Facility And Calendar Event Scheduling (FACES) Training Guide

FACES Campus Users

North Carolina Central University has branded CollegeNet 25Live for our campus; it is called Facility And Calendar Event Scheduling. FACES is the Series25 web-based facility request, event scheduling, calendaring and publishing system that makes requesting a facility for an event quick, easy and efficient. “FACES” is used to schedule facilities for all events on NCCU’s campus. In keeping with the university’s mission, FACES seek to serve and enhance the educational, cultural and social opportunities through arranging for facilities for administrators, faculty, staff, registered student organizations, community profit and non-profit organizations or individuals.
Contents

How to access FACES? ......................................................................................................................... 3
Your FACES Links are: ....................................................................................................................... 4
Navigating in FACES .......................................................................................................................... 5
Home → Calendar View ...................................................................................................................... 5
Home → Dashboard view .................................................................................................................... 7
Using 25Live to Create Event .......................................................................................................... 8
Event Wizard - Submit a Request ....................................................................................................... 9
Sponsoring Organization ..................................................................................................................... 10
Facility Desired ................................................................................................................................. 10
Event Resources ............................................................................................................................... 11
Event Type ....................................................................................................................................... 11
Event State ....................................................................................................................................... 11
*Event Title ..................................................................................................................................... 12
Contact Roles for this Event .............................................................................................................. 12
Requestor ......................................................................................................................................... 12
Scheduler ......................................................................................................................................... 12
Event Comments ............................................................................................................................... 13
External .............................................................................................................................................. 13
Internal ............................................................................................................................................. 13
Email Event Details .......................................................................................................................... 14
EVENT DETAILS: ............................................................................................................................ 14
Getting Help in FACES ....................................................................................................................... 14
To learn about working in FACES you can: ....................................................................................... 14
While this Help window is open, you can: ....................................................................................... 14
Events Tab ....................................................................................................................................... 15
Search For Events Subtab ................................................................................................................. 15
Keyword Search ............................................................................................................................... 15
Pre-Defined Event Searches ........................................................................................................... 17
Advanced Event Search .................................................................................................................. 17
Location Tab ..................................................................................................................................... 18
Search For Locations Tab ........................................................................................................... 18

Pre-Defined Location Search .................................................................................................... 19

Advanced Location Search .......................................................................................................... 20

Resources Tab ............................................................................................................................ 20

Search For Resources .................................................................................................................. 21

Search For Resources - Search by Keyword .................................................................................. 21

Pre-Defined Resource Searches .................................................................................................. 21

Advanced Resource Search ......................................................................................................... 21

Organization Tab .......................................................................................................................... 21

Pre-Defined Organization Searches ............................................................................................ 21
How to access FACES?
You may use one of the two browsers to access the FACES link:

Firefox

Google Chrome

Login:
- Go to www.nccu.edu
- Login on to MyEOL
- Click on My Navigation to display Employees Folder

How do I access FACES from MyEOL Employees Folder?
Right click to open link in new tab →
Select MyEOL → My Navigation → Click on Employees Folder → FACES (Test)
Select MyEOL → My Navigation → Click on Employees Folder → FACES (Production)
Your FACES Links are:
We are using different logos so that you can quickly identify which FACES you are accessing. FACES-Test displays the NCCU Eagle as a logo and FACES-Production displays the Hoey Building with a burgundy background. FACES Test and Production is hosted by CollegeNet®.

FACES Test: https://25live.collegenet.com/nccut

FACES Production: https://25live.collegenet.com/nccu

Sign In using your MyEOL username and password to access FACES hosted Production and Test environments. Anyone with access to the Internet can search for events, facilities, organizations and resources in the R25 database. If you need to submit a request for a facility you must sign in on FACES.

When you access the link the system displays the Home tab with either the Calendar or Dashboard view. If you do not Sign In on FACES you will only see five (5) tabs once you sign in you will see nine (9) tabs. Please sign in using username and password.
Navigating in FACES
Home → Calendar View

Showing: displays filtered events that will appear on the calendar, for example you may request All Confirmed Events, All Tentative Events or All Events (confirmed, tentative, cancelled, denied).

Dates: To change the current date range:

- Use the arrows to move forward or back from the dates displayed for the view.
- OR
- Click on the displayed dates.
- In the twin calendars, select a start and end date for viewing events.
- You can click on dates, type a date at the top of a calendar, or use the arrows to move forward and backward.
- When "Enforce a Date Range Interval" is checked and an interval selected, the end date is selected automatically when you select a start date, and vice versa.
• If you’re on the Events tab viewing a List of search results, as an alternative to specific dates, you can choose to see only Current and Future Dates or All Dates.

