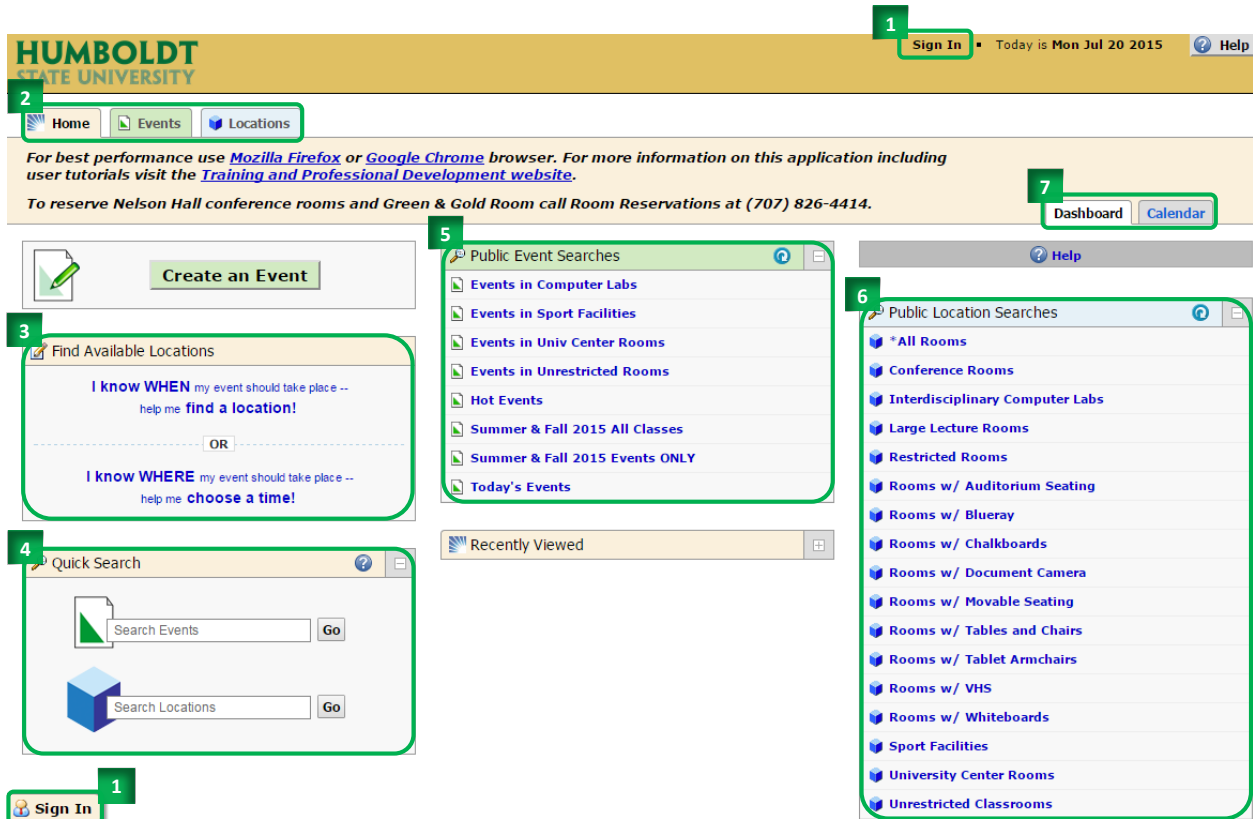


## 25Live Basic Navigation

### Dashboard Tab

1. **Sign in** to 25Live using your HSU user name & password to perform Available Locations search, request a new room reservation, or manage your existing reservations.
2. Use the **Home**, **Events** or **Locations** tabs to navigate within the 25Live application.
3. Use the **Find Available Locations** feature to search for a location available during specific time or find out when a specific room is available, and requests a reservation (requires HSU user name and password).
4. Use the **Quick Search** fields to perform a search for a specific location (for example FH\_232) or event.
5. Select one of the **Public Event Searches** to view a list of daily events organized by event type or location.
6. Select one of the **Public Location Searches** to view room features, calendars and room availability.
7. Click on the **Calendar** tab to view all of the week's events.



