



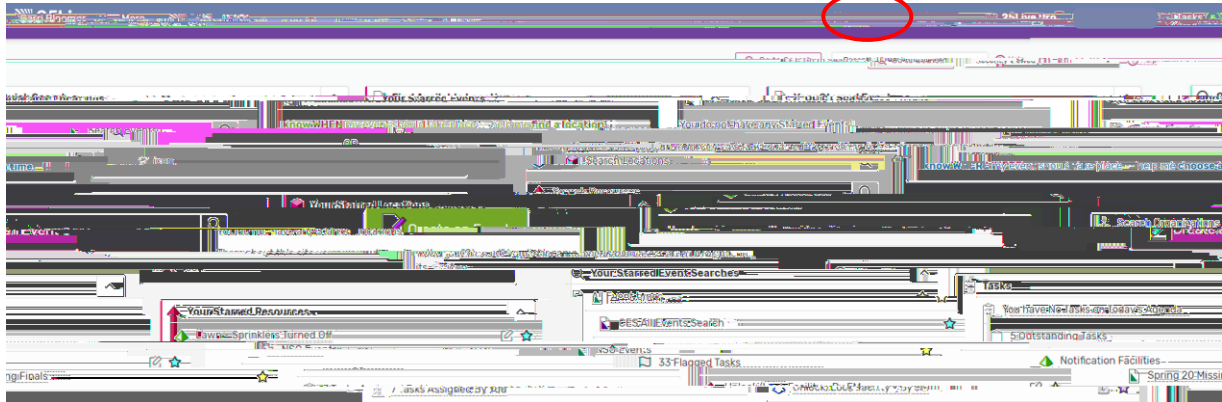


## System Access



# 25Live Pro

## Customize & Utilize the Dashboard









Designated Technology Descriptions





# 25Live Pro

---

## Scheduling Rules-S25 vs NonS25



Computer Labs

—

—

—

—

0027. > 9HJ E&E. 002900



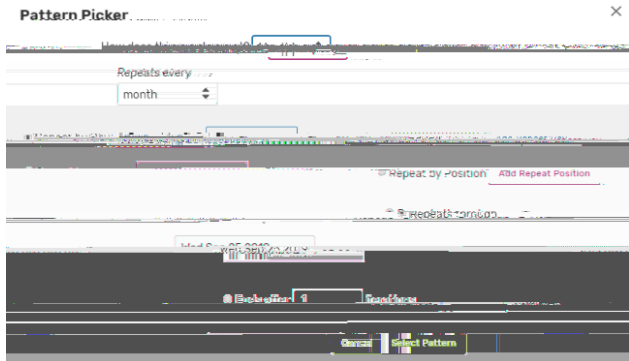
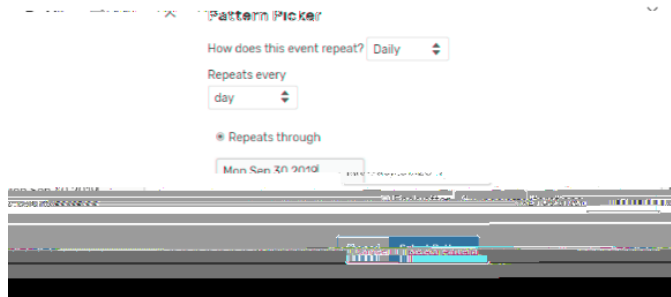
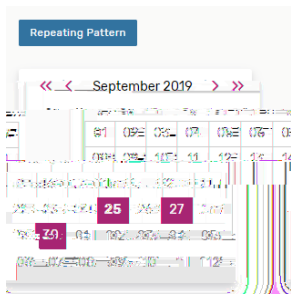
Course Scheduling Process

