

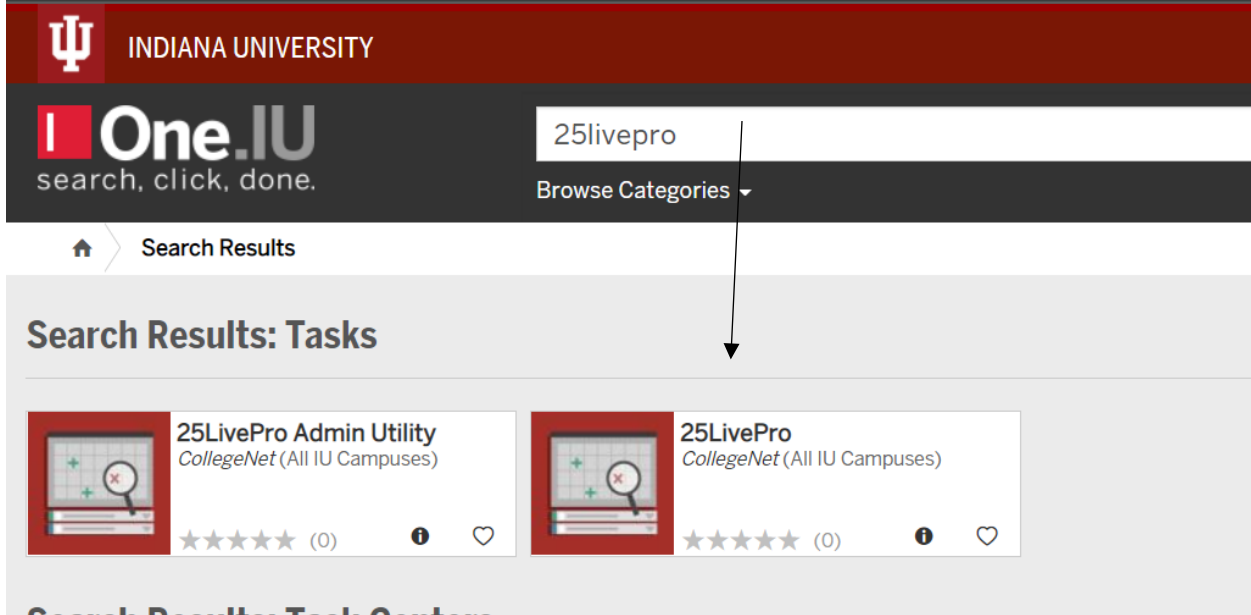
Jacobs School of Music

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.

