Below the search bar are "Quick Search" and "Advanced" toggle buttons, with "Quick Search" selected. A "Search Actions" dropdown is also present. To the right are "Reset", "Save", "Save As", and "Search" buttons. The main area shows a calendar grid from Sunday, October 13 to Saturday, November 2. The calendar displays events for "Sound and the future" (9:00 am - 9:00 pm) and "Scavenger Hunt - TEST" (5:00 pm - 6:30 pm) on October 20, 21, 22, and 23. On November 1, there is an event "COMIC ARTS BROOKLYN" (1:30 pm - 7:30 pm). The calendar is viewed for 5 weeks, starting from Monday, October 14, 2019.

Location Searches



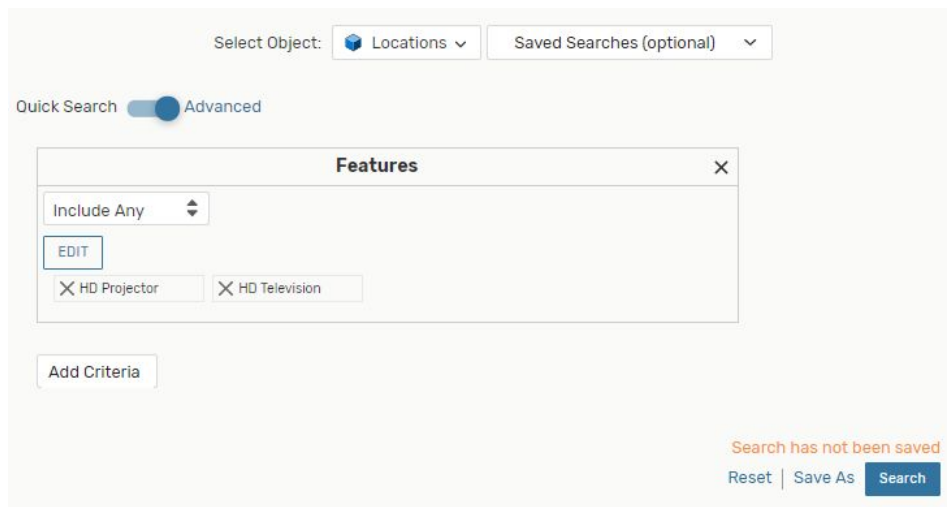
Quick Search ☒ Advanced

Add Criteria

- Add Group
- Your Starred Locations
- General
- Keyword
- Locations
- Partitions
- Features
- Categories
- Layouts
- Relationships
- Custom Attribute

As with event searches, users searching for locations can employ a quick search or advanced search using one or many of the criteria listed.

Location searches can be saved for future use, shared with other 25Live users, and used to generate reports.



Select Object: Saved Searches (optional)

