

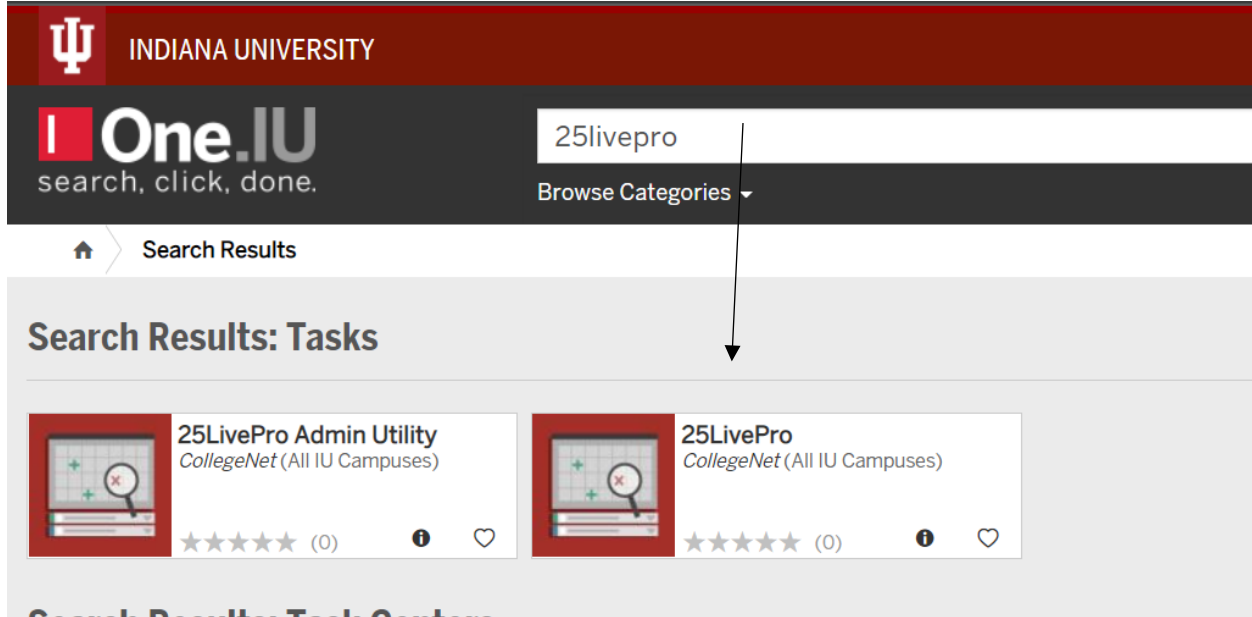
# Jacobs School of Music

## Quick Start Guide for 25LivePro

25LivePro has replaced Ad Astra as the university's main scheduling platform, and contains the schedules for most JSOM spaces, other than performance halls. Performance hall schedules are located separately, in the MasterCalendar.