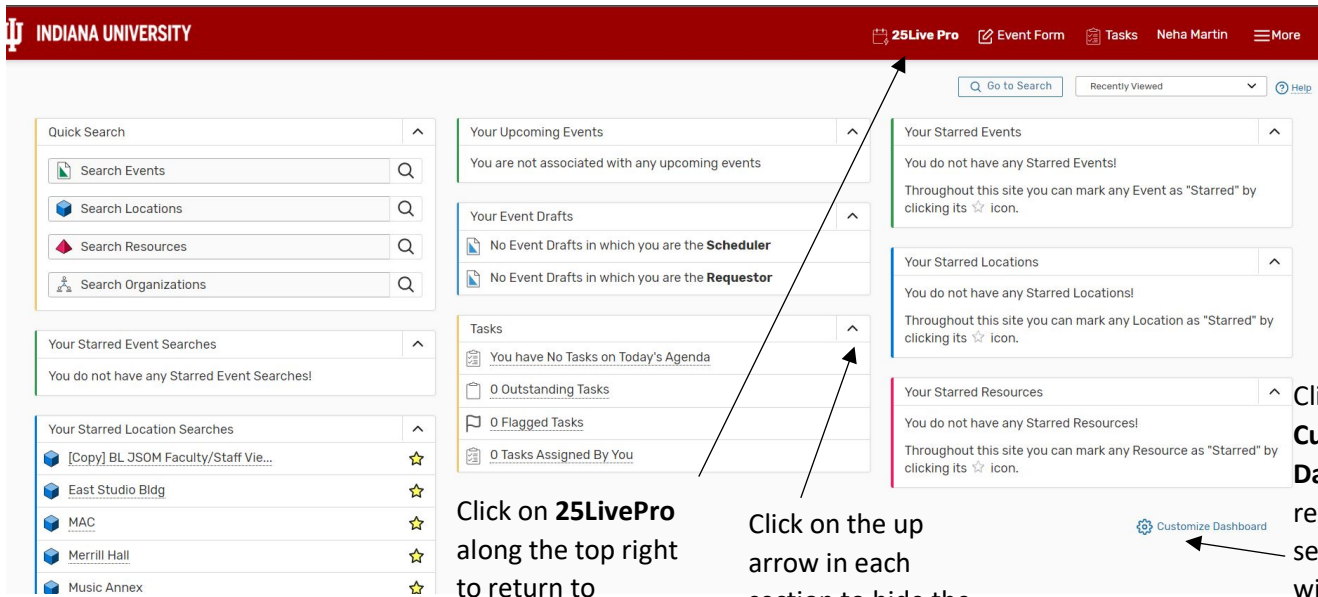
Accessing the website

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



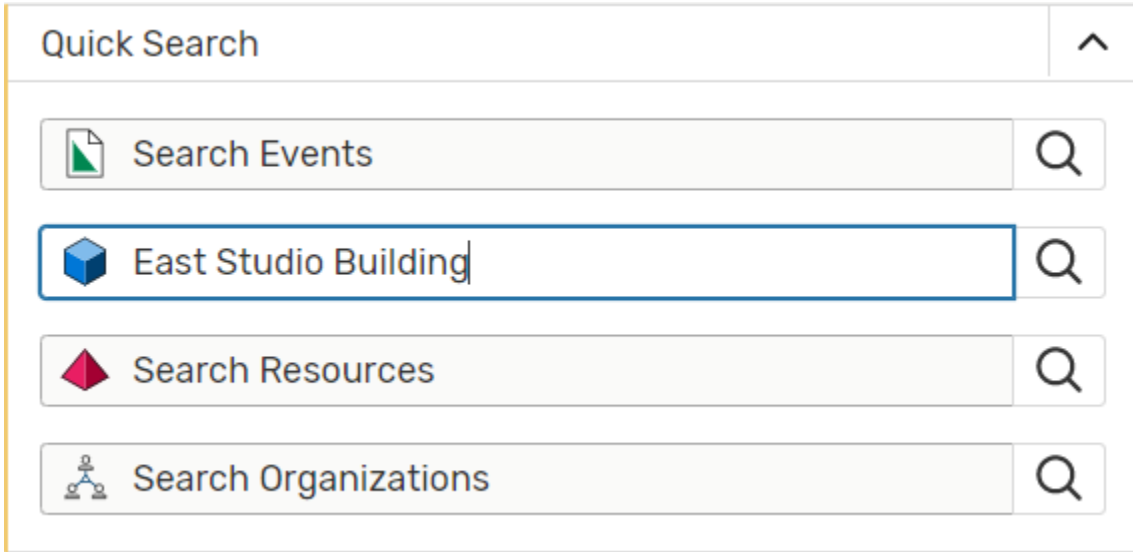
Click on **25LivePro** along the top right to return to Dashboard

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

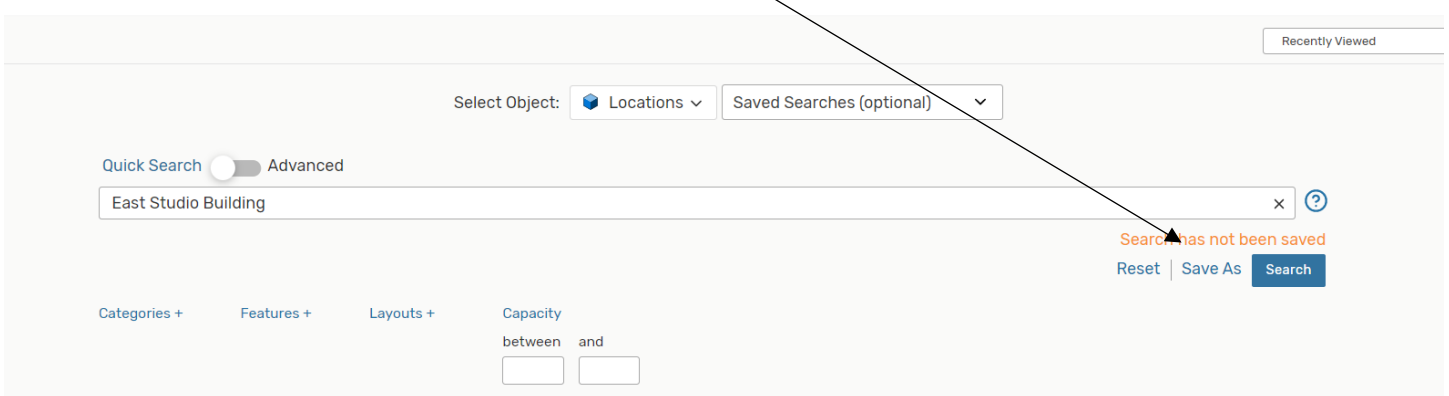
To see scheduling availability for spaces, you will first need to create and save Searches for the building(s) you are interested in. To do so, do the following:



The screenshot shows a 'Quick Search' panel with four search options: 'Search Events', 'East Studio Building', 'Search Resources', and 'Search Organizations'. The 'East Studio Building' search box is highlighted with a blue border and contains the text 'East Studio Building'. Each search option has a magnifying glass icon to its right.