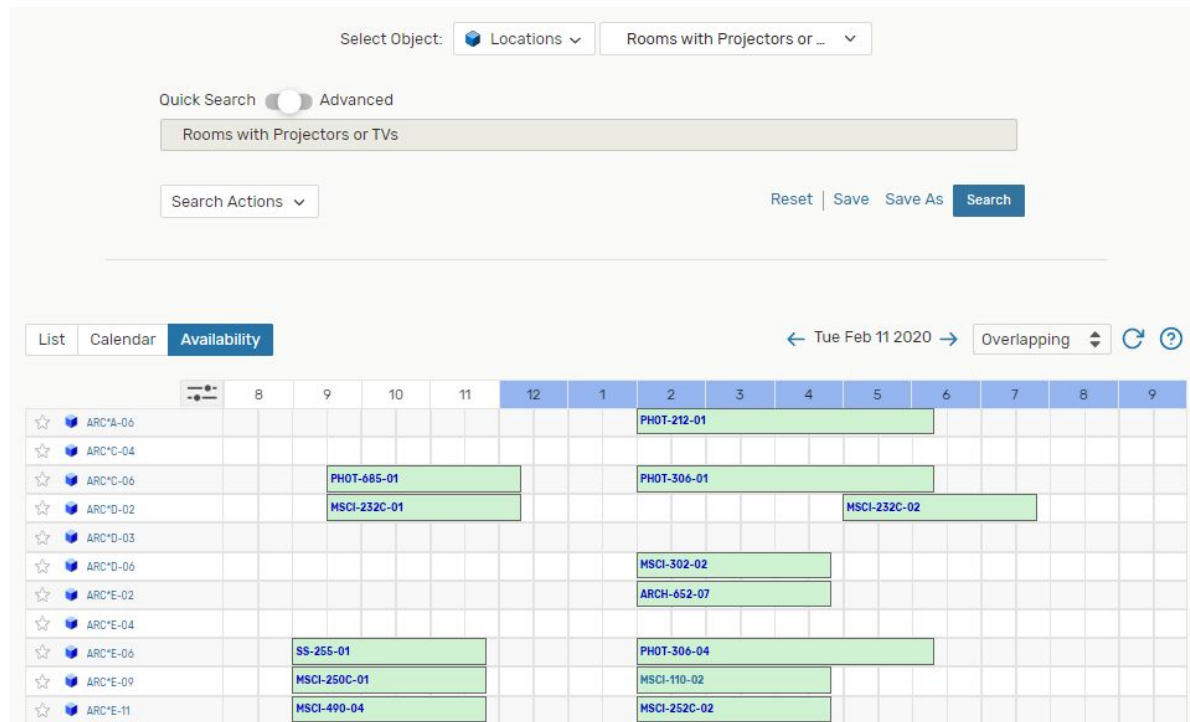
Quick Search ☒ Advanced

Features

Include Any

Search has not been saved

Location Searches



Location searches can be viewed in list, calendar, or availability format. The latter view is convenient for pulling up at-a-glance availability of preferred rooms.

Use Reports to export the results of this search.

Reports

Starred Reports

Event Reports


Location Reports

Resource Reports

Other Reports

Daily Events ☆

About This Report

 Daily Events

For each event, the report shows the start and end times, location(s), event name and title, and contact name and phone number.

Parameters

- Event search (a saved event search to indicate which events to evaluate). Be cautious about including date criteria in your event search definition. They may help the report run faster, but be sure the date span of the event search includes the report date entered for the report parameter.
- Location search (a saved location search to indicate which locations to evaluate).
- Report date.

Data Included

- Only records returned by the searches are evaluated for inclusion.
- Only events with assigned locations are included in the report.
- Only events and locations for which you have security privileges are included in the search results.

[View Sample Report](#)

Select Report Parameters

* Event Search:

Special Events with AV needs ☆

* Report Date:

Tue Sep 01 2020

* Location Search:

Lecture Hall Rooms ☆

Report Delivery Options

☒ View this report now

☐ Email this report to yourself

☐ Email this report to...

Report Format Options

☐ PDF

☒ Excel

☐ Rich Text Format

☐ HTML

☐ Text

Run Report

Reports are dependent on event and location searches. Create an event or location search that fits your desired parameters before attempting to generate a report.

Choose the report you wish to generate from the Event, Location, Resource, or Other categories. Click “View Sample Report” to view a preview and determine whether this report is suitable for your needs.

You may “star” frequently used reports from the drop-down list. These will appear in the “Starred Reports” category for your use.

Choose your desired event or location search under “Select Report Parameters” and select other parameters if necessary (dependent on report type). Note that not all reports are available in Excel format.

Select “View this report now” to download immediately. For larger reports that may take a while to generate, you may want to email the report to yourself.

Appendix: Event Types

Ceremony

A ceremony might involve speeches in front of an audience.

Class Meeting

Used when a class is meeting in a different location for a special session.

Not to be used for changing the location of a class for the semester.

Conversation / Panel

An event in which two or more participants speak in front of an audience, or answer audience questions.

