



Implementation Checklist

Database at Customer Site

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Series25 Implementation Checklist

The components of your Series25 environment

There are a number of Series25 product and service components as described below. Those you've chosen to implement and use are based on your school's unique scheduling and space analysis needs.

This Series25 product...	Is...
R25	<p>The core product of the Series25 family—a campus-wide class/event scheduling and space/resource management system.</p> <p>You must implement R25 to use any of the other Series25 products and services listed below.</p> <p>R25 is installed at CollegeNET, but requires a local Citrix installation.</p>
R25 WebServices	<p>A development toolkit that the CollegeNET Series25 development staff uses internally, and that can be used by IT professionals on your campus to publish R25 data as XML over HTTP for web-based data integration and application development. It is included with your R25 license.</p> <p>R25 WebServices is installed separately from R25.</p> <p>You must install R25 WebServices because it is required for 25Live use and R25 reporting, and recommended to make full use of SIS-R25 Interface v. 3.3.1 functionality. It also enables you to use the R25 Import Utility to load some of your existing space, resource, and contact information into R25.</p>
25Live	<p>A web-based event publishing, calendaring, and scheduling system included in your R25 license. 25Live is the web extension of R25 and is used in conjunction with it. All the data it uses is stored in your R25 database.</p> <p>25Live is hosted for you by CollegeNET.</p>
Schedule25	<p>An automated bulk classroom scheduling optimizer, accessed and used from R25.</p>
SIS-R25 Interface	<p>An interface that integrates R25 with your SIS for seamless academic event scheduling and management, accessed and used from R25.</p> <p>The Interface is installed at your location.</p>
X25	<p>A web-based, graphical space analysis decision support system that uses exported R25 data as the data pool for its analyses.</p>

Your Series25 implementation team

Before you begin the Series25 implementation process, assemble a team of schedulers, technical personnel, and campus service providers—experts in your scheduling environment and data, event support services, and technical environment. Many of the roles that comprise a successful implementation team are part time and episodic, and can be combined with other responsibilities. Most of these roles will experience a spike in activity in the early stages of your implementation, but may have few, if any, day-to-day responsibilities once the Series25 environment has matured and stabilized.

Typical team member roles and core competencies:

- An **Executive-level Implementation Champion** who possesses the political muscle to push campus initiatives and the authority to allocate funds and resources to your Series25 implementation team.
- A **Project Manager** who understands campus policies and politics, is authorized to make implementation decisions, and is effective at managing the efforts of others on the team. This role is frequently filled by the Functional Administrator defined below.
- A **Functional Administrator** who understands your school's scheduling needs and is able to administer Series25 software, set up security, define system settings, and manage the needs of users.
- An **SIS Coordinator** (if interfacing R25 with your SIS) who is familiar with your SIS scheduling data and can help the rest of the team coordinate and synchronize pertinent data between the R25 and SIS databases.
- **Key Academic and Non-Academic Schedulers** who understand the policies and practices of your event scheduling environment and the event-related data you maintain.
- **Key Event Service Providers** who understand the services required to support events on your campus.
- A **Network Administrator** who is able to install Citrix and the SIS-R25 Interface.
- A **Web Administrator/Developer** who is able to install R25 WebServices and customize embeddable event calendars.

Series25 Implementation and Support Services

To access the Series25 Customer Resources Portal, go to:

<http://knowledge25.collegenet.com/display/CustomerResources>

Portal access requires a special CollegeNET username and password. Contact support@collegenet.com for access information.