The screenshot shows the 25Live dashboard interface with the following elements highlighted by numbered callouts:

- 1:** Sign In button in the top right corner of the header.
- 2:** Home, Events, and Locations navigation tabs in the top left.
- 3:** Find Available Locations search box with options for "I know WHEN" (find a location!) and "I know WHERE" (choose a time!).
- 4:** Quick Search box with "Search Events" and "Search Locations" input fields.
- 5:** Public Event Searches list including categories like "Events in Computer Labs", "Events in Sport Facilities", "Events in Univ Center Rooms", "Events in Unrestricted Rooms", "Hot Events", "Summer & Fall 2015 All Classes", "Summer & Fall 2015 Events ONLY", and "Today's Events".
- 6:** Public Location Searches list including categories like "All Rooms", "Conference Rooms", "Interdisciplinary Computer Labs", "Large Lecture Rooms", "Restricted Rooms", "Rooms w/ Auditorium Seating", "Rooms w/ Blueray", "Rooms w/ Chalkboards", "Rooms w/ Document Camera", "Rooms w/ Movable Seating", "Rooms w/ Tables and Chairs", "Rooms w/ Tablet Armchairs", "Rooms w/ VHS", "Rooms w/ Whiteboards", "Sport Facilities", "University Center Rooms", and "Unrestricted Classrooms".
- 7:** Dashboard and Calendar tabs in the top right.

## Calendar Tab

1. Select one of the Public Event Searches from the **Showing** drop-down menu to select which events you would like to see.
2. Select the **Dates** link or the arrows to adjust the dates events for which you would like to view (see 9. for more information on the date picker).
3. Use the **Refresh** button for the most current list of events.
4. Mouse over a location name and a floating window containing location details, such as a picture, capacity, and features will appear.
5. Select the location name link to view the details of the location and its schedule.
6. Mouse over an event name and a floating window containing event details, such as name, title, reference number, time, description, organizations, and locations will appear.
7. Select the event name link to view all details of the event.
8. Click on the **Dashboard** tab to return to the search page.

To reserve Nelson Hall conference rooms and Green & Gold Room call Room Reservations at (707) 826-4414.

1 2 3 8 Dashboard Calendar

Showing: Today's Events Dates: Sun Jul 19 2015 — Sat Jul 25 2015 Refresh (Current as of 9:26am)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>July 19</b> 8:00 AM (Jul 16 2015) - 5:00 PM (Jul 20 2015) <b>SSD Installation</b> SCIA_364 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_108 WFB_270 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002 GH_102 GH_124 GH_219 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015 GH 218</b> GH_218	<b>July 20</b> 8:00 AM (Jul 16 2015) - 5:00 PM <b>SSD Installation</b> SCIA_364 7:00 AM - 6:50 PM <b>Upward Bound Summer 2015 Academy</b> ARTA_024 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 4:59 PM <b>Anthropology Masters Program</b> BSS_402 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_002 SH_109 SH_128 WFB_258 WFB_270	<b>July 21</b> 8:00 AM (Jul 20 2015) - 5:00 PM <b>CTS Maintenance</b> 7:00 AM - 6:50 PM <b>Upward Bound Summer 2015 Academy</b> ARTA_024 10:00 PM <b>Brass Chamber Music</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 4:59 PM <b>Anthropology Masters Program</b> BSS_402 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_002 SH_109 SH_128 WFB_258 WFB_270 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002	<b>July 22</b> 7:00 AM - 6:50 PM <b>Upward Bound Summer 2015 Academy</b> ARTA_024 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 4:59 PM <b>Anthropology Masters Program</b> BSS_402 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_002 SH_109 SH_128 WFB_258 WFB_270 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002	<b>July 23</b> 7:00 AM - 6:50 PM <b>Upward Bound Summer 2015 Academy</b> ARTA_024 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 4:59 PM <b>Anthropology Masters Program</b> BSS_402 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_002 SH_109 SH_128 WFB_258 WFB_270 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002	<b>July 24</b> 7:00 AM - 6:50 PM <b>Upward Bound Summer 2015 Academy</b> ARTA_024 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 4:59 PM <b>Anthropology Masters Program</b> BSS_402 8:00 AM - 5:00 PM <b>Screen Replacements</b> NR_210 SH_002 SH_109 SH_128 WFB_258 WFB_270 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002 GH_102 GH_124 GH_219 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015 GH 218</b> GH_218	<b>July 25</b> 7:00 AM - 10:00 PM <b>Brass Chamber Music 2015</b> MUSA_106 MUSA_109 MUS_203A MUS_205 MUS_207 7 more locations... 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015</b> GH_002 GH_102 GH_124 GH_219 8:00 AM - 10:00 PM <b>Afro-Cuban Music &amp; Dance 2015 GH 218</b> GH_218