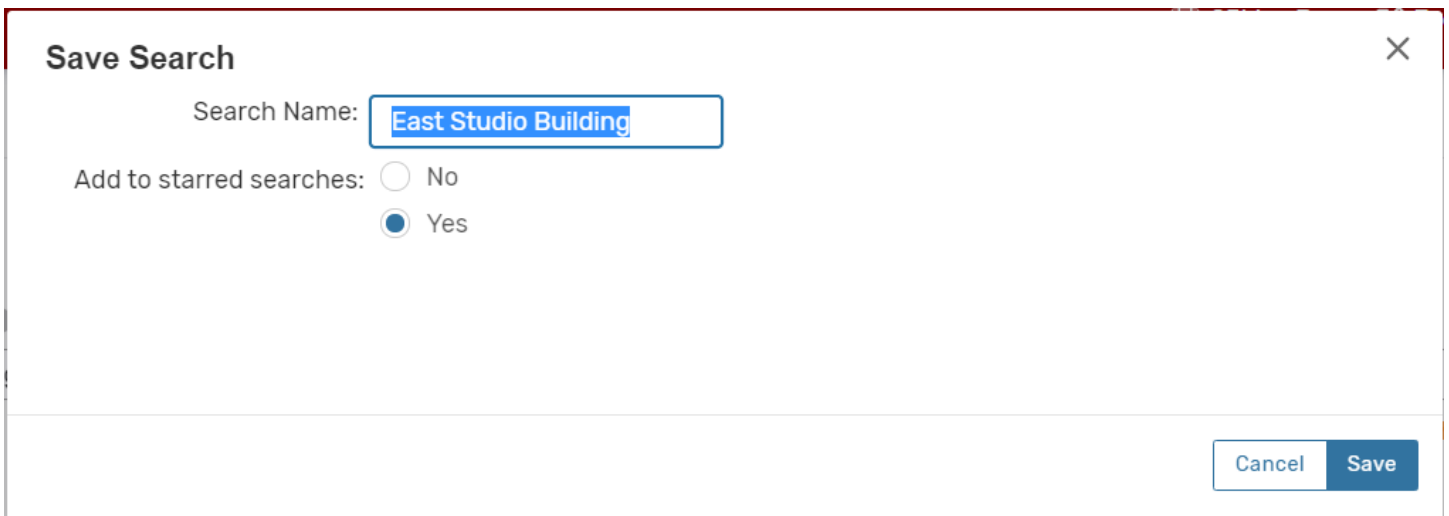
Enter Building Name in the Search Location box under the Quick Search section and hit the Enter key

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

















The screenshot shows the search results page for 'East Studio Building'. At the top, there are dropdown menus for 'Select Object' (set to 'Locations') and 'Saved Searches (optional)'. Below that is a toggle for 'Quick Search' (set to 'Advanced'). The search input field contains 'East Studio Building'. Below the input field, there are filters for 'Categories +', 'Features +', 'Layouts +', and 'Capacity between and'. At the bottom right, there are buttons for 'Reset', 'Save As', and 'Search'. A red arrow points from the text above to the 'Save As' button. A red warning message 'Search has not been saved' is visible above the 'Save As' button.