To contact...	Email...
Series25 Implementation	series25implementation@collegenet.com
Series25 Training	training@collegenet.com
Series25 Technical Support	support@collegenet.com

Phase 1 - Beginning your Series25 implementation

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>1 Develop an implementation plan and timeline. Decide how you want to “roll out” Series25 to your campus scheduling offices. Review the entire implementation checklist and decide who’ll do what and when.</p> <p>Contact your CollegeNET Series25 Implementation Manager at series25implementation@collegenet.com for assistance in developing an implementation plan that meets your particular campus needs.</p>	Series25 implementation team
<input type="checkbox"/>	<p>2 Determine whether you have the required hardware and software to install and implement your Series25 environment. If not, purchase and install what’s needed.</p> <p>If you need assistance in determining your hardware and software needs, contact support@collegenet.com.</p> <p>Document reference: <i>R25/25Live Technical Specifications</i></p>	Series25 implementation team, especially your Database Administrator, Network Administrator, and Web Administrator/ Developer
<input type="checkbox"/>	<p>3 Determine who should attend the R25 Data Preparation course at CollegeNET headquarters in Portland, Oregon and when. This course should be attended by the key academic and non-academic schedulers on your campus who will be preparing R25/25Live data.</p> <p>Have those individuals register for training at http://knowledge25.collegenet.com/display/CustomResources/Series25+Class+List</p>	Series25 implementation team

Done ✓	Task	Responsible Party
☐	<p>4 Determine who should attend each of these R25/25Live eLearning courses:</p> <ul style="list-style-type: none"> • Implementing R25 Security (for Functional Administrators) • Setting Up and Using the R25-SIS Interface (for SIS Coordinators) • Using Schedule25 in R25 (for key Academic Schedulers) • 25Live Publishing (for Functional Administrators and Web Administrators/Developers) • 25Live Functional Administration (for Functional Administrators) <p>Contact <i>series25implementation@collegenet.com</i> for assistance in determining your training needs.</p> <p>Have those individuals register for training at http://knowledge25.collegenet.com/display/CustomResources/Series25+Class+List</p>	Series25 implementation team

Phase 2 - Installing the components of your Series25 environment

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>5 Download the Series25 software.</p> <p>Document reference: <i>Download instructions</i> These instructions should have been emailed to you when you licensed your Series25 products. If you didn't receive them, contact support@collegenet.com.</p>	Network Administrator
<input type="checkbox"/>	<p>6 Install R25.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>Installation script online help</i> • <i>R25 v 3.3.1 Installation Instructions - First-time Installation</i> 	Network Administrator
<input type="checkbox"/>	<p>7 Install R25 WebServices.</p> <p>Document reference: <i>R25 WebServices Installation and Configuration Overview</i></p>	Web Administrator/Developer
<input type="checkbox"/>	<p>8 If you licensed the SIS-R25 Interface, install it.</p> <p>Document reference: <i>Implementing and Using the SIS-R25 Interface Version 3.3.1</i></p>	Network Administrator
<input type="checkbox"/>	<p>9 Install the following:</p> <ul style="list-style-type: none"> • R25 sample database • R25 data starter kit <p>Note The sample database and the data starter kit must be installed in separate instances of your DBMS, because the sample database is for reference and the data starter kit is to help you get started with data preparation.</p>	Network Administrator
<input type="checkbox"/>	<p>10 If you licensed Schedule25, install it.</p> <p>Document reference: <i>Schedule25 Installation and Update Instructions</i></p>	Network Administrator
<input type="checkbox"/>	<p>11 If you licensed X25, install the X25 Option Pack Update to R25.</p> <p>Document reference: <i>X25 Data Setup Guide</i></p>	Database Administrator

Phase 3 - Getting ready for R25/25Live data preparation

Done ✓	Task	Responsible Party
<input type="checkbox"/>	12 Attend the R25 Data Preparation course.	Individuals selected in step 3
<input type="checkbox"/>	13 Select your data preparation “track.” Document reference: <i>R25 Workbook 1: Preparing Data on Spaces and Resources</i> Training reference: <i>R25 Data Preparation</i>	Series25 implementation team
<input type="checkbox"/>	14 Assess your current campus scheduling data in light of the data preparation track you’ve chosen. In each of the pertinent data areas listed below, determine how much data you have (and need), the accuracy of the data, where the data is stored, and who maintains and controls the data. <ul style="list-style-type: none">• Spaces• Resources (equipment, services, personnel)• Organizations that schedule or sponsor events on your campus (academic departments, on-campus groups, off-campus groups)• Organization contacts• Academic events• Non-academic events	Series25 implementation team with assistance from other key campus personnel as needed
<input type="checkbox"/>	15 Set initial R25/25Live system definitions. Document reference: <ul style="list-style-type: none">• <i>R25 System Definitions and Defaults</i>• For information on setting the Data Entry system definition in preparation for data preparation, see <i>R25 Workbook 1: Preparing Data on Spaces and Resources</i>	Those members of the implementation team and others assigned to prepare R25/25Live data