9. When adjusting the calendar date range, the default setting is 1 week, starting today. This will cause the date on the **End Date** calendar to move when the **Start Date** is changed. To set a different date range, select one of the options from the **"Enforce a Date Range Interval of"** drop-down menu. To disregard the length of time restriction, uncheck the checkbox and set a custom date range (when this box is unchecked, start and end date can be changed independently of each other).

Start Date: Sun Jul 19 2015

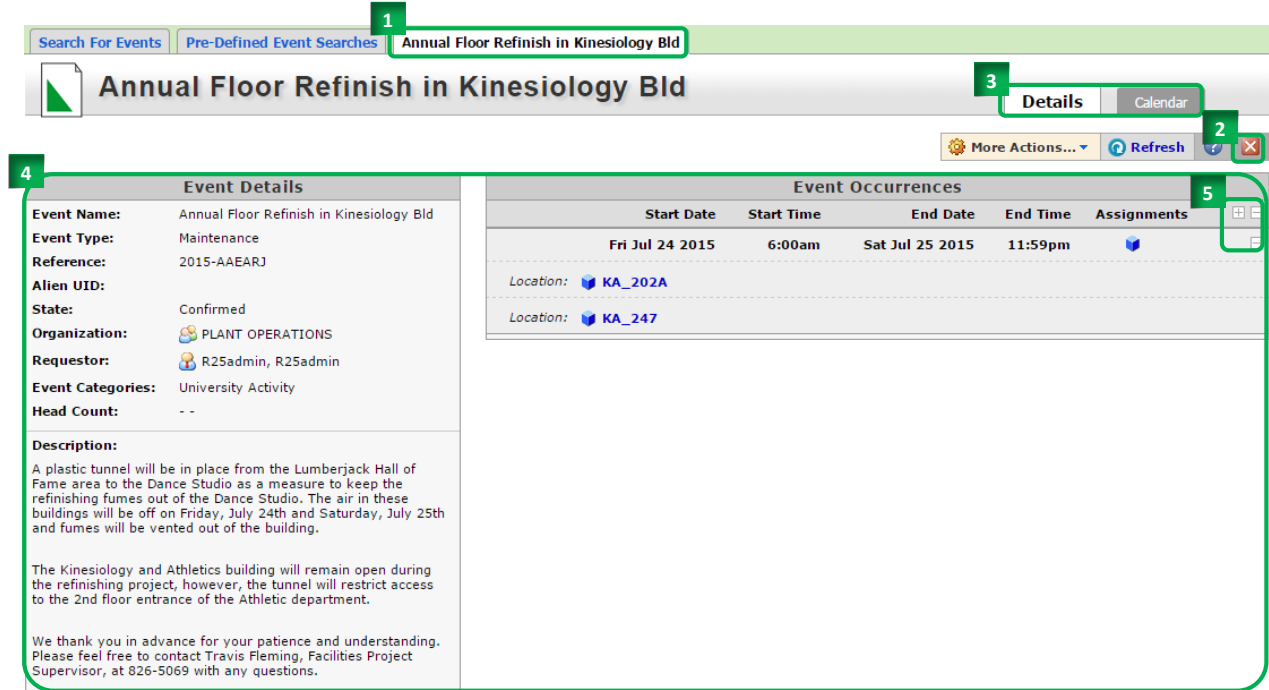
End Date: Sat Jul 25 2015

Enforce a Date Range Interval of 1 Week

Done

To view the details of a specific event, click on its name.