**Event Title:**

If you position your mouse over the **Event Title** on the calendar it displays:

- Event Title
- Reference
- Reserved Time and Date
- Organization (hosting the event)
- Location (facility requested).

If you right click on the Event Title:

- Choose a View ...
- Details
- Calendar
- Task List
- Edit Event
- Email Event Details

If you position your mouse over the **Location** it will display:

- Building Code, Building Name and Room Number
- Picture - of the room,
- Features - in the room
- Layout
- Capacity - for that facility

Right click on Event Title  
Right click on Location and choose one of the views
Left on the button to update calendar information

Left click on the help with this view provides help on the Home → Calendar tab

**Home → Dashboard view**

From the 25Live **Home → Dashboard**, you can perform a Quick Search for events, locations, or resources.

Just type the text to search for in the appropriate search field, and then click Go or press Enter. FACES use icons to identify Events, Locations, and Resources see description below.

Enter whole word(s) or a word fragment (that appears at the beginning of a word). The search looks for matches in event names and titles; location short and formal names; or resource names. You may also search on an entire event reference.

Keyword search for an event

Keyword search for a location

Keyword search for a resource
Note: An event search initiated from the Dashboard returns only events occurring on current and future dates. You can change this when search results are displayed.

- The searches are not case-sensitive, so you may enter upper- or lowercase letters in any combination.
- A search returns all the events, locations, or resources with a name; title or reference number (events only); or formal name (locations) that includes your text.

**Using 25Live to Create Event**

You may only submit a request if you Sign In FACES. There are several different places you may begin on the Home – Dashboard tab.

**How Do I submit a request for a facility?**

You must login using your MyEOL username and password to request a facility for an event.

**Home Tab → Dashboard Tab → Left click on Create an Event**

Required Fields have a red * to the left of the field name. There are a total 8 required fields:

<table>
<thead>
<tr>
<th>Affirmation</th>
<th>Sponsoring Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Facility</td>
</tr>
<tr>
<td>Expected Head Count</td>
<td>Type</td>
</tr>
<tr>
<td>Date and Time</td>
<td>Event Name</td>
</tr>
</tbody>
</table>
Event Wizard - Submit a Request

The first required field is *Affirmation* please inserts a check after you have reviewed FACES Regulations. Enter *Title* – the name of the event, it will appear on the FACES Calendar.

*Expected Head Count* – we need to know the expected number of participants.

Select the **Start: Date and Time of Event**.
If you need **Pre-Event & Setup** select (Days, Hours, Minutes)
Select **End: Date and Time of Event**.
Event Repeats? Make the selection using the drop down An Occurrence List will appear if the event repeats.
**Sponsoring Organization** – identify the organization hosting the event. This Field is required so enter Name then search for the Sponsoring Organization.

Proceed to the next card, select Next

**Facility Desired** – search and select the facility or facilities you desire to use for this event. Once a facility is selected the facility name and room number, maximum capacity, features in the facility, layout are displayed. You also have the option to provide **Setup Instruction** if needed in that facility.
Event Resources – search and select the desired resources that will be need for this event. You can also provide Setup Instructions for each resource selected.

Event Type – identify the type of event being scheduled.

Event State – the event is always entered as a Tentative (Event State is not currently editable.) when entered.

Proceed to the next card
*Event Title

Contact Roles for this Event

**Requestor** – this person is affiliated with the organization that is sponsoring this event. The username of the individual entering the request will appear as the Selected Contact. If the person entering the request is not the contact person for this event please **Search by Contact Name** and select that individual.

**Scheduler** – is the individual that assigns facilities in the building you selected. See FACES Web Page to identify Campus Schedulers. Do not leave this field blank, if you don’t know the scheduler for the facility search and select Lucretia Pinckney.
Event Comments – comments relevant to this event reservation

Complete your request entry by selecting Finish

You must select where to save this event:
External – if you are not affiliated with NCCU
Internal – if you are Student, Faculty or Staff of NCCU

Your Event Request created successfully when you see “This event has been successfully saved.”
Email Event Details
You will receive email stating: “You are listed as the requestor or scheduler for this event which has just been created or updated:”

EVENT DETAILS:

Event Name: ITS Town Hall Meeting
Event Title: ITS Meeting
Event Reference: 2014-AAAFDJ
Your Role: Requestor
Event Stat: Tentative

Event Details URL: https://25live.collegenet.com/nccut/#details&obj_type=event&obj_id=3467
The link above lets you access your event in FACES and displays the Events → Detail tab and display the following information:

Getting Help in FACES

To learn about working in FACES you can:

- Roll your cursor over a functional area in the application to read the tooltip.
- Click "More info?" in a tooltip to learn more about that topic.
- Click the help icon that appears to the right of a field, area, or view navigation bar.
- Click the Help button at the upper right of the browser window.