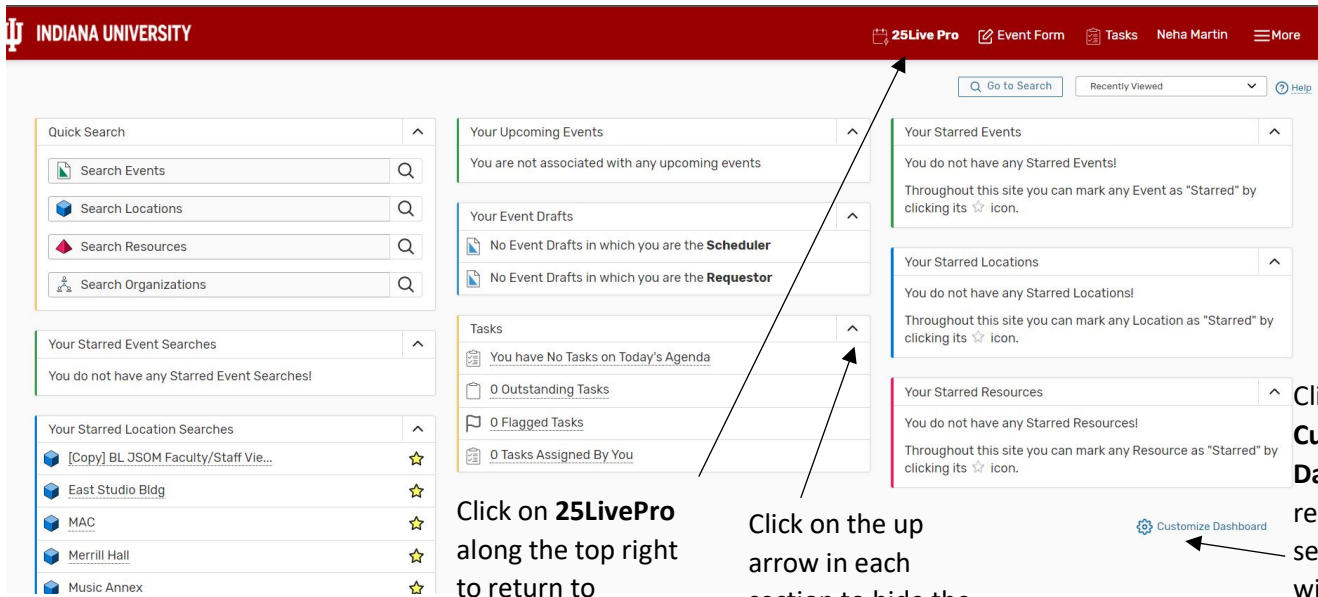
### Accessing the website

1. Go to one.iu.edu and search for 25LivePro



Note: There is a shortcut on most computer desktops called "JSOM Room Schedule" or "JSOM Room Schedule-25LivePro"

### Dashboard



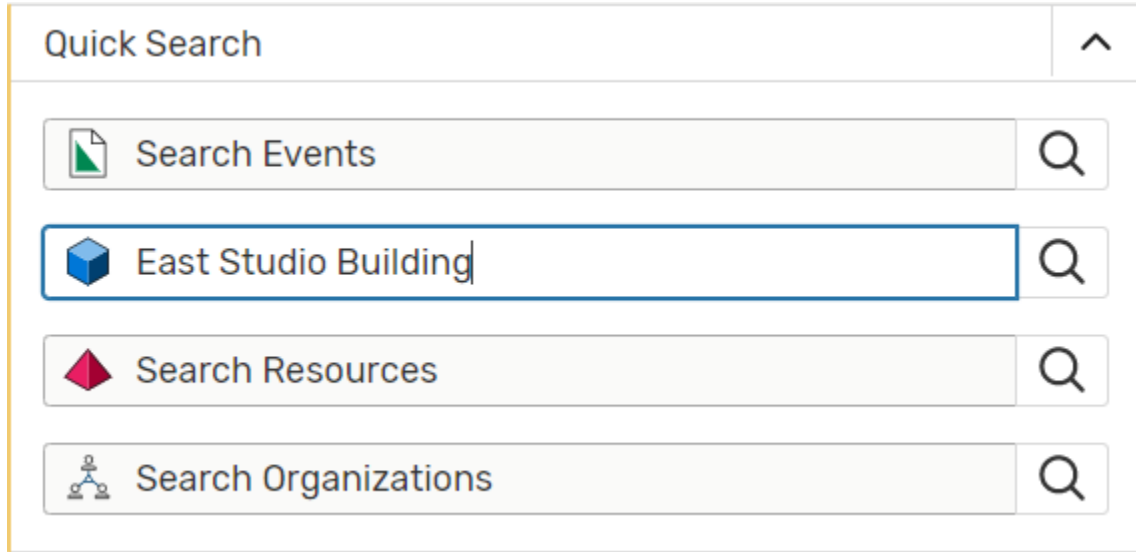
Click on **25LivePro** along the top right to return to Dashboard

Click on the up arrow in each section to hide the details

Click on **Customize Dashboard** to remove sections you will not use

## Create Searches for Rooms

To see scheduling availability for spaces, you will first need to create and save Searches for the building(s) you are interested in. To do so, do the following:

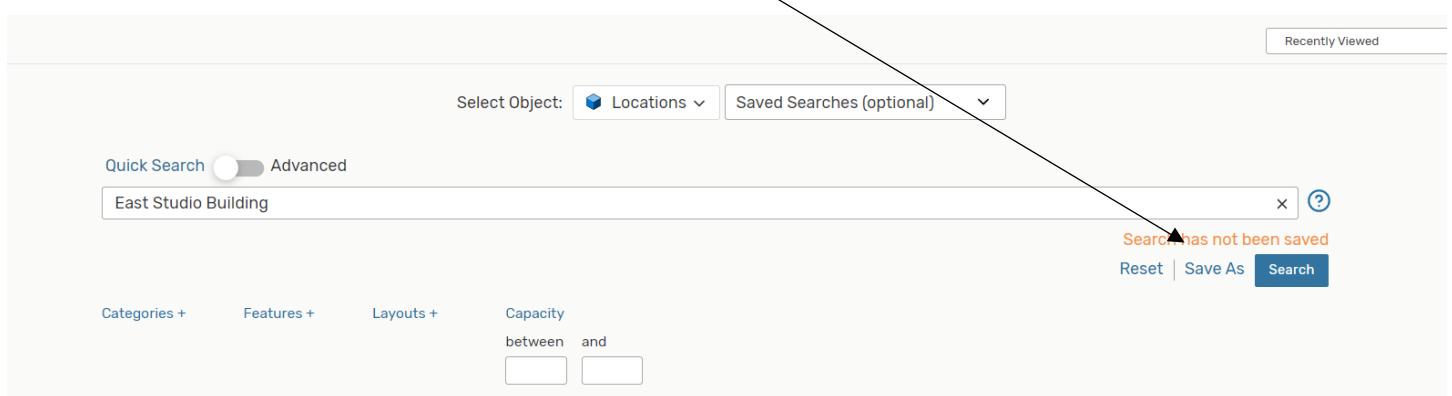


The screenshot shows a 'Quick Search' panel with four search options, each with a magnifying glass icon:

- Search Events (with a document icon)
- East Studio Building (with a blue cube icon)
- Search Resources (with a red diamond icon)
- Search Organizations (with a network icon)

Enter Building Name in the Search Location box under the Quick Search section and hit the Enter key

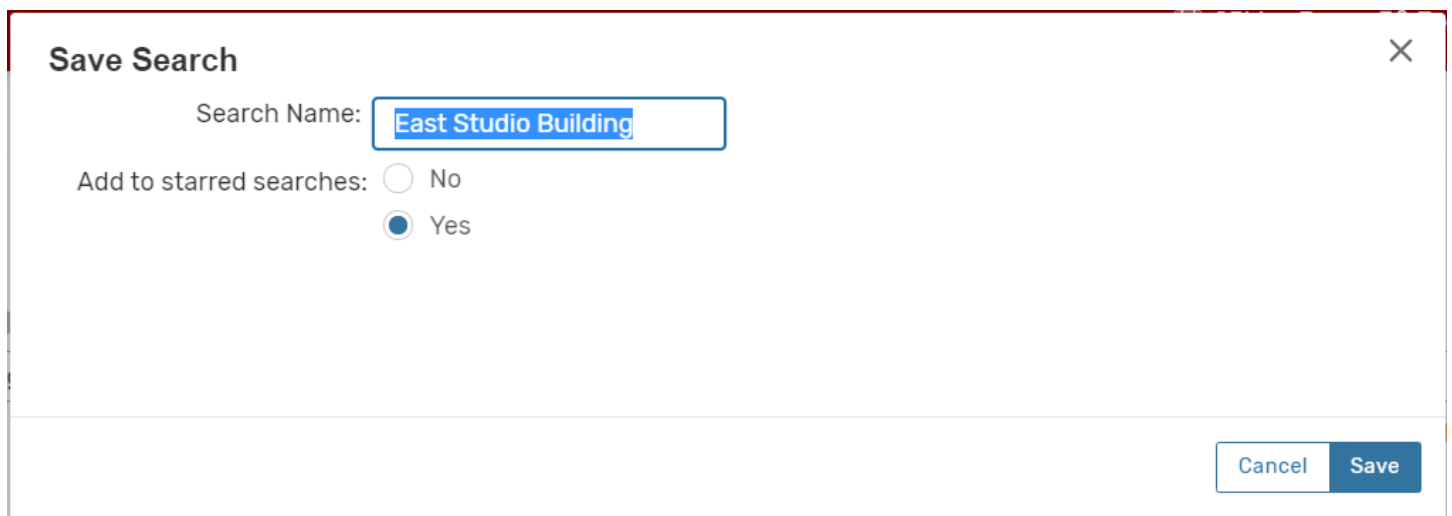
The next window that appears, click the Save As button to save the East Studio Building search



The screenshot shows a search results page with the following elements:

- Top right: 'Recently Viewed' button
- Filter section: 'Select Object:' with 'Locations' selected and 'Saved Searches (optional)' dropdown.
- Search mode: 'Quick Search' (selected) and 'Advanced' (unselected) toggle.
- Search input: 'East Studio Building' with a clear 'x' and help '?' icon.
- Warning: 'Search has not been saved' in orange text.
- Buttons: 'Reset', 'Save As', and 'Search'.
- Additional filters: 'Categories +', 'Features +', 'Layouts +', and 'Capacity' (with 'between' and 'and' labels and input boxes).















Give the search a name and click Yes to Add to starred searches and click Save.