Exhibition / Fair

May include art or information displays, vending, or information tables.

Film Production

Used for filming by student or external groups.

Film Screening

Screening recorded material for an audience.

Game / Competition / Tournament

This event type is self-explanatory.

Lecture Event

An event driven by a lecturer, usually in a lecture hall or large classroom.

Maintenance

Used to block a room for renovations or upgrades.

Meeting - Simple

Used when just the room and its native features are needed with no additional support.

Meeting - with Support

Used for a meeting that needs additional catering or public safety support.

Online Teaching

Instructors may use this event type when they need a space on campus to lead a session of an online class.

Performance

This event type can also be used for performance rehearsals.

Reception / Social Function

Used for parties and similar functions, especially those that involve food and alcohol.

Appendix: Required Resources

Resource

01. Additional A/V support
02. Outside guests
03. High profile guests/senior staff
04. Guests with special needs
05. Registration required
06. Paid event
07. Promoted off-campus
08. Catering, alcohol
09. Catering, AVI
10. Catering, outside vendor
11. Catering, none, but food present

Notified Parties

- None; your event approver will reach out to coordinate support.
- Public Safety and Risk Management
- Risk Management
- Public Safety and Risk Management
- Public Safety
- Risk Management
- Public Safety and Risk Management
- AVI, Public Safety and Risk Management
- AVI
- Risk Management
- None; FYI for event approver

Appendix: Location Categories

Academic Computing
Athletic
Auditorium
Brooklyn
Classroom
Classroom Lab
Computer Lab
Conference Room
Critique Space
Gallery
Lecture Hall
Lobbies
Lounge/Coworking
Manhattan (PMC)

Multi-purpose
Office Workstation
Outdoor
Restricted Space
Seminar Room
Shop
Studio
TEC Room (Full)
TEC Room (Lite)
TEC (Hybrid Teaching)
TEC (AV Cart)
Tech Booth
Ticket Booth

TEC Rooms are **Technology Enhanced Classrooms**.

Full TEC rooms include an instructor podium or desk with fully integrated computing and multimedia equipment.

TEC Lite rooms include an HD projector or HD TV and a laptop connection.

The **TEC Hybrid Teaching Station** is designed for hybrid classes, where some participants are in-person and others remote. One display is intended to show a presentation or view of the classroom, and the other a view of each participant.

The **TEC AV Cart** mirrors the simplicity of the TEC Lite classroom in a mobile capacity. It is designed as a BYOD (Bring Your Own Device) unit. An HDMI cable with multiple adapters are provided.

Appendix: Location Features

ADA Compliant
Air Conditioning
Apple TV
Audio Interface
Audio Recording
Blackout Curtains
BluRay Player
Camera - Web
Card Access
Carpeting
Chalk Board
Computers - Dual (MAC/PC)
Computers - MAC
Computers - PC
Conference Phone
Conference Table

Dimmer Lighting
Document Camera
DVD/CD Player
Ethernet Port
Flatbed Scanner
Green Screen
Hardwood Floor
HD Projector
HD Television
iDevice Connection
Instructor's Desk
Laptop Input
Lectern
Microphone
Microphone - Wireless
Movable Tables

Piano
Pin-Up Board
Printer
Projection Booth
Sink
Sound System
Speakers
Stream Deck
Track Lighting
VCR
Video Recording
Whiteboard

Appendix: Other Location Schedulers

The following spaces are not booked through 25Live. Please contact the scheduler directly to reserve.

Myrtle Hall 2E-03: Admissions Orientation Room

Dustin Liebenow (dliebeno@pratt.edu), Admissions

Memorial Hall 006 & 006B: Conference Rooms

Jeannie So (provaa@pratt.edu), Provost's Office

ARC Gym

Walter Rickard (wrickard@pratt.edu), Athletics

Devin Roban (droban@pratt.edu), Athletics

Max Sass (msass@pratt.edu), Athletics (External Rental Requests)