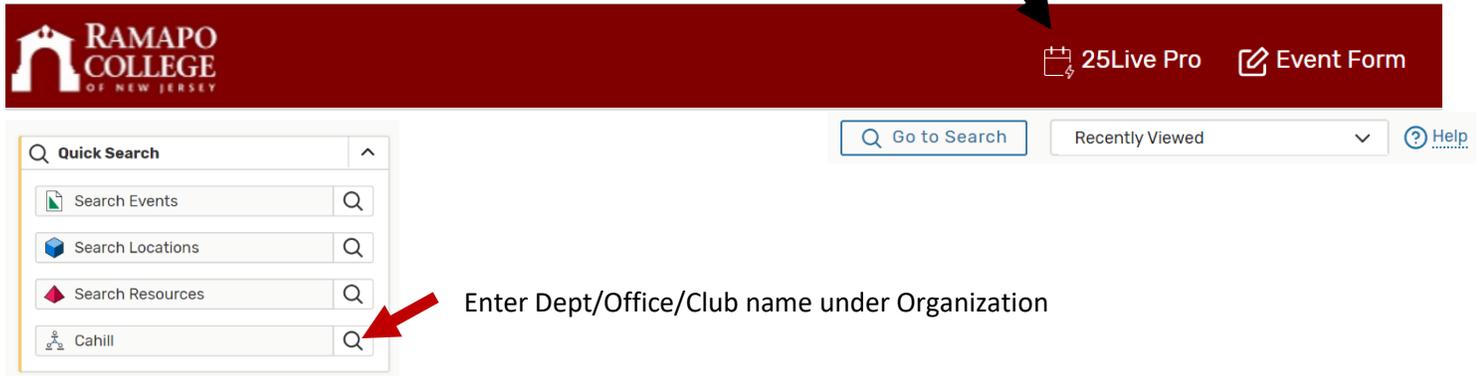


Where do I find my Org's reservations/requests?

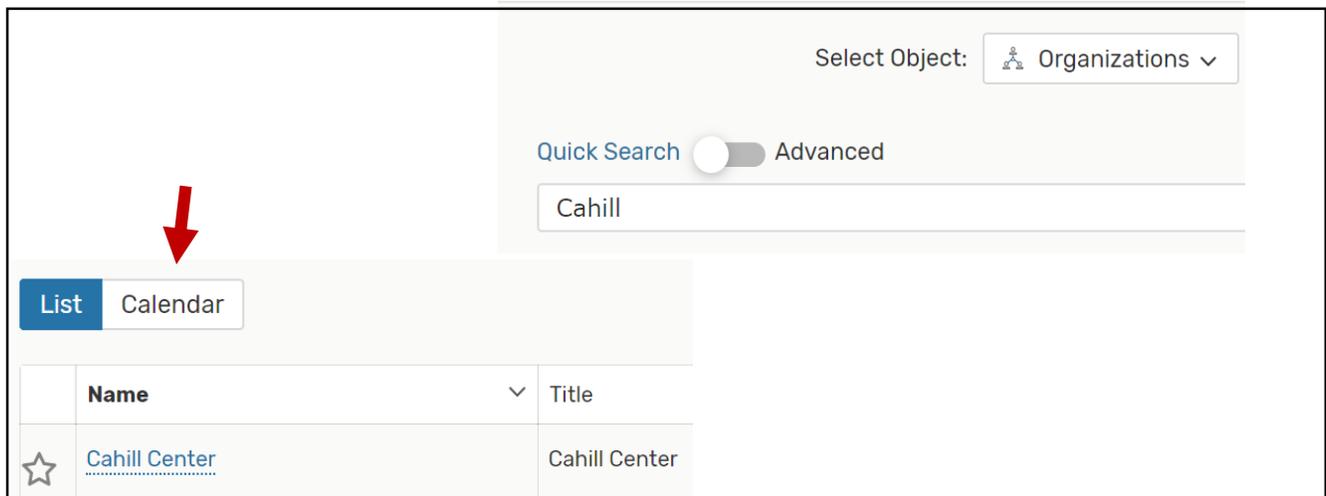
Or "Did my colleague/club chair request the space?"

