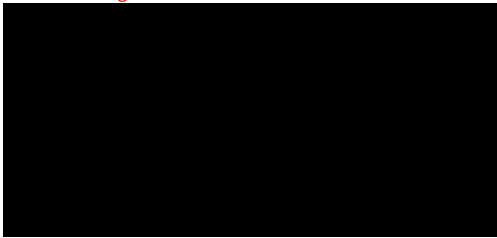


From the Dashboard, Utilize The 25Live Pro " Quick Search" Features

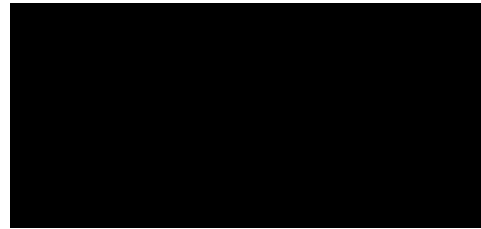
Searching for an Event?



TIP: M

yNC

Need to Research a Location?



letters for the building and four numbers for the room.

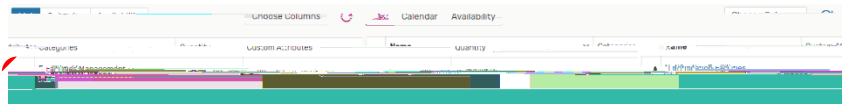
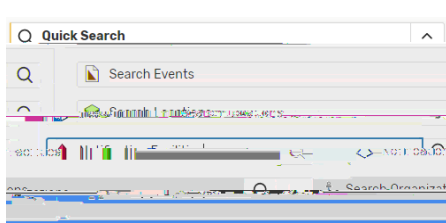
While Performing Searches, Star Regularly Used Items

Any Event, Location, Resource, Organization, or Search can be Starred.

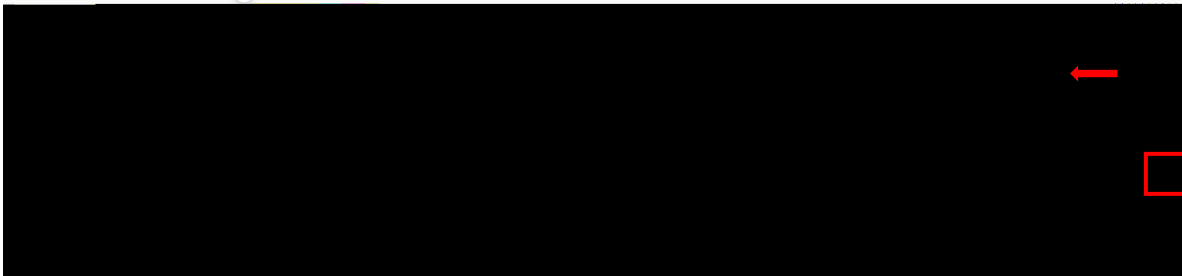
Go ahead and star a couple resources that you will need as a scheduler:



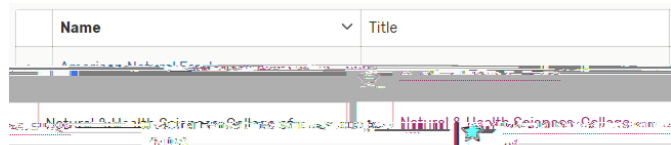
In the "Search Resources" section, type "Notification Facilities" then hit the spyglass. A new page will open. Select the Star next to that Resource you are looking for, and then Refresh the section by clicking the circular arrow to the right of that section.



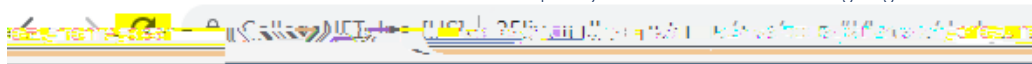
On that same search page, now type in "Unlock/Lock Facilities-By FM", hit enter or click the "Search" button. Select the Star next to that Resource, and then Refresh that section.



On the top of that same search page, change your "Select Object" search to "Organizations". Now in the Search bar, type in at least a partial spelling of your department as an organization name. Star your chosen organization, and then refresh that section.



TIP: Return to and refresh the Homepage to see the recent changes displayed on your Dashboard. The refresh button is located next to the browser window at the top of your screen as shown highlighted here:



Navigate to other areas of 25Live Pro from the Dashboard
Note that there are multiple ways to navigate to the desired screen(s) in 25Live Pro.

Open the Event Form by clicking on "Event Form" or by clicking on "Create an Event" .

Note: The button in the middle of the page will not appear if Express Scheduling exists in your user group. If that is the case, you can click on the "Event Form" button in the navigation bar to launch the Event Form.

If applicable to your job function, check and clear any tasks by opening the "Tasks" tab, or by checking the "Tasks" section of your homepage.

OR

Use the "More" dropdown as an option to get to other screens like Calendars, Searches, Reports, etc. You can also modify your preferences or change your password by going into the "User Settings" located within the "More" dropdown. The "More" dropdown

You can also go directly to the Search page by clicking on the "Go to Search" button on the Dashboard, located directly under the navigation bar:

If you have starred any events, locations, resources, or searches; from your homepage, simply click on your saved/starred title and the system will take you directly to that information.

From the Dashboard, you can also utilize the "Find Available Locations" feature. Note: You will need to do a location search, then save and star the location(s) before this feature will work properly.

Remember that there is always more than one way to access the same information in 25Live. For example, instead of using the "Find Available Locations" feature from the dashboard, you could do a Locations Quick Search by building(s) or even plug in a specific location and check for availability