

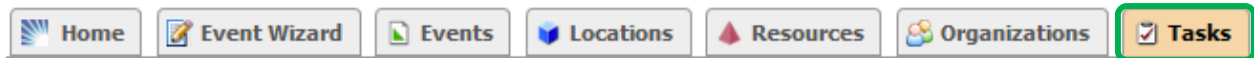
25Live Guide: How to manage room requests coming from OrgSync?

At the beginning of Fall 2017 semester, Clubs and Activities Office rolled out a new student club management software called [OrgSync](#). This software allows HSU students to create club events and submit room requests directly into 25Live. 25Live schedulers can approve or deny such room requests and their decision is automatically imported into OrgSync.

This guide explains how to recognize a reservation from OrgSync, how to find out who the actual requestor is, and how to make sure that the room assignment decision is imported correctly into OrgSync.

How to recognize an OrgSync room request?

Once a student creates an event in OrgSync, the room reservation request is immediately exported into 25Live. If you are a scheduler and approver for some locations in 25Live, you may find new pending room requests in the Tasks tab of 25Live.



The initial request may have the word **[Incomplete]** in front of its name indicating that the requestor has not finished answering the required by the Clubs & Activities office list of questions about the event. At this early stage, you do not need to entertain the room request, particularly because you may not have enough information to make a decision.

[Incomplete] Bella's Test OrgSync Event [[Incomplete] Bella's Test OrgSync Event]	[Incomplete] Bella's Test OrgSync Event	BSS_211	Assign	Active / In Progress	Assign? / Deny?	Aug 24 2017	Aug 25 2017	User, Orgsync
---	---	---------	--------	----------------------	-----------------	-------------	-------------	---------------

Once the event requestor has answered the Clubs & Activities office questions about the event, the word **[Incomplete]** disappears from the event name. This is a good time to review this request and make a decision about assigning the room.

Bella's Test OrgSync Event [Bella's Test OrgSync Event]	Bella's Test OrgSync Event	BSS_211	Assign	Active / In Progress	Assign? / Deny?	Aug 24 2017	Aug 25 2017	User, Orgsync
--	----------------------------	---------	--------	----------------------	-----------------	-------------	-------------	---------------

Another way to recognize an OrgSync room request is by its Scheduler. All OrgSync room requests are exported into 25Live with a generic Scheduler named **User, OrgSync** attached to them.

[Incomplete] Bella's Test OrgSync Event [[Incomplete] Bella's Test OrgSync Event]	[Incomplete] Bella's Test OrgSync Event	BSS_211	Assign	Active / In Progress	Assign? / Deny?	Aug 24 2017	Aug 25 2017	User, Orgsync
---	---	---------	--------	----------------------	-----------------	-------------	-------------	----------------------

How to find out who the actual room requestor of an OrgSync reservation is?

To learn who submitted this event/room request click on the event name in your Task list.

[Incomplete] Bella's Test OrgSync Event [[Incomplete] Bella's Test OrgSync Event]	[Incomplete] Bella's Test OrgSync Event	BSS_211	Assign	Active / In Progress	Assign? / Deny?	Aug 24 2017	Aug 25 2017	User, Orgsync
---	---	---------	--------	----------------------	-----------------	-------------	-------------	---------------

When the event details appear, scroll down until you see the **Event Custom Attributes** section. Within that section in the **Org Sync Event Creator** field, you will find the name and email address of the event creator.

Event Custom Attributes:	
Org Sync Event Request ID:	1793265
Org Sync Event ID:	2003752
Org Sync Event Creator:	Bella Gray (bella@humboldt.edu)

How to make sure that an approved room assignment is imported into OrgSync?

Until certain actions are taken in 25Live, the room reservation appears in OrgSync as pending:

Bella's Test OrgSync Event

AUG

25

🕒 Friday, Aug 25, 2017
3:00 PM - 4:00 PM PDT · [Add to Calendar](#)

📍
Pending room reservation for BSS_211 in Behavioral & Social...

📄 RSVPs are disabled until this event is published.

When you are ready to assign the room in 25Live, you must perform the two steps described below in order to import the room assignment approval into OrgSync.

1. First, on the **Task List** tab of the event to which you are about to assign the room,

Details
Calendar
Task List

View: Only Tasks Assigned To You
[Edit this Event](#)
Event State: *Tentative*

locate the Assignment Requests **Assign?** / **Deny?** actions and select the appropriate one. In this case, let's select the **Assign** action.

Assignment Requests More Actions... ▾

BSS_211 **Status:** Active **Flagged?:**

Associated Reservation: Aug 25 2017 **Respond By Date:** Aug 24 2017

Comments: (none) [EDIT](#)

Assigned To:

Kentdev 25live, Administrator

Your Assignment State: **Assign?** **Deny?**

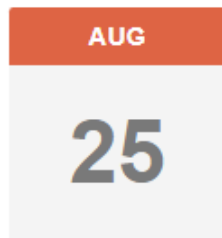
2. Next, in the **Evet State** menu, change the state of the event from Tentative to **Confirmed**.

View: Only Tasks Assigned To You ▾ [Edit this Event](#) **Event State: Confirmed** ▾

Within the next few minutes, the room assignment and the event confirmation will be imported to OrgSync and displayed in the following fashion:

Bella's Test OrgSync Event

Hosted by [Clubs and Orgs](#) on Friday, Aug 25, 2017



Friday, Aug 25, 2017, 3:00 PM - 4:00 PM PDT
Additional setup time: 0 minutes
Additional teardown time: 0 minutes

Approved room reservation for
BSS_211 in Behavioral & Social...

*For questions regarding [25Live](#) contact
Bella at ext. 5788 or at bella@humboldt.edu.*