Phase 4 - Adding R25/25Live users and creating security groups

Done ✓	Task	Responsible Party
<input type="checkbox"/>	16 Attend the Implementing R25 Security eLearning course.	Functional Administrator
<input type="checkbox"/>	17 Identify potential R25 and 25Live users: <ul style="list-style-type: none"> • Academic event schedulers • Non-academic event schedulers • Event requestors • Supervisory personnel • Functional Administrator • IT personnel • Service providers • Others 	Series25 implementation team with assistance from other key campus personnel as needed
<input type="checkbox"/>	18 Determine the R25/25Live functional security permissions required for each of the users you've identified. Users who'll be performing data preparation tasks must have full control on all directories, records, frameworks, and master definitions. Document reference: <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> Training reference: <i>Implementing R25 Security</i>	Series25 implementation team with assistance from other key campus personnel as needed
<input type="checkbox"/>	19 Determine the assignment policy and object-level security permissions of each user. Document reference: <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> Training reference: <i>Implementing R25 Security</i>	Series25 implementation team with assistance from other key campus personnel as needed

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>20 Add R25 and 25Live users to the R25 database.</p> <p>Note You can use LDAP or the R25 Import Utility to load some of your existing user data into your R25 database. For information, contact support@collegenet.com.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> • <i>R25 Import Utility</i> <p>Training reference: <i>Implementing R25 Security</i></p>	<p>Functional Administrator</p>
<input type="checkbox"/>	<p>21 Create appropriate R25/25Live security groups based on their functional security requirements. Remember to take the assignment policy and object level security requirements of users into account when creating these groups.</p> <p>Create 10 to 20 TBD (To Be Determined) security groups to accommodate potential future needs.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> <p>Training reference: <i>Implementing R25 Security</i></p>	<p>Functional Administrator with assistance from other members of the Series25 implementation team</p>

Phase 5 - Preparing R25/25Live data, and setting up space assignment policies and object level security

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>22 Gather the following information about each of the campus spaces you intend to use in R25 or 25Live:</p> <ul style="list-style-type: none"> • Short name and long name • Features • Layout options • Campus location • Ownership • Type of space • Open/close hours • Blackout dates/times <p>If you also plan to use X25, gather the following information as well:</p> <ul style="list-style-type: none"> • Building location • Building floor number (optional) • Owner department or organization • Room use code • Assignable area <p>Note For detailed information on X25 space data requirements, see the <i>X25 Data Setup Guide</i>.</p>	<p>Series25 implementation team with assistance from other key campus personnel as needed</p>
<input type="checkbox"/>	<p>23 Identify the space preferences of academic departments and other groups that schedule or sponsor events on your campus.</p>	<p>Series25 implementation team with assistance from other key campus personnel as needed</p>

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>24 Based on the data preparation “track” you’ve chosen:</p> <ul style="list-style-type: none"> • Create or edit the appropriate space master lists. • Create space records. • Create space relationships. • Add photographs to space records. • Enter the open/close hours of each space. • Enter the blackout dates/times of spaces as needed. <p>Note You can also use the R25 Import Utility to load some of your existing space data into your R25 database. For information, contact support@collegenet.com.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Workbook 1: Preparing Data on Spaces and Resources</i> • <i>R25 Import Utility</i> <p>Training reference: <i>R25 Data Preparation</i></p>	<p>Those members of the implementation team and others assigned to prepare R25/25Live data</p>
<input type="checkbox"/>	<p>25 Define space assignment policies.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> <p>Training reference: <i>Implementing R25 Security</i></p>	<p>Functional Administrator and those members of the Series25 implementation team and others assigned to prepare R25/25Live data</p>
<input type="checkbox"/>	<p>26 Put together a list of the resources—equipment, services, personnel, and so on—you intend to use in R25 or 25Live. For each resource, decide if you want to maintain stock levels for decrementing purposes.</p>	<p>Series25 implementation team with assistance from other key personnel as needed</p>

