

# Setting Up Locations and Creating Events with Express Scheduling

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## What is Express Scheduling?

Express Scheduling is an easy, direct way to schedule simple events at your institution. This quick form is best used with common spaces that are immediately available for scheduling without the need for additional approval, such as library study rooms, music practice rooms, and spaces students and basic users are allowed to reserve/request. A great option for hotelling-style scheduling. If you wish to schedule a single-day, single-occurrence event that doesn't require resources, Express Scheduling is the fastest way to create that event.

In 25Live, the Express Scheduling widget appears on your [home Dashboard](#) in place of the "Create an Event" widget if you have locations configured to use the feature.

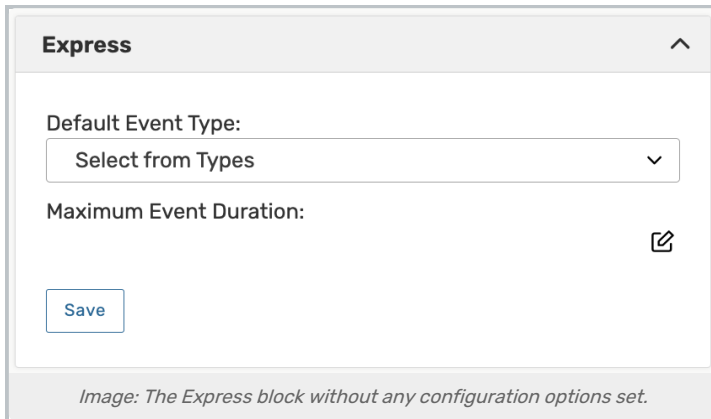



### Note

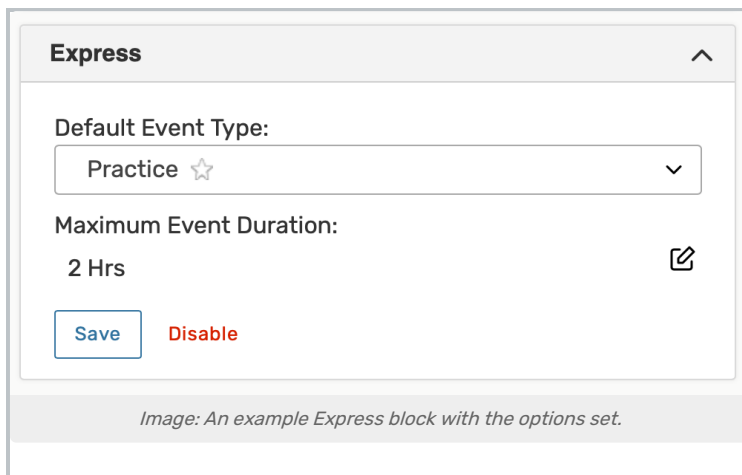
To keep Express Scheduling quick and easy for users, some functionality differs from normal event creation. Please see the [Important Notes About Express Scheduling](#) section below for more info.

## Setting up Locations for Express Scheduling

The location details view provides an inline editable capability to configure a location to be used with Express Scheduling.



- Scroll down to find the **Express** block in the location details view.
- Select a **Default Event Type** to be applied to this location for new express events.
- Use the  edit icon to set the **Maximum Event Duration** allowed for express events in this location.



Express Scheduling does not bypass [Object Security](#) or [Assignment Policy](#). Users reserving a location using Express Scheduling must have object security permission to see and assign the location, and the Assignment Policy for the location must be set to Assign/Unassign or higher. You may want to adjust location security settings.



