



CALIFORNIA STATE UNIVERSITY, STANISLAUS

EVENT SERVICES

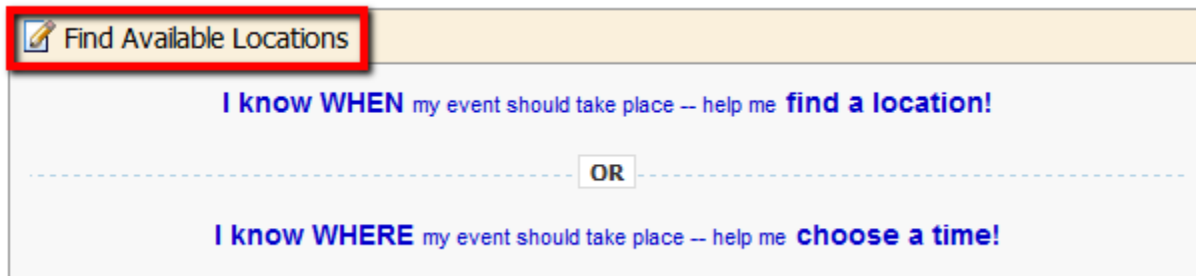
25 Live Quick Reference (from the Dashboard tab)

Quick Search: This area allows you to use the text boxes to perform quick searches for each of the three event components. The results will open in their corresponding tab.

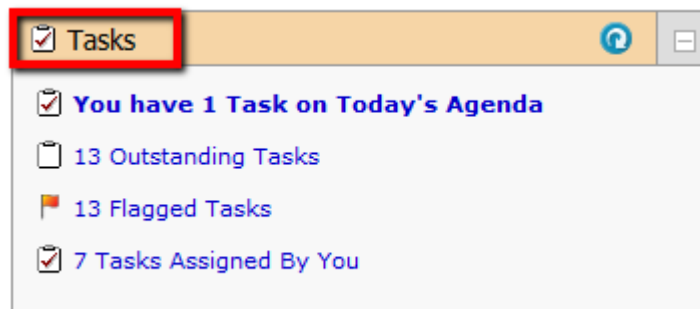
Recently Viewed: This list will display the items you most recently accessed, giving you the ability to quickly jump between events.



Find Available Locations: This area gives you two options to find a location for your event. If you know the date/time for the event click on **I know WHEN** and follow the steps to find a location for your event. If you know the location for your event and need to find an open date/time click on **I know WHERE**.



Tasks: This is an area you should check DAILY if you assign tasks or if other people assign you tasks. If you are an “approver” of a location or event type this is where you complete that process. We are asking that tasks related to an event are completed within 72 hours.



Your Starred Events			
Jamie Henderson and Mike Griggs			
JAMZ			
JAMZ JAMZ			
Katherine Fox - Jonathan Boulos Wedding Reception			
Mendoza - Morris Wedding Wedding Reception			
Messer - Vitato Wedding Ceremony & Reception			
Pasha Wedding Reception			
Samantha's 16th Birthday			
San Jose Earthquakes Games			

Starred Items: The Icon indicates that this item has been starred by you. Click the icon to unstar it and remove it from your starred lists.

NOTE: Organizations and contacts may be starred and unstarred, but only during event creation/editing.

TIP: From time to time you will probably want to unstar the items that are no longer of special interest to you.

Your Starred Resources			
A.S.I./U.S.U. Tables			
Bus Parking			
Custodial Services			
Event Coordinator			
Facilities Services Podium			
Recycling Bins			

Your Starred

Events/Resources/Locations:

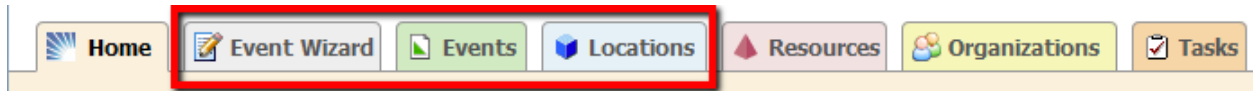
These areas will display all your items that you have assigned a “star” to. When Starred you are making the item a favorite which will make it more prominently listed when creating an event request.