1. The event details will open in a new tab.
2. This tab can be closed by clicking on the red "X" icon in the upper right corner.
3. The event can be viewed using **Detail** or **Calendar** view.
4. Event Details view allows to view event Description, list of event occurrences and locations assigned on each date, organizations and people involved in the reservation.
5. Use the "+" (plus) and "-" (minus) icons to expand and minimize the list of occurrences or the list of locations assigned to each occurrence of the event.



**Annual Floor Refinish in Kinesiology Bld**

**Event Details**

Event Name: Annual Floor Refinish in Kinesiology Bld  
 Event Type: Maintenance  
 Reference: 2015-AAEARJ  
 Alien UID:  
 State: Confirmed  
 Organization: PLANT OPERATIONS  
 Requestor: R25admin, R25admin  
 Event Categories: University Activity  
 Head Count: --

**Description:**

A plastic tunnel will be in place from the Lumberjack Hall of Fame area to the Dance Studio as a measure to keep the refinishing fumes out of the Dance Studio. The air in these buildings will be off on Friday, July 24th and Saturday, July 25th and fumes will be vented out of the building.

The Kinesiology and Athletics building will remain open during the refinishing project, however, the tunnel will restrict access to the 2nd floor entrance of the Athletic department.

We thank you in advance for your patience and understanding. Please feel free to contact Travis Fleming, Facilities Project Supervisor, at 826-5069 with any questions.

**Event Occurrences**

Start Date	Start Time	End Date	End Time	Assignments
Fri Jul 24 2015	6:00am	Sat Jul 25 2015	11:59pm	
Location: KA_202A				
Location: KA_247				

6. The **Calendar** view allows to see the event in a weekly or monthly grid. This view also includes events related to the event of interest.