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>27 Based on the data preparation “track” you’ve chosen:</p> <ul style="list-style-type: none"> • Create or edit the appropriate resource master lists. • Create resource records. • Create resource relationships. <p>Note You can also use the R25 Import Utility to load some of your existing resource data into your R25 database. For information, contact support@collegenet.com.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Workbook 1: Preparing Data on Spaces and Resources</i> • <i>R25 Import Utility</i> <p>Training reference: <i>R25 Data Preparation</i></p>	<p>Those members of the Series25 implementation team and others assigned to prepare R25/25Live data</p>
<input type="checkbox"/>	<p>28 Define resource assignment policies.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> <p>Training reference: <i>Implementing R25 Security</i></p>	<p>Functional Administrator and those members of the Series25 implementation team and others assigned to prepare R25/25Live data</p>
<input type="checkbox"/>	<p>29 Identify all departments and other organizations that schedule or sponsor events on your campus and their associated contacts.</p> <p>If you also plan to use X25, identify each department’s College (if applicable).</p> <p>Note For detailed information on X25 organization data requirements, see the <i>X25 Data Setup Guide</i>.</p>	<p>Series25 implementation team with assistance from other key campus personnel as needed</p>

Done ✓	Task	Responsible Party
☐	<p>30 Based on the data preparation “track” you’ve chosen:</p> <ul style="list-style-type: none"> • Create or edit the appropriate organization and contact master lists. • Create organization records. • Create contact records. • Associate the appropriate contacts with each organization. <p>Note You can also use the R25 Import Utility to load some of your existing contact data into your R25 database. For information, contact support@collegenet.com.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Workbook 2: Preparing Data on Organizations and Contacts</i> • <i>R25 Import Utility</i> <p>Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
☐	<p>31 Based on the data preparation “track” you’ve chosen, create or edit the appropriate event master lists, and determine the event custom attributes you want to appear in R25 event details and in the 25Live event wizard.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Workbook 3: Preparing Data for Events</i> • <i>Customizing the 25Live Event Wizard</i> <p>Training reference: <i>R25 Data Preparation</i></p>	Series25 implementation team with assistance from other key personnel as needed
☐	<p>32 Determine the default event types you want users to be able to select from on the 25Live event wizard, and populate the evtype.xml file. Contact support@collegenet.com for assistance.</p> <p>Document reference: <i>Customizing the 25Live Event Wizard</i></p>	Functional Administrator and Series25 implementation team
☐	<p>33 Plan your event frameworks.</p> <p>Document reference: <i>R25 Workbook 4: Preparing the Scheduling Environment</i></p> <p>Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>34 Send your event frameworks plan to <i>support@collegenet.com</i> for review. Following the review, make any recommended changes to your event frameworks plan.</p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>35 Enter your event frameworks in R25, including assigning appropriate reports to your event types and other data “properties” as needed. Document reference: <i>R25 Workbook 4: Preparing the Scheduling Environment</i> Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>36 Set data inheritance rules. Document reference: <i>R25 Workbook 4: Preparing the Scheduling Environment</i> Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>37 Create event cabinets, and set appropriate date/time constraints on each. Document reference: <i>R25 Workbook 4: Preparing the Scheduling Environment</i> Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>38 Create event folders in each cabinet, including associating event categories and organizations with each folder as appropriate. Document reference: <i>R25 Workbook 4: Preparing the Scheduling Environment</i> Training reference: <i>R25 Data Preparation</i></p>	Those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>39 Set up object level security. Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>25Live Viewer and Visitor Seats Setup</i> <p>Training reference: <i>Implementing R25 Security</i></p>	Functional Administrator with assistance from other members of the Series25 implementation team