#### Security Note

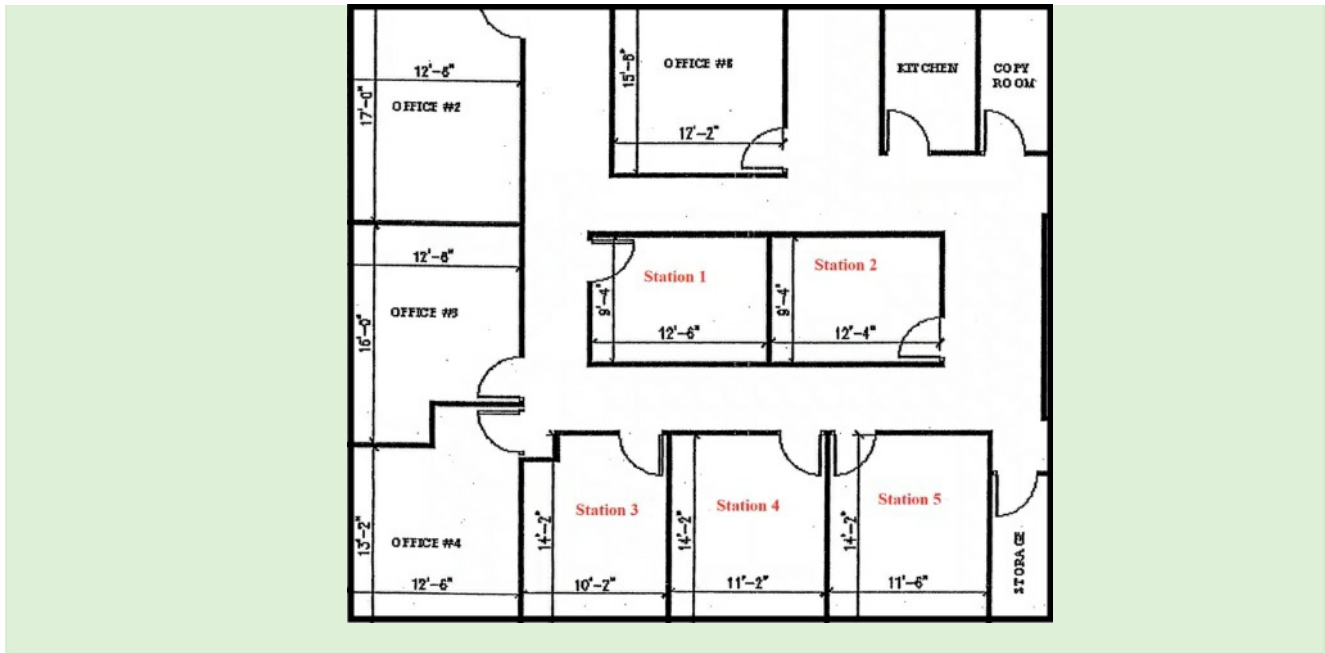
All users with permission to create events (Basic: 1.0 *Create Events* in [Series25 Group Administration](#)) can use Express Scheduling for a location, provided that:

- The location has been configured to allow it.
- The user has "View" [Object Security](#) permissions and "Assign" [Assignment Policy](#) permissions setup in Group Administration.



#### Tip: Express Scheduling is a Great Option for "Hotelling"

Consider adding a diagram to your hotelling locations to specify where they are in relation to the other reservable spaces around them.



## Date Buffers with Express Scheduling

While Earliest/Latest Date Buffers are not enforced for Express Scheduling, Assignment Policy settings are enforced.

A latest date for Express Scheduling can be achieved through the following combination of Assignment Policy and Assignment Window settings:

- In [Group Administration](#), select the groups who need a latest date for Express Scheduling
- Go to *Configure* > [Location Security](#)
- First, set the baseline **Assignment Policy** from "Assign" to "Not Requestable"
  - (if the locations can be requested through the events form beyond the latest date, then set to "Request" or "Request, Unassign")
- Next, set the **Assignment Window** to the latest number of days the location can be scheduled via Express Scheduling, setting the Permission to "Assign"