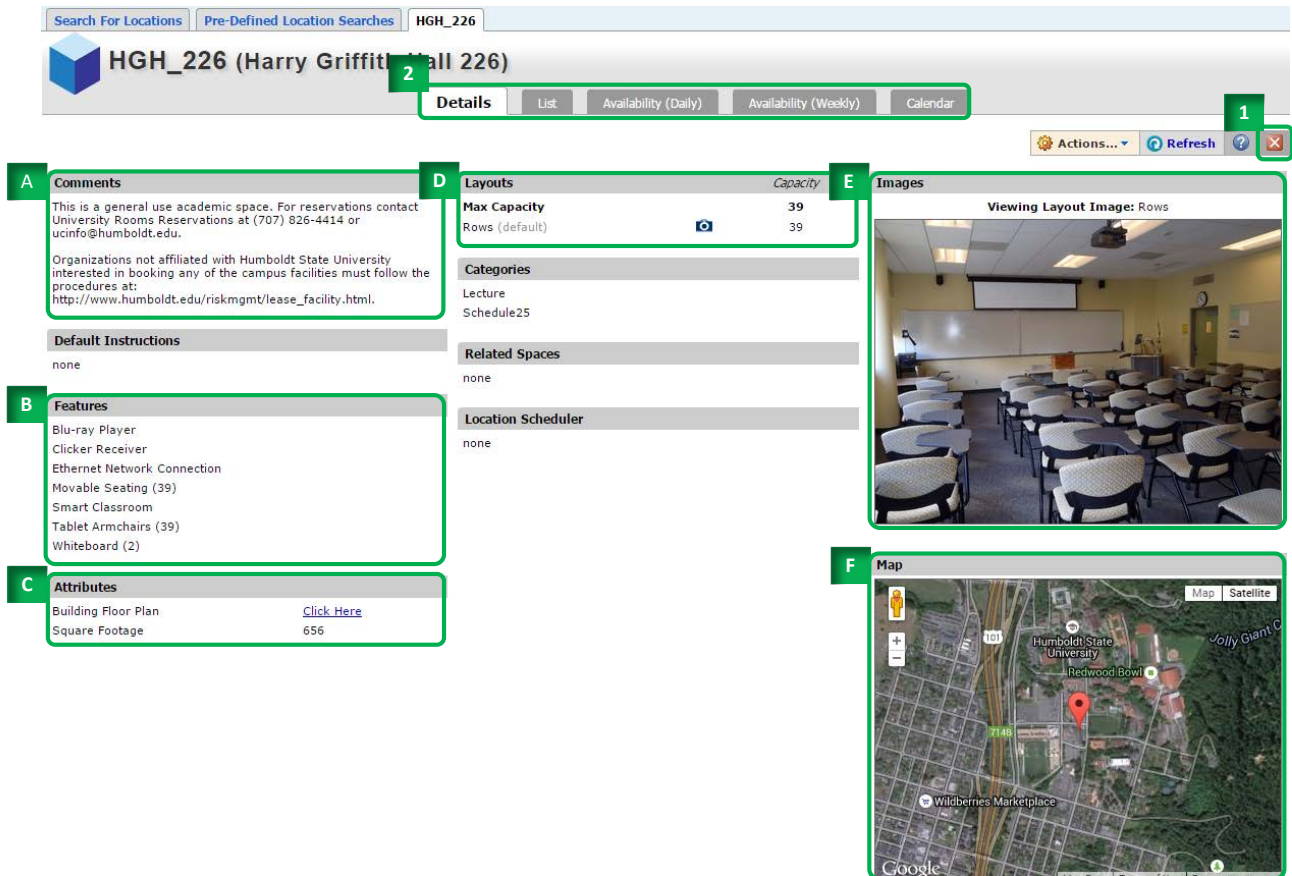
**Annual Floor Refinish in Kinesiology Bld**

Calendar view showing the event on a weekly grid.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 19	20	21	22	23	24 6:00AM - 11:59PM (Jul 25 2015) Annual Floor Refinish in Kinesiology Bld KA_202A KA_247	25 6:00AM (Jul 24 2015) - 11:59PM Annual Floor Refinish in Kinesiology Bld KA_202A KA_247
26	27	28	29	30	31	August 1

To view the details of a specific location, click on its name. The location details will open in a new tab.

1. This tab can be closed by clicking on the red “X” icon in the upper right corner.
2. Several tabs of information for a location are available:
  - **Details** tab contains: (A) brief comments about the room, for example: who to call regarding booking the room or restrictions on using the room, (B) a list of room features, (C) a link to the building’s floorplan (available on the Facilities Planning website) and room’s square footage, (D) room’s capacity and type of layout, (E) a photograph (if available), and (F) an interactive Google map showing the building’s location.



Search For Locations | Pre-Defined Location Searches | HGH\_226

**HGH\_226 (Harry Griffith Hall 226)**

Details | List | Availability (Daily) | Availability (Weekly) | Calendar

Actions... | Refresh | ? | X


**A Comments**  
 This is a general use academic space. For reservations contact University Rooms Reservations at (707) 826-4414 or ucinfo@humboldt.edu.  
 Organizations not affiliated with Humboldt State University interested in booking any of the campus facilities must follow the procedures at: [http://www.humboldt.edu/riskmgmt/lease\\_facility.html](http://www.humboldt.edu/riskmgmt/lease_facility.html).


