Setting Up Locations for Express Scheduling

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ℹ️ **Note: Parts of this article have moved...**

For information on using and troubleshooting Express Scheduling, please see:

- [Creating Events with Express Scheduling](#)
- [Troubleshooting Express Scheduling Issues](#)

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.
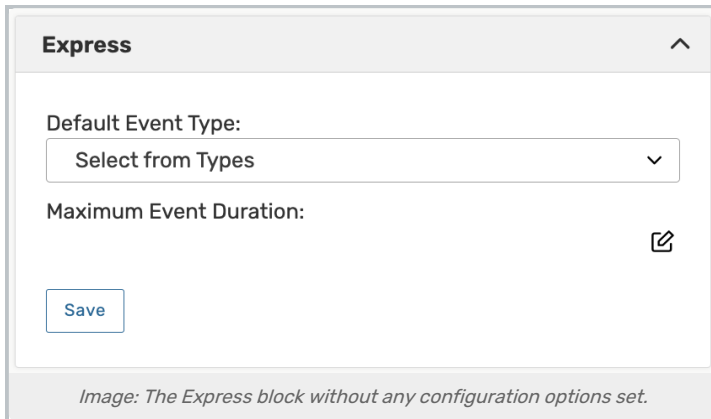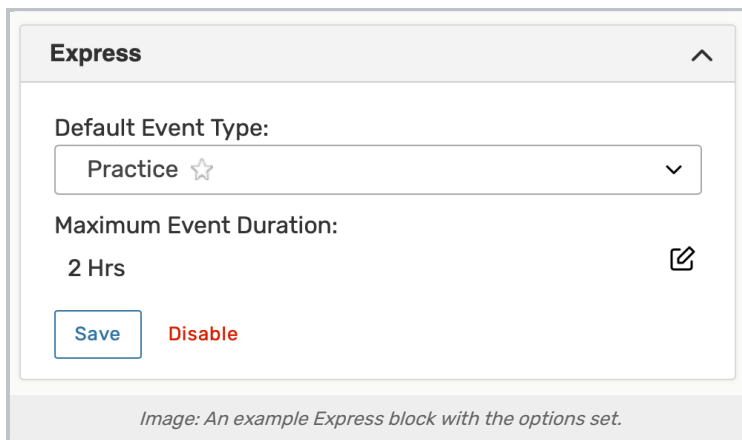
ℹ️ **Note**

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.

Image: The Express block without any configuration options set.

- 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.

Image: An example Express block with the options set.

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.
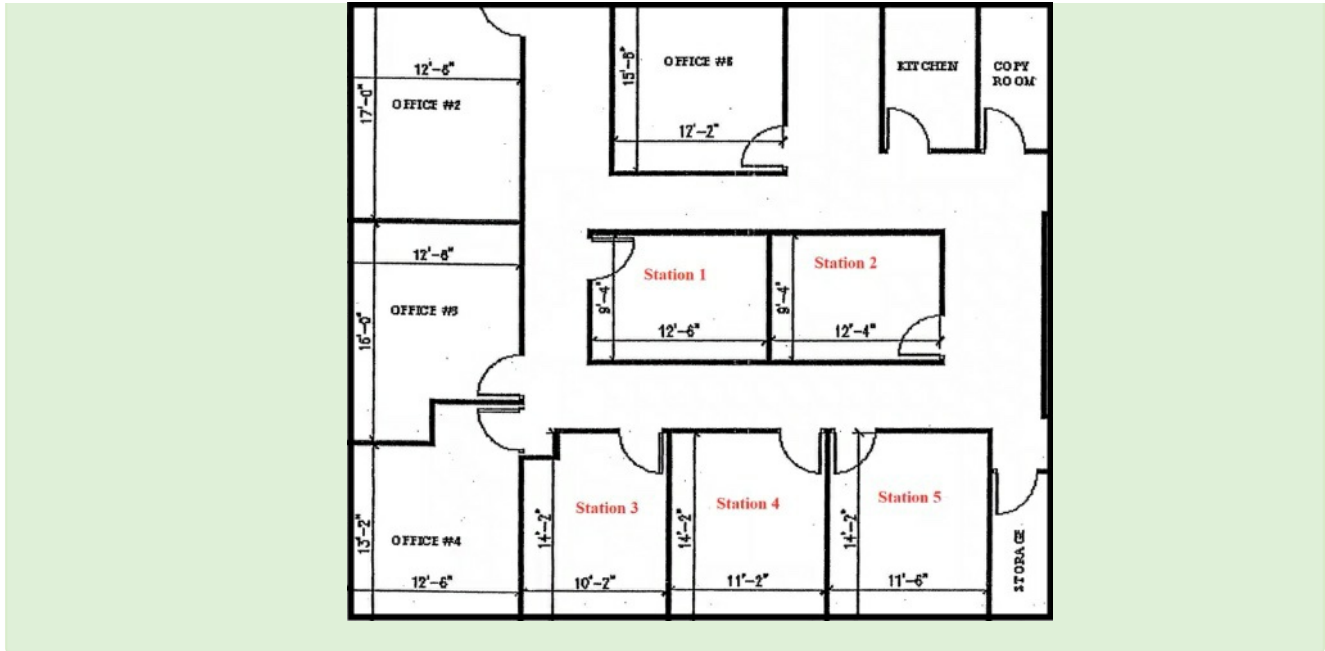
> 🔒 **Security Note**
>
> All users with permission to create events (Basic: 1.0 *Create Events* in Series25 Group Administration) can use Express Scheduling for a location, provided that:
>
> - The location has been configured to allow it.
> - The user has "View" Object Security permissions and "Assign" 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"

> ✓ **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.

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
  - Events 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.