## Scheduling an Event with Express Scheduling

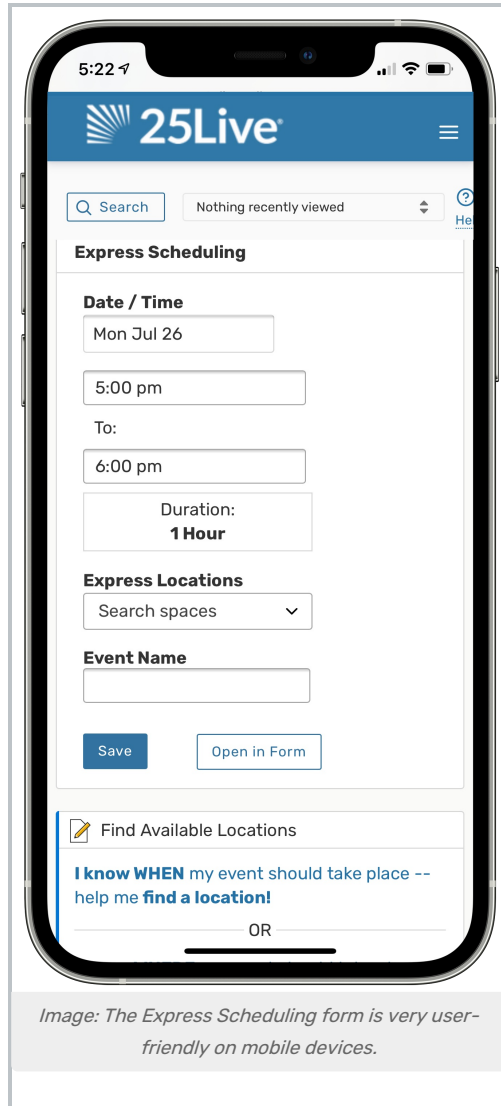
### 1. Locate the Express Scheduling Widget on Your Dashboard

The Express Scheduling form is conveniently located on the home Dashboard of 25Live as a widget you can move via drag-and-drop functionality.

The screenshot displays the 25Live user interface. At the top, the 25Live logo is on the left, and navigation links for '25Live', 'Event Form', 'Tasks', 'Jane Smith', and 'More' are on the right. Below the header, there is a search bar with 'Go to Search' and 'Recently Viewed' options, and a 'Help' icon. The main dashboard area is divided into several sections:

- Tasks:** A list showing 'You have No Tasks on Today's Agenda', '2 Outstanding Tasks', '4 Flagged Tasks', and '0 Tasks Assigned By You'.
- Quick Search:** A section with search buttons for 'Search Events', 'Search Locations', 'Search Resources', and 'Search Organizations'.
- Your Starred Resources:** A list of resources including 'AV - Blu-ray Player' and 'AV - Laptop - Mac', each with a star icon.
- Express Scheduling (highlighted with a red border):** A central widget for scheduling. It includes fields for 'Date / Time' (Thu Mar 07), '3:00 pm' to '4:00 pm', and a 'Duration' of '1 Hour'. It also has a dropdown for 'Express Locations' (Search spaces) and an 'Event Name' field. At the bottom of this widget are 'Save' and 'Open in Form' buttons.
- Your Upcoming Events:** A list showing '8 Events in which you are the Requestor' and '99 Events in which you are the Scheduler'.
- Your Starred Reports:** A list of reports including 'Academic Term Summary', 'Calendar of Events (5 Day)', 'Daily Room Sheet', 'Invoice', 'Location Listing - Excel', 'Location Utilization', 'Reservations by Date', and 'Resource Stock Level Report', each with a star icon.
- Your Starred Events:** A list showing 'A Cappella Performance' with a star icon.