While this Help window is open, you can:

- Click "More info?" in other tooltips as you work.
- After reading the information on the right displayed in response to "More info," browse neighboring topics to the item currently highlighted in the Help Contents on the left.
- Click to expand a folder in the Contents and select another topic of interest.
- Grab a corner or edge to resize the Help window for better readability
Events Tab

Use the Events tab to retrieve events using any of a wide variety of searches provided by the system or created and saved by you. You can specify your own criteria to "Search for Events," and save your search criteria or results for later access from "Pre-Defined Event Searches."

Search For Events Subtab

- If you're looking for something fairly specific, enter a Keyword to search for events based on all or part of an event name or title, or enter an event reference if you have it handy.
- Choose from More Search Options to specify more precisely the criteria to search on.

Keyword Search

1. Click the Search for Events subtab on the Events tab.
2. In the Search by Keyword field, enter all or part of an event name or title, or the entire event reference.
   - You can enter a word fragment for a name or title, if it appears at the beginning of the word.
   - The searches are not case-sensitive, so you may enter upper- or lowercase letters in any combination.
   - Press Enter or click Go to generate results.
   - If you entered an event reference, the event opens immediately.
   - Searched on keyword displayed all events with "Chairs/Directors" as part of the name.
   - List tab displays a list of each event with the following information:
     - Name
     - Reference
     - Organization
     - Start Date and Start Time
     - Creation Date
3. Click "Save Search" if you want to save your search for your own future use.

4. Search for all events hosted by your department, select **More Search Options** next edit Organization and search for your department name, select it to move it to **Selected Organizations** then select **Done**

Select to display all events hosted by your department. It displays a List or a Calendar view.
Pre-Defined Event Searches

Here are lists of searches that have been created for you to view. Select the search and select Run.

Advanced Event Search

This search allows you to select the criteria you want to use to search for data.
Location Tab
Use the Locations tab to retrieve locations information about locations and see at a glance the overall activity for each location on a specific date.

You have three sub-tabs within the Location Tab:

- **Search For Locations** – search by keyword, select **More Search Options** - allow you to search by: Categories, Features, Layouts, and Capacity.
- **Pre-Defined Location Searches** - which are searches provided by the system or created and saved by you.
- **Advanced Location Search** – allows you to create searches using specific criteria you identify. The following three tabs appear on the all three location sub-tabs.
  - **List** – displays the location name, features, room layouts, maximum capacity
  - **Availability** – see at a glance the overall activity for each location on the specified date.
  - **Calendar** – see at a glance the overall activity on each date.

Search For Locations Tab
When you search on the Search For Locations subtab, you can save your search as criteria you used to run the search and identify it as a starred location search that appears on your **Home → Dashboard → “Your Starred Location Searches”**. This search can be run at any time.
Pre-Defined Location Search
This tab have search that will allow you to run an existing search – supplied by the system or previously created and saved by you – to retrieve locations.

- Select a grouping on the left
- Select a search option displayed in the right column.
  - Once you’ve found your locations, you can change options at the top of the returned results to alter the view as you like.
  - If you’re not getting the results you want, switch to the Search For Locations subtab, or Advanced Location Search to explore options there.
Advanced Location Search
 Specific criteria selected, which was auditorium with stage. We have four auditoriums with stages on campus.

Resources Tab

In the Resource tab you can view and request resources and services that you may use for your scheduled event. The list includes items such as tables, chairs, podiums, microphones, etc. Services include: housekeeping, campus security, event monitor, etc.
Search For Resources → Search by Keyword: perform simple search by keyword or by using “More Search Options” as search criteria. The results of this type of search can be saved as either “results” or search “criteria”

Search For Resources - Search by Keyword

Pre-Defined Resource Searches → sub-tab: you can rename and delete your own location searches on this sub-tab.

Advanced Resource Search → an advanced search is always saved as search criteria. You can also rename, edit criteria, and delete your own resource searches on this sub-tab; or edit a pre-defined search to save our own copy.

Organization Tab

If you’ve looking for an organization or department, enter a Keyword to search based on all or part of the name or title.

Choose from More Search Options to specify more precisely the criteria to search on.

Pre-Defined Organization Searches
Use these searches to run existing searches – supplied by the system or previously created and saved by you – to retrieve organizations or departments.