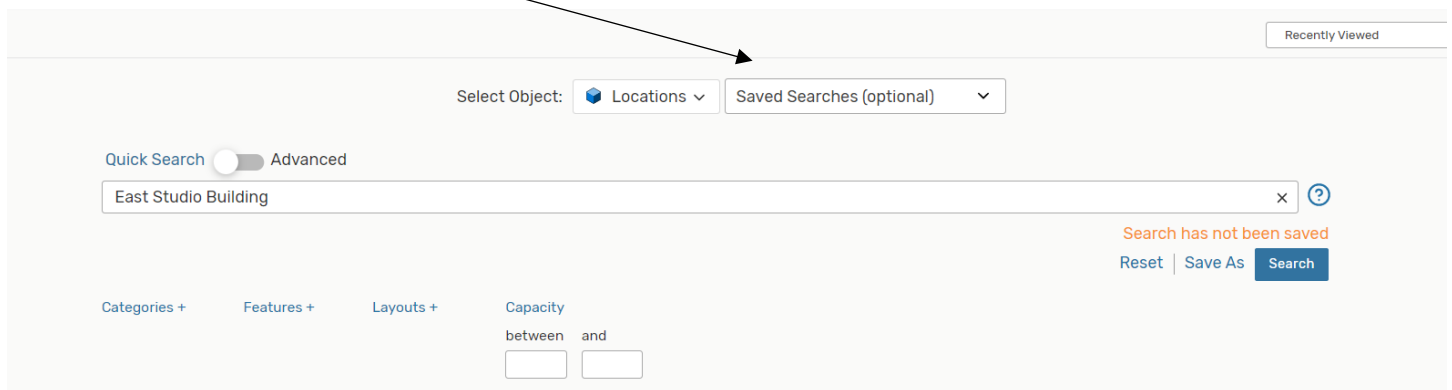
The 'Save Search' dialog box contains the following fields and options:

- Search Name:
- Add to starred searches:  No,  Yes
- Buttons: 'Cancel' and 'Save'

This search will save to your Dashboard under Your Starred Location Searches

Your Starred Location Searches		^
 <a href="#">[Copy] BL JSOM Faculty/Staff Vie...</a>		
 <a href="#">East Studio Building</a>		
 <a href="#">MAC</a>		
 <a href="#">Merrill Hall</a>		
 <a href="#">Music Annex</a>		
 <a href="#">Music Simon</a>		
 <a href="#">Practice Bldg</a>		

It will also be saved under Saved Searches (optional) when Select Object is Locations



The screenshot shows a search interface with a 'Select Object:' dropdown menu. The first dropdown is set to 'Locations' and the second is set to 'Saved Searches (optional)'. Below this, there is a search input field containing 'East Studio Building'. To the right of the input field, there is a 'Recently Viewed' button. Below the search input, there are several filters: 'Quick Search' (with a toggle switch), 'Advanced', 'Categories +', 'Features +', 'Layouts +', and 'Capacity' (with 'between' and 'and' labels and two input boxes). At the bottom right, there are buttons for 'Reset', 'Save As', and 'Search'. A message 'Search has not been saved' is displayed in orange text above the 'Save As' and 'Search' buttons.

Follow the above steps to save the remaining buildings:

MAC=Musical Arts Center

MU=Music Merrill

MA=Music Addition

PB=Practice Building

M=Click Advanced – for Keyword, type: Bess Meshulam Simon Music Library, click Add Criteria – choose Keyword, type: Simon Msc Lbr Rec and hit Search and then click on Save As

## View Room Schedules

Click **Availability** to see all the rooms in your search.

Click **Availability Weekly** to see the weekly schedule for each room in your search.

Click **Date** to choose a certain date.

The screenshot shows the 25LivePro interface for viewing room schedules. At the top, there are navigation tabs: 'Legend', 'List', 'Calendar', 'Availability' (selected), and 'Availability Weekly'. To the right of these tabs are options for 'Include Requested' (unchecked), a date selector set to 'Mon Apr 12 2021', a 'View' dropdown set to 'Standard (default)', and an 'Overlapping' checkbox. Below the navigation is a grid with columns for days 6 through 9. The rows list rooms: BLM 005, BLM 015, BLM 149C, BLM 153A, BLM 242, BLM 243, BLM 257, BLM 257 Seat 1, BLM 257 Seat 2, BLM 257 Seat 3, BLM 257 Seat 4, BLM 257 Seat 5, BLM 263, BLM 267, BLM 271, and BLM 285. Colored blocks represent reservations for these rooms. A text box with an arrow points to the top of the grid, stating 'The times are along the top'. Annotations from the top of the page point to the 'Availability' and 'Availability Weekly' tabs, and the date selector.

**Please note: only a few specific people may reserve specific spaces in 25LivePro. All others must contact the Scheduling Office to request space reservations.**

Contacts:

IT related – email [musicits@indiana.edu](mailto:musicits@indiana.edu) or 812.855.7832

Scheduling questions – email [musched@indiana.edu](mailto:musched@indiana.edu) or 812.856.8200