Phase 6 - Configuring and testing the SIS-R25 Interface

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>40 If you licensed the SIS-R25 Interface, configure and test it.</p> <p>Document reference: <i>Implementing and Using the SIS-R25 Interface Version 3.3.1</i></p> <p>Training reference: <i>Setting Up and Using the R25-SIS Interface</i></p>	<p>Functional Administrator and key Academic Schedulers familiar with your SIS</p>

Phase 7 - Completing specialized Series25 training and preparing for R25/25Live user training

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>41 Determine if selected personnel should attend any of these specialized eLearning courses:</p> <ul style="list-style-type: none"> • Setting Up and Using R25 Workflow (for Functional Administrators and key Academic and Non-Academic Schedulers) • Series25 System Administration (for Functional Administrators) <p>If so, have appropriate personnel register for the courses at http://knowledge25.collegenet.com/display/CustomResources/Series25+Class+List</p>	Series25 implementation team
<input type="checkbox"/>	<p>42 Attend specialized eLearning courses.</p>	Personnel identified in step 41
<input type="checkbox"/>	<p>43 Determine who should attend the Using R25 course and whether you prefer the eLearning course or onsite instruction. Your Series25 Implementation Manager can help you decide; contact series25implementation@collegenet.com.</p> <p>If you selected onsite, contact CollegeNET Education Services at training@collegenet.com to arrange.</p>	Series25 implementation team

Phase 8 - Setting up event pricing and notification policies

Done ✓	Task	Responsible Party
<input type="checkbox"/>	<p>44 If you plan to price some of your events, set up event pricing in R25.</p> <p>Document reference: <i>R25 Managing Event Pricing</i></p>	Functional Administrator and those members of the Series25 implementation team and others assigned to prepare R25/25Live data
<input type="checkbox"/>	<p>45 Set up notification policies if you need them to support your scheduling workflow and environment.</p> <p>Document reference:</p> <ul style="list-style-type: none"> • <i>R25 Security and Business Practices</i> • <i>25Live Security, Assignment Policies, and Notification policies</i> • <i>R25 User Guide</i> <p>Training reference:</p> <ul style="list-style-type: none"> • <i>Implementing R25 Security</i> • <i>Setting Up and Using R25 Workflow</i> 	Functional Administrator and those members of the Series25 implementation team and others assigned to prepare R25/25Live data

Phase 9 - Implementing 25Live

Done ✓	Task	Responsible Party
<input type="checkbox"/>	46 Connect your R25 WebServices instance to the 25Live code at CollegeNET.	Web Administrator/Developer
<input type="checkbox"/>	47 Attend the 25Live Publisher class.	Functional Administrator and Web Administrator/Developer
<input type="checkbox"/>	48 Attend the 25Live Functional Administration class.	Functional Administrator
<input type="checkbox"/>	49 Determine the field order, required fields, customizable text, and disclaimer information for your 25Live event wizard. Document reference: <i>Customizing the 25Live Event Wizard</i>	Functional Administrator and Series25 implementation team
<input type="checkbox"/>	50 Send your school branding information, custom attributes, and evtype.xml file to CollegeNET.	Functional Administrator
<input type="checkbox"/>	51 Determine the 25Live default user/scheduler role.	Functional Administrator

Phase 10 - Training users and including them in your Series25 environment evaluation