Your Starred Locations			
AMPHITHEATRE Outdoor Amphitheatre			
CIRCLE VIEW MEADOWS			
DBH COURTYARD Demergasso-Bava Hall Courtyard			
DBH QUAD DBH Quad			
ED & BERTHA FITZPATRICK ARENA			
EVENT CENTER			

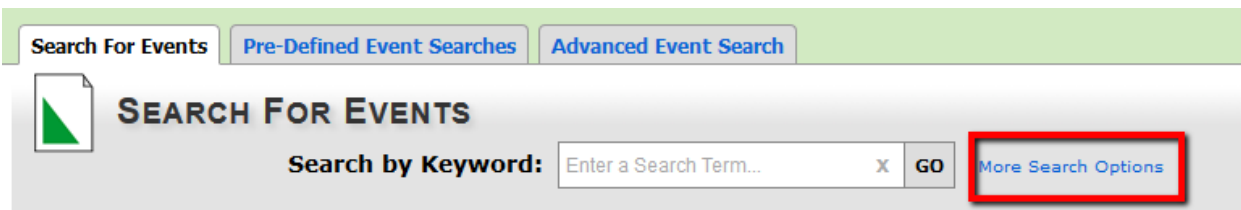
Almost any of the areas on the Home Screen can be minimized by clicking on the “minimize” button in the top right corner. This will place the area into a minimized mode using less screen space and in the case of “Tasks” window can make the page load quicker the next time you sign in.

Create and Save Searches:

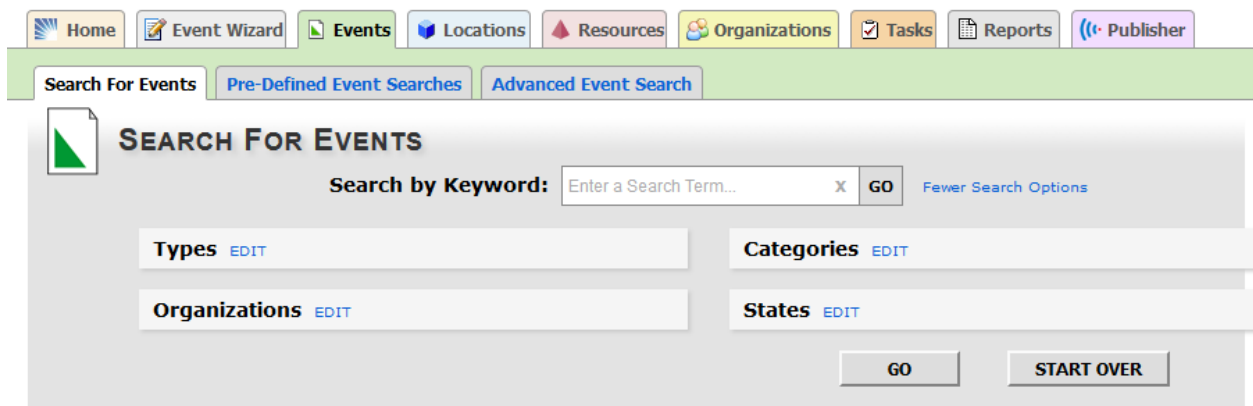
1. Under the Event, Location and Resource Tabs you are able to use the “search for event” sub-tab to use a keyword to find items.



2. Using the “More Search Options” link on the right you can now have more control of your searches.



3. The “More Search Options” will open more options to allow you to craft a more specific search. Keep in mind that if you do not specify ANY criteria and click “Go” to run the search you may pull a very large amount of information taking more time.



4. After your search returns information you can save your search.

The screenshot shows the 'SEARCH FOR EVENTS' interface. At the top, there are tabs for 'Search For Events', 'Pre-Defined Event Searches', and 'Advanced Event Search'. Below this is a search bar with the text 'Search by Keyword: Enter a Search Term...' and a 'GO' button. There are also links for 'Fewer Search Options', 'Types' (Wedding Ceremony/Reception), 'Categories' (EDIT), and 'Organizations' (EVENT SERVICES). A 'GO' button and a 'START OVER' button are also present. Below the search filters are 'List' and 'Calendar' buttons. At the bottom of the search area, there are buttons for 'Dates: Current and Future Dates', 'Choose Visible Columns', 'Send to Publisher', 'Save Search' (highlighted with a red box), and 'Refresh'.

Name	Title	Reference	Organizations	Type	Categories	Your Role	Start Date
Messer - Vitato Wedding	Ceremony & Reception	2013-AAETBU	EVENT SERVICES	Wedding Ceremony/Reception	Attendees Over 150, Catered, Event Past 10pm, Revenue Generating Event (Total Fees), Weekend Event	Requestor, Scheduler	Oct\04\2014

5. When you save your search you can opt to save the search criteria that created the list so that if new items match in the future they will show or the Search Results.

The screenshot shows a 'Save Event Search' dialog box. It has two radio button options: 'Search Criteria' and 'Search Results'. The 'Search Criteria' option is selected. Below it, the text reads: 'Save the following criteria as a search: Types (Any): Wedding Ceremony/Reception, Organizations (Any): EVENT SERVICES'. A note below says: 'Saving the criteria as a search will store as part of the search all the individual selections you made to return the resulting objects. Note: Date criteria cannot be added to 25Live searches.' The 'Search Results' option is also visible, with text: 'Save the following group of objects as a search: Messer - Vitato Wedding. Saving these results as a search will store only the individual locations, resources, organizations, or events, not the criteria that they share.'