At the bottom of the dashboard, there is a button labeled 'Find Available Locations'. Below the dashboard area, a caption reads: *Image: Your Express Scheduling widget can be moved around your home dashboard.*



*Image: The Express Scheduling form is very user-friendly on mobile devices.*

## 2. Complete the Express Scheduling Form

**Express Scheduling**

**Date / Time**

Thu Mar 07

3:00 pm

To:

4:00 pm

Duration:

**1 Hour**

**Express Locations**

Search spaces ▾

**Event Name**

Save Open in Form

*Image: The Express Scheduling event form is quick and easy to complete.*

- **Choose the Date:** The date field defaults to the current date. Use the date picker if you would like to choose a different date.
  - *Note About Multi-day Events:* Express Scheduling can only be used for events that begin and end on the same day, so the end date will not be visible. Use the [Event Form](#) if you need to schedule a multi-day event.
  - **Complete the Time:** This duration of the event must be within the confines of the duration setup for the location, otherwise an error message will display. If you would like to create a longer event, use the [Event Form](#) or contact your 25Live Administrator.
  - **Search spaces:** Start typing a location name then choose a match from the resulting list. Unavailable locations do not display.
  - **Complete Event Name:** As with any event, the name of the event is required.

### 3. Save Your Event

If no error messages are displayed, use the **Save** button to save your event.

If you have any error messages, review the Express Scheduling form fields. If after saving you are still having trouble, review the Troubleshooting section below or contact your 25Live Administrator.



#### Note: Use the Event Form to Complete More Details

Use the **Open Form** link at the bottom of the form to specify further details about your event. See [Creating](#)

### [Events with the Event Form.](#)



#### **Tip: Best Practice is to Keep a Single Folder for Express Scheduling Events**

We always recommend following [Best Practices](#) to reduce confusion with cabinets and folders, but, if you have more than one folder that the event can be saved into, a pop-up display will appear to allow the user to [select which "heading" \(or folder\)](#) they wish to save to.

## Troubleshooting Express Scheduling

### User Can't See Their Desired Location

The location may have an [assignment window](#) configured for it in the [Series25 Group Administration tool](#) that enforces a specific period of time before which you must request a location ahead.

If an assignment window isn't the issue, [review the setup](#):

- Verify that the location is configured for Express Scheduling.
- Verify that the user has Assign rights to the location. (Request rights will not be enough.)
- Verify that the user has View rights (or higher) for the location.

### User is Receiving an "Event Duration" Error

This error ("The selected location only allows events up to \_ long. Your current event duration is \_ minutes.") requires users to choose a shorter total event time.

If the duration seems incorrect, it can be adjusted in the Maximum Event Duration field in the [Location Details](#).

Alternatively, users can also bypass the Express Scheduling maximum duration by creating the event in the standard Event Form.

### User is Seeing a Location Conflict Error, but There is No Conflicting Reservation

Although it is rare, it is possible for two users to try and create events simultaneously, resulting in conflicts.

### User Can't See The Edit Event Button in the Event Details for an Event Created With Express Scheduling

For events created with Express Scheduling, this is expected behavior. The recommended way to make a change is to simply cancel the existing event and recreate it.

### User Does Not Have Rights to Perform an Action but Was Able to With Express Scheduling

Express Scheduling has different restrictions than the Event Form. Users are able to save events as Confirmed, Cancel events, and bypass Event Form date buffers, even if they don't usually have those rights.

For more information about which configurations Express Scheduling ignores, please see the [Important Notes About Express Scheduling](#) section below.

*If you are still having trouble, please contact [support@collegenet.com](mailto:support@collegenet.com).*

## Important Notes About Express Scheduling

- Express Scheduling cannot be used to create multi-day events or events that span midnight.
  - Express Scheduling cannot bypass object security or assignment policy.
  - Some Event Form configuration options for security groups are **ignored** for events created with the Express Scheduling form, including:
    - Event Type
      - Will use the Event Type defined in [Express Scheduling configuration](#)
    - Date Buffers set up in the [Event Form Configurations](#)
    - Event State limitations
      - New events will always save as Confirmed
      - Users who do not have Cancel rights will be able to cancel Express Scheduling events
    - Any required Custom Attributes
    - Location Default Scheduler (defaults to current user)
    - Event Owner (defaults to the system-defined owner in the configurations for the location)
    - If an event was created using Express Scheduling, the requesting user can [cancel the event](#) if it has not already occurred.
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