

Glossary of Terms for 25Live

Depending on your level of access, there are 9 possible Tabs (pages) a user can see. The 9 Tabs are: [Home](#), [Event Wizard](#), [Events](#), [Locations](#), [Resources](#), [Organizations](#), [Tasks](#), [Reports](#) and [Publisher](#).





























Home tab	Provides two view options for your initial view when logged into the application.
Dashboard view sub	This is the page a user is presented with when first logging into 25 Live. The Dashboard allows quick access to a variety of items. A user can perform Quick Search , Create an Event , view favorites " Starred " items as well as Recently Viewed items.
Calendar view sub tab	Displays pre-defined Event Searches for the dates selected. When a user logs out, 25Live will remember which sub tab you were last on and that will be displayed at the next sign in.
Customize Dashboard	Allows a signed in user to determine which pagelets appear on their Dashboard.
Quick Search	A minimum of two characters are required to use the Quick Search function for Events , Locations or Resources .
Starred Events	Events that you have saved as your favorites.
Starred Locations	Locations that you have saved as your favorites.
Starred Resources	Resources that you have saved as your favorites.
Event Wizard	Used to create an Event
Events	an existing class section, event, reservation in 25Live identify the type of Event begin created, meeting, luncheon, conference One Event type per event generic representations.
Event Name	a meaningful descriptive name of the event. This publishes to the University Calendar.
Event Title	additional detailed information about the meeting. This publishes to the University Calendar.
Event Type	the kind of Event being created (generic representation). Select from the available options.
Primary Organization	the department or organization for which the event is being created.
Expected Head Count	the total number of people expected to attend the Event.
Event Description	Detailed information about the Event. Links, URLs, Videos may be attached. Font sizes, types and formatting is available. This publishes to University Calendar.
Occurrence	Does the Event have more than one meeting occurrence.
Set-up	time needed for staff to set up Resources .
Pre-Event	time needed for Organizations or Requestor to prepare for the Event.
Post Event	The amount of time needed for the Organization or Requestor to pack up after the Event.
Takedown	The amount of time needed for staff to remove Resources
Event Contacts	On an Event are the Scheduler and Requestor. A Contact is also associated with an Organization.
Scheduler	User logged into 25Live creating the Event.

Requestor	Individual making the request for the Event.
Categories	Multiple Event Categories may be assigned to one Event. A Category flags an Event to select which Calendars to publish to. It also specifies how to group or parse Events.
Comments	Comments that are viewable on the Event.
Confirmation Notes	Comments that can be seen in the Event confirmation.
Internal Notes	Comments stored for internal office use.
Affirmation	Agreement to the university policy for <u>Time, Place and Manner</u> .
Folders	Where an Event is saved inside the 25Live.
Event State	Event reservation is Draft , Tentative , Confirmed or Cancelled .
Draft	Your Location and Resource selections will be saved as preferences until the Event is changed from its Draft state.
Tentative	The Event is scheduled; the location is reserved, but awaiting Confirmation from the Scheduler.
Confirmed	The Event is scheduled and confirmed.
Cancelled	The Event has been cancelled, and all Location and Resource reservations will be marked as cancelled.
Locations	Physical rooms or spaces on campus, building and room number.
Location Name	Matches Facility ID in PeopleSoft
Location Formal Name	Descriptive name, full building name and room type.
Capacity	Maximum number of people allowed to occupy the location at one time.
Features	Fixtures permanently assigned to the location. Examples are, chalkboards, whiteboards, or projector
Categories	Specify campus, layout, or location usage.
Resources	Are services, equipment or staff that are not currently in a Location and require delivery for an Event. Examples of Resources are staff, equipment, food, tables and chairs.
Organizations	Are departments, student organizations or off campus groups.
Organization Name	Name of the Organization
Organization Types	An attribute of Organization for pricing and other purposes. An organization can only be assigned one type.
Tasks	Are assigned to user groups or individuals.
Reports	Used to extract data. Reports can be run on Locations, Resources, Events
Publisher	Pushes events to the University Calendar
Starring	Events, Locations, Resources, Organizations or Contact may be selected as “favorites” allowing quick access to items you work with regularly. Your Starred Events, Locations and Resources are then accessible from your Dashboard.
Footer	<p>Icon Legend – displays icons used throughout the 25Live software.</p> <p>Feedback – email questions, concerns, or feedback to CSUEB 25LiveSupport@csueastbay.edu</p> <p>Help Tips - enable or disable Help Tips.</p> <p>Text Size – 25Live software developer CollegeNET has recommended that a user utilize this Text Sizing function rather than using the web browser to resize. This will prevent resizing issues throughout the software</p>
Sub footer	<p>Version – The software version currently in use.</p> <p>Browser Recommendations – CollegeNET strongly advises users to use Mozilla Firefox, Google Chrome, or Apple Safari. It is recommended to not user Microsoft Internet</p>




	Explorer. Product Feedback – email sent directly to CollegeNET development.
Cookies	is a small piece of data sent from a website and stored in your web browser when visiting a website.
Cache	temporary storage (caching) of web pages and images.

ICONS

Icon Legend
✕

 Event	 Create an Event	 Locked Event (cannot be edited)
 Starred Event	 Edit an Event	 Event Occurrence
 Location	 Resource	 Organization
 Starred Location	 Starred Resource	 Starred Organization
 Location Layout Diagram		
 Location Image		
 Item is Starred (click to remove from Starred)		
 Item is not Starred (click to add to Starred)		
 Location has no Conflicts	 Conflict check is Pending	 No Permissions for this Location
 Location has Conflicts	 Location can be Shared	
 Task (Active/Pending)	 Task (Denied/Declined)	
 Task (Approved/Completed)	 Task (Cancelled)	
 Flagged Task	 Flagged Task (user cannot unflag this task)	
 Unflagged Task	 Unflagged Task (user cannot flag this task)	

Special Cursors

These cursors appear whenever your mouse hovers above the name of a clickable event, location or resource. **Clicking** on the name will load the default view for that item (usually the Detail view). **Right-clicking** the item will reveal a menu displaying all available views for the item (Detail, List, Calendar, etc.); choosing a view from this list will load that item using the selected view.

R25 vs 25LIVE

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