<https://25live.collegenet.com/pro/ramapo#!/home/dash>

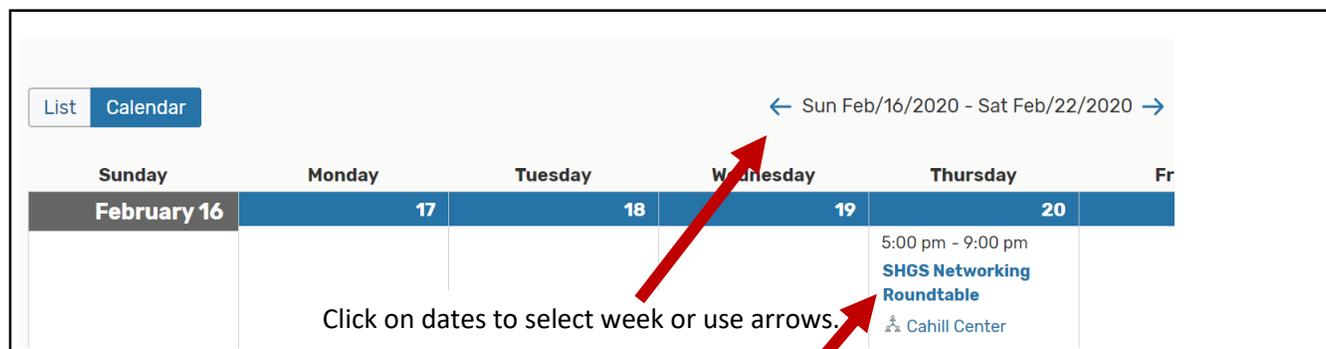
Above link brings you to the Dashboard



The screenshot shows the top navigation bar of the 25Live Pro dashboard. On the left is the Ramapo College of New Jersey logo. On the right are links for "25Live Pro" and "Event Form". Below the navigation bar is a "Quick Search" sidebar with four filters: "Search Events", "Search Locations", "Search Resources", and "Cahill". A red arrow points to the search icon next to the "Cahill" filter. To the right of the sidebar, a text label reads "Enter Dept/Office/Club name under Organization". Further right, there is a "Go to Search" button, a "Recently Viewed" dropdown menu, and a "Help" icon.



This screenshot shows the search results for the organization "Cahill". At the top right, there is a "Select Object:" dropdown menu set to "Organizations". Below it is a search bar containing "Cahill" and a toggle switch for "Quick Search" (set to "Advanced"). A red arrow points to the "List" tab, which is selected. Below the tabs is a table with two columns: "Name" and "Title". The table contains one entry: "Cahill Center" under "Name" and "Cahill Center" under "Title". A star icon is visible to the left of the entry.



This screenshot shows the calendar view for the week of February 16, 2020, to February 22, 2020. The days of the week are listed at the top. The calendar grid shows a reservation on Wednesday, February 19, from 5:00 pm to 9:00 pm. The reservation title is "SHGS Networking Roundtable" and it is associated with the "Cahill Center". A red arrow points to the date "19" in the calendar grid. Another red arrow points to the reservation title. Below the calendar, there are two text instructions: "Click on dates to select week or use arrows." and "Click on Event title to go into reservation for details and status."

Click on dates to select week or use arrows.

Click on Event title to go into reservation for details and status.

IN THE RESERVATION

This is the **top section** of the event reservation.

SHGS Networking Roundtable	Confirmed	2019-AAAQXV	Thu Feb/20/2020 3:00 pm - 10:00 pm On: 2/20, 3/12	SC 156-8 Alumni All	Podium: w/ Wireless Mics - Media Ramapo Catering Needed
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↑ ↑ ↑ ↑ ↑

Status of Reservation Reservation Number Event Start and End Time Reserved Location Resources requested

Note
Catering needed
still requires contact w/
Dining Services.
catering@ramapo.edu

The **bottom section** displays:

- names of the requestor & scheduler
- event type & category
- creation date
- # people
- confirmation notes
- The **“More Actions”** tab allows you options to:
 - email yourself
 - print the report (reservation)
 - add to calendar (*iCal into Microsoft Outlook only at this time*)

General ^		Event Categories	More Actions v
Event Name: SHGS Networking Roundtable		Student Event	☆ Add to Favorites
Event Type: Workshop/Training		Calendar - Major or Annual Event	<input checked="" type="checkbox"/> Create 'To Do' Task
Organization: Cahill Center			<input type="checkbox"/> Email Event Details
Scheduler: Kavan, Linda			<input type="checkbox"/> Print a Report for this Event
Requestor: Ricca, Beth			<input type="checkbox"/> Subscribe to this Event
Head Count: 63 expected		Custom Attributes	
		Event Info	