Done ✓	Task	Responsible Party
<input type="checkbox"/>	52 If you decided in step 43 that users should attend a Using R25 eLearning course, have those individuals register for the course at http://knowledge25.collegenet.com/display/CustomResources/Series25+Class+List	Series25 implementation team
<input type="checkbox"/>	53 Attend the onsite or eLearning Using R25 course.	Key Academic and Non-Academic Schedulers
<input type="checkbox"/>	54 If you licensed Schedule25, attend the Using Schedule25 in R25 eLearning course.	Individuals selected to attend this course in step 3
<input type="checkbox"/>	55 Do a test Schedule25 run. Document reference: <i>R25 Automated Space Assignment Using Schedule25</i> Training reference: <i>Using Schedule25 in R25</i>	Key Academic Schedulers
<input type="checkbox"/>	56 Test the entire academic event data flow from SIS to R25 to Schedule25 and back. Document reference: <ul style="list-style-type: none"> • <i>Implementing and Using the SIS-R25 Interface Version 3.3.1</i> • <i>R25 Automated Space Assignment Using Schedule25</i> Training reference: <ul style="list-style-type: none"> • <i>Setting Up and Using the R25-SIS Interface</i> • <i>Using Schedule25 in R25</i> 	Functional Administrator and key Academic Schedulers familiar with your SIS
<input type="checkbox"/>	57 Train additional R25 and 25Live users as needed. Document reference: <ul style="list-style-type: none"> • <i>R25 User Guide</i> • <i>R25 and 25Live online help</i> 	Series25 implementation team and Academic and Non-Academic Schedulers who attended the Using R25 course
<input type="checkbox"/>	58 Create test events in R25 and 25Live. Document reference: <ul style="list-style-type: none"> • <i>R25 User Guide</i> • <i>R25 and 25Live online help</i> Training reference: <i>Using R25</i>	Series25 implementation team and Academic and Non-Academic Schedulers who attended the Using R25 course

Done ✓	Task	Responsible Party
☐	59 Evaluate security and assignment policies. Document reference: <ul style="list-style-type: none"> • <i>R25 User Guide</i> • <i>R25 Security and Business Practices</i> Training reference: <ul style="list-style-type: none"> • <i>Using R25</i> • <i>Implementing R25 Security</i> 	Series25 implementation team and Academic and Non-Academic Schedulers who attended the Using R25 course
☐	60 Run reports. Document reference: <ul style="list-style-type: none"> • <i>R25 User Guide</i> • <i>R25 online help</i> Training reference: <i>Using R25</i>	Series25 implementation team and Academic and Non-Academic Schedulers who attended the Using R25 course
☐	61 Evaluate workflow and event pricing. Document reference: <ul style="list-style-type: none"> • <i>R25 User Guide</i> • <i>R25 Managing Event Pricing</i> • <i>R25 and 25Live online help</i> Training reference: <i>Using R25</i>	Series25 implementation team and Academic and Non-Academic Schedulers who attended the Using R25 course
☐	62 Review the data available in 25Live.	Selected potential 25Live users

Phase 11 - Moving Your Series25 environment into production and publishing calendars

Done ✓	Task	Responsible Party
<input type="checkbox"/>	63 “Go live” with your Series25 scheduling environment: R25, 25Live, Schedule25, and the SIS-R25 Interface.	Series25 implementation team
<input type="checkbox"/>	64 After you’ve been in production for several months, send events you want to publish to the 25Live Publisher. Document reference: <i>25Live Guide to Publishing Calendars</i> Document reference: <i>25Live Publishing</i>	Functional Administrator
<input type="checkbox"/>	65 Set up and manage custom fields in 25Live Publisher. Document reference: <i>25Live Guide to Publishing Calendars</i> Document reference: <i>25Live Publishing</i>	Functional Administrator and Web Administrator/Developer
<input type="checkbox"/>	66 Decide which “spuds” (widgets that control calendar display and operation) you want to use for each embedded calendar. Document reference: <i>25Live Guide to Publishing Calendars</i> Document reference: <i>25Live Publishing</i>	Web Administrator/Developer with input from the Series25 implementation team
<input type="checkbox"/>	67 Apply settings and styles to each spud. Document reference: <i>25Live Guide to Publishing Calendars</i> Document reference: <i>25Live Publishing</i>	Web Administrator/Developer
<input type="checkbox"/>	68 Embed calendar spud code into your web presence. Document reference: <i>25Live Guide to Publishing Calendars</i> Document reference: <i>25Live Publishing</i>	Web Administrator/Developer
<input type="checkbox"/>	69 “Go live” with your embedded calendars.	Web Administrator/Developer
<input type="checkbox"/>	70 Email <i>series25implementation@collegenet.com</i> to let us know of your success. We’re anxious to send our congratulations (and chocolates)!	Series25 implementation team