**B Features**  
 Blu-ray Player  
 Clicker Receiver  
 Ethernet Network Connection  
 Movable Seating (39)  
 Smart Classroom  
 Tablet Armchairs (39)  
 Whiteboard (2)

**C Attributes**  
 Building Floor Plan [Click Here](#)  
 Square Footage 656

**D Layouts**

Layout	Capacity
Max Capacity	39
Rows (default)	39

**E Images**  
 Viewing Layout Image: Rows  


**F Map**  


- **List** tab displays all events as an itemized list, with columns showing events’ names, titles, headcounts, organizations attached to the event, and event times (including setup and takedown).
- **Availability (Daily)** tab displays a daily calendar grid, which lends itself to an easy search for open times. This view can be manipulated by changing (A) the date range of events, (B) days of the week visible, (C) overlapping or separating each day’s events.

**HGH\_226 (Harry Griffith Hall 226)**

A Details **B** Availability (Daily) Availability (Weekly) Calendar

Dates: ◀ Sun Aug 16 2015 — Sat Aug 22 2015 ▶ Weekdays: All Days Same-Day Event View: Overlapping Actions... Refresh What is this view?

Date	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Sun Aug 16 2015												Closed				
Mon Aug 17 2015			SED Foundations					SED Foundations/Orien								Closed
Tue Aug 18 2015		SED Foundations/Orientation						SED Foundations/Orien								Closed
Wed Aug 19 2015	HOP Orientation 2015															
Thu Aug 20 2015	HOP Orientation 2015															
Fri Aug 21 2015	HOP Orientation 2015															
Sat Aug 22 2015																

- Availability (Weekly)** tab displays a weekly calendar grid, which lends itself to searching for open times for a one-time event as well as a multi-week recurring event. This view can be manipulated by changing (A) the date range of events, (B) days of the week visible, (C) selecting the number of weeks viewed at the same time. When searching for rooms for events spanning the entire semester, it is best to set the number of weeks to 17 (15 weeks of instruction + spring/Thanksgiving break + finals week).

**HGH\_226 (Harry Griffith Hall 226)**

A Details List **B** Availability (Daily) **C** Availability (Weekly) Calendar

Starting Week: ◀ Sun Aug 16 2015 - Sat Aug 22 2015 ▶ Weekdays: All Days Number of Weeks: 1 Actions... Refresh What is this view?

	Sunday 8/16	Monday 8/17	Tuesday 8/18	Wednesday 8/19	Thursday 8/20	Friday 8/21	Saturday 8/22
7:00 AM				HOP Orientation 2015	HOP Orientation 2015	HOP Orientation 2015	
8:00 AM			SED Foundations/Orientat				
9:00 AM		SED Foundations/Orientat					
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM		SED Foundations/Orientat	SED Foundations/Orientat				
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM	Closed						
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM		Closed	Closed	Closed	Closed		
						Closed	Closed

Information is current as of Jul 24 2015 4:06pm

- Calendar** tab displays weekly events as list on the corresponding days. It is easy to read when looking for events, however it does not display the room’s availability. This view can be adjusted by changing (A) the date range of events.

HGH\_226 (Harry Griffith Hall 226)

[Details](#)
[List](#)
[Availability \(Daily\)](#)
[Availability \(Weekly\)](#)
[Calendar](#)

Dates: Sun Aug 16 2015 – Sat Aug 22 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>August 16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
	9:00 AM - 10:30 AM SED Foundations/Orientations August 2015  2:30 PM - 4:30 PM SED Foundations/Orientations August 2015	8:00 AM - 10:30 AM SED Foundations/Orientations August 2015  2:30 PM - 4:30 PM SED Foundations/Orientations August 2015	7:00 AM - 10:00 PM HOP Orientation 2015	7:00 AM - 10:00 PM HOP Orientation 2015	7:00 AM - 10:00 PM HOP Orientation 2015	

For questions regarding **general room scheduling** contact University Center Room Reservations office at 707.826-4414.

For questions regarding **room reservations for classes** contact Office of the Registrar at [r25class@humboldt.edu](mailto:r25class@humboldt.edu).