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

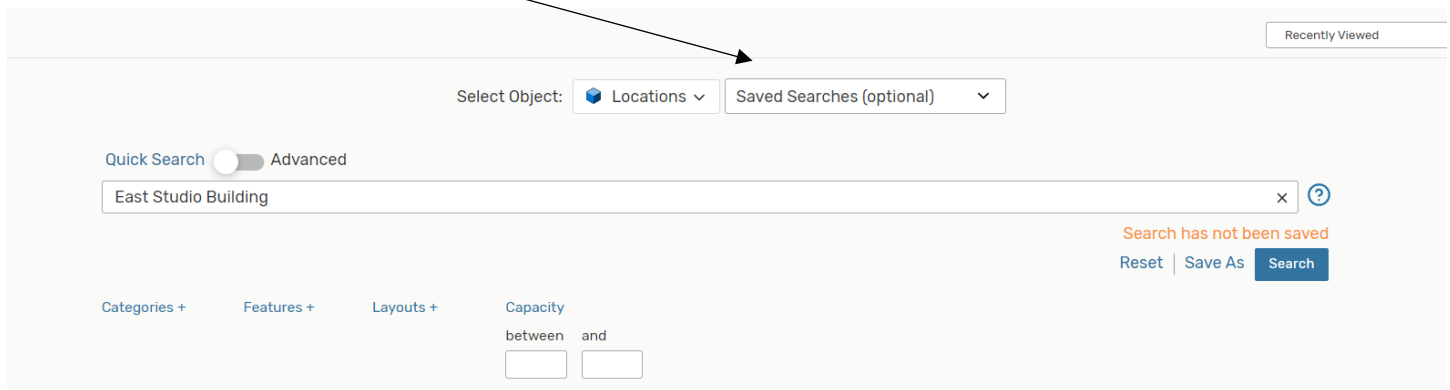


The screenshot shows a 'Save Search' dialog box. It has a title bar with a close button (X). The 'Search Name:' field contains 'East Studio Building'. Below that, there are radio buttons for 'Add to starred searches:'. The 'Yes' option is selected. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

Your Starred Location Searches		^
 [Copy] BL JSOM Faculty/Staff Vie...		
 East Studio Building		
 MAC		
 Merrill Hall		
 Music Annex		
 Music Simon		
 Practice Bldg		

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 dropdown is open, showing 'Locations' selected and 'Saved Searches (optional)' as an option. Below the dropdown is a search input field containing 'East Studio Building'. To the right of the input field is a 'Reset' button and a 'Save As' button. Below the input field are several filter categories: 'Categories +', 'Features +', 'Layouts +', and 'Capacity between and'. The 'Capacity' filter has two empty input boxes. A 'Recently Viewed' tab is visible in the top right corner.

Follow the above steps to save the remaining buildings:

MAC=Musical Arts Center

MU=Music Merrill

MA=Music Addition

PB=Practice Building

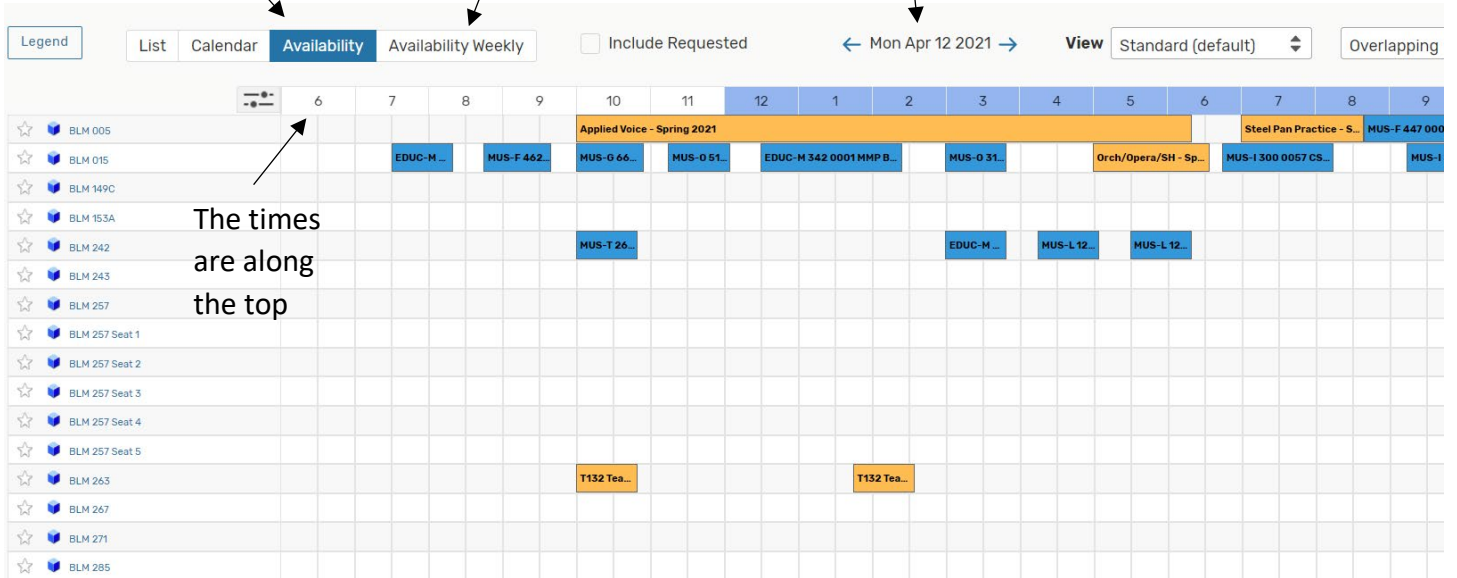
M=Click Advanced – for Keyword, type: Bess Meshulam Simon Music Library, click Add Criteria – choose Keyword, type: Simon Msc Lbr Rec and hit Search and then click on Save As

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.



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 or 812.855.7832

Scheduling questions – email musched@indiana.edu or 812.856.8200