
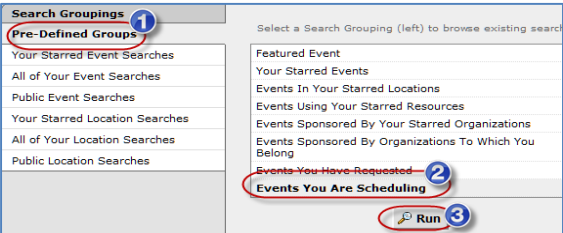

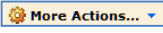
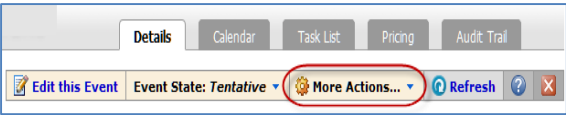
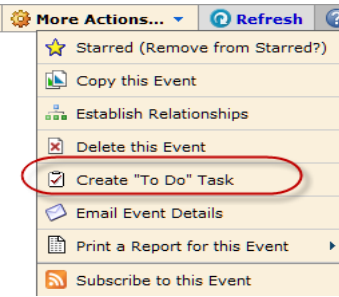
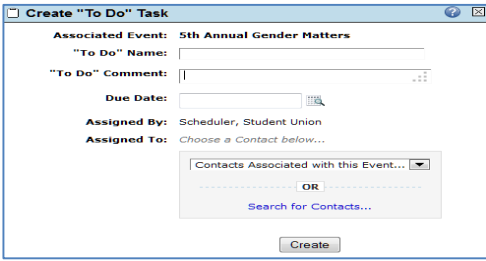
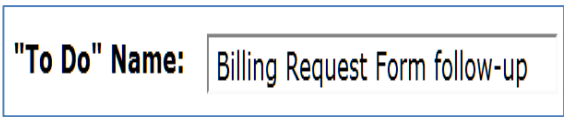





How to Create a To Do

You can create To Dos in the 25Live system to document and monitor required activities. For example, if you need to have your authorized signer approve your event billing, you can create a To Do in 25Live! for this task. These instructions will guide you in creating a To-do.

#	Steps	Illustrations
1.	To begin, you will need to search for your event. From the Events tab, <ul style="list-style-type: none"> • Select Pre-Defined Groups • Select Events You Are Scheduling • Click  	
2.	When you search results appear <ul style="list-style-type: none"> • Scroll through the events to desired one • Click the Event Name, such as <i>Spring 2013 History Forum</i> 	
3.	After the event opens, click the  .	
4.	From the menu, select Create "To Do" Task	
5.	The Create "To Do" Task window appears.	
6.	In the "To Do" Name <ul style="list-style-type: none"> • Enter a name for the To Do, such as <i>Billing Request Form follow-up</i> 	



<p>7. In the "To Do" Comment,</p> <ul style="list-style-type: none"> Enter your reminder information 	<p>"To Do" Comment: <input type="text" value="Check to see if I received the BRF from from the X department"/></p>
<p>8. In the Due Date,</p> <ul style="list-style-type: none"> Enter your desired date or use the  to select a date 	<p>Due Date: <input type="text" value="5/27/2013"/></p>
<p>9. For the Assigned To, you have two options for assigning a "To Do."</p> <ul style="list-style-type: none"> Option 1: Contacts Associated with this Event (Figure 1), see step 10 <p>OR</p> <ul style="list-style-type: none"> Option 2: Search for Contact (Figure 2), see step 11 	<p>Assigned To: Choose a Contact below...</p> <p>1 Contacts Associated with this Event... ▼</p> <p>OR</p> <p>2 Search for Contacts...</p>
<p>10. Option 1: Contacts Associated with this Event (Figure 1)</p> <ul style="list-style-type: none"> Choose a contact using the down arrow for Contacts Associated with this Event Select the desired contact Click <input type="button" value="Create"/> Skip to step 12 	<p>Contacts Associated with this Event... ▼</p> <p>Contacts Associated with this Event...</p> <p>Scheduler, Dore1</p> <p>Scheduler, Student Union 1</p> <p>Service Provider, ITS1</p> <p>Service Provider, SRM1</p>
<p>11. Option 2: Search for Contact (Figure 2)</p> <ul style="list-style-type: none"> Click Search for Contacts... Enter your search criteria Select the desired contact Click <input type="button" value="Create"/> 	<p><input type="text" value="student"/> <input type="button" value="Search"/></p> <p>Choose from Search Results...</p> <p>Cabinet, Student Affairs</p> <p>Scheduler, Student Union 2</p>
<p>12. If your "To Do" was created successfully, you will receive a message shown on the left.</p> <p>If you want to create another "To Do", then click the <input type="button" value="Create Another 'To Do' Task"/>. Otherwise, click <input type="button" value="Close"/>.</p>	<p>Success!</p> <p>Your "To Do" Task has been created.</p> <p><input type="button" value="Create Another 'To Do' Task"/></p> <p><input type="button" value="Close"/></p>