Remote Advanced Functional Administration

				Q Go to Search Nothing recently viewed	
Tasks	~	Find Available Locations		Your Upcoming Events	
Fig. You have No Tasks on Today's Agenda		I know WHEN my event should take place help me find a location! OR I know WHERE my event should take place help me choose a time!		8 Events in which you are the Requestor	
2 Outstanding Tasks				99 Events in which you are the Scheduler	
4 Flagged Tasks				Your Starred Reports	
0 Tasks Assigned By You				Academic Term Summary	
Quick Search	^	Your Starred Locations	^	Calendar of Events (5 Day)	
Search Events	Q	ARTS 101 Davis Arts Center - Music Practice Room 1	2	Daily Room Sheet	
Search Locations	Q	ARTS 110	12 12	Invoice	
Jearch Locations		Davis Arts Center - Art Studio Room 110		Location Listing - Excel	
Search Resources	Q	i BCC 203	2	Location Utilization	
📩 Search Organizations	Q	Baker Classroom Complex - Room 203		Reservations by Date	

Goal

Assist schools in expanding their understanding of the unique system administration tools in 25Live and then implementing advanced events functionality.

Description

A CollegeNET trainer provides consulting regarding advanced administrative functionality in 25Live including the following:

- Custom Event Emails
- Event Form Settings
 - Configuration
 - Segments
 - Event Form Rules
 - Event Quotas
- Embedding Forms and Availability Grids
- Document Management (e.g., Custom Event Contracts)
- Scheduling Reports
- Management of Master Definitions
- Bulk Editing and the Data Import Tool

Intended Audience

Functional Administrators who are tasked with maintaining the Series25 environment.

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Schedule

CollegeNET consultant provides consulting in three (3), 3-hour sessions via videoconferencing.

Prerequisites

- An operational 25Live environment.
- Ability to log in to Series25 as a user in the -1 System Administrator security group is required.
- All implementation team members must be assigned and staffed prior to the service delivery.
- Attendees should come prepared with a basic knowledge of scheduling in 25Live.
- CollegeNET recommends the use of videoconferencing for all remote sessions

Please contact your CollegeNET Account manager for pricing and scheduling details. (Series25 Account Management)