## Creating Reservations-The Event Form



























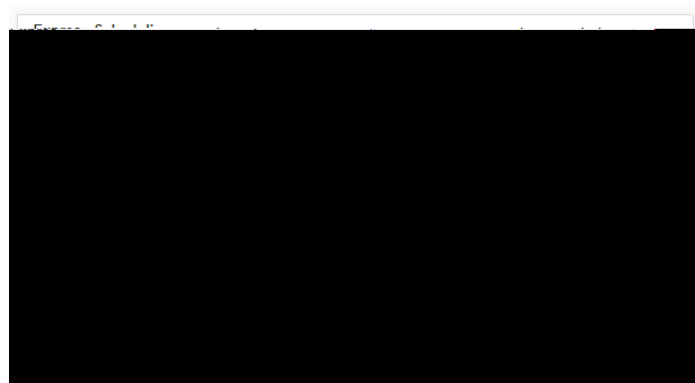






# 25Live Pro

## Express Scheduling



Express Scheduling

Date / Time: Thu Mar 14, 2024

Express Locations: Search spaces

Search spaces

MCKE 0213K / MCKE 0213K

1:00 pm

MCKE 0282 / MCKE 0282



















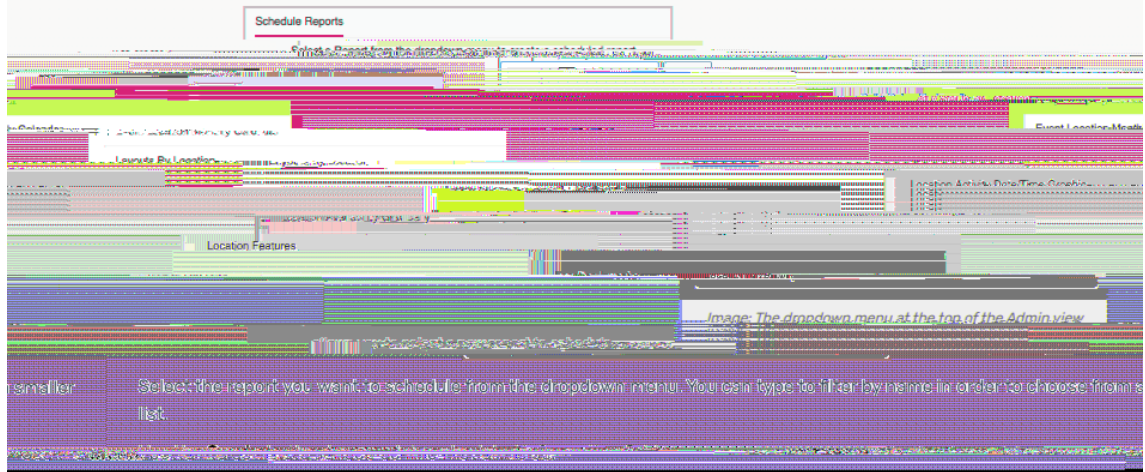




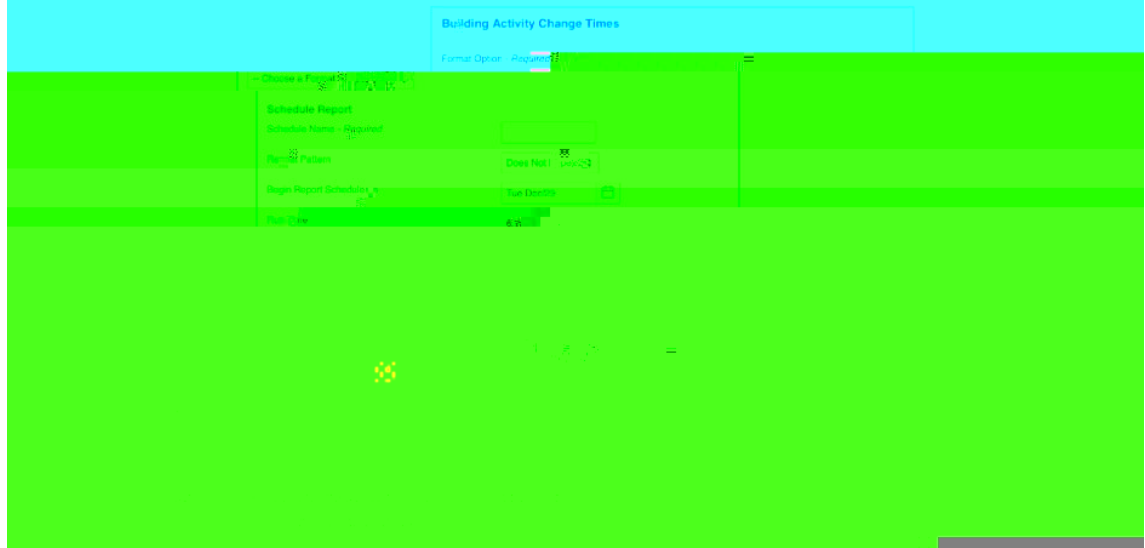
## How to Create New Scheduled Report

to report.

1. Select a Report to view.

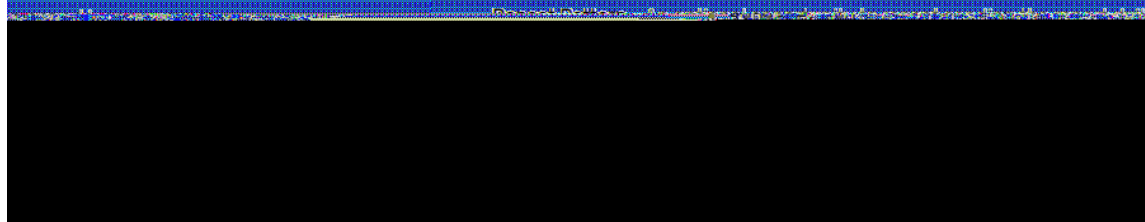


## 2. Complete Format



is the scheduled report summary view, you can edit all of the fields for any of the reports. To edit a report, click on the report name in the list.

**Report Name:** An optional name that is only used for reporting your scheduled reports.







## How to Edit a Report Schedule

Note: You Can Edit Reports that you Own

The Edit link is available for reports that you created. If you are an administrator that needs to edit a schedule you did not create, you will see the Edit link in the grid view.

A screenshot of a report schedule list. The list has three rows. The first row is for 'Joe Faculty' with an 'Active' status and an 'Edit' link circled in red. The second row is for 'Jane Registrar' with an 'Active' status and 'Copy' and 'Delete' links. The third row is for 'Bob Administrator' with an 'Active' status and 'Copy' and 'Delete' links. Below the list, there is a text box that says: 'Image: The Edit link is available in both the list view and grid view.'

### Change Report Schedule Fields:

A screenshot of the 'Change Report Schedule Fields' form. The form has several sections: 'Schedule Report' with a 'Schedule Name - Required' field; 'Repeat Pattern' with a 'Weekly' dropdown; 'Repeat Every' with a '4th Week' dropdown; 'Repeat on' with radio buttons for 'Monday', 'Tuesday', 'Wednesday', and 'Thursday'; 'Email Report To - required' with a dropdown menu; and 'Report dates' with a date range selector. There are also buttons for 'Save' and 'Cancel'.

### 3. Save Your Changes



Blackouts

Academic Scheduling Resources

